

NIGERIA COMPUTER SOCIETY

COLLEGE OF FELLOWS

HAND BOOK (BYE-LAWS)

2023 Version

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DEFINITIONS AND ACRONYMS

S/NO	TERM	DEFINITION
1.	The Articles	Articles of The Society
2.	The Society	Nigeria Computer Society (NCS)
3.	Computing	The design and application of processes and technologies associated with computer systems
4.	Software	Series of instructions that direct the activities of a computer
5.	IT	Information Technology
6.	Professional	An individual engaged in computing or in the practice of Information Technology and registered with Computer Professionals (Registration Council of Nigeria)
7.	Member	A duly recognized Fellow of the Society
8.	The Council	The National Executive Council of the Society
9.	Executive Committee	Committee of elected officers of the College
10.	CPN	Computer Professionals (Registration Council of) Nigeria
11.	AGM	Annual General Meeting
12.	CoF	College of Fellows
13.	FNCS	Fellow, Nigeria Computer Society
14.	NEC	National Executive Council

ARTICLE I

Section 1: Preamble

Nigeria Computer Society (NCS) resolved to have one College of Fellows to be known as the College of Fellows of Nigeria Computer Society.

The Nigeria Computer Society (NCS) Fellows Handbook (also referred to as the “Bye-laws”) laid down the procedure for effective promotion of the activities of the College of Fellows of the Nigeria Computer Society. The procedures defined herein, are guided by the provisions of the NCS Constitution. Where any provision of the bye-laws conflicts with the constitution of NCS, the latter supersedes.

ARTICLE II

Section 1: Aims and Objectives

- a) To work with NCS NEC and CPN Council in promoting Information Technology practice in Nigeria.
- b) To stimulate and attract Corporate Interest in IT development in Nigeria.
- c) To enhance strategic linkages between NCS and other professional bodies, institutions with interest in IT development and the Government.
- d) To support the mobilization of resources for the growth and development of the Nigeria Computer Society, interest groups under it and CPN.
- e) To develop and sustain an effective lobby resource in Government for NCS in critical Information Technology matters and appointments.
- f) To provide relevant information and knowledge in order to keep members of the Society constantly abreast of technological advancements.

ARTICLE III:

Section 1: Responsibilities of the Executive Committee of the College

The Executive Committee of the College of Fellows shall have the following responsibilities:

- a) Manage the activities and organize meetings of the College of Fellows of the Society.
- b) Organize professional and educational seminars for the development of the profession, members of the College of Fellows and other members of the Society, as may be required.
- c) Provide advice to the President and the National Executive Council (NEC) of the Society in matters which can affect the growth, stability and well-being of the Society and members of the profession. This will include matters related to professional and ethical practice and educational development.
- d) Provide effective support for the activities of the Society and CPN Council.
- e) Approval of final list of candidates to be admitted into the College
- f) Approval of final list of nominees to be admitted into the College as Honorary Fellows

- g) Verify any Ethical and disciplinary issue(s) of the Society and give appropriate disciplinary measure for the Society.

ARTICLE IV:

Section 1: Admission of Members

FELLOWS (FNCS): The grade of fellowship is granted only to a member who fulfils the following requirements:

Section 2: Category 1: Professional Member:

Subsection 1: Compulsory Criteria

- i) Candidate is at least thirty-five years of age.
- ii) Candidate's professional activities and achievements justify his/her acceptance as proficient in the particular field(s) of the profession as confirmed by the sponsors and approved by Credentials Committee.
- iii) Candidate has made significant contributions to the growth of the Society as confirmed by the sponsors and approved by Credentials Committee.
- iv) Candidate is otherwise considered by the Society to be of sound mind to be so recognized.
- v) Candidate's application for membership is sponsored in writing by two financially up to date Fellows and complies with the form and manner that may be prescribed by the Society from time to time.
- vi) Notwithstanding all the above stated criteria, College of Fellows reserves the prerogative to admit not more than 35 members in a given year of admission.

