

2024

## NACOS RIVERS STATE BYE-LAW



## **NACOS RIVERS STATE (NRS)**



## **BYE-LAW 2024**

# Chapter One

## Establishment of the Association

### Section 1: Name

- I. The Association shall be known as “**Nigeria Association of Computing Students**” and abbreviated as “**NACOS**” and herein known as “**The Association**”
- II. The Rivers State Chapter of the Association shall be known as “Nigeria Association of Computing Student Rivers State” abbreviated as “**NRS**”.

### Section 2: Motto

- I. That the Motto of the association shall be “**Towards Advanced Computing**”. And must be in line with the National motto as stipulated in the National Constitution.
- II. The term “**Computing**” shall hereinafter be used to refer to all computer related discipline which shall include but not limited to:
  - A. Computer Science
  - B. Computer Engineering
  - C. Information Technology
  - D. Information Systems
  - E. Software Engineering
  - F. Cyber Security, etc.

### Section 3: Logo Interpretation

- I. The logo of the association shall basically be the map of the Federal Republic of Nigeria with a high-end microchip embedded in it.
- II. Subject to subsection (II) above, the logo shall thereafter be known as the “**NRS Logo**”, the “**NACOS Logo**” or simply the “**Logo**”. The logo shall be duly added to all local chapter websites and official documents.

## **Chapter Two**

### **Supremacy and Legal Status**

#### **Section 4: Supremacy of the Bye-Law**

- I. This Bye-Law is supreme and its provisions shall be binding on all the activities of the NACOS Rivers State Chapter, her local chapters and members.
- II. The provisions of this Bye-Law shall however by all means be subjected to:
  - a. The Constitution of the Federal Republic of Nigeria
  - b. The Constitution of the Nigeria Computer Society (NCS)
  - c. The Constitution of the Nigeria Association of Computing Students (NACOS) National.
  - d. The Constitution of the NACOS South-South.
- III. The Association shall not by any means be administered, nor shall any person or group forcefully administer this Association as a whole or in part, thereof, except in accordance with the provisions of the constitution/Bye-Law.
- IV. In the event of failure to take decisions based on the provisions of this Bye-Law, the congress's decision on such matters shall be final and binding and shall be meant to supersede the provisions of the Section(s) or subsection(s) where the failure emanated.
- V. In pursuance of Section 4, subsection (IV) above, a decision shall not be taken unless a quorum is formed in favour of such matter.
- VI. In the event of failure to secure quorum, the heretofore provisions on such matters shall stand and in the event of no appropriate provisions of the Bye-Law, the matter being debated without such quorum by the congress shall be null and void.
- VII. A quorum shall be interpreted as the nearest whole number of at least two-third of the entire congress during such meetings and shall be construed as a majority of the congress.

- VIII. This Bye-Law and its provisions shall however not be entrenched - meaning that it can be amended subject to the ratification by a quorum of the congress during such meetings.
- IX. Subject to the provisions of Section 4; subsection (VIII) above, any member desiring an amendment to any section of this Bye-Law thereof shall give notice to the Secretary-General of the Association and submit such proposed amendment to him/her not later than thirty (30) days before the Annual General Meeting of the Association.
- X. Such an amendment proposition shall be submitted by the Secretary-General of the Association to the appropriate committee not later than one (1) week to the Annual General Meeting.
- XI. Any amendment to this Bye-Law shall be by two-third (2/3) majority votes of the members participating at the Annual General Meeting.
- XII. Any amendment to this Bye-Law shall not take effect until it has been subjected to the provisions of Section 4; subsection (IX - XI) of the constitution above.
- XIII. The Association shall by all means draw its powers from its members with its gathering called the Congress which shall be the most powerful organ of the Association.

## **Section 5: Legal Status**

- I. The Association, by the provisions of this Bye-Law, shall be a legal entity capable of suing and being sued in its corporate name.
- II. It is capable of acquiring, holding, handling and disposing of its property, whether movable or immovable, for the purpose of carrying out its functions.
- III. In pursuance to Section 5; subsection (I) above, the Association shall therefore appoint a Legal Adviser who shall, by his experience, advise the NRS Executive Council and the Association on such legal matters and the overall operations of the NRS Executive Council.

- IV. Section 5; subsection (III) above shall be carried out with the consent of the Zonal Executive Council/National Executive Council.
- V. In absence of Legal Adviser in Section 5; subsection (III) above, the NRS Executive Council will consult the Stakeholders chairman on such matters.

