**Chapter two**

**Article 8: EXECUTIVE OFFICES**

The body of the executives of The NACOSS shall comprise of the following:

1. President
2. Vice President
3. General Secretary
4. Assistant General Secretary
5. Financial Secretary
6. Public Relations Officer
7. Social Director
8. Treasurer
9. Sports Director

The following are based on selection by the Executives:

1. Academic/Laboratory Coordinator
2. Librarian

**Article 9: DUTIES OF THE OFFICERS**

**SECTION A: PRESIDENT**

1. Must be in 400 level during his/her tenure;
2. Be head and Chairman of the Executive Committee of the Association;
3. Preside over all meetings of the Executive Committee;
4. Supervise and co-ordinate all the activities of the Association;
5. Exercise all such powers and carry out all such duties that are hereinafter allocated to him under other section of the constitution;
6. Jointly with the Financial Secretary and Treasurer approve Association’s expenses, other financial accounts and documents;
7. Shall have the deciding vote during executive meetings;
8. Must be a signatory to the Association’s account;
9. Shall present a full report of all the activities of the Association at any congress.

**SECTION B: VICE PRESIDENT**

Must be in 300 level during his/her tenure;

1. Assist the President in his duties and act in his absence;
2. Receive and treat complaints in consultation with the President;
3. Direct the activities of programs and association under the Department of Computer Science in consultation with the President;
4. Exercise all such powers and carry out all such other duties as are hereinafter allocated to him under other sections of the constitution;
5. Shall be the head of the Planning Committee for the annual NACOSS week;

**SECTION C: GENERAL SECRETARY**

1. Must be in 400 level during his/her tenure;
2. Control the use of the Association’s facilities and Secretariat;
3. Summon Executive and congress meetings of Association at the knowledge of the President;
4. Keep attendance books, minutes and congress meetings of the Association at the knowledge of the President;
5. Compile and submit to the President a full report of all the activities of the Association within the period of his tenure of the office and not later than one month (thirty-one days) before the expiration of his term of office;
6. Exercise all such powers and carry out all such other duties as are hereinafter allocated to him under other sections of the constitution;

**SECTION D: ASSISTANT GENERAL SECRETARY**

1. Must be in 200 level during his/her tenure;
2. Assists the General Secretary in his duties and acts in his absence;
3. Acts as Secretary to the Association Week Committee;
4. Carry out the functions as may hereinafter be assigned to him by other sections of this constitution.

**SECTION E: FINANCIAL SECRETARY**

1. Must be in 400 level during his/her tenure;
2. Must work in conjunction with the President and Treasurer on all financial matters;
3. Must present the financial books of the Association at the end of his tenure and at any congress meeting;
4. Will be liable for all financial expenses and may be required to present such at all point in time;
5. Must be a signatory to the Association account;
6. Carry out the functions as may hereinafter be assigned to him by other sections of this constitution;

**SECTION F: PUBLIC RELATIONS OFFICER**

1. Must be in 200/300 level during his/her tenure;
2. In consultation with the President and or the Executive, carry out internal and external publicity of the Association’s activities;
3. Carry out the functions as may hereinafter be assigned to him by other sections of this constitution.

**SECTION G: SPORTS DIRECTOR**

1. Can be in any level during his/her tenure;
2. Be Chairman of the Sports Committee;
3. Co-ordinate all sporting activities of the association;
4. After the first meeting of the Sports committee and from time to time, present to the Association a program and/or report of sporting activities for the current session;
5. Perform all other functions as may hereinafter be assigned to him under other sections of this Constitution.

**SECTION H: SOCIAL DIRECTOR**

1. Must be in 300/400 level during his/her tenure;
2. Be Chairman of Social Committee, which shall be responsible for all social activities of the Association;
3. Direct Orientation week activities organized by the Association;
4. Be responsible for matters relating to the general welfare of the Association members and all Association guests other than academic welfare;
5. Perform all other functions as may hereinafter be allocated to him by other sections of this constitution.

**SECTION I: TREASURER**

1. Must be in 200/300 level during his/her tenure;
2. Be responsible to the Executive Committee for the disbursement of the approved expenditures;
3. Keep all duplicate copies of all relevant documents in possession of the Financial Secretary;
4. Act in accordance with the provisions of the constitution regarding finance;
5. Perform all other functions as may hereinafter be allocated to him under other sections of this constitution;
6. Ensure that no member of the Executive Committee exceeds the approved budget for his office;
7. Must be a signatory to the Association’s account.

