





# **NATIONAL ASSOCIATION OF METALLURGICAL AND MATERIALS ENGINEERING STUDENTS (NAMMES), NIGERIA**

## **CONSTITUTION AND SENATE ACT**

**PREAMBLE**

WE THE ENTIRE members of the National Association of Metallurgical and Materials Engineering Students (NAMMES), Nigeria having fully and solemnly resolved to:

OUR Primary concern and objective as the acquisition of technological knowledge, skills and excellent academic status;

REALIZING that such knowledge and skills come to naught without the appropriate mechanism for translating them into concrete and useful tasks of engineering scholarship relevant to the enviable tasks of nation building and human progress;

DEDICATED towards the accomplishments of these tasks by harnessing the physical, mental, social, cultural and intellectual potentials of our members;

RECOGNIZING the existence of a conducive atmosphere where qualitative learning, academic freedom, peace, good welfare situation and great opportunities are promoted as preconditions for the maximum, development of our potentials;

DETERMINED to create the atmosphere through the mechanism of our collective effort pulling our great and varied potentials into a matrix such as our society is;

APPRECIATING this collectivity of our association as our legitimate right to free association and free expression;

DO HEREBY MAKE, ENACT AND GIVE to ourselves this instrument herein referred to as the constitution and Senate Act of the National Association of Metallurgical and Materials Engineering Students (NAMMES), Nigeria.

**NAMMES NIGERIA OFFICIAL COLOURS**

GREEN        signifies        “The country’s rich natural resources”

WHITE        signifies        “Peace and Unity”

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# PART I

## (GENERAL LAW AND POLICIES)

### ARTICLE I

#### S.1 NAME

The society shall herein after called, known and addressed as the “NATIONAL ASSOCIATION OF METALLURGICAL AND MATERIALS ENGINEERING STUDENTS (NAMMES), NIGERIA” with the arms;

- The Executive – NAMMES Nigeria National Executive Council (NEC)
  - The Legislative / Judiciary – NAMMES Nigeria Senate (Senate)
  - The Local Executive Heads – NAMMES Nigeria President’s Forum (NNPF)

Members of NAMMES Nigeria in all the affiliated member institutions shall be known as “NAMMESITES”.

#### S.2 AFFILIATIONS

NAMMES Nigeria shall be affiliated to all professional bodies which are related to the discipline of Metallurgical and Materials Engineering provided that direct affiliation is sought and granted by the professional body through the signing of a Memorandum of Understanding (MOU).

However, all member institutions offering the discipline related to Metallurgical and Materials Science / Engineering shall be affiliated to NAMMES Nigeria. They shall be the Local Executive Councils (LECs) with which their official names shall strictly be stated as for example “NATIONAL ASSOCIATION OF METALLURGICAL AND MATERIALS ENGINEERING STUDENTS (NAMMES), FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE (FUTA), CHAPTER”; only then shall such LEC be indicated, regarded and fully affiliated as a chapter of NAMMES Nigeria.

An institution seeking affiliation must have registered the association in their institution, have a working executive. Such institution shall pay a specified affiliation processing fee and the annual due for the year in view. As an affiliated member they shall be liable to belong to any



of the zones of the association, as decided by the Senate, duly provided for in the Senate Act, as well as enjoy all other incentives due to all newly affiliated chapters of the association.

### **S.3 LOCATION**

There shall be a NAMMES secretariat which shall be situated within the campus of the various affiliated institutions, and shall be designated as for example “NAMMES FUTA Secretariat”, where administrative activities of the Local Executive Councils (LECs) shall be carried out thoroughly.

Meanwhile, for the NEC, NNPF and the SENATE, the parliamentary secretariat shall be the Local Chapter of the heads of the arms for that administrative year.

### **S.4 MOTTO AND SLOGAN**

The motto of the association shall be “Materials... the bedrock of technological advancement” and the slogan shall be “CO-METALS ... Materials for service”.

### **S.5 AIMS AND OBJECTIVES**

The aims and objectives of the association are;

1. To promote the academic, intellectual and technological advancement of its members.
2. To work for the welfare and promote the social and cultural activities of its members.
3. To promote and protect the good name of the department of materials and metallurgical engineering in the various affiliated institutions.
4. To promote and protect the general interest of all its member by providing a common front for the defense and protection of their interest and integrity.
5. To cherish, uphold and defend the great traditions of the association within and outside Nigeria.
6. To encourage and promote a conducive climate favorable to the development of relevant and indigenous technical skill in its members towards the task of nation building.

These objectives shall be pursued by all members independently of their political perceptions, religious belief, ethnic origin, academic level, or any other personal or group affiliations.

## **ARTICLE II**

### **S.6 SUPREMACY OF THE CONSTITUTION**

1. The constitution (General Law and Policies/Senate Act) shall be supreme in its provisions, binding on all affiliated member institutions as well as on all members of the associations.
2. If any other law, resolution, directive or action of the affiliated member associations and members is inconsistent and unharmonious with the constitution, the constitution

herein shall prevail and such law, resolution, directive or action shall to the extent of the inconsistency be null and void.

## **ARTICLE III**

### **S.7 MEMBERSHIP AND POWERS OF THE ASSOCIATION**

#### **1. STUDENT MEMBERSHIP**

- i. All admitted and matriculated undergraduate students of the department of Metallurgical and Materials Engineering and its related field of study shall be members of the association.
- ii. Shall be fully accredited once her affiliated chapter fulfills all financial and other requested obligations to the national body after-which such member stands to enjoy all incentives of the association.
- iii. Shall be subjected to the decisions, rulings, and policies of the NAMMES Nigeria NEC, NNPF and consequently NAMMES Nigeria Senate
- iv. Shall have the powers to consult and deliberate on matters of the association through their representatives in the NAMMES Nigeria Senate.
- v. That members of the Senate shall thereafter serve as a feedback to the various member institutions from time to time.

#### **2. HONORARY MEMBERS**

- i. Honorary members of the association shall be appointed by the NEC and scrutinized by the senate as may be deemed fit by reason of his/her interest in student and academic matters especially as related to Metallurgical and Materials Engineering for two (2) administrative years.
- ii. The above appointment shall be by 2/3 majority vote of the senate present and voting.
- iii. The appointment shall be terminated;
  - a. By a 2/3 majority of the Senate to that effect before the end of the administrative year.
  - b. At the date when his/her resignation as honorary member takes effect.
  - c. If he/she dies before expiration of his/her tenure of membership.
- iv. Honorary members shall only be financial contributors of the association but shall not vote or be voted for in association's elections.
- v. Appointment of honorary members should take place within the first 100 days of a new administration.

### **3. LIFE MEMBERSHIP**

- i. Life membership shall be conferred on an ex-member(s) of the association or any distinguished member(s) of the society.
- ii. He/she shall be appointed by the Senate with a 2/3 majority vote for honor by the association, for the reason of their past activities and the interest in the association or in appreciation of their role in the development of Metallurgical and Materials Engineering.
- iii. Any person so conferred with life membership of the association shall be bestowed with award of excellence and a certificate signed by the Senate President and the Executive President.
- iv. The life membership shall stand removed if and when the association deems it fit by 2/3 majority vote of the Senate.

### **4. PATRONS AND MATRONS FORUM**

- i. Shall be exclusively open to persons who have duly contributed to the growth of the Metallurgical and Materials Engineering and all its related disciplines.
- ii. Shall be open to academias, heads of corporate bodies, governmental and NGOs as well as other professional bodies related to the discipline of Metallurgical and Materials Engineering.
- iii. The Senate on recommendation from the NEC shall by a 2/3 majority appoint members of the forum on behalf of the association.
- iv. Forum shall give all kinds of support as may be deemed fit by the body from time to time.
- v. Shall be liable to proffer advice and suggestions to bills, proposals and policies brought forward to it by the senate.
- vi. Shall work in line with the body to actualize the vision, missions, aims and other goals of the association.
- vii. That all appointed members are to be officially visited at least once in an administrative year, but are to be briefed about the progress of the association from time to time.
- viii. Membership shall last for two parliamentary sessions but shall be subject to constant review by the senate.

### **5. NAMMES ALUMNI FORUM**

- i. Shall be exclusively open to all graduates of all the related discipline of Metallurgical and Materials Engineering.
- ii. Shall proffer advice on issues brought forward to it by the association from time to time.
- iii. Shall provide support in cash and kind to the body.
- iv. Shall work in line with achieving the goals of the body.

- v. Shall not vote or be voted for in the association's elections, except within the forum.

## **6. POWERS OF THE ASSOCIATION**

- i. NAMMES Nigeria shall have the powers to defend all NAMMESITES within its jurisdictions.

## **7. PRIVILEGES**

- i. NAMMESITES shall have the privilege to obtain on first registration and accreditation, a copy of the association's constitution and senate act, and a membership certificate upon graduation.

## **8. RIGHTS**

- i. NAMMESITES shall have right of expression.
- ii. NAMMESITES shall have the freedom to enjoy incentives of its jurisdiction.
- iii. NAMMESITES shall have right to use the facilities provided, acquired and recognized by the association.
- iv. NAMMESITES shall have the right to wear or display the official colors of the association.
- v. Participate at meetings and activities recognize by the association.
- vi. Vote and be voted for in approved association's elections.
- vii. Append signatures to/or vote at a referendum, extra ordinary general meetings considered to be very important to the association.

