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Constitution

OF THE

Nigeria Computer Society (NCS)

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Society
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ii. DEFINITIONS

	Term	Definition
1.	The Articles	Articles of The Society
2.	The Society	Nigeria Computer Society (NCS)
3.	Computing	The design and application of processes and technologies associated with computer <i>systems</i>
4.	Software	Series of instructions that direct the activities of a computer
5.	IT	Information Technology
6.	Digital Divide	The disparities existing in access to and use of Information Technology (IT) between countries (the "international digital divide") and between groups within countries (the "domestic digital divide"). The digital divide is not a single thing, but a complicated patchwork of varying levels of IT access, basic IT usage, and IT applications among countries and peoples.
7.	Professional	An individual engaged in computing or in the practice of Information Technology and registered with Computer Professionals (Registration Council of Nigeria)
8.	Member	An individual or corporate body registered by the Society
9.	The Council	The National Executive Council of the Society

10.	Council Member	A member of The Council
11.	IG	Interest Group
12.	FIG	Foundation Interest Groups
13.	SIG	Special Interest Group
14.	ITAN	Information Technology (Industry) Association of Nigeria
15.	ISPON	Institute of Software Practitioners of Nigeria
16.	ISPAN	Internet Service Providers Association of Nigeria
17.	CPN	Computer Professionals (Registration Council of Nigeria)
18.	AGM	Annual General Meeting
19.	NACOS	National Association of Computing Students (A Student body of Nigeria Computer Society)

iii. PREAMBLE
ARTICLE I: NAME

1.0 **Name:** The Society shall be called and known as "NIGERIA COMPUTER SOCIETY", abbreviated as "NCS", and herein referred to as "THE SOCIETY".

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ARTICLE II: AIM AND OBJECTIVES

2.1 **Aim:** Advancement of Computing and Information Technology Development in Nigeria.

2.2 **Objectives:** The objectives of the Society shall be as follows:

- i) To promote the education and training of Computing Professionals including Computer & Information Scientists, Computer Engineers, Software Engineers, Information Architects, and Information Technology & Systems Professionals etc.
- ii) To actively encourage research in the advancement of Computing & Information Science, Information Technology & Systems, and practice; and disseminate results of scientific works carried out in industry, military, and education sectors.
- iii) To promote the interchange of information about the sciences and arts of information processing and management among specialists and the public.
- iv) To develop the competence and demand integrity among members who are engaged in the practice of Computing, and to uphold the ethics of the profession as contained in the Code of Conduct and the Code of Practice of the Society.
- v) To promote and protect the professional interests of its members.
- vi) To advise members, governments, other competent authorities, and the general public, on national and international policy matters affecting the Computing industry.
- vii) To build global affiliations, to cooperate with similar professional organizations throughout the world, and to receive, render or reciprocate such services as are beneficial to and consistent with the objectives of the Society.
- viii) To position as the sole representative of members of the Society in all negotiations and consultations with the Federal, State and Local

governments and their agencies on matters of policy affecting the conduct and practice of computing.

- ix) To contribute to the formulation of policies, the development and assessment of educational and training curricula relating to the profession.
- x) To recognise and advance the interests of gender, the special needs and other disadvantaged groups as enshrined in the Constitution of the Federal Republic of Nigeria as relates to the computing industry.
- xi) To institute National merit awards for deserving members of the Society and other promoters of Computing.
- xii) To undertake any other duties incidental to the purpose of achieving the objectives of the Society.

ARTICLE III: MEMBERSHIP CATEGORIES

3.1 Membership is open to every person involved either directly or indirectly in Computing. There shall be four classes of membership:

- i. Professionals
- ii. Corporate
- iii. Student
- iv. Non-Professional

3.2 The requirements for each class shall be under continuous review in order that the Society can respond rapidly to changing situations arising from new developments.

3.3 The professional grades are:

- i. Fellow
- ii. Member
- iii. Associate
- iv. Graduate

3.4 The basic qualifications for advancement are of a similar nature in each case, being a varying combination of attainment of a certain minimum standard of education and evidence of experience of computing over a specified number of years.

3.5 Every applicant for NCS membership shall pay a stipulated non-refundable application processing fee to qualify the applicant to receive an application form prior to the usual processing of the application. This application fee shall not form part of the annual dues which shall normally become payable by the applicant if admitted to NCS. In case of applicant for student membership, the student applicant shall pay a stipulated fee for students and submit a letter of attestation from his/her head of department before receiving an application form.

ARTICLE IV: MEMBERSHIP QUALIFICATIONS, REGISTRATION AND CESSATION OF MEMBERSHIP

4.1 Membership Registration:

Registration of various categories of members including those of corporate organizations under the IGs shall be effected on the unified registration form in which the applicant shall choose his/her membership category or preference in accordance with the criteria specified below. Furthermore, IGs and NCS corporate members must ensure that their members of staff register with NCS. Thereafter, NCS and the IGs shall encourage the registered members to register with CPN to complete the professional practice registration process.

4.2 Selection of SIGs by New Members:

New members shall be required to select at least one Special Interest Group of NCS to complete registration.

4.3 Professional Membership:

4.3.1 Fellow (FNCS): The grade of Fellowship is granted only to a member who can prove his/her professional activities, justify his/her acceptance as an authority in his/her field of computing; has made significant contribution to the growth of the Society; and has in addition fulfilled the following:

General requirements:

- i. Candidate is at least thirty-five years of age.
- ii. Candidate's professional activities and achievements justify his/her acceptance as proficient in the particular field(s) of the profession as confirmed by the sponsors and approved by Credentials Committee.