### **Section 6: Aim and Objectives**

The aim and objectives of the association, which shall form the guiding principles upon which it shall operate shall inter alia be:

- I. To serve both professional and public interests by fostering the open interchange of information and by promoting the highest professional and ethical standards.
- II. To protect the image and safeguard the interest of the Computing profession.
- III. To promote the understanding of the study of computing in Nigeria and abroad.
- IV. To promote the computing profession by organizing seminars, symposia, webinars, computing contests, and other activities aimed at achieving this goal.
- V. To promote the computing profession among the NACOSS Rivers State Chapter.
- VI. To ensure that all institute in the State are fully involved in activities of NACOS Rivers State, Zonal and National Level.

# Chapter Three

## Organizational Structure, Membership, Rights & Privileges of Members and other matters.

### Section 7: Organization

- I. The Association shall be a federation of Computing Students Association, hereinafter known as “**Chapters**” that made up the Rivers State Chapter.
- II. Each chapter be governed by a Bye-Law which shall be subjected to the provisions of this Bye-Law and MUST be approved by the NRS executive council.
- III. The official language of the association shall be English Language.
- IV. The Association’s Calendar Year (the **CALENDAR**) shall be a period of twelve months which shall start from a day after the Annual Conference and end during the next Annual Conference (**NRS CONFERENCE**).

### Section 8: Membership of the Association

- I. The Association shall be made up of students studying Computer Science, Computer Engineering, Information Technology, Software Engineering, Cyber Security, and all Computing related fields in all higher institutions in the State.
- II. Every chapter within the State must be duly registered with the Association and having fulfilled the requirement of registration with the approved fee by the NRS Executive Council and MUST be renewed every year by the chapter president.
- III. Subject to Section 8; subsection (I) above, the students shall be known and addressed as “**Members, Nigeria Association of Computing Students**” hereinafter known as “**Member**” and officially known as “**NACOSite**”.
- IV. Each member shall be a member of the Association having fulfilled the requirements of registration with the Association at a fee determined by the NRS Executive Council.
- IV. Subject to Section 8; subsection (III) above, fully registered members can also register with Nigeria **Computer Society** at a fee predetermined by the society; and thereafter known as “**Student Members**” of the society.

- V. Every duly registered member of the association shall have the honour of appending to their names the acronym **MCS** (MEMBER of COMPUTING STUDENTS) as suffix.
- VI. Intending members desirous to pursue and fulfill Section 8; subsection (III-IV) can do so in a single combined both registrations.

### **Section 9: Rights and Privileges of Members**

- I. No Chapter or person within the State, having satisfied the provisions of Section 8; subsection (I-VI) of this Bye-Law shall be denied membership on any ground such as gender, religion, health, ethnicity or political ideology/affiliation.
- II. All past members of the Association shall have the right to become “**Life Members**” of the Association and may be called upon when needed to assist the Association on matters subject to the discretion of the NRS Executive Council.
- III. Aside the provisions of Section 8; subsection (I-VI) of this constitution, the NRS Executive Council shall have the discretion to appoint honorary members of the Association who shall be men and/or women:
  - A. of Integrity
  - B. who have contributed to the promotion of the field of Computing in their various institutions of the State.
- IV. An honorary member shall stand removed if he has been found to have contravened the provisions of this constitution, especially Section 9; subsection (III) (A & B) above.
- V. All members, having satisfied the provisions of Section 8; subsection (I-VI) and the constitution/Bye-Law on such matters shall:
  - A. Have the right to be voted for as part of the NRS Executive Council of the Association.
  - B. Have the rights and privileges of attending all the events which shall be organized by the Association from time to time.

- C. Have the right and privilege of being a member of committees and subcommittees within the Association.
- D. Have the right to information from any member of the NRS Executive Council on the happenings within the Association.
- E. Have the privilege to be a “**Student Member**” of Professional bodies which the Association shall so desire to affiliate with.
- F. Be entitled to any other rights and privileges spelt out by the NRS Executive Council from time to time and subject to ratification by the Congress.

#### **Section 10: Sponsors**

- I. There shall be for the Association appointed sponsors.
- II. The sponsors shall assist the Association in carrying out its programme and events.
- III. The sponsors so appointed shall be corporate bodies and/or reputable individuals as determined by the NRS Executive Council.

# **Chapter Four**

## **Officers of the Association and their functions.**

### **Section 11: Officers of the Association**

- I. In pursuance of its aims and objectives as spelt out in Section 5; subsection (I-III) of this Bye-Law, there shall be established for the Association; Officers, Committees and the Congress.
- II. The Officers of the Association shall include:
  - A. The State Coordinator (State ICT Directors)
  - B. The Assistant State Coordinator (State Vice President)
  - C. The Secretary-General
  - D. The Assistant Secretary-General
  - E. The Director of Finance
  - F. The Auditor General
  - G. The Director of Hardware & Software
  - H. The Director; Research & Innovation
  - I. The Director; Publicity and Media
  - J. The Director; Welfare and Membership Services (Male)
  - K. The Director; Welfare and Membership Services (Female)
  - L. The Protocol Officer
  - M. The Immediate Past President
  - N. The State Coordinators/Presidents
  - O. The State Directors Hardware & Software
  - P. The Ex-Officio Members
- III. In accordance with this Bye-Law, all officers in the (II) above (A-L) shall have the suffix **“NRS”**

