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PREAMBLE

We the students of Computer Science Computer Engineering, Information Technology and other computer related disciplines in all higher institutions of learning in Nigeria; **having** firmly and solemnly resolved to come together as one indivisible National Association under God, dedicated to the promotion of integrity, youths empowerment, professionalism and international relations among similar Associations in the world; **and** to provide for a constitution for the purpose of promoting the welfare of all members of the Association on the principle of equality, fairness, justice and good governance and for consolidating the unity of our members and Nigeria at large; and also been conscious of our rights, duties and obligations as Computer Science students **do hereby make, enact and give to ourselves** the following and thus agree that this instrument should be cited as the constitution.

ARTICLE I: ESTABLISHMENT

SECTION 1: NAME

- i. The Association shall be called and known as “**Nigerian Association of COmputer Science Students**” and abbreviated as “**NACOSS**” and herein referred to as “**The Association**”.

SECTION 2: MOTTO

- i. That the **Motto** of the Association shall be “**TOWARDS ADVANCED TECHNOLOGY**”.
- ii. The term “Computer Science” shall hereinafter be used in this constitution to mean all computer related disciplines which shall include but not limited to:
 - a) Computer Science.
 - b) Computer Engineering.
 - c) Information Technology.

SECTION 3: LOGO INTERPRETATION

- i. The logo of the Association shall basically be the map the Federal Republic Nigeria with a complete computer embedded in it.
- ii. Subject to subsection (i) above, the logo shall hereinafter be called and known as the “**NACOSS National logo**” or simply the “**logo**”.
- iii. The logo shall be at the left-top while the school logo shall be at the right-top and the NACOSS chapter logo shall be at the background (middle of page) of the letter headed paper and other documents therein.



ARTICLE II: SUPREMACY AND LEGAL STATUS

SECTION 4: SUPREMACY OF THE CONSTITUTION

- i. This constitution is supreme and its provisions shall be binding on all the activities Association and all its chapters.
- ii. The provisions of this constitution shall however by all means be subjected to:
 - a) The constitution of the Federal Republic Nigeria.
 - b) The constitution of the Nigeria Computer Society (the “NCS”)
 - c) The constitution of all other professional, academic and youth bodies for which the Association may so desire to come under as an affiliate.
- iii. The Association shall not by any means be administered, nor shall any person or group forcefully administered this Association as a whole or in part, thereof, except in accordance with the provisions of the constitution.
- iv. In the event of failure to take decisions based on the provisions of this constitution, 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) of the constitution where such failures 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 constitution, 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 constitution 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 constitution thereof shall give notice to the Secretary General of the Association and submit such amendment to him/her not later that two (2) weeks before the Annual convention of the Association.
- x. Such amendment proposition shall be submitted by the Secretary General to the appropriate committee not less than one (1) week to the Annual convention.
- xi. Any amendment to this constitution shall be by two-third (2/3) majority votes of the members participating at the Annual Convention.
- xii. Any amendment to this constitution 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 constitution, shall be a legal entity. It is capable of suing and be sued in its corporate name.
- ii. It is capable of acquiring, holding, and disposing and deal howsoever with 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, advice the National Executive Committee and the Association on such legal matters and the overall operations of the National Executive Committee.
- iv. Section 5 subsection (iii) above shall be carried out with the consent of the National Executive Committee.

ARTICLE III: AIMS AND OBJECTIVES OF THE ASSOCIATION

SECTION 6: AIMS AND OBJECTIVES

The Aims and Objectives of the Association, which shall form the guiding principles upon which it shall operate shall inter alia be:

- i. To promote cooperation between NACOSS and public individuals.
- ii. To foster relationship between the Association and other similar International bodies.
- iii. To protect the image and safeguard the interest of the Computer Science profession.
- iv. To foster unity and harmony between members of the Association and among others. To promote the understanding of the study of Computer Science in Nigeria and abroad.
- v. To provide a link between prospective Computer Science graduates and the industrial world.
- vi. To project the image of Computer by way of seminars, symposia, lectures, workshops and other activities aimed at achieving this goal.



ARTICLE IV: ORGANIZATIONAL STRUCTURE, MEMBERSHIP, RIGHTS AND PRIVILEGES OF MEMBERS AND OTHER MATTERS

SECTION 7: ORGANIZATION

- i. The Association shall be a federation of local Computer Science Societies/Association (hereinafter called "**Chapters**").
- ii. Each chapter shall be governed by a constitution which shall be subjected to the provisions of this constitution.
- 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 Convention and end during the next Annual Convention ("**The Convention**")

SECTION 8: MEMBERSHIP OF THE ASSOCIATION

- i. The Association shall be made of students pursuing computer science as course of study in all higher institutions in the country.
- ii. Subject to 8(i) above, the students shall be known and addressed as "Members, **Nigerian Association Of Computer Science Students**" hereinafter called "Members" and officially as "**NACOSSites**".
- iii. Each member shall be a member of the Association's local chapter in his or her institution.

SECTION 9: RIGHTS AND PRIVILEGES OF MEMBERS

- i. No person, who having satisfied the provisions of 8(i-iii) of this constitution shall be denied membership on any other ground such as sex, religion, health, ethnicity and political ideology.
- ii. All past members of the Association shall have the right to become Life Members of the Association and shall be called upon when needed to assist the Association on matters subject to the discretion of the Executive Committee.
- iii. Aside the provisions of Article 8(i-iii) of this constitution, the National Executive Committee shall have the discretion to appoint honorary members of the association who shall be men or women:
 - a. Of Integrity
 - b. Who have contributed to the promotion of Computer Science Courses in their various schools.
- iv. An honorary member shall stand removed if he has been found to have contravened the provisions of this constitution especially 9 ((iii) a & b) above.
- v. All members from the Chapters, having satisfied the provisions of the Local Chapter and this constitution on such matters shall:
 - (a) Have the right to be voted for as part of the National Executive of this association.
 - (b) Have the right 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 sub-committees within the Association.

- (d) Have the rights and privileges of attending all the events which shall be organized by the Association from time to time.
- (e) Have the right question any member of the National Executive Committee on the happenings within the Association.
- (f) Have the privilege to be student member of Professional bodies which the association shall so desire to be an affiliate.
- (g) Be entitled to any other rights and privileges spelt out by the National Executive Committee from time to time and subject to ratification by the Congress.

SECTION 10: THE BOARD OF TRSUTEES

- i. There shall be for the Association, a Board of Trustee.
- ii. For the purpose of its corporate existence, the Board of trustee shall, aside the congress be the highest decision making body of the association.
- iii. The Board of Trustee shall be made of the currently serving National President, Secretary-General and Director of Finance and / or any other members so appointed for that purpose.

SECTION 11: APPOINTMENT OF GRAND PATRON, NATIONAL PATRONS AND MATRONS.

- i. There shall be appointed a Grand Patron There shall be appointed a Grand Patron to the Association by The National Executive Council.
- ii. The Grand Patron so Appointed shall be the serving President of the Nigerian Computer Society.
- iii. The National Executive Committee shall be vested with the power to nominated and appoint at least three (3) National Patrons and Matrons.
- iv. The Patrons and/or Matrons so appointed shall be drawn from
 - a. The academic world
 - b. The profession/business/corporate community.
 - c. The political class
 - d. Any other area deemed fit by the National Executive.
- v. Subject to 9 (iii and iv) above, people so appointed in this category shall be men and women:
 - a. of impeccable characters
 - b. Who have excelled in their chosen fields of endeavour.
 - c. Who have contributed immensely to the promotion of youth empowerment in Information and Communication Technology.
 - d. Who have met other criteria that may be set by the National Executive Committee from time to time.

SECTION 12: 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 or reputable individual as determined by the National Executive Committee.

ARTICLE V: ADMINISTRATIVE STRUCTURE

SECTION 13: THE NATIONAL SECRETARIAT

- i. There shall be established for the association a National Secretariat (“**The Secretariat**”).
- ii. The Secretariat shall be the administrative seat of power of the association.
- iii. The secretariat shall be rotated among chapters every association’s calendar year which shall be determined by elections conducted subject to the provisions of this constitution.
- iv. Based on the provision of subsection 13(iii), the secretariat shall except by provisions of this constitution and the prerogative of the congress, not be hosted twice in succession by the same chapter and geographical zone.
- v. It shall not be hosted by any chapter which is not duly registered and recognized by the institution and the present National Secretariat evidence of which shall be presented and ratified by the appropriate committee during the annual convention.
- vi. It shall have the power vested on it to organize and host the association’s annual convention.
- vii. It shall assist in the formation of a new local chapter in any interested institution.
- viii. It shall, pursuant to 11(ii) above, be vested with the responsibility of intervening on matters such as but not limited to event of crisis in any chapter of the association and shall resolve same at her discretion with recourse to the overall interest of the association with the assistance of appropriate committee so set up to intervene on such matters.
- ix. It shall, subject to 12(ii) above, take decisions on such matters and shall forthwith make the decisions taken known to the National Executive Committee at its next meeting.
- x. It shall be the custodian of the association’s assets; both moveable and non movables as well as the treasury of the association.
- xi. It shall organize the association’s events without recourse to ethnic or institution bias.
- xii. It shall, at the prerogative of the members and chapters, inform them from time to time on the actions and the activities of the associations.
- xiii. It shall, with the National Executive Committee, be responsible for sourcing for assistance of whatever from but which shall be used in pursuance of the cause of the association.

SECTION 14: THE ZONAL COORDINATING OFFICES

- i. For the purpose of effective administration of the National Secretariat, there shall be for each geopolitical zone of the Federation, a Zonal Coordinating Office to be known and cited as “**Zonal Secretariat**”.
- ii. Subject to the provisions of this constitution, a Zonal Secretariat, with the approval of the National Secretariat and subject to such conditions as it may deem fit, coordinate the local chapters of the association within in its geopolitical zone.

- iii. In exercising the provisions in 12(ii) above, the Zonal Secretariat shall host the Zonal Workshop or Zonal Convention or any zonal activity which may be so organized by the association.
- iv. In performing the function in 12(iii) above, the Zonal Secretariat shall not exercise such power to do such unless with the approval of the National Secretariat.
- v. The financial activities of the Zonal Secretariat shall by prerogative, be subject to the National Secretariat for approval and no separate Bank Account shall be operated by the Zonal Secretariat.
- vi. The statement of account of each zonal secretariat shall be audited alongside that of the National Secretariat by the appropriate committee during the annual national convention.
- vii. There shall, for the purpose of assisting the national secretariat, be established a **Zonal Coordinating Office Advisory** committee which shall advise the national secretariat on such matters that may come up on the running of the zonal secretariat.
- viii. Members of this committee shall be drawn from the local chapters in all the geopolitical zones of the federation.
- ix. The national secretariat shall, as it may deem fit assign other functions which are not in this provision to the zonal secretariat and can do so without recourse to any committee.

ARTICLE VI: OFFICERS OF THE ASSOCIATION AND THEIR FUNCTIONS

SECTION 15: OFFICERS OF THE ASSOCIATION

- i. In pursuance of its aims and objective as spelt out in section 5(i-iii) of this constitution, there shall be established for the association, officers, committees and the congress.
- ii. The officers of the association shall include:
 1. The National President
 2. The Vice President (National Affairs)
 3. The Vice President (International Affairs)
 4. The Secretary-General
 5. The Director of Finance
 6. The Director of Software
 7. The Assistant Secretary-General
 8. The Public Relations Officers (PRO)
 9. The Director of Welfare I
 10. The Director of Welfare II
 11. The Immediate Past President
 12. The Ex-Officio Members
 13. The Zonal Coordinating Officers
- iii. The National Executive Committee (hereinafter called the “**Executive**”) shall be constituted by officers spelt out in section 14((ii)-(i-xiii)) above.
- iv. Subject to the provisions of subsection 14(ii), officers in section 14 subsection ii(xii) shall be made of all the serving Presidents of the local chapters and officers in section 14 subsection ii(xiii) above shall be made of the Presidents of the hosting chapters.

SECTION 16: FUNCTIONS OF THE OFFICERS**I. The National President**

- a. There shall be for the association a National President.
- b. Shall be the chief executive of the association and shall preside over all the general and executive meetings
- c. Shall in consultation with the Secretary-General, summon all General and Executive meetings of the association.
- d. Shall be responsible for prompt execution of the Association's policies.
- e. Shall at all time defend the integrity of the association in accordance with the provisions of this constitution.
- f. Shall, in pursuance of the objectives of the association, have the prerogative of assigning roles and duties to other members of the National Executive and members of the Association.
- g. Shall perform other functions that may be conferred on him by this constitution.

II. The Vice President (National Affairs)

- a. There shall be for the association a Vice President (National Affairs)
- b. By virtue of the provision of this section, the office of Vice President (National Affairs) shall be the exclusive reserve of the female members of the Association.
- c. She shall assist and advice the National President in the performance of the latter's duties.
- d. She shall perform all duties of the National President in his absence.
- e. She shall perform other functions that may be spelt out by the National President and the provisions of this constitution from time to time.

III. The Vice President (International Affairs)

- a. There shall be for the association a vice president (International Affairs).
- b. Shall be responsible for finding out and informing the association on the existence of international computer organisations.
- c. Shall in consultation with the executive committee establish and foster relationship between this association and international computer organisations.
- d. Shall perform other duties that may be spelt out by the President and the provisions of this constitution from time to time.

IV. 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 National President, summon all general and Executive Council meetings
- d. Shall be in charge all books, documents, movable and immovable properties of the Association.



- e. Shall keep an up-to-date roll call of all the members of the Association with all the necessary particulars.
- f. Shall perform any other duties spelt out by the National President and the provisions of this constitution from time to time.

V. 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 perform other duties as spelt out by the National President and provisions of this constitution from time to time.

VI. The Public Relations Officer

- a. Shall be for the Association a Public Relations Officer
- b. Shall be responsible for all internal and national publicity of the association.
- c. Shall in consultation with the National Secretariat, issue releases and statements on matters of general interest to the Association.
- d. Shall be in charge of all publication of the Association.
- e. Shall perform other duties as spelt out by the National President and provisions of this constitution from time to time.

VII. The Director of Finance

- a. Shall be for the Association a Director of Finance
- b. Shall collect and keep record of all monies due to the Association and issues receipts of all such monies and shall pay such monies into the Association's Bank Account within two (2) weeks of receipts such monies, shall be help responsible for the safety of such monies.
- c. Shall from time to time seek for the Financial Account of the Zonal Co-ordinating Officers and shall present same to the National Executive Committee (NEC) from time to time and to the appropriate committee during the Annual National Convention.
- d. Shall in addition to (c) above, give a full financial report of the Association as a whole to the National Executive Committee (NEC) from time to time and to the appropriate committee during the Annual National Convention.
- e. Shall prepare or be cause to prepare and circulate to every chapter of the Association at least one week before every Annual National Convention balance sheet as at the end of the Association's financial year.
- f. Shall perform other duties as spelt out by the National President and provisions of this constitution from time to time.



VIII. The Director of Software

- a. Shall be for the Association a Director of Software.
- b. Shall be in possession of the Association's library of the Software.
- c. Shall be responsible for organizing Software exhibitions and information technology training towards skill acquisition and empowerment.
- d. Shall work closely with the industry in pursuance of (c) above and shall report to the National President on such matters that may need the latter's intervention.
- e. Shall be saddled with the responsibility of keeping the Association informed of the current trend in the industry.
- f. Shall co-ordinate software development activities of the Association.
- g. Shall perform other duties as spelt out by the National President and provisions of this constitution from time to time.

IX. The Director of Welfare I (Male)

- a. Shall be for the Association a Director of Welfare I.
- 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 Association's need to accommodation and welfare needs during the Annual National Convention and other conferences meeting and events organized by the Association and or its affiliate.
- c. Shall be in charge of any committee so formed by the National Secretariat to oversee the welfare of members of the Association.
- d. Shall perform other duties as spelt out by the National President and provisions of this constitution from time to time.

X. The Director of Welfare II (Female)

- a. Shall be for the Association a second Director of Welfare to be known and addressed as the Director of Welfare II (Female).
- b. The person so elected shall work in conjunction with the Director of Welfare I to carry out the functions specified in IX (b-d) above.
- c. Shall perform other duties as spelt out by the National President and provisions of this constitution from time to time.

XI. The immediate Past President

- a. The immediate Past President shall be the person who held the position of the National President for the last calendar year before the election of the incumbent National President.
- b. Shall play an advisory role to the incumbent National President and the National Executive Committee.



XII. The Ex – Officio Members.

- a. They shall be Presidents of local chapters of the Association.
- b. They shall act as advisers to the National Executive Committee.

XIII. The Zonal Co-ordinating Officers.

- a. There shall be for the Association, Zonal Co-ordinating Officers.
- b. The Zonal Co-ordinators shall be made up of local Presidents of local chapters hosting the zonal offices in accordance with the provisions of section 14, subsection (i) of this constitution.
- c. Officers appointed in (b) above shall have the power appoint or select other zonal executive members which shall be made of members nominated from each chapter within the geopolitical zone.
- d. The zonal coordinators shall act in accordance with the provisions of section 14 of this constitution.
- e. They shall by virtue of their positions, be ex officio members of the national executives.
- f. They shall represent the national president and the national executives in the zones which they shall administer over.
- g. They shall perform other functions specified by the national president and the national executive in accordance with the provisions of this constitution.

ARTICLE VII: DISTRIBUTION OF OFFICES AND OFFICERS**SECTION 17: DISTRIBUTION OF OFFICERS**

- i. Subject to subsection 13(iv & v) of this constitution, offices of the **National President**, the **National Secretary-General** and the **National Director of Finance** shall be reserved for the chapter holding the **National secretariat**.
- ii. Each chapter shall provide one ex-officio member.
- iii. Aside section 16(i) of this constitution, no chapter shall have more than one officer, excluding the ex-officio members, except when Section 21(iv-v) fails and results in a vacant post.
- iv. In accordance with the provision of Section 9(i) of this constitution and aside section 16(ii) above, 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.



ARTICLE VIII: ELECTORAL MATTERS

SECTION 18: THE ELECTORAL COMMISSION

- i. There shall be established for the association, electoral commission (in this section of the constitution to be known as the “**Commission**”).
- ii. The commission shall be comprised of one (1) member each from each chapter.
- iii. Members so appointed to serve in the commission in accordance with 17(ii) above shall be people of integrity and competence in handling electoral matters.
- iv. The members shall select or appoint a chairman and a secretary 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 commission.
- vi. Setting aside the provisions of sections 9(i) and 6(iv) of this constitution, people appointed according to 17(iv) above shall not come from any of the chapters contesting to host the national secretariat.
- vii. In the event of failure of the provisions of 17(v) 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 17 (vii) above fails, 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 commission shall not have voting rights.
- x. The commission shall stand dissolved immediately after a successful conduct of the elections.

SECTION 19: THE ELECTORAL COLLEGE

- i. There shall be established for the association an Electoral College.
- ii. The Electoral College members shall be known and addressed as the “**Electors**”.
- iii. The Electors College members of one (1) representative each from each chapter of the association so nominated by the chapter.
- iv. The Electors shall elect the national executive of the association.
- v. Where section 18(i) fails, the electoral powers shall be vested on the members of the association at the discretion of the commission.
- vi. In pursuance of subsections 18(iv and v), only duly registered members during such meetings as required by the national secretariat shall be entitled to carry out such functions.

SECTION 20: ELECTORAL MATERIALS

- i. The local chapter of the hosting school shall provide ballot boxes for the purpose of the elections.
- ii. The ballot box shall be a secured rectangular material and shall be opened to the electors and other observers before voting begins.
- iii. The ballot paper shall be made such that the names of the individuals and their corresponding offices written clearly for understanding by the Electors.

- iv. In the case of contest for the National 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.
- v. Subject to 19(iii and iv), the ballot paper shall include the appropriate column for voting purpose.
- vi. Before voting starts, this constitution 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.
- vii. The electoral commission shall ensure security of electoral materials before, during and after voting process.

SECTION 21: ELIGIBILITY OF CANDIDATES

- i. The prospective candidates for elections shall not be final year students of any chapter.
- ii. To contest for the office of the President, such candidate must be very vast in the affairs of the association and must have the ability to carry all members and chapters along.
- iii. Such person in 20(ii) above be highly recommended by the Head of Department of the school where he is a student; clearly stating how competent the candidate is and given the candidate, the department will support him in carrying out his duties.
- iv. Any member of the association wishing to hold the position of the president must have attended at least one (1) convention, pre-convention and one (1) NCS conference.
- v. Subsection 20(iv) also applies to contestants for other posts but with optional attendance of NCS conference.

SECTION 22: THE ELECTIONS

- i. Aside the provisions of subsection 17(iv) of this constitution, elections to the association’s national executive committee shall be held during the annual general convention of the association.
- ii. The elections shall be held by open-secret ballot system.
- iii. The various local chapters shall be responsible for conducting primary elections or selections for candidates contesting for the national secretariat.
- iv. Where 21(iii) fails, the prospective national secretariat may not present more than one (1) candidate for each of the posts of the President, Secretary-General and Financial Director, and the Electors or voters shall elect one of the two candidates.
- v. Aside the national secretariat, each chapter shall present at most the number of candidates equal to the number of posts.
- vi. Nominations for the other post shall be done at the convention and shall be at most one candidate from each chapter excluding the prospective national secretariat.
- vii. The electoral commission shall give out guidelines as to the campaign proceedings for the elections at least seventy two (72) hours before the elections.

- viii. Subject to the discretion of the commission, each contestant shall be given opportunity to convince the general congress on his or her programmes of action if elected, at a manifesto at least two (2) hours before the elections.
- ix. There shall be no further campaign after the provision of 21(viii) has been satisfied.
- x. The number of voters for a particular office shall be one less than the number of candidate for that office.
- xi. Counting of ballot papers shall be done openly at the discretion of the electoral commission.
- xii. 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.
- xiii. The President of each chapter shall be ex-officio member from the chapter.
- xiv. A second round of voting may be required in the event of ties between candidates with highest number of votes.

SECTION 23: ELECTION PETITIONS

- i. The electoral committee shall give room for petitions on electoral matters.
- ii. Petitions on electoral matters shall be submitted, heard and decided on within two (2) hours after the announcement of the elections results.
- iii. The decision on petitions shall be at the discretion of the commission but subject to ratifications by the congress.

SECTION 24: TYPES OF ELECTIONS

- i. The association shall by the powers of this constitution, conduct the following types of elections.
 - a. The General Elections
 - b. Bye-Elections
- ii. The General Elections in sub subsection 23(i) a above shall be conducted by the electoral commission once every Association's calendar year at the Annual National Convention.
- 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 if during the association's calendar year and before the next annual convention, a vacancy occurs.
- vi. Such vacancy as in (v) shall be filled by the chapter from where the vacancy occurs.
- vii. In case provision (vi) fails, the chapter hosting the National Secretariat shall conduct a bye-election to fill the vacant post.

SECTION 25: DECLARATION OF VACANCY

- i. An office shall be declared vacant if inter alia:
 - a. The previous holder of the office ceases to be a Computer Science student.
 - b. The officer has been impeached subject to the provisions of section 25 of the constitution.
 - c. If the previous holder of the office dies.
- ii. A bye-election shall be held to fill the vacant post subject to the provisions of Section 22 (vi-vi).
- iii. Pending the determination of Section 24 (ii) above, in the case of the National President, the Vice President (National Affairs) shall take over and shall relinquishes the office within ten (10) days in which the post had so been declared vacant within which Section 23 (ii) should have been carried out.
- iv. A vacancy in the National Executive Committee shall not by itself alone render invalid the decision or any act done by the National Executive Committee.

SECTION 26: IMPEACHMENT OF AN OFFICER

- i. An officer shall stand removed if He / she inter alia:
 - a. Has been found incompetence by the Association
 - b. Has been found guilty t have misappropriated the Association's fund.
 - c. Has contravened the provisions of this constitution.
- 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 issue.
- 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 in accordance with the provisions of Section 23 (iv-vi) of this constitution within ten (10) days after his / her removal.

ARTICLE IX: FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE AND OTHER COMMITTEE**SECTION 27: THE NATIONAL EXECUTIVE COMMITTEE**

- i. It shall prepare and cause to be prepared and submit for the approval by the Association an annual budget containing the estimated revenue and expenditure of the Association for any current financial year.
- ii. It shall be responsible for the day to day running of the Association.
- iii. It shall have power to appoint other committees and Advisers to aid in the running of the Association.

SECTION 28: COMMITTEE OF PAST NATIONAL PRESIDENTS

- i. The committee shall comprise of all past presidents of the Association.
- ii. The committee shall within itself, appoint a chairman and other relevant portfolios.
- iii. The committee shall when called upon, advice the incumbent National Executive Committee on matters that may be placed before it.

SECTION 29: THE AUDIT COMMITTEE

- i. There shall be established for the Association an audit committee.
- ii. The committee shall be made up of one member each from the six (6) geo-political zones and one from the National Secretariat whom shall be selected by their respective zones during the Annual National Convention of the Association.
- iii. There shall be appointed a Chairman and a Secretary from among its members.
- iv. It shall be the function of the committee to audit all the Association's book of account and shall submit the audited report to the congress before the end of the Annual National Convention of the Association.

SECTION 30: THE DISCIPLINARY COMMITTEE

- i. There shall be established for the Association a disciplinary committee.
- ii. Members of the committee shall be people of high integrity and members shall be made up of one member each from the six (6) geo-political zones and one from the National Secretariat whom shall be selected by their respective zones
- iii. There shall be appointed a Chairman and a Secretary from among its members.
- iv. The committee shall be responsible for ensuring a high level of discipline among the members of the Association and the National Executive Committee.
- v. It shall hear all cases relating to conduct and misconduct of members, chapters and Executives.
- vi. It shall assist the National Executive Committee in settling dispute among members, chapters and Executives.
- vii. Setting aside the provision of Section 26(iii) of this constitution, members of the committee shall be appointed by the congress during the Annual National Convention of the Association and shall stand dissolved at the end of the tenure.

SECTION 31: THE ANNUAL NATIONAL CONVENTION COMMITTEE

- i. There shall be established by the National secretariat for the Association an Annual National Convention committee.
- ii. The committee shall be known and addressed as the "**Local Organising committee**" or the "**LOC**".
- iii. The committee shall be responsible for a successful and hitch free Annual National Convention or pre Annual Convention of the Association
- iv. Members of the committee shall be men and women of high integrity and competence with the ability to perform in the relevant position so assigned.
- v. The committee shall be made up of a Chairman and a Secretary and any other portfolio as deemed fit by the National Trustees.
- vi. The committee shall be set up at most four (4) months to the Annual National Convention of the Association.
- vii. The committee shall be divided into subcommittees at the discretion of the National Trustees to ensure a successful convention.



SECTION 32: THE ZONAL COORDINATING OFFICES ADVISORY COMMITTEE

- i. There shall be established for the Association a Zonal coordinating offices Advisory committee.
- ii. The committee shall advise the National Executive Committee on the running of the Zonal Offices.
- iii. The committee shall have its members drawn from all zones of the Association during the Annual National Convention of the Association.
- iv. The committee shall appoint a Chairman and a Secretary from among its members.
- v. Members of the committee shall be men and women of high integrity with vast knowledge of administration of such structures.
- vi. The committee shall be expected to visit each zonal office at least twice before the expiration of its term of office.
- vii. The Association shall draw its power from the directive and at the discretion of the National Executive Committee subject to the provisions of this constitution.
- viii. The committee shall stand dissolved at the end of the Association's calendar year.

SECTION 33: THE CONSTITUTION REVIEW COMMITTEE

- i. There shall be established for the Association a constitution review committee when needed.
- ii. The committee shall be appointed by the congress during the Annual National Convention of the Association.
- iii. Members of the committee shall be drawn from each chapter of the Association.
- iv. There shall be appointed among members, a chairman and a secretary, with the chairman coming from the chapter hosting the National Secretariat.
- v. Members of the committee shall be men and women of impeccable character and knowledge in constitutional matters.
- vi. The committee shall work hand in hand with the National Secretariat in reviewing the constitution through studying the various amendment propositions by members of the Association.
- vii. The committee shall report directly to the congress of the Association, its finding and proposed amendment.
- viii. Amended constitution shall not be accepted until a quorum is formed in its support by the congress during the Annual National Convention of the Association.



ARTICLE X: FINANCIAL MATTERS

SECTION 34: 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 National Executive Committee at the beginning of the Association's Calendar year.
 - b. **Annual dues:** Each Chapter shall pay an Annual due to be fixed by the National Executive Committee at the beginning of the Association's 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 National Executive Committee.
 - e. **Other sources:** The Association shall accept monies from other legitimate sources as approved by the National Executive Committee.

SECTION 35: EXPENDITURE

- i. The National Executive Committee of the Association shall carry out expenditure not exceeding sixty percent (60%) of its annual income.

SECTION 36: IMPREST ACCOUNT

- i. The National Executive Committee of the Association shall by prerogative maintain an Imprest account for the smooth running of the Association.

SECTION 37: BANK ACCOUNT

- i. The Association shall have a banker which shall be resident in the town or in the area nearest to the National Secretariat.
- ii. The banker in section 37(i) above shall be a reputable bank with a very wide national spread.

SECTION 38: SIGNATORIES TO THE ACCOUNT(S)

- i. The National President, the Secretary General and the Director of Finance shall collectively be legal signatories to the Association's Bank Account(s).

SECTION 39: FINANCIAL MISAPPROPRIATION

- i. The Association shall maintain strict financial discipline among its National Executive Committee members and other relevant members.
- ii. Any Association's members or National Executive Committee 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.

ARTICLE XI: MISCELLANEOUS PROVISIONS

SECTION 40: CONDUCT OF MEMBERS OF THE NATIONAL EXECUTIVE COMMITTEE

- i. Every members National Executive Committee 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. Every member National Executive Committee shall at all time seek the progress and prosperity of the Association in all its dealing as a member of the National Executive Committee.
- iii. All National Executive Committee members shall undertake to uphold the constitution of the Association and shall strive to discharge their duties effectively, promptly and with a high sense of dedication.
- iv. The National Executive Committee shall with all sense of responsibility be expected to visit each and every chapter of the Association at least once before the expiration of its tenure of office.

SECTION 41: EXPECTATIONS OF THE CHAPTERS

- i. Each chapter shall forward the names of her Executives Committee and their take over notes or minutes to the National Secretariat.
- ii. A copy of the local constitution shall be made available to the National Secretariat and the National Secretariat shall in turn make available a copy of the National constitution to the chapter.
- iii. A copy of any magazine published by a chapter shall be made available to the National Secretariat.
- iv. Each chapter shall be expected to pay her Annual dues promptly and regularly.
- v. Communication shall be made by each chapter to the National Secretariat on any dispute or issue which shall require the attention of the former.

SECTION 42: THE ANNUAL REPORTS

- i. All members of the National Executives Committee with the exception of the Ex-officio members shall respectively present Annual reports at the Annual National Convention of the Association.
- ii. All other committees set up by the provisions of Article IX of this constitution shall present an Annual Report at the Annual National Convention of the Association.

SECTION 43: SWEARING-IN PROCEDURES

- i. The National Executives Committee shall be expected to be sworn in at the discretion but not latter two (2) months after the election.
- ii. During such swearing-in, an appropriate oath of office shall be administered by the National President who in turn shall administer the appropriate oath of office on other members of the National Executive Committee.
- iii. Subject to the provisions of Section 41 (i & ii) above, the swearing-in shall be done during the Annual Conference of the Nigeria Computer Society (NCS).

SECTION 44: INTERPRETATION OF THIS CONSTITUTION

- i. The National President shall have the right to interpret the rules and provisions of this constitution.
- ii. He / she shall be expected to rule on any matter over which the constitution is silent.
- iii. Such interpretation shall be recorded in the minute book and shall be published for the information of all members of the Association.
- iv. The National President shall pursue the provisions of (ii) above subject to the provision of Section 4 (vi-vii) of this constitution.

SECTION 45: CITING OF THIS CONSTITUTION

- i. This constitution may be cited during the meetings of this Association as the “**National Constitution**” and at other times as the “**Constitution of the Nigeria Association of Computer Science Students**”.

SECTION 46: COMMENCEMENT OF THIS CONSTITUTION

- i. The provisions of this constitution shall come into force from the 10th Annual National Convention.

SECTION 47: AFFILIATION OF THE ASSOCIATION

- i. The Association shall be an affiliate of the Nigeria Computer Society (“The NCS”).
- ii. Aside (i) above, the Association shall also be affiliated to any National or International Organization / Association that it so desires, and as ratified by the congress.

SECTION 48: ORDER OF PROCEEDINGS AT MEETINGS**i. MEETINGS OF THE NATIONAL EXECUTIVE COMMITTEE**

- a) The meetings of the National Executive Committee shall be declared open and presided over by the National President and in his / her absence by the next most senior Officer present at such meetings.
- b) The Secretary General or his / her Assistant shall keep a record of the proceedings of the meetings in a minute book which shall include the names of the attending and absentee members, decisions taken, and other relevant information.
- c) Decisions shall at such meetings be subjected to a round of voting with a quorum necessary for a final decision on such matters to be taken.
- d) In the event of failure to secure a quorum on such decisions, the final decision on such matter shall be made the National President or whoever is presiding at such meetings and such decision shall be binding on all members of the National Executive Committee

ii. MEETINGS OF OTHER COMMITTEES OF THE ASSOCIATION.

- a) The meetings of the various committees shall be declared open and presided over by the Chairman of such committee and in his / her absence by a person so delegated for that purpose by the Chairman.
- b) The record of proceedings at such meetings shall be kept by the Secretary of the committee in question and in his / her absence by a person so agreed upon by the members to do so.
- c) The record in b) above shall be in a minute book or a file dedicated for that purpose; the record shall contain the names of the attending and absentee members as well as decisions taken by the committee and other relevant matter.
- d) Decisions shall at such meetings be subjected to a round of voting with a quorum necessary for a final decision on such matters to be taken.
- e) In the event of failure to secure a quorum on such decisions, the final decision on such matter shall be made the Chairman or whoever is presiding at such meetings and such decision shall be binding on all members of the committee in question
- f) Decisions at such meetings shall be made available to the appropriate body of the Association.

iii. GENERAL CONGRESS MEETINGS

- a) The general meetings of the congress shall be called the **General Assembly of the Association** or the **plenary session of the congress** or simply the **General meeting**.
- b) The names of the congress members present and attending such meeting shall be kept in the **general register** to be made available by the National Secretariat or the hosting chapter.
- c) The National President shall have power to declare open and presided over meetings and in his / her absence by the next most senior National Executive member present at such meetings and shall have such powers.
- d) Unless there is an otherwise resolution, the orders of business at such meetings shall include the following:
 - 1) **Election:** When necessary, any of the members of the National Executive Committee present can be elected as chairman of the meeting whenever the National President and the next most senior officer is not president.
 - 2) **Confirmation:** The National President and the Secretary General shall sign the minutes of the last meeting with a prominent member of the congress as witness after an adoption by the congress.
 - 3) **Agenda:**
 - i. Matter arising from the minutes of the last meeting shall next be attended to unless such matters have been separately included in the agenda prescribed for the meeting.
 - ii. Business specified on the notice and agenda of the meeting in order shown on the notice shall be followed unless changed by the congress.



4) Motions:

- i. Notice of the motion to be debated must be filled with the Secretary General at least three days before the meeting and such motion must be displayed on the notice board.
- ii. All motions bearing the names of the mover and seconder shall be recorded and displayed. They shall be opened to discussion and amendments.
- iii. Debates shall be limited to the immediate pending questions as slated by the National President or the presiding officer. He / she shall rule out of order any person failing to adhere to the subject matter under discussion.
- iv. When several motions are presented successfully on any issue, the motion first tabled and seconded shall be voted upon and subsequent motions shall then follow.
- v. No motion in the order shall conflict with the constitution and other relevant Laws of the Federation of Nigeria (LFN). The leader shall entertain no inflammatory, frivolous or absurd motion where he is satisfied that the member are employing acknowledge forms of debate merely to obstruct the business shall either not recognise such member(s) or rule them out of order.

5) Amendment of Motions:

- i. Amendment shall be either:
 - 1) To leave out word(s) or
 - 2) To leave out word and insert or add other or
 - 3) To insert or add other words.

6) Order of Recognition:

- i. The presiding officer shall recognise those wishing to speak in the following order of precedence:
 - 1) Point of order
 - 2) Point of information
 - 3) Point of observation

1) Point of Order:

A point of order shall be heard at all times except during the act of voting. It shall deal with the conduct or procedure of the meeting and concern such matters:

- i. In decorum
- ii. Transgression of standing orders
- iii. Introduction of matters not relevant to the question under consideration.

2) Point of Information:

A point of information on issues shall be heard at the instant of the presiding officer provided that such information is made before issues are put to vote; the presiding officer over rule shall be final.



7) Rules of Debate:

- i. A member of the congress shall stand when speaking and shall address the presiding officer and the congress.
- ii. If two or more members rise at once, the presiding officer shall determine whom precedence shall be given.
- iii. If the presiding officer has occasion to rise to assert his authority, all members of the congress shall sit immediately.
- iv. Debate shall be limited to the immediate pending question(s). The presiding officer shall rule out of order any member who fails to adhere to the other.
- v. A member of the congress shall not speak more than once on the same motion unless no other member who has not spoken on the issue. The presiding officer shall be competent to limit debate on any issue.
- vi. The person who proposed a motion shall start discussion on his motion and shall strictly confine himself to answering statements and arguments which shall make his motion explicit.
- vii. Members of the congress shall only speak when recognised by the presiding officer.
- viii. Members shall remain standing when the President or the presiding officer enters the venue of the meetings and shall be seated only when he has taken his seat.
- ix. The **official language** of all meetings shall be **English Language**.
- x. Proceedings of the General meeting shall remain in session until the presiding officer declares the meeting adjourned or closed.
- xi. The presiding officer shall call to order, a member of the congress who disregards the authority of the office of the former or abuses the rules of the General meeting by persistent and willful obstruction of the business if after such caution such member persist in such misconduct, the presiding officer shall order such a member to leave the meeting.
- xii. The decision of the General meeting shall be subject to debate and subsequent ratification by a quorum of the congress.

SECTION 49: OATHS

i: OATH OF ALLEGIANCE.

I _____, do Solemnly swear / affirm that I will be faithful and bear true allegiance to **Nigerian Association of Computer Science Students (NACOSS)** and that I will Preserve, Protect, and Defend the Constitution of this Noble Association.

So Help Me God.



ii OATH OF OFFICE:

I _____, do Solemnly swear / affirm that I will be faithful to the Constitution of the **Nigerian Association of Computer Science Students (NACOSS)**; and that as the: _____ of this Association, I will discharge my duties honestly to the best of my ability and faithfully in accordance with the provisions of the Constitution of **Nigerian Association of Computer Science Students (NACOSS)** and always in the interest of the Association. I will not allow my personal interest to influence / override my official conduct or decision; that I will also do right to all manner of students / people without fear or favour, affection or ill-will; that I will preserve, protect, and defend the Constitution of the **Nigerian Association of Computer Science Students (NACOSS)** and work in the interest of the Sovereignty, Integrity, Solidarity, Prosperity and Well-being of this Great and Noble Association and her members and that I will devote my official time as the _____ to the service and well being of the members of the Association.

So Help Me God.

Name: _____ Position: _____

Signature: _____ Date: _____

SECTION 50: THE NACOSS ANTHEM

Awake o ye NACOSSites amidst obscurity
 Awake my dexterity in skill to lofty heights
 Take up the challenge, catch the flame Bright
 Shinning as the sun. This is the time, this is the age
 Advance and light the torch
 Information technology is our legacy to posterity.

Awake great Nigerians to make our country great
 Awake small but mighty ones
 The sleeping giant awake
 Guide our leaders path help
 Our youth the truth to know in love and honesty
 To grow and living just and true
 Information technology is our legacy to posterity.

