



THE CONSTITUTION

OF

THE NIGERIAN INSTITUTE

OF

ELECTRICAL AND ELECTRONIC

ENGINEERS (NIEEE)

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THE CONSTITUTION

OF

THE NIGERIAN INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS (NIEEE)

PREAMBLE

We the members of the Nigerian Institute of Electrical and Electronic Engineers (NIEEE) having firmly and solemnly agreed to come together as one united and indivisible body, dedicated to the promotion of professional activities that would enhance and improve the welfare and solidarity, peace, equity and justice amongst ourselves, and all organs of this Institute; do hereby enact, promulgate and give to ourselves this Constitution, whose provisions shall be binding on all members and hereby willingly resolve to be governed by the provisions herein contained.

This Constitution establishes the Organs and Structures of the Institute, their methods of operation and interrelationships for the attainment of the Vision and mission of the Institute through the achievement of its aims and objectives.

INTERPRETATIONS

- (i) In this Constitution, the words imparting singular shall include plural and vice versa, and the words imparting masculine shall include the feminine and vice versa.
- (ii) 'Constitution' shall mean the Constitution of the Nigerian Institute of Electrical and Electronic Engineers.
- (iii) Numerical Chapter of this constitution shall be denoted and referenced as Articles, followed by sections and subsections.
- (iv) NIEEE (pronounce as "N", "I", "triple E") shall be the official abbreviation of the Nigerian Institute of Electrical and Electronic Engineers.
- (v) 'The profession' shall mean Electrical/Electronic Engineering.
- (vi) The generic name Electrical/Electronic Engineering shall include among others the following fields of engineering: electrical, electronics, microelectronics, power, telecommunications, computer, information technology, electro-optical, instrumentation, control, automation, mechatronics, solar energy, broadcasting and allied fields and other subdivisions of engineering, science and technology.
- (vii) Electrical/Electronic Engineers shall mean engineers who have engineering background in electrical and electronic engineering, practicing in one or more of the fields listed above or engaged in one or more of the following types of activities:
 - a. Electrical and process control services.
 - b. Electrical process control and automation systems, telecommunication systems, signaling and computer engineering.
 - c. Electrical manufacturing industry.
 - d. Electrical maintenance, construction and contracting industries.

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- e. Application of electricity and electronics to medical science, aeronautics, maritime, automobiles, etc.
- f. Study, teaching, researching and development pertaining to any field of engineering or applied sciences of electricity and electronics.
- (viii) Degree in Electrical/Electronic Engineering shall include Bachelor degree in any of the disciplines or specialized fields of Electrical/Electronic Engineering.
- (ix). Equivalent to Degree in Electrical/Electronic Engineering (Article 5, section 5.3) shall include Higher National Diploma (HND) in Electrical /Electronic Engineering plus post Graduate Diploma (PGD) in Electrical /Electronic Engineering or Bachelor Degree / HND in other Engineering discipline or sciences plus PGD in Electrical /Electronic Engineering that is registrable by COREN.
- (x) COREN shall mean the Council for Regulation of Engineering in Nigeria.
- (xi) Power & Clean Energy Engineering shall include but not limited to the following Electrical /Electronic disciplines/subdivisions- power systems, electric power, solar power/energy, low voltage, high voltage, machines, power generation, power transmission, power distribution, renewal energy and related fields.
- (xii) Information and Communications Technology Engineering shall include but not limited to the following engineering disciplines-telecoms systems and computer engineering, information and communication technology (ICT), signal processing, telecoms transmission, microwave radio and vsat, telecoms switching, voice /data communication, hardware and software engineering and related fields.
- (xiii) Instrumentation, Control and Automation Engineering shall include but not limited to the following subdivision: process automation, control and optimization engineering, electrical control and allied areas.
- (xiv) Electronic and Computing Engineering shall include but not limited system engineering, software engineering, networking engineering, microprocessor, cyber security, data engineering, artificial intelligence, robotics, machine learning, virtual reality, augmented reality, metaverse, quantum computing and allied areas.
- (xv) Avionic and Space Engineering shall include but not limited to aircraft, spacecraft avionic instrumentation, satellite, missiles, navigation system, weather radar, radio communication, flight safety system and allied areas.
- (xvi) Embedded/Emerging Technologies shall include all technologies whose development, practical applications, or both are still largely unrealized. The technologies are generally new but also include older technologies finding new applications.
- (xvii) Constitution shall mean the operating Constitution of the Institute that is amended from previous Bye-laws of NIEEE or written from this constitution in the manner prescribed herein.
- (xviii) 'BoT' shall mean Board of Trustees or the Registered Trustees of the NIEEE
- (xix) 'Council' shall mean Governing Council of the NIEEE
- (xx) 'The Executive Committee' means members for the time being of the committee hereby constituted for the day-to-day administration of the Institute at national and chapter levels.

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- (xxi) 'Section' shall mean professional sections or technical division/subdivisions of the NIEEE or electrical/electronic engineering disciplines as defined here-in for career and professional development and technical advancement including research, innovation, mentorship, and peer collaboration. 'Section' should not be confused with the same word, when it is used to refer to part of this Constitution.
- (xxii) 'Members' shall mean all grades of the membership of the Institute that may have been duly admitted or elected as prescribed herein, financially up-to-date, who shall enjoy non-transferable rights and privileges as the General Meeting/AGM may from time to time prescribe.
- (xxi). 'Student member' shall be a member of a student Chapter of the NIEEE and undergoing a regular course of study in Electrical/Electronic Engineering or in a related numerate science bearing direct relationship to the practice of Electrical and Electronic Engineering in a recognized tertiary institution.
- (xxii). 'The General Meeting' means the meeting of members of the Institute properly constituted and as contained in the Constitution.
- (xxiii). The 'President' shall mean the President of The Nigerian Institute of Electrical and Electronic Engineers; replacing National Chairman from the old Bye-law/Constitution.
- (xxiv). The 'Deputy President' shall mean the Deputy President of The Nigerian Institute of Electrical and Electronic Engineers. This is next to the President and replaces Deputy National Chairman from the old Bye-law/Constitution.
- (xxv). 'Vice President' shall mean the Vice President of The Nigerian Institute of Electrical and Electronic Engineers. This replaces National Vice Chairman from the old Bye-law/Constitution.
- (xxvi). 'Section Board Chairman' shall mean the Section Board Chairman of The Nigerian Institute of Electrical and Electronic Engineers. This is the function of a (National) Vice Chairman both included in this Constitution.
- (xxvii). 'The Executive Secretary' shall mean the Executive Secretary of The Nigerian Institute of Electrical and Electronic Engineers.
- (xxviii). 'The Immediate Past President' shall mean the Immediate Past President of The Nigerian Institute of Electrical and Electronic Engineers. This replaces the 'Immediate Past National Chairman' from the old Bye-law/Constitution.
- (xxix). 'Chapter Chairman' shall mean the chairman of a Chapter.
- (xxx). 'Chapter Deputy Chairman' shall mean the 'Deputy chairman' of a Chapter.
- (xxxi). 'Chapter General Secretary' shall mean the General Secretary of a Chapter.
- (xxxii). 'Chapter Financial Secretary' shall mean financial secretary of a Chapter.
- (xxxvi). 'Chapter Committee' shall mean a Committee set up for various business of Chapter.
- (xxxvii). 'Chief Electoral Officer' shall mean a member of the Institute appointed by the Executive to conduct elections.

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- (xxxviii). 'Election Commission' shall mean Chief Electoral Officer together with other corporate members so appointed by the Executive to conduct elections.
- (xxxix). 'Voter' is any member of The Nigerian Institute and Electrical and Electronic Engineers qualified to vote according to this Constitution.
- (xl). 'Section Coordinator' shall mean the Chapter Section Coordinator of the Nigerian Institute of Electrical and Electronic Engineers.
- (xli). 'Election rules' shall mean the rules stipulated by an Electoral Committee and approved by the Institute or its authorized organ.
- (xlii). 'Election schedule' shall mean a statement containing dates of important activities so determined and announced by the Electoral Committee.
- (xliii). 'Candidate' shall mean a nominee for the election of the Executive whether nominated by the sitting Executive or by corporate/associate member as per Constitution.
- (xliv). 'Election Agent' means a corporate member of the Institute so appointed in writing by the candidate and approved by the Election Commission.
- (xlv). 'Defaulter' shall mean a corporate member of the Institute who has not paid his/her dues or other charges payable to the Institute or its Chapters by the date notified by the Executive Secretary or General Secretary.
- (xlvi). 'Month' shall mean a calendar month.
- (xlvii). 'Meeting' shall mean a meeting of the members of the Institute whether ordinary, Extraordinary, Annual or Emergency called and adequately constituted and any adjourned meeting thereof.
- (xlviii). 'Term' shall mean the period between two consecutive Annual General Meetings of the Institute.
- (xlix). 'Seal' shall mean the seal of The Nigerian Institute of Electrical and Electronic Engineers.
- (l). 'Ballot' shall mean ballot or any instrument as shall be determined by the Electoral committee to administer election.

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1. SUPREMACY OF THE CONSTITUTION.

1(1) The document shall be known and recognized as "The Constitution of the Nigerian Institute of Electrical and Electronic Engineers"

1(2) This Constitution is supreme and all the provisions shall be binding on members and organs of the Institute.

1(3) If any provision of this Constitution is inconsistent with the provision of the Constitution of the Federal Republic of Nigeria, or any enactment of the National Assembly, the provision(s) of this Constitution to the extent of such inconsistency shall be null and void.

1(4) Bye-laws and Regulation

The Institute may promulgate or enact Bye-laws and other regulations that shall advance the course of the professionalism of members subject to the consent of the Governing Council of the Institute and ratification of Annual General Meeting; if any such law or Bye-law conflicts with any provision of the Constitution, the Constitution shall supersede.

2. NAME, VISION, MISSION STATEMENTS

2(1) **Name:** The name of the Institute shall be the Nigerian Institute of Electrical and Electronic Engineers (NIEEE)" hereinafter referred to as the Institute.

2(2) **Vision:** To be the leading and most credible professional Institute of first choice.

2(3) **Mission:** To promote professional competence through the design and development of sustainable Electrical and Electronic Engineering solutions for the benefit of mankind and the environment.

2(4) **Development of Medium-Term Framework:** The NIEEE Medium Term Strategic Framework shall be designed to provide a set of operational guidelines and target that will guide successive National Executives of the Institute to manage the affairs of the Institute in alignment with its vision and Mission statement.

