NIGERIAN INSTITUTION OF SURVEYORS
ONDO STATE BRANCH
BYE-LAWS

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PREAMBLE

In line with Chapter I Sub section 2 and Chapter 8 of the constitution of the Nigerian Institution of Surveyors (NIS), 2021 the surveyors in Ondo State agreed to come together as one branch, for the welfare and interest of its members, to maintain high professional ethics standard among members and speak with one voice on issues bothering on members, State and Nation.

AND WHEREAS it was acknowledged that in such an organization we need to administer our affairs in an orderly. lawful and respectable manners and in the spirit of discipline and integrity, which is the hallmark of professionalism.

WE THEREFORE in pursuit of these ideals, for the purpose of achieving the herein under mentioned aims and objectives and for the welfare and professional growth of all members and in line with the provisions of Chapter 8.0 of the constitution of the Nigerian Institution of Surveyors 2021 as amended do hereby make, enact and give ourselves the following laws.

SUPREMACY OF THE BYE-LAWS

These bye-laws shall be supreme and its provisions shall be a biding force on all members of the Branch, however whenever there is a conflict between any or all of the provision of the constitution of the National Body and any or all of the provision of the Branch Body, the FORMER shall prevail.

1.0 CITATION:

The bye-laws shall be referred to as "NIGERIAN INSTITUTION OF SURVEYORS ONDO STATE BRANCH BYE-LAWS"

2.0 THE NAME:

The name of the Branch shall be **NIGERIAN INSTITUTION OF SURVEYORS, ONDO STATE BRANCH.**

3.0 LOCATION:

It shall have its Secretariat in the capital of the State.

4.0 AIM & OBJECTIVES:

4.1 The AIM of the Branch shall be **to generally represent the view of Surveying Profession and Surveyors in Ondo State, Nigeria by seeking to Preserve, promote and advance the interest and standard of the profession as well as those of her members**

4.2 The OBJECTIVES shall be to:

a. Interact with Governments (Federal, State and Local) agencies, corporate bodies and members of the public on issues relating to survey matters.
b. Interact with members of the branch in order to create mutual understanding.

c. Discuss Survey practice and its operations with a view to improving, preserving and maintaining the integrity and status of Surveyors in the Branch within the ambit of ***SURCON*** laws, rules and regulations.
d. Set and maintain the highest standards of professional conduct, ethics and disciplines among her members.
e. Seek and foster good relationship among members and members of other professional bodies in the State and beyond.
f. Provide avenue for free exchange of ideas between the branch and other branches in the Federation.
g. Cater for the interests and welfare of members.
h. Promote the improvement of survey techniques through seminars, workshops, conferences, publications and Mandatory Continuing Professional Development (MCPD) programmes.
i. Serve and advice the State Government on legislative and all other matters concerning the practice of surveying in the State.
j. Institute and promote programmes for the recognition of distinguished services to the profession by its members.
k. Generally, do such other things that are incidental to or will promote the growth and development of Surveying Profession in the State

5.0 MEMBERSHIP

The Branch shall draw its members from among people who had derived their membership from the National Body of the

Nigerian Institution of Surveyors and choose to be members of the Branch.

Membership shall be categorized as **Corporate** and **Non-Corporate**.

5.1 CORPORATE MEMBERSHIP

Corporate membership shall comprise of:

A. Fellow (FNIS)
B. Full member (MNIS)

5.1.1 Fellow

A Fellow is a Corporate Member who has been elevated after fulfilling all the conditions prescribed for the elevation as specified in the institution's Constitution and Bye-Laws of Board of Fellows

Any Corporate member who aspires to be a Fellow of the Institution must satisfy among others the following conditions before being recommended to the Board of Fellows,

a. Be fully interested and involved in the activities of the Branch and the Institution.
b. Be financial up to date at all times; ensuring that payments are made as and at when due.
c. Have records of noteworthy contributions to the progress, work, ideals and aspirations of the Branch, the Institution and the Profession.
d. Be not less than Ten (10) years standing as a corporate member.

e. And any other conditions as may be stipulated by the Board of Fellows.

5.1.2 Full Members

Any member of the Branch who has been inducted as a Full Member at the Annual General Meeting of the Institution or at any function accepted by the institution and in addition satisfy all the prerequisites listed in paragraph 5. 1. 1 (a-c) of these Bye-Laws.

