

THE
CONSTITUTION
of



RC: 949140

THE NIGERIAN
INSTITUTE OF
BUILDING

2017

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PREFACE

The Nigerian Institute of Building makes for herself this Revised Constitution which was duly adopted on the 24th February, 2017 by the Extraordinary General Meeting of the Institute held at Tauba Hotels, Abuja, with the aim to order the conduct of its corporate, non-corporate and student members.

This Constitution is a product of the first ever comprehensive review of the subsisting version which was last printed in 2009. The review itself was predicated on the felt need to recognize contemporary innovations in the management of professional bodies and engender increased clarity and accountability in the conduct of the affairs of the Institute.

A great deal of professionalism was required to produce the draft and a more political process to adopt. Credit must go to the Bldr. (Dr) Michah E. Obiegbu (FNIQB) Committee which collated and analyzed members inputs in 2015 through 2016. Other members included Bldr. Dachollom D. Jambol (FNIQB), Bldr. (Prof) Yohana D. Izam (FNIQB), Bldr. Aliyu A. Ova (FNIQB), Bldr. (Mrs) Adebolanle O. Araba (FNIQB) and Amb. (Pastor) Sunday Nkwor, (MBA). Credit is most due to the painstaking devotion of the Extra-Ordinary General Meeting of 24th February, 2017 which adopted the Revised Constitution.

BLDR. TIJJANI B. SHUIAB, FNIQB
President, Nigerian Institute of Building

PREAMBLE

We the members of The Nigerian Institute of Building hereby agree to give this Constitution to ourselves and its provisions shall bind and guide the conduct of the Institute and her members.

This Constitution shall be cited as "The Constitution of the Nigerian Institute of Building, 2017 as Revised"

ARTICLE 1 – INTERPRETATION

1.0 In this Constitution unless otherwise described or modified the following expressions shall have the meaning respectively assigned to them:

“Institute” shall mean **The Nigerian Institute of Building, (NIOB)**

“The Constitution” shall mean The Constitution as drawn up by the Council and ratified by the General Meeting of **The Nigerian Institute of Building.**

“Council” means the National Council of the Institute elected at an Annual General Meeting (AGM) including the Current Chapter Chairmen/Representatives.

“General Meeting” shall interchangeably mean the Annual or the Extra-Ordinary General Meeting of the Institute

“Building” shall interchangeably mean any structure or enclosure of space for protection of life and property or the practice of building as a profession.

“Builder” means a Fully Registered professional in the Register of the Council of Registered Builders of Nigeria, (CORBON).

“Member” means a person whose name is listed in the Membership Register of the Institute.

ARTICLE 2

2.0 NAME AND OFFICE

2.1 The Institute shall be called

THE NIGERIAN INSTITUTE OF BUILDING with the acronym “NIOB”

2.2 The Registered Office of the Institute shall be situated in the Federal Capital of Nigeria.

2.3 There shall be Liaison and Chapter Offices as may be approved by the Council from time to time.

ARTICLE 3

3.0 SUPREMACY OF THE CONSTITUTION

3.1 This Constitution is supreme and its provisions shall have binding force on all members and organs of The Institute, and subject to the Constitution of the Federal Republic of Nigeria and Laws enacted under its provision, if any other Constitution,

Regulation, Bye-laws and Standing Order is inconsistent with the provisions of this Constitution, this Constitution shall prevail and that other Constitution, Regulation, Bye-laws and Standing Order shall to the extent of that inconsistency be null and void.

ARTICLE 4

4.0 VISION, MISSION AND OBJECTIVES OF THE INSTITUTE

4.1 **The “VISION”** of the Institute is “providing professional excellence and leadership for sustainable shelter”.

4.2 The **“MISSION”** of the Institute is “to enable members deliver, with relevant stakeholders, sustainable shelter that addresses the housing needs of the nation through research and development and global best practices.”