## **Section 12: Power and Duties of the Executives**

### **I. The State Coordinator (State ICT Director)**

- A. There shall be for the Association a State Coordinator (State ICT Director).
- B. Shall be the chief executive of the Association and shall preside over all the general and executive meetings.
- C. Shall be a signatory to the association account.
- D. Shall in consultation with the Secretary-General, summon all General and Executive meetings of the Association.
- E. Shall be responsible for prompt execution of the Association's policies.
- F. Shall have the power to stop a motion or preposition when it is undoubtedly clear that such motion can cause a breach of peace in executive meetings.
- G. Shall at all-time defend the integrity of the Association in accordance with the provision of this Bye-Law.
- H. Shall Appoint, suspend or change members of committees it may set up to assist in its work and suspend or dissolve such committees as and when it deems fit.
- I. Shall, in pursuance of the objectives of the Association, have the prerogative of assigning roles and duties to other members of the NRS Executive Council and members of the association.
- J. Shall attend Zonal and National meetings and other zonal/national functions as well as representing the association outside the confine of the Rivers State which will be duly sponsored by the association and for the interest of the association.
- K. Query erring executive over negligent of duty and report impenitent.
- L. Shall perform other functions that may be conferred on him by this Bye-Law

### **II. The Assistant State Coordinator (State Vice President)**

- A. Shall assist the president in the discharge of his duties.
- B. Shall act for the president in his absence

- C. Shall direct and carry out activities as may be delegated to him/her by the president
- D. Shall perform any other functions delegated to him/her by the president.

### **III. The Secretary General**

- A. There shall be for the Association a Secretary-General.
- B. Shall record the minutes of the General and Executive Council meetings and shall take charge of all the Association's correspondence.
- C. Shall at the instance of the State Coordinator/President, summon all General and Executive Council meetings.
- D. Shall be in charge of all books, documents, movable and immovable properties of the Association.
- E. Shall keep an up-to-date data of all the members of the Association with all the necessary particulars.
- F. Shall on approval of by the State Coordinator, prepare and present before the congress accurate progressive report of the activities of the Executive Council.
- G. Shall perform any other duties spelt out by the State Coordinator/President and the provisions of this Bye-Law from time to time.

### **IV. The Assistant Secretary General**

- A. There shall be for the Association an Assistant Secretary-General.
- B. Shall assist the Secretary-General and act for him/her in his/her absence.
- C. Shall perform any other secretarial duty as assigned by the Secretary-General.
- D. Shall be responsible for the distribution of stationary to the various arms of the association and keep record of such distribution.
- E. Shall perform other duties as spelt out by the State Coordinator/President and provisions of this Bye-Law from time to time.

## **V. The Director of Finance**

Shall be for the Association a Director of Finance.

- A. Shall collect and keep record of all funds due to the Association and issue receipts in due course and shall pay any of such received in cash into the Association's Bank Account within 72 hours of receipt.
- B. Shall counter-sign with the State Coordinator/President all applications for money needed by the Association.
- C. Shall from time to time seek for the Financial Account of the Local Chapter Coordinating Officers and shall present the same to the State Executive Council from time to time and to the appropriate committee during the Annual State Congress.
- D. Shall in addition to (C) above, give a full financial report of the Association as a whole to the NRS Executive Council from time to time and to the appropriate committee during the Annual State Congress.
- E. Shall prepare or be required to prepare and circulate to every chapter/state of the Association at least one week before every Annual State Congress balance sheet as at the end of the Association's financial year.
- F. Must be conversant with Office productivity/Accounting software.
- G. Shall perform other duties as spelt out by the State Coordinator/President and provisions of this Bye-Law from time to time.

## **VI. The Auditor General**

- A. Shall ensure that a sound internal control system is in place in order to safe guide the association's assets
- B. Shall audit the accounts of the Association and present a quarterly report to the Stakeholders/Board of Trustees.
- C. For avoidance of doubt, the Auditor General shall exercise his power only in respect of the provision of this Bye-Law.

- D. Shall not be subject to the Executive Council or any authority except the Stakeholders/Board of Trustees to whom he reports to.
- E. Shall have access to all documents and sources of information, which he considers necessary for the performance of his work.
- F. The Auditor General report is subject to review by the Stakeholders/Board of Trustees if the house (Stakeholders) is not satisfied with the report.
- G. If any Executive member is found guilty of miss appreciation of fund/asset of the Association through the report of the Auditor General, the person/group of persons will face the law.
- H. Shall be an exemplary / well-disciplined member of the Association.
- I. Shall not compromise with his report and if found guilty, the law will take it cause.
- J. Shall be appointed/elected by the stakeholders only, thus, its position is not contestable during the general elections.