3 REGISTERED OFFICE

The registered office of the Institute shall situate in Nigeria.

4. AIMS AND OBJECTIVES OF THE INSTITUTE

4(1)

- i. To create a platform for continuing career and professional development and technical services.
- ii. To advance the cause of Electrical and Electronic Engineering personnel and firms through education, research, collaboration and development of Codes and Standards.

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- iii. To encourage innovative development of sustainable solution by harnessing the various specialized fields of power engineering, electronic, clean energy, telecommunications, systems engineering, computer engineering, radio frequency engineering, signal processing, broadcasting, instrumentation, optics and photonics, hardware engineering, power electronic, electromagnetics and waves, microwave engineering, nanotechnology, electrochemistry, mechatronics, biomedical engineering, electrical material science, robotics, artificial intelligence, machine learning, control and automation, avionics, quantum engineering, embedded/emerging technologies which covers internet of things, Big Data, block chain technology etc with background practicing in one or more of the fields listed above or engaged in one or more of the following types of activities:
 - a. Electrical manufacturing industry
 - b. Electrical maintenance, construction and contracting industries
 - c. Application of electricity and electronic to medical science, aeronautics, maritime, automobiles, etc
 - d. Study, teaching, research and development pertaining to any field of engineering or applied sciences of electricity and electronic
- iv. To provide technical fora for discussion, mentorship, development and dissemination of knowledge to members and the public.
- v. To promote the welfare and protect the interest of practitioners of Electrical and Electronic Engineering in the public and private sectors of the economy through advocacy, career progression, recognition and all other means.
- vi. To engage and advise government, industry and commercial establishments connected with Electrical and Electronic Engineering on relevant subjects on matters concerning professional practice.
- vii. To work with any relevant regulatory bodies to achieve the above aims and objectives.

4(2) The Constitution has five cardinal points which includes;

- a. Registration of members
- b. Continuous Professional Development
- c. Codes and Standards development and standardization
- d. Advocacy
- e. Research and Development

5 MEMBERSHIP GRADES

The Institute shall have the following Membership grades, who shall be admitted in accordance with the provisions of the Constitution and shall be entitled to the use of the grade's indicative abbreviations, as suffix to their names

5(1) Corporate Membership

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Fellow.....FNIEEE

Member..... MNIEEE

5(2) Non-Corporate Membership

Associate Member ANIEEE

Graduate Member..... GNIEEE

Student Member.....StNIEEE

Affiliate..... AfNIEEE

Corporate Firm Member.....CfNIEEE

5(3) CRITERIA FOR MEMBERSHIP

5(3)(1) Fellow

Every candidate for elevation to the grade of a Fellow shall apply (Fellowship by Direct Application) or be invited (Fellowship by Invitation) and produce evidence acceptable to the Council, that: he/she

- i. possesses a Degree in Electrical and Electronic Engineering
- ii. possesses a Degree in engineering registrable by COREN and postgraduate Degree in any field of Electrical and Electronic engineering
- iii. possess a Degree in any of the emerging or hybrid field in Electrical and Electronic Engineering
- iv. has been a corporate member of the Institute for at least ten years.
- v. has held a position of higher responsibility and has attained prominence in the profession
- vi. has made significant contributions to the cause of the advancement of Electrical/Electronic Engineering, as determined by the of Fellows.
- vii. upon consideration of long practice of the profession above ten years, with adequate relevant professional qualifications and immense contributions to the cause of the Institute, is considered fit by the Board and approved by Council, notwithstanding sub-section 5(3)(1)(iv) above.

5(3)(2) Corporate Member

Every candidate for admission or transfer to the grade of corporate membership shall apply and produce evidence acceptable to the Council, that s/he:

- (i) possesses a Degree in Electrical and Electronic Engineering registrable by COREN
- (ii) has had at least four years recognized professional experience and has made contributions to the Electrical/Electronic Engineering Profession.
- (iii) possesses a Degree in engineering registrable by COREN and postgraduate Degree in any field of Electrical and Electronic engineering
- (iv) possesses a Degree in any of the emerging or hybrid field in Electrical and Electronic engineering

5(3)(3) Associate Member

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Every candidate for admission or transfer to the grade of Associate Member shall apply and satisfy the council that s/he:

- (i) possesses an HND (Higher National Diploma) in engineering or degree in the Sciences.
- (ii) has had at least 4 years experience in the practice of Electrical/Electronic Engineering or in any of the relevant sectors

5(3)(4) Graduate Member

Every graduate for admission or transfer from student member to the grade of Graduate Member shall apply and produce evidence to the satisfaction of the Council that s/he:

- i. possesses a Degree in Electrical/Electronic Engineering or its equivalent recognized by the Institute and registrable by COREN,
- ii. must have been a graduate of Electrical/Electronic Engineering for at least one (1) year.

5(3)(5) Student Member

(i) Every candidate for admission to the grade of Student Member shall be a bonafide matriculated student of Electrical/Electronic Engineering of a university, polytechnics or any higher Institution or its equivalent recognized by the government.

(ii) Study any of the specialty courses in Electrical/Electronic engineering

5(3)(6) Affiliate Member

Every candidate for admission into the grade of Affiliate shall be a person considered to have made relevant contribution(s) to the field of Electrical/Electronic Engineering and its allied specialization and holds a degree of not less than four years post-graduation from a recognized institution.

5(3)(7) Corporate Firm Member

Any company desiring admission to the grade of Corporate Firm Member shall be a registered company or organization recognized under the laws of the Federal Republic of Nigeria whose ordinary course of business is concerned with or promotes the development of the profession or the Institute and which has achieved prominence in such manner as prescribed by the Examination and Admission Board.

5(4) Life Membership

There shall be Life Membership recognition for Corporate Members including Associate Members who have attained the age of sixty (60) years. A life member shall pay a sum equivalent to five years annual dues of the Institute in a single installment at the subscription rate applicable to the year of application and for which s/he shall continue to receive his/her membership benefits and considered a financial member as long as s/he lives.

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Alternatively, all Corporate Members that has attained the age of 65 years and in good Financial Standing are automatically Life Members of NIEEE.

5(5) Having been admitted by the Council, every member so admitted shall sign the Oath of Allegiance as a prelude to enjoying privileges associated with membership of the Institute

6. CESSATION OF MEMBERSHIP

6(1) A person shall cease to be a member of the Institute if his/her membership cessation is approved by the Council on the ground that he/she:

- (i) Submits his/her resignation in the prescribed manner to the Council and the Council accept the same, or
- (ii) Is found guilty by the Council, of Professional misconduct in respect of the code of conduct that may be prescribed by the Council from time to time, or;
- (iii) Is expelled from the Institute by the Council for violation of the articles of the Constitution.
- (iv) Is convicted of any criminal offence by a court of law of competent jurisdiction or;
- (v) Has become of unsound mind or has been declared to be a lunatic by a competent authority.

6(2) The membership of a member shall not be terminated pursuant to the provisions of sub-clauses (ii) and (iii) of this Article, until such shall have been given an opportunity to be heard on any allegation against him/her.

7 ORGANS OF INSTITUTE, COMPOSITION, FUNCTIONS, TENURE

7(1) Board of Trustees (BoT)

The Board of Trustees shall be an advisory organ made of eminent members of the Institute.

7(1)(1) Composition of BoT

- i) The members of BoT, shall be appointed among distinguished members of the Institute with excellent track record of consistent performance and shall be nominated in the following manner:
 - a. Two members (Fellowship grade) shall be nominated by National Executive Committee. Nominees shall not be among serving National Executive members.
 - b. Two members (Fellowship grade) shall be nominated by the Council. Nominees shall not be among serving Council members.
 - c. Two members to be nominated on behalf of the College of Fellows of the Institute from among its members, by the Board of Fellows. Nominees shall not be among serving members Board of Fellows.

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- ii) Where the nominee(s) of the nominating organ(s) is/are skewed to the balance of the composition of the Board, such organ(s) may be advised by Executives to submit another nominee(s) with reasons advanced
- iii) The BoT shall determine amongst itself the Chairman of the BoT who shall preside over its proceedings and meetings.
- iv) All nominees as approved by the Governing Council shall be ratified by the General Meeting of the Institute.
- v) The BoT shall be sworn into office and inaugurated by the President and Chairman-in-Council not more than two (2) months after being ratified by the General Meeting.
- vi) If a member resigns, the nominating organ shall nominate a replacement
- vii). In the event that the chairman resigns, members shall select from among themselves someone to preside over the meeting pending replacement of the vacating member which shall be in accordance with procedures prescribed for the appointment of members to BoT.
- viii) The BoT shall be answerable to the General Meeting.

7(1)(2) Functions of BoT

The BoT shall perform functions such as:

- (i) Mentorship, advisory and steering of ethical practice among the members, and other issues (which could be administrative, financials, professional and technical) that cannot be resolved by the National Executive Committee.
- (ii) Assisting the Council to maintain effective functional relationship between the National Executive Committee, the Sections and the Chapters.
- (iii) Development of ethical model for members of the Institute.
- (iv) Act as the final arbiter for resolving internal disputes between members, members and organs and the various organs of the Institute, when the need arises.

7(1)(3) Tenures of the Office of BoT.

The tenure of the office of BoT members shall be three years, but renewable for only another three years and no more, subject to confirmation by nominating organs and the general meeting.

7(1)(4) Vacation of Office by BoT Members.

In the event of vacation of office by a Trustee before the expiration of his/her tenure of office, the Chairman of the BoT shall communicate in writing to the President and Chairman-in-Council within twenty-one working days, at the same time, the Chairman-in-Council shall inform the organs that nominated the trustee to advise a replacement which shall undergo all the rudiments of approval prescribed herein to complete the tenure of the replaced trustee.

7(2) The Governing Council

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7(2)(1) Composition - The Governing Council shall consist of the following:

- i. The President of the NIEEE, who shall be the Chairman-in-Council.
- ii. Deputy President
- iii. Two (2) representatives of Past Presidents of the Institute.
- iv. Two (2) representatives of Fellows of the Institute who shall not be among Past Presidents
- v. Six (6) Chairmen of the Section Boards (Vice Presidents).
- vi. Six (6) representatives of serving Chapter Chairmen of the Institute. Each representative shall be nominated by Chapters that make up the geo-political Zones in the Country.
- vii. In the absence of the President and Chairman-in-Council, the Deputy President shall preside over the meeting.
- viii. The Council shall meet at the minimum of once per quarter in a year.