- iii. Candidate has made significant contributions to the growth of the Society as confirmed by the sponsors and approved by Credentials Committee.
- iv. Candidate is otherwise considered by the Society to be of sound mind to be so recognized.
- v. Candidate's application for membership is sponsored in writing by two financially up to date Fellows and complies with the form and manner that may be prescribed by the Society from time to time.
- vi. A candidate must have been inducted as a member.

4.3.1a

Criteria 1:

- i. First degree (HND or B.Sc.) in Computing or Computer Professional Examination (CPE Stage II).
- ii. Candidate must be a full member grade with not less than ten years on the grade and relevant professional work experience, at least five years of which must have been in position of managerial responsibility.
- iii. Candidate is a registered IT Professional whose name is listed in the Register of Members maintained by the Computer Professionals (Registration Council) of Nigeria (CPN) for at least five years, including attending at least two of the last three IT Assemblies that can be verified.
- iii. Candidate has been a member of the Society for at least ten years and has actively participated in the Society's activities in the last five years, including attending at least two of the last three National/International Conferences/activities of the Society that can be verified.
- iv. Must pay a special admission fee to be determined by the Council.

4.3.1b **Criteria 2:**

In the instance of a candidate failing to meet the requirements in criteria 1, the following conditions will suffice subject to fulfilling compulsory criteria and being within a maximum number of ten (10) such admissible candidates per annum:

- i. First degree (HND or B.Sc.) in Computing or Computer Professional Examination (CPE Stage II).
- ii. Practicing IT for a minimum of twenty (20) verifiable years.
- iii. Must have registered with NCS and CPN for a minimum period of two (2) years.
- iv. Must pay a special admission fee to be determined by the Council.

4.3.2 **Member (MNCS):** The grade of member is granted only to a person who can prove his/her professional activities, justify his/her acceptance as a member and has in addition fulfilled the following requirements:

- i. First degree (HND or B.Sc.) in Computing or Computer Professional Examination (CPE Stage II).
- ii. A minimum of five (5) years post NYSC qualification professional experience.
- iii. Applicants with Masters or Doctorate Degree in Computing and related discipline together with a minimum of three (3) years and two (2) years professional experience respectively may be considered.
- iv. Must not be below the rank of a Computer Programmer/ Developer or its equivalent.
- v. A holder of a certificate of an examination recognized by the Society for the membership grade with not less than five years relevant professional working experience.
- vi. Anyone considered by the Society to be a fit and proper person to be so registered.

- vii. Has his/her application sponsored by two Fellows or by one Fellow and two full members.

OR

viii. Graduates of other disciplines who have been practicing IT for a minimum of Ten (10) years and holding important positions like CIO, CTO, and Head of IT departments in their organizations, with relevance and recognized professional certifications in computing (Computer Science, Information Technology, Software Engineering, Network Administration, Cybersecurity, Computer Engineering, Data Science, etc. awarded by national and international training institutions. These professional certifications must have been acquired a minimum of ten years ago. This category of graduates may also be subjected to interview.

4.3.3 Associate Member (AMNCS): This grade is open to a holder of a Certificate of an examination recognized by the Society or exempted by the Society and must possess:

- i. A pass in the CPN intermediate professional examination or an equivalent qualification.
- ii. First degree (HND or B.Sc.) in Computing or Computer Professional Examination (CPE Stage II).
- iii. Anyone who has passed the minimum examination prescribed by the Society together with a minimum of 3 years professional experience.
- iv. Anyone with a University Degree in fields other than Computer Science, or its equivalent, and a minimum of five (5) years of recognized professional experience in computing will be considered for Associate membership subject to the approval of the Council.
- v. Anyone that is otherwise considered by the Society to be a fit and proper person to be so registered; and,

- vi. Has his/her application sponsored by two full members in writing in such a manner as the Council may, from time to time, prescribe.

OR

vii. Graduates of other disciplines who have been practicing IT for a minimum of Five (5) years and holding important positions like CIO, CTO, and Head of IT departments in their organizations with relevance and recognized professional certifications in computing (Computer Science, Information Technology, Software Engineering, Network Administration, Cybersecurity, Computer Engineering, Data Science, etc. awarded by national and international training institutions. These professional certifications must have been acquired a minimum of five years ago. This category of graduates may also be subjected to interview.

OR

vii. A graduate of Computer Science or Information Technology related discipline who has been a student member for not less than two (2) years while in school.

4.3.4 Graduate Member

This grade is open to those who fulfill any of the following conditions:

- i. A university Degree in Computer Science or Information Technology related discipline.
- ii. A certificate adjudged equivalent to CPN Intermediate Professional Examination with a minimum of three years' experience
- iii. Must have passed the minimum examination prescribed by the Society.
- iv. Has his/her application sponsored by two full members in writing in such a manner as the Council may, from time to time, prescribe.

4.4 **Student:** This grade is open to anyone who fulfills the following conditions:

- i. Must be currently undergoing a course of study in computing science or Computer Engineering or IT related discipline in a

university or Polytechnic or College of Education or other Institutions of Higher learning recognized by the Society.

- ii. Must be member of NACOS of Tertiary Institution recognized by the Society.

4.5 Non – Professional Membership

4.5.1 **Honorary Fellow:** This grade is open to anyone who fulfills the following conditions:

- i. Be at least thirty years of age and has made significant contributions to the course of computing in other various areas of endeavour; and
- ii. Be considered by the Society to be a fit and proper person to be so registered; and
- iii. His/her Conferment is at the discretion of the Council.