## **VII. The Director of Hardware & Software**

- A. There shall be for the Association, Director of Hardware & Software.
- B. Shall be the administrative officer of the State ICT Gadgets, Website, and Communication Platforms.
- C. Shall have the comprehensive/up-to-date record of its members and upon request render the record to the appropriate Authority/Executive Council.
- D. Shall organize IT innovative skills (only) for the members of the Association.
- E. Shall work closely with the Director; Research & Innovation in assuring that the members are having up-to-date notice on current trends in the industry.
- F. Shall upon the provision of this Bye-Law perform any other duties assigned to him by the State Coordinator.

## **VIII. The Director; Research & Innovation**

- A. Shall be for the Association a Director; Research & Innovation
- B. Shall be in possession of the Association's library of the Researches and Innovations.

- C. Shall be responsible for organizing Technology Innovation exhibitions and information technology training towards skill acquisition and empowerment.
- D. Shall keep the members of the Association abreast with contemporary affairs and from time to time on approval by the State Executive Council organize symposia and lectures.
- E. Shall work closely with the industry in pursuance of (c & d) above and shall report to the State Coordinator/President on such matters that may need the letters or intervention.
- F. Shall be saddled with the responsibility of keeping the Association informed of the current trend in the industry and related feed.
- G. Shall coordinate various technology innovation development activities of the Association.
- H. Shall perform other duties as spelt out by the State Coordinator/President and provisions of this Bye-Law from time to time.

#### **IX. The Director; Publicity & Media**

- A. Shall be for the Association a Director; Publicity and Media.
- B. Shall be responsible for all internal and external publicity of the Association.
- C. Shall in consultation with the State Secretariat, issue releases and statements on matters of general interest to the Association.
- D. Shall be in charge of all publications of the Association.
- E. Shall be digitally inclined and MUST be conversant with various trending communication channels.
- F. Shall upon the provision of this Bye-Law, perform any other duties that may be assigned to him by the State Coordinator/President.

#### **X. The Director; Welfare & Membership Services (Male)**

- A. Shall be for the Association a Director; Welfare & Membership Services (Male).

- B. Shall be responsible for the general welfare condition of the members of the Association which shall inter alia include:
  - i. The Association's Souvenir.
  - ii. In collaboration with relevant authority, be in charge of the Association's need for accommodation and welfare needs during the Annual Zonal conference and other meeting and events organized by the Association and or its affiliate.
- C. Shall be responsible for listening to members' complaints as regards the association and providing efficient resolutions where needed.
- D. Shall be in charge of any committee so formed by the State Secretariat to oversee the welfare of members of the Association.
- E. Shall perform other duties as spelt out by the State Coordinator/President and provisions of this Bye-Law from time to time.

#### **XI. The Director; Welfare & Membership Services (Female)**

- A. Shall be for the Association a Director; Welfare & Membership Services (Female).
- B. The person so elected shall work in conjunction with the Director; Welfare & Membership Services (Male) to carry out the functions specified in Section 18; Subsection (X) (B-D) above.
- C. Shall perform other duties as spelt out by the State Coordinator/President and provisions of this Bye-Law from time to time.

#### **XII. The Protocol Officer**

- A. Shall be for the Association a Protocol Officer.
- B. Shall be honest, impartial, disciplined and fearless.
- C. Shall ensure orderliness and discipline during meeting and other social functions of the Association.

- D. Shall perform other duties as spelt out by the State Coordinator/President and provisions of this Bye-Law from time to time.

### **XIII. The Immediate Past State Coordinator/President**

- A. The immediate Past State Coordinator/President shall be the person who held the position of the State Coordinator/President for the last calendar year before the election of the incumbent State Coordinator/President.
- B. Shall play an advisory role to the incumbent State Coordinator/President and the NRS Executive Council.
- C. Shall not allow his personal interest supersede the interest of the Association thereby disrupting with the Aim and Objectives of the Association.

### **Section 13: Distribution of Officers**

- I. The office of the State Coordinator, State General Secretary shall be reserved for the chapter holding the State Secretariat.
- II. Offices will only be allocated to chapters that are duly registered with the State.
- III. State Secretariat shall be rotational among the registered chapters of the State.
- IV. Aside the State secretariat, no other local chapter shall produce more than one office unless offices have been cut across the registered state of the chapters.
- V. The distribution of offices of the association shall not in any way be based on bias of ethnicity, religion and sex. The association shall pursue its functions as a promoter of professionalism and youth empowerment among members without recourse to promoting ethnicity, religion and other discriminatory causes.