5.2 NON-CORPORATE MEMBERSHIP

Non-Corporate membership shall comprise:

A. Associate (ANIS)
B. Probationer,
C. Student.
D. Honorary Member.

5.2.1 Associate

Any person who has been registered as Associate by the INSTITUTION. and have satisfied the prerequisites listed in paragraph 5.1.1 (a-c) of the Bye-Laws with:

i. At least a First Degree or Professional Diploma/ Post Graduate Diploma in Surveying and Geoinformatics or its equivalent recognized by SURCON.
ii. HND in Surveying and Geoinformatics.
iii. Any person who has passed the SURCON examination for Technologist or as may be determined by SURCON from time to time

5.2.2 Probationer

Any person who has been registered as Probationer by the INSTITUTION and have satisfied the prerequisites listed in paragraph 5.1.1(a-c) of the Bye-Laws who:

i. **Has passed SURCON Examination for Technicians with at least two years post-graduation experience or as may be determined by SURCON from time to time.**
ii. **Has a National Diploma in Surveying and Geoinformatics approved by SURCON and recognized by the INSTITUTION, or as may be determined/SPECIFIED by SURCON from time to time.**

5.2.3 Student

Student membership shall be open to any person who has been registered as a student member by the INSTITUTION and is pursuing full time course of study in Surveying and Geoinformatics at any Higher Institution of Learning which curriculum is approved by SURCON.

5.2.3 Honorary Members

i. The Branch may recommend to the National the conferment of Honorary Membership on any eminent person in fields cognate to Surveying or any distinguished Nigerian who has been considered as making immense contributions to the Branch and Profession of Surveying.
ii. The Branch shall forward such recommendation for award to the Institution stating the merit for such recommendation.

iii. **Such an individual becomes an Honorary Member upon acceptance by the Institution.**

5.3 MEMBERSHIP STATUS

Without prejudice to the above categorization of membership

Members in the branch shall be treated as:

A. **ACTIVE**
B. **PASSIVE**

5.3.1 ACTIVE MEMBER

An active member shall:

i. be a financial member who pays all levies as and when due.
ii. attends not less than 50% of total number of monthly meetings in a year.
iii. **be fully interested and must have reasonably participated in all programmes and events organized by the branch.**

5.3.2 Benefits of Active Members

For any member to benefit from Nigerian Institution of Surveyors Ondo State Branch, he or she must be an active member and shall be entitled to the following benefits

i. vote and be voted for
ii. benefit from the insurance scheme of the branch.
iii. benefit from the welfare packages of the branch.
iv. be appointed to function in any committee constituted by the branch, and

v. any other benefits so determined by the Branch Executives.

5.3.3 PASSIVE MEMBER

Any member who is deficient in any or all of the conditions listed under active member above shall be regarded as a passive member and shall be treated as such.

5.4 PROCEDURES FOR ENROLMENT INTO MEMBERSHIP OF THE BRANCH

The state shall derive its membership from NIS National. No non- members of NIS National shall be accepted as a member of the State branch.

Any person who chooses to be a member of the State Branch shall apply in writing to the Chairman of the State Branch and such an application shall be accompanied with the followings:

i. Certification of membership obtained from the National NIS
ii. Copy of C.V of the intending member
iii. In case of a surveyor transferring his/her membership to the State, such a member shall attach a letter of introduction from Chairman of the State where he/she is transferring his/her membership from.
iv. Any person who is an active member as at the commencement of these Bye-Laws who has been attending meetings and his/her name is in the branch

membership register shall be deemed to be a member of the State Branch.

5.5 REGISTER OF MEMBERS

The names and addresses of all members of the branch shall be entered in a register to be kept by the secretary and every member shall from time to time notify the branch secretariat of his/her address and any change thereof, and any such other information as may be necessary to update the register.

5.6 SUSPENSION/TRANSFER OF MEMBERSHIP

A person shall cease to be a member of the branch if he/she:

i. is suspended by the Institution (State or National)
ii. relocate to another State.
iii. is certified to be insane.
iv. convicted by a court of law of a criminal offence.
v. is in arrears of subscription, levies and dues for a period of more than three (3) years. However, he or she may be re-admitted after a satisfactory written explanation to executive committee or any committee charged to consider such an issue.
vi. failed to attend meetings for three consecutive years unless on health ground.
vii. found guilty of acts contrary to the National constitution and Branch Bye law.

5.7 SUBGROUPS

The branch shall have the following subgroups;

i. Association of Private Practicing Surveyors of Nigeria (APPSN).
ii. Women in Surveying (WIS)
iii. Young Surveyors Network (YSN)
iv. National Association of Surveying and Geoinformatics Lecturers (NASGL)
v. Nigerian Institution of Surveying and Geoinformatics students (NISGS).

Any other sub-group approved by NIS National.