## **ARTICLE IV**

### **S.8 POWERS OF THE NATIONAL EXECUTIVE COUNCIL (NEC)**

- 1. NEC shall carry out the day to day running of the association and shall be responsible to the Senate for its actions.
- 2. Shall be subjected to the rulings and approval of the Senate, seek all concessions, grants, and authorizations from any one/body, and shall enter into such contracts, agreements as well as do other things as maybe necessary for carrying on the business of the association.
- 3. Take proper care of the association's properties (including association's funds).
- 4. Each NEC member shall:
  - i. Carry out all things as maybe assigned to him/her by the NEC and/or the Senate.
  - ii. Perform all other duties incidental to his/her office as stipulated by the constitution.
- 5. In their conduct of the affairs of the association, members of the NEC shall be jointly and severely responsible for any act done or omitted by the NEC.

**S.9 MEETINGS OF THE NATIONAL EXECUTIVE COUNCIL (NEC)**

1. The NAMMES Nigeria National Executive Council shall meet (physically and online) as often as necessary for the effective running of the association.
2. It shall be the duty of the President acting through the General Secretary to summon the meeting of the NEC.
3. Either the President or the Vice President, the General Secretary or his/her assistant with 2 other members shall constitute the quorum of the NEC at any NEC meeting.
4. The President shall cause a special meeting of the NEC to be convened within 3 days of the receipt of a request signed by at least 5 members of the NEC
5. NEC shall decide on any manner in which it shall vote on any matter of a tie.
6. The President (or Presiding officer) shall have a casting vote in case of a tie.
7. It shall be obligatory on the General Secretary or in his/her absence, the Assistant General Secretary to take the minutes of NEC and to circulate same to members within seven days of the conclusion of such meeting.
8. Notice of ordinary meeting shall be made available to each member of the NEC at least 48hours before the commencement of such meeting
9. Notwithstanding the provision in (8) above, the General Secretary shall be responsible for giving adequate notification of the NEC meeting to members
10. The principle of collective responsibility shall apply to all decisions of the NEC.

**S.10 THE NATIONAL EXECUTIVE COUNCIL (NEC)**

The National Executive Council shall consist of:

- The President
- Vice President
- General Secretary
- Assistant General Secretary
- Public Relation Officer
- Treasurer
- Financial Secretary

**S.11 PRESIDENT Shall:**

1. Be the Chief Executive and Spokesman of the association.
2. Preside over all NEC meetings.
3. Summon through general-secretary all NEC meetings
4. Be a signatory to the association's account.
5. Be responsible for the overall co-ordination of the activities of the other officers of NEC.

6. Have power to refer disputes and matters after due consultation with members of NEC bordering on indiscipline of any members of the NEC as well as other than those employees of the association to the senate through the senate attorney.
7. Be one of the association's officers to represent the association interest on any official engagement within or outside the country
8. Present the budget of the association to the Senate on or before one month upon assuming office.
9. Shall meet as when it deems fit, with National Executive Council members, Principal officers of the Senate, and Heads of the Local Executive Councils, as regards the state of the association.
10. Shall give a progressive report to the senate at her 2<sup>nd</sup> and 4<sup>th</sup> official business sitting.
11. Be responsible for making recommendation on the employment of the staff of the association to the Senate for approval.
12. Be responsible for the discipline, promotion and welfare of all staff(s) of the association.
13. The President shall carry along the senate committee on projects, programs and planning.
14. The President shall be subjected to the rulings and directives of the senate.

**S.12 VICE PRESIDENT shall:**

1. Act for the President in his/her absence.
2. Assist the President in all his/her duties.
3. Be responsible for matters relating to the academic and general welfare of the association.
4. With the consent of the president, liaise with the appropriate and relevant authorities on student's academic related activities.
5. The Vice President shall carry along the senate committee on education and welfare. .
6. The Vice President shall be subjected to the rulings and directives of the senate.

**S.13 GENERAL SECRETARY shall:**

1. Handle all correspondence of the association and shall be a signatory to the association's account
2. Take minutes during the meetings of NEC and maintain all relevant records of the NEC.
3. Summon all meetings of the NEC on the advice of the president.
4. Compile an annual report of the activities of NEC for the parliamentary year and present such report to the Senate, during its valedictory business sitting.
5. Shall be subjected to the rulings and directives of the Senate.

**S.14 ASSISTANT GENERAL SECRETARY shall:**

1. Assist General secretary in his/her duties and shall act for him/her in his /her absence.
2. Maintain the association's library including all related archives.

3. Be responsible for the production of the association's identity cards.
4. Shall be subjected to the rulings and directives of the Senate.

**S.15 PUBLIC RELATION OFFICER shall:**

1. Ensure that the activities of the association are well publicized.
2. Prepare and send out releases on behalf of the association after due consultation with the NEC.
3. Shall manage all the social media handles of the association and shall be in charge of all promotional posts of the association.
4. Be the Editor-In-Chief of the association's magazine in collaboration with the relevant committees set up prior to the annual association's event.
5. Shall liaise with the PROs of the various LECs of the association for effective dissemination of all information.
6. The public relations officer shall carry along the senate committee on information, media and publicity.
7. Shall be subjected to the rulings and directives of the Senate.

**S.16 TREASURER shall:**

1. Be a signatory to the association's account.
2. Make all payments or receipt of monies of the association to the bank.
3. Maintain an imprest of not more than one thousand naira (₦1,000).
4. Bank all monies coming to the association within 48 hours of receipt.
5. Prepare and submit bank statements of accounts for audit at all Official Business sittings (every three months) to the senate committee on budget and appropriation.
6. Shall carry along the aforementioned committee
7. Shall be subjected to the rulings and directives of the Senate.

**S.17 FINANCIAL SECRETARY shall:**

1. Keep a record of all subscription and dues paid to the association.
2. Issue Local Purchase Orders (LPOs) to commit funds on behalf of the association but this must be co-signed by the president.
3. Supervise all NAMMES Nigeria commercial activities.
4. Prepare the budget of the NEC to be presented by President to the Senate for review and ratification.
5. Submit his/her account to the Senate Committee on Finance and Revenue within 48 hours on demand and at the expiration of his/her tenure.
6. Shall carry along the aforementioned committee
7. Shall seek for sponsorship and other grants which will aid smooth running of the administration.
8. Shall be subjected to the rulings and directives of the Senate.

**S.18 RESIGNATION, SUSPENSION OR REMOVAL OF ANY OFFICER OF THE ASSOCIATION**

1. Any NEC official can resign his/her office by writing to the President with copies to the clerk of the Senate.
2. The President can resign from office by writing to the Senate President with a copy to the clerk of the Senate. Within two weeks of such resignation, the President shall render an account of his/her stewardship in writing to the Senate President and submit also all property in his/her custody.
3. Any officer of the association may be removed (including through the dissolution of NAMMES NEC) or suspended from office in accordance with the provisions of this constitution.
4. Wherever a notice of any allegation in writing and signed by not less than 1/3 of the member or not less than four members of the NEC is presented to the Senate President stating that the officer in question is guilty of gross misconduct in the performance of his/her functions, detailed particulars of which shall be specified (Such shall be presented to the Deputy Senate President, if the Senate President is the officer in question).
5. Within seven days of the presentation of such notice to the Senate President (whether or not any statement was made by the officer in question in reply to the allegation contained in the office), Senate shall resolve by motion without any debate that such allegation should be investigated.
6. A motion that the allegation be investigated shall be passed by the simple majority of the membership of the Senate and such matters shall be referred to the Senate Committee on Ethics and Discipline to investigate the allegation.
7. The Senate Committee on Ethics and Discipline shall have the powers to exercise its function in accordance with such procedure as maybe by the Senate.
8. Where the Senate Committee on Ethics and Discipline reports that the allegations have not been proved, no further proceedings shall be taken in respect of the matter.
9. Where the report of the committee is that the allegation against the officer has been proved, then within three days of the receipt of the report, the Senate shall consider the report and if by a resolution passed by not less than 2/3 majority of the members present and voting, the report of the committee is adopted, then the officer shall stand removed or suspended from office as from the date of the adoption of the report.
10. In this section “Gross misconduct” means a grave violation or breach of the provisions of this constitution or such nature that amount in the opinion of the Senate to gross misconduct.



11. A member of NEC maybe suspended from office for not more than 21 days by a resolution passed by at least 2/3 majority of members present and voting at the meeting of the Senate.
12. The Senate shall normally after 21 days sit to review its earlier decision on such suspended officer.
13. In case of sub section (9) above, deputation becomes immediately effective, when such fails or whenever there is no deputy, the Senate shall appoint an interim occupant.
14. Before a member of NEC vacates his/her office whether by resignation, suspension or removal, he/she shall properly hand over all properties of the association with him/her and render immediate and correct account thereof to the appropriate standing or ad-hoc committee of the Senate.
15. Any irregularities in sub section (14) above shall immediately be reported to the Senate who shall take appropriate actions.
16. The expiration of the term of office, resignation, suspension or removal of any officer (elected or appointed) shall not have absorbed him/her of liabilities for irregularities committed by him/her when in office.
17. Any officer of the association that wants to seek re-election into any elective post shall resign his/her present appointment.
18. Any elected officer of the association who absents himself/herself from the swearing in ceremony and the first official business sitting (inaugural sitting) of the Senate without good cause shall be deemed to have forfeited his/her office.
19. A dismissed or removed association's officer shall not be eligible to contest in any association's election.

