

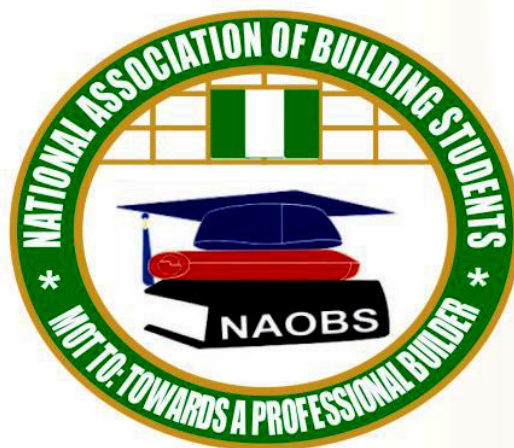
The

BYE-LAWS

Of the

NATIONAL ASSOCIATION OF BUILDING
STUDENTS (NAOBS)

THE
PROPOSED
BY-LAWS
Of the
NATIONAL ASSOCIATION OF BUILDING
STUDENTS (NAOBS)



APRIL 2015

INTRODUCTION

The proposed Bye-Law for the National Association of Building Students was composed by the Committee on NAOBS bye-law. In drafting the bye-law, we put into consideration the image of the Institute (NIOB) at heart. Base on that we decided to draft the Bye-Law in reference to the NIOB Constitution to avoid conflict in the provision of the constitution. Our desire in drafting the bye-law is to present a federal character as a National body putting all parties in the Six (6) political zones into consideration. We also consider that the management of the national body of the association should be similar with the NIOB National in order for students nationwide to get use to the institute (NIOB) system of operation as undergraduate and likewise ease their mode of transition to become graduate members after NYSC. This Bye-Law is expected to bind all local chapters of NAOBS in all institutions in Nigeria together as one family and likewise cater for the welfare of students towards capacity building and development to become a professional Builder.

This Bye-Law was drafted and corrected by the following member of the Executives:

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The By Laws of the
National Association of Building Students (NAOBS)

Preamble:

We the members of the national association of building students hereby agree to give this bye-laws to ourselves and its provisions shall bind and guide the conduct of the association and her members.

ARTICLE 1:

1.0 INTERPRETATION

In this bye- laws unless otherwise describe or modified the following expressions shall have the meaning respectively assigned to them, namely:

“The National Association of Building Students, (NAOBS)”.

“The bye-laws” means the bye-laws as drawn up by the Council and ratified by the general meeting of the National Association of Building Students together with any subsequent amendments.

“Council” means the National Council of the Association elected at the Annual General Meeting including the Chapter Presidents/representatives.

“Building” shall mean “The enclosure of space for the use and protection of life and property”.

“Student Builder” means a full registered student in the register of The Nigerian Institute of Building, (NIOB).

“Member” means a person whose name is listed in the membership register of the Association (NAOBS) and the Institute (NIOB).

ARTICLE 2:

2.0 NAME

The Association shall be known and called

THE NATIONAL ASSOCIATION OF BUILDING STUDENTS (NAOBS)

ARTICLE 3:

3.0 OFFICE

The registered office of the association shall be situated in Nigeria.

ARTICLE 4:

4.0 AIMS AND OBJECTIVES OF THE ASSOCIATION

The aims and objectives is of the National Association of Building Students shall be

- i. To promote the Science and Practice of Building Technology, Building Maintenance, Building Surveying, Building Production/Construction Management and Project Management including all research and publication of the results for public benefit.
- ii. To establish and maintain a high standard of competence and Conduct of those about to be engaged in the said Science and practice of Building and the education and research connected therewith.
- iii. To provide a forum for meeting and discussing matters of mutual interest to student Builders in Nigeria and to preserve and further the interest of those within.
- iv. To promote and stimulate the improvement of the technical and general knowledge of persons training to be engaged in the Building profession.
- v. To make available information on matters affecting the Building Profession in Nigeria and abroad.
- vi. To promote an understanding of the Building profession among members of the public and to confer with all professionals and other bodies within the construction industry.
- vii. To make available information on matters affecting the Building profession in Nigeria and Abroad.
- viii. To organize continuing education and professional training for members and non-members
- ix. To create and sustain public awareness on the role of the Builders and the Building Profession.
- x. To create awareness of the public in engaging the services of Builders for site execution of Building projects by managing its production process.
- xi. To promote and support the involvement of Builders in the practice of Facilities management.
- xii. To ensure adequate training and utilization of student Builders in the progress of the Institute.

