

**THE**  
**CONSTITUTION**

*OF*



**SOCIETY FOR INFORMATION SCIENCE AND  
TECHNOLOGY OF NIGERIA**

# THE CONSTITUTION OF SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA

## PREAMBLE

We the members of "SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA" do hereby make and give ourselves the following Constitution.

A non-profit and non-political SOCIETY do firmly and solemnly resolve to provide for ourselves a Constitution and to be governed by the provisions therein contained.

## ARTICLE 1: NAME

The name of the SOCIETY shall be **SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA** (hereinafter referred to as "SOCIETY").

## ARTICLE 2: ADDRESS:

The registered office and Headquarters of the SOCIETY shall be at Africa Regional Centre for Information Science, No. 6, Benue Road, University of Ibadan, Oyo State.

## ARTICLE 3: AIMS AND OBJECTIVES

1. To promote the education of information scientists and professionals.
2. To promote research in information science and technology.
3. To promote multidisciplinary collaboration and inter disciplinary approaches on issues pertaining to creation, sharing and use of information, knowledge and information technology for national and global development.
4. To develop the competence and promote the professional integrity of information scientists and professionals.
5. To champion and protect the interest of information science and technology profession and improve public awareness on matters pertaining to the practice of the profession.
6. To support or oppose any legislation that is seen to further or hinder the profession and well being of members.

## ARTICLE 4: MEMBERSHIP

1. Any person with an academic or professional qualification equivalent to Bachelor's Degree or higher in the fields of information science, information technology, information management, computer science, communications, communication science or arts, electronics engineering, or closely allied disciplines, may become members of the Society upon application, approval of the application and payment of fee as prescribed in the Bylaws.
2. The Society may have Regular, Affiliate and Honourary members as prescribed in the bylaws. Regular members shall have the rights to vote and be voted for, but not affiliates and honourary members.
3. There shall be special categories of membership with appropriate fees as specified in the Bylaws, such as student membership, which shall have no voting rights and corporate membership which shall have a single voting right.

IAN 2015  
Incorporated Trustees Officer  
Corporate Affairs Commission

## ARTICLE 4: TRUSTEES

1. The Trustees of **SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA** for the purpose of the Companies and Allied Matters Act No 1 of 1990, Part C, shall be elected at a General Meeting of the founding members charged with the responsibility of electing the Trustees with Two third majorities of members forming a quorum.
2. Such Trustees hereinafter referred to as "THE TRUSTEES" shall be four (4) in number and shall be known as "**INCORPORATED TRUSTEES OF SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA**".
3. The Trustees shall hold office for life but a Trustee ceases to hold office if he/she
  - (i) Resigns his/her office
  - (ii) Ceases to be a member of the Incorporated Trustees of **SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA**.
  - (iii) Becomes insane.
  - (iv) Is officially declared bankrupt.
  - (v) Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
  - (vi) Is recommended for removal from office by a two-third majority vote of members present at any General Meeting of the SOCIETY.
  - (vii) Ceases to reside in Nigeria.
4. Upon a vacancy occurring in the number of Trustees, a General Meeting will be held to elect eligible member(s) of the SOCIETY.

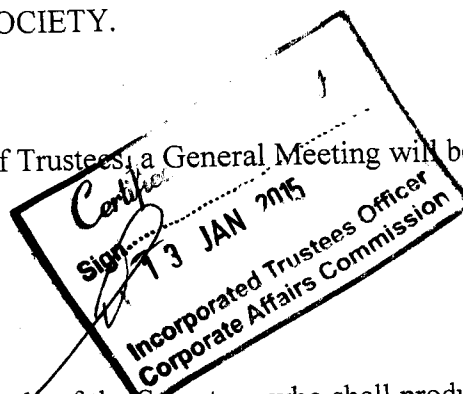
## ARTICLE 5 : COMMON SEAL

- a. The Trustees shall have a common seal
- b. Such common seal will be kept in the custody of the Secretary who shall produce it when required for use by the Trustees.
- c. Every document to be executed by the Trustees shall be signed by the Secretary, affixing the Common Seal.

## ARTICLE 6: MEETING

For effective administration of the SOCIETY, there shall be the:

- a. Annual General Meeting
- b. Meeting of the Executive Council
- c. Special General Meeting.



## SECTION 1: THE ANNUAL GENERAL MEETING

- i. The Business of the Annual General Meeting shall be to receive the Chairman's report on the activities of the SOCIETY, its financial position, to remove and elect the Auditors and to fix the remuneration and other payments, if any.
- ii. The Trustees shall hold meeting at least once in every year and such other times and in such places as they shall from time to time decide.

## SECTION 2 MEETING OF THE EXECUTIVE COUNCIL

- i. The Executive Council shall meet at least once a quarter to examine the accounts and review the affairs of the SOCIETY.
- ii. Six (6) members of the Executive Council of the SOCIETY shall form a Quorum at the Executive Meeting.
- iii. The Chairman or in his absence, Vice Chairman in their absence, any other Office Holder shall preside at all General or Committee Meetings of the SOCIETY and the presiding member will have a casting vote.

## SECTION 3 SPECIAL GENERAL MEETING

- i. The Executive Council shall at any time whenever requested in writing by at least two-third members call a Special General Meeting.
- ii. Upon such a request for a Special General Meeting having been duly received by the Council it shall within 21 days of the receipt convene a Special General Meeting.
- iii. Notice of the Special General Meeting with a statement of its object shall be posted to members at least seven days before the date of the meeting.

## ARTICLE 7: GOVERNING BODY

For effective Management of the SOCIETY, the following offices shall be created.