4.5.2 **Affiliate Membership:** This grade is open to those who fulfill the following conditions:

- i. Must have attended computer training for at least one year or has worked for 2 years in a computer environment; and
- ii. Have passed at least 5 subjects in not more than two sittings WASC or GCE or SSCE and attained the level of credit in at least two (2) subjects; and
- iii. Has application must be sponsored by two members not below the rank of Associate.

4.6 Corporate Membership:

The grade is open to corporate bodies, Companies, Institutions and Societies that are willing to promote the aims and objectives of the Society and in addition fulfill the following conditions:

- i. Be a body Corporate; whose activities involve the practice, teaching, sale, support or consulting in Computing.

- ii. Has two (2) Professional Members who are in good financial standing and are permanent staff of the organisation.

4.7 **Use of Designatory Letters by Members:**

Any member so elected to the various grades shall be entitled to use the following designatory letters for corresponding cadres to which he/she has been elected:

- i. Fellow of the Nigeria Computer Society shall be "FNCS"
- ii. Member of the Nigeria Computer Society shall be "MNCS"
- iii. Associate of the Nigeria Computer Society shall be "AMNCS"
- iv. Honorary Fellow of the Nigeria Computer Society shall be "FNCS (Hon)"

4.8 **Ethics & Discipline:**

Ethics speaks to the standards, norms, principles, core values and ways of doing things in a decorous manner for the common good of all. The ethics and disciplinary policies and measure of the Society are governed by the Constitution and Code of Conduct of Nigeria Computer Society. The code of conduct document provides the ethical principles and guidelines for the professional practice of members.

4.9 **Cessation of Membership:**

Any Member shall ipso facto cease to be a member of the Society:

- i. If the Member he/she is adjudicated to be bankrupt.
- ii. In the case of an individual member, if he/she is found to be a lunatic or is medically certified of unsound mind.
- iii. Any member owing up to two years dues will be automatically suspended and all his rights and privileges revoked.
- iv. A list of such suspended members will be published periodically as may be determined by NEC.
- v. Any member owing up to three years will be delisted and ceases to be a member of society. Those members who desire to be reinstated

will so apply and pay all outstanding dues in full with all accruing interest at prevailing bank rates. In addition, the defaulting member will be required to pay a penalty of:

- a. Two (2) years dues for default up to five (5) years,
 - b. Three (3) years dues for default of between five (5) and ten (10) years, and
 - c. Five (5) years dues for defaults beyond ten (10) years.
- vi. There shall be a biannual publication of the list of financially up to date members. This list should be made available on the society's website and also available during conferences to validate a member's status.
- vii. If the Member has been convicted and/or imprisoned for any criminal offence involving dishonesty.
- viii. If he/she neglects or refuses to comply with the constitution and Byelaw of the Society for the time being after a written notice properly delivered to the member's registered address by the President, on the instructions of the Council directing his attention to such neglect or refusal.
- ix. A Member may voluntarily withdraw membership of the Society in writing through the Chapter to the Chairman of Ethics Committee for consideration by the Council.
- x. Any member who decides to sue NCS BOT of NCS in the Law Court without the prior mediation by the Arbitration Committee shall be suspended from NCS till the determination of the said suit.

4.10 Expulsion of Members:

The Council shall have powers on all members and authorized representatives of corporate members, which power shall be exercised in accordance with the provisions of this constitution.

- i. A member who is alleged of misconduct subject to the provisions of Article IV.4 shall be notified in writing within twenty-one clear days forwarded to him by registered post to the last known address with the Society, and upon response in writing to the

- President of intention to appear, shall be heard by the Council, either in person or through duly authorized agent. Alternatively, or in addition, he may put in a written statement which shall be taken into consideration.
- ii. Any person who has been investigated in accordance with the preceding paragraph and found guilty may be expelled from the Society, fined, or have his accreditation cancelled or dealt with in any other manner considered appropriate by the Council.
 - iii. Any person so expelled from the Society or voluntarily withdrawn from the Society must return his/her membership certificate and all other documents belonging to the Society in his/her possession.

4.11 Annual Subscriptions:

The Council, with the consent of members (Individual and Corporate) at a General Meeting, may from time to time vary the annual subscription payable to the Society. A member's subscription shall be due on the first day of the Society's financial year.

4.12 Register of Members

Subject to article 2 of the constitution the Executive Secretary to the Council shall keep at all times, a Register of Members of the Society which shall be open for inspection during the ordinary business hours of the Society or by electronic means by any Member in good standing. The names and addresses of all people, firms and companies who are current members shall be inscribed in the Register together with the names of their duly authorised representatives.

- i. Corporate Members shall from time to time, as necessary, inform the President in writing of changes in their authorised representatives and such changes shall be inscribed in the Register of Members.

- ii. The list of registered and financial members shall be published online on both NCS and CPN websites and on at least one national newspaper.

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ARTICLE V: THE NATIONAL EXECUTIVE COUNCIL (NEC)

The Society shall have a governing council to be known as the “**National Executive Council**” which shall be responsible for policy making and general administration of the Society.

5.1 Composition of NEC

The composition of the Council shall include the following:

5.1.1 Elected Members:

- i. The President
- ii. Deputy President
- iii. Chairman, Audit Committee
- iv. Chairman, Publicity, Events and Trade Services Committee
- v. Chairman, Conferences Committee
- vi. Chairman, Ethics and Discipline.
- vii. Chairman, Innovation, Research and Development
- viii. Chairman, Education and Manpower Development
- ix. Chairman, Credentials Committee
- x. Six (6) Zonal Coordinators and Representatives to the CPN Council each representing Chapters in each of the country's six geo-political zones of the Country.

