

NIGERIAN INSTITUTION OF SURVEYORS



CONSTITUTION

Amended and Adopted at the 2021
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NIGERIAN INSTITUTION OF SURVEYORS

CONSTITUTION

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PREAMBLE

We Surveyors in the Federal Republic of Nigeria have agreed to come together under one professional umbrella organization for the welfare and interests of its members, to maintain high professional ethics among members, and speak with one voice on National issues.

We do hereby enact the following constitution to guide us in carrying out our aim and objectives.

CHAPTER 1

1.0 THE NAME, LOCATION, BRANCHES AND SUB GROUPS

1.1 The NAME AND LOCATION

The INSTITUTION shall have as its name "The Nigerian Institution of Surveyors" and have its national secretariat in the Federal Capital of Nigeria.

1.2 BRANCHES

It shall have a branch in each state of the Federal Republic of Nigeria and the Federal Capital Territory (FCT) of Nigeria. NIS membership of the State Branches and FCT shall be derived from the National Body.

1.3 SUB GROUPS

- i. It shall encourage the formation of subgroups (professional divisions) as Association of Private Practicing Surveyors of Nigeria (APPSN), Women in Surveying (WIS), Young Surveyors Network (YSN), National Association of Surveying & Geoinformatics Lecturers (NASGL), Nigerian Institution of Surveying & Geoinformatics Students and other*

Organizations within the framework of the Nigerian INSTITUTION of Surveyors.

- ii. All such Sub Groups shall register with the INSTITUTION and shall be subject to the authority of the INSTITUTION and its State Branches.*
- iii. All Sub Groups registered by the INSTITUTION shall on all documentation or on issues of publicity clearly state that it is a Sub Group of the NIS and shall seek the approval of the Council to be registered as a corporate body.*
- iv. All subgroup heads at the National level shall be referred to as CHAIRMEN while at State Levels shall be referred to as STATE CHAIRMEN. Where other titles are desired this shall be subject to the approval of the COUNCIL.*

CHAPTER 2

2.0 AIM AND OBJECTIVES

The aim and objectives of the INSTITUTION shall be to:

- i. Generally represent the views of the Surveying and Geoinformatics profession in the Federal Republic of Nigeria, preserve and maintain its integrity and status consider and deal with matters affecting the practice of the profession and professional interest(s) of members of the INSTITUTION.*
- ii. Promote and encourage research, training and retraining of Surveyors.*
- iii. Promote the improvement of Surveying, Mapping and Geoinformatics through seminars, workshops, symposia, publications, the Mandatory Continuing Professional Development and Education of Surveyors generally.*
- iv. Set and maintain the highest standards of professional conduct, ethics and discipline among its members.*

- v. *Seek and protect the welfare and interest (both economic and social) of members of the INSTITUTION and to foster public interest in matters affecting the practice of surveying and its products.*
- vi. *Seek and foster good relationship among members of the INSTITUTION and members of other professional organizations in the country and other countries.*
- vii. *Provide avenue for free exchange of ideas between the INSTITUTION and similar organizations of this and other countries.*
- viii. *Serve and advise the government on legislative and all matters concerning the practice of surveying in the country.*
- ix. *Cater for the interests of Public and Private Practitioners, Academia, Students and other organization under it.*
- x. *Prepare a robust professional scale of fees that accommodates all aspects of Surveying & Geoinformatics and review as at when necessary for use by its members.*

CHAPTER 3

3.0 MEMBERSHIP

- i. Members shall be loyal to the Institution and must preserve, protect and defend the Constitution at all times.*
- ii. Membership of the INSTITUTION shall comprise Corporate, Non-Corporate, Student, Honorary, and Sustaining members as follows:*

3.1 CORPORATE MEMBERSHIP

There shall be two categories of Corporate Membership namely: Fellows and Members. They shall be members of the INSTITUTION registered by Surveyors Council of Nigeria (SURCON) as Surveyors.

3.1.1 FELLOWS

- i. A Fellow is a Corporate Member who has been elevated after fulfilling all the conditions prescribed for the elevation as specified in this Constitution and shall use the status designation of FNIS*
- ii. A "Member" of the INSTITUTION is eligible to be*

- elevated to the status of Fellow.*
- iii. Such a Full Member shall not be less than 35 years of age as at the time of application.*
 - iv. Be fully interested and involved in the activities of the INSTITUTION at both the state branch and national levels.*
 - v. Be financially up to date at all-time ensuring that payments are made as at when due.*
 - vi. Be not less than 10 Years standing as a corporate member with a record of noteworthy contributions to the progress, work ideals and aspiration of the INSTITUTION and the Profession.*
 - vii. In exceptional cases of outstanding merit, the Institution at its discretion may recommend any member of less than 10 years standing for elevation to fellowship status.*
 - viii. Shall be entitled to the use of the designation FNIS (Fellow of the Nigerian INSTITUTION of Surveyors) after the Investiture ceremony*

3.1.2 MEMBERS

Any member who aspires to enroll as a corporate member shall be one with SURCON registration as a Surveyor. He shall be entitled to use the designation 'mnis' (member of the Nigerian Institution of Surveyors).

3.2 NON-CORPORATE MEMBERSHIP

Non-corporate members shall comprise: Associates, Probationers, Students, Sustaining Members and Honorary Fellows.