## Chapter Five

### Electoral Matters

#### Section 14: The Electoral Commission (ELECO)

- I. There shall be established for the association, electoral commission (in this section of the Bye-Law to be known as the (“**ELECO**”).
- II. The electoral commission shall be composed of five (5) members from registered/recognized state within the local chapters of the state.
- III. Members so appointed to serve in the electoral commission in accordance with 14 (II) above shall be people of integrity and competence in handling electoral matters.
- IV. The outgoing State Coordinator shall select or appoint a **Chairman and** members of the electoral commission shall appoint other position (Secretary and PRO) among themselves.
- V. The chairman shall be the Chief Returning Officer of the elections to be held by the association and a returning officer shall be appointed among other members of the electoral commission.
- VI. People appointed according to 14 (iv) above shall not come from any of the chapters contesting to host the State Secretariat.
- VII. In the event of failure of the provisions of 14 (vi) above, the persons so appointed shall cease to function in such capacity and new officers shall be appointed among the remaining members of the commission.
- VIII. If the provisions in 14 (vii) above fail, the congress shall make decisions as to who shall hold the positions and it shall be agreed upon by all contesting institutions.
- IX. Officers and members of this Eleco shall not have voting rights. The commission shall stand dissolved immediately after a successful conduct of the elections by the incumbent president.

## **Section 15: The Elections**

- I. The Elections to the association's State Executive Council shall be held during the annual general conference of the association.
- II. The electoral commission shall give out guidelines as to the campaign proceedings for the elections at least one (1) month to the proposed election date if electronic voting system is to be used **or** seventy-two (72) hours before the elections if the election is by open-secret ballot system.
- III. The electoral commission shall give each of the Presidential contestants the opportunity to convince the general congress on his or her programmes of action if elected, at a manifesto at least the Night before the elections.
- IV. There shall be no further campaign at most Two (2) hours to the start of the election.
- V. At the end of voting and counting processes, the candidate(s) with the highest number of votes shall be considered to have won the election.
- VI. A second round of voting may be required in the event of ties between candidates with the highest number of votes.

## **Section 16: Types of Elections**

- I. The association shall by the powers of this Bye-Law, conduct the following types of elections.
  - A. The General Elections
  - B. Bye-Elections
- II. The General Elections in subsection 16(I) (A) above shall be conducted by the electoral commission once every Association's calendar year at the Annual State Conference.
- III. All officers of the association shall be elected during the general elections, bye elections.
- IV. The association shall conduct bye-elections into various offices.

- V. The provision in (IV) above shall not hold unless during the associations calendar year and before the next annual conference, a vacancy occurs.
- VI. Such vacancy as in (V) shall be filled by the state/chapter from where the vacancy occurs.
- VII. In case provision (VI) fails, the chapter hosting the State Secretariat shall conduct a bye-election to fill the vacant post.

## **Section 17: Electoral Process**

- I. There shall be for the association by the power of this Bye-Law two (2) forms of electoral process
  - A. Electronic Voting Process
  - B. Open Secret Ballot Voting Process
- II. The Electronic Voting Process in subsection 17 (I) (A) above shall be the association's main form of voting process to be conducted by the electoral commission.
- III. In the event of failure of the provisions of (II) above, subsection 17 (I) (B) is to be deployed.
- IV. The activities of using the Provisions of subsection 17 (I)(A) shall be the following:
  - A. The elections shall be held using an Electronic Voting System to be activated by the electoral commission.
  - B. The election shall be carried out on the official portal of the association
  - C. The eligible voters shall be all duly registered members of the association
  - D. Before voting starts, this Bye-Law empowers the electoral commission to make public the names of the candidates on the electronic voting platform.
  - E. The electronic voting systems shall be made available for voters for a maximum period of six (6) hours.
  - F. The electoral commission shall ensure confidentiality of voter's choice before, during and after the voting process.

- V. The activities of using the Provisions of subsection 17 (I)(B) shall be the following:
- A. The local chapter of the hosting school shall provide ballot boxes for the purpose of the elections.
  - B. The ballot box shall be a secured rectangular material and shall be opened to the electors and other observers before voting begins.
  - C. The ballot paper shall be made such that the names of the individuals and their corresponding offices written clearly for understanding by the Electors.
  - D. In the case of contest for the State Secretariat, a separate ballot paper shall be provided and the names of the local chapter and the candidates shall be boldly written on the paper.
  - E. Subject to subsection 17 (V) (C & D), the ballot paper shall include the appropriate column for voting purpose.
  - F. Before voting starts, this Bye-Law empowers the electoral commission to make public the names of the candidates and a sample of the ballot papers bearing the names of the candidates and with the word Sample copy boldly written across the ballot paper.
  - G. The electoral commission shall ensure security of electoral materials before, during and after the voting process.