4.3 OBJECTIVES

The objectives of the Institute shall be:

- I. To promote the Science, Technology, Management and Practice of the Building Profession in all its aspects and ramifications.
- ii. To establish and maintain a high standard of competence and conduct of those engaged or about to be engaged in the Building Profession.
- iii. To provide a forum for meeting and discussing matters of mutual interest to Builders.
- iv. To promote and stimulate improvement of technical and general knowledge of persons engaged or undergoing training to be engaged in the Building Profession.
- v. To make available information on matters affecting the Building Profession in Nigeria and abroad.
- vi. To promote an understanding of the Building Profession among members of the public and to confer with all Professionals and other bodies within the building industry and to act as the sole Authority in the Federation of Nigeria with regards to all matters affecting the profession.
- vii. To act as a body to which the government or other official or

unofficial authorities or organizations in Nigeria can seek advice, assistance or the expression of views on any subject(s) of concern or interest to the Building Profession in Nigeria.

- viii To pursue the enactment of building regulation, codes and standards and their implementation.
- ix To build a strong membership base that is competent and proud of the building profession at all times.

ARTICLE 5

5.0 MEMBERSHIP

- 5.1. Generally, for the purpose of admission, the Institute shall consist of an unlimited number of members. Such members shall be:
 - I. Registerable as Builders, admitted and their names are in the membership list of the Institute.
 - ii. Financial members who are up to date in payment of their annual dues and other charges and levies.
 - iii. Prospective members who shall be:
 - a. Nigerians whose qualifications, experience and conduct are acceptable by the Institute.
 - b. Nigerian Builders resident abroad whose qualifications and experience are acceptable to the Institute.
 - c. Non-Nigerians whose qualifications and experience are acceptable to the Institute.
 - iv. Membership shall be personal to the member and shall not be transferable.

5.2 Admission Procedure

A prospective member applying for membership into any category shall do so by:

- i. Obtaining and filling the membership application Forms
- ii. Payment of appropriate fees
- iii. Process the application through the State Chapters to the office of the Honorary General Secretary of the Institute and subsequently to the Membership Committee.
- iv. The Membership Committee's decision shall be subject to approval by the National Council. The decision of the National

Council shall be final.

- v. Applicant to accept or decline the admission in writing.

5.3 Category of Membership

The categories of membership of the Institute are:

5.3.1 Corporate

There shall be two (2) classes:

- (a) Fellow FNIOB
- (b) Corporate MNIOB

5.3.2 Non-Corporate

There shall be five (5) classes:

- a. Graduate
- b. Technologist
- c. Licentiate
- d. Technician
- e. Student

5.3.3 Honorary Fellow

5.3.4 Organizational

5.3.5 Building Craftsmen and Artisans

5.3.6 Building Craftsmen and Artisans

There are two (2) classes of Building Craftsmen and Artisans:

- a. Certified Craftsmen
- b. Certified Artisan

5.4 Designatory Letters

- 5.4.1 Only Fellows and Corporate members of the Institute may indicate their grades of membership by using the appropriate designatory letters i.e. FNIOB, MNIOB respectively; without prejudice to Honorary Fellows who may use the designatory letters HON. FNIOB.

- 5.4.2. Such a member in 5.3.1 above, upon becoming a Fully

Registered Builder with the Council of Registered Builders of Nigeria (CORBON), may also use the acronym and be known as REGISTERED BUILDER (BLDR).

5.5 Admission Requirements

5.5.1. Fellow

Election to the Fellow Grade of the Institute shall be either by direct application or invitation of the Council.

- i. A member of the Institute seeking admission to the Fellow Grade by direct application shall have been a Corporate Member for not less than ten (10) years.
- ii. Each applicant shall in addition satisfy the following conditions:
 - a. Shall be a financial member of the Institute
 - b. Shall not be less than 35 years of age.
 - c. Must have used his/her authority and or privilege as a builder in a responsible position, to advance the interest of the Institute and the Building Profession in general at National and State Chapter levels.
 - d. Must be a proven and acknowledged authority in an area of core practice(s) in the Building Profession.
 - e. All applicants shortlisted for upgrading shall be forwarded to the college of Fellows by the NEC for screening in accordance with the provisions detailed in this and other sections of the Constitution.
 - f. A minimum of seven (7) members of the College of Fellows of the Institute appointed by the President in consultation with the Chairman of College of Fellows, cutting across the six geo-political zones, shall screen and interview all the applicants and forward its recommendations to NEC.
 - g. Shall be a Fully Registered Builder with CORBON and have a current practice license.
 - h. Shall have acquired a minimum of 250 Units of Continuing Professional Development Units (CPDU) or such other number of units as may be determined by the Council from time to time.
 - i. Submit two copies of Technical Report containing curriculum vitae and a comprehensive report of the depth of experience in

line with the template provided by the College of Fellows as approved by the Institute.