- xiii. To promote public awareness of the role, functions and scope of services of the Building profession by publications, lectures, exhibitions and any other public enlightenment programmes considered appropriate.
- xiv. To initiate, organize, promote and enter into any enterprise as may deemed beneficial to the association.

5.0 **MEMBERSHIP**

5.1 **General** For the purpose of Admission, the Association shall consist of an unlimited number of members:

- i. Who have been admitted and their names are on the membership list of the association and the institute (NIOB).
 - ii. Financial members are those persons who pay their annual subscription and other levies, each financial member shall have the right to vote and be voted for into any executive officer such is qualified to content.
 - iii. Prospective members shall be:
 - a. Undergraduates and NYSC Corp members whose qualification and conduct are acceptable by the Association and Institute.
- NOTE: NYSC CORP MEMBERS ARE STILL STUDENTS MEMBERS of the Nigerian Institute of Building which is the parent body of NAOBS. They only become graduate members of the institute after their NYSC days.
- iv. All the NAOBS CHAPTERS shall pay their annual subscription Ten thousand naira (# 10,000:00) and other levies.

5.2 **Admission Procedure**

Prospective members applying for membership into the association shall do so by filling the membership application forms with payment of appropriate fee and submit same through the General Secretary of the association to the membership committee of NIOB for scrutiny.

5.3 **Membership Requirements**

Qualifications for Admission

For admission to student membership Grade, a candidate shall

- i. Be at least 16 years old and must have been admitted or be engage in approved course in Building or Building Technology.
- ii. Be a holder of WASC/GCE/SSCE with credits in at least five (5) subjects which must include English Language, Mathematics, Physics, Chemistry and any one from the following: Building Construction, Technical Drawing, Economics, Geography, additional Mathematics, in addition to (i) above.

OR

- iii. Have National Diploma (ND) in any of the allied disciplines

OR

- iv. Have City and Guilds certificate plus three (3) subjects at credit level in English Language, Mathematics, Physics or Chemistry at WASC/GCE/SSCE

OR

- v. Have NABTEB either in block laying and concreting or carpentry and joinery plus at least credit in English Language, Mathematics, Physics or Chemistry.

5.4 **Withdrawal of membership**

5.4.1 A member may declare his intention to withdraw his membership from the association and institute subject to Council (NIOB) approval provided:

- i. the withdrawal is not in bad faith
- ii. He gives, at least one month's notice in writing to the general secretary of his intention, stating reasons for withdrawal.
- iii. He pays his financial obligation to the association before the notice of his intention to withdraw
- v. He surrenders his membership certificate and all other properties of the association and institute in his possession to the General Secretary.

5.5 **Provision:**

- i. Failure to comply with the above provisions as may lead to appropriate disciplinary action by the council

ARTICLE 6:

6.0 **NATIONAL COUNCIL**

“The Association shall have a Council comprising”

President

1st Vice President

2nd Vice President

Immediate Past President

General Secretary

Assistant General Secretary

Treasurer

Financial Secretary

Publicity Secretary

The Research and Development Secretary

Three (3) Ex – Officio Members

Chapter Presidents/ Representatives

Two (2) Representatives from NIOB (Students Affairs Committee NIOB)

ARTICLE 7:

7.0 POWER AND FUNCTIONS OF THE COUNCIL

- 7.1 The council shall be the principal organ of the association for the purpose of formulating policies and carrying out its programmes.
- 7.2 It shall source or raise money for the implementation of the association's activities on terms and condition as shall be thought fit.
- 7.3 The Council shall approve and publish from time to time the code of conduct, Ethics, Ethos, Practice manual (s), Scale of Fees, Conditions of Engagement and Consultancy Agreement etc for members of the association.
- 7.4 The Council shall appoint a nomination and election committee at least 60 days before the Annual General Meeting (AGM) to conduct elections.

ARTICLE 8:

8.0 REPRESENTATION ON EXTERNAL BODIES

- 8.1 The Council shall nominate financial members who are registered with NIOB to represent the association on Boards, Councils, committees, Conferences or other such bodies.

- 8.2 Representatives in Article 8.1 above shall submit regular or periodic reports of the activities of such bodies, individually or severally as the case may be to the general secretary for the consideration of the council
- 8.3 Members representing the association on any organization shall retain their position on such organization only at the pleasure of the council and in accordance with the provisions in the Articles of this bye-law
- 8.4 A representative may resign, or withdraw before the end of his tenure.
- 8.5 Re-appointment of a representative at the end of a tenure is at the discretion of the council.
- 8.6 Appointment of such Representatives shall be based on spread/geo-political zones without compromising integrity, performance & competence.