7(2)(2) Tenure of Members of the Council

Apart from the Section Vice Presidents, whose tenures in the Council are subject to their re-election, members of Governing Council shall have tenure of two (2) years and shall be approved by the nominating organ and ratified by the General Meeting. The tenure of the Council shall terminate at the end of the tenure of the President assuming that s/he serves out his/her two-year term.

7(2)(3) Functions of the Council

- i. The Council shall be responsible for establishment of corporate governance as contained in the Constitution including Long Term Planning and Medium Term Strategic Framework, board policies, evaluation of performance of executive committee, sections and boards; set expenditures limits and budgetary approvals.
- ii. The Council shall be responsible to the General Meeting.

7(3) National Executive Committee (NEC)

7(3)(1) Composition of NEC: - The Institute shall have the following National Executive Officers:

- (i). President
- (ii). Deputy President
- (iii). Vice President, Electronic and Computing Engineering Section
- (iv). Vice President, Power & Clean Energy Engineering Section
- (v) Vice President, Information and Communications Technology Engineering Section
- (vi). Vice President, Instrumentation, Control and Automation Engineering Section
- (vii). Vice President, Avionic and Space Engineering Section
- (viii). Vice President, Embedded/Emerging Technologies Section
- (ix). Immediate Past President

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(x). Executive Secretary

7(3)1(a) The Executive Secretary (ES) shall be appointed by NEC and ratified by the Council.

7(3)1(b) Incorporation of Co-opted member(s) into the Executive Committee shall be as approved by the Executive Committee.

7(3)(2) Power of National Executive Committee

The National Executive Committee may exercise such powers from time to time as to:

- (i). Issue instructions and directions to the Chapters regarding policies, rules, procedures, guidelines; scope of activities and the other matters as may be necessary.
- (ii). together cause audit of the Chapter account using same accounting period as that of national account where necessary.
- (iii) Synergies with Chapters for common programs.
- (iii) have power to implement such policies, and initiate actions that are for the well-being of the Institute, subject to the approval of the Council or General Meeting as the case may be.

7(4) All-purpose Functions for Both National and Chapter Executive Committees

- (i). The Executive Committees at all levels shall be responsible for day-to-day administration of the Institute as prescribed in the Constitution and contained here-in.
- (ii). The Executive Committees shall develop report, programs and publications that implement the object of the Institute.
- (iii). The National Secretariat shall maintain without fail up- to- date register of members and Corporate Firm Members of the Institute, under the responsibility of the National Executive.
- (iv). The Executive committees shall present regular reports to the general meetings on programs and activities.
- (vi) Students Chapter Executive shall exercise functions as in (i) and (ii) and report to the Chapter Executive under its purview for directions and instructions

7 (5) Establishment of The College of Fellows of The Institute.

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The College of fellows comprises all fellows of the Institute and shall be responsible for the administration of all activities related to fellows of the Institute and in no way diminishes the full rights and privileges of a fellow as a member of the Institute.

1. Purpose of The College of Fellows

To bring all Fellows of the Institute under a single body for the propagation of the aims and objectives of the Institute.

To this end the College shall be responsible for the following:

- i. Administer the process for admission as a fellow through the Fellowship Board
- ii. Recommend policies and advise on matters affecting fellows of the Institute.
- iii. Manage welfare of fellows.
- iv. Develop avenues and platforms for fellows to share professional experience.
- v. Nominate Fellows to represent the college on various organs of the Institute as contained in Article 7 of the constitution which consist of the Board of Trustees and Governing Council.

2. Composition of The Board of Fellows

There shall be a Board of Fellows, which will consist of Fellows appointed to run the affairs of the College of Fellows and shall comprise at least a Fellow from each of the recognized disciplines of the Institute as contained in Section 8 (3)(ii) of the Constitution. The Executive Secretary of the Institute shall be the Secretary of the Board.

- a. Chairman Board of Fellows

Chairman, Board of Fellows shall preside over the activities of College of Fellows as the Provost.

3. Prohibitions

The College of fellows must not:

- a. Enter into any agreement binding upon it or on the Institute or
- b. Represent or imply in any way that the College of Fellow is a body independent of the Institute.

4. Quorum

Quorum shall be one third of Board members rounded up to the nearest whole number.

5. Funding

The College of Fellows shall be funded by the Institute through annual subvention approved by the Executive Committee of the Institute. The College is however at liberty to seek additional funding from internal and external sources with the approval of the Executive Committee of the Institute.

6. Term

Term of members of the Board of Fellows shall be three years non-renewable.

7. Reporting

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- a. The Fellowship Committee shall send reports on regular bi-annual basis to the Governing Council copying the Executive Committee.
- b. At the end of every fellowship conferment, all records and documents of fellows shall be properly updated at the Institutes Secretariat.

8. QUALIFICATIONS AND DUTIES OF NATIONAL EXECUTIVE OFFICERS

All officers including the non-elected ones (Executive Secretary) in addition to the Boards and Committees shall be accountable to the President. The Executive Officers of the Institute shall have the following qualifications and perform duties as minimum.

8(1). The President:

- (i). The President shall satisfy all requirements for being elected as Deputy President.
- (ii). The Deputy President shall emerge as the President on the expiration of the tenure of the substantive President.
- (iii). However, in the event that the Deputy President is unable to assume office as the President due to incapacitation, unforeseen circumstances and/or a vote of no confidence being passed on him/her, an Extra-Ordinary General Meeting shall decide the modality for succession in such a situation.

8(1)(1). Functions of the President

- (i) The President shall preside over all Executive and Council meetings, Ordinary General Meetings, Extra-Ordinary General Meetings and Annual General Meetings.
- (ii). S/he shall have the right of a casting the deciding vote in case of a tie.
- (iii). S/he is primarily responsible for the execution of the Strategic Framework of the Institute during the tenure of his/her office and shall be the Chief Accounting Officer of the Institute and Grade A signatory to the Institute's bank account.
- (iv). The President shall represent the Institute on the Council of professional bodies which NIEEE belongs. S/he or his/her nominee shall also represent the Institute on any government boards and agencies.
- (v). All officers of the National Executive Committee including the Executive Secretary shall be accountable to the President.

8(2). Deputy President:

- i. The Deputy President shall be an electrical/electronic engineer registered in Nigeria and Fellow of the Institute with at least ten years of Corporate Membership of the Institute who has achieved eminence in the profession.
- ii. S/he shall have been a Fellow of the Institute for at least 3 years before vying for the office of the Deputy President.

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- iii. S/he must have held elective office in the Institute for at least five years at the Chapter level, not below the office of Section Coordinator (chapter) or as Vice President at the national level.
- iv. The Deputy President shall discharge the functions of the President in his/her absence with the same power as are exercisable by the President. In the absence of the President from Nigeria for a period in excess of fifteen (15) working days; the Deputy President shall discharge ALL the President's function in Acting capacity until the latter returns. However, if the President is away from the shores of Nigeria for more than thirty-five (35) consecutive working days, the Acting President will automatically take over and complete that tenure. The swearing-in of the latter will only come when s/he is beginning his/her own tenure as President. Under this condition, the Vice President with the highest electoral vote in the last election or longest NIEEE EXCO experience (in that order) will become Acting Vice President till end of that tenure. For the President to return to his/her position in all cases, his/her absence shall be approved by the Council ab initio.
- v. In the case of permanent disability or death of the President, the person in the position of Deputy President shall perform the functions of the President to complete the tenure, in Acting capacity.
- vi. S/he shall be responsible for the organization of the International Conference(s) and submit to the Executive a report on the performance of the conference using any format that will be approved by the National Executive

8(3) Vice President

- (i) There shall be Vice Presidents elected for the Institute, one each for the Sections stated hereunder, which are areas of practice of Electrical/Electronic Engineering
- (ii) Each Vice President shall head a section. The Sections are:
 - (a) Electronic and Computing Engineering Section,
 - (b) Power & Clean Energy Engineering Section,
 - (c) Information and Communications Technology Engineering Section,
 - (d) Instrumentation, Control and Automation Engineering Section,
 - (e) Avionic and Space Engineering Section
 - (f) Embedded/Emerging Technologies Section
- (iii) The Vice President shall be a registered electrical engineer with at least 8 years of Corporate Membership of the Institute who has achieved eminence in his/her area of specialty.
- (iv) S/he must have held elective office at the Chapter for at least four (4) years.
- (v) S/he shall be elected along other Executives
- (vi) The Vice President shall be chairman of a Section Board

9 SECTION UNITS

9(1) Establishment of the Units

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There shall be units under each Sections defined in sub-Section 8 (3), with Unit Chairman and Secretary to see to the operation of each unit. The units shall be the fulcrum of the Institute functioning to meet its objectives. The Chairmen shall coordinate all units under the Sections. The following Units shall be established:

- i. **Standards:** will be responsible for Technical Committees/ Work Groups for standards development. The committee shall be a 7 or 9-man committee.
- ii. **Training:** will be responsible for Continuous Professional Development/training contents development and vetting. The committee shall be a 3 or 5-man committee.
- iii. **Membership:** will be responsible for examination questions working with the Admission Board. The committee shall be a 3 or 5-man committee.
- iv. **Research and Development:** will be responsible for carrying research and development in areas as will be approved by the council and also vet technical papers especially for conferences. The committee shall be a 5 or 7-man committee.
- v. **Advocacy:** will be responsible in advocating the position of the Institute on professional and National issues. The committee shall be a 3 or 5-man committee.

9(1)(1). Composition of the Unit

- (i) The National Executive shall constitute the Units and be ratified by the Council.
- (ii). Members of the units shall be by appointment subject to annual renewal
- (iii). The secretaries of the sections shall be administrative staff of the Institute.
- (iv). The Chairman shall coordinate the units under the section working with the secretary.
- (v). The units shall submit their reports to the Executive Secretary through the respective Vice Presidents (Chairmen Section Board)
- (vi). The Chapter Executive shall have Technical Secretary to work with the elected Section Coordinators (SC) and shall only operate sections it can manage.
- (vii). The Chapters shall engage themselves with technical visits, technical paper presentations, workshops/seminars and such focus on professional activities.

9(2) SECTION BOARDS

9(2)(1) Composition of the Section Boards

There shall be six Section Boards, each comprising the Section Board Chairman (Vice President), Secretary and six other committee members.

