

NIS – LAGOS BRANCH CONSTITUTION

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PREAMBLE

WHEREAS, the Nigerian Institution of surveyors as distinct from the surveyors council of Nigeria represents the juridical arm of surveying family, serving the welfare and interest of the membership to wit: maintaining high professional ethics amongst members, speaking with one voice nation issues to mention a few ;

WHEREAS, the Lagos State Branch of the Nigerian Institution of surveyors is an affiliate of the National Body {the Nigeria Institution of surveyors}, Performing similar functions of the National Body, albeit at the local level ;

WHEREAS, it is acknowledge that in such an organization, there is the need to administer affairs governing such a relationship in a lawful, orderly and responsible manner, in the spirit of the discipline and integrity which is the hallmark of true professionalism.

AND WHEREAS, it is trite that at all material times and purposes, whenever there is a conflict between any or all of the provisions of the constitution of the National Body and any or all of the provisions of the Branch Body, the FORMER shall prevail.

WHEREFORE, pursuant to these ideals as aforementioned, and having in mind the purpose of achieving the herein under mentioned aims and objective and for the furtherance of the welfare and professional growth of all surveyors within the local Branch, on the principles of freedom of association, justice and equity, We do hereby make, enact and give to ourselves the following constitution :

1.0 THE NAME

The name of the professional body shall be the NIGERIAN INSTITUTION OF SURVEYORS –LAGOS STATE BRANCH” hereinafter referred to as the “Branch”

The NIGERIAN INSTITUTION OF SURVEYORS” shall hereinafter be referred to as “the institution”

The branch shall have its secretariat in the capital of the state. It shall also encourage the formation of subgroups such as professional Division {Public, private, academics, etc.} WIS {Women in Surveying} and other similar organization to cater for special interest.

2.0 AIMS AND OBJECTIVES

The aims and objective of the Branch shall be :

- a. to general represent the views of the surveying professional in the state.
- b. to preserve and maintain its integrity and status, to consider and deal with matters affecting professional interests of members of the Branch.
- c. to promote and encourage the training of surveyors.
- d. to promote the improvement of survey techniques through seminars, workshops, symposia, publications continuing education of surveyors.
- e. to set and maintain the highest standard of professional conduct, ethics and discipline among its members.
- f. to seek and protect the welfare and interest {economic and social} of members of the Branch and to foster public interest matters affecting the practice of surveying.
- g. to foster food relations among members of the Branch and members of other allied professional organizations in the state and within the country.
- h. to provide avenues for free exchange of ideals between the Branch and similar organization within the state and other parts of country.
- i. to serve and advice the state government on legislative and all other matters concerning the practice of surveying in the state.

3.0 MEMBERSHIP

Membership of the Branch shall at all times derive from membership of the Institution. Membership of the Branch shall comprise corporate and non- corporate as follows:

3.1 CORPORATE MEMBERSHIP

There shall be two grades of corporate membership namely:
Fellows and Members.

3.1.1 Fellows

Any corporate member who aspires to be a Fellow of the Institution must:

- a} be fully interested and involved in the activities of the Branch and of Institution.
- b} be finances at all times; ensuring that payment are made as at when due.
- c} be not less than 10 years standing as a corporate member with records of noteworthy contributions to the progress, work, ideals and aspirations of the Branch, the Institution and the profession. A fellow shall be entitled to the use of the designation, F.N.I.S {Fellow of the Nigerian Institution of Surveyor} after the investiture ceremony.

3.1.2 Members

Any person who aspires to enroll as a Member of the Institution shall be one with at least two post SURCON Registration with active professional practice. He shall be entitled to the use of the designation, M.N.I.S. {Member of the Nigerian Institution of Surveyors} after induction at the Anual General Meeting.

3.2 NON-CORPORATE MEMBERSHIP

There shall be five grades of Non-corporate Membership namely:

Associate, Probationers, student, Sustaining Members and Honorary Members.

3.2.1 Associates

Any person who desire to enroll as an Associate shall have at least a first degree or Professional Diploma in Surveying or its equivalent recognized by the Institution. Such an Associate shall be entitled to the use of the recognized, A.N.I.S. {Associate of the Nigerian Institution of surveyors} after induction at the Annual General Meeting.

3.2.2 Probationers

- 1 Any person with H.N.D. in surveying or its equivalent approved by the Institution.
- 2 Any person who has a degree in discipline cognate to Surveying as approved by the Institution with a continuous working experience in a recognized Survey establishment.
- 3 Any person who has passed SURCON Examination for Technicians.
- 4 Any person who has passed SURCON Examination for Technologists.

