



# By-Laws Of the Nigerian Institution of Civil Engineers Students Association NUN Chapter (NICESA)

## Association By-law

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VOL. 01

Plot 681, Cadastral Zone C-OO, Research & Institution Area, Jabi Airport Bypass, Nile  
University of Nigeria, Abuja.

## PREAMBLE

We, the students of the Civil Engineering Department at Nile University of Nigeria, hereby establish this by-law to further the goals and objectives of the Nigeria Institution of Civil Engineers Students Association (NICESA). This document serves as the governing framework for our association.

This by-law takes precedence over any previously expressed or implied rules and policies, whether written or oral. All members are obligated to comply with this Constitution. The Association's Executive Committee retains the authority to interpret the content of this Constitution and deviate from policy, when necessary, with the exception of the Nile University of Nigeria regulations.

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## Article 1: General Information



### 1.1 Name & Status.

This organization shall be called the Nigerian Institution of Civil Engineers, Nile University of Nigeria, Abuja Chapter. In these Bylaws, Nile University of Nigeria, Abuja is referred to as the Chapter; Nigerian Institution of Civil Engineers Students Association is referred to as NICESA.

### 1.2 Aims & Objectives of the student body.

The Objectives of NICESA encompass:

- i. Enhancing members' educational and societal growth within the association.
- ii. Engaging in discussions relevant to the academic and social well-being of our members.
- iii. Forging connections between Civil Engineering students and other engineering bodies, both nationally and internationally, with the requirement that all members maintain student membership with the Nigerian Society of Engineers (NSE).
- iv. Establishing a platforms for the exploration of best practices through activities such as, collaborations with the industry, exhibitions, quizzes, lectures, and more.
- v. Advancing the profession of Civil Engineering and nurturing the technological and educational welfare of Civil Engineering students to foster professional competence.
- vi. Contributing to the progression of Civil Engineering practices in Nigeria by initiating and executing technical projects, offering valuable insights to the government and other relevant organizations responsible for shaping policies in Civil Engineering and its practices.
- vii. Cultivating positive relationships between our members and students from other departments and faculties within the University.

## Article 2: Membership

### 2.1 Qualification.

The provisions outlined in this section must align with the membership criteria delineated in NICE's Bylaws (Bylaw 6, Section 5; NICE Constitution Article 3). Membership is automatically granted to all students officially registered in the Department of Civil Engineering within the Faculty of Engineering at Nile University of Nigeria.

### 2.2 Privileges.

Members of the Association shall enjoy the following privileges:

- i. All members are entitled to utilize the association's provided facilities, unless otherwise specified in the constitution.
- ii. Access to valuable information and details concerning the association is granted to all members.
- iii. Each member possesses the right for their suggestions or grievances to be heard and addressed.
- iv. New members are eligible to participate in an orientation program organized by the association.
- v. Newly registered members have the right to obtain a copy of the association's constitution.
- vi. All members have the right to participate in voting and to be candidates for positions in accordance with the association's constitution.

## Article 3: Officers and Duties.

### 3.1 EXCO'S

A. The officers of this Chapter shall be:

- i. President,
- ii. Vice President,
- iii. Secretary General,
- iv. Assistant Secretary General,
- v. Financial Secretary,
- vi. Treasurer,
- vii. Public Relations Officer and
- viii. Social media Officer.

These officers constitute the Council.

- B. All officers of the Chapter must be members of NICESA.
- C. The officers shall be elected by a plurality of the votes cast at the annual election meeting. The election shall hold on the 1st week of June with the new officers taking over in the following month of July and serve for one year as the case may be.
- D. No member may serve in the office of President or Vice President for more than two consecutive years.

### 3.2 Duties and Responsibilities of the Executive Committee

A. The President

- i. The President shall be the Chief Executive. He shall preside at all meetings of the Chapter and the Executive Committee.
- ii. President shall represent or take decisions on behalf of the Chapter in consultation with the EXCO.
- iii. President shall be a signatory to the Accounts of the Chapter as well as sign all minutes of meetings. He shall call Emergency, General or Executive Meetings when the need arises.
- iv. The President is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the NICE and these bylaws.