Subsection 2: Criteria A

- i) Candidate is a holder of a certificate of an examination recognized by the Society for membership grade.
- ii) Candidate must be a full member grade with not less than ten years on the grade and relevant professional work experience, at least five years of which must have been in position of managerial responsibility.
- iii) Candidate is a registered IT Professional whose name is listed in the Register of Members maintained by the Computer Professionals (Registration Council) of Nigeria (CPN) for at least five years, including attending at least two of the last three IT Assemblies that can be verified.
- iv) Candidate has been a member of the society for at least ten years, and has actively participated in the Society's activities in the last five years, including attending at least two of the last three national/international conferences/activities of the Society that can be verified.

Subsection 3: Criteria B:

In the instance of a candidate failing to meet the requirements in criteria A, the following conditions will suffice subject to fulfilling compulsory criteria and being within a maximum number of ten (10) such admissible candidates per annum:

- i) First degree (HND or B.Sc.) in Computer Science/Information Technology/any related discipline or Computer Professional Examination (CPE Stage II).
- ii) Practicing IT for a minimum of twenty (20) verifiable years.
- iii) Must have registered with NCS and CPN for a minimum period of two (2) years.
- iv) Must pay special admission fee to be determined by the Council and not less than admission fee in criteria A.

Section 3: Category 2: Honorary Member:

- i) Candidate can only be recommended in agreement with NCS NEC.
- ii) Candidate must have made significant contributions/impacts to the society both at state and national levels.
- iii) Honorary members shall not pay annual dues and welfare levies nor attend regular CoF meetings and are not eligible to vote or be voted for during elections. However, they are at liberty to attend CoF functions.

ARTICLE V:

Section 1: Membership Sustainability

A Fellow of the Society shall maintain his/her Fellowship status as long as:

- a) He/She satisfies his/her financial obligations to the Society, subject to the waivers for Fellows over the age of Seventy-five (75) years;
- b) He/She continues to be an active member of the College of Fellows of the Society and participates actively in the activities of the College of Fellows. To qualify as an active member of the Nigerian Computer Society and College of Fellows as intended by this clause, a Fellow must attend the Society's Annual Conference and the Annual General Meeting of the College for a minimum of two of the preceding three consecutive years, unless there are acceptable exigencies such as serious health or other issues, for which appropriate notification is provided to the College;
- c) He/she remains of sound mind and not subject to any criminal indictment or ethical sanctions of the Society or CPN;
- d) He/she keeps abreast of the trends in IT.

ARTICLE VI:

Section 1: Executive Committee

The following and any other position(s) duly elected by the college shall constitute the Executive Committee of the College:

- a) Provost
- b) Deputy Provost
- c) Immediate Past Provost
- d) Secretary
- e) Treasurer
- f) Financial Secretary
- g) Chairman, Welfare Committee

They shall hold office for a term of two (2) years and not more than two (2) terms in total in any position.

Section 2: Functions of the Executive Committee:

- a) The Officers shall be responsible for the day-to-day management of the affairs of the College.
- b) They shall give account of their stewardship including providing a statement of Affairs of the College yearly at the Annual General Meetings of the College.
- c) A simple majority of executive committee shall form a quorum for a meeting.
- d) The executive committee shall have the power to set up ad hoc committees as the need arises.

Section 3: Functions of Members of the Executive Committee:

- a) Provost
 - i) Preside over all meetings of the College;
 - ii) Summon all CoF meetings as necessary or in accordance with CoF Executive decisions;
 - iii) Authorize and approve all expenditures of the College;
 - iv) Represent the College of Fellows at any meeting to which the College is invited or delegate any person to attend such meetings;
 - v) Be the chief spokesperson of the College of Fellows and issue press statements when necessary;
 - vi) The Provost shall convoke candidates for award of Fellowship during conferment ceremonies;
 - vii) Be the principal signatory A to College of Fellows' Bank Accounts;
 - viii) Present an address of Stewardship to the CoF Meeting at the Annual Conference; and
 - ix) Direct all Officers of the CoF in the discharge of their duties.