3.2.3 Student

Student membership shall be opened to any person who is pursuing full time course of study in surveying at any Institution whose curriculum is approved by the Council of the Institution.

3.2.4 Honorary Members

- i. The Branch may exercise its discretion to confer Honorary Membership on any eminent scientist in field cognate to Surveying or any distinguished person who has been considered as making immense contributions to the Branch and the profession of Surveying.
- ii. The Branch shall forward any recommendation for Honorary Membership award to the Institution starting the merit for such recommendation.

3.2.4 Sustaining Members

This category of membership applies to any corporate organization or person interested in or who support the objectives of the Branch as follows:

- i. advancing and demonstrating the public usefulness of surveying, mapping and Geoinformatics sciences in the states.
- ii. fostering cooperation between and promoting unity of purpose and action amongst state surveying, mapping and geoinformatics organizations.
- iii. representing and promoting states interest in surveying .mapping and geoinformatic internationally.
- iv. Furthering the professional development of its members.
- v. encouraging research, training and development in surveying, mapping and geoinformatics.

3.3 PROCEDURE FOR ENROLMENT INTO MEMBERSHIP

The procedure for enrolment into membership of the branch at any level shall be according to the constitution of the institution. It is mandatory for every registered and aspiring surveyors within the state who has registered with the institution to be a member of the branch.

3.4 REGISTER OF THE MEMBERS

The names and addresses of all the branch shall from time to time notify the branch secretariat of his/her address and any change thereof, and any such other information as may be necessary to update the register.

3.5 SUSPENSION OF MEMBERSHIP

Any member suspended by the institution stands suspended by the branch, in addition, the branch can recommend any member to the institution for suspension.

3.6 TERMINATION OF MEMBERSHIP

A person shall cease to be a member of the branch if he/she

- a) ceases to be a member of the institution.
- b) relocates to another state which negates the requirement of being a member of the branch.
- c) is certified to be insane.
- d) is found guilty, by the branch of a professional misconduct of such a nature as may bring the branch into disrepute, or necessitates the suspension or cancellation of his registration.
- e) is convicted by a court of law for a criminal offence
- f) is found guilty by the branch of acts contrary to the constitution of the branch.
- g) he is in arrears of subscription and levies/dues for a period of more than twenty four months, provided that if at any time he shall give to the membership committee be re-admitted to membership upon payment of all arrears.

4.0 THE BRANCH EXECUTIVE COUNCIL

The branch shall be governed by an executive hereinafter referred to as "the branch council" shall consist of the chairman, vice-chairman, secretary, assistant secretary, publicity secretary, financial secretary, treasurer, institution council representative, internal auditor and 2 ex-officio members.

The branch council shall have power to appoint such members necessary to fill such vacancies as may occur between annual general meetings and may co-opt any member whose service may be specially required. Such a co-opted member shall attend branch council meetings for such specific purpose only.

Branch council committees
standing committees

The branch council shall from time to time appoint among others, the under mentioned standing committees from within its members of the branch. it shall refer or delegates to them such of its powers and duties, as it may consider necessary.

- i Welfare, social and insurance
- ii Secretariat development
- iii Ethics and monitoring
- iv bills and job creation
- v scholarship
- vi publicity and programmes
- vii Education
- viii finance and general purpose

Ad-hoc committees

The branch council shall appoint various ad-hoc committees as the need arises from within its members or from members of the branch. it shall refer or delegates to them such of its powers and duties, as it may consider necessary.

Duties of the branch council

The duties of the branch council shall include but not limited to:

- a) executing decisions taken at all general meetings of the branch
- b) making regulation in pursuance of the aims and objectives of the branch
- c) initiating policy, plans and programmed for consideration and approval at the annual general meeting
- d) reporting activities of committees to the general meetings for ratification where applicable
- e) ensuring that survey practice are in accordance with the provision of decree no.44,surveyors council of Nigeria,1989
- f) Investigating allegation of misconduct or malpractices by any member of the branch through the ethics and monitoring committee and recommend to the general meeting a disciplinary action against the erring member.
- g) Preparing annual budget estimates for annual general meeting approval

any member of the branch council who is absent without a letter of apology from two consecutive branch council meetings shall be admonished in writing after which if he persists, he shall cease to be member of the branch council.