3.2.1 ASSOCIATES

Associate Members shall be any member with;

- i. At least a First Degree or Professional Diploma/ Post Graduate Diploma in Surveying and Geoinformatics or its equivalent recognized by SURCON.*
- ii. HND in Surveying and Geoinformatics*
- iii. Any person who has passed the SURCON examination for Technologist*
- iv. An Associate shall be entitled to the designation anis (Associate of the Nigerian INSTITUTION of Surveyors).*

3.2.2 PROBATIONERS

A Probationer shall be;

- i. Any person who passed SURCON Examination for Technicians with at least two years post-graduation experience.*
- ii. Any person who has a National Diploma in Surveying and Geoinformatics approved by the INSTITUTION and recognized by SURCON*

3.2.3 STUDENTS

Student membership shall be open to any person who is pursuing full time course of study in Surveying & Geoinformatics at any institution which programme is accredited by SURCON.

3.2.4 HONORARY FELLOWS

The INSTITUTION may exercise its discretion to confer Honorary Fellowship of the INSTITUTION on any eminent scientist in fields cognate to surveying or any distinguished person who has been considered as having made or making immense contribution to the INSTITUTION and the profession of surveying.

*Without prejudice to this sub section the President on approval of the **Council** can confer honorary fellowship on any deserving person who is not a Surveyor.*

3.3 PROCEDURE FOR ENROLMENT INTO MEMBERSHIP CADRE

- i. Persons other than Honorary Fellow and Sustaining members, who desire to be admitted into the membership of the INSTITUTION, shall make formal application to the Secretary General of the INSTITUTION.*
- ii. Such applications from students to full member shall be considered by the*

Membership Committee while that of fellowship shall be forwarded to Board of Fellows.

- iii. Each application must be supported by the endorsement of the appropriate application form and the recommendation of two financial corporate members.*
- iv. Each application other than for fellowship must be accompanied with a written recommendation of his/her state branch or the nearest branch to the state of residence of the applicant where there is no branch.*
- v. All applications other than for fellowship for admission and elevation to all cadres of membership shall be considered the Membership Committee. under the direct supervision of the Office of the Vice President (National).*
- vi. All recommendations for admission and elevations other than for fellowship shall be considered and ratified by COUNCIL.*
- vii. COUNCIL shall be under no obligation to give any reason or explanation for its decision on any application.*

3.3.1- CERTIFICATE OF MEMBERSHIP

Every person who has been admitted or elevated shall be informed without delay by a letter stating all obligations to the INSTITUTION.

3.3.2- USE OF TITLE

Every member, who has complied with the provisions of section 3.3.1 above, made proper payments and inducted shall receive a Membership certificate. The member shall use as appropriate after his name the following:

Fellow (FNIS)

Member (MNIS)

Associate (ANIS)

The certificate shall remain the property of the INSTITUTION and in the event of separation from membership of the INSTITUTION other than death, shall on request be returned to the INSTITUTION.

3.3.3- REGISTER OF MEMBERS

The Names and addresses of all members of the INSTITUTION shall be entered in a Register to be kept at the Secretariat and every member shall from time to time, notify the secretariat of any change thereof, and any other information as may be necessary to up-date the Register.

3.3.4- SUSPENSION OF MEMBERSHIP

A member shall have his membership of the INSTITUTION suspended by the council if he is:

- i. In arrears of subscription and Levies/Dues for a period of more than two years except in a case of proven financial incapability.*
- ii. Confirmed to be mentally unfit by competent medical personnel.*
- iii. Suspended by SURCON from practice.*
- iv. If found guilty of misconduct or acts contrary to the directives/instructions of the COUNCIL.*
- v. If in the opinion of Council such a suspension is in the overall interest of the INSTITUTION.*
- vi. Any member who has been suspended by the INSTITUTION shall only be readmitted as a member after he has fulfilled the conditions specified in his letter of suspension.*

3.3.5- TERMINATION OF MEMBERSHIP

A member shall summarily cease to be a member if:

- i. He had once been suspended and now found guilty of professional misconduct of such a magnitude as may bring the INSTITUTION into disrepute.*
- ii. He is convicted by a competent court of law for a criminal offence.*

- iii. *His registration as a surveyor is withdrawn by SURCON.*

3.3.6- WELFARE OF MEMBERS

- i. *Establishment of welfare / insurance scheme shall be encouraged for members at the National/State level.*
- ii. *At the demise of any financial and active member, the National/State Branch shall be involved in the funeral arrangements which include letters of commiseration and representation at the burial of the deceased member.*
- iii. *The INSTITUTION shall arrange for a donation to a deceased member's next of kin in line with welfare guideline in appreciation of his past contribution(s) to the INSTITUTION.*

CHAPTER 4

4.0- BOARD OF FELLOWS

- i. There shall be a Board comprising all Fellows of the Institution. The Board shall have powers to regulate its own affairs; make necessary recommendation on disciplinary matters subject to the provisions of the NIS Constitution. Board shall be self-accounting and shall submit their financial records to the INSTITUTION for record keeping.*
- ii. The Chairman of the Board shall be a Past President or a fellow of not less than 15 years.*
- iii. The Executive Officers of the Board shall be elected by the Fellows among themselves and shall not hold office for more than three years of one term except the Deputy President of the Institution who is a member by office.*
- iv. Officers to be elected by the Board are:*
 - i. Chairman*
 - ii. Vice Chairman*
 - iii. Secretary*
 - iv. Treasurer*