- b) Deputy Provost
 - i) In the absence of the Provost, shall perform all duties of the Provost;
 - ii) Perform all other duties as assigned by the Provost; and
 - iii) Be responsible for the coordination of the activities of the CoF as may be assigned to him/her by the CoF Executive Committee ONLY.

- c) Immediate Past Provost
 - i) Shall stand as an advisor to the Provost and his/her executives.

- d) Secretary
 - i) Oversee the Secretariat as the custodian of all rules and regulations;
 - ii) Summon meetings on the directive of the Provost;
 - iii) Record and keep minutes of all meetings;
 - iv) Write and dispatch circulars, letters, and other correspondence;
 - v) Provide an annual report or special reports of the activities as directed by the Provost;
 - vi) Perform any other duties as may be assigned by the Provost; and
 - vii) Be a member of all committees of College of Fellows.

- e) Treasurer
 - i) Be the keeper of the CoF's funds;
 - ii) Be one of the signatories of the CoF's Bank Accounts;
 - iii) Receive and pay monies into the bank within 48 hours of workdays;
 - iv) Keep the CoF's bank notes, cheque books, cash books and submit same for auditing on demand;
 - v) Submit a detailed report of financial activities for the year to the CoF executives through the Financial Secretary; and
 - vi) Work hand in hand with the Financial Secretary to harmonize financial reports.

- f) Financial Secretary
 - i) He/She shall collect all monies accruing to the college through its corporate account(s) and issue receipts accordingly;
 - ii) Keep a register and up-to-date financial status of members;
 - iii) Collect and pay all monies to the Treasurer/Bank not more than 48 hours after collection;
 - iv) Be in constant touch with members to ensure that all members pay their annual dues and welfare levies as at when due;
 - v) He/She shall keep all financial records of the college and report them appropriately to the Executive Committee or the general meetings and as at when requested;
 - vi) He/She shall receive receipts for monies paid and ensure payment vouchers are prepared for expenses and payment requests for withdrawals;

- vii) Submit an annual financial report to the CoF Executive Committee and the general meeting; and
- viii) He/She shall be a signatory to all bank accounts of the College.

g) Chairman, Welfare Committee

- i) Oversee issues that pertain to the moral, social and economic welfare of the college;
- ii) Oversee the welfare of members at all meetings;
- iii) Liaise with NCS ES and CPN Registrar to ensure adequate welfare of the college members during NCS conferences and IT assemblies;
- iv) Ensure that all relevant materials are equitably shared during meetings; and
- v) Articulate, plan, formulate and conduct welfare programmes and any other welfare activities that may be assigned from time to time as approved by the CoF.

ARTICLE VII:

Section 1: Meetings

- a) There shall be regular meetings of the Executive Committee which must take place at least three times in a year.
- b) There shall be three statutory General Meetings of the College one of which shall be the Annual General Meeting. Emergency General Meetings may be held as may be required.
- c) A General Meeting of the College shall be deemed to be properly constituted when it has a Quorum. A minimum of ten percent (10%) of the total number of members are required to be in attendance to form a quorum.
- d) The Secretary, CoF is to liaise with the NCS Executive Secretary (ES) and CPN Registrar to ensure that adequate arrangements are made for the CoF meetings during NCS Conferences and IT Assemblies respectively, including Virtual presence if need be by the College.

ARTICLE VIII:

Section 1: Protocols

Subsection 1: NCS Ceremonies

The Provost and the Deputy Provost, the NCS President and the Deputy President must be accorded similar recognitions during NCS ceremonies. The order shall be the President, Deputy President, President and Chairman in Council of CPN, Vice President and Vice Chairman in Council of CPN, the Provost, the Deputy Provost, Executive Secretary NCS and Registrar.

Members of the College must be recognized and must enjoy separate and special sitting arrangements.