ARTICLE 9:

9.0 STANDING COMMITTEES

- 9.1 The standing committees of the Council shall be:
 - a. Membership Committee
 - b. Research and Development Committee
 - c. Education and Training Committee
 - d. Finance and General Purposes Committee
 - e. Information and Publication Committee
 - f. Student Affairs Committee
- 9.2 All Standing Committees shall consist of a chairman, Secretary, and at least five (5) members. A Committee may Co-opt any member whose services it requires for any particular function.
- 9.3 Upon the recommendations of the President, the Council shall, at its first meeting, ratify the nomination of members to the committees.
- 9.4 The National Secretariat shall be responsible for the day to day execution and implementation of the association's activities/policies.
- 9.5 No committee shall take up the responsibility for any item/activity that the provision of this bye-law has assigned to another committee.
- 9.6 No member shall serve on more than three committees in any one year.

- 9.7 The decisions of all committees shall be subject to the ratification of the Council.

ARTICLE 10:

10.0 FUNCTIONS OF THE COMMITTEES

10.1 Membership Committee

- i. To develop and implement the council policies relating to the Institute (NIOB) registration process.
- ii. Compiling and managing the database of the association.

10.2 Research and Development Committee

- i. To encourage research and development in all aspect of the Building Profession.
- ii. To promote the association involvement in research in the Built Environment in collaboration with the Institute (NIOB)
- iii. To monitor and disseminate the findings of research carried out the association's members through her set forum established in all institution (Building Students Research Development Forum)
- iv. To offer practical assistance to individual members on their research work through the set forum tin their school.
- v. To encourage the use of information and communication technology (ICT) in the Building Profession.
- vi. To collaborate with relevant organizations for the realization and commercialization of research findings.
- vii. To present report to council (NIOB-Student Affairs committee) for deliberation and ratification.

10.3 Education and Training Committee

- i. To develop and implement councils policies relating to education and training of Building students.
- ii. To foster a cordial relationship between the association, the Institute, relevant training establishments and department in all tertiary Institutions offering Building as a discipline in Nigeria
- iii. To present report to council for deliberation and ratification.

10.4 Finance and General Purposes Committee

- i. To advise the council on the policies concerning all the finances of the association.
- ii. To recommend prizes for the various awards of the association
- iii. To recommend good investment opportunities.
- iv. To scrutinize the budget for association activities.
- v. To advise the Council on revenue generation
- vi. To process all financial expenditure of the council
- vii. To report the state of finances of the association to the council for deliberation and ratification.

10.5 Information and Publication Committee

- i. To develop and implement council's policies regarding the dissemination of information on matters affecting the practice of Building Profession.
- ii. To liaise with the Professional Development Committee (NIOB) to publish papers for conference, seminars, short courses and discussions.

10.6 Student Affairs Committee

- i. To encourage the active participation of building students in relevant activities of the association and institute
- ii. To support and encourage the local chapter of the association of higher learning.
- iii. To recommend to the council, students who are worthy of awards/prizes for conferment by council.
- iv. To formulate modalities of such awards
- v. To present report to council for deliberation and ratification.

ARTICLE 11:

11.0 ACCOUNTS

- 11.1 The council shall cause books of accounts to be kept in such a manner as to give a true and fair view of the state of the association affairs and to explain its transactions with respect to:
- i. The asset and liabilities of the association
 - ii. Income and expenditure of the association and manners in respect of which such receipts and expenditures take place

- iii. All sales and purchases of goods and services by the association.
 - iv. Accounts on association's activities i.e conference, seminars, workshop etc to be rendered not later than four (4) weeks after the event to the Finance and General purpose committee.
- 11.2 The books of account shall be kept at the National Secretariat of the association and shall always be open for inspection by members of the council with the permission of the President or caused to be brought to the council for inspection. The permission of the President should not be unreasonably withheld.
- 11.3 The Financial year of the association shall be from 1st January to 31st December of the year.

ARTICLE 12:

12.0 AUDIT

12.1 External Auditors

- i. Two Members of student Affairs Committee of NIOB shall appointed by the Institute to serve as the External Auditors.
- ii. They shall be responsible for annual auditing of the association's accounts, or as the need arises.
- iii. It audited account shall be duly signed by the President, and Treasurer after presentation and approval at the Annual General meeting.

12.2 Internal Auditors

- i. The Annual General Meeting shall appoint three financial members of the association as internal auditors on the recommendations by Council.
- ii. The Internal Auditors shall hold office for one year only.
- iii. The internal auditors so appointed shall not be members of the Council
- iv. Internal Auditing shall be carried out quarterly and report processed through the finance and General Purpose Committee to the council for its deliberation and guidance.