All such regulations made by the branch office shall be read out by the secretary at the next annual general meeting shall be subject approval

Terms of reference of the branch standing and ad-hoc committees

The terms of reference (TOR) of each standing and ad-hoc committees shall be determined by the branch council

5.0 ANNUAL SUBSRIPTIONS AND LEVIES

5.1 All members of the branch, excluding honorary members shall pay annual subscriptions and levies

5.2 The branch annual subscription shall be half of the institution annual subscription at every cadre of membership while the branch council shall determine levies to be paid as occasion warrants.

- 5.3 The annual subscription shall be due and payable on enrolment of a member to the branch and thereafter on the 1st of January in each year
- 5.4 exemption from payment of subscription shall be granted to members who have attained the age of 70years provided that they have been corporate financial members of the institution for not less than 30 years.

6.0 OFFICERS

The officers of the branch shall compromise the following: chairman, vice-chairman, secretary, assistant secretary, treasurer, financial secretary, publicity secretary, institution council representative, internal auditor and two Ex-officio members.

6.1 ELECTION OF OFFICERS

- 6.1.1 Members wishing to stand for election shall be active and financial corporate and associate members, no non-financial member shall be eligible to vote or be voted for at the annual general meeting or any other branch meetings.
- 6.1.2 Officers shall be proposed and seconded in writing on an appropriate form an election shall be by secret ballot at the annual general meeting. it shall not be the practice of the branch to return officers without due process of election procedure.
- 6.1.3 The branch council shall appoint a five(5)member electoral committees shall be responsible for the conduct of all elections to the branch executive council
- 6.1.4 All elections shall take place at the annual general meeting
- 6.1.5 All elected officers shall take oath of office and be sworn in as provided for in the first schedule at the branch annual general meeting

6.2 ELIGIBILITY OF OFFICERS

6.2.1 Chairman

Any corporate member with continuous five years active membership in the branch and who has been a full member of the in the branch and who has been a full member of the institution resident in Lagos state shall be eligible to be the chairman of the branch.

6.2.2 Vice-chairman

Any corporate member with continuous three years active membership in the branch and who has been a full member of institution for at least 5 years shall be eligible to be the chairman of the branch.

6.2.3 Secretary

Any corporate member with continuous four years active membership of the branch shall be eligible to be the secretary of the branch.

6.2.4 Assistant Secretary

Any member adjudged suitable to assist the secretary shall be eligible for election into this office

6.2.5 Publicity secretary

Any corporate member adjudged suitable to promote good public relations for the branch shall be eligible for election into this office

6.2.6 Financial secretary

Any corporate member adjudged suitable shall be eligible for election into this office

6.2.7 Treasurer

Any corporate member adjudged suitable shall be eligible for election into this office

6.2.8 Institution council representative

Any corporate member with continuous five (5) years active membership in the branch and who has been a full member of institution for at least 5 years shall be eligible to be the institution council representative of the branch

6.2.9 Internal auditor

Any corporate member adjudged suitable shall be eligible for election into this office.

6.2.10

Any two (2) members of the branch serving at the institution council. in the absence of this, any corporate member with continuous ten(10) years active membership in the branch shall be eligible to be an Ex-officio of the branch.

7.0 DUTIES OF OFFICERS

7.1 Chairman

He Shall

- a) Preside over the meeting of the branch council.
- b) Preside at the Annual General Meeting and monthly meetings of the branch.
- c) Because the summoning of other meetings of the branch either on his own initiative or after a request has been made in writing.
- d) Direct all other officers of the branch in the performance of their duties.
- e) Approve payment for all expenses after passing through finance and general purpose committee
- f) Effect all decision of the branch council.
- g) Effect all general meeting decisions.
- h) Inaugurate standing committees within two months of assumption of office.

7.1.1 Chairman's insignia of office

The chairman shall wear a suitable insignia of office. Such insignia shall change hands at investitures to be held at annual general meetings.

7.2 Vice Chairman

He Shall

- a) in the absence of the chairman, preside at all meetings over which the chairman, by the constitution has the power to preside.
- b) Serve as coordinator in respect of the branch's national and state commitments and where he attends national conferences, he shall lead the delegation in the absence of the chairman.
- c) Be chairman of the editorial board of the branch's publication
- d) Perform any other duty assigned to him by the chairman

7.3 Secretary

The secretary shall perform all duties assigned by the chairman which, among others shall include the following

- a) to summon meetings of the branch on the instruction of the chairman.
- b) To record and keep minutes of all meetings including a short summary of all decisions taken.
- c) To write and dispatch circulars, letter and other correspondences decided upon by the branch council
- d) To keep register of members of the branch
- e) To present annual or special reports of the activities of the branch or any of its organs
- f) To maintain an inventory of all branch property
- g) Serve as the official head of branch administration
- h) Coordinate the works of secretaries to all committees of the branch

7.4 Assistant secretary

He shall assist the secretary generally in the discharge of his duties but will have the following specific functions

- a) to record the minutes at branch council meetings and all adhoc meetings
- b) to ensure smooth and orderly preparations for the monthly and annual general meetings
- c) to ensure effective supervision, discipline and welfare of paid staff in the branch. this is without prejudice to the overall supervision of the secretary.