- a. A Chairman shall be the Vice President in charge of that Section.
- b. The 6-member Board shall meet not less than once in a quarter per year with the secretaries and report to the National Executive

9(2)(2) Functions of Section Board (SB)

- i. Oversee the professional and technical activities of their section.
- ii. Develop and implement technical activities, procedures and programs as they concern their sections and units as contained herein.

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- iii. Promote scholarship and research among their sections by nurturing and promoting innovation, educational activities, technical fora, and development of Code and Standards
- iv. Create platform for collaboration and mentorship of young members into technical excellence.
- v. Develop course and training contents of their section for incorporation into the annual training program as initiated by the respective units.
- vi. Carry out advocacy for the betterment of the profession, its members and the society at large as initiated by the respective units
- vii. Synergize with Chapters and other professional bodies or technical groups to build capacity and network with reference to their sections, and source for resource persons for technical session, workshop and training.

9(3) Immediate Past President

The Immediate Past President shall be the immediate Past President who has served out His/her complete tenure and/or has successfully handed over to new administration. He shall provide advice to the Executives and shall serve in committees.

9(4) Succession and Tenure of The National Executive Committee

- (i). The President shall serve a maximum of two-year term after which s/he shall handover the affairs of the Institute to the Deputy President which shall take effect on the 1st of January of succeeding year.
 - (ii). The Vice President who shall be a specialist in that field shall not serve in office for more than three times (that is if re-elected).
 - (iii). Members must serve out their office tenure at Chapter or Council before aspiring to contest any office at the National Executive or at Chapter.
 - (iv). Members shall not hold office at the National Executive level of other professional bodies or branches and simultaneously vie or hold office at the National Executive of the Institute.
 - (v). Same as in Section 9(4)(iv) above, at Chapter and Branch levels of professional bodies
- ## **10 CHAPTERS OF THE INSTITUTE – ESTABLISHMENT, CHAPTER EXECUTIVE OFFICERS, FUNCTIONS, TENURE**
- ### **10(1). Establishment of Chapters of the Institute**
- (i) The National Executive Committee may at its discretion, and upon receipt of a request to the effect, from not less than twenty (20) Corporate Members domiciled in an area anywhere, process the creation of the Chapter of the Institute in such an area to further

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the object of the Institute. The list of such chapter(s) shall be presented to the Council for approval

- (ii). In the event of receiving more than one application from same area, the decision of the National Executive as to which application should receive its approval to the formation of the Chapter shall be final.
- (iii). Upon approval, the Chapter shall commence activities to be headed by an interim Chairman and other Officers using or modifying the prescribed management structure in Section 10(5) of the Constitution and herein to meet local operating necessities until they meet requirement for growth and inauguration.
- (iv). After the inauguration of the Chapter, the interim Executive Committee and the officers shall assume responsibility of the Chapter.
- (v). Any fees proposed to be collected by any Chapter, other than those mandated by the National Executive shall require the approval the National Executive.
- (vi). The organization and operation of Chapter shall be in accordance with the provisions of this Constitution unless otherwise stated.

10(2) Requirements for Chapter Inauguration

The requirements for inauguration of any Chapter of the Institute that desires to be inaugurated shall be:

- i. Provide a directory of its members comprising of at least twenty Corporate Members.
- ii. Provide at least six signed minutes of monthly meeting of the Chapter.
- iii. Have an interim Chapter Executive.
- iv. Have at least three technical lectures related to the profession during any of its monthly meetings.
- v. Satisfy other requirement as may be determined by the National Executive.

10(3) Recognition of Chapter

- (i). Chapters that make visible progress and continuously implement the objects of the Institute shall be recognized during Chapters Assessment/appraisal. This shall be one of the milestones to be achieved by Chapter Executives and criteria to measure the progress in Chapters' developmental processes.
- (ii). Only Chapters that successfully transition their tenure administratively shall be eligible and recognized to bid for seat at the Council.
- (iii). Chapter that initiates and works to inaugurate Chapters within the region shall be recognized by the Institute.
- (iv). In addition to the Annual Chapter Assessment check list, other key performance indicator shall be:
 - a. Regular submission of report including Annual Report.

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- b. Adherence to laid down guidelines for the running of the Executive Committee of the Chapter as contained in the Constitution.
- c. Chapter attendance in OGM, International Conference and AGM and any other General Meeting
- d. Inauguration and maintenance of Student Chapters.

10(4) Suspension of a Chapter

10(4)(1) The Council may, upon the recommendation of the National Executive Committee, suspend a Chapter Executive Committee for any of the following reasons:

- i. Failure to submit annual report for two consecutive years.
- ii. Non-adherence to the laid down guidelines for the running of the Institute or Chapter.
- iii. Non-adherence to the provisions of the Constitution by the Chapters.
- iv. Lack of growth and drop in membership below creation standards.

10(4)(2) In the event that the suspended chapter is dissatisfied with the verdict of the Council, appeal to the Board of Trustees may be made through the Council. Such an appeal shall be acknowledged by the Council to the chapter. The BoT will then communicate its decision to the Council. This resolution shall be sorted out within thirty days of the pronouncement of the Council against the chapter.

10(5) Chapter Executive Committee

- (i) The Chapter Executive Committee shall have the following Executive Officers:
 - a. Chairman
 - b. Deputy Chairman
 - c. Section Coordinators (6 nos. or less as able)
 - e. General Secretary (GS)
 - f. Financial Secretary
 - h. Technical Secretary
 - i. Ex-Officio
 - j. Immediate Past Chapter Chairman (IPC).
- (ii). Chapters with lean membership, may modify Section 10(5) to arrive at a sizeable administrative model with at least minimum of one Section Coordinator for the Professional Sections according to their potential and area of strength in addition to the Chairman, Vice Chairman, General Secretary, Financial Secretary and other crucial executive offices.

10(6) Terms of Office of Chapter Executive Officers

- (i). The Chairman shall hold office for two (2) years and shall be succeeded by the incumbent Deputy Chairman upon completion of tenure without an election.
- (ii). At the expiration of tenure of the incumbent Chapter Chairman, the Deputy Chairman as elected once at the AGM among the Section Coordinators to serve 2 years maximum tenure.
- (iii). However, if there is a vote of no confidence on the Deputy Chairman after the first year by the Chapter Executive Committee, a report signed by at least two-third of the Chapter Executive and validated by members at the General meeting, with the minutes of the

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meeting attached, shall be submitted to the National Executive. Thereafter, the Chapter shall await the action of the National Executive.

- (iv). In the event that the Chairman ceases to hold office before the expiration of his/her term, the incumbent Deputy Chairman shall complete the tenure as acting Chairman and later serve his/her own full term as Chairman.
- (v). Tenure of all office of the Chapter Executive Officers shall be one year (1) and re- electable. Each of them shall hold office for a maximum tenure of two consecutive terms of one calendar year each except the office of Section Coordinator, election shall be held every year. Thereafter he may be eligible for election into another office. Both Chairman and Deputy shall not be re-elected after the expiration of their tenure of 2 years.
- (vi). All other officer except the Chairman, Vice Chairman (VC) and Immediate Past Chapter Chairman (IPC) may be re-elected after their yearly expiration of tenure as prescribed in this Constitution.

10(7) Qualifications and Duties of Chapter Executive Officers

Chapter Executive officers except the co-opted members shall be registered engineers of Nigeria and corporate member of the NIEEE. Chapter executive officers shall discharge similar functions within their areas as those described for National Officer except otherwise in a broaden national/international engagement as in office of President, Vice President and Executive Secretary.

(1) Chapter Chairman:

- a. The candidate for the office of Chapter Chairman shall be a corporate member for at least a minimum of 5 years.
- b. S/he shall be the head of the Executive/ Chief Accounting Officer and shall preside over the proceedings and meetings of the Chapter.
- c. Shall be the grade A signatory to the Chapter account.

(2) Deputy Chairman:

- a. The Candidate for the office of Deputy Chairman shall be a corporate member for at least a minimum of 5 years.
- b. Shall deputize for the chairman especially in his/her absence with the same powers as are exercisable by the Chapter chairman.
- c. S/he shall be a joint grade B signatory to the account and shall sign cheques for withdrawals during the absence of the chairman as shall be approved by the general meeting.
- d. The Deputy Chairman shall head the career and professional development and technical activities committee.
- e. Shall oversee the planning and execution of all membership related functions of the Institute. The Deputy Chairman must have been a Section Coordinator of a professional section and shall have a proven record of professional eminence.

(3) Section Coordinators(SC)

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- a. The candidate for the office of Section Coordinator shall be a corporate member of at least 3 years.
- b. The SC shall be a registered engineer and a corporate member and shall have a proven record of technical participation and competency in his/her area and must have held elective office for at least two years and rendered services to the Institute.
- c. The SC shall occupy each of the offices; Electronic and Computing Engineering Section, Power & Clean Energy Engineering Section, Information and Communications Technology Engineering Section, Instrumentation, Control and Automation Engineering Section, Avionic and Space Engineering Section, and Embedded/Emerging Technologies Section
- d. In addition to the corresponding roles listed in 3 b above, the Chapter SC shall be responsible for the professional development and technical advancement of their respective section in the Chapter.
- e. Shall be member of the career and professional development and technical activities committee.
- f. Shall carry out any other function as shall be given by the chairman or executive committee.
- g. S/he can stand for election every year in his/her area of specialization or Section.

(4) General Secretary

- a. S/he shall be a corporate member who may have held elective position in the Chapter before now.
- b. The General Secretary shall be responsible for the administration of the Chapter and shall be accountable to the chairman and EXCO for the administration of the Institute.
- c. Shall liaise with the National Headquarters and shall submit reports of the activities of the Chapter on monthly basis and at the last meeting of the financial year to the executive committee, AGM and the national executive, Chapters Assessment etc. as the case may be. This report should include the performances of all the Chapter Executive Members using a template that will be developed by the current National Executive.
- d. Shall manage the membership database and welfare of members
- e. In consultation with the Chairman, he shall:
 - i. Prepare agenda and fix dates for meetings.
 - ii. Prepare and sign with the chairman all reviewed minutes of meeting of the Chapter
 - iii. Keep membership record and data base, committee program and reports
 - iv. Be assisted by assistant general Secretary where required
 - v. Head the secretariat, media and publicity committee if exist.

(5). Technical Secretary.