- v. *Financial Secretary*
- vi. *Welfare Officer*
- vii. *NIS Deputy President (Ex-Officio)*
- iv. *The quorum of the Board shall be one-third of membership strength. Fellows who have attained the age of 70 years may attend Board meetings and other activities at their convenience.*

4.1- FUNCTIONS OF THE BOARD OF FELLOWS

Functions of the Board of Fellows shall include:

- i. *To serve as an advisory body to the INSTITUTION in all matters referred to it by the Council of the INSTITUTION or any other matters it considers necessary.*
- ii. *To serve as the custodian and caretaker of the image and traditions of the INSTITUTION and Profession.*
- iii. *Decision of the Board of Fellows shall be communicated to the Council for information and consideration.*
- iv. *Engage in activities that will impact positively on the Institution and the profession*
- v. *Receive briefings from Council and offer advice on matters before it.*
- vi. *Provide active and effective leadership to the INSTITUTION/Profession and offer positive*

advice to the President-In-Council from time to time.

- vii. Intervene and adjudicate in any dispute/matters involving members, or State Branches and on other matters referred to it by Council.*

4.2- FUNDING OF THE BOARD OF FELLOWS

The Board shall keep and operate its own bank account.

The Board's funding sources shall include:

- i. Budgetary provisions by the NIS;*
- ii. Other Subventions as may be approved by Council*
- iii. Levies from Fellows-elect*
- iv. Fund raising activities at investitures*
- v. Sale of Application forms;*
- vi. Fellows' Luncheon levies;*
- vii. Special Levies imposed by the Board on her members (e.g. Benevolent)*
- viii. Gifts, donations and endowments to the Board by Fellows and others.*

CHAPTER 5

5.0 THE NATIONAL EXECUTIVE COMMITTEE OF THE INSTITUTION

The National Executive Committee (NEC) of the INSTITUTION shall consist of the following who shall be elected at a Physical/Virtual Annual General Meeting:

- i. President*
- ii. Deputy President (President Elect)*
- iii. Vice President (International)*
- iv. Vice President (National)*
- v. Vice President Academic & Professional Issues*
- vi. Secretary-General*
- vii. Assistant Secretary-General*
- viii. Treasurer*
- ix. Financial Secretary*
- x. Publicity Secretary*
- xi. Internal Auditor*

5.1- FUNCTIONS OF NATIONAL EXECUTIVE COMMITTEE (NEC)

It is the duty of the NEC to:

- i. To meet at least once quarterly in a year*
- ii. Effect all decisions of the Council*
- iii. Effect all Annual General Meeting decisions*
- iv. The NEC shall within 6 months of its inauguration submit to the council for approval nomination of statutory committee to be formed.*
- v. All decisions shall be by consensus, where it is not possible it shall be by simple majority vote. Where there is a tie, the President shall have a casting vote.*

5.2- CONDITIONS FOR ELECTION OF OFFICERS INTO THE EXECUTIVE COMMITTEE

i. President

a) The President shall be the Deputy President in the outgoing administration.

ii. Deputy President

Any Fellow who has held the post of a Vice President of the INSTITUTION shall be eligible to be voted for as the Deputy President. The 25 NOV 2020 Draft Constitution of the Nigerian Institution of Surveyors Page | 14

iii. Vice President International, National and Academic/Professional Issues.

Members who are eligible for election must:

- a. Be Fellow of the INSTITUTION*
- b. Have attended 60% AGM's for the preceding five years*
- c. Have participated in 60% MCPD activities in preceding 5 years*
- d. Be recommended by His State Branch and a Fellow*
- e. Show evidence of active participation in the affairs of the INSTITUTION at the State and National levels.*

iv. Secretary General

Members who are eligible must:

- a. Have 5 years corporate membership.*
- b. Have 2 years continuous Council membership experience or equivalent experience at the State Branch at the Executive level.*
- c. Have participated in at least 60% in MCPD activities in preceding 5 years.*
- d. Be recommended by his State Branch.*
- e. Have attended at least 60% AGMs for the preceding 5 years.*
- f. The Secretary General shall not come from the same zone with the President.*

v. Assistant Secretary-General

Members who are eligible must:

- a. Have 5 years corporate membership.*
- b. Have 2 years continuous Council membership experience or equivalent experience at the State Branch at the Executive level.*
- c. Have participated in at least 60% in MCPD activities in preceding 5 years*
- d. Be recommended by his State Branch.*
- e. Have attended at least 60% AGMs for the preceding 5 years*

vi. Publicity Secretary

Members who are eligible must:

- i. Have 5 years corporate membership.*
- ii. Have 2 years continuous Council membership experience or equivalent experience at the State Branch at the Executive level.*
- iii. Have participated in at least 60% in MCPD activities in preceding 5 years.*
- iv. Be recommended by his State Branch.*
- v. Have attended at least 60% AGMs for the preceding 5 years*

vii. Financial Secretary

Members who are eligible must:

- a. *Have 5 years corporate membership.*
- b. *Have 2 years continuous Council membership experience or equivalent experience at the State Branch at the Executive level.*
- c. *Have participated in at least 60% in MCPD activities in preceding 5 years.*
- d. *Be recommended by his State Branch.*
- e. *Have attended at least 60% AGMs for the preceding 5 years*

viii. Treasurer

Members who are eligible must:

Have 5 years corporate membership.