- j. Must have demonstrated evidence of advancing the frontiers of the knowledge base of the profession and/or by writing professionally relevant book(s), presentation of papers at professional workshops and conferences, functions, seminars, publications in learned journals and such other criteria as may be determined from time to time by the Institute.
- k. Shall have participated actively in the affairs of the Institute at the National and Chapter levels.
- l. Must not have been adjudged guilty or bankrupt by a Court of competent jurisdiction or previously suspended or expelled for misconduct by the Institute.
- m. Without prejudice to the admission requirements above, a candidate who has been admitted into the Grade of Fellow may have his/her Fellowship suspended or withdrawn on the grounds of misconduct or inactivity on the establishment of a prima facie case by the Disciplinary Committee

5.5.2 Honorary Fellow:

Prospective Honorary Fellows shall be persons who may not necessarily be CORBON Fully Registered Builders, but who have by their activities contributed immensely to the achievement of the aims and objectives of the Institute; and have been nominated and approved by the Council for conferment of Honorary Fellow.

- i. Such recipients may only use the designatory letters “HON. FNIOB”.
- ii. An Honorary Fellow shall enjoy such privileges as the Council may from time to time approve and shall be exempted from the payment of annual subscription.
- iii. The total number of Honorary Fellows of the Institute at any time shall be fixed by the Council.

5.5.3 Corporate Member:

For admission or transfer to the Corporate Membership Grade, a candidate shall:

- i. Not be less than 25 years of age
- ii. Be actively engaged in the practice of the Building Profession including research and education therein.
- iii. Must have had practical experience of a satisfactory nature for at least three (3) years.
- iv. Must have been a Graduate member of the Institute for at least:
 - a. Six (6) months if he has a minimum of 10 years post graduation experience.
 - b. One (1) year if he has 5-9 years post graduation experience.
 - c. Two (2) years if he has less than 5 years post graduation experience.
- v. Must have passed the required Examinations of the Institute and duly interviewed.

OR

- vi. Must have been a Corporate Member of the Chartered Institute of Building (MCIQB) or other similar professional Institutions (by examinations) from other countries with a minimum of two years post Corporate Membership working experience, six months of which must be within Nigeria; after being duly interviewed.

5.5.4 Graduate Member

- a. Qualifications for Admission or Transfer for admission or transfer to the Graduate Grade, a candidate shall:
 - i. Must have passed the Graduate Examination of the Institute.

OR

- ii. Must have been exempted from the Graduate Examination of the Institute.
 - b. Qualifications for Exemption from writing Graduate Examination
 - i. B.Sc in Building or Building Technology or Construction Management or Construction Project Management.

OR

- ii. Higher National Diploma (HND) in Building or Building Technology plus CORBON & NIOB approved Post-HND Professional Diploma/Post Graduate Diploma in Building or Building Technology.

OR

- iii. Membership Examination Part II of the Chartered Institute of Building.

OR

- iv. Any other qualifications as approved by Council.

5.5.5 Technologist Member

- a. Qualifications for admission or Transfer for admission or transfer to the Technologist Membership Grade, a candidate shall:

- i. Must have passed the Technologist Examination of the Institute.

OR

- ii. Must have been exempted from the Technologist Examination of the Institute.

OR

- iii. Must have Associate Degree in Construction Management or Building.

- b. Qualifications for Exemption

- i. Higher National Diploma in Building or Building Technology.

OR

- ii. Membership examination Part 1 of the Chartered Institute of Building.

OR

- iii. Any other qualifications as approved by Council.

5.5.6 Licentiate Member

- a. Qualifications for admission or Transfer
For admission or transfer to the Licentiate Membership Grade a candidate shall:

- i. Have Passed the Licentiate Examination of the Institute.

- ii. Have been exempted from the Licentiate Examination of the Institute.

- b. Qualification for Exemption

- i. B.Ed (Vocational Study) in Building or Building Technology or Building Construction.

OR

- ii. Associate Membership of the Chartered Institute of Building.

5.5.7 Technician Member:

Qualifications for admission or transfer

For admission or transfer to the Technician Membership Grade, a candidate shall have:

- i. Passed the Technicians Examination