6.0 FINANCE

6.1 SOURCES OF REVENUE

The branch shall derive its revenue from:

i. Annual dues
ii. Levies and Pledges
iii. Return from pillar issuance and Mandatory Deposit (MD)
iv. Donations and Fines.
v. Other legitimate sources (fees prescribed by Executive Council and approved by the house)
vi. NIS Consults

6.2 ANNUAL DUES AND LEVIES

i. All members of the branch shall pay annual dues and levies except honorary members.
ii. The branch annual dues shall be half of the National annual dues of members based on membership cadre

iii. As occasion may warrant, the Branch Council may propose levies for the consideration of the house for specific project.

iv. The annual dues shall be due and payable on enrolment of a member to the branch and thereafter on the 1st of January of every year, but not later than 31st March each year. Without prejudice to section 5.3.1 of these Bye-Laws, all payments made after 31st of March shall be deemed to be late for the year and shall attract a penalty of 25% of the annual due expected.

6.3 BANKING

The branch shall maintain accounts with the following Banks domicile at the State capital:

(i) Zenith Bank Plc, Akure.

(ii) Polaris Bank Plc, Akure.

(iii) Any other Banks as deemed fit by the EXCO within the State capital.

6.4 SIGNATORIES TO THE ACCOUNTS

The Chairman, Secretary and the Treasurer shall be signatories to the branch accounts. For any transaction, it shall be Chairman and any of either Secretary or Treasurer or both.

6.5 PAID STAFF

The branch shall maintain paid staff at its secretariat. **Activities** of such staff shall be under the supervision of the Branch Secretary.

7.0 MEETINGS AND ACTIVITIES

There shall be Nine (9) types of meetings and activities:

i. **Annual General Meeting (AGM)**
ii. **Monthly (General) Meetings.**
iii. **Executive Meetings.**
iv. **Emergency Meetings (General or EXCO)**
v. **Committees Meetings.**
vi. **Sub-group Meetings**
vii. **South west forum meetings**
viii. **MCPD**
ix. **Survey week**

7.1 ANNUAL GENERAL MEETING (AGM)

There shall be Annual General Meeting (AGM) to be held on **second Thursday of** December every year and it shall be called Annual General Meeting (AGM) **which shall hold during survey week.** The Supreme Authority of the Branch shall be vested in the **Annual** General Meeting whose decision on all matters affecting the Branch shall be final.

7.1.1 THE BRANCH ANNUAL GENERAL MEETING (AGM)

The Branch Annual General Meeting (AGM) shall:

a. be mandatory for every member of the Branch to attend.
b. approve the minutes of the proceedings of the previous Annual General Meeting and discuss matters arising thereof.

c. receive, consider and approve all officers and committees' report at the December annual General Meeting.

d. organize and execute technical sessions.

e. handing over of power to the new executives in an election year shall take place during the AGM.

f. transact such other business as may be relevant at such meetings

g. if for whatever reason or reasons it becomes not feasible to hold the AGM in the month of December, a new date shall be fixed in the monthly general meeting or where situation so demands, by the exco in any case not later than January of the following year.

7.2 MONTHLY (GENERAL) MEETINGS.

(i) The Monthly General Meeting shall hold on the last Monday of every month of the year at the Branch Secretariat Hall or any days agreed upon by the house.

(ii) The meeting shall be attended by all STATUTORY MEMBERS and NONE BRANCH MEMBERS (members from other state branches of NIS and National Officers present at the meeting).

(iii) If for any reason the meeting could not hold as stated above. it shall hold on another reasonable day to be decided by the EXCO.

7.3 QUORUM

The quorum at the Monthly General meeting as well as the Annual General meeting shall be at least one-third of the statutory members and shall be presided over by the Branch Chairman or when not around, by the Vice Chairman or Secretary in the absence of Vice Chairman. In addition, no General meeting shall be regarded statutory or legal if none of these officers, that is, Chairman, Vice Chairman or Secretary is in attendance.

7.4 EXECUTIVE MEETINGS

(i) There shall be executive meetings to be held on every last but one Monday of the month and at the same venue and time as the general meeting.

(ii) It shall be presided over in the same manner as the general meeting and

(iii) The quorum at any branch EXCO meeting shall be 2/3 of the membership strength of the EXCO provided at least one of the member present is the Chairman, Vice chairman or Secretary.

7.5 EMERGENCY MEETINGS

The executive committee shall summon an emergency General Meeting or emergency Executive Meeting when necessary and the quorum shall be one-fourth of membership strength in either case.

7.6 SUB-GROUP MEETINGS

The meetings of sub-group shall hold as agreed by the members of the group and reports of such meetings shall be given at the Monthly General Meetings.

7.7 SOUTH WEST FORUM

i. **The branch shall be duly represented in the South West forum as may be determined by the forum**

ii. **The branch shall participate actively in all the forum's programs.**

7.8 MANDAT0RY CONTINUOS PROFESSIONAL DEVELOPMENT (MCPD)

The branch shall organize MCPD once in a year for members.