**SECTION J: ACADEMIC/LABORATORY COORDINATOR**

1. Must be in 400 level during his/her tenure;
2. Coordinate the academic welfare of the students;
3. Coordinate the usage of the students’ laboratory;
4. Coordinate the software and hardware activities among students in the department.

**SECTION K: LIBRARIAN**

1. Must be in 400 level during his/her tenure;
2. See to the proper documentation of books, bulletins and journals in the NACOSS library.
3. Coordinate the use of the library and the model of collection and retrieval of books in the NACOSS library.

**Article 10: MEETING OF THE EXECUTIVE**

1. The Executive Committee shall meet as often as necessary for the effective and efficient running of the affairs of the Association;
2. The President shall summon meeting of the Executive Committee;
3. The President shall decide the manner in which decisions will be taken at the meeting;
4. Decisions at the Executive meeting shall be based on a simple majority;
5. The General Secretary shall make minutes at every Executive meeting;
6. In the absence of the General Secretary, the Assistant General Secretary shall take minutes at Executive meetings.

**SECTION L: STAFF ADVISERS**

There must be two (2) academic staff members of the department of Computer Science.

The staff advisers should be appointed by the Head of Department.

**Article 11: NACOSS REPRESENTATIVE COUNCIL**

The House shall be made up of two students each from each level (100, 200, 300) but for 400 level which will have three students represented and the Speaker coming from the represented three. The NACOSS Representative Council (NRC) shall be empowered to suspend any of the members of the Executive from office as recommended by the other Executives. However, a simple majority is required for this measure.

A written query on the authority of the executive body must be issued to the erring executive through the NACOSS Representative Council (NRC) before such an Executive can be suspended from office.

**CHAPTER THREE**

**CONGRESS**

The Supreme authority of the Association shall be vested in the congress, which shall meet at least twice per semester. All students of the Department shall be entitled to attend and participate in the business of the congress.

**Article 12: BUSINESS OF THE CONGRESS**

1. The Speaker of the NACOSS Representative Council (NRC) shall preside over the congress and in his absence, the deputy Speaker, and in the absence of the Deputy Speaker, the Clerk of the house shall preside over the congress;
2. Items proposed for inclusion on the agenda of the congress from whatever source, must reach the General Secretary not later than five days before the congress;
3. Agenda of the congress shall be made known to members not latter than two days before the congress provided that failure to comply with this provision shall not invalidate proceedings;
4. Nobody who is not a member of the Association shall attend the congress or take any part in the proceedings unless otherwise decided by the congress itself. Members may be required to show the students’ identity cards before entering the venue of the congress;
5. Persons seeking to address the congress shall signify by raising up their hands stating his/her name and level;
6. In furtherance of its business, the congress may set up committee for a detailed examination on any issued and any such committee shall report its findings and recommendation back to the congress in session;
7. Decision at any congress meeting of the Association shall be decided by a majority of votes of members present and voting by open ballot or showing of hands.

**Article 13: DISCIPLINE**

1. At the beginning of each session, the Executives shall in a manner acceptable to them, propose and fix a fine to be paid by any Executive for misdemeanors such as lateness to meetings, absenteeism, etc;
2. The Executive, who has been fined, is entitled to a week of grace to pay the fine. After this, the fine shall attract a premium of 30 percent for every week, the fine remains unpaid;
3. If the Executives agree among themselves that a particular Executive should be removed from office, the matter must be referred to the NACOSS Representative Council (NRC) and then to the congress. The agenda for this congress should clearly indicate that such a motion would be discussed. The Chairman of the electoral committee must also be present to ensure that the votes for or against the members’ removal are valid. However, the accused Executive should be given the chance to plead his case;
4. Decorum must be maintained at congresses, hence any NACOSSITE found to be misbehaving, would be liable to being sent out of the congress venue;

To report an Executive to the departmental authorities, a simple majority of fellow Executives must agree.

**CHAPTER FOUR**

**FINANCE**

**SECTION A: ANNUAL DUE**

1. Each member of the Association shall pay an annual due which will be decided by the Executive on approval by the Head of Department or the staff advisers and the NACOSS Representative Council (NRC) should be duly notified;
2. The annual due may be reviewed whenever necessary to reflect prevailing economic realities subject to the approval of the congress;
3. The dues shall be separated from any other payments; e.g. Dinner, etc.