ARTICLE 13

13.0 Election and terms of office of officers

- i. All offices shall be honorary and officers shall be elected through secret ballot at the Association's Annual General Meeting and shall hold office until the next annual election
- ii. Only financial members who are registered under Institute (NIOB) as Student Builder shall be eligible to be voted for during the Association's election.
- iii. No member of the Association shall be elected into any post of the council until he has satisfied the following conditions
 - a. A minimum of 2years membership under the Institute (NIOB);
 - b. Demonstrate evidence of meritorious service to the Association and in standing committee(s) of the Association either at state or national level or both.
 - c. Be a fully registered Student Builder with NIOB
- iv. Nomination forms for election shall be available at all chapters within sixty(60) days to the date of the AGM
- v. Persons who intend to run for the council offices shall have been nominated and seconded by financial corporate members of the institute (NIOB), at least, 30 days before the Annual General Meeting and such persons must have expressed their willingness to serve in the proposed capacity if elected.
- vi. The dossier of contestants shall be published in the AGM annual report.
- vii. The list shall also be pasted at a conspicuous place at the National Secretariat and at the venue of the Annual Conference, at least, twenty-four hours before the Annual General Meeting
- viii. Officers of the Council shall not hold the same office for more than two consecutive terms
- ix. The immediate past president shall automatically remain a member of the council
- x. A past president shall not contest or hold any elective office in the council
- xi. A candidate seeking election to the post of president shall have fulfilled all the conditions laid down above and in addition, be not less than three (3) years Student member of the institute (NIOB).
- xii. A candidate seeking election as 1st Vice President, 2nd Vice President, or Hon. General Secretary and must have a minimum of 60% attendance at Council Meetings

and AGM during any tenure and has been a Student member of the Institute (NIOB) for a three (3) years

xiii. A candidate for the post of Hon. General Secretary must have served effectively as President of a Chapter based on prescribed performance indices and/or in the Council for a minimum of one (1) year, and attended not less than 60% of Council Meetings during his tenure and has been a student member of NIOB for a minimum of two (2) years

xiv. Along with the notice of annual general meeting at which election of officers is to be held shall be a list of current members of council and committees, meetings held and attendance summary

xv. Chapter President shall have their names forwarded to the council not later than one month after the annual general meetings or a month after the chapter has been approved

xvi. There shall be no written document by a candidate before and during the election

xvii. There shall be not more than two(2) persons elected to council from one state chapter at a time

xviii. There shall be no two(2) persons from the same chapter in a state to be elected into the council at a time

xix. Election nomination forms to be endorsed by a President/Secretary to confirm that the contestant is an active member of the chapter

xx. A person seeking elective office shall present his/her curriculum vitae, cv, and score a minimum of 60% of the Association's prescribed performance index(pi)

xxi. In the event that no person applied or qualified for an elective position the AGM may appoint an ex-officio into the position

ARTICLE 14:

14.0 DUTIES OF OFFICERS

14.1 President

- i. The president shall deliver an address on a Building topic of his choice at the first general meeting after his election.

- ii. He shall take the chair by right at all meetings of the Association and of the council and perform such other duties as the council may assign to him without prejudice to the express provision of the bye-law.
- iii. He shall be responsible for the maintenance of order and discipline at all meetings ensuring that the business and meetings of the Association are conducted with a sense of decorum and responsibility.
- iv. He shall sign the minutes of meeting after they have been read and adopted and his signature shall be conclusive proof of correct records of such meeting.
- v. He shall be a signatory to the Association's bank accounts.
- vi. He shall deliver a written address at the annual general meeting.
- vii. Unless by the express directive of the president, no member of the Association other than the Hon. General Secretary and the publicity secretary can issue a release in whatever form in the media (print and electronic) about the affairs of the Association at national or international level.
- viii. He shall seek to generally improve the fortunes of the Association and members of the Association.
- ix. He shall work towards the achievement of the aims and objectives of the Association in all its aspects and ramifications, as contained in the provisions of this bye-laws
- x. He shall approve all expenditure of the Association that is not above a limit; as may be reviews by council from time to time

14.2 The First Vice President

- i. He shall preside in the absence of the President, at all meetings in which the President by this Bye-laws has power to preside
- ii. He shall be the chairman of the membership committee and finance and general purpose committee
- iii. He shall perform all other duties of the President when the President is absent or disabled by any reason whatsoever

14.3 The Second Vice President

- i. He shall preside at all meetings in the absence of the president and the 1st vice President

- ii. He shall be chairman of Research and Development Committee and Education and Training Committee.
- iii. He shall perform either the duties of the President and/or 1st Vice President if each as the case may be, is unable to perform his duty or disabled for any reason whatsoever