7.9 SURVEY WEEK

There shall be a week in December every year set aside for the branch special programmes to be known as SURVEY WEEK.

8.0 EXECUTIVE OFFICERS OF THE BRANCH

The Branch Council shall consist of:

(a) Chairman.

(b) Vice Chairman.

(c) Secretary.

(d) Assistant Secretary

(e) Treasurer.

(f) Financial Secretary.

(g) Publicity Secretary

(h) Internal Auditor.

(i) Council Representative.

(j) ex officio

The Executive Council shall also co-opt National Officers from the branch (if any) or and any member whose service may be specifically required. Such co-opted members shall attend executive Council Meetings for such a specific purpose only and shall have no voting right.

8.1 TENURE OF OFFICERS

An officer can hold office for a term of two years and can hold office for another term of two years if re-elected for the same post or serve two terms (4years) consecutively irrespective of the post. Such officer shall not be eligible to contest again until after a period of two years for a different post he or she earlier occupied. No member shall hold office both in NIS and APPSN and NIS National simultaneously.

8.2 CESSATION TO HOLD OFFICE BY OFFICERS

In addition to section 5.6 of these Bye-Laws, a member of the executive committee shall cease to hold office if he/she:

(i) After a term of two years is not re-elected into the office

(ii) had enjoyed two terms in office consecutively

(iii) voted out of service for non-performance or for any unruly behavior by 2/3 (two-third) majority of the house during the monthly general meeting.

(iv) act in a manner prejudicial to the interest of the branch

(v) Any branch executive member who won election as a member of the national executive council shall cease to hold his/her post which shall be declared vacant and shall be filled in a bye-election.

9.0 ELECTION OF OFFICERS

(i) Election of officers shall be held every two (2) years, in September or not later than October of election year.

(ii) Election shall be by secret ballot system. (physical or virtual)

(iii) A 5-man electoral **committee** comprising persons of impeccable character shall be appointed by the Executive Council and made the list known at the general meeting not less than 3 months to the election date

(iv) Success at the election shall be by simple majority.

(v) A 3-man Election Appeal Panel (EAP) comprising **Two** past NIS Chairmen and a Fellow shall be appointed by the Executive Council to address any complain arising from the outcome of the election.

(vi) Any displeased aspirant(s) at the poll may complain/appeal to the Election Appeal Panel in

writing within forty- eight (48) hours after the declaration of election results by the Electoral Committee.

(vii) All election complaint must be resolved by Election Appeal Panel within seven (7) days from the dead line giving for the submission of complaint and their decision shall be FINAL.

(viii) In the event of any vacancy, the branch executive council shall organize a bye-election, the tenure of which shall run concurrently with the serving executive council.

(ix) The National Executive Council shall be duly informed of the time and date of State NIS election. The representative of the National must be on ground to observe the election process.

(x) Election shall be conducted not later than October of the election year.

(xi) All elected officers shall take the oath of office and be sworn-in during the Annual General Meeting of the branch in an election year. The swearing in shall be administered on the Chairman by a legal practitioner, while the Chairman in turn administers oath of office on other officers.

(xii) The swearing of the respective executive councils of the sub-groups shall take place during the AGM of their election years.

(xiii) The NIS chairman shall administer the oath of office on the chairmen of sub-groups and thereafter, the chairman of each group shall

administer oath of office on his or her other executive members.

9.1 ELIGIBILITY OF OFFICERS

9.1.1 THE CHAIRMAN

1. Any member aspiring to be Chairman of the branch must have attained the corporate membership status of the Institution for period not less **than ten years** and must have served the institution actively for not less than five years and must have maintained a continuous membership of the branch for not less than **ten (10)** years with great repute in line with section 5.3. 1 of these Bye-Laws.
2. Must have meritoriously served in the State Branch Executive Council of the Institution **or NIS sub groups** for not less than a total of four years or at National Council of the Institution.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as and when due and up to date continuously for not less than four years.
4. Must have a minimum of 75% attendance at monthly meetings of the Branch within the last Twenty-Four (24) months prior to the close of submission of nominations for the election.
5. Must be validly nominated/sponsored by a Fellow and one (1) corporate member of the institution's State Branch who are eligible to vote herein and who must themselves be qualified for the particular office as provided for in these Bye-Laws.

9.1.2 THE VICE-CHAIRMAN

1. Must have attained the corporate membership status of the Institution for a period not less than **seven (7)** years and must have maintained a continuous membership of the branch for not less than (5) years in line with section 5.3.1 of this Bye-Law.
2. Must have meritoriously served the State Branch Executive Council of the institution or at any of the NIS subgroup in one office or the other.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as at when due and up to date continuously for not less than four years.
4. Must have a minimum of 60% attendance at monthly meetings of the Branch within the last Twenty Four (24) months prior to the close of submission of nominations for the election.
5. Must be validly nominated/sponsored by two (2) corporate members of the institution's state branch who are eligible to vote herein and who must themselves be qualified for the particular office as provided for in this Bye-Law.