- a. *Have 2 years continuous Council membership experience or equivalent experience at the State Branch at the Executive level.*
- b. *Have participated in at least 60% in MCPD activities in preceding 5 years.*
- c. *Be recommended by his State Branch.*
- d. *Have attended at least 60% AGMs for the preceding 5 years*

ix. Internal Auditor

Members who are eligible must:

- a. *Have 5 years corporate membership.*
- b. *Have 2 years continuous Council membership experience or equivalent experience at the*

State Branch at the Executive level.

- c. Have participated in at least 60% in MCPD activities in preceding 5 years.*
- d. Be recommended by his State Branch.*
- e. Have attended at least 60% AGMs for the preceding 5 years*

5.3- ELECTION AND ELIGIBILITY OF OFFICERS (NATIONAL)

- i. Candidates wishing to stand for election shall be active and financial Corporate Members.*
- ii. No non-financial member shall vote at the Annual General Meeting or any other meetings.*
- iii. Officers shall be proposed and seconded in writing on an appropriate form in line with electoral guidelines.*
- iv. Election of Officers shall be by secret ballot or electronic voting (e-voting). In line with the electoral guidelines.*
- v. In the case of the Deputy President; any zone having the sitting Deputy President shall not contest.*
- vi. No two Vice President shall come from the same "zone" in an election.*
- vii. The Exco shall appoint a seven (7) member Electoral committee at least six (6) months prior to election. At least two from each*

"zone". The seventh member shall be the Chairman. The Committee will be responsible for the conduct of all elections to the Executive Committee.

- a. The Chairman shall be a Fellow of the INSTITUTION.*
- b. The Committee shall screen, arrange and conduct election into all offices in accordance with the Rules and Regulations and electoral guidelines as approved by Council.*
- c. The Committee shall be Ad-Hoc in nature.*
- d. Any member of the Committee who desires to contest an election into the Executive Committee will be required to withdraw his membership not less than three months to the election; otherwise he will stand disqualified even so later. He would also cease to be a member of the committee.*
- viii. Any member of Executive Committee of NIS Branches and Sub-groups, contesting election into any of the NIS National Executive office shall resign immediately after winning the election.*

5.4- REMOVAL FROM OFFICE

A President and any elected officer of the Executive can be removed from office by a vote of no confidence by a two-third majority of members at the AGM if the affected

officer has failed to perform or found guilty of misconduct, etc.

5.5- TENURE

- i. The President shall hold office for a term of two years and shall be succeeded by the Deputy President.*
- ii. In the event of the President ceasing to hold office before the expiration of his term, the Deputy President shall complete the term and serve his term as President.*
- iii. In the event of the Deputy President ceasing to hold office before the expiration of his term, a bye-election shall be conducted among the eligible candidates. The bye-election shall be by State Delegates and organized by an ad-hoc electoral committee appointed by the Council within three (3) months from the date the office is vacant.*
- iv. In the event that any other office is declared vacant, a bye election will be conducted to fill that office in a manner as determined by Council to complete the tenure.*
- v. Vice Presidents shall hold office for one term of two years only.*
- vi. All other elected Officers of the INSTITUTION shall hold office for two years, but shall be*

eligible for re-election provided that no officer may serve for more than two consecutive terms in the same office.

CHAPTER 6

6.0 DUTIES OF EXECUTIVE OFFICERS

6.1. THE PRESIDENT

The President shall:-

- i. Preside over all meetings of the National Executive Committee and Council.*
- ii. Preside at Annual General Meetings of the INSTITUTION.*
- iii. Manage the day-to-day affairs of the INSTITUTION*
- iv. Convene Executive/Council meetings of the INSTITUTION quarterly.*
- v. Oversee all other officers of the INSTITUTION in the performance of their duties.*
- vi. Approve payment for all expenses after due scrutiny.*
- vii. Perform or delegate another officer to perform the induction ceremonies of new members at appropriate occasions.*
- viii. Effect all decisions of the Council.*
- ix. Effect all Annual General Meeting decisions*

- x. *Be the Chief Accounting Officer of the INSTITUTION.*
- xi. *Be the principal signatory to the INSTITUTION's accounts.*
- xii. *Wear the Insignia of Office Such Insignia shall change hands at the investiture of a new President.*
- xiii. *Shall be a signatory to all membership certificates.*
- xiv. *Represent/delegate at any occasion/event within or outside the country.*
- xv. *The President shall inaugurate the President Elect at the Physical/Virtual AGM while the new President shall proceed with the inauguration of other elected officers.*

6.2- DEPUTY PRESIDENT

The Deputy President Shall:

- i. *Assist the President or Deputize for him in his absence as well as perform other duties as may be assigned to him by the President.*
- ii. *Coordinate the INSTITUTION's Scholarship and Endowment Programmes*
- iii. *Be the leader of the INSTITUTION's Representative at SURCON.*
- iv. *Develop Fund Raising policies for the INSTITUTION.*