5.1.2 Statutory Members:

- i. The Immediate Past NCS President
- ii. President and Chairman of Council of CPN
- iii. A Representative of the FIGs
- iv. A Representative of the SIGs
- v. The Executive Secretary

5.1.3 **Observer:**

- i. President (Nigeria Association of Computing Students (**NACOS**))

5.1.4 **Executive Secretary:**

- i. The Executive Secretary, a non-voting member of the Council, shall be a full-time functionary, appointed by the Council for a term of 4 years which is renewable for a second 4-year term, subject to satisfactory performance and the Council approval.
- ii. The Executive Secretary shall be the Chief Administrative Officer of the Society

5.1.5 **Tenure of Office:**

- i. The tenure of office of the President shall be a single term of two (2) years subject to a maximum of two (2) terms of four (4) years.
- ii. The tenure of office of other elected officers shall be a single term of two (2) years subject to a maximum of two terms of four (4) years in the same position.
- iii. No elected officer shall serve in NEC for more than eight (8) years consecutively.

5.1.6 **Responsibilities of Office:**

- i. The President is the Chief Accounting Officer of the Society and shall exercise this function in line with the Financial Procedures of the Society.
- ii. The Deputy President shall supervise and exercise oversight functions over the activities of the zones through the 6 Ex-officio Members from the 6 geo-political zones.
- iii. While the 6 Ex-Officio Members shall supervise all State Chapters within their respective zone.

5.2 Functions of the Council:

- i. It shall prepare or cause to be prepared by the President and submit for the approval of the National Executive Council (NEC)

following the Annual General Meeting, a budget containing the estimates, revenue and expenditure of the Society for any current financial year; it shall submit an audited account to an annual general meeting.

- ii. It shall have power to take offices or acquire premises for the use of the Society and to appoint an Executive Secretary and such other officers which in its opinion are necessary for the due conduct of the business of the Society, to engage professional assistance and to make regulations concerning conditions of service and remunerations for all appointed persons or employed by it.
- iii. Subject to the provisions of this constitution and these Articles, to call its own meetings and regulate its own proceedings, to manage and supervise the affairs and act in the name of the Society.
- iv. The council shall hold meetings (Physical and/or online) at least once every quarter to plan and review the Society's activities and deal with emerging and prevailing issues. Any Council member who fails to attend the NEC meeting three (3) consecutive time stands suspended and be referred to the Ethics committee for advice. All rights / privileges as NEC member are withdrawn while on suspension.
- v. If the affected member is from the Interest group/stakeholder, a replacement could be nominated from the Interest group/Stakeholder in the interim.
- vi. The Society and the Council's Representatives must attend CPN's and Interest Groups' meetings to present the Society's position and foster Profession/Industry integration and congruence of action.
- vii. To give an account of its stewardship at the Annual General Meeting
- viii. To make adequate provision for participation of State Chapters in the affairs of the Society

5.3 Powers as to Bye Laws and Procedures

- i. The Council shall have power to make, alter, or revoke Byelaws and Procedures for carrying on the business of the Society, provided always, that the Byelaws and Procedures in force shall not be repugnant to the constitution. Any suggested alteration of any Byelaw or Procedure should be given to each member of the Council in the notice of the Council meeting at which the alteration is to be considered. In the event of any alteration being approved, it shall become operative immediately.
- ii. The Council shall have powers to nominate and appoint representatives for the Society on public committees, Boards, and other official bodies from within its own membership, provided that such nominations and/or appointments may be revoked, withdrawn or substituted at any time at council's discretion and while serving, no representative of the Society may, receive remunerations from Council for such membership of such Board/Boards other than transport and other incidental expenses.

5.4 Finance and General-Purpose Committee (F&GPC):

This is a committee of the Council which shall be responsible for financial oversight functions of the Society. All Capital Expenditures above the threshold stated in the Financial Procedure must be approved by the Council, on the recommendation of the Committee.

5.4.1 Members:

- i. The Chairman
- ii. Director of Finance
- iii. Executive Secretary
- iv. Two other members of the Council with experience in financial matters.

5.4.2 **Chairman:**

The Deputy President or any NEC Member on the recommendation of NEC shall act as the Chairman.

5.4.3 **Quorum:**

The quorum for the meeting is any three which must include the Chairman and one member of the Council.

5.5 **Ad hoc Committees**

- i. The Council may from time to time appoint committees as may be necessary and any member of the Society, or person or persons whose name or names appear in the Register of Members, and who (not being a member of the council) shall have full privilege to act and vote on the committees.
- ii. In special circumstances, non-members of the Society may also be co-opted.

ARTICLE VI: ELECTORAL PROCESS AND VOTING RIGHTS

6.1 Electoral Process

- i. The Council shall appoint an Electoral Committee every two years. Members are to be appointed at least six (6) months before an election year.
- ii. Elections shall be held biennially, and voting shall be by secret ballot and or e-voting.
- iii. There shall be a transition period and handover date of not later than 30 days after an election.
- iv. All activities relating to the election shall be guided by the Electoral Guidelines.