9 .1.3 THE SECRETARY

1. Must have attained the corporate membership status of the Institution for a period not less than Five (5) years and must have maintained a continuous membership of the branch for not less than Five (5) years in line with section 5.3.1 of these Bye-Laws.

2. Must have meritoriously served the state branch executive council of the institution or at National council of the institution or at any of the NIS subgroup in one office or the other.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as and when due and up to date continuously for not less than four years.
4. Must have a minimum of 60% attendance at monthly meetings of the Branch within the last Twenty Four (24) months prior to the close of submission of nominations for the election.

Must be validly nominated/sponsored by two (2) corporate members of the institution's state branch who are eligible to vote herein and who must themselves be qualified for the particular office as provided for in these Bye-Laws.

9.1.4 THE ASSISTANT SECRETARY

1. Must have attained the corporate membership status of the Institution for a period not less than **two (2) years** and must have maintained a continuous membership of the branch for a period not less than Five (5) years in line with section 5.3.1 of these Bye-Laws.
2. Must have served meritoriously in the state branch council of the institution or at National council of the institution or in any of the NIS subgroup in one office or the other.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch

annual dues as and when due and up to date continuously for not less than three years.

4. Must have a minimum of 50% attendance at monthly meetings of the Branch within the last Twenty-Four (24) months prior to the close of submission of nominations for the election.
5. Must be validly nominated/sponsored by two (2) corporate members of the institution's state branch who are eligible to vote and who must themselves be qualified for the particular office as provided for in these Bye-Laws.

9 .1 .5 COUNCIL REPRESENTATIVE

1. Must have attained the corporate membership status of the Institution for a period not less than Five (5) years and must have maintained a continuous membership of the branch for not less than Five (5) years in line with section 5.3.1 of these Bye-Laws.
2. Must have meritoriously served the state branch executive council of the institution or at National council of the institution or any of the NIS subgroup in one office or the other.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as and when due and up to date continuously for not less than four years.
4. Must have a minimum of 60% attendance at monthly meetings of the Branch within the last Twenty Four (24) months prior to the close of submission of nominations for the election.

5. Must be validly nominated/sponsored by two (2) corporate members of the institution's state branch who are eligible to vote herein and who must themselves be qualified for the particular office as provided for in these Bye-Laws.

9.1.6 PUBLICITY SECRETARY

1. Must have attained the corporate membership status of the Institution for a period not less than Four (4) years and must have maintained a continuous membership of the branch for not less than Five (5) years in line with section5.3.1 of these Bye-Laws.
2. Must have meritoriously served the state branch council of the institution or at National council of the institution or any of the NIS subgroup in one office or the other.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as and when due and up to date continuously for not less than four years.
4. Must have a minimum of 60% attendance at monthly meetings of the Branch within the last Twenty Four (24) months prior to the close of Submission of nominations for the election.
5. Must be validly nominated/sponsored by two (2) corporate members of the institution's state branch who are eligible to vote herein and who must themselves be qualified for the particular office as provided for in these Bye-Laws.

9.1.7 FINANCIAL SECRETARY

1. Must have attained the corporate membership status of the Institution for a period not less than Four (4) years and must have maintained a continuous membership of the branch for a period not less than Five (5) years in line with section 5.3.1 of these Bye-Laws.
2. Must have served meritoriously in at least any of the NIS subgroup in one office or the other.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as and when due and up to date continuously for not less than three years.
4. Must have a minimum of 50% attendance at monthly meetings of the Branch within the last Twenty Four (24) months prior to the close of submission of nominations for the election.
5. Must be validly nominated/Sponsored by two (2) corporate members of the institution's state branch who are eligible to vote herein and who must themselves be qualified for the particular office as provided for in these Bye-Laws.

9.1.8 TREASURER

1. Must have attained the corporate membership status of the Institution for a period not less than Four (4) years and must have maintained a continuous membership of the branch for a period not less than Five (5) years in line with section 5.3.1 of these Bye-Laws.
2. Must have served meritoriously in the state branch council of the institution or at National council of the

institution or in any of the NIS subgroup in one office or the other.

3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as and when due and up to date continuously for not less than three years.
4. Must have a minimum of 50% attendance at monthly meetings of the Branch within the last Twenty-Four (24) months prior to the close of submission of nominations for the election.
5. Must be validly nominated/sponsored by two (2) corporate members of the institution's state branch who are eligible to vote and who must themselves be qualified for the particular office as provided for in these Bye-Laws.