- v. *Serve as Chairman of Finance and General Purpose Committee*

6.3- VICE PRESIDENT (INTERNATIONAL)

The Vice President (International) shall:-

- i. *Coordinate the Annual Olumide Memorial Lecture.*
- ii. *Coordinate and Monitor MCPD*
- iii. *Coordinate the activities of YSN (Young Surveyors Network) and ARN (African Region Network).*
- iv. *Serve as the coordinator of activities relating to the INSTITUTION's International Commitments e.g. F.I.G, CASLE.*
- v. *Perform any other duty assigned to him by the President.*

6.4- VICE PRESIDENT (NATIONAL)

The Vice President (National) shall:-

- i. *Coordinate the activities of the State Branches.*
- ii. *Supervise elections at the state branches.*
- iii. *Be the Chairman of the Membership Committee.*
- iv. *Be the Chairman of the AGM Planning Committee.*
- vi. *Perform any other duty the President may assign to him.*

6.5- VICE PRESIDENT ACADEMIC/PROFESSIONAL ISSUES

Shall;

- i. Be the Chairman of Editorial Board for the Newsletters and the Journal.*
- ii. Represent the INSTITUTION on the Council of the Federal School of Surveying, Oyo.*
- iii. Represent the INSTITUTION on the Academic Board of Tertiary. Institutions offering Surveying and Geo-informatics programmes.*
- iv. Supervise the activities of all NIS sub-groups.*
- v. Perform any other duty as may be assigned by the President.*

6.6- SECRETARY GENERAL

The Secretary General shall;

- i. Record and keep minutes of all Meetings including preparation of decision extract for use at subsequent meeting.*
- ii. write and circulate circulars, letters, and other correspondences of the INSTITUTION*
- iii. keep a Register of members of the INSTITUTION and publish same annually.*
- iv. Furnish annual or special reports of the activities of the INSTITUTION or any of its organs.*
- v. Ensure effective management of the secretariat*
- vi. Recommend to the President all financial*

- requests for approval.*
- vii. Perform all other duties assigned to him by the President or the Council.*

6.7- ASSISTANT SECRETARY GENERAL

The Assistant Secretary General shall assist the Secretary General in the discharge of his duties but will have the following specific functions:-

- i. Records the minutes at Executive meetings and all ad hoc meetings*
- ii. Ensure smooth and orderly preparations for the Annual General Meeting and Conference.*
- iii. Assist the Secretary General in effective management of the secretariat.*
- iv. Maintain an inventory of all INSTITUTION's properties.*

6.8- PUBLICITY SECRETARY

The Publicity Secretary shall:-

- i. Be the Public Relation Officer of the INSTITUTION.*
- ii. Arrange to publish at intervals between Annual General Meetings for distribution to members, a Newsletter on news, events, and matters of interest to the Survey Community.*
- iii. Carry out any publicity duties assigned to him by the President.*

6.9- FINANCIAL SECRETARY

The Financial Secretary shall:

- i. Supervise the collection all monies due to the INSTITUTION.*
- ii. Furnish the INSTITUTION at every Annual General Meeting with a report of the financial status of the INSTITUTION.*
- iii. Prepare on a quarterly basis the financial status report of all members and State Branches for circulation by the Secretariat.*
- iv. Carry out any other duty assigned to him by the President.*
- v. Be a third signatory to the INSTITUTION'S accounts.*

6.10- TREASURER

The Treasurer shall:

- i. Receive for verification all records of financial transactions from the financial secretary.*
- ii. Confirm and reconcile all bank deposits and associated records for proper documentation.*
- iii. Settle all bills as may be authorized for payment by the President.*
- iv. Present a report of the activities of the office at the AGM.*
- v. Be the second signatory to the INSTITUTION'S accounts.*

- vi. *Carry out any other duty assigned to him by the President.*

6.11- INTERNAL AUDITOR

The Internal Auditor shall:

- i. *Examine the correctness or otherwise of income and expenditure account at least quarterly and present report at the AGM or as council direct from time to time.*
- ii. *Advise the President on financial matters.*
- iii. *Carry-out any other duty assigned to him by the President.*

CHAPTER 7

7.0 THE COUNCIL

The INSTITUTION shall be governed by a Council and shall comprise;

- i. All members of the National Executive Committee of the INSTITUTION.*
- ii. A Representative from each State Branch of the INSTITUTION and the Federal Capital Territory Branch.*
- iii. All Chairmen of State Branches.*
- iv. Registrar of the Surveyors Council of Nigeria (SURCON).*
- v. Chairmen of Sub-Groups of the Institution.*
- vi. A representative of the Office of the Surveyor General of the Federation (not below the rank of a Director).*

7.1- THE DUTIES OF THE COUNCIL

The duties of the Council are to:

- i. Execute decisions taken at Annual General Meetings.*
- ii. Make regulations in pursuance of the aim and*

objectives of the INSTITUTION.