14.4 **Immediate Past President**

- i. He shall undertake special or specific duties as may from time to time be assigned to him by the council
- ii. He shall be an adviser to the president

14.5 **The Hon. General Secretary**

- i. Shall keep proper records of all proceedings and minutes of the meetings of the Association.
- ii. Shall summon meetings at the direction of the President and shall prepare items on the agenda for all meetings after consultation with the President;
- iii. Shall be responsible for issuing out circular for meetings
- iv. Shall maintain close touch with all the chapters and committees
- v. Shall be responsible for the effective co-ordination of the activities of the Association including conferences, workshop, seminars and annual general meetings (AGM)
- vi. Shall be the accounting officer of the Association.
- vii. Shall keep an imprest account as may be approved by council from time to time; for the effective discharged of his duties.
- viii. Shall retire imprest account regularly to the president before the imprest account is recouped.
- ix. Shall be signatory to the Association's bank accounts.
- x. Shall present all council decisions on policies and resolutions to the subsequent annual general meetings (AGM) or extra-ordinary general meetings (EGM) for ratification
- xi. Prepare periodic reports on the state of affairs of the Association to the Institute (NIOB student affairs committee) for presentation to the council (NIOB).
- xii. Shall perform such other duties as may be assigned to him by the council

14.6 **The Assistant General Secretary**

- i. He shall assist the Hon. General Secretary in the discharge of his duties

- iv. He shall be Secretary to Student Affairs Committee and Education and Training Committee.
- ii. Shall perform such other duties as may be assigned to him

14.7 **The Treasurer**

- i. Shall be responsible for all financial transactions of the Association and for ensuring that all monies received are properly accounted for.
- ii. Shall release money only after being duly authorized by the President
- iii. Shall be responsible for the safe keeping of all Association's money in the bank
- iv. Shall advise the institute from time to time on all financial matters and keep the Association informed of its financial position.
- v. Shall advise the Association on steps to be taken to ensure that it is able to fulfill its financial obligations.
- vi. Shall submit all accounts, including bank statements to the auditors on demand.
- vii. Shall be one of the signatories to the Association's bank accounts
- viii. Shall report the financial position of the Association at each meeting of the council.
- ix. Shall give a detailed financial report of the Association at its annual general meeting
- x. Shall be a member of the finance and general purpose committee.

14.8 **The Financial Secretary**

- i. Shall oversee the collection of all monies due to the association with receipts issued.
- ii. Shall liaise with the treasurer to ensure that an accurate and proper record of account for the association is kept.
- iii. Shall report to the council any member/ chapter who is in arrears of annual subscription and other dues and issue demand notices on same.
- iv. Shall be the secretary to the Finance & General Purpose Committee.
- v. Shall maintain close touch with all chapters in all matters concerning the finances of the Association.
- vi. Shall keep all the records of financial transactions of the Association.

14.9 **The Publicity Secretary**

- i. The Association's publicity in electronic and print media;
- ii. Social activities of the Association.

iii. Promoting the good image of the Association, Institute and be the public relation officer of the Association.

iv. Shall be the secretary of the Information and Publication committee

14.10 **Director of Social**

i. Shall be in charge in the organization of Conference, workshop, seminar and AGM of the Association.

ii. Shall work in liaison with the publicity secretary in dissemination of information.

iii. Shall perform such other duties as may be assigned to him by the council

14.11 **Assistance Director of Social**

i. He shall assist the Director of Social in the discharge of his duties

ii. Shall perform such other duties as may be assigned to him

14.12 **The Research and Development Secretary**

i. Shall be the Chairman and in charge of the Building Students Research Development Forum (BSRDF) of the Association.

ii. Shall be responsible for and direct all activities concerned with the editing of technical papers coming from the Forum for publication

iii. Shall liaise with the Research and Development Secretary of NIOB to ensure proper co-ordination of the forum (Building Students Research Development Forum (BSRDF)) to the interest of the Institute in promoting the Building Profession.

iv. Shall initiate policies in liaison with the Research and Development Secretary of NIOB on Mandatory Continuing Professional development for the consideration of the Professional Development and Practice for Students.

v. Shall be the Secretary of Research and Development Committee

vi. Shall carry out the duties that may from time to time be assigned to him by the council.

14.13 **Ex-Officio Members (3)**

i. Shall take any role as may be assigned by the President or the Council from time to time.

14.14 **Chapter Representative in the National Council**

The Chapter President:

i. Shall be the chapter representative of the Council.