## **Section 18: Election Petitions**

- I. The electoral commission shall give room for petitions on electoral matters.
- II. Petitions on electoral matters shall be submitted, heard and decided on within five (5) days after the announcement of the elections results.
- III. The decision on petitions shall be at the discretion of the Electoral commission but subject to ratifications by the congress.

IV. Where (III) above is not met, the stakeholders/board of trustees will decide on such matters and their decision is final.

## **Section 19: Eligibility of Candidates**

### **I. State Coordinator/President**

- A. The prospective candidate for the post of the State Coordinator/President shall not be a **“Year One”** student of any chapter.
- B. Such candidate in Subsection 19 (I) (A) above, who is a year one student but has prior National Diploma experience with a proven record shall be allowed to contest for the position.
- C. He/She must have attended at least one (1) NACOS Rivers Conference and one (1) Zonal Conference.
- D. Based on (C) above, evidence must be presented and confirmed by electoral body.
- E. To contest for the office of the State Coordinator/President, such candidates must be very vast in the affairs of the association and must have the ability to carry all members and state along.
- F. Such a person in 19 (1) (B) above must be highly recommended by the Head of Department of the school where he/she is a student; clearly stating how competent the candidate is and given the candidate, the department will support him in carrying out his duties.
- G. Such candidate must be an active member of his/her local Chapter and to be duly recommended by the local Chapter president.
- H. Recommendation letters from chapter president or HOD is a MUST for candidates to present to electoral commission alongside their academic and NACOS dues/ID cards as screening requirements.

## **II. Other Executives**

- A. The prospective candidate for other elective positions shall not be a **“Year One”** student of any chapter.
- B. Such candidates in Sub section 19 (II) (A) above, who is a year one student but has prior National Diploma experience with a proven record shall be allowed to contest for the position.
- C. Such candidate must be an active member of his/her local Chapter and to be duly recommended by the local Chapter President.
- D. All necessary documents that certify he/she as a Nacosite **MUST** be presented to the electoral commission for screening.

## **Section 20: Impeachment of an Officer**

- I. An officer shall stand removed if He / she inter alia:
  - A. Has been found incompetent by the Association.
  - B. Has been found guilty to have misappropriated the Associations fund.
  - C. Has contravened the provisions of this Bye-Law.
- II. The officer to be impeached shall have the right to defend himself/herself before a disciplinary committee which shall be set up to tackle such issues.
- III. If found guilty by the Committee, the officer shall stand removed subject to the ratification by a quorum of the congress and a bye-election shall thereafter be conducted within ten (10) days after his/her removal.

# Chapter Six

## Financial Matters

### Section 21: Sources of Revenue

I. the Association shall maintain legitimate source(s) of revenue which shall inter alia include:

- A. **Registration:** Any new Chapter wishing to register with the Association shall be mandated to pay a special registration fee to be decided by the NRS Executive Council at the beginning of the Association's Calendar year.
- B. **Annual dues:** Each Chapter shall pay an Annual due to be fixed by the NRS Executive Council at the beginning of the Associations Calendar year.
- C. **Donations:** The Association shall accept unconditional donations from other Associations, Governmental and non-governmental organizations, and other relevant agencies and bodies etc.
- D. **Funding-raising Activities:** The Association shall carry out any fund-raising activities to boost her revenue, as deemed fit by the NRS Executive Committee.
- E. **Assets:** The Association shall generate monies from her assets such as website, digital platforms and moveable or unmovable assets.
- F. **Other sources:** The Association shall accept monies from other legitimate sources as approved by the NRS Executive Committee.

### Section 22: Expenditure

I. The State Executive Council of the Association shall carry out expenditure not exceeding sixty percent (60%) of its annual income.

## **Section 22: Imprest Account**

- I. The State Executive Council of the Association shall by prerogative maintain an Imprest account for the smooth running of the Association.

## **Section 23: Bank Account**

- I. The Association shall have a banker which shall be resident in the town or in the area nearest to the State Secretariat.
- II. The banker in section 25(I) above shall be a reputable bank with a very wide national spread.

## **Section 24: Signatories to the Account(S)**

- I. The State Coordinator, the Secretary General and Director of Finance shall collectively be legal signatories to the Associations Bank Account(s).

## **Section 24: Financial Misappropriation**

- I. The Association shall maintain strict financial discipline among its NRS Executive Council members and other relevant members.
- II. Any Association's members or NRS Executive Council members indebted (in any way) to the Association shall be made to make restitution within a stipulated period and the said member's case shall be referred to the disciplinary committee and if found guilty, shall be referred to the Students Affairs Officer of his / her Institution for necessary action.
- III. Head of Department (HOD) of every registered chapter shall have no right or access to Nacos funds.
- IV. Failure to comply in (II & III) above, law enforcement agencies/higher authorities shall be involved to recover the said fund.

- V. The State Coordinator and Director of Finance MUST be transparent by presenting financial account of the Association Quarterly before their tenure elapses.