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The Technical Secretary in consultation with the vice chairman or Chairmen;

- a. Shall work to implement plans and activities of the section(s) in a coordinating manner.
- b. Shall liaise with professional section, and career and professional and professional and technical activities/publication, industrial or technical visit, and career talk.
- c. Shall also work with the Sections and Students Chapters to organize technical sections during meetings, lectures, seminars, workshops and technical exhibitions.

(6). Financial Secretary

The Financial secretary shall:

- (a) Receive all monies due to the Chapter and deposit them in the Institute's bank account within three days of receipt.
- (b) Keep a record showing receipt and expenditures.
- (c) Prepare a statement of account to the executive committee quarterly.
- (d) Be in custody of the Chapter cheque books and vouchers.
- (e) Be a grade B signatory to the Chapter bank account.
- (f) Chair the budget and finance committee and be responsible for the preparation of the budget and financial procedure for the financial year.
- (g) Be responsible for any other assignment that may be referred to him/her by the executive committee.

(7) Ex-Officio

The number and function of Ex-Officio in the EXCO shall be determined respectively by the EXCO and the Chairman. They shall only be nominated and approved by the EXCO.

(8) Immediate Past Chapter Chairman (IPC).

- a. The Immediate Past Chairman shall be the immediate one who has served out his/her complete tenure and/or has successfully handed over to new administration. S/he shall provide advice to the Executives and shall serve in committees

10(8) Students Chapter

- (1) The National Executive or Chapter Executive may liaise with tertiary institution to create Students Chapters and Structures for the administration and co-ordination of student members undergoing regular courses of study in Electrical and Electronic Engineering or related fields in a related numerate Science. Students Chapter shall have simple structure to enhance its operation and such offices shall include:
 - a. Student President
 - b. Deputy President
 - c. Departmental Coordinators
 - d. General Secretary

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- e. Financial Secretary
- f. Technical Secretary and Librarian
- g. Membership and Welfare Secretary
- h. Public Relation Officer

- (2) The offices shall draw similar function as those stated for Chapter Executives. Students Chapters shall operate structures they can manage especially when it comes to department.

10(9). Legal Adviser

The Institute shall maintain a Legal Adviser in a manner as deem fit who shall:

- i. Render legal functions
- ii. Advise the Institute and her organs on legal matters as shall be required for making policy for short, medium and long-term plans.
- iii. Draft or review MOU and other 3rd party documents.
- iv. Draft MOU for partnership and other documents as may be required.

11. ELECTIONS OF MEMBERS INTO OFFICES

There shall be elections of members into offices as prescribed in the Constitution through acceptable electoral options and prescribed processes as agreed by the general meeting.

11(1) National Electoral Committee

The National Executive through the President shall constitute a five-man Electoral Committee, at least twenty (20) weeks before AGM and the Electoral Committee shall be headed by a Fellow of the Institute, who has served the Institute in various capacities, above board and in widely known good standing.

11(1)(1) Duties of the National Electoral Committee

The Electoral Committee shall:

- i. Publish the electoral guidelines at least eight weeks before AGM as approved at the OGM
- ii. Receive duly completed nomination forms from candidates within stipulated timeline.
- iii. Write to National Executive to submit updated database of financial members on or before 72 hours preceding the election day
- iv. Publish and announce preliminary list of successful candidates within 24 hours after screening.
- v. Announce and publish official list of nominations.
- vi. Allow withdrawal of nominations, within 3 days after publication of final list, and not beyond.
- vii. Receive list of eligible voters under the signature of the Executive Secretary/designated officer and publish same widely, electronically and physically, especially to all the Chairmen of Chapters.

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11(2) Nomination for National Elections

- i. At least twelve (12) weeks before Annual General Meeting (AGM), the sitting Executive through the President shall notify the Electoral Committee of the elective offices.
- ii. All nomination forms must be duly endorsed by the respective Chairmen of Chapters who must have certified that the candidates have complied with necessary conditions as contained in the Constitution.

11(3) Right to Vote

- i. All Corporate, members shall have right to vote in all elections held for electing the Executive of the Institute provided that no member shall be eligible to vote unless s/he has cleared all previous dues before the date set for the issue of the ballots.
- ii. A member shall be eligible to be elected into any Executive office if s/he is a corporate member.

11(4) Announcement of Election Results

The Electoral Committee shall announce the results at the AGM. A copy shall be sent to the President, who will give it to the Executive Secretary for announcement and dissemination to the Chairmen of Chapters.

11(5) Election Remedies

11(5)(1) Pre-election Appeal Matters

There shall be a 3-man Pre-Election Appeal Panel, to be constituted by the National Executive

- i. It is to be Constituted at the same time with the electoral committee
- ii. Shall hear complaints against acceptance or rejection of nominations {within one (1) week of release of final nomination list} by the electoral committee.
- iii. Its decision shall be final for election purposes.

11(5)(2) Post-election Appeals

11(5)(2)(a) After the election or announcement of the result, but not later 96 hours, an eligible voter or a candidate in the election may appeal to a Post-election Appeal Panel, to be constituted by the National Executive, within five (5) days of receiving the said appeal in the office of the Executive Secretary. The Panel shall consider only appeals for review of the election announcement on any or all of the following grounds:

- i. There are typing error(s) in the announcement;
- ii. There is a discrepancy in the counting;
- iii. There is a breach/fault in the technology deployed in the electoral process;
- iv. There is other crisis or unrest as a result of the electoral proceedings.

11(5)(2)(b) The report of the Post-Election Appeal Panel shall be submitted to the Board of

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Trustees, not more than seven (7) days after it is constituted. The decision of the BoT on the matter shall be final.

11(6) Announcement of Post-Election Results

The Electoral Committee shall announce the results at the OGM immediately after the AGM. A copy shall be sent to the President, who will give it to the Executive Secretary for announcement.

11(7) Election Tie

In an event of a tie by two contestants in any election, the Electoral Committee shall conduct a Run-Off election within 7 days of the election ending in the tie. If there is a reoccurrence; same procedure shall apply until a winner emerges.

11(8) Certificate of Return and Service

The electoral committee shall issue certificate of return to winners and certificate of service shall be issued to officers who have successfully served their tenure by the new Executives

12 ELECTION OF CHAPTERS EXECUTIVES

12(1) For nomination for election of Executive Officers, a meeting of the Chapter Executive shall be called. The elections shall be held in accordance with election rules as formulated by the Chapter Electoral Committee and not contradicting the Constitution of the NIEEE. The National Executive Committee shall be notified of every election result and change of Chapter Executive Members within two weeks.

12(2) Chapter Electoral Committee

The Electoral Committee shall have a senior member preferable a Past Chapter Chairman as the Committee Chairman or a fellow. The Electoral Committee Chairman shall be assisted by two or four senior members. Upon announcement of vacancy, the electoral Committee shall notify the membership of general election and prospective candidates' eligibility.

12(3) Eligibility for Chapter Offices

- (i) Any Candidate seeking to be elected into any office must have notified the Secretariat on the prescribed form duly signed by the Proposer and Seconder, at least four (4) weeks to the date of the Annual General Meeting.
- (ii) Any Candidate seeking to be elected into the offices of Chapter Chairman and Deputy Chairman must be a corporate member. Other offices can be occupied by both corporate and associate members. All members seeking to be elected to offices must be financially up-to-date both at Chapter and National levels.

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- (iii) A candidate for the post of Deputy Chairman in addition to (i) and (ii) above must have been one of the Section Coordinators of the Institute who has met all conditions spelt out in the Constitution.
- (iv) A candidate for any of the post of Deputy Chairmen in addition to (i), (ii) and (iii) above must be COREN registered and must have proven record of participation in technical activities.
- (v) A candidate for the post of Technical Secretary in addition to (i) and (ii) above must have been involved in successful implementation of any technical activities of the NIEEE and should meet conditions in the Constitution.

12(4) Appeal and Remedies

Shall be as applicable for National Executive elections

13: BOARDS AND COMMITTEES

13(1) The Institute shall constitute Boards and Committees to run its affairs. The Boards shall be accountable to the Governing Council, while committees shall be responsible to Executive Committee.

13(2) Boards

Boards shall include but not limited to each of the Professional Sections: Professional Control and Monitoring; Fellowship; Admission; International and Local liaison; and Technical Transaction Boards. The Council shall decide and develop Terms of Reference (ToR) for each board and the tenure which shall not exceed 2 years.

13(3) Committees

13(3)(1) Committees are as prescribed in the Constitution. It may also include the following:

- (i) Prevention, Investigation and Failure Analysis;
- (ii) Finance and Budget;
- (iii) Library and Publication;
- (iv) Development and Property;
- (v) Media and Publicity;
- (vi) Income & Investment Committees;
- (vii) Distinguished Electrical and Electronic Engineering Award Laureate (DEEEAL)

13(3)(2) The tenure for Committee shall be one (1) year. There shall also be adhoc Committees such Recruitment, Electoral Committee etc whose tenure will be decided by the Executive. The Executive shall be responsible for the Terms of Reference for Committees. Audit Committee members shall be elected to serve for one year.

14 MEETINGS, CONFERENCES, SEMINARS AND WORKSHOPS

14(1) The Institute may hold meetings, conferences, seminars, workshops and events which shall be any of the following and shall be physical, virtual or hybrid:

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- (i) Ordinary General Meetings.
- (ii) Annual General Meetings.
- (iii) Extra- Ordinary General Meetings.
- (iv) Conferences, seminars, lectures, workshops, symposia etc
- (v) Any other meetings clearly classifiable among (i) to (iv) above and not in any way in conflict with the Constitution and approved by the National Executive Committee.
- (vi) Conferences, seminars, lectures, workshops, symposia etc organized in honour or memory of members shall be approved by the Council in line with laid down criteria.

14(1)(1) The purpose, rules of business and the quorum in respect of each of the meetings listed above shall be as contained in the Constitution.

14(1)(2) The Annual General Meetings shall hold within twelve (12) calendar months from the date of the previous one. In no case shall more than fifteen (15) months elapse between one Annual General Meeting and the next.

14(2) Quorum for Meetings

14(2)(i) Ordinary, Annual and Extra-Ordinary General Meetings

The quorum at the Ordinary, Annual and Extra-Ordinary General Meetings shall be fifty Corporate Members. In case of lack of quorum, the meeting shall be adjourned to be held at the same place and within fourteen (14) days with adequate notification and the proceedings of this latter meeting shall be valid even though there is lack of quorum.