- ii. Shall co-ordinate the activities of his chapter including visits, seminars, workshops, etc.
- iii. Shall be responsible for organizing meetings of his chapter from time to time.
- iv. Shall present a written report of the activities of his chapter at every Council Meeting
- v. Shall have the report signed by him and the Chapter Secretary.

14.15 Representatives from NIOB (Students Affairs Committee NIOB)

- i. Shall oversee the affairs of the meeting of the Council.
- ii. Shall take the report and conclusion of the meeting of the council to the NION Council for approval after the Committee on Students Affairs have meant on.
- iii. Shall be a witness to the all process of the Meeting of the Council and Report to the Committee on student affairs on what was discuss.

ARTICLE 15:

15.0 Disqualification of members of the Council

15.1 The office of a member of the Council shall become vacated if:

- i. He ceases to be a member of the Association and Institute.
- ii. He ceases to hold office by virtue of any provision of the Bye-laws
- iii. By reason of misconduct, his name is struck off list of members of the Association and Institute.
- iv. He fails to attend two successive meetings of the Council without an acceptable, explanation or an advance notice for such non-attendance.
- v. He becomes mentally incapacitated or dies.
- vi. He ceases to reside in the Federal Republic of Nigeria.
- vii. He resigns his position from the elected office in the Council.

15.2 Any Casual vacancy from the honorary offices may be filled by the Council but the person so appointed shall hold office only for the remaining term of the vacancy.

ARTICLE 16:

16.0 CHAPTERS

16.1 A chapter shall be formed only in Institutions approved by the Institute (NIOB) during accreditation of the department.

- 16.2 Each chapter shall be guided by the Constitution of NIOB, Bye-Laws of the Association, rules and regulation and all the amendment thereto from time to time made by the Institute.
- 16.3 In all matters whatsoever affecting Chapters, it is the decision of the Council that shall be final, however the chapter so affected may appeal to the AGM.
- 16.4 Any prospective member shall be recommended to the association by a chapter.
- 16.5 The council reserves the right to suspend or withdraw the Association recognition to any chapter that has breached the Bye-Laws of the association, Constitution of the Institute and code of conduct of the Institute. A chapter whose recognition is threatened shall be notified in writing by the council and shall be entitled to a full hearing of its case by the council. The President shall present the case at the AGM for ratification or otherwise.

16.6 **Composition and Management**

The Chapter shall comprise of a minimum membership of ten (13) of diverse Levels; with at least (2) Corporate Members as staff advisers.

- i. A chapter shall have Executive Committee comprising the following members:
 - a. President
 - b. Vice president
 - c. General Secretary
 - d. Assistant General Secretary
 - e. Treasurer
 - f. Financial Secretary
 - g. Publicity Secretary
 - h. Director of Socials/Sports
 - i. Assistant Director of Socials/Sports
 - j. Research Coordinator officer
 - k. Liberian officer.
 - l. Ex-Officio Member (i.e the Immediate Past President)
- ii. The management of the chapter shall be vested in its Executive Committee.
- iii. The President shall have been a student member of the Institute (NIOB).

- iv. The Bye-Laws of a chapter shall not be in Conflict with any provision of the Constitution of the NIOB and Bye-Laws of the association national body.

16.7 Functions of the Chapters

- i. Implementing the Council/AGM policies as directed from time to time.
- ii. Organizing Professional Activities for members
- iii. Promoting membership growth.
- iv. Representing the Association and Institute's interest in any field within the chapter.
- v. Organizing Seminars, Workshops and Short Courses on all topics relating to the Building Profession.
- vi. Liaising with Government and other organization on behalf of the Association and Institute.
- vii. Creating Awareness of the profession in the chapter.
- viii. Council shall issue necessary guidelines for the running of the chapters from time to time.
- ix. Where there is more than one chapter in a state, a Committee of Presidents shall be formed and shall meet regularly.

16.8 National body's Contribution to chapters

- i. A percentage of the total annual subscriptions paid by members of a chapter shall be paid to the chapter for its growth and development. The percentage shall be determined and reviewed by the Council from time to time.
- ii. The said amount shall be paid to the chapter not later than 31st of March of the succeeding year.

ARTICLE 17:

17.0 FINANCE

17.1 General

- i. The sources of fund to the Association shall consist of the annual subscription of chapters, members, donations, grants, legacies; bequest, contributions, levies, and proceeds of sales and other revenues derived from the association's activities.
- ii. All monies of the Association shall be deposited into approved bank accounts.
- iii. The Council may raise funds through general levy on members
- iv. The Association may receive voluntary donations and grants from legitimate sources.

- v. All cheque on the association's accounts shall bear the signature of any two of following officers: The President, the Hon. General Secretary and the Treasurer of the Association and Institute (NIOB).