7.5 Publicity secretary

He shall

- a) act as public relation officer of the branch
- b) arrange to publish at intervals between annual general meetings for distribution of the members, news, events and matters of the survey community
- c) carryout publicity duties as assigned to him by the chairman

7.6 Financial Secretary

The duties of the financial secretary shall be as follows

- a) to collect money(enrolment fees, subscription or any other levy)from members

- b) to hand over such money to the treasurer within three days of the receipt of such money.
- c) To furnish the branch at every monthly meeting a report of the financial status of members

7.7 Treasurer

The duties of the treasurer shall be as follows:

- a) to receive, for safe keeping all money collected for the branch
- b) to deposit such money in the bank approved by the branch to the credit of the branch within three days of receipt of such money
- c) settle all bills, after due process

7.8 Institution council representative

The duties of the institution council representative of the branch shall include:

- a) to present information(requests and suggestions)from the branch to the council of the institution.
- b) To disseminate information(requests and information)from the council of the institution to the branch

7.9 Internal auditor

The internal auditor shall examine the correctness or otherwise of income and expenditure account at least quarterly and present report at the annual general meeting or as the branch council may direct from time to time

7.10Ex-officio members

They to attend and make contributions during branch council meetings

7.11Tenure of office

The tenure of office for all officers of the branch shall be two years renewable only once.however, any officer found guilty of misconduct and on non-performances open to impeachment. This shall be inform of a memo of impeachment address to the chairman through the secretary, which must be signed at least ten financial corporate and associate members o the branch. The impeachment shall be affected at the monthly general meeting of the branch by a simple majority vote of members present at the meeting.

8.0 Auditor

The account of the branch shall be examined by the external auditor before the annual general meeting. this is to ascertain the correctness or otherwise of the income and expenditure accounts and balance sheets.however,the report of the external auditor shall be presented to members of the branch at the branch annual general meeting.

8.1 PAID STAFF

The branch shall maintain paid staff at its secretariat. Such paid staff shall be responsible to the secretary

8.2 SIGNATORY TO THE ACCOUNT

The chairman shall be the "A" signatory, while the treasurer and the secretary shall be the "b" signatories to the branch accounts out of which there shall always be only two signatories per time. No withdrawal shall be made without the "A" signatory

9.0 REPRESENTATION ON STATE PUBLIC BOARDS AND NATIONAL ORGANIZATIONS

9.1 Members to represent the branch on boards of public bodies and national organization shall be elected at the annual general meeting. In an emergency, the branch council shall appoint representative to any board and seek ratification at the subsequent monthly general meeting.

9.2 All representatives of boards of public bodies and national organization shall submit reports of proceedings and activities of such bodies to the branch council, which in turn shall report to the monthly general meeting.

9.3 Where such representative is more than one, the monthly general meeting of branch council shall elect a leader from among the members. The leader shall ensure the branch's mandate and aspirations are advanced and shall report the proceedings of such public body to the branch council for the purpose of information and assessment of the performance of the body.

10.0 MEETINGS

There shall be general meeting to be held in November/December of every year and it shall be called annual general meeting of the branch once in every month and that shall be on the first Wednesday of the month between the hours of 4.00pm and 6.00pm unless otherwise stated

10.1 The branch annual general meeting shall:

- a) approve the minutes of the proceeding of the previous annual general meeting and discuss matters arising thereof
- b) receive, consider and approve officers and committees report
- c) organize and execute technical sessions
- d) conduct elections of officers
- e) transact such other business as may be properly transacted at such meetings
- f) Approve the annual budget of the branch as presented by the branch council.

10.2 There shall be at least one branch council meeting to be held every month.

11.0 Quorum

11.1 The quorum at any branch council meeting shall be one third of the membership strength of the council provided at least one of the member present is the chairman or the secretary.

11.2 The quorum at the branch general meeting as well as the annual general meeting shall be 30 or one quarter of the financial membership strength or which ever is less.

12.0 TRUSTEES

12.1 The trustees of the branch for the purpose of land perpetual succession ordinance shall be elected at the annual general meeting. Such trustees shall not be less than three in number and they shall be known as the "incorporated trustees of the Nigerian institution of surveyors-Lagos state branch.