14(2)(ii) Quorum for BoT Meetings and Resolutions.

The quorum for BOT meetings shall be one-third, rounded to the nearest whole number, of the members of the BoT. Resolution of BoT shall be by simple majority of members present for a meeting. In the event of a tie in voting for a decision, the Chairman of the BoT shall have the deciding vote.

14(2)(iii) Quorum During Council Meetings and Resolutions

The quorum for Council meeting shall be one third, round to the nearest whole number, of the total number of members of the Council while the quorum for the Council to make a resolution shall be by simple majority of members in attendance of a meeting. Council meetings shall be physical, virtual or hybrid.

14(2)(iv) Quorum During Executive Meetings

The quorum during Executive meetings shall not be less than four or one-third, rounded to the nearest whole number, of the total number of members of the Executive, whichever is greater. Minutes of the most previous meeting should be circulated to Executive Members at least seven days before the scheduled date of the meeting.

14(3) Publication of Proceedings of Meetings

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No report of the proceedings at any meeting of the Institute or of the Chapter shall be taken or published except with the prior written consent of the National Executive.

15 FEES, SUBSCRIPTIONS, DONATIONS AND OTHERS

15(1) Payable to the National Secretariat

The entrance fee, transfer fee, training fee, subscription of members and all fees in connection with the examinations (when held), donations and the financial period of payment shall be as prescribed from time to time by the National Executive Committee.

15(1)(1) The current financial period of payment of annual dues and subscriptions shall be as contained in Section 17(2)(iii). Payments shall be made directly by members to designated National accounts. Fees generated through collaborative efforts with Chapters shall be shared on agreed ratio.

15(2) Chapters' Fees, Subscriptions, Donations and Others

Chapters are to manage their financial affairs as approved by the general house and shall be in line with the provisions of the Constitution.

15(3) Early Bird Payments

Discounted rate shall be given to members and non-members who make early payment for conferences, seminars, workshops etc as shall be decided by the Executives. The window for payment shall also be determined as deem fit.

16 INDEMNITY

Every member of the Executive Committee or any member or person (whether an office bearer of the Institute or not), employed by the Institute as Auditors may, at the absolute discretion of the Council, be indemnified out of the funds of the Institute against all liabilities incurred by him/her as such member, office bearer or Auditor, in any proceedings whether civil or criminal in which judgment has been given in favor or in which he has been acquitted by virtue of which relief has been granted to him/her by the court of competent jurisdiction.

17 ACCOUNT AND AUDIT

- (i) The National Executive Committee shall cause proper books of account to be kept in respect of all sums of money received and spent by the Institute in accordance with the provision of the Constitution and shall get them audited, by a Chartered Accounting firm, at the end of each financial year before the holding of Annual General Meeting.
- (ii) A comprehensive report of financial activities between two consecutive AGMs shall be given by the National Executive during each Annual General Meetings.
- (iii) The accounts of the funds of the Institute shall be maintained in a commercial bank and shall be operated as contained in the Constitution.

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17(1) Payments into and Withdrawals from The Institute's Bank Account

All monies of the Institute shall be deposited with a Commercial Bank. Withdrawals from The Institute's accounts shall be effected by means of any Central Bank of Nigeria approved mechanisms of funds transfer, Internet online transfers, cheques signed jointly by the President and either of the Vice Presidents with the highest electoral votes. Where they have equal votes, the National Executive shall nominate the preferred two. An appropriate financial regulation system shall be approved, enforced by the National Executive and compliance monitored by the Internal Audit Committee. The Executive Committee may direct payments to be made into an imprest account standing in the name of the Executive Secretary for the purpose of paying recurrent expenses in accordance with the instruction to be given by it.

17(2) Budget and Financial Accountability

- (i) The Executive shall prepare and submit an annual budget of the Institute not earlier than ninety days before the commencement of the financial year and not later than one hundred and twenty days after the commencement of a financial year of the financial year for which the budget has been prepared to be approved by the Governing Council.
- (ii) The Executive shall prepare and submit an audited annual financial statement of the Institute not later than Ninety days after the end of the financial year to be approved during the Annual General Meeting of the Institute. Approval shall be by simple majority vote of those present for the meeting.
- (iii) The current financial period of subscription shall be 1st January to 31st December each year. Any change in the financial cycle of the Institute shall be done by a simple majority vote of those present during an Annual General Meeting of the Institute.
- (iv) Membership annual dues cycle shall run from 1st January to 31st December every year.

17(3) Expenditure Limits

- (i) The approval expenditure limit of the National Executive Committee on any single item shall be Three Million Naira (3,000,000.00) or as would be approved by the Council.
- (ii) The approval expenditure limits of the President on any single item shall be Five Hundred Thousand Naira (500,000.00) or as would be approved by the Council. Such expenditures shall be reported to the National Executive for ratification
- (iii) Expenditure on a single item above any of these threshold values shall require prior approval of the Council.

17((4) Internal Audit Committee

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An Audit Committee comprising three persons shall be elected during the Annual Meeting of the Institute, the members of the Audit Committee shall be members with integrity. The tenure of office shall be one year.

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17(5) External Auditor

- (h) A registered Audit firm shall be appointed by a resolution at each Annual General Meeting for the ensuing year to audit the accounts of the Institute. The Auditors shall have access to the accounts of the Institute, verify and sign the annual statement of accounts before presentation at the Annual General Meeting.

17(6) Maintenance of Accounts by The Chapters

The National Executive shall form rules and regulation for the maintenance of accounts of Chapters. Chapters shall submit their annual audited account within ninety days of the end of each financial year.

17(7) Financial Statement for Executive Meetings

The Executive Secretary (or the Financial Secretary in the case of Chapters) shall in writing a statement of account of the Institute to the Executive at four (24) hours to the commencement of any Executive Meeting.

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17(8) Maintenance of Asset Register

An Asset Register of the Institute shall be maintained by the Executive Secretary (in the case of the Chapter by the General Secretary). All movable and immovable assets of the Institute shall be listed Assets that have been authorized to auction or discard shall be properly reported.

18 PENALTIES, SANCTIONS AND SUSPENSION

18(1) Professional Conduct

The Executive shall have the power to formulate rules of conduct in accordance to Code of Engineers Conduct of COREN. All members of the Institute shall be guided by the professional conduct so formulated and generally accepted as applying to personnel practicing in Nigeria.

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18(2) Suspension

If any member shall leave his/her subscription in arrears for two years and fail to pay such arrears within three months after payment demand notice has been served upon him/her. S/he shall be suspended for one year in the first instance and his/her name may be struck off the register at any time thereafter, and he shall thereupon cease to have any right as a member but he shall nevertheless continue to be liable to pay the arrears of subscription due from him/her at the time of suspension.

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18(3) Other Grounds for Suspension

The National Executive with approval of the general meeting shall have the right to suspend from the Institute any member (Corporate or Non-Corporate) who shall have, in the opinion of the National Executive, been guilty of such conduct as shall render him/her unfit to belong to The Institute provided that: -

- (a) The member concerned shall have been given notice that his/her conduct to be enquired into and has been given an opportunity of stating his/her case to the National Executive.
- (b) The meeting of the Executive at which the resolution shall be passed shall be specifically convened for the purpose, and
- (c) the resolution shall be passed by a majority of two-thirds of those present.

18(4) Resignation

Every person elected or admitted to the Institute in any grade of membership shall be liable for the payment of annual subscription until s/he shall have signified in writing to the Executive Secretary his/her desire to resign, having previously paid all arrears, or until s/he has forfeited his/her right to remain in or be attached to the Institute, provided that a letter of resignation may, with the consent of the National Executive be cancelled at the request of the sender within six months of its receipt by the Executive Secretary on payment of all sums for which s/he would have been liable had his/her connection with the Institute not been interrupted, and s/he shall thereupon recover all his/her former rights and privileges without re-election or readmission. As subscriptions are payable in advance on the first day of each financial year, letters of resignation must be sent to the Executive Secretary by the last day of the subsisting financial year.

19 APPOINTMENTS

19(1) Power of Appointment

The National Executive Committee may at its discretion appoint or remove employees and agents of the Institute on such terms and conditions set forth during the appointment. For the senior staff members, the appointment or removal shall be ratified by the Council.

19(2) Procedures for Executive Appointments

(i). Purpose

The National Executive Committee with the approval of Governing Council shall establish procedures for the recommendation and selection of employees, Executive Secretary or other senior administrators and shall subsequently appoint these administrators. The following procedures define the method by which the President and Chairman-in-Council carries out the responsibility of making a recommendation to the Council concerning the appointments.

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(ii). **Procedures**

When the position is vacant or will become so within six months, the President shall notify National Executive Committee, Governing Council and the BoT of the vacancy, and will arrange to convene an adhoc Appointment Committee. If necessary, and as agreed by the general house, the Governing Council can appoint someone to act, especially in the case of Executive Secretary, to serve until the new appointee takes office.

(iii) **Composition of the Appointment Committee**

The Appointment Committee shall be constituted as follows:

- (a) Deputy President
- (b) one Vice President
- (c) a representation of the Chapters
- (d) Executive Secretary (if the position vied for is not the office ES)
- (e) Legal Adviser or one member of the BoT or Council elected by the Council

(iv). The Deputy President who shall serve as the chairman of the committee shall designate one of the committee members preferably the Legal Adviser to serve as the secretary of the committee.

(v). Committee members are expected to attend committee's meetings and must participate in interviews.

(vi). A committee member who is not able to meet these expectations shall resign from committee and an alternate may be appointed in accordance with this Section.

(vii). If an alternate is needed and no alternate was determined at the time the committee was constituted, the alternate shall be appointed by the remaining members of the committee after due consultation.

(viii). Notice for vacancy(ies) for employment shall be widely circulated through any media affordable.

(ix). The committee shall sit and conclude their assignment within one month and submit same to the Council for approval

19(3) Qualifications and Duties of Executive Secretary (ES)

19(3)(1) Qualifications of Executive Secretary

- (i). The Executive Secretary shall be a Registered Electrical and Electronic Engineer and a Fellow of the Institute with an excellent track record in formal and informal communication.
- (ii) S/he shall have a three (3) year tenure which shall be renewable for another one year on account of good performance.