## **ARTICLE V**

### **S.19 NAMMES INDEPENDENT ELECTORAL COMMISSION (NAMMESIEC)**

1. There shall be a NAMMES INDEPENDENT ELECTORAL COMMISSION (NAMMESIEC) constituted by the senate to carry out free and fair elections into the offices of the executive, NNPF and Senate arm of the association.
2. The conduct of the general election and bye-elections (online) of the association shall be vested in the commission.
3. The commission shall be an independent body.
4. Shall be constituted by the senate with the members from each zone after recommendation by the NEC and through scrutiny of recommended persons and rectification by the senate.
5. The Chairperson of the commission shall hold office for one parliamentary session and shall be duly notified of all the elections to be held in all the affiliated member institutions as well as receive reports of the election after its completion.

6. He/She shall give an explicit report of the happenings of the elections in writing to the Senate upon conclusion of such elections. This shall be co-signed by the Chairperson of the commission in the particular local chapter where election took place.
7. He/She shall also be in charge of all bye elections to be conducted for removed or vacant offices in any arm of the association.
8. Members of the commission shall not be eligible to vote and be voted for in any of the association's elections, during the time which he/she is a member of the commission.
9. Amount to be paid by the aspirants shall be specified by the electoral commission, and shall be subjected to the review and approval of the senate.
10. Shall give account of their spending at the end of the electioneering process and remit remaining funds (where applicable) to the association's account within 48hours after the electioneering process.
11. Be subjected to hearing and scrutiny of the senate if malpractices or misappropriation of any kind is noticed before, during or after the elections.
12. NAMMESIEC shall hold all right to declare an election inconclusive in cases where malpractices or irregularities of any kind is associated with such elections and hold fresh elections as deemed fit by the committee.
13. In case of an alleged misconduct of member(s) of the Electoral commission, a full investigation shall be carried out.
14. If found guilty by the investigation panel, such member shall be dealt with appropriately.
15. Shall carry out other regulations as deemed fit by the commission communicated thereafter.

## **S.20 ELIGIBILITY**

1. Must be a matriculated student in any of the member institutions.
2. May be an outgoing NAMMES Nigeria official or any financial member of the association who have related experience in their respective local chapters.
3. Must be of a good integrity, character, and have participated actively in the association or chapter's progress for at least one academic session.
4. May be a newly convocated student or a graduate (in case of honorary members or members of the NAMMES Alumni forum).
5. Shall be present on the day of election.
6. Be awarded a certificate of stewardship at the end of the electioneering process.

## **S.21 ELECTORAL REGULATIONS**

1. Election shall normally be held at the annual NAMMES Nigeria National Convention.
2. NEC election shall be held before the Senate election.
3. All election into the Senate and NEC shall be held by secret ballot.

4. No member of the association shall be eligible to hold a particular executive office for more than once.
5. All voting for NEC shall be by 2 delegates (President and any other identified executive) from all affiliated and accredited member institutions present.
6. The chairman of the commission shall immediately after the counting of the votes publicly announce the results and consequently the winner of the elections.
7. All counting process shall be in front of agents of aspirants who shall serve as the representatives of the aspirants at the election ground.
8. All agents shall sign to assert their consent to the conduct of a free, fair and credible elections.
9. Election results shall then be published on all social media platforms of the association.
10. There shall be an online bye-election within 14 days to fill any vacant office or the membership of the Senate occasioned by the resignation, uncontested office, removal or otherwise of an officer.
11. Shall issue certificate of return to elected officials in such elections and shall organize the swearing-in ceremony for members of the executives.
12. Any delegate found guilty of electoral fraud/malpractices shall be subjected to any disciplinary action recommended by the electoral commission to the Senate.
13. Electoral fraud, rigging, verbal or oral assault on polling officers by any delegate or group of delegates shall also attract disciplinary actions.
14. All offices shall be eligible to be contested for.
15. In the case of (11) above, the post shall be by appointment upon recommendation from the President and ratification by the 2/3 majority of the Senate at her inaugural sitting.
16. Ratification procedure shall be strictly based on evidence of relevant experience tendered by the appointee. This shall be the basis on which such person can be qualified and ratified for such position.

## **S.22 ELIGIBILITY TO STAND FOR ELECTION**

1. Association's leadership shall be made open to matriculated and accredited students with qualities of good leadership, in age, past record of good behavior and the undertaking to abide by accepted code of conduct.
2. A candidate seeking election into an elective post (NEC and Senate) must be of good academic standing of not less than half of the CGPA scale used in the institution of the aspirant.
3. Aspirant must have served in the local chapter in any recognized capacity for at least one academic session.
4. Aspirant for President must have served as a NAMMES Nigeria official (NEC or Senate) for at least one parliamentary session.

5. Must not have an impending disciplinary case either with the Senate Committee on Ethics and Disciplinary, or any law enforcement agency in the country.
6. To qualify for membership of the Senate, each candidate shall ensure that his/her nomination is supported by at least five (5) of his/her local association members, the staff adviser of the association in the local chapter and the Head of Department.
7. To qualify to contest for the elections of NEC, each candidate shall ensure that his/her nomination is supported by at least seven (7) of his/her local association members, the staff adviser of the association in the local chapter and the Head of Department.
8. Local Chapter must have paid the stipulated annual due to the association for two preceding years and the year in review.
9. Any candidate who contravenes any of the above sub-sections shall have his/her candidature nullified.

## **S. 23 EXTERNAL ELECTION**

The Senate shall approve the candidature of any student in any external election of any organization to which the association is affiliated after such student have notified the Senate through the Senate president in writing.

## **S.24 ELECTION PETITION COMMITTEE**

1. There shall be an Election petition committee appointed by the Senate during its valedictory business sitting.
2. It shall consist of seven members with one of them specified by the Senate as chairperson.
3. Shall include the Senate honorary members, the Senate Attorney and three persons from the NAMMES Alumni forum recommended by the NEC.
4. The committee shall hear matters related to electoral malpractices at the National and Local Chapters.
5. The committee shall decide as to whether or not any person has been validly elected in any of the elections.
6. The decision of the committee on any of the aforementioned issues shall be communicated to the Senate and Chairman NAMMESIEC, not later the ten (10) days after a petition has been filed.
7. Such elections may be foiled if the appeals from the grieved quarters are substantial.
8. 2/3 of members of the committee shall constitute the quorum.
9. The committee shall regulate its own proceedings with strict regards to the provision of this constitution, rule of law and acts of the Senate.
10. Shall in collaboration with the Senate Committee on Ethics and Disciplinary enforce the delivered judgment on such election petition.
11. Carry out other duties as required by the Senate.

12. At least one member of the committee shall be present in the NAMMES-NG or chapter elections.

### **S.25 SWEARING – IN OF ELECTED OFFICIALS**

1. Swearing –in of elected officials of the NEC shall be conducted by NAMMESIEC.
2. Oath of office shall be administered by all officials who shall be at the helms of affairs for the administrative year.
3. The Outgoing President shall administer the oath of office on all the officers at a brief ceremony after the elections as decided by NAMMESIEC.
4. Oath shall be in accordance with the provisions laid down in the Senate Act.
5. Shall be compulsory on all elected members of the NEC as only sworn in members shall thereafter be regarded as an official of the association.
6. That officers elected via bye-elections shall be sworn in by the Senate Attorney at the 1st Official Business Sitting of the Senate.
7. The ceremony shall be where certificates of return shall be presented to the officers.

### **S.26 FINANCE OF ASSOCIATION**

1. The finance of the association shall be derived from the following sources;
  - a) Annual membership dues paid by all local chapters shall be recommended by the NEC and scrutinized/approved by the senate from time to time. Payment of the annual dues shall be the basis for which a local chapter can be accredited and shall then enjoy incentives from the association.
  - b) Voluntary donations from interested bodies or individuals.
  - c) Grants made available by any other body, firm or organizations in aid of association's activities.
  - d) Proceeds realized from any association's activities.

### **S.27 REVENUE AND MONIES OF THE ASSOCIATION**

1. All revenues and monies due to the association shall first be paid into the association's bank account before disbursement.
2. Receipts shall be issued for any revenues and monies paid into the association's bank account.
3. The signatories to all requisition forms issued by the association shall be:
  - i. The President; ii. The Treasurer; and the iii. The general secretary
4. The signatories to the letter of approval of disbursement issued by the Senate arm shall be; i. The Senate President and the ii. The Chairperson, Senate Committee on Budget and Appropriation.