17.2 **Subscriptions:**

- i. The annual subscription of chapter shall from time to time be determined on the recommendation of the Council and ratified by a resolution at the Annual General Meeting.
- ii. Annual Subscription shall become due on 1st day of January and should be paid by 31st day of March each year; failing which a chapter ceases to enjoy the right and privileges of membership.

17.3 **Suspension and Termination:**

- i. If a chapter continues to be in arrears for a period of one year, the chapter membership may be suspended by the Council.
- ii. If the annual Subscription of the chapter is in arrears for a maximum of three years, his membership may be terminated.
- iii. Termination of a member shall be by the simple Resolution at the AGM on recommendation by Council after appropriate notice by registered post must have been sent to the last known address of such member within twenty-eight (28) clear days prior to the meeting of the Council at which the matter will be tabled for decision, informing him that a motion would be moved to terminate the chapter membership of the Association.

17.4 **Renewal of Membership**

The council may re-instate a member subject to the full payment of all outstanding arrears and penalty to be imposed by the Council.

ARTICLE 18:

18.0 **DISCIPLINE**

18.1 **Introduction**

Members of the association shall be bound by the code of Conduct of his institution. The discipline of a member of the association shall be the responsibility of the Council, which shall from time to time and as the need may arise, appoint a disciplinary committee to investigate the conduct of such a member. In the event of the establishment of a prima facie case against the member by the committee, the committee shall recommend an appropriate disciplinary action against such member to the council.

18.2 **Composition**

The Disciplinary Committee shall consist of three members which one is from the NIOB Student affairs committee. None of whom shall be members of the Council, Two committee members shall form a quorum. No petitioner for a disciplinary action against a member in a particular case shall be a member of the Disciplinary Committee.

ARTICLE 19:

19.0 **Meetings**

a) **Annual General Meeting**

- i. The annual General meeting of the Institute consisting of all members (Matriculated into an institution) shall take place at Venue and date decided by members who have voting right at the Annual General Meeting.
- ii. The Annual General Meeting shall hold within 12 months after the Last Annual General Meeting But if for unforeseen reasons it is unable to hold, it shall not exceed 15 months except for a National state of emergency or any other event that makes it not conducive for majority of members to attend.

b) **Emergency Meeting.**

- i. An emergency meeting of the council shall be convened by the General Secretary on the directives of the President to discuss matters of Urgency affecting the Association.

c) **Quorum**

- i. For a Council meeting, Five (5) members shall form a quorum; subject to section 20.2 (iv).
- ii. For Annual General Meeting 50 members shall form a quorum.

iii. For an emergency Council Meeting, Five (5) members shall form a quorum; subject to section 20.2 (iv).

iv. For Committee meeting, three (3) members shall form a quorum.

d) **Conduct of Meeting**

All the meetings of the Association shall be conducted in accordance with the provision of this Bye-Law.

ARTICLE 20:

20.0 **Standing Orders**

20.1 **Annual General Meeting**

- i. The President shall preside at all the meetings of the Association.
- ii. In his absence the 1st Vice President or 2nd Vice President in the order Listed herein shall preside at the meeting.
- iii. Where the three (3) officers still fail to show up on the 2nd day of the Annual General Meeting, A past President or the Most Senior member of the Association at the venue shall preside.
- iv. The General Secretary in the circumstance shall convene a meeting of the Council to be chaired by the immediate past President within 90 days, when the absence of the officials will be discussed and appropriate decision taken and another Annual General Meeting convened within 90 days.
- v. The President shall formally declare meetings open and closed as appropriate.

20.2 **National Council Meetings**

- i. The Presidents shall be the chairman at all Council meetings, in his absence, the First, Second Vice President shall take the chair.
- ii. In the absence of the above- mentioned officers within thirty minutes after the time scheduled for the meeting members present shall appoint a chairman amongs those present for that meeting.
- iii. The chairman shall formally declare the meeting open and closed.
- iv. Unless otherwise determined five (5) members including the General Secretary or Assistant General Secretary of the Association shall form a quorum.

20.3 **Committee Meetings**

- i. Committee Meetings shall be held as often as possible to resolve issues at hand
- ii. The Committee Chairman shall formally declare the meeting open and shall be responsible for conducting the meeting in accordance with the Association's Standing Orders and the Provisions of this Bye-Law
- iii. Three members including one officer of the committee shall form a quorum. In the absence of the chairman within thirty minutes after the appointed time for the meeting, members present shall appoint a Chairman amongst those present.