**SECTION B: DONATIONS**

1. The Association may receive aids, grants and gifts from organization(s) and individual(s) provided that such assistance shall not in any way be prejudicial to any section of this Constitution or undermine its policy, aims and objectives, the Students’ Union and the Faculty/University;
2. The Association may organize fund raising activities if and when necessary.

**SECTION C: GAINS AND PROFITS**

1. The income of the Association shall include proceeds and profits from its activities and any other money coming from any possible means.

**SECTION D: FUND DISBURSEMENT/SIGNATORIES TO ACCOUNT**

1. The disbursement of any fund of the Association shall be duly authorized at any time under the signatory of the President of NACOSS and two of the following:
2. Treasurer of NACOSS
3. Financial Secretary of NACOSS
4. The President in consultation with the Executive Committee shall have power to specify the sum of money that shall be expended and the type of bills that shall be honored during his absence;
5. The Treasurer shall be empowered to keep an impress account of not more than a thousand, five hundred naira (N1,400.00k – subject to review).
6. All vouchers and purchases shall be signed by the appropriate official(s) and the Financial Secretary and counter-signed by the Treasurer before payment is made;

The President of NACOSS in consultation with the Treasurer shall be eligible to disburse Association funds not exceeding five thousand naira (N5,000.00K) during the period after swearing in and the approval of the budget by the congress.

**CHAPTER FIVE**

**ELECTION**

**SECTION A: ELECTION GUIDELINES**

1. Election shall be held not later than one week before the commencement of the first semester examinations. Those elected would be referred to as “officer-elect”;
2. The Electoral Committee shall lift ban on politics at least two weeks (14 days) to the date of the election and the present Executive Committee stands undissolved until the day of swearing in of the new Executive Committee;
3. Candidates for any elective post shall file an application to the electoral committee with a fee to be determined by the committee;
4. The Electoral Committee shall draw up and enforce electoral regulations to the provisions of the Constitution. Such regulations shall be published at least two weeks (14 days) before the date of election;
5. Registration of candidates shall close three days before the day of the elections. Withdrawal of candidate shall be valid only before the close of nominations;
6. The Electoral Committee shall display the names of all contesting candidates and the respective offices they are vying for on notice boards at least one day (1 day) before the day of election;
7. A candidate found qualified for the election to an Executive office shall present an election manifesto to the congress of the Association on the day preceding the day of election;
8. A voter shall bring to the election venue valid identity cards to identify him/herself;
9. Elections shall be decided by the Electoral Committee;
10. At the end of voting, the Chairman, Electoral Committee shall make known the results of the elections immediately and directly as they are known and a detailed list of candidates and votes they obtained shall be published within 24 hour of the announcement;
11. A candidate shall be declared elected by simple majority. In the event of a tie in any of the Executive positions vied for, the Electoral Committee shall cast their votes.

**SECTION B: QUALIFICATION FOR ELECTION**

1. Only matriculated and registered members of the Association shall be entitled to vote and be voted for;
2. The person contesting for any post must have a CGPA of at least 3.0 (for a CGPA System of 7.0).

**SECTION C: WITHDRAWAL FROM ELECTION**

1. Any candidate may withdraw from election before the day of election by communicating his/her withdrawal notice to the Chairman, Electoral Committee in writing;
2. Any candidate who fails to present him/herself for the manifesto period shall be deemed to have withdrawn from the elections unless with due permission from the Electoral Committee.

**SECTION D: TERMS OF OFFICE**

1. A member of the Executive Committee shall be deemed to have forfeited his/her office if he/she absents him/herself from three consecutive meetings of the committee without the permission of the President;
2. In the event of resignation, removal from office or death, the duties of the President shall be performed by the Vice President and shall be addressed as the acting President;
3. In the event of resignation, removal from office or death, the positions of any executive member, apart from the President and General Secretary whose positions shall be taken by the assistants, shall be decided by a vote from the NACOSS Representative Council (NRC);
4. All Executives are expected to submit a detailed report of their activities for the tenure during the session at least two weeks before the end of their tenure. Failure to comply with this directive might lead to the defaulting Executives result being withheld.

**SECTION E: HANDING OVER/SWEARING IN**

1. Handing over ceremony shall take place on the day of the Association’s Dinner and shall be performed by the Chairman, Electoral committee.