12.2 A trustee of the branch may any financial cooperate member of the branch. Trustees shall hold office for a term of five years. Trustees may be advised by the branch council to withdraw on grounds of ill health or other considerations.

12.3 Trustee members are eligible for re-election only once.

12.4 COMMON SEAL

Trustees shall have a common seal, such common seal shall be in the custody of the secretary at the branch secretariat, and he shall produce it when required for used by the trustees. all documents to be executed by the trustees shall be signed by at least two of them and sealed by the common seal.

13.0 AMMENDMENT TO THE CONSTITUTION

13.1 Where any member of the branch or the branch council recognizes or identifies a need for an amendment to any provision of this constitution, such an amendment shall be approved at the annual general meeting on the acceptance of such recommendations presented by a review panel duly appointed for that purpose.

13.2 Any provision of this constitution can also be amended by a motion shall be forwarded to the secretary at least 30 days before the date of the annual general meeting at which the motion can be considered.

13.3 Any amendment shall be by two –thirds majority of all eligible votes physically present at the annual general meeting.

14.0 INTERPRETATION

In this constitution, unless otherwise expressly provided for or the context otherwise requires;

- 1) Associates' refers to any person who has either been on a probationer status for at least 2(two)years, or has at least :''first degree' in surveying from an accredited institution and has three years post qualification experience.
- 2) Auditor includes the internal and external auditors of the branch
- 3) Branch specifically refers to the Lagos state branch of the Nigerian institutions of surveyors.
- 4) Corporate refers simpliciter to fellows and members of the branch but shall not include associates,probationers,students and persons of honorary status
- 5) Council refers to the branch council comprising the chairman, vice-chairman, secretary, financial secretary, treasurer, institution council representative, internal auditor and 2 Ex-officio members.
- 6) Ethics and monitoring committee shall warn, discipline and sanction erring members of the branch.
- 7) Ex-officio refers to any member of the branch serving on the institution council or any experience corporate member with not less than 10(ten) years post membership status elected as member of the branch council.
- 8) Fellow refers to any corporate member of not less than 10(ten) years standing and is considered fit and proper person by the board of fellows to be so named.
- 9) Honorary members refers to any eminent personality of a field cognate to surveying or any person who has made great contribution to the progress of the surveying profession and has been recommended by the board of fellows of the institution.
- 10)Institution refers to the national body of the Nigerian institution of surveyors.
- 11)Institution council representative refers to any experienced corporate member with at least 5(five)years continuous active membership of the branch.
- 12)Meeting includes a monthly general meeting of the branch holding every 1st(first)Wednesday of the month between the hours of 4pm and 6pm and an annual general meeting to be held either in November/December of every year.
- 13)Officers shall include the chairman, vice chairman, secretary, assistant secretary,treasurer,financial secretary institution council representative, internal auditor and ex-officio members.
- 14)Probationers refers to any person who holds either a higher national diploma in surveying or a university degree in a discipline cognate to surveying or has passed surveyors council of Nigeria examinations for technicians or technologists but still under pupillage.
- 15)Registered surveyors means a surveyor registered(by the surveyors council of Nigeria)to practice the surveying profession anywhere within the federation, pursuant to CAP 425,LAWS OF THE federation of Nigeria 1990.it is the noteworthy that pursuant to CAP 194,laws of the federation of Nigeria 1958,such a registered surveyor was known as licensed surveyor.
- 16)Signatory to the account refers to person statutorily empowered to approve payment of any promissory note viz the chairman, secretary and treasurer of the branch. the chairman shall endorse on a permanent basis while the secretary and the treasurer shall endorse on an either or basis.

- 17) Student member refers to a person undergoing a FULL TIME course of studies in surveying in a tertiary institution whose program of studies is approved by the surveyor's council of Nigeria. it is noteworthy that such QUALIFIED membership status as that for associate, probationers, honorary and student all fall within NON CORPORATE membership
- 18) Surveyors' council of Nigeria refers to the umbrella body for surveyors in the country, and is charged with the control and regulation of survey practice in all its ramification. This body came into force by virtue of survey decree No.44 of 1989.

15.0 CITATION

This constitution may be cited as Nigerian institution of surveyors,

Lagos state branch 2007(as amended)

The provisions of this constitution shall come into force on 12th day of December, 2007.

Surv.Sunday B. Saidi fnis

Chairman, Lagos State Branch-Nigerian Institution of Surveyors.