- iii. Initiate policies and plans for consideration and approval by the Annual General Meeting.*
- iv. Report activities of the Council to the Annual General Meeting for ratification where applicable.*
- v. Revise Business Plans of the INSTITUTION in line with CAP 425 establishing the Surveyors Council of Nigeria.*
- vi. To review dates, and modes of elections and take other critical decisions in case of force majeure and inform the Annual General Meeting.*
- vii. To implement in its entirety, the provision of article on Discipline with respect to misconduct or malpractice(s) by any member of the INSTITUTION and inform the Annual General Meeting the disciplinary action taken against erring members. All such regulations made by the Council during its term of office shall be read by Secretary General at subsequent Annual General Meeting and they shall be subject to approval.*
- viii. Any other duties that shall be directed by the AGM*
- ix. The Council shall appoint standing Committees from within its members or from within the membership of the INSTITUTION as*

recommended by NEC.

The Council shall refer or delegate to them such of its powers and duties as it may consider necessary.

Such committees may include but not limited to:

- a. Membership Committee*
 - b. Education Committee*
 - c. Public Relations Committee*
 - d. Editorial Committee*
 - e. Ethics Committee*
 - f. AGM Technical Committee*
 - g. Electoral Committee*
 - h. Financial and general purpose committee*
 - i. Strategic and planning committee*
 - j. Olumide Memorial Lecture Committee*
 - k. AGM Organising Committee*
-
- viii. The Council shall approve the budget of the INSTITUTION, expenditure limits and financial guidelines and thereafter inform the AGM.*
 - ix. The COUNCIL shall determine the subscription and levies to be paid by members from time to time.*

7.2- COUNCIL PROCEEDINGS

7.2.1- Except where otherwise provided every decision of

the Council shall be by a simple majority of those present, each member present having one vote and in the event of an equality of votes the President shall have a casting vote in addition to his original vote as a member of the Council.

7.2.2- Minutes of the proceedings of the Council and of the attendance of members shall be recorded in a book kept for the purpose and shall be signed by the President at the subsequent meeting when it shall be read and every such minutes so recorded and signed shall in the absence of proof of error therein be considered a correct record.

7.2.3- The Council may act and exercise all its powers notwithstanding the occurrence of a vacancy in their number.

7.2.4- An officer or member of Council shall immediately vacate his office or seat on the Council upon passing of a Council resolution carried out by at least 2/3 majority removing him from Council as dishonorable or derogatory to the profession or INSTITUTION provided that the affected Officer or member of Council has been given a prior opportunity to defend himself before an investigation panel of not less than seven members of the Council appointed for that purpose, subject to the quorum rules.

CHAPTER 8

8.0 STATE BRANCHES

- i. Section 1.2 of this Constitution provides for the formation of State branches of the INSTITUTION.*
- ii. All State Branches shall derive their powers and functions from the Constitution and Bye-Law. State Branch Bye-law shall not be at variance with this Constitution and Bye-Law.*
- iii. Branches shall be formed in States where there are at least 10 members. Adjoining States with less than 10 members may group themselves to form one branch and grow until they can meet the requirements to form State Branches.*
- iv. Each branch shall elect its officer and the election shall be supervised by the office of the Vice President National and where the Vice President National is unavailable, the President shall assign a delegate from the National Executive Committee whose branch is closest to the branch holding the election.*
- v. Branches shall conduct election of new officers*

not less than a month to the expiration of their tenure to give room for hearing of election petition.

- vi. All cases of crisis/elections petition shall be referred to the Conflict Resolution Committee.*
- vii. State Branch Executive shall be dissolved and replaced with a caretaker Committee by the National Executive Committee on the recommendation of the Conflict Resolution Committee in the following cases:*
 - i. Where the branch is engulfed in crisis that can or has caused damage to the Institution.*
 - ii. Where the branch fails to conduct election*
 - iii. Where the branch grossly violates the NIS Constitution or becomes unruly*
 - iv. Dual membership at State Branch is not allowed*
 - v. Any member who registers at State Branch but fails to register at the National shall only be recognized as observer*
 - vi. All National Events/Council Meetings override events and activities of State Branches and all Sub-groups in calendar of activities.*

- vii. *Associate members may be allowed to vote and be voted for in the following positions only; Assistant Secretary and Internal Auditor.*

8.1- ELECTION AND ELIGIBILITY OF OFFICERS

- i. *Member contesting for the position of state Chairman shall have at least 5 years Corporate Membership and must have served as a member of the state branch executive of NIS or any of its Subgroups.*
- ii. *Members contesting for other positions other than that of the Chairman shall have at least 3 years of Corporate Membership.*
- iii. *For members to vote and be voted for:*
 - a) *Candidates wishing to vote or contest in election shall be active and financial corporate member.*
 - b) *Associate Members may be allowed to vote if only the state branch byelaws permit.*
 - c) *Electoral guidelines of the state branch shall strictly be adhered to*
 - d) *Must have been members of the branch for at least 2 years and have obtained 60% of branch meetings and year preceding the election.*

- e) *Election can only be conducted by a duly inaugurated Electoral Committee*
- f) *Mode of Elections can be either Secret Ballot or Electronic of physical or virtual.*

8.2- STATE BRANCH OFFICERS

- i. *Each Branch shall elect its officers. The officers will include:*
 - a. *Chairman*
 - b. *Vice Chairman*
 - c. *Secretary*
 - d. *Assistant Secretary*
 - e. *Treasurer*
 - f. *Financial Secretary*
 - g. *Publicity Secretary*
 - h. *Council Representative*
 - i. *Internal Auditor*

8.3 BRANCH ETHICS COMMITTEE

The branch is empowered to form its own Ethics Committee which membership shall include

- a. *The Vice Chairman of the State Branch who shall be the Chairman.*
- b. *A representative of the Office the State Surveyor General.*
- c. *A representative of Association of Private Practicing Surveyors of Nigeria (APPSN).*

- d. A representative of the National Association of Surveying and Geoinformatics Lecturers (NASGIL).*
- e. Any other interest*

8.4 QUARTERLY REPORT

State Branches must submit quarterly report to the National Secretariat.