**SECTION F: OATH OF OFFICE**

The oath of office shall be administered by the Chairman of the Electoral Committee or anybody chosen to represent him, to the newly elected officers on the hand over day.

The oath of office of the Association shall be as follows:

“I, …………………………………………., do hereby solemnly accept the office of ……………….. and swear that I will be faithful and bear true allegiance to NACOSS. That as the ………………….. of the Association (NACOSS), I shall discharge my duties to the best of my ability, faithfully and in accordance with the provisions of this constitution.

That I will strive to preserve the objectivity of the Association.

That I will abide by any decision(s) of the Association and Congress without going against them once decided.

That I should be found guilty of any behavior that contravenes the provisions of this constitution that could drag the name and essence of the NACOSS into the mud.

I affirm that I will subject myself to any disciplinary action(s) meted out to me by the Association.

So help me God.”

This shall be printed out on the Association’s letter headed paper and duly signed by the elected officer(s).

**SECTION G: TENURE OF OFFICE**

All offices of the Association shall be for an academic session (2 semesters).

Any executive of the Association who wishes to resign must give fourteen days’ notice in writing to the Executive Council through the General Secretary, where it is the General Secretary who is resigning, the notice must be given to the Assistant General Secretary. Where it is the whole Executive council that is resigning, the notice must be given to the Speaker of the NRC.

Whenever there is an allegation of misconduct against any officer of the Association, the NACOSS Representative Council (NRC) shall within seven days of the receipt of such allegation in writing, on a resolution of simple majority of its members, set up an investigation panel of three to seven members to investigate and report back within the time limit as the NRC deemed fit the alleged complaint. The report of the investigation panel shall be acted upon within seven (7) days after presentation to the NRC which on resolution of two-third majority of its entire members adopt and impeach where necessary the officer(s) involved.

The provision under this subsection have effect notwithstanding the function of the NRC speaker.

**CHAPTER 6 – COMMITTEES**

The following committee and any other one as may be deemed necessary shall be created and adopted when the need arises:

1. Audit Committee
2. Electoral Committee
3. And others as deemed necessary

**ELECTORAL COMMITTEE**

The Electoral Committee shall comprise of:

1. The 400level class representative
2. The 300level class representative
3. The 200level class representative
4. The 100level class representative
5. Two representatives of the 400level students as chosen by the electoral chairman
6. One representative of the 300level students as chosen by the 300level class representative
7. Shall be responsible for the conduct of a free and fair election.
8. The committee shall have a chairman herein referred to as “The Chairman” who shall normally be the 400level class representative.
9. All members of the Electoral committee shall neither be eligible to contest or vote for any post in the election they are conducting unless when there is a tie in any of the posts.
10. The Electoral committee shall have powers to:
11. Fix the fee for nomination forms;
12. Process returned nomination forms and clear aspirants.
13. Fix the date for and supervise the presentation of manifestos by aspirants for electorate and the NACOSS press.
14. Fix the date for and supervise elections, count and announce results of votes.
15. Present the Executives elect for swearing in.

**AUDIT COMMITTEE**

1. Shall be appointed by the NACOSS Representative Council (NRC)
2. Shall audit the Association’s account
3. Shall submit the report to the congress.

**CHAPTER 7 – NACOSS PRESS ORGANIZATION (NPO)**

1. There shall be a departmental press organization known as NACOSS Press Organization (NPO).
2. The body shall be responsible for disseminating news, information, etc
3. It shall be autonomous, yet financially dependent on NACOSS
4. The press shall at all times maintain the highest ideals of justice, fairness and integrity and shall contribute towards the intellectual development of the Association.
5. Shall be in charge of the Press Night for the departmental Elections.
6. On no account should any press member contest for any Executive Office unless such person tenders his/her resignation letter to the Editor-in-Chief before purchasing the form.

The outgoing Editor-in-Chief, on the same day the Executive officers are being handed over to, chosen his/her successor which can come from any level.

**CHAPTER 8 – NACOSS REPRESENTATIVE COUNCIL (NRC)**

**SECTION 1: COMPOSITION**

The NACOSS Representative Council (NRC) shall consist of two elected representatives from each level except for 400level which shall have three representatives.

SECTION 2: OFFICERS OF NRC

1. The Speaker
2. The Deputy Speaker
3. The Clerk
4. The Chief Whip
5. Others as Members

The above officers shall be elected on the first meeting of the NRC and the officers shall not include members of the Executive Council.