## **Chapter Seven**

### **Miscellaneous Provisions**

#### **Section 25: Conduct of Members of the NRS Executive Council**

- I. All members of the NRS Executive Council shall be expected to maintain a high level of disciplined conduct and shall be expected to put the interest of the Association above self-interest at all times.
- II. All members of the NRS Executive Council shall at all-time seek the progress and prosperity of the Association in all its dealing as a member of the NRS Executive Council.
- III. All NRS Executive Council members shall undertake to uphold the Bye-Law of the Association and shall strive to discharge their duties effectively, promptly and with a high sense of dedication.
- IV. The NRS Executive Council shall with all sense of responsibility be expected to visit at least 70% of the Association chapters at least once before the expiration of its tenure of office.
- V. In respect to (IV) above, the NRS Executive Council shall give accurate account and information about the chapter they visited through the communication channels of the Association.

#### **Section 26: Expectations of the Local Chapters of the state**

- I. Each chapter shall forward the names of her Executives/Committee and their take over notes or minutes to the NRS Secretariat. Chapter Must produce members ID Card by purchasing a Unique Code from the state in a designated amount by the NRS executive council.
- II. A copy of the local bye-law shall be made available to the NRS Secretariat and the NRS Secretariat shall in turn make available a copy of the NRS Bye-Law to the chapter.

- III. A copy of any magazine published by a chapter shall be made available to the NRS Secretariat.
- IV. Each chapter shall be expected to pay her Annual dues promptly and regularly.
- V. For all institutions with faculty of computing, each department under the faculty shall be required to pay its own Annual due.
- VI. Communication shall be made by each chapter to the NRS Secretariat on any dispute or issues which shall require the attention of the former.
- VII. All institutions with a Faculty of Computing shall have all the department under it as NACOS with their respective executives in the following:
  - A. NACOS (Department of Computer Science)
  - B. NACOS (Department of Computer Engineering)
  - C. NACOS (Department of Information Systems)
  - D. NACOS (Department of Information Technology)
  - E. NACOS (Department of Cyber Security)
  - F. NACOS (Department of Software Engineering) and all other IT related courses
- VIII. Subject to subsection 26 (VII) above, all President of the Individual departments shall be able to represent the department and be recognized at any NACOS event.

## **Section 27: The Annual Reports**

- I. All members of the NRS Executives Council shall respectively present Annual reports at the Annual NRS Conference of the Association.
- II. All other committees set up in the administration shall present an Annual Report at the Annual NRS Conference of the Association.

## Section 28: Offences and Sanctions

### I. **Failure To Register with NACOS Rivers State Chapter (NRS)**

A. Failure to register a chapter with the NRS body but still operating at the local chapter shall hence be considered an **Offence**. Such chapter and their respective executives shall be

- 1 Ordered by the NRS Secretariat to stop collection of dues from students with the name tag related to any computing course of study.
- 2 Sued to a competent court of law within Nigeria by the NRS Secretariat for scam and fraud of its student members.
- 3 Shall be required to pay a sum of Two Hundred Thousand Naira (~~N~~200, 000.00) as compensation fee to the NRS Secretariat.
- 4 Shall be required to follow due process in the registration of the chapter as required by the NRS Secretariat.

### II. **None Payment of Dues**

A. All local chapter whom are found guilty of not paying their annual NRS dues as declared by the NRS Executive Council at least Six (6) Months before the Annual NRS Conference will be sanction as follows:

1. A fine of Twenty thousand Naira only (N20, 000.00) in addition to the stated Annual NRS Due.

### III. **Non-Compliance With Directive**

A. All local chapters of the association whom refuses to comply with directives from the NRS Body (e.g. The use of different name to represent the association, the use of different logo to represent the association aside the official logo etc.) and without a reasonable excuse to why such directives were not obeyed shall hence be sanctioned with

1. Suspension of Chapter
2. A fine of Ten thousand Naira only (N10,000:00)

3. Both (Depending on discretion of the NRS Executive Council)

#### **IV. Absenting From Meeting without Excuse or Reasons**

- A. It shall hence be an offence for any local chapter President and Secretary to abscond from any meeting called upon by the NRS Executive Council (NEC) without a prior written excuse submitted not later than five (5) hours to the NRS Secretariat. Such defaulters shall be sanction with
  1. A fine of Five thousand Naira Only (N5,000:00)
  2. A written apology duly signed by the defaulter.

#### **V. Reactivation of Suspended Chapter**

- A. Any suspended chapter shall hence be eligible for reactivation and pardon within a grace period of **TWO (2) WEEKS** with the following requirements
  1. Reactivation fee of Twenty thousand naira (N20,000:00) paid to the NRS Secretariat
  2. An apology letter to the NRS Secretariat duly co-signed by the NACOS local chapter president and staff adviser/HOD within the grace period.
- B. In respect to (A) above, the NRS Executive Council MUST notify the National/Zonal Secretariat on the suspension. And if the National/Zonal Secretariat unleash any fine on the chapter, the chapter shall pay so as stipulated in the National/Zonal Constitution of the association.