CHAPTER 9

9.0 THE ANNUAL GENERAL MEETING (AGM) AND CONFERENCE

9.1 INTRODUCTION

There shall be General Meeting of the INSTITUTION to be held in the second quarter of every year and it shall be called the Annual General Meeting (AGM). The AGM is the highest decision making body of the INSTITUTION.

9.2 COMPOSITION

- i. The right to participate in the Annual General Meeting (AGM)/ CONFERENCE whether physical or virtual is conferred on all Corporate Members, all Non– Corporate members, Honorary Fellows and Sustaining members.*
- ii. Non – Corporate members, Honorary Fellows and Sustaining Members shall not vote in the elections.*

9.3 FUNCTIONS

The Annual General Meeting shall:-

- i. Approve the Agenda of the meeting and*

minutes of the preceding meeting and discuss matters arising thereof.

- ii. Receive and consider officers' reports.*
- iii. Elect Officers during election years.*
- iv. Consider such other business as may be required at such meetings.*

CHAPTER 10

10.0 PERSONNEL

10.1 AUDITORS

At least once in every year, before the AGM, the accounts of the INSTITUTION shall be examined and the correctness or otherwise of the income and expenditure accounts and balance sheet ascertained by one or more Auditors appointed at the preceding Annual General Meeting of the INSTITUTION.

- i. External Auditors shall serve for a period of 3 years renewable for one term only.*

10.2 PAID STAFF

The INSTITUTION shall maintain paid staff at its National Secretariat in-line with the recommendation of the National Executive Committee as approved by the Council.

CHAPTER 11

11.0 SOURCES OF REVENUE FOR THE INSTITUTION

The INSTITUTION shall derive revenue from the under-listed sources but not limited to:

- a. Annual subscription, Dues and Fines*
- b. Proceeds from Pillar Returns*
- c. Revenue from Corporate bodies*
- d. Endowment funds*
- e. Sale of NIS Plaques and other souvenirs*
- f. Donations*
- g. Levies and grants*
- h. AGM compulsory Levies by absentee (30% of AGM Registration fees)*
- i. Income from NIS Publications*
- j. Workshops, MCPD, Scale of Fees etc*
- k. Exhibitions and Demonstrations*
- l. Income from NIS Consult Activities*
- m. NIS Investments*
- n. Proceeds from Returns on Professional Fees*

CHAPTER 12

12.0 ANNUAL SUBSCRIPTION AND LEVIES

12.1 All members, excluding honorary members, shall pay Annual subscription and levies.

12.2 The Annual subscription shall be due and payable on enrolment of a member to the INSTITUTION and thereafter on the 1st of January in each year. Payments made after the 31st of March shall be deemed to be late for the year and will attract a penalty of 50% of the annual due expected.

12.3 Exemption from payment of annual subscription shall be granted to members who have attained the age 70 years.

CHAPTER 13

13.0 NIS YEARLY BUDGET AND ACCOUNTS

The President shall present through the Executive Committee detailed budgetary proposals for approval by Council and later inform the AGM. It behoves on the President to operate the approved budget in the interest of the INSTITUTION.

CHAPTER 14

14.0 REPRESENTATION OF THE INSTITUTION

14.1 *Members to represent the INSTITUTION on Boards of public Bodies shall be elected at the Council and ratified at the Annual General Meeting.*

14.2 *All representatives on Board of Public Bodies or its leader will submit reports of proceedings and activities of such bodies to the Council, which in turn shall report to the Annual General Meeting.*

14.3. *Wherever such representatives are more than one, Council shall elect a leader from among the members.*

CHAPTER 15

15.0 NIS SURCON BOND IN LAW

Full effect shall be given to section 15 of CAP 425, SURCON ACT which states that the Registrar shall, as soon as practicable, after the entry in the Register of any person's name, or after removal of such name from the Register, give notice in writing to NIS of the entry or removal, as the case may be, together with all the particulars relevant thereto. NIS shall reciprocate by fully informing SURCON in cases of disciplined Surveyors for complimentary action.