5. Requisition forms shall be filled and signed by the president and at least one other signatory only for the purpose of disbursement of funds from the association's account.
6. Such requisition forms accompanied with letter of approval of disbursement of funds from the senate shall then be taken to the bank by any of the account signatories, only then shall such disbursement be made.

#### **S.28 FINANCIAL MANAGEMENT**

1. The funds of the association shall be disbursed according to the estimates approved in the annual budget by the Senate.
2. The annual budget of the association shall be operated by NEC through the officers having responsibility for specified votes in the budget.
3. NEC may unanimously approve virement between votes, but shall not incur expenditure in excess of total annual appropriation before the Senate approves a supplementary budget.
4. The Senate Committee on Budget and Appropriation shall regulate and advise the Treasurer, to hold a cash imprest account of ₦1,000 for settling minor expenses of the association, as well as the number of times of withdraw of such an imprest.
5. A copy of approved annual budget shall be deposited with the Senate and relevant bodies for record purposes.
6. Disbursement of the association funds under appropriate votes shall be lawfully disbursed, if it is authorized by a meeting of NEC.
7. Salaries of approved association employees shall be paid by the association.
8. A requisition form shall be filled by any officer requesting for money and duly signed by the association's President, Treasurer, Senate President and the Chairperson, Senate Committee on Budget and Appropriation before any withdrawal is made from the association's account.
9. At least, 10% of the annual income of the association for a parliamentary session must be left untouched in the association's account for the next administration.

#### **S.29 AUDITING OF ASSOCIATION'S ACCOUNT**

1. The account of the association shall be submitted for auditing at least once a year by the Financial Secretary within 60 days after each parliamentary session.
2. Without prejudice to the above provision, the Senate Committee on Finance and Revenue shall audit the association's account any time it deems it necessary.
3. The Senate committee shall have powers to require the financial secretary or all members of NEC or any other interested person to submit to them at a stated place and time the account and record of the association in their custody and any other information requested by the committee.
4. Failure to submit records of account for auditing within the stipulated time shall attract the following penalties:

- a) Students Clearance and results of such NAMMES executive will be withheld.
- b) The affected officers will be barred from holding elective posts in the association.
- 5. Any NAMMES executive investigated and guilty of misappropriation of any kind shall also be subjected to such punishment in (4) above and/or as decided by the Senate.

## **ARTICLE VI**

### **S. 30 THE NAMMES NIGERIA PRESIDENTS' FORUM (NNPF)**

- 1. There shall be a NAMMES Nigeria Presidents' Forum which comprise of the heads of LECs of all affiliated member institutions.
- 2. Forum shall have a chairperson and a secretary amongst them, who shall be elected at the general elections.
- 3. The chairperson/secretary shall hold office for one parliamentary session.
- 4. NNPF shall work with the NEC and Senate to drive the vision, mission, aims as well as the objectives of the association to reality.
- 5. They shall be subjected to the rulings of the Senate and shall report to it on every of its decisions.
- 6. The zonings of the association shall also apply to the NNPF.
- 7. Each zone shall also have a chairperson/secretary to be elected by presidents of that particular zone.
- 8. Zonal chairpersons/secretaries shall work hand-in-hand with the Senate Zonal Leaders to ensure peaceful and sustainable coexistence amongst members of the zone.
- 9. In the case where a member of the NNPF has handed-over in his/her local chapter, the new President shall immediately take his/her place in the forum.
- 10. In the case where he/she is the chairperson, the secretary shall take over while a new election shall be conducted for a new secretary of the forum within 7 working days.
- 11. In the case where the secretary is the officer in question, a new secretary shall be elected within the duration of 7 working days.

## **ARTICLE VII**

### **S.31 EVENT OF THE ASSOCIATION**

- 1. The event of the association shall be the annual NAMMES NIGERIA CONVENTION.
- 2. The event shall have in attendance all affiliated member institutions of the association and all other invited guests and bodies.
- 3. Shall be hosted by an affiliated member of the association as decided by the senate at least two (2) years before the date of the convention.
- 4. Shall purposely be an avenue to preach the gospel of the discipline of Metallurgical and Materials Engineering to the world.

5. It shall also be an opportunity for members of the association to connect, network and familiarize with one another.
6. Shall be jointly planned for by all the arms (NEC, Senate and NNPF) of the association with members of the respective committees put in place within 60days of a new administration for the planning of the next convention.
7. Shall have a 3-man Convention Organizing Committee (COC) which shall be the President, Senate President and the Chairperson of the NNPF.
8. The COC shall be in charge of drawing out initial modalities for the event and shall supervise the other convention committees in the due discharge of their assigned duties.
9. Shall have a joint committee of the arms for the National Organizing committee (NOC) and Zonal Organizing committee (ZOC), while the Local Organizing Committee (LOC) shall solely be from the host institution.
10. The NOC shall be a 9-man joint committee which shall have members from each zone in the senate (including the Deputy Senate President) as well as the Vice President, Gen. Sec. and Treasurer as members of the NEC and the Gen. Sec. of the National NNPF, and the host Chapter President.
11. The NOC shall handle (but not limited to) sponsorships, resource persons for the events and other related issues.
12. The ZOC shall also be a joint committee which shall have members from each zone in the senate as well as the Asst. Gen. Sec., Fin. Sec., and PRO as members of the NEC.
13. It shall also include the Senate Zonal Leaders, the Senate Chief Whip and the Zonal Chairpersons and Secretaries of the NNPF.
14. The ZOC shall handle (but not limited to) mobilization of all affiliated member institutions for the event as well as far and wide publicity.
15. The NOC and ZOC shall be liable to appoint its Chairperson, Secretary as well create sub-committees for the successful actualizing of the event.
16. The LOC shall handle all necessary logistics needed to host the event. This may also include sponsorships from organizations and bodies within the host state.
17. The members representing the institution in the senate shall automatically be members of the LOC with which one of them shall be chairperson of the LOC, who shall report to the association from time to time.
18. The number of LOC members shall be a maximum of 35 members which shall also include all executives of the host institution.
19. The LOC chairperson for the following year's convention upon confirmation shall work with the LOC members of the preceding year. This shall enable him gather enough experience for the due hosting of the event.
20. The event shall be where the election of a new administration for both the NEC and Senate takes place.



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21. Shall include an annual conference aimed at discussing the progress of the discipline.
22. Shall have a theme which addresses challenges facing the discipline with communiques drafted from the resolutions of the guest and lead speakers sent to the relevant authorities.
23. Shall also have a Presidential Banquet as part of the program schedule.
24. Members of the association, society, invited guests and other distinguished personalities shall be awarded for their immense contribution and continuous strive for the discipline and the association.
25. Shall seek to partner with different firms and bodies for the successful actualizing of the program's expenses and costs.
26. That all proceeds realized for the event shall be collected into the events official account with the name "NAMMES NIGERIA CONVENTION".
27. That all proceeds shall be utilized for the running and successful actualizing of the event.
28. The account shall have its signatories to be the convention LOC chairperson and the host Chapter President.
29. That all spending shall be accounted for after the event with an explicit report sent to the Senate and its relevant committees for audit.
30. Shall not be limited the above listed programs. Other interesting programs shall be added at the discretion of the Convention Organizing Committee in conjunction with the NOC, LOC and ZOC.

# PART II

## (SENATE ACT)

### ACT ONE (1)

#### S.1 NAME AND MOTTO

This shall hereafter be known as “NAMMES NIGERIA – SENATE” the apex policy making body of NAMMES; with its motto as “legislating in the best interest of an average NAMMESITES”.

#### S.2 VISION

To be the leading conglomerate of policy makers creating positive-change towards a better future for an average NAMMESITE in the Nigerian Metallurgical and Materials market and industry.

#### S.3 MISSION

To promote the metallurgical and materials sector, the bedrock of technological advancement of any nation, through quality representation, effective law and policy making, as well as oversight functions, while harnessing all opportunities for the benefit of an average NAMMESITE.

#### S.4 AIMS AND OBJECTIVES

The NAMMES NIGERIA – SENATE structure is aimed at giving every institution offering Metallurgical and Materials Engineering as a discipline;

1. The total sense of belonging, possession and participation in the day-to-day running of affairs of NAMMES – NIGERIA, as such forging stronger ties among all memberinstitutions.
2. The powers to deliberate on all matters which shall bring about opportunities, build a bigger brand for the discipline of metallurgical and materials engineering, and consequently a better future for the matriculated students of the discipline in all member institutions.

The Senate seeks to carry out its lawmaking process to in this particular order;

1. Standardize the association by monitoring her affairs while also working to maintain law and order;

2. Build stronger and cordial relational ties amongst all member institutions through the sense of belonging, possession, and participation attributed to a legislative institution;
3. Build strategic relational ties amongst all related professional bodies and firms;
4. Relate all grievances of the average NAMMESite to these professional bodies and consequently to the discipline's related government parastatals and the legislative arms of government;
5. Exploit all ways of projecting the discipline of Metallurgical and Materials Engineering using all available means including the media, stakeholders, government parastatals as well as the legislative arms of government to the Nigerian populace;
6. Harness all available opportunities in form of scholarships and grants for the benefit of the student populace; and to
7. Carry out all other cogent needs of the student populace and the Senate for the benefit of our people and the betterment of the association.

### **S.5 CORE VALUES**

The core values with the acronym 'RITE-PAE' expatiated below;

**R – Representation I – Integrity T – Transparency E – Efficiency P – Probity A – Accountability E – Excellence**

### **S.6 RESPONSIBILITIES**

1. Shall be saddled with making laws and policies which align with the mission, vision and aims of the senate.
2. Shall be liable to liaise with professional bodies, governmental and non-governmental organization in bringing to reality through passion, to actualize the mission, vision and aims of the senate.

### **S.7 FUNCTIONS AND POWERS OF THE SENATE**

1. Be the representative policy making body of the association.
2. Receive and consider the annual budget of the association at its second business sitting.
3. Consider the progress reports of the various committee, commissions and NEC of the association.
4. It may reject or ratify any decision, recommendation or suggestion of any committee of the union association except that of the Election Petition Committee.
5. Consider proposals, motions and other matters raised during deliberations.
6. Review upon request by 1/3 if its members any program proposed by NEC.
7. Do all things to guarantee the effective achievement of the objectives of the association as set out in this constitution.
8. Constitute members of the association standing committees after due recommendation from the NEC and ratification by the senate.

9. Constitute members of the Election petition committee as well as that of NAMMESIEC after due recommendation from the NEC and ratification by the senate.
10. Have powers to summon after due notice any official of the association on any matter relating to his/her portfolio.
11. Have powers to pass a vote of no confidence, by 2/3 majority, on any member of NEC or the Senate found guilty of any misconduct. Such member shall stand suspended from office until the meeting of the Senate is convened to determine the issue through thorough and proper investigation.
12. Have power to dissolve by a 2/3 majority the entire NEC, and members of the Executives Council shall therein stand suspended from office.
13. Have powers to appoint members of the Students Caretaker committee not later than twenty-four hours after NEC has been dissolved or suspended.
14. Have powers to dissolve by 2/3 majority, any of association's standing committee including the electoral commission and election petition committee.
15. Where the report of the ethics and discipline committee is that the allegation against the officer has been proved, then within three days of receipt of the report, the Senate shall consider the report and if by a resolution passed by not less than 2/3 majority of the members present and voting, the report of the committee is adopted, then, motion shall be raised to place disciplinary actions on such officer.
16. Considers proposals, motions and other matters raised by committee reports or by any member or officials of the association.

## **ACT TWO (2)**

### **S.8 MEMBERSHIP, ELIGIBILITY AND SENATORIAL DISTRICTS**

1. Membership of the senate shall be restricted to matriculated students of all local chapters across the country.
2. This shall only be via nomination and election from members of the Local Executive Councils (LECs).
3. The approved nominees (3) shall represent a particular senatorial district in the institution.
4. In line with the 5th United Nations Sustainable Development Goals (UN-SDGs) relating to gender equality, chapters are to be duly represented by both genders. In cases where criteria cannot be fulfilled, the chapter shall write NAMMESIEC stating reason for such.
5. That nominees must have participated actively and contributed to the affairs of the local chapters for at least one academic session.

6. He/she shall be of integrity, character and behavior attested to by the local chapter's President, General Secretary, five (5) association members, association's staff adviser, then duly signed and stamped by the chapter's Head of Department.
7. Shall be subjected to other eligibility criterion stipulated by the Independent NAMMES Electoral Commission (NAMMESIEC) in accordance with the constitution and the senate act.
8. There shall be an equal number of senatorial districts of the senate in all the affiliated member institutions.
9. That a 2/3 majority of the senate shall assent to an increase in the districts if deemed required for more productivity and legislative prowess.

#### **S.9 ZONINGS OF THE SENATE**

1. Senate shall be zoned according to the 6 geopolitical zones in Nigeria
2. That the location of a member institution shall determine which zone such institution belongs.
3. That each zone shall be entitled to a senate zonal leader who shall be elected amongst members of the senate from that particular zone, for the parliamentary session at the inaugural sitting of the senate.

#### **S.10 OATH OF OFFICE**

1. The official oath to be administered by newly inaugurated members shall be as follows;  
**“I, (name of oath taker), do solemnly swear/affirm that I will be faithful and bear allegiance to NAMMES NIGERIA and the SENATE; that as (mention post held in the senate e.g. senate president, senator etc.), I will discharge my duties to the best of my ability, faithfully and in accordance with the constitution of the NAMMES NIGERIA, the SENATE ACT, and the law, while always in solidarity, well-being and prosperity of NAMMES NIGERIA - SENATE; That I will not allow my personal interest to influence my official decisions; that I will abide by the code of conduct contained in the constitution of NAMMES NIGERIA and the SENATE ACT, that in all circumstances I will do right to all manner of people according to the law without fear or favor affection or ill-will; that I will not directly or indirectly communicate or reveal to any person any, matter which shall be brought to under my personal consideration or shall become known to me as (post mentioned earlier) of NAMMES NIGERIA-SENATE except as may be required for the due discharge of my duties as a (post mentioned earlier) that I will devote myself to the service and well-being of the people of NAMMES-NIGERIA. So help me God.”**
2. The above oath of office shall be administered on all members at the inaugural sitting of the senate or as decided by NAMMESIEC.

3. That an outgoing Senate President shall administer the oath on the newly elected Head of the senate, who shall in turn administer such oath on the other members collectively.
4. That in the absence of a newly elected member at the inauguration nullifies his nomination and qualification as a member and as such, shall not be regarded as a member of the senate.
5. That in the case of (iv) above, if the nominated member serves a notice of exemption to NAMMESIEC and the head of the senate stating genuine reason for exemption, He/she shall be allowed to administer his/her oath at the next sitting of the senate.
6. That taking and duly signing of the oath of office shall become the only criteria for which a nominated and qualified member shall be regarded as a “**Senator**” of NAMMES NIGERIA-SENATE”, carry out legislative functions/duties and be entitled to a “CERTIFICATE OF STEWARDSHIP” at the end of the parliamentary session.

#### **S.11 HONORARY MEMBERS**

1. Shall be open to the immediate past senate president and 2 past members who the senate leadership believes served diligently in the previous parliamentary session.
2. ss1 above stands only if the appointees do not hold any position in the NEC or NNPF, in a scenario where they do, the senate shall appoint other qualified ex-senators as honorary members.
3. They shall give time-to-time legislative insights to members on the need to sustain the values of the senate.
4. Shall help to further educate members on the policies which are binding and those which are to be newly introduced.
5. Shall only proffer advice to the senate and its leadership on all matters that seeks to actualize the vision and mission of the senate.
6. Shall give all other support as may be required.
7. Shall only be required for one parliamentary session after which new members shall be constituted.
8. Shall not vote on any matter deliberated upon by the Senate.

#### **S.12 SENATE ALUMNI FORUM**

1. Shall be exclusively open to all ex-members of the Senate.
2. Shall proffer advice to the senate arm on issues (bills, proposals, policies) brought forward to it by the body from time to time.
3. Shall provide support in cash and kind to the body.
4. Shall work in line with achieving the goals of the body.

### **ACT THREE (3)**

#### **LEADERSHIP OF THE SENATE AND STAFF OF OFFICE**

### **S.13 ELECTED OFFICERS**

The elected officers shall be;

- The Senate President
- Deputy Senate President ~~Senate~~ Chief Whip ~~Senate~~ Zonal Leaders.

### **S.14 THE SENATE PRESIDENT**

1. Be the chief spokesman of the legislative arm.
2. Be a signatory to the letter of approval of disbursement of funds of the association
3. Shall be one of the association's officers to represent the association interest on any official engagement within or outside the country.
4. Be responsible for the overall coordination of the senate and shall be elected at the inaugural sitting of the senate.
5. Must have served as a member of the senate arm for at least one parliamentary session with great records and contribution.
6. May be returned as president provided he/she is not a graduate yet.
7. Shall summon all meetings and sittings of the senate through the Senate Chief Whip.
8. Preside all over meetings and sittings; special or general of the Senate.
9. Shall receive nominations of committees from zonal leaders and subsequently committee chairperson and secretaries from the members of the committee, and shall ensure that all committees and commissions provided for are functioning.
10. Notify the chairperson of NAMMESIEC of vacancies in any unoccupied office with a view to making the commission organize bye-elections.
11. Shall interpret the constitution of the association in good faith at meetings and sittings of the Senate.
12. Shall stand to maintain law and order in the sittings of the senate.
13. Shall upon rising at the point where there is break down of law and order, all senators must sit immediately and the senate shall have a total decorum.
14. Shall have the right to recommend due sanctions to any erring member to that discussed in (xii) above.
15. Shall refer any erring member of the senate to the Senate Committee on Ethics and Disciplinary after due consultation with the members of the Senate.
16. Be liable to appoint up to ten (10) cabinet members which shall help him in the due discharge of his duties.
17. Direct impartially, the proceedings of the Senate and execute all other functions as conferred on him/her under the provisions of the constitution and the Senate act.

### **S.15 THE DEPUTY SENATE PRESIDENT**

1. Shall assist or represent the president in the due discharge of duties when asked to or in the absence of the senate president

2. Shall be elected at the inaugural sitting of the senate.
3. Shall be the Chairperson of the Senate Committee on Projects, Programs and Planning.
4. Must have been a member of the senate for at least one parliamentary session and can return elected so far he/she has not graduated.
5. Shall do other works as directed by the Senate President and the Senate.

#### **S.16 SENATE CHIEF WHIP**

1. Shall be elected at the inaugural sitting of the senate.
2. Shall maintain law and order of members of the senate at sittings and meetings.
3. Be in charge of all media handles of the senate and relate information to the public as directed by senate president.
4. Shall inform members of the senate dates which meetings and sittings of the senate are to be held after due consultation with the Senate President.
5. Shall be the Chairperson of the Senate Committee on Information, Media and Publicity.
6. Carry out other duties as directed by the senate and the senate president.

#### **S.17 SENATE ZONAL LEADERS**

1. Shall be elected at the inaugural sitting of the senate.
2. Shall coordinate members of their peculiar zones in the senate and forge better coexistence amongst the member institutions in their zones.
3. Shall give up to date report about issues in the zone to the leadership of the senate.
4. Shall account for the unavailability of senators in their zones in the meetings and sittings of the senate.
5. Shall consult senators from their zone on the senate committees and submit a list to the president at the inaugural sitting of the senate.
6. May be returned so far he/she has not yet graduated.
7. Shall be responsible for the due registration of new institution in his/her zones to the national body.

#### **S.18 APPOINTED OFFICERS**

The appointed officers of the senate shall be;

- Clerk of the Senate
- Sergeant-at-Arms
- Senate Attorney

#### **S.19 CLERK OF THE SENATE**

1. Shall not be a member of the senate, but shall come from the institution of the Senate President and shall be appointed and ratified at the inaugural sitting of the Senate.
2. Pending his/her ratification, the outgoing clerk shall stay on to conduct the inaugural sitting of the Senate, after which he/she shall be appointed in accordance with the acts of the Senate.



3. Shall be responsible for the preparation in advance of a comprehensive agenda of all the major points to be discussed at every meeting and sitting of the Senate after due consultation with the Senate President.
4. Shall be in charge of all correspondences from and to the senate and its leadership.
5. Shall take minutes in senate sittings and shall send resolutions upon approval of the senate president, to the chief whip for broadcast as well as before dispatching correspondences to necessary quarters within 72 hours.
6. Shall compile names of members present and absent at every sitting and meetings of the senate.
7. In his/her absence, the chapter where sitting holds shall nominate the Gen. Sec. or AGS of the association to take the minutes at the sitting.
8. Shall not have a voting right in the Senate meetings/sittings.
9. Shall compile a comprehensive report on all the resolutions of meetings and sittings at the end of a Parliamentary session.
10. Shall do other things as requested by the senate and the senate president.

#### **S.20 SERGEANT AT ARMS**

1. Shall handle and guard the mace at senate sittings.
2. Shall be the provost of the chapter where sitting is to be held and shall be duly notified and briefed of his/her constitutional duties 1-month and 72 hours before the commencement of such meetings.
3. Shall be in charge of accreditation of voters and counting/validation at senate sittings.
4. Shall not be able to contribute/vote at such sittings
5. Shall in his/her absence, delegate the task to any member of the host institution and shall be notified appropriately of his/her duties.
6. Carry out other duties as assigned to him by the senate and the senate president.

#### **S.21 SENATE ATTORNEY**

1. Shall be the legal counsel /adviser of the senate and consequently the association.
2. Shall not be a member of the senate but shall be appointed and ratified at the inaugural sitting of the senate upon recommendation from the Senate President.
3. Be conversant with the rule of law and Shall work closely with the senate and the NEC to provide constitutional interpretation when necessary and from time to time.
4. Shall have served as barrister or honorable/senator in his/her institution for at least one parliamentary session.
5. Shall sue on behalf of the association or represent the association when sued.
6. Shall be a member of the senate committee on ethics and disciplinary as well as the senate committee on constitution review and shall advise as appropriate.
7. May return so far he/she is not a graduate.

8. Shall seek the counsel and services (if applicable) of a registered lawyer in the country in matters which are to be taken up outside the scope of the association.
9. Shall administer oath of office on any member of the NEC elected through bye-election.
10. Carry out other duties as assigned by the Senate.

#### **S.22 STAFF OF OFFICE**

1. The Staff of office shall be the Mace and the Gavel.
2. Shall be in possession of the Senate President.
3. Shall be handed over to the Sergeant at arms before meetings and returned after.
4. Shall be the symbol of authority at senate meetings.
5. Shall be guarded at all times by the Sergeant –at- arms and shall not be moved without the consent or permission from the Senate President.
6. That any attempt to attack or cart away the staff of office by any member shall attract severe disciplinary actions which may include dismissal from the senate.

### **ACT FOUR (4)**

#### **COMMITTEES AND AD-HOC COMMITTEES**

##### **S.23 SENATE COMMITTEES**

The senate committees shall be;

- Senate Committee on Budgets and Appropriation
- Senate Committee on Constitution Review
- Senate Committee on Education and Welfare
- Senate Committee on Ethics and Disciplinary
- Senate Committee on Finance and Revenue
- Senate Committee on Information, Media and Publicity
- Senate Committee on Project, Programs and Planning

##### **S.24 SENATE COMMITTEE ON BUDGETS AND APPROPRIATION**

1. Shall consist of 5 members with at least 1 member from each zone with a chairperson and secretary elected at the inaugural sitting of the senate.
2. Shall perform oversight function on the Treasurer of the association.
3. Shall receive and collate budget from the NEC members of the association from the NEC and the Senate, scrutinize, recommend prices on each budgeted expenditure and upon approval of the senate move for the disbursement of funds.
4. Shall be monitor other expenses of the association.
5. Monitor that all allocated funds are spent in line with the approved budgets.
6. Chairperson shall be a signatory to the letter of approval of disbursement used for the withdrawal of monies to be disbursed from the association's account.
7. Shall be responsible for the audit of accounts of the past administration.
8. Carry out other duties as assigned by the senate and the senate president.

**S.25 SENATE COMMITTEE ON CONSTITUTION REVIEW**

1. Shall be constituted by 7 members with at least 1 member from each zone including the senate attorney, with a chairperson and secretary elected at the inaugural sitting of the senate.
2. Shall deliberate on all related matters relating to the new inventions and propositions to the constitution suggested or proposed by members of the senate.
3. Shall be responsible for printing, updating of new laws and circulation/distribution of laws, policies and consequently the constitution to all local chapters for awareness.
4. Shall receive and review bills as may be called for by any member of the senate.
5. Shall be liable for the due publicity of the new bill, and shall seek public opinion on such bills.
6. Shall collate all public opinions, then propose an amendment to the senate if bill is found worthy.
7. Carry out other functions as requested by the senate and the senate president.

**S.26 SENATE COMMITTEE ON EDUCATION AND WELFARE**

1. Shall comprise of 5 members each with at least 1 from each zone with a chairperson and secretary elected at the inaugural sitting of the senate.
2. Perform oversight function on the Vice President.
3. Shall work on issues relating to better academic and general welfare of NAMMESites.
4. Shall suggest academic incentives for outstanding students as well as scholarships and grants.
5. Carry out other duties as directed by the senate.

**S.27 SENATE COMMITTEE ON ETHICS AND DISCIPLINARY**

1. Shall comprise of 7 members each with at least 1 from each zone including the senate attorney, with a chairperson and secretary elected at the inaugural sitting of the senate.
2. Shall be empowered to investigate objectively any alleged violation of laid down injunctions or the constitution and shall per time, put into consideration all petitions referred to it by the Senate and shall tender reports with its appropriate recommendations.
3. Shall act with a measure of autonomy and is answerable only to the Senate.
4. The Senate reserves the right to dissolve the entire committee or suspend, remove or penalize any member of the committee.
5. Any member of the committee with alleged gross misconduct or any other related offences ceases to be a member of the committee temporarily pending investigation.
6. Shall recommend to the Senate from time to time, legislative and administrative measures as it may deem appropriate to establish or enforce as standard of conduct for the Senate.

7. Shall report to the appropriate authorities with the approval of at least 2/3 majority of the Senate on substantial evidence as shall be revealed by thorough probing and investigation.
8. No resolution, report, recommendation, opinion or investigation shall be made unless approved by the affirmation of at least a quorum of the Senate.
9. No information or testimony received on the content of an allegation or the fact of the investigation shall be disclosed by the committee or its members unless authorized by the Senate.
10. Shall enforce all other laws on any official as approved by the senate.
11. Carry out other functions as assigned by the senate.

**S.28 SENATE COMMITTEE ON FINANCE AND REVENUE**

1. Shall comprise of 5 members each with at least 1 from each zone with a chairperson and secretary elected at the inaugural sitting of the senate.
2. Shall perform oversight function on the Financial Secretary.
3. Shall give up to date report of the association's financial statement to the senate as provided by the Financial Secretary.
4. Shall be responsible for generating funds for the senate/association.
5. Shall review the proposals from NEC related to monetary issues and bring to the house for approval.
6. Shall bring out other duties as assigned by the senate and its leadership.

**S.29 SENATE COMMITTEE ON INFORMATION, MEDIA AND PUBLICITY**

1. Shall comprise of 7 members each with at least 1 from each zone elected at the inaugural sitting of the senate.
2. Shall be headed by the Chief Whip and the Clerk as a member of the committee.
3. Shall perform oversight function on the Public Relations Officer
4. Shall be responsible for dolling out of fresh publications which will bring more awareness to the discipline on the Senate Media handles.
5. Publicize proposed events of the senate/association to a wider average of audience.
6. Work hand-in-hand with the PRO for the production of magazines and other digital forms of publications to be considered.
7. Carry out other duties as assigned by the senate and its leadership.

**S.30 SENATE COMMITTEE ON PROJECTS, PROGRAMS AND PLANNING**

1. Shall comprise of 5 members each with at least 1 from each zone elected at the inaugural sitting of the senate with the Deputy Senate President as its Chairperson.
2. Shall be in charge of carrying out the senate's event, programs and projects.
3. Work with the National Executive Council on all capital projects to be embarked on.
4. Supervise the National Organizing Committee of the association's annual convention.

5. Shall work to put the Local Organizing Committee in place in the host institution where conventions or events are to hold.
6. Shall recommend to the senate the annual convention's host institution senate funded projects.
7. Shall work with the Senate Committee on Information, Media and Publicity to publicize the events of the association and that of its cooperate sponsors.
8. Shall perform oversight function on the President.
8. Carry out other duties as assigned by the senate and its leadership.

## **ACT FIVE (5)**

### **SENATE STANDING ORDERS AND PROCEDURES AT SITTINGS**

#### **S.31 QUORUM**

1. The quorum of the Senate shall either be "1/3 of the elected members (i.e., the nearest whole number less than 2/3)" or "2/3 of the Senate Leadership (which includes all elected principal officers, zonal leaders, committee heads and appointed officers)".
2. Any member of NEC or the entire NEC shall attend the meeting of Senate on invitation and shall deliver an address on the state of the association or explain to the Senate, the conduct of his/her office therein.
3. At any such meetings of sub-section (2) above, the member(s) of NEC shall be recognized for the purpose of information and clarification only.

#### **S.32 VOTING**

1. Each member shall be entitled to one vote.
2. Where there is a tie, another vote shall take place immediately. If second vote ties again, the Senate President shall/Presiding officer shall reserve the right to break the tie with his/her vote.
3. NEC shall not participate in a debate on any matter relating to the functions of the Senate.

#### **S.33 ATTENDANCE REGISTER**

The Clerk of the Senate shall keep an attendance register which shall be produced at every meeting and shall be signed by all members attending the meeting.

#### **S.34 MINUTES BOOK**

The Clerk of the Senate shall keep the minute book in safe custody, and shall make it open for consultation by the members of the Senate.

#### **S.35 ORDER OF BUSINESS**

Unless the meeting resolves otherwise, the order of business shall be as follows:

**1. ELECTION**

When necessary, any of the Senators present shall be elected to act as chairman of the meeting when the Senate President and his/her deputy are not present.

**2. CONFIRMATION**

Senate President or Deputy Senate President or the Chairman shall sign the minutes of the last meeting

**3. AGENDA**

- i. Matters arising from the minutes of the last meeting shall next be attended to unless such matters have been separately included in the agenda prescribed for the meeting.
- ii. Business specified on the notice and agenda of the meeting in the order shown on the notice is followed unless changed by the House.

**S.36 MOTIONS AND DISCUSSIONS**

1. Notice of motions to be debated must be filled with the Clerk of the Senate at least 3 days before the meeting or sitting of the senate.
2. All motions bearing names of the mover and seconded shall be recorded. They shall then be opened to discussion and amendment.
3. Motions by non-members of the Senate shall be submitted through the mover's senatorial district representative at the senate.
4. Debate must be limited to the immediate pending question as stated by the Senate President. The Senate President shall rule out of order any person failing to adhere to the subject under consideration.
5. When several motions are presented successively on any issue, the motion first tabled shall first be voted upon first. Discussions on subsequent motions shall then follow.
6. The mover of an original motion shall have the right to reply at the close of debate upon his/her motion. After this, no other discussion on the topic shall be entertained.
7. No motion under consideration by the Senate (which has been stated by the Senate President) shall be withdrawn without the consent of the mover and seconded.
8. During discussion of a motion, the following motions shall be in order and shall be acceptable in the following order of precedence;
  - a. Motion of no confidence on the Senate President
  - b. Motion with drawing a motion
  - c. Motion to adjourn
  - d. Motion to revert the decision of the Senate President is by 2/3 majority of those present and voting
  - e. Motion to close debate
  - f. Motion that the question be now put
  - g. Motion to refer to committee

- h. Motion to refer for additional information
  - i. Motion to suspend standing orders or a portion or a clause of the constitution is by 2/3 of those present and voting.
9. In a situation whereby the senate considers a motion already moved and seconded as unfavorable; such motion stands to be put to the initial mover and seconder for withdrawal by the senate president in accordance to (8b) above.
10. In case of refusal by the initial mover and seconder of the motion to withdraw such motion, the senate president shall put (8b) to the senate members for such motion to be suspended.
11. Proposal or a motion for reconsideration of a motion previously adopted shall be in order, provided there is a 2/3 majority vote approval.
12. A resolution previously adopted may be rescinded by a 2/3 majority vote provided that the Senate has agreed to reconsider the matter.
13. No motion is in order that conflicts with the constitution and laws of the National association of materials and metallurgical engineering or with the standing order of the NAMMES-NG Senate. No inflammatory, frivolous or absurd motion shall be entertained by the Senate President. When he/she is satisfied that members are employing acknowledged forms of debate merely to obstruct business, he/she shall not recognize such member(s) or rule them out of order.

### **S.37 AMENDMENT TO THE MOTIONS**

Amendments shall either be:

- a. To leave out words;
- b. To leave out words and insert or add others;
- c. To insert or add other words.

### **S.38 ORDER OF RECOGNITION**

They include;

#### **1. Point of Order**

A point of order shall be heard at all times except during the act of voting. It shall deal with conduct or procedure of the meeting and concern such matters: a. Lack of decorum

- b. Transgression of standing orders
- c. Introduction of matters not relevant to the question under consideration.

#### **2. Point of Information**

Point of information on issues shall be heard at the instance of the Senate President provided that such observations made before issues are put to vote. The Senate President's over-rule is final.

### **3. Point of Observation**

Point of information on issues shall be heard at the instance of the Senate President provided that such observations made before issues are put to vote, The Senate President's over-rule is final.

### **S.39 RULES OF DEBATE**

1. A member of the Senate shall stand when speaking and shall address the Senate President and the Senate.
2. If two or more members rise at once, the Senate President shall determine to whom precedence shall be given.
3. If the Senate President has occasion to rise to assert his/her authority, all members of the Senate shall sit immediately.
4. Debates shall be limited to the immediate pending question(s). The Senate President shall rule out of order any member who fails to adhere to the order.
5. A member shall not speak more than once on the same motion, unless no other member who has not spoken on that issue desires the floor. The Senate President shall be competent to limit debate on any issue. The proposer of a motion shall start discussion on his/her motion and shall reply to the debate on the motion and in his/her reply, shall strictly confine him/her to answering statements and arguments which make his/her motion explicit.
6. The proposer of a motion shall have express right to accept or reject an amendment and insist that the amendment if seconded be put to SRC and shall be accepted on a simple majority.
7. When a motion has been put forward, the Senate President shall make a list of these members who wish to speak for or against it. The list is then closed and each speaker is allotted five (5) minutes or at the discretion of the Senate President. The principle of equal opportunity of debate shall be preserved during the discussion.
8. When a motion for closure has been forward and adopted, the Senate President shall make a list of those who want to speak on condition that they have not already spoken on the motion. The list is then closed and two (2) minutes allotted to each speaker. After everyone has been given the opportunity to speak once, the matter shall be closed after voting for or against.
9. The proposer of a motion and the seconder shall have the right to withdraw the motion only if debate has not started on it.
10. No member shall go out of meeting except with the permission of the Senate President
11. Members shall only speak when recognized by the Senate president.
12. Members shall remain standing when the Senate president enters the chamber and shall sit down when he/she takes his/her seat.
13. The official language of the Senate shall be English language.



14. The Senate President and all members of the Senate shall appear in official dresses during Senate sittings.
15. Proceedings of the Senate shall remain in session till the Senate President declares meeting adjourned.
16. The Senate President shall call to order, a member of the senate who disregards the authority of the office of the Senate President or who abuses the rules of the Senate by persistent and willful obstruction of business. If after such caution, such member persists in conducting himself/herself in a satisfactory parliamentary manner, the Senate President shall order such a member to leave the meeting.

## **ACT SEVEN (7)**

### **SENATE LAW MAKING PROCESS**

#### **S.40 SENATE SITTINGS AND MEETINGS**

1. The Official Business Sitting (OBS) of the Senate shall be at least 4 times including the inaugural and the valedictory sitting in a parliamentary session, with each sitting to be held in each of the senatorial zones.
2. The valedictory sitting shall have all members dissolved and new election conducted immediately after the last meeting for the parliamentary session.
3. Senate zonal leaders are to consult with members of their respective zones to determine the dates and institutions for each of those meetings at the start of the parliamentary session and report back to the senate leadership.
4. Notice of OBS are to be circulated at least one (1) month before the day and the venue clearly stated.
5. The Senate Online Business Meeting (OBM) shall be held from time to time to attend to urgent issues.
6. OBMs is to be held online to discuss the progress of the senate and shall be summoned by the leadership of the Senate.
7. All absentees from OBS and OBMs are to communicate reasons for which they will be absent at least 2 weeks and 48 hours respectively before the date. Any other notification without cogent reasons may attract disciplinary actions.
8. Any member who misses 3 consecutive meetings stands not to be regarded as a member of the Senate and as such forfeits his/her certificate of stewardship.
9. At least 1/3 members of the Senate shall form a quorum at all OBS and OBMs.

#### **S.41 BILLS, PROPOSALS AND MOTIONS**

1. A bill shall originate from the Senate, which may be initiated by any financial member of the association, but can only be introduced to the floor of the senate by a member of the senate

2. The bill shall not become law unless it has scaled through at least two (2) readings on the floor of Senate and has been passed.
3. After the debate of the bill in the first reading, it shall be referred to any appropriate standing committee where it is to be examined critically.
4. The committee in conjunction with the Senate Committee on Constitution Review seek public opinion on the bill from the students' populace.
5. The committees shall receive all suggestions and contributions from members of the public, and then propose a recommendation, amendment as the case requires to the house at the second reading.
6. However, bills involving two or more standing committees shall have main committee as well as subcommittee(s). The committee with dominant issues shall take the bill while others form sub-committees.
7. The main committee shall be liable to collate all suggestions and amendments of the subcommittee(s) and then report to the senate at its second reading.
8. The report of the committee may then be passed by the Senate at its Second reading.
9. Where a bill has been passed by the Senate, its clean copy shall be produced and sent to the President.
10. The President in a consultation with other members of the NEC shall assent to the bill sent by the Senate.
11. If the president refuses his assent, such bill shall be returned to the senate after 5 days and if passed by 2/3 majority vote of the Senate, it shall be binding by becoming a law automatically.
12. The senate shall also consider proposals, motions and other matters raised by committees or by any member or official of the association.

#### **S.42 PUBLIC ANNOUNCEMENT OF POLICIES**

1. Resolutions on policies shall be sent to all the arms of the association and to all LECs.
2. The Chief whip in collaboration with the Senate Committee on Information, Media and Publicity shall send official letters conveying the policies duly signed by the Senate President to all Zonal Leaders who shall in turn send it to all member institutions in their zone.
3. All policies must be sent out to all quarters 72 hours after they have been passed by the Senate.
4. The Chief whip shall also make sure all the policies are publicized on all the handles of the senate not more than 72 hours after they have been passed by the senate.

## **ACT EIGHT (8)**

### **S.43 SENATE'S FINANCES**

1. The senate finances shall be 25% of the total generated income of the association and other form of financial assistance.
2. Expenses of the Senate are to be explicitly stated at regular intervals by the leadership of the Senate.
3. Shall be exclusively managed by the Senate Committee on Finance and Revenue.
4. Audit is to be done by the Senate Committee on Budgets and Appropriation at the end of each parliamentary session and made available, properly handed over to the next administration for audit.
5. Shall thereafter be utilized for events, programs, projects as approved by the Senate sitting and disbursed accordingly.

## **ACT NINE (9)**

### **S.44 SENATE PROJECTS AND EVENTS**

1. Events and projects of the Senate shall be decided by the senate at its inaugural sitting.
2. The main event sponsored by the senate shall be the annual “Tell A Friend About MME” outreach which seeks to propagate the gospel of the discipline in secondary schools.
3. The outreach shall be scheduled with the annual NAMMES Nigeria National Convention.
4. All projects shall be handed over at the valedictory dinner (the Presidential Banquet of the association) of the senate.
5. The Valedictory dinner shall have in attendance members of the senate, honorary members as well as other invited guests.
6. Shall be the event where the Senate's prize for outstanding students shall be given out as well as other forms of scholarships (if there's any).
7. Shall be the occasion where Awards of Excellence and Recognition are given to meritorious personnel who have contributed immensely to the development of the association in the parliamentary session. They include the members of the senate, honorary members, patrons/matrons, cooperate organizations, professional bodies, NGOs, government parastatals etc.
8. Shall be handled by the Senate Committee on Project, Programs and Planning in collaboration with the Senate Committee on Information, Media and Publicity and other delegated senate ad-hoc committees.

## **ACT TEN (10)**

### **S.45 THE SENATE OPEN/VALEDICTORY SITTING**

1. Shall happen at the last sitting of the senate scheduled together with the annual convention.
2. Shall have in attendance all members of the Senate, NEC, and all available delegates for the convention.
3. Leadership of the executive and the legislative arm shall give a report of stewardship for the parliamentary session to the people.
4. Gathering shall be liable to criticize and scrutinize the reported activities.
5. May by 2/3 majority of present and voting, push for disciplinary actions against any person found to have breached the association's code of conduct.
6. Shall also advice and proffer solutions to issues brought forward to it by the leadership of the association.

## **ACT ELEVEN (11)**

### **S.46 RECALLING OF ANY MEMBER OF THE SENATE**

1. A member of the senate may be recalled if there is presented to the chairperson of disciplinary committee, a petition signed by 2/3 majority of the members in the senatorial district alleging a loss of confidence in that member and which signatures are duly verified by the disciplinary committee.
2. Such petition shall thereafter, after a referendum conducted disciplinary committee within ten (10) days of the date of receipt of the petition is approved by a simple majority of members in the senatorial district, be sent to the Senate.
3. That the Senate President shall upon receiving in writing from the Chairperson of disciplinary committee stating that conditions in sub-section 1 and 2 above has been complied with in respect of the recall of that member, present evidence satisfactory to the Senate.
4. The Senate shall after affirmation of all evidences uphold such petition. As such, the recall process becomes applicable in the respect of that member.
5. NAMMESIEC shall within seven (7) days conduct bye-elections for the vacated seat.

## **ACT TWELVE (12)**

### **S.47 AMENDMENT OF THE CONSTITUTION**

1. The Senate Committee on Constitution Review shall present proposed amendments to the Senate for ratification after considering memoranda sent in by its members and any other member(s) of the association.
2. The amendment of this constitution or any section(s) or sub-section(s) shall be ratified by a 2/3 majority of the members of the Senate present and voting.
3. The Senate Correspondence Officer shall send a copy of the amendments to all members of the association within 72 hours of receipt.
4. A copy of the approved constitution shall be sent to the parent professional bodies (for record purposes) by the Senate Correspondence officer within 72 hours of taking such resolution.
5. This constitution shall be reviewed every year where bills passed by the senate within the duration shall be updated, compiled and consequently circulated.

### **ACKNOWLEDGEMENT**

The entire Senate Committee on Constitution Review appreciate the members of the constitution re-drafting committee supervised by the office of the Senate President 19/2020 parliamentary session. Special thanks are directed to;

- Sen. Tekiulai A. Okegbemi - Senate President 19/20 Parliamentary session
- Barr. Jesuduntan Oshe – Senate Attorney 19/20 Parliamentary session
- Comr. Tomiwa Adewale – SA to the 19/20 Senate President on Special Duties I
- Comr. Adedeji Abioye – SA to the 19/20 Senate President on Special Duties II
- Comr. Akinwale Akinboyewa – SA 19/20 to the Senate President on Special Duties III
- Hon. Barr. Oluwamayowa E. Ogunniran – SA to the Senate President on Constitution Review

Members of the 21/22 Senate Committee on Constitution Review (CCR) are:

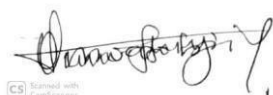
□	Sen. Okoroafor Chizitere	–	FUTO West	–	Chairman
□	Sen. Bello Basirat	–	FUTMINNA East	–	Secretary
□	Sen. Gold Boluwatife	–	UNILAG South	–	Member
□	Sen. Samuel Christopher	–	UNIBEN West	–	Member
□					

NAMMES NIGERIA CONSTITUTION AND SENATE ACT

	Sen. Quayum Adedayo	–	YABATECH North	–	Member
□	Sen. Abdulkareem Abdullateef	–	ABU West	–	Member
□	Sen. Ugochukwu	–	NEKEDE Poly west	–	Member
□	Sen. Oluwale Emmanuel	–	KSP	–	Supervisory role
□	Sen. Orfodile Kachi	–	UNILAG	–	Supervisory role
□	Sen. Elugbaju Ayowole	–	FUOYE WEST	–	Supervisory role



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Sen. Okoroafor Chizitere  
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Comr. Omotuyi Emmanuel  
21/22 President,  
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Sen. Ogunniran Mayowa E.  
21/22 Chairman, NNPF  
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