6.2 Amendment to Electoral Guideline:

- i. Electoral guideline shall only be review by the resolution of the AGM

6.3 Voting rights of Members:

- i. Voting right is restricted to the Professional grades and the Corporate Members only as stated in article 3.3 above.
- ii. The Member Must have been inducted into the Society as a Professional Member
- iii. The Member Must be financially up to date.
- iv. Must have been registered for participation at the Conference (Physical or virtual).
- v. An individual vote is counted as one (1) while a corporate vote is counted as four (4) during any General Election

ARTICLE VII: FUNCTIONS OF OFFICERS

7.1 **President:** The duties of the President include:

- i. Convening and presiding over meetings of the Council and of the Society.
- ii. Appointing, with consent of the Council members, of ad hoc committees.
- iii. The exercise of other functions as may be delegated by Council either fully or in part, under such of its powers and functions as it may deem fit from time to time including, but not limited to:
 - a. All matters relating to the paid staff of the Society.
 - b. The management of Secretariat and its properties.
 - c. the articulation and achievement of financial and other targets as set out in the annual budget of the society approved by the National Executive Council
 - d. all matters relating to the external relations of the Society.

7.2 **Deputy President:** The duties of the Deputy-President include:

- i. Assisting the President in the discharge of duties.
- ii. Presiding at meetings in the absence of the President.
- iii. Assuming the duties of the President in the event of the President's resignation or incapacitation, such resignation or incapacitation being determined by the Council.
- iv. Supervision of Zones

7.3 **Duties of Committees of Council:**

7.3.1 **Audit Committee:**

The Audit Committee, headed by the Chairman Audit Committee, shall have the following responsibilities:

- i. Reviewing the account of the Society quarterly, and additionally as may otherwise be deemed necessary.
- ii. Liaising with the External Auditor on the account of the Society
- iii. Submitting audit report to the next Annual General Meeting.
- iv. Ensuring financial procedures are adhered to.

7.3.1.1 **Members of the Audit Committee shall be:**

- i. Chairman Audit Committee
- ii. Chairman Ethics and Disciplinary Committee
- iii. Three other members of the Society who have experience in financial matters.

The quorum for the meeting is any 3 members including the Chairman.

7.3.2 **Publicity, Events and Trade Services Committee:**

The Publicity, Events and Trade Services Committee, headed by the Chairman Publicity, Events and Trade Services Committee, shall have the following responsibilities:

- i. Planning and co-ordinating events that drive the attainment of the objectives of the Society such as exhibitions, trade shows, summits, Awards etc.
- ii. Generating fund from such exhibitions, trade shows etc.
- iii. Co-ordinating for synergy in IT industry – wide exposure of products for export – software, hardware, and services.

- iv. Collaborating with relevant bodies/authorities, government, corporate organizations to arrange programmes/events as approved by the Society/Council.
- v. Implementing a domestic and foreign engagement policy spanning initiatives for the propagation of information technology application to life in the global village.
- vi. Creating and coordinating for synergy in industry-wide efforts at developing products for export - software, hardware and services; drives the implementation of policy and the establishment of the desired institutional framework; recognizes knowledge as a capital asset /national resource and advocates policy and framework on intellectual property rights (IPR); promotes anti-piracy initiatives; and propagates the application of information technology for the development, management and deployment of intellectual capital assets.
- vii. Co-ordinating the interaction and growth of interest groups within the information technology stakeholder community.
- viii. To articulate and proactively manage the corporate brand identity with emphasis on communicating the vision and continuing relevance of information to national socioeconomic goals.
- ix. Publication of Newsletters and circulation to members and corporate organisations.
- x. Soliciting for advertisement of products and services in the newsletter.

7.3.3 **Conferences Committee:**

The Conferences Committee, headed by the Chairman Conferences Committee, shall have the following responsibilities:

- i. Arranging NCS sponsorship of such General Conferences as approved by the Society and for planning specialized symposium/ seminar workshop at least once each year.
- ii. Appointing or approving the General Chairman for each NCS sponsored or co-sponsored activity with the consent of the Council and of any co- sponsoring groups.
- iii. Providing a supplementary revenue source to enable NCS to pursue such goals as may be of benefit to the membership and to the furtherance of the purpose of NCS.
- iv. Completing and timely accounting and reporting for all the activity income and expense of Conference on a regular basis to the Council.
 - a. Accounting shall be on individual activity basis.
 - b. Maintain an impress account for the purpose of organizing conferences.
- v. Ensuring the liability of any activity to exceed the amount of funding specifically allocated to that activity without prior approval of Council of NCS and the authorized representatives of such other groups as may be financially committed as co-sponsors of that activity.

7.3.4 Ethics and Disciplinary Committee:

The Ethics and Disciplinary Committee, headed by the Chairman Ethics and Disciplinary Committee, shall have the following responsibilities:

- i. Arbitration and ombudsman to internal and external public on issues relating to the direct activities of individual and corporate members.
- ii. Advising on ethical framework for maintenance of professional standards on conduct and practice.
- iii. Advising on disciplinary methods and procedure for erring members iv. Advise on ethical issues.

- v. Conducting and concluding all reported ethical or disciplinary issues within six months.

7.3.5 **Innovation, Research and Development Committee:**

The Innovation, Research and Development Committee, headed by the Chairman Innovation, Research and Development Committee, shall have the following responsibilities:

- i. Unveiling innovations in IT and coordinating domestic and international requirements for IT research, global trends, and development; establishes and encourages domestic standards and best practices in conformity with International Standards (ISO) and Best Practice Management (BPM) to enthrone the necessary discipline for domestic growth and global competitiveness.
- ii. Publishing the Journal of Computer Science and its Applications.
- iii. Arranging ways of circulating the publication(s) as a means of generating revenue for the Society.
- iv. Handling any other publication(s) as the Council may deem necessary from time to time.