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- (iii) S/he shall also meet the other requirements of the office as contained in the Constitution and shall be appointed using procedures detailed in Article 19 (Appointment)
- (iv) S/He shall not be more than 55 years of age at the point of appointment
- (v) S/he shall attend meetings and work closely with the Executive Committee to deliver his/her responsibilities.

19(3)(2) Duties of the Executive Secretary:

- (i) Shall be responsible for the management of Secretariat of the Institute and s/he shall be directly in charge thereof. S/he shall however, have the power, if necessary, to entrust any part of his/her normal duties to any other officer working under him/her. The overall responsibility shall in any case remain with him/her
- (ii) Until otherwise determined by the Executive and subject to their control, supervision and guidance, the Executive Secretary shall have charge of the correspondence, proceedings of the Executive and General Meetings, elections, documents, deeds and records of the Institute and for the due discharged of duties and responsibilities, as laid down in the Constitution.
- (iii) Take such steps in the interest of the Institute in consultation with the President and legal adviser in compliance with laid down rules, shall exercise all powers to discharge the duties incidental to the enforcing of the Constitution thereof.
- (iv) Prepare the Annual Report of the Institute, in consultation with the different Boards, Committees, and Chapters on the activities of the Institute and review the problems of the profession and place them before the Executive at least two months ahead of the Annual General Meeting. This report, which should also include the performances of all Executive Committee Members (based on a template developed by the National Executive) shall be circulated among the corporate members at least two weeks before Annual General Meeting.
- (v) Circulate among members, notices and other information.
- (vi) Grant leave to the staff, maintain their individual service records and disburse salary and allowances and recommend increments.
- (vii) Have the authority to incur contingent expenses pertaining to office requirements up to the amount as prescribed in the Constitution subject to availability of funds. The yearly expenditure must be limited to the budgetary provision under the head "contingencies". For any single item of expenditure exceeding the above amount, concurrence of the President shall be obtained
- (viii) In consultation with BoT and Governing Council, shall represent the Institute for all purpose, whenever an occasion arises, before the court of Justice in any suit of proceedings Instituted by or against the Institute but shall not be competent to compromise any suit or proceedings without the prior sanction of the legal adviser, BoT, Governing Council and/or Executive.

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- (ix) In consultation with the President, have the right of initiating and taking all such measures, which are deemed to be necessary in urgency to maintain administration or in furtherance of the object of the Institute or conducive to the interest but shall obtain formal approval thereto in the first meeting of the Executive held thereafter.
- (x) Keep the Executive informed of the position of realization of subscription and other dues at each Executive meeting and shall bring the general financial position of the Institute to the notice of the Executive in all its meetings.
- (xi) Supervise and maintain records of all applications for membership and the subsequent proceeding of all such applications
- (xii) Supervise the work of maintaining record of all applications for membership and the subsequent processing of all such applications.
- (xiii) S/he will keep and maintain close liaison with members of the Institute to apprise them of the activities of the Institute.
- (xiv) At all times maintain enterprise-first behavior and a positive image of the Institute. S/he shall imbibe this attitude in all the staff that work under him/her
- (xv) Organize campaign for the enrolment of members through the Chapters and also maintain membership directory of the Institute.
- (xvi) In consultation with the President, s/he shall convene meeting and prepare agenda and reports.
- (xvii) Shall be accountable to the President and Executive Committee.

20 EXAMINATION AND CERTIFICATES

20(1) Composition and Functions of Admission Board

- i. The Council may through the Examination and Admission Board formulate guidelines for holding of examinations and issuing of certification or certificates to the successful candidates according to approved calendar or as and when deem necessary
- ii. The Institute shall also issue certificates and awards which shall include but not limited to certificate for membership and technical contributions, and meritorious services.
- iii. The Admission Board and its chairman shall be constituted by the Executive.
- iv. The Admission Board shall determine the methods of Examination of candidate for admission into any grade of membership of the Institute and of any other qualification or certification that the Executive on behalf of the Institute shall from time to time determine to create.
- v. The Board shall verify all credentials of applicants for membership, where such credentials have not been cleared by either of COREN or any relevant body.
- vi. The Admission Board shall consist of a maximum of seven (7) corporate members with nominations from the different Professional Section Boards.
- vii. The Board shall carry on the routine work of conducting the examination, convene the meetings of the Admission Board as and when necessary, publish all notifications relating to examinations, collect questions, conduct the exams and arrange for publication of results in time.

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- viii. The Admission Board shall have the authority to suggest to the Executive a substitute for a member of the Admission Board who fails to attend at least three consecutive meetings of the Board.
- ix. Examination may be Computer-based. The Board shall have the authority to choose additional appropriate methods of examination in line with current reality.

20(2) Power of the Admission Board

The Board may;

- (i) Determine examination fee of the Institute subject to approval by the Executive.
- (ii) Fix suitable rates for examiners and other officials subject to approval by the Executive.
- (iii) Determine the centers where the examinations may be conducted subject to approval by the Executive.
- (iv) The Seal on Certificates shall not be used by anyone except the Executive Secretary and in the presence of at least one Executive member.

20(3) Continuous Professional Developments (Training and Certificates)

The Institute shall have a robust structure for Continuous Professional Development of the Electrical and Electronic engineering professionals through a Harmonized Training Prospectus that shall serve as Training Guidelines for the Institute. Competency through training is one of the three cardinal elements of the Institute's core value. The Institute shall develop a training prospectus which shall be approved by the Council to cater for the professional development of members and non-members.

- i. The training shall empower members and the Institute who shall earn revenue from the training program as facilitators.
- ii. All training in NIEEE shall be facilitated by the Section Boards, coordinated by the Executive Secretary and overseen by the Vice President to deliver on the gains of the program.
- iii. Certificate for training shall be issued by the National Secretariat with proper documentation. This is to give value, credence and also authenticate every certificate that bears the Institute's name, logo and seal.
- iv. Chapters can offer free training to their members if they so wish without recourse to issuing certificates.
- v. Persons who abuse the training procedure, misuse training materials for purpose other than meant for, forge letter and certificate or issue unauthorized notice shall be deemed to have violated the training guidelines. This shall meet with appropriate sanction as will be issued by the National Executive and approved by the Council.
- vi. Guidelines and details on training, fee, courses, commission, modalities, qualifications, requirements etc shall be provided in the NIEEE Training Prospectus.

20(4) Codes and Standards and Standardization

The Institute shall consider activities of standards very important being one of the cardinal points in the Constitution.

- i. It shall continue to work with Standards Organisation of Nigeria and other relevant government agencies to develop standards, codes of practice, regulations and guidelines

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- for use by the Electrical and Electronic engineering professionals and the general public.
- ii. The Institute shall work with Standards Organisation of Nigeria to develop and adopt International Standards such as IEC, ITU, ISO etc
 - iii. All members irrespective of membership category shall participate in technical committees

20(5) Library and Research Laboratory

The Institute may give special attention to develop an up-to-date library comprising technical books in Electrical, Electronic and allied subjects including research publications and virtual library. The rules and regulation for the library shall be framed by a Library Committee to be formed by the Executive.

21 PATRONS

- (1) Distinguished personalities in Electrical/Electronic Engineering who shall be nominated by National Executive Committee through the Chapter and approved by the Council shall be recognized as Patron of the Institute. The roles of the Patron(s) shall be limited to nominating Chapter as follows;
 - i. Mentorship, advisory and steering of ethical practice among the members, and other issues that could be administrative, financials, professional and technical at the Chapter.
 - ii. Assist the Chapter to maintain effective functional relationship among members.
 - iii. Act as final arbiter for resolving internal disputes at Chapter before it is refer to the National Executive Committee.
- (2) A Chapter shall not have more than three Patrons at any time.
- (3) S/he shall not be less than 60 years at the time of recognition and must be a fellow of the Institute.
- (4) Patronship is life time recognition. However, on health ground or any other issue where a person is unable to function, he can give consent for the appointment of another to function in his/her place.

22 SEAL OF THE INSTITUTE

- (1) The Institute shall have a common seal which shall be affixed on all such documents and in the manner as prescribed in the Constitution (Amended 2022)
- (2) The seal shall be used in a manner prescribed and shall remain in the custody of the Executive Secretary and shall not be used by anyone except the Executive Secretary and in the presence of the President.

23 DISPUTE RESOLUTION

For the purpose of settling any dispute by arbitration, the parties in dispute shall until regulations in this behalf which shall be framed by the Executive explore and exhaust every

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available avenue of redress open to him/her in the Institute hierarchy for the determination of any issue no matter how highly involved or sensitive. Unresolved disputes by the Patron(s), General House (at the Chapter), National Executive Committee, Council or BoT shall be resolved by the general house during the General Meeting.

24 DISSOLUTION OF THE INSTITUTE

In event of the dissolution of the Institute, at any time there remain after satisfaction of all its debt and liabilities, any property whatsoever the same shall not be parted with or distributed among Members of the Institute, but shall be given or transferred to some other Institute or Institution having similar aims and objectives and which is also approved under Section 47 (1)(d) of the Income Tax Act 2011 (as amended), to be determined by the Members of the Institute at or before the time of dissolution and in default thereby such Judge of the High Court in Abuja or any Court of Law in Nigeria as may have acquired jurisdiction over the matter.

25 INCOME, ASSET AND PROPERTY

The income, asset and property of the Institute shall be vested in the National Executive committee, who shall insure and administer same with high sense of responsibility and integrity. This shall be in addition to the Asset Register that shall be maintained by the Executive Secretary.

25(1) Ownership of Asset

- (i) All assets including liabilities, copyrights, patents, bank accounts, properties and all tangible goods and services held by Chapters shall be held on behalf of the Institute. The National Executive may on behalf of the Institute take possession of such rights and ownership titles hitherto held by the Chapters subject to the issuance of a fourteen days' notice in writing to the Chapter stating the reason(s) for doing so.
- (ii). A Chapter shall have a right of appeal to the Council if it believes that the takeover by the National Executive is not in good faith. The decision of the Council over an appeal by the Chapter shall be final.

25(2) Copyright and Patent

Every paper presented to the Institute, and accepted for reading or for publication in full or in abstract, and every paper read before The Institute or a Chapter or a professional Group thereof and the copyright therein, shall be the property of the Institute if it is so published. The National Executive in such cases as it may think fit, shall have the power to release or surrender the copyright therein. The right of publishing all such papers and the reports of the proceedings and discussions at meetings of the Chapters or the professional Groups thereof shall be reserved to the National Executive who may, as it thinks fit, give its consent to publication in approved cases.