CHAPTER 16

16.0 TRUSTEES

16.1. *The Trustees of the INSTITUTION for the purpose of Land Perpetual Succession Ordinance shall be elected at the Annual General Meeting. Such trustees shall be five in number but must include at least 3 Past Presidents and they shall be known as the "Registered Trustees" of the Nigerian INSTITUTION of Surveyors.*

16.2. *A Trustee of the INSTITUTION must be a Fellow of the INSTITUTION. Trustees shall hold office for a term of five years but may be advised by the Council to withdraw on grounds of ill health or other considerations. All Trustees may be eligible for re-election only once.*

16.3. *Any other duties as specified by the provisions of corporate affairs commission act.*

CHAPTER 17

17.0 DISCIPLINE

17.1. PROCEDURE FOR DISCIPLINE

- i. Every member of the INSTITUTION shall be governed by the Constitution of the INSTITUTION so as not to prejudice his professional status or the reputation of the INSTITUTION. Members of the INSTITUTION shall maintain maximum standard of professional practice and conduct.*
- ii. All cases of indiscipline and professional misconduct among members will be reported to the National Ethics Committee who will act according to procedure approved by Council from time to time. The Council will deliberate on the report of National Ethics Committee on any case. Council's decision shall be communicated to such a member being investigated and its decision shall be final. The AGM will be informed of Council's decision.*

- iii. *Cases of injustice reported by members to the INSTITUTION shall be responded to as soon as possible to forestall members rushing to court to get injunction.*
- iv. *On no account should any member embark on any court case against the INSTITUTION or member's' unless he/she has exhausted all internal dispute resolution mechanism as provided by Bye-Laws.*
- v. *Council shall suspend any member that violates the provision.*

17.2. OFFENCES AND THEIR SANCTIONS:

*The offences, procedures for discipline and penalties shall be as stated in the INSTITUTION's "**Code of Ethics and Manual of Investigation Procedure**" which will be reviewed as required by the Council.*

CHAPTER 18

18.0 AMENDMENTS TO THE CONSTITUTION

Where the INSTITUTION or its 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.

18.1. *Any provision of this Constitution can also be amended by a motion from Where the INSTITUTION or its 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 by Council for that purpose.*

CHAPTER 19

19.0 CONFLICT RESOLUTION COMMITTEE

There shall be established a Conflict Resolution Committee which shall be statutory Committee of NIS.

19.1 COMPOSITION OF COMMITTEE

The Committee shall comprise of:

- a.) Deputy President as Chairman*
- b.) Vice President National*
- c.) One member each from the three zones*
- d.) One member each from APPSN, NASGL and WIS*

19.2 FUNCTIONS OF THE COMMITTEE

- a.) To adjudicate over all matters referred to it by the national Executive Committee.*
- b.) To make appropriate recommendation to the National Executive Committee on how Peace can be sustained in each cases.*
- c.) The expenses incurred by the Committee shall be borne by the parties involved.*

CHAPTER 20

20.0 COMPOSITION OF FINANCE & GENERAL PURPOSE COMMITTEE

- a. *Deputy President as Chairman*
- b. *The three Vice Presidents (National, International, Academic and Professional issues)*
- c. *The other members are:*
 - i *Secretary General*
 - ii *Internal Auditor*
 - iii *Treasurer*
 - iv *Financial Secretary*

20.1 DUTIES OF THE COMMITTEE

- a. *To recommend policies on financial control to the National Electoral Committee*
- b. *To treat all issues on finance referred to it by the National Executive Committee.*

CHAPTER 21

21.0 LEGAL ADVISER

The Legal Adviser shall:

- i. Advise and represent the Institution in all legal matters.*
- ii. Interpret the Institution's Constitution, rules and regulations.*
- iii. Advise the Institution from time to time when decision may tend to conflict with the requirements of the Survey Laws Rules and Regulations.*
- iv. Handles any other matters as may be referred to him by the Institution.*
- v. Conflicting issues on NIS Constitution and the State Branch Bye-Laws shall be referred to him/her for advice.*

CHAPTER 22

22.0 BYE LAWS

The Institution shall produce and when necessary revise a Bye law that will serve the purpose of explaining and operating the Constitution.

APPENDIX

DEFINITIONS

In these articles, unless context requires otherwise:

- * "Institution" means the Nigerian Institution of Surveyors*
- * "Surveyor" means someone registered as a Surveyor by SURCON*
- * Words in singular include the plural and vice versa*
- * Words importing the masculine gender include the feminine gender and vice versa*
- * The word "month" means calendar month*
- * "President" means the President of the Institution.*
- * "Council" refers to the Council of the Institution*
- * "**State**/FCT means any **State** of Federal Republic of Nigeria and the Federal Capital Territory*
- * "**State** Branch" means a Branch of the Institution in any State recognized by the National Body*
- * "Board" means the Board of Fellows*
- * Officers of the Institution shall mean the elected officers of the Nigerian Institution of Surveyors.*
- * Trustees mean the Registered Trustees of the Institution for the purpose land perpetual succession ordinance or act.*
- * Misconduct means conduct or practice that is prejudicial to the good name or reputation of the Institution or Surveyors generally. Misconduct shall include corruption, dishonesty, stealing,*

embezzlement false claims, assault and negligence of duty, perjury, falsification or unauthorized use of Survey or Geomatic information.

- * Financial member means a member who is up-to-date in his financial commitments to the Institution.*
- * "AGM" means the Annual General Meeting of the Institution.*
- * "SURCON" means the Surveyors Council of Nigeria.*
- * "Staff" refers to all employees of the Institution.*
- * "Zone" means (South West), (South East/South South) and (North East, North West & North central)*
- * MCPD means Mandatory Continuous Professional Development*
- * HND means Higher National Diploma.*
- * ND means National Diploma*

Amended and Adopted at the Annual General Meeting held in Abuja, on the 27th May, 2021

.....
Surv. Alabo Charlesye D. Charles, fnis

.....
Surv. Akinde, A. Akinyemi, mnis