9.1 9 INTERNAL AUDITOR

1. Must have attained the corporate membership status of the Institution for a period not less than Two (2) years and must have maintained a continuous membership of the branch for a period not less than Five (5) years in line with section 5.3.1 of these Bye-Laws.
2. Must have served meritoriously in the state branch council of the institution or at National council of the institution or in any of the NIS subgroup in one office or the other.
3. Must be a consistent financial member of the Branch and must have paid his/her National and State branch annual dues as and when due and up to date continuously for not less than three years.

4. Must have a minimum of 50% attendance at monthly meetings of the Branch within the last Twenty Four (24) months prior to the close of submission of nominations for the election.
5. Must be validly nominated/sponsored by two (2) corporate members of the institution's state branch who are eligible to vote and who must themselves be qualified for the particular office as provided for in this Bye-Law.

9 .1.10 EX-OFFICIO MEMBER

The post of ex-oficio shall be an exclusive reserve of the Immediate Past Chairman (IPC) of the branch provided that no condition renders him or her non-eligible as a result of holding office at National or personal reasons, in which case the office shall be filled with the Immediate Past Secretary.

9.2 ELIGIBILITY TO VOTE

To be eligible to vote, a member shall:

i. be up to date financially to the state Branch and National.
ii. have at least an Associate membership status of the institution.
iii. Have a minimum of 40% attendance at monthly meetings of the Branch in the last Twenty-Four (24) months preceding the date of an election.
iv. Members who are 70 years and above of age shall have a minimum of 25% attendance.
v. Have his or her name appear in the final list of eligible voters as compiled by the Election Committee and published not later than Seven (7) days before the date of the election

10.0 DUTIES OF EXECUTIVE OFFICERS

10.1 THE CHAIRMAN

The chairman shall:

(i) preside over ALL meetings of the branch of which he/she is present, and shall regulate the proceedings.
(ii) cause the summoning of the meeting of the Branch either on his own initiative or after a request has been made by one third of the membership strength in case of urgent and sensitive issues.
(iii) supervise all other officers of the Branch in the performance of their duties.
(iv) inaugurate standing committees within two months of assumption of office
(v) organize and preside over the Annual General Meeting of the Branch.
(vi) approve payment for all expenses after due scrutiny
(vii) effect ALL decisions of the Branch
(viii) represent the Branch at National Council of NIS and at any other fora as occasion demands.
(ix) be a signatory to all the Branch Bank accounts.

10.1.1 CHAIRMAN'S INSIGNIA OF OFFICE

The Chairman shall wear a suitable insignia of office (Chairman Chain) at NIS State functions. Such Insignia shall change hands at the investiture of a new Chairman to be held at the Annual General Meetings.

10.2 VICE-CHAIRMAN

Vice Chairman shall:

(i) assist the Chairman in his/her duties and deputize for him/her in his/her absence.
(ii) be the chairman of ethics committee
(iii) be the Chairman of AGM (branch) planning committee.
(iv) perform all such duties as chairman/the EXCO may direct him or her
(v) to head the finance and general-purpose committee.

10.3 SECRETARY

The secretary shall perform the following duties:

(i) to summon meetings of the Branch on the directive of the Chairman
(ii) to record and keep minutes of all meetings
(iii) to write and dispatch circulars, letters and other correspondences decided upon by the Branch
(iv) to recommend to the Chairman all expenditures for approval.
(v) to keep a register of member of the Branch
(vi) to head and supervise the activities of secretariat staff
(vii) to represent the Branch at the Southwest Forum and APBN Ondo State.
(viii) perform other duties assign to him or her by the Chairman/Exco
(ix) Signatory to all the Branch Bank accounts.

10.4 ASSISTANT SECRETARY

He shall assist the secretary in the discharge of his duties but will have the following specific functions:

i. record the minutes at executive meetings
ii. assist the secretary in overall running of the secretariat
iii. ensure smooth and orderly preparations for the monthly general meetings.
iv. be the secretary of AGM (branch) planning committee.
v. maintain an inventory of all Branch properties
vi. shall perform other duties assign to him or her by the Chairman or the secretary.

10.5 PUBLICITY SECRETARY

Publicity Secretary shall:

i. act as public relation officer of the Branch
ii. carry out all publicity functions of the Branch
iii. be the chairman of publicity and programme committee.
iv. perform any other duties assign to him or her by the EXCO or the Chairman

10.6 FINANCIALSECRETARY

The duties of the Financial Secretary shall be as follows;

i. collection of all dues and levies from members on behalf of the Branch
ii. submission of same to the Treasurer within forty-eight hours (48hrs) of receipt of such monies for onward deposit into the Branch appropriate bank account

iii. to furnish the Branch and members with a report of their financial status on a quarterly basis
iv. to perform any other duties assign to him or her by the EXCO or the chairman
v. to prepare an annual budget draft for ratification of the house through EXCO.