B. The Vice President

- i. The Vice President shall second the President at all meetings and functions. In the absence of both, any member duly nominated at the meeting shall preside.

- ii. To undertake any task assigned by the president.
- iii. To supervise annual planning and budget allocation in consultation with the president.

#### C. The General Secretary

- i. The General Secretary shall be responsible to the Executive Committee for the administration of the Chapter.
- ii. General Secretary shall submit an Annual Report on the activities of the Chapter at the Last meeting of the Financial Year to the Executive Committee.
- iii. General Secretary shall prepare Agenda and fix dates for meetings in consultation with the President.

Specifically, he shall:

- a. Maintaining the records of the Chapter.
- b. Preparation of the Chapter's activity report and officer contact information, and submission of these to NICE Headquarters.
- c. Perform other duties as assigned by the President.

#### D. The Assistant General Secretary

- i. The Assistant General Secretary shall assist or deputize for the General Secretary when necessary.

#### E. The Financial Secretary

The Financial Secretary shall:

- i. Be responsible for the collection of all dues from Members and hand over same to the Treasurer within Three (3) working days.
- ii. Be responsible for the preparation of financial procedure for all expenditure.
- iii. Be responsible for the preparation of Budget for the Financial Year of the Chapter.
- iv. Be responsible for any other matter that may be referred to him from time to time by the EXCO.

## **F. The Treasurer**

**The Treasurer shall:**

- i. Be a signatory to the Chapter's Bank Account (s).
- ii. Receive all money due to the branch and deposit them in the Chapter's Bank Account within Three working days of receipt.
- iii. Keep a record showing receipts and expenditures.
- iv. Prepare a statement of Accounts to the Executive Committee quarterly and preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting.
- v. Be responsible for any other assignments as may be referred to the treasurer by the President.
- vi. Be in custody of the Chapter's Cheque Books.
- vii. Be responsible for any other matter as may be referred to the treasurer from time to time by the President.

## **G. The Publicity Secretary**

**The Publicity Secretary shall:**

- i. Be responsible for protecting the public image of the Chapter.
- ii. Liaise with the Chapter and publicity agencies.
- iii. Be responsible for all social events and welfare of Members of the Chapter.
- iv. Be responsible for any other matter as may be referred to the publicity Secretary from time to time by the EXCO.

## **H. Social Media Officer**

- i. Maintain Social media account (whatsapp , twitter, e.t.c).
- ii. Take note of latest and most effective social channels.
- iii. Work in accordance to President's approval for postings online.
- iv. Study trends related and suggest any important trend.
- v. Report back any harm to the association to the EXCO.



### 3.3 Chapter Sponsor

The Sponsor shall be a faculty member or full-time staff member of your school. Each Student Chapter has one Sponsor.

- A. The Student Chapter Sponsor shall be a voting member of NICE and either a member of the faculty or full-time staff of Nile University of Nigeria, Abuja.
- B. The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Election Meeting. The selection shall be confirmed by the school.
- C. The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter.

Specifically, the Sponsor:

- i. helps provide continuity from year to year as student leadership and personnel change;
- ii. promotes good student-faculty relationships;
- iii. helps maintain university standards in all activities of the Chapter;
- iv. exercises financial supervision, if necessary,

by:

- 1. promoting prompt payment of bills and collection of dues, and
- 2. overseeing the settlement of all accounts in the event of dissolution of the Chapter; and
- 3. Represents the Chapter interests to the faculty and administration.
- 4. For underage students, the chapter sponsor must be in attendance at every meeting that is held in the evening. In the event that the appointed sponsor is not available, another faculty member may chaperone the meeting. If both are not available, a local area professional, previously investigated and approved by the school, can be assigned to chaperone evening meetings.