The Chairman

The Vice Chairman

The General Secretary

The Treasurer

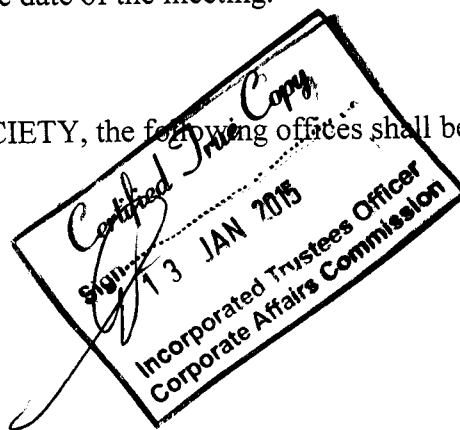
Provost

Public Relations Officer

## ARTICLE 8: SOURCES OF INCOME

The source of income of the SOCIETY shall include:

- a. Accept donations (whether cash and/or kind from individuals, Corporate bodies, Churches, Mosques, Government Agencies, NGOs and International aid donors or elsewhere.



- b. Receive grants or assistance from individuals, foundations, international organisations, and other charitable or philanthropic organisations in Nigeria or elsewhere.
- c. Collect monies and financial assistance from donors.

#### ARTICLE 9: DISBURSEMENT AND APPLICATION OF FUNDS

- a. The fund of the SOCIETY including all donations, contributions and bequest shall be paid into an account operated by the EXCO in the name of SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA at such bank as the EXCO shall from time to time decide. All cheques drawn on the account must be signed by the CHAIRMAN and the Treasurer.
- b. Treasurer shall be responsible for the internal audit, proper receipts and accounting systems must be employed. The Chairman shall designate resources to assist the Treasurer preferably at least one other member of the EXCO shall be involved.
- c. The EXCO shall take responsibility for any misappropriation of funds and anybody found to be involved in such act, the EXCO shall take necessary actions including Legal proceedings against such person.
- (d) The Treasurer shall seek the Chairman's consent for any payment over Five Thousand Naira (N5,000.00).
- e. All monies/funds raised will be made in the name of the SOCIETY. Such fund raising exercises or collection will only be made on the express authority of the SOCIETY.
- f. The income, property and all assets of the SOCIETY shall be applied on the direction of the EXCO solely towards the promotion of the aims and objectives of the SOCIETY and to manage, improve and maintain all or any part of the land, other property of the SOCIETY or carry out new works as approved by the EXCO.
- g. The mode of payment by the SOCIETY shall be through cash ~~Sign cheque~~ Any payments beyond ₦9,999.9 shall be made through cheque.

#### ARTICLE 10: KEEPING OF ACCOUNT

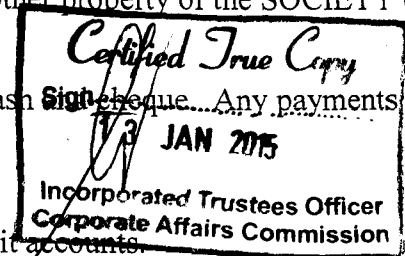
- 1. The SOCIETY shall maintain both current and fixed deposit accounts.
- 2. The signatories to the SOCIETY's account shall be any two of Chairman, the Financial Secretary and the Treasurer.
- 3. The SOCIETY shall ensure the accurate keeping of the record of all income and expenditure.

#### ARTICLE 11: APPOINTMENT OF AUDITORS

Independent qualified and licensed Auditors shall be appointed by the General Meeting to audit the financial records of the SOCIETY annually and submit an audited report to the Annual General Meeting of the SOCIETY.

#### ARTICLE 12: AMMENDMENTS:

The SOCIETY may alter the provision of its Constitution at the General Meeting by a resolution passed by a simple majority of its members and approved by the Commission.



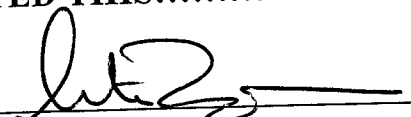
ARTICLE 13:

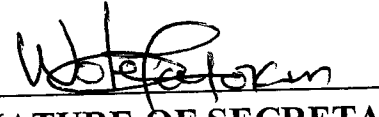
SPECIAL CLAUSE

1. THE INCOME AND PROPERTY of "SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY OF NIGERIA" shall be applied solely towards the promotion of the Body as set forth in this RULES AND REGULATIONS CONSTITUTION and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise however by way of profit, to member of the SOCIETY.
2. PROVIDED that nothing herein shall prevent the payment in good faith, of reasonable and proper remuneration to an officer or servant of the SOCIETY in return for any service actually rendered to the SOCIETY.
  - a. With the exception of ex-officio members of the Governing Council, no member of the Council of Management or Governing Body shall be appointed to any salaried office of the SOCIETY or any office of the SOCIETY.
  - b. No remuneration or other benefits in money's worth shall be given by the body to any member of such Council or Governing Body except repayment of out of pocket expense or reasonable and proper rent for premises demised, or let to the SOCIETY or reasonable fees for services rendered.
3. IF IN the event of a winding up or dissolution of the corporate body, if the remains after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the SOCIETY but shall be given or transferred to the other institutions having objects similar to the SOCIETY such institutions to be determined by the members of the SOCIETY at or before the time of the dissolution.
4. If effect cannot be given to the aforesaid provisions, the property shall be transferred to some charitable object.

Confirmed True Copy  
 23 JAN 2015  
 Incorporated Trustees  
 Corporate Affairs Commission

DATED THIS.....24<sup>th</sup>.....DAY OF....Nov.....2014

  
 SIGNATURE OF CHAIRMAN

  
 SIGNATURE OF SECRETARY

NAME OF CHAIRMAN & TEL. NO.

NAME OF SECRETARY & TEL. NO.