10.7 TREASURER

The duties of the Treasurer shall be as follows:

i. to receive all monies accruing to the Branch
ii. to deposit such monies into the bank approved by the Branch within forty-eight hours (48hrs) of receipt of such monies
iii. to settle all bills as may be authorized for payment by the Chairman
iv. to present financial report of the Branch as necessary
v. to perform any other duties assign to him or her by the Chairman
vi. signatory to all the Branch Bank account

10.8 INTERNAL AUDITOR

i. Shall examine the correctness or otherwise of income and expenditure account at least quarterly and present report to the General House or Executive Committee as necessary.
ii. advice the chairman on financial matters
iii. Shall perform any other duties assign to him or her by the EXCO or the Chairman.

10.9 COUNCIL REPRESENTATIVE

i. Shall represent the Branch at NIS Council meetings and shall give comprehensive report of the meetings to the Branch.

ii. shall be representative of the Branch at the Southwest Forum.

iii. shall be a member of AGM (branch) planning committee.

iv. shall perform any other duties assign to him or her by the Chairman.

10.10 EX-OFFICIO MEMBER

i. The EXCO shall draw from the wealth of his or her experience in all matters.

ii. He or she shall perform any other duties assigned to him or her by the EXCO or Chairman.

10.11 DUTIES OF ELECTROAL COMMITTEE

The committee shall

i. Prepare nomination form to all elective offices and electioneering time table.

ii. Screen, arrange and conduct election into all offices in accordance with the Rules and Regulations and electoral guidelines as approved by Executive Council.

iii. Any member of the committee who desires to contest an election into the Executive committee will be required to withdraw his/her membership not less

than one months to the election; otherwise he /she stand disqualified even so later. He would also cease to be a member of the committee

iv. have the right to vote but cannot be voted.

11.0 COMMITTEES

The EXCO shall from time to time appoints among others the under mentioned standing and Ad-hoc Committees from within members of the Branch.

It shall delegate to them such powers and duties as it may consider necessary

(i) Building Committee
(ii) NIS Ethics Committee
(iii) Education Committee
(iv) Welfare Committee
(v) Bills and Job Creation Committee
(vi) Finance and General-Purpose Committee
(vii) Publicity and Programmes Committee
(viii) Annual General Meeting Planning Committee.
(ix) Electoral Committee.

The Branch may appoint any other committee on ad-hoc basis as the need arises.

The tenure of all standing committees shall terminate at the expiration of the current executives. Member of the committee may be reappointed if so wish by the new exco.

12.0 WELFARE OF MEMBERS

The branch shall participate in the following welfare of members;

(i) Burial of father, mother, in-laws (father/or mother)
(ii) Sickness of members
(iii) Death of members
(iv) Disability of members
(v) Wedding of members and children of members (maximum of 2 children)

NOTE

Only active members as defined in Section 5.3.1 of these Bye-Laws shall be entitled to the benefits of the welfare packages in respect of welfare listed above.

13.0 DUTIES OF THE BRANCH EXECUTIVE COUNCIL

The branch shall be governed by an Executive herein after referred to as "The Branch Executive Council" and among others perform the following duties but not limited to:

i. executing decisions taken at general (annual/monthly) or emergency meeting of the branch
ii. making regulations in pursuance of the aims and objectives of the branch.
iii. initiating policies, plans and programmes for considerations and approval by the general house.
iv. investigating allegations of misconduct or malpractice(s) by any member of the branch through the ethics

committee or any other committee set up for such investigation.

v. presenting annual budget for consideration of members at the council meeting.
vi. without prejudice to periodic reports, rendering accounts of stewardship to the house for consideration at the end of its tenure.

14.0 RELATIONSHIP WITH OTHER BODIES

The Branch shall be a member of:

(i) Nigerian Institution of Surveyors Southwest Forum (NIS Southwest Forum)
(ii) Association of Professional Bodies of Nigeria (APBN) in Ondo State Chapter
(iii) Any other legitimate body the Branch decides to partner with.

14.1 REPRESENTATIVE TO APBN

- Chairman,
- Secretary
- Immediate past Chairman and
- any other two appointed by the house

14.2 REPRESENTATIVES TO SOUTHWEST FORUM

- Chairman
- Secretary
- Council Representative
- Immediate Past Chairman

- APPSN Chairman
- APPSN Secretary

15.0 TRUSTEES

15.1 The trustees of the Branch for the purpose of Land Perpetual Succession Ordinance shall be elected at a general meeting of the Branch. Such Trustees shall;

i. be five (5) in number at a time
ii. include at least two (2) Fellows and three (3) full members. One of the members of the trustees must be a past Chairman
iii. be financial members of the branch and shall hold office for a period of five(5) years and shall be eligible for re-election only once.
iv. trustees may be advised by the Branch Executive to withdraw as a result of ill health or other considerations.