**SECTION 3: FUNCTIONS AND POWERS OF NRC**

1. The legislative power of the Association shall be the responsibility of the NRC.
2. Approve the Association’s budget. The budget shall be approved within 14 working days of its submission by the Executive council.
3. Consider the progress report of the carious committees, commissions and council of the Association.
4. Consider the proposals, motions and other matters raised in connection with or incidental to the provision of this constitution and shall forward recommendations to the appropriate bodies for execution.
5. Upon a petition signed, by at least2/3 of the members of NRC, it shall review any programme proposed by the Association Executive Council.
6. It shall be the exclusive power of the NRC to recommend appropriate punishment for any misconduct in the Association Executive Council.
7. The NRC shall supervise the strict adherence to the provision of this constitution by all the Association officials and recommend appropriate punishment for any breach therein from time to time.
8. Perform other functions, which may ensure the effective achievement of the objectives of the Association as contained in the constitution.
9. Shall not approve a deficit budget but shall approve a supplementary budget subject to the availability of funds.
10. Shall have the right to order refund of any excess or doubtful expenses incurred by any officer of the Association.
11. Shall prepare her annual budget and send same to the president, 2 weeks before the Association budget is presented to the house.

**SECTION 4: DUTIES OF THE NRC OFFICERS**

1. He shall summon the sittings of the NRC and shall preside over such sittings as well
2. The Speaker shall interpret the constitution of the Association in good faith.
3. At any sitting of the NRC, the Speaker shall have power to rule on any matter up to which this Constitution is silent. He shall have further have power to rule on any meaning of words or provision in this constitution. Whenever there are inconsistencies, the Speaker’s decision prevails.
4. During the parliament sitting, he shall have the right to demand for motion after proper debate on a particular subject matter.
5. In cases of misappropriation of the Association’s funds, as made known to the Speaker by the Auditors, the Speaker by the auditors, the Speaker shall request the Executive Council to take appropriate measure for quick recovery of such monies from those concerned.
6. The office of the Speaker shall become vacant due to:
7. The dissolution of the NRC
8. If he ceases to be a member of the NRC
9. If vote of no confidence is passed on him by2/3 of the membership of the NRC.
10. The Speaker shall not vote in the sittings of the NRC but shall have a casting vote when there is a tie.

THE DEPUTY SPEAKER

1. He shall speak for the speaker in his absence and shall assist him from time to time.
2. Shall organize the venue of the sitting of the NRC.

THE CLERK OF THE HOUSE

1. He shall take minutes of the sitting held by the NRC.
2. He shall prepare the agenda for all the sitting of the NRC.
3. He shall announce result presented by the Chief whip.
4. Shall be responsible for the Secretariat of the council(NRC).
5. Shall lead the speaker in and out of the sitting venues.

THE CHIEF WHIP

1. He shall responsible for the maintenance of law and order in the house.
2. He shall supervise elections in the council and forward such results to the clerk for announcements and shall not vote.
3. Shall take records of attendance and absentees and make recommendations to the Speaker.
4. Shall be the custodian of the mace.

SECTION 5 : VOTING /SITTING OF THE NRC

All members of the NRC are entitled to vote during any election, except the Speaker and the Chief Whip, but on no account shall any of the office rs vote unless there is a tie of votes, and when such happens, the Speaker shall vote. However, the sitting of the NRC shall be:

Opening Sitting:

It is at this sitting that the officers of the NRC will be elected. However, not later than two weeks after the election of the Association Executive Council.

Official Sitting:

The NRC shall hold at least five official sitting in a semester.

Closing Sitting:

There shall be a meeting before the end of the academic session in which members of the outgoing Executive Council shall be expected to present detailed written report of all the seasonal activities. These reports shall be considered by the NRC.

Emergency Sitting:

The Speaker shall have power to summon an emergency sitting of the NRC to discuss vital issues after the calling of the sitting had been ratified by not less than half of the members of the council(NRC). However, not less than 24hours notice must be given such a meeting could hold.

ADDENDUM

The Constitution was drafted by a Ten-man committee set up to by the Executive Council 2010/2011 academic session.

The task was solely undertaken in good faith and with no prejudice to any arm, individual or set of individuals, in order to give the Constitution a comprehensive stand and general acceptability of the Association members (Congress) considering the greatness of the Association (The Nigerian Association of Computer Science Students, University of Ibadan.) addendum.