20.4 **Minutes of Meetings**

- i. Where possible, minutes of previous meetings shall be sent so as to reach members not later than one week before the next meeting, but on the contrary, it shall be circulated at the meeting.
- ii. Where possible, Minutes of Annual General Meeting shall be sent so as to reach members not later than one month after the Annual General Meeting.

20.5 **Order of Business**

- i. Each member shall enter his name in the register of attendance at every meeting of the Association.
- ii. The minutes of the previous meeting of the association shall be read and adopted as may be amended. After the minutes shall have been read and corrected, the chairman shall call for a motion for the adoption of the minutes upon which the chairman and Secretary shall sign the minutes.
- iii. Meetings shall be conducted in accordance with the agenda of the day as may be amended and approved by the members.
- iv. Any business not disposed of at any one meeting shall be included on the agenda for the following meeting.

20.6 **Roles of Address**

- i. Members who intend to address the house shall indicate by raising up their hand and on recognition by the presiding officer shall address the house.
- ii. The Chairman shall have power to curtail and stop a speech he considers unreasonably long and irrelevant.

- iii. All speeches shall be addressed to the chairman and any question to another member shall be put through the Chairman.
- iv. At any time during the course of speech or debate, the Chairman may call for a motion to proceed to the next item without further debate, and he shall be so obliged if the motion is seconded.

20.7 **MOTIONS**

20.7.1 **Motion without Notice**

The following motions may be moved without notice at any meeting;

- i. For the adoption or otherwise of the Minutes, of the previous meeting, or the report of any Committee.
- ii. For reading or answering any correspondence or other documents and as to any action to be taken by the meeting thereon
- iii. For the precedence of any particular business.
- iv. For the putting of motion to vote forthwith
- v. For suggesting any business for consideration at a subsequent meeting.
- vi. For the suspension of any parts of these standing orders.

20.7.2 **Motions without Debate**

The following motions may be moved at any meeting without debate:

- i. That the question be now put to vote.
- ii. That the meeting proceeds to the next business.

20.8 **Voting**

- i. Voting on issues at meetings shall be by show of hands and the chairman shall announce the result.
- ii. Upon the dissolution of the outgoing Council and other committees, a Returning officer and two scrutineers shall be appointed for the purpose of directing the conduct of elections at the meeting.
- iii. Voting during elections shall be by secret ballot using nomination papers at the Annual General Meeting, the Returning officer shall announce the result.
- iv. There shall be a format for the result sheet, which will have provisions for signatures of Electoral Officers and the Candidates Agents.

- v. Only Registered members of the Institute (NIOB) are entitled to vote at the Annual General Meeting and if the Population of the registered member is less than one third (1/3) of the total population at the Annual General Meeting then it is allowed that members of NAOBS at the conference of local chapters shall be entitled to vote.
- vi. In the case of any equality of votes on issues at all meetings, the Chairman shall have the right to exercise a second or casting vote.
- vii. In the case of equality of votes during an election, the returning officer shall order a re-vote among Students Builders members of the Institute present.
- viii. The contestant will have an agent who will be part of the sorting, counting, recording of votes and also be a signatory to the result sheet.

20.9 **Waiver**

The provisions of this bye-law may be waived on a motion for waiver moved by financial member and supported by least 2/3 financial members in attendance in other to facilitate discussion at a general meeting.

20.10 **Restriction**

- i. Except a quorum is formed, waiver cannot apply.
- ii. Waiver shall not serve as amendment or alteration of Provisions of this Bye-Law.

ARTICLE 21:

21.0 **AMENDMENT OR ALTERATION**

a. **General**

- i. Where the association or Council recognizes or identifies a need for a review of this Bye-Law, or an amendment to any provision of this Bye-Law, such review or amendment shall be approved at a General Meeting on the acceptance of such recommendations presented by a review Panel or Committee duly appointed for the purpose.
- ii. These articles of this Bye-Law may be amended or altered by way of omission or addition at a General Meeting provided that a notice of motion for amendment shall been given to the General Secretary and the resolution to amend shall have been carried by a majority of not less than two-thirds of the votes cast.

b. **Procedure for 21(a.)(ii)**

- i. The articles of this Bye-Law may be amended upon a motion in writing sent to the General Secretary by a member and supported by another member both of whom shall be financially up to date by his chapter.
 - ii. The proposed amendment shall be made at least ninety (90) days before the Annual General Meeting
 - iii. The motion for amendment shall be listed in the agenda of the Annual General Meeting and the Motion Circulated to Members at least Sixty (60)days before the Annual General Meeting.
- c. **Effective Date**
- Any amendments to the articles of the Bye-laws shall take effect from the date the motion is passed to the Annual General Meeting except otherwise decided.