15.2 Trustees shall have a common seal, such seal shall be in the custody of the Secretary and he or she shall produce it when required for use by the Trustees. All documents to be executed by the Trustees shall be signed by at least three of the members and sealed with the common seal.

16.0 FINANCIAL REGULATIONS

16.1 Financial year

(a) The financial year of the branch shall be from January to December of the year.

(b) There shall be presentation of the financial status (income and expenditure) of the Branch to

the general house at every six months (June and December) by the financial Secretary showing the financial transactions undertaken on behalf of the Branch.

16.2 Authorization and Approval Schedule

i. No officer shall be allowed to authorize or approve expenditure for himself

ii. The authority limits for general expenses and capital expenditures shall be as follows:

a) Chairman will be entitled to a single approval of not more than N500,000 each up to a cumulative approval of not more than N1,500,000 in a month.

b) The executive committee shall be entitled to a single approval of not more than N1,500,000 each up to a cumulative approval of not more than N3,000,000 in a month.

NOTE: Any spending that shall exceed N3,000,000 in a single transaction must be approved by the general house.

iii. Officers who are authorizing or approving payments must ensure that vouchers are properly completed and coded.

iv. Payment vouchers must also have relevant attachments such as receipts, certificate of honours etc.

16.3 The Branch shall where possible, support Members to attend subgroup meetings (not general meetings), AGM, Council and international conferences.

NOTE: a schedule of amount to be given to member as relate to the above shall be prepared by the executive council and presented to the house for approval.

16.4 BUDGET

16.4.1 There shall be a proposed budget to be prepared for every financial year and presented by the chairman through the treasurer at the Annual General Meeting for debate and approval.

16.4.2 The budget shall contain the overhead and capital expenditure.

16.4.3 Budget implementation shall be under the following conditions

i. The approved budget shall be strictly adhered to.

ii. Where it becomes necessary, there shall be room for virement.

iii. Where there are needs for changes or review. as a result of variations, supplementary request should be sent to the general meeting for approval.

iv. No emergency should warrant a change in the approved budget beyond 20% of the approved sum without recourse to the general meeting.

v. The executive committee shall ensure that the finance/accounts officer monitor the day to day execution of the budget.

16.5 Documentation

16.5.1 Bank Statement.

Monthly Bank Account statement shall be obtained from our banks and Reconciliation carried out at least quarterly. The

Chairman and the Treasurer should receive alert on all transactions that occur on our bank accounts.

16.5.2 Account Reconciliation.

A mechanism for periodic updating of the financial records with relevant Committees/organization should be performed at least every six months. The report of such updating shall be presented to the executive council.

16.6 EXTERNAL AUDITOR

The account of the Branch shall be examined yearly by the External Auditor before the Annual General Meeting. This is to ascertain the correctness or otherwise of the Income and Expenditure accounts and balance sheets. However, the report of the External Auditor shall be presented to members of the branch at the Branch Annual General Meeting.

17.0 AMENDMENTS TO THE BYE-LAWS

17.1 Where the Branch recognizes or identifies a need for an amendment to any provision of these Bye-Laws, such an amendment shall be approved at the General Meeting based on recommendations presented by a review panel duly appointed for that purpose.

17.2 Any provision of these Bye-Laws can also be amended by a written motion signed by at least 10 active members. Notices of such motion shall be given to the Secretary and circulated at least 60 days before the date of the meeting at which the motion shall be considered.

17.3 Any amendment shall be by two-third majority of all statutory members present at the meeting where the amendment would be affected.

RATIFICATION AND COMMENCEMENT

These Bye-Laws were presented and ratified on 4th December, 2025 at the State Annual General Meeting and shall be deemed to have taken effect from 5th December,2025.

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Surv. K.T Bello, mnis

Chairman, Ondo State Branch,

Nigerian Institution of Surveyors

MEMBERS, BYE-LAWS AMENDMENT COMMITTEE

1. Surv. Lekan R. Ogunmodede mnis Chairman

2. Surv. Ojo David Atunbi-Amodu mnis Member

3. Surv. (Mrs), Akinbola Modupe mnis Member

4. Surv. Omolafe Segun I. mnis Member

5. Surv M. B. Omotola mnis Member

6. Surv. Oni Oladimeji Fatai mnis Member

7. Surv. Adeleke Olusayo. mnis Member/Secretary