7.3.6 **Education and Manpower Development Committee:**

The Education & Manpower Development Committee, headed by the Chairman Education and Manpower Development Committee, shall have the following responsibilities:

- i. Formulating the draft policy on educational programmes for the approval of the Society.
- ii. Implementing the Society's policy on education.
- iii. Developing and reviewing syllabus for and conducting Professional Examinations approved by the Society.
- iv. Planning and implementing manpower development programmes as approved by the Society.
- v. Representing the Society on all educational matters.

- vi. Encouraging the spread of Computer knowledge at all levels.
- vii. Generating revenue from examinations and other manpower development programmes.
- viii. Handling of the NCS Scholarship Scheme

7.3.7 Credentials Committee:

The Credentials Committee, headed by the Chairman Credentials Committee, shall have the following responsibilities:

- i. Screening of all application forms and recommending appropriate membership grade for each applicant to the Council.
- ii. In case of application for the grade of Fellow, the Committee will do the prima facie qualification screening and ensure completeness of relevant documentation; and thereafter pass it on to National Executive Council for Consideration and approval who will then send list of approved Fellows to the College of Fellows, for inclusion in their list.

TAKE NOTICE THAT the number and specific functions of Committees shall be subject to change to meet the evolving demands of the Society in pursuit of its Aims and Objectives

7.4 Zonal Coordinators

Zonal Coordinators shall have the following responsibilities:

- i. Carrying out all activities of their respective zones under the supervision of the Deputy President.
- ii. Supervising the activities of all Chapters in their various zones.
- iii. Ensuring due diligence in the Chapters byelaws and code of Ethics of the profession in the zones.
- iv. Reporting any erring Chapter to NEC for necessary action.
- v. Ensuring regular quarterly meetings with the Chapter Chairmen under them.
- vi. Carrying out any other jobs assigned by the Deputy President, President or NEC.

7.5 The Executive Secretary:

The duties of the Executive Secretary include:

- i. Running the daily activities of the Society in an organised and efficient manner.
- ii. Liaising with members of the press with the approval of the President as at when due.
- iii. Giving adequate support to the President and other members of the Council in the running of various Committees.
- iv. Preparing the following key documents for consideration and consent of the President.
 - a. Organisational structure and operational guidelines with the Chairman Audit Committee on the day—to—day running of the Society for discussion and consent of the President prior to consideration for adoption of Council.
 - b. Performance Management System for the Secretariat including training of staff on operational procedures.
 - c. Written strategies for creating broad awareness of the Society with a view to engendering goodwill and a positive disposition to the Society.
 - d. Internal memorandum encouraging members to participate fully in the daily activities of the Society
- v. Developing and implementing consistent and on—going strategies for membership enrolment, recruitment, and maintenance
- vi. Preparing periodic reports covering operational and financial issues to the President for further consideration by Council
- vii. Developing strategies to collect members' subscriptions as at and when due.
- viii. Preparing the Annual Budget for the various activities of the Society
- ix. Ensuring the financial viability of the Secretariat
- x. Maintaining the register of members.

- xi. Keeping minutes of business meeting of the Society and of the Executive Council.
- xii. Informing members of the time, place, and agenda of meetings.
- xiii. Organising, managing & administering the content of NCS website & portal
- ix. Perform other duties as may be directed by the Council for the growth of the Society.

ARTICLE VIII: THE BOARD OF TRUSTEES

8.1 The Board of Trustees:

- i. Trustees, herein after referred to as “The Trustees” shall be known as “THE REGISTERED TRUSTEES OF THE NIGERIA COMPUTER SOCIETY” for the purposes of the Companies and Allied Matters Act (CAMA), 1990 or any statutory amendment or re-enactment thereof. Members shall be appointed by the Council (with input from College of Fellows) and ratified by the AGM.
- ii. **Number:** There shall not be more than 9 (nine) Trustees for the Society as follows:
 - a) One each from the Geo-political zones;
 - b) 1 (ONE) re-elected from the incumbent Board;
 - c) (ONE) non-IT professional as recommended by CAMA.
 - d) The current President of NCS.
- iii. Only a Professional Fellow or an Honorary Fellow shall be eligible for appointment as a Trustee, provided that:
 - a) he/she is not less than 40 years old; and
 - b) he/she must have distinguished himself/herself as an exemplary member of the society, and
 - c) he/she must be of impeccable character.
 - d) The Chairman of the Board of Trustees must be a Professional Fellow.
 - e) Secretary shall be the President
- iv. A Trustee may hold office for 5 years. He/She shall cease to hold office if he/she
 - a) resigns from the office
 - b) ceases to be a member of the NCS.