#### **VI. Failure to Reactivate Suspended Chapter**

- A. Subject to Section 28 subsection V (A), any suspended chapter shall be given a grace period of One (1) month for reactivation.

B. Failure to comply with the directive in Subsection 28 (V)(A) above, the defaulters shall be sanction as follows:

1. An apology letter to the NRS Secretariat duly co-signed by the NACOS local chapter president, staff adviser and Head of Department within three (3) months.
2. A fine of Fifty thousand Naira only (~~₦~~50, 000:00) paid to the NRS Secretariat
3. Chapter denial of occupying any NRS/Zonal/National Position for Two (2) calendar years.

## **Section 29: Visitation to Members**

- i. On the occasion of invitation received by the association from registered members only, the member shall be entitled to the following from the association.
  - a. Invitation shall include; Burial (Immediate family only), Marriage, Child Dedication, Birthday Party only.
  - b. All members shall assist the affected member with the sum of One Thousand Naira (~~₦~~1000.00) only payable within a stipulated period as the case may be to a designated account of the association.
  - c. Generated money shall be handed over to the member within the said period (before or after the event) not later than 2 weeks after the event of the invitation.
  - d. Members who wish to benefit from this shall tender official invitation/notice at least 3 weeks before the said date through the Secretary General.
  - e. Contribution MUST be made to active members only which his or her eligibility will be confirmed by the general house before payment will commence.

## **Section 30: Expectation from Members**

- i. By the provision of this Bye-law, members are expected of the following
  - a. To be dully registered in their respective local chapter
  - b. Ensure he/she pay her respective NACOS due approved by the institution
  - c. Ensure that he/she have the approved NRS ID-CARD with unique code provided by the NRS secretariate through the chapter president upon request and completion of terms.
  - d. Ensure that he/she participate in all local chapter and NRS activities

- e. Must put the interest of the Association first and not allow his/her personal interest supersede that of the Association.
- f. Must maintain high level of discipline.
- g. Any member who disobeys Local chapter executive or NRS Executive Council in any NACOS gathering shall be liable to pay a fine of Ten Thousand Naira (N10,000) within a period of two weeks OR face the wrought of loosing his membership and retrieving of all NACOS documents/ID-CARD that made him a bornafet member of the association.
- h. Upon successful graduation/completion of studies shall be required to register/identify with the Alumni body of the NRS/Stakeholders.

### **Section 31: The Alumni/Stakeholders**

- a. **There shall be for the association Alumni/Stakeholders**
- b. **The Alumni shall be made for only graduates of NACOS Rivers State Chapter**
- c. **Shall serve as an advisory body of the association**
- d. **Shall not compromise in their decision towards the NRS Executive Council**
- e. **Shall appoint/elect Auditor General who will represent them effectively in the NRS Executive Council**
- f. **All graduates/outgone NRS Executive Council must be effective member of the association**
- g. **Shall have the right to dissolve any unfunctional member of the NRS executive council if guilty and there after conduct a bye-election on the affected position**
- h. **Shall ensure that the association is running, up and doing by carrying out effective routine check on the NRS executive council**
- i. **The NRS Executive Council shall always update the Alumni/Stakeholders on NRS matters**
- j. **The Alumni/Stakeholders shall always assist the NRS Executive financially/otherwise in her projects when consulted.**

### **Section 32: Amendment of Bye-Laws**

- I. Any amendment of or addition to the Bye-Laws shall be made at General Meeting of the Association. But such amendment shall not be valid until registered by the NRS Coordinator/President.

- II. The proposed alteration must be distributed, in writing, along with the official notification of the Annual General Meeting to the membership at least Ten (10) days before the meeting. Any amendment of this Bye-Law shall require the approval of two-thirds ( $\frac{2}{3}$ ) majority votes of those present and eligible at the Annual General Meeting.

### **Section 33: Adoption/Implementation of Bye-Laws**

This Bye-Law is hereby adopted by its members at a congress meeting held on \_\_\_\_\_ at \_\_\_\_\_ is hereby declared as a working document of the Association.

\_\_\_\_\_  
**NRS Coordinator**

\_\_\_\_\_  
**NRS Gen. Secretary**

\_\_\_\_\_  
**NRS Stakeholders Chairman**

\_\_\_\_\_  
**NRS Stakeholders Secretary**

#### **BYE-LAW COMMITTEE MEMBERS**

\_\_\_\_\_  
**SYLVESTER OPUTA**  
***(Committee Chairman)***