Subsection 2: CPN Ceremonies

The Provost and the Deputy Provost, the Chairman, Vice Chairman of Council and the Registrar must be accorded similar recognitions during CPN ceremonies. The order shall be the President and Chairman in Council of CPN, Vice President and Vice Chairman in Council of CPN, the Provost the Deputy Provost, Registrar and Executive Secretary NCS.

Members of the College must be recognized and must enjoy separate and special sitting arrangements.

Subsection 3: NCS and CPN Meetings

The Provost and the Deputy Provost, the Chairman, Vice Chairman of Council and the Registrar must be accorded similar recognitions during joint NCS and CPN ceremonies. The order shall be President and Chairman in Council of CPN, Vice President and Vice Chairman in Council of CPN, the President NCS, Deputy President NCS, the Provost, the Deputy Provost, Registrar CPN and Executive Secretary NCS.

Members of the College must be duly recognized and must enjoy separate and special sitting arrangements.

ARTICLE IX:

Section 1: College Accounts and Sources of Fund

- a) The College shall maintain one or more Bank Accounts into which all its incomes must be paid. A proper Account of its Income and Expenditure shall be kept by its Treasurer and supervised by the Provost and/or the Deputy where necessary. A statement of Income and Expenditure and of its Assets and Liabilities shall be provided at the Annual General Meeting by the Financial Secretary.
- b) NCS is required to remit fifteen percent (15%) of admission fee of all newly admitted Fellows in addition with 3 years advance annual dues and welfare levies for each Fellow admitted. This should be remitted to the College not later than 30 days after NITMA programme.
- c) There shall be an annual due, the amount of which shall be determined by the College from time to time.
- d) Members shall pay a Welfare Levy to fund welfare activities in support of the college as advised by the Welfare Committee.
- e) Members may be required to pay special levy when the need arises. This must be subject to a decision of the College taken with two third majority at a properly constituted meeting.
- f) The College shall undertake periodic retreats, seminars and workshops for the purpose of updating knowledge and generating funds through support from members and corporate organisations.
- g) Funds can also be generated from other sources from time to time as deemed fit by the CoF Executives.

ARTICLE X:

Section 1: Obligations of Members (Fellows)

- a) It shall be the duty of Members of the College to accord their colleagues due respect and camaraderie.
- b) Members are obliged to conduct their professional practice with high ethical standards and act as role models to others in the profession and across to other professions.
- c) Any problem pertaining to the profession, which arises between two or more members of the College, including other members of the Nigeria Computer Society may be referred to the College for arbitration.
- d) Members are required to pay their annual dues and welfare levies as at when due.
- e) Members are expected to attend meetings and functions and activities of the College.
- f) Only financially up to date members are qualified to benefit from the welfare package of the College.

ARTICLE XI:

Section 1: Amendment Procedure

- i) The bye-laws shall be subject to amendment when necessary.
- ii) Any member of the College desiring an amendment of any section of the bye-laws shall give a notice to the Secretary and submit his/her amendment(s) at least fifty (50) days prior to the CoF AGM.
- iii) Any amendment shall be by two third (2/3) majority of those present at the meeting to form quorum to vote.

ARTICLE XII:

Section 1: Powers as to Bye-laws

- i) The CoF AGM shall have powers to make, alter or revoke the bye-laws provided that the bye-laws in force shall not be repugnant.
- ii) Any alteration to the bye-laws shall be presented at CoF AGM and if approved, shall take effect immediately.
- iii) The bye-laws shall be in force for a minimum period of five (5) years after which the college may ask for a total review.

Signed.

NCS CoF BYE-LAWS revised 2023

Reviewed by:

Mrs. Veronica Ola OWOLABI: Chairman

Mr. Dave Inyere

Mr. Mohammed Abubakar

Mr. Tunde M. OGUNREMI

Dr. Diipo FOLORUNSO

Dr. Rhoda IKONO: Secretary

Dated 30th March, 2023