- c) is a person of unsound mind having been so found by a court of competent jurisdiction;
 - d) has been convicted of an offence involving fraud or dishonesty within five years of the proposed appointment or is so convicted whilst holding the office of Trustee;
 - e) is a person disqualified from being a director of a Company pursuant to the provisions of Section 258 of the Companies and Allied Matters Act, 1990 or any statutory amendment or re-enactment thereof;
 - f) is officially declared bankrupt;
 - g) is sentenced to a term of imprisonment without the option of a fine (other than in respect of the driving or use by him/her of a motor vehicle); is recommended for removal from office by a majority vote of members present at any General Meeting, or
 - h) ceases to reside in Nigeria.
- v. A currently serving or Past Trustee shall not seek for elective office in NCS or any of its organs until five years have elapsed since the Trustee served.
 - vi. Upon a vacancy occurring in the number of Trustees, NCS NEC for the time being shall appoint another eligible Member to fill the vacancy who shall hold office until the next General Meeting of the Society, when he shall be eligible for appointment at such meeting.
 - vii. The Trustees by virtue of the grant of a Certificate of Incorporation instrument under the Companies and Allied Matters Act. 1990 or any statutory amendment or re-enactment thereof shall become a body corporate by the name described in the Certificate and shall have perpetual

succession and power to sue and be sued in such corporate name and subject to any conditions and directions contained in the said Certificate to hold and acquire, and by instrument under common seal to convey, assign and demise interest therein now or hereafter belonging to or held for the benefit of NCS.

- viii. The Trustees shall have a common seal of the following design:
 - a. Two concentric circles having the words "The Incorporated Trustees of Nigeria Computer Society" inscribed in the space between the circles.
- ix. Such a common seal shall be kept in the custody of the Secretary to the board who shall produce it when required for use by the Trustees.
- x. All the documents to be executed by the Trustees shall be signed by each of them and sealed with the common seal.

8.2 **Arbitration Committee**

- i. There shall be a Trustees Arbitration Committee.
- ii. This Committee shall consist of all the Trustees and 5 members thereof shall form a quorum.
- iii. Any member who is dissatisfied by the decision of NCS NEC shall within 14 days refer such grievances to the Trustees for arbitration as a condition precedent to member(s) seeking redress in Court provided any Trustees in attendance where such decision was taken cannot participate in the said arbitration.
- iv. Any such dissatisfied member shall give notice of such dissatisfaction to the Trustees.
- v. The Trustees shall convene a meeting within 21 days after the receipt of such notice.

- vi. Any member who decides to sue BOT of NCS in the Law Court without prior mediation by the Arbitration Committee shall be suspended from NCS till the determination of the said suit.
- vii. Where there is any proposal for out-of-court settlement between NCS and a Member, the same shall be executed by the Trustees on behalf of NCS.

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ARTICLE IX: COLLEGE OF FELLOWS

- i. There shall be a “College of Fellows” comprising of Fellows, an award conferred by the Society on deserving individuals.
- ii. The functions of the College shall be advisory to the National Executive Council.
- iii. The College will assist as a lobby group in supporting the goals and objectives of the Society.
- iv. The provost shall be the Chairman of the College

ARTICLE X: MEETINGS

- i. There shall be an Annual Conference of the Society during which AGM shall be held. There shall be at least 30 days' notice before the AGM.
- ii. There shall be thematic Workshops organized by relevant interest groups in collaboration with NCS at least once every quarter.
- iii. The Chapters can hold thematic workshops, seminars etc subject to approval of NEC.
- iv. Extra-Ordinary General Meeting. The President, in consultation with Executive Secretary and /or at the request of a member approved by at least ten percent (10%) of the voting members of the Society shall call or cause to be called an EGM. The procedure shall be as for the Annual General Meeting.
- v. Quorum:
 - a. The quorum at all general and EG meetings shall be fifteen percent (15%) of the voting members.
 - b. Forty percent (40%) (to the next whole number) of the members of any committee including the Executive Council shall form a quorum for any meeting of such committee except for quorum otherwise specified in the Constitution for specific committees.
 - c. There shall be not less than 14 days notice to the members of the Society for the EGM.

ARTICLE XI: FINANCE

- i. Entrance (Registration) Fees and Annual Subscription: Entrance fees payable by various categories shall be prescribed by the Council from time to time.
- ii. The annual subscriptions of NCS are subject to periodic review by the Council, and payable on the first day of the Society's financial year (1st April of previous year till 31st of March NCS year).
- iii. A member who is in arrears of subscription as stipulated under cessation of membership shall cease to exercise all the rights of membership until such arrears are settled.
- iv. Signatories: The President, the Deputy President, the Executive Secretary, and any member appointed by NEC, in line with the Financial Procedure, shall be the signatories to the Account of the Society.
- v. External Auditor: An external Auditor shall be appointed at the A.G.M.
- vi. Financial Procedure: The financial procedure of the society shall form the basis of all payments and financial transactions and be subject to Audit Committee procedures and guidelines.

ARTICLE XII: SPECIAL INTEREST GROUPS

12.1 **Eligibility:** A group of members or professionally related existing body or association can form a special interest group provided they comply with the following conditions:

- i. Address a unique area of IT-related interest, not already covered by another Registered Special Interest Group
- ii. Have at least fifty (50) financial members for individuals only or fifteen (15) for corporate bodies respectively
- iii. Have at least the following officers: President, Secretary and Treasurer all of whom shall hold office for a maximum of two terms of two years each.
- iv. Demonstrate ability to meet their Organisational and financial responsibilities.
- v. Present a constitution to which all the members must subscribe, which defines the Group's structure and regulates its activities. The constitution must affirm allegiance to NCS as the Umbrella Body of the profession and compel regular meetings of the Group at least twice a year, one of which must be an Annual General Meeting at which an Annual Report must be presented, and officers elected at least once every two years. Protem Officers can only serve for one year.

12.2 Council Approval and Membership: Approval shall be given by way of a Certificate upon approval by The Council.

12.3 NCS Constitution shall supersede the constitution of interest groups.

12.4 College of Fellows

ARTICLE XIII: CHAPTERS

- 13.1 **Eligibility:** Members in a State of the Federal Republic of Nigeria can form a Chapter of NCS provided they comply with the following conditions:
- i Have at least twenty-five (25) Individual and Corporate members
 - ii Have at least the following officers: Chairman, Secretary, Treasurer and Publicity Secretary
 - iii. Demonstrate ability to meet their organisational and financial responsibilities.
 - iv. Submit a formal application for registration to the Council for consideration and approval.
 - v. Adopt the standard operational guide developed by the Council and adhere to the conditions prescribed therein for the regulation of their activities and finances.
 - vi. Must hold regular meetings, at least once a quarter, one of which must be an Annual General Meeting at which an Annual Report must be presented, and officers elected at least once every two years. Protem officers can only serve for one year.
- 13.2 The Council Approval and Membership: Approval shall be given by way of Inauguration at which a Chapter Certificate shall be presented upon approval by the Council.
- 13.3 The Council shall consult State Chapters to be first appraised by National whenever their member(s) is/are being appointed as member(s) to NEC committees or given any national assignment to verify he is/they are active members and have fully paid-up his/their state/national membership dues.
- 13.4 **Diaspora Chapter:**
- i. Diaspora Chapters shall exist in countries outside Nigeria.
 - ii. Members of NCS and/or Information Technology Professionals living outside the countries and/or can establish Diaspora chapters

- iii. NCS Diaspora chapters shall be known as NCS members or IT professionals coming together for the realisation of NCS's mandate, and for the development and skills of Nigeria's expertise
- iv. Diaspora shall be treated like state chapters and the by-law shall be approved by NEC

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ARTICLE XIV: THE SOCIETY REPRESENTATION AT THE COMPUTER PROFESSIONALS (REGISTRATION COUNCIL OF NIGERIA) (CPN)

The Society shall be represented at the Computer Professionals Registration Council of Nigeria (CPN) by the following:

- i. The President
- ii. The Deputy President
- iii. The Provost, COF
- iv. The Immediate Past President of the Society
- v. Two (2) Representative appointed Presidents of IGs (One FIGs and One SIGs) (to be determined on rotational basis among all IGs)
- vi. The Chairman, Education and Manpower Development Committee
- vii. The Immediate Past President of CPN
- viii. Six (6) Zonal Coordinators who shall come from and represent each of the six geo-political zones of the country and shall be elected during the Annual General Meeting of the Society

ARTICLE XV: SECRETARIAT ADMINISTRATION

The Council shall determine the structure and composition of the National and Liaison offices of the Society.

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ARTICLE XVI: BYE LAWS AND PROCEDURES

The Council shall develop and maintain the following Byelaws and Procedure manuals which shall be updated from time to time to guide the proceedings and activities of the Council in the discharge of its duty to the Society:

- i. Staff handbook
- ii. Electoral Guidelines
- iii. Operational Guide for Chapters
- iv. Code of Ethics
- v. Financial Procedures
- vi. Management Procedure
- vii. Protocol Procedure

16.1 A register of approved Bye Laws and Procedures of the Society shall be maintained and updated from time to time as approved by the Council.

16.2 The Council shall ensure all Bye Laws and Procedures do not violate or contradict any Article of the constitution.

16.3 Bye Laws and Procedures shall be approved by a simple majority at the Annual General Meeting. All approved Bye Laws and Procedures shall be read as and shall constitute addendum to the constitution.

16.4 **Documentation:**

- i. The document retention period in the secretariat should be ten years after which they are sent to the archives.
- ii. Policy and procedure manuals of NCS shall be made available to members who express interest in contesting for any post in NCS. The documents shall also be part of the induction package to new members.

16.5 Implementation :

- i. NEC should make proper arrangements for the monthly update of the membership register, and also for keeping the NCS manuals and procedure manuals up -to-date.

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ARTICLE XVII: AMENDMENTS

This constitution shall be subject to amendments if and when necessary. Any member of the Society desiring an amendment of any section of the Constitution shall give a notice to the Executive Secretary and submit his amendments to him at least sixty (60) days before an Annual General Meeting of the Society. Any amendment of this Constitution shall be by two-third (2 /3) majority vote of the members present at the Annual General Meeting.

LIST OF MEMBERS OF THE CONSTITUTION AND ELECTORAL GUIDELINES REVIEW COMMITTEE

- i. Mr. Kole Jagun FNCS - Chairman
- ii. Dr. Charles Onyeukwu FNCS – Member
- iii. Dr. Sola Afolabi FNCS - Member
- iv. Dr. Ijeoma Emeagi FNCS - Member
- v. Dr. Oladiipo Folorunso FNCS-Member-Representative from College of Fellows
- vi. Dr. Stanley Okolie FNCS – Member-Zonal Coordinators’ representative
- vii. Mr. ‘Bimbo Abioye – Member – Interest Groups’ representative
- viii. Mr. Lukman Bayero – Member – Chapters’ representative
- ix. Mr. ‘Segun Adekunle FNCS - Executive Secretary
- x. Ms. Elizabeth Sewuese Ikyo– Member
- xi. Mr. Taiwo Oyesanwo FNCS - Secretary

Signed by

Dr. Muhammad Sirajo Aliyu FNCS

President

GOVERNING DOCUMENT OF THE NIGERIA COMPUTER SOCIETY

This document is the official Constitution of the Nigeria Computer Society (NCS) and remains the exclusive property of the Society. It outlines the fundamental principles, governance structure, and operational guidelines that govern the activities of NCS and its members.

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