25(3) Management of Social Messaging and Virtual Meeting Platforms

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The National and Chapter Social Media Messaging Platforms such as Whatsapp, Telegram, Emails, Websites, etc and Virtual Platforms for meeting such as Zoom, Microsoft Team, etc shall be opened and managed by the National or Chapter secretariat as the case may be.

- (i) The administrators of such platforms shall be more than one who shall include the President, Executive Secretary and any high ranking officer(s). At the Chapter, it shall be the Chairman, General Secretary (GS) and any high ranking officer(s)
- (ii) Administrators shall be replaced once they exit office and handed over to new officers.
- (ii) Where USER NAME and PASSWORD are involved, same shall be transferred to the new officers
- (iii) Where the Messaging Platform is ad-hoc to serve for committee meeting, the ES or GS shall open the platform and make committee chairman and Secretary Admin. The platform shall be closed after the completion of the assignment.
- (iv) The official medium of communication shall remain the e-mail and letter-writing for documents and contents preservation. It also serves for reference.

26 BENEFITS AND PRIVILEGES

All benefits and privileges of members including eligibility for elections shall be granted subject to a member being financially up-to-date. An up-to-date financial Member shall be a member who has paid all mandatory dues and levies as determined and confirmed by the National and Chapter Executives. All the benefits and privileges of every member shall be personal to him/her and shall not be transferable.

26(1) Benefits and Privileges of members

- (1) The following benefits and privileges are available to members of the Institute:
 - a) Participation in conferences, courses, seminars and workshops organized for professional development by the Institute.
 - b) Offer access to technical innovation, networking opportunities, and exclusive member benefits as prescribed.
 - c) Advice on job placements, career progression and job listings to be provided by the Institute.
- (2). Criteria for Qualifying for Benefits and Privileges
To be qualified to receive any special benefit or privilege, the person shall:
 - a) Be a member of the Institute
 - b) Have paid annual dues of the Institute and all mandatory fees at least within the past three financial years and within the current financial year.
 - c) Participate in at least 50% of all the activities of the Institute.

(3) Corporate Members

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Corporate Members shall be entitled to:

- a. Adornment of corporate membership crest badges ornament and wares as may be prescribed by the National Executive
- b. Participation in conferences, seminars workshops organized by the institution at reduced rate
- c. Enjoy free mentorship from senior colleagues.
- d. Participation in professional development programs of the Institute.
- e. Opportunity to mentor graduates/students and assist in their job placement.
- f. Upgrade to the prestigious fellowship cadre of the Institute upon satisfying the qualifying criteria.
- g. Vote and be voted for, in any election of the Institute.

(4) Affiliate and Student Members

The benefits and privileges of affiliate Members and student member shall be:

- a. Adornment of student membership crest, badges, ornament and were as may be provided by the National Executive.
- b. Participate in conferences, courses, seminars and workshops organized by the Institute at reduced rates, which is at the discretion of the Executive
- c. Obtain copies of publications of the Institute either free or at subsidized rates, which is at the discretion of the Executive
- d. Guidance and mentorship in the profession.

(5) Graduate Member

A Graduate Member shall be entitled to:

- a. Adornment of graduate membership crest, badges, ornament and wares as may be prescribed by the National Executive.
- b. Assist to get employment in engineering organizations.
- c. Free mentorship from senior Engineers.
- d. Participation in conferences, courses, seminars and workshops organized by the Institute at reduced rate.
- e. Facilitate registration as a Corporate Member of other relevant professional bodies.
- f. Guidance to be an engineering entrepreneur by creating jobs through sustainable innovations and business development.

(6) Associate Members

Associate Members shall be entitled to:

- h. Adornment of Associate membership crest badges ornament and wares as may be prescribed by the National Executive
- i. Participation in conferences, seminars workshops organized by the Institute at reduced rate

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- j. Enjoy free mentorship from senior colleagues.
- k. Participation in professional development programs of the Institute.
- l. Opportunity to mentor graduates/students and assist in their job placement.
- m. Upgrade to the Corporate cadre of the Institute upon satisfying the qualifying criteria.

(6) Fellow

A Fellow of the Institute shall be entitled to:

- a. Adornment of fellowship membership crest, badges, ornament and wares.
- b. Prominence and adequate recognition in any activities of the Institute
- c. Aspire to any office in the Institute.
- d. Mentor other categories of members of the Institute about the profession.
- e. Recommendations for appointment at any level local, state, Federal or private sector in the country through the instrumentality of the Institute.
- f. Aspire for the positions of President and Deputy President of the Institute.

(7) Executive Committee Members

All financial Members of the executive upon attaining sixty (60) per cent attendance and participation in Executive meetings and other Executive activities shall be entitled to:

- a. Executive allowance at rates to be determined by the Executive.
- b. Compliment of entertainment during Executive meetings, Ordinary meetings, Extraordinary General meetings and Annual General Meetings of the Institute.
- c. Executive meeting allowance for attendance in Executive meetings.
- d. Discount on fees and levies of the Institute at rates that will be determined by the National Executive.

(8) Incumbent President

In addition to the benefits and privileges of his/her Membership category and the benefits and privileges of Executive member, the President shall be entitled to full board accommodation and transportation during official engagements of the Institute depending on the financial strength of the Institute.

(9) Past Presidents

In addition to the benefits and privileges of their membership categories and benefits privileges of Executive member, Past Presidents shall subject to the financial strength of the Institute be entitled to:

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- a. Full board accommodation during OGM/AGM provided they attend 50% of national functions and carry out any assignments that add value to the Institute at the Chapter and national level during the year under review.
- b. Any other privilege that may be approved by the National Executive.

(10) Members of BoT and Governing Council

Members of the BoT and Governing Council shall be entitled to:

- a. Executive allowance as rates to be determined by the National Executive.
- b. Compliment of entertainment during Council meeting, Ordinary Meetings, Extraordinary General meetings and Annual General Meetings of the Institute.
- c. Council meeting allowance for attendance in Council meetings.
- d. Discount on fees and levies of the Institute at rates that will be determined by the Executive.

26(2) General welfare

The National Executives shall in conjunction with Chapters administer general welfare to financially up-to-date members; in this regard, there shall be insurance and life protection Policy for different categories of members.

The National Executive shall regulate all processes for the administration of the Institute insurance Policy for members.

The Institute at the National and Chapter levels may participate in assisting members alleviate any challenge at her discretion.

26(3) Special Welfare

The Institute shall be responsible for the administration of the welfare benefits of its members as shall be approved by each General Meeting. Welfare for a past President and Chapter Chairman and incumbent National and Chapter executives and Council members shall be the responsibility of the respective Executive provided they are up-to-date financially at both Chapter and national. The conditions and details shall be as spelt out by the national and Chapter executives and approved by general meeting.

Chapters shall determine qualifying criteria and procedures for applying, granting and disbursement of welfare.

27 COLLABORATION, AFFILIATION AND ALLIANCE

The Institute shall collaborate and form alliance with other professional bodies, engineering organizations, government and non-government agencies when necessary for purpose of professional development and technical advancement including regulation, research, development and examinations as shall be detailed in a memorandum of understanding (MoU).

28. AMENDMENTS TO THE CONSTITUTION

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No part of this Constitution shall be amended or any clause added and saved except:

- i. by two-third or simple majority vote of corporate members present in person or by proxy at the General Meeting or
- ii. corporate member, under the joint signature of five other corporate members, submitted to the National Executive Committee at least thirty (30) days before an Annual General Meeting. The request shall be considered by the Annual General Meeting, subject to Section 28 (i) above.
- iii. for the purpose of this Article, the quorum of the general meeting and its conduct shall be as prescribed in Section 14(2) of this Constitution.
- iv. Amendment of this Constitution shall be considered after every five years, subject to Section 28 (i) above.

29. APPROVAL

29(1) The Addendum

The 2017 Bye-law of the Institute is hereby made an addendum to this Constitution.

29(2) Submission of Final Draft

We the under listed Members of the **Final Constitution Amendment Committee** duly constituted on 8th November, 2022 by the National Chairman as directed by the Annual General Meeting of October 13, 2022

- | | | |
|--|--------|-----------|
| i. Engr Felix O. Olu | FNIEEE | Chairman |
| ii. Engr. Rabi Haruna , | MNIEEE | Member |
| iii. Engr. Chuks Madu Nze , | MNIEEE | Member |
| iv. Engr. Mrs Chidimma Ibeh-Dimnwobi , | FNIEEE | Member |
| v. Engr Yakubu Ashoms , | MNIEEE | Secretary |

to carry out a final collation and implementation of inputs from members for the review of the Constitution/Byelaw 2017, after the consideration of the first Amendment Committee comprising:

- | | | |
|-------|------------------------------|--------------------------|
| i. | Engr. Femi Olaniyan, | FNIEEE - Chairman |
| ii. | Engr. Bolanle Odetokun, | FNSE, FNIEEE |
| iii. | Engr. Adekunle Makinde, | FNSE, FNIEEE |
| iv. | Engr. Gracious Omatseye | FNSE, FNIEEE |
| v. | Engr. Bentley T. D. George, | FNSE, FNIEEE |
| vi. | Engr. Kelechi Eke, | MNSE, FNIEEE |
| vii. | Engr. Koko Nyong Bassey, | MNSE, MNIEEE |
| viii. | Engr. Barrister Victor Meju, | MNSE, FNIEEE |
| ix. | Engr. Akan Michael, | FNSE, FNIEEE – Secretary |

the review of the draft by Chapter Chairmen and some Past National Chairmen present during the 18th February 2022 National Retreat, Barr Sonnie Agbomian of Sonnie Aigbomian & Co,

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Representatives of regions in Council and National Executive Members, hereby submit herewith a final copy of the Amended Constitution of the NIEEE, 2022, as required by the Institute for adoption and approval by Extra-Ordinary General Meeting.

29(3) Endorsement

Sequel to the Adoption and Approval of this Constitution by the Extra-Ordinary General Meeting of the Institute held in VIRTUAL PLATFORM (ZOOM), on the 18th day of February, 2023, this Constitution of the Nigerian Institute of Electrical and Electronic Engineers (NIEEE) is hereby signed into law, this day and takes effect commencing from 18th day of Februar, 2023.

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.....
National Chairman
The NIEEE

[Signature]

.....
Executive Secretary
The NIEEE

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[Signature]