### 3.4 Executive Council

There is no requirement that there be an Executive Council, but if there is one, the Chair would be the presiding officer. If there is no specific Executive Council, the set of officers are the Executive Council.

- 1. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter of standing committees.

2. The Term of the members of the Executive Council shall be coincident with the terms of the officers. They shall take office in the first week of February and serve for one year.

### 3.5 Standing Committees

- A. The standing committees of the Chapter shall be Programmes, Activities, Education, Membership, Publicity, etc.
  - i. The Program Committee shall plan and make arrangements for the technical programs of the Chapter's meetings in accordance with the membership's interests and the aims of the Chapter as set forth in Article II.
  - ii. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.

### 3.6 Temporary Committees

With the advice of the Chapter's Executive Council, the President may appoint such temporary committees as appropriate.

1. A Nominating Committee, consisting of at least three voting members of the Chapter, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chapter Chair at least two months prior to the Election Meeting.
2. An Audit Committee shall be appointed by the Chapter Chair at the close of the fiscal year to assure the accuracy of the accounting of the Chapters funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to the AGM.

### 4.1 Sources of Income

- Members shall be encouraged to pay dues as deemed suitable by the Executive Council.

### 5.2 Signatories and Banking

- A. All funds of the Association shall be deposited to the credit of the Association in such banks and/or other institutions in current accounts and/or savings accounts and/or deposits, as the Executive Council may decide, from time to time.
- B. All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the President and Treasurer authorized by the Executive Committee and the Financial Secretary.
- C. The following shall be appointed Signatories to the Association's Bank Account at any point in time and whom the Account Mandates shall bear:
  - The Association Coordinator.
  - The President.
  - The Treasurer.
- D. During the process of transitioning to a newly elected Executive Committee, the outgoing Executive Committee must hand over all Association finances to the new Treasurer along with a comprehensive financial and administrative report detailing all the activities of the outgoing EXCO during their tenure.

## Article 5: General Supplementary Provisions

### 5.1 Meetings

- I. Meetings shall be held as planned by the Programme Committee. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
- II. The Annual Election meeting should be held at the last meeting of the semester. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be held. Written notices of all meetings shall be distributed to all members at least one week prior to any meeting.

### 5.2 Disbursements and Dues

- I. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of its meetings.
- II. Dues shall be fixed annually by the Executive Council.

### 5.3 Amendment and Voting Procedures

- I. All proposed changes to these Chapter Bylaws shall be approved by the AGM.
- II. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as one quarter (1/4) or 25 % (percent) of the voting membership of the Chapter. Quorum at an Executive Committee Meeting of the Branch shall be Five (5) members.
- III. A simple majority of the voting members present shall be required to carry a motion.
- IV. Officers will be elected by a plurality of votes cast.

### 5.4 Dissolution of The Chapter

- I. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Chapter for the purpose of taking this vote.
- II.
- III. Should this Chapter be dissolved, its assets and liabilities shall be transferred to the University Council and shall be supervised by the Dean, Student Affairs.

## Appendices And Miscellaneous



### Definition of Terms

**Presidential Ticket:** This is a Special Form and registration process intended solely for Candidates vying for the position of “President” of the Association.

### Official Association Graphics

#### Association Logos:



#### Official Stamp:

### Association Contact Channels

- Official Association Email Address:

[account@nicenilechapter.com](mailto:account@nicenilechapter.com)

- Official Association Social Media Account Handle:
- Association Official Website:

## First Schedule

### Oath Of Office

Each member of the Executive Council before assuming office takes an oath as prescribed. The commissioner for the oaths shall administer it to Executive Council. Every officer of NICESA shall, before assuming office duties, take and subscribe to the oath of office

below:

I ..... do solemnly swear to serve the NUN NICESA body as  
..... I will be faithful and bear true allegiance to the NUN-NICESA body. That I will  
discharge my duties honestly and to the best of my ability according to the provisions of the constitution  
of NUN-NICESA body. So, help me God.

.....  
Officer (sign and date)

.....  
Commissioner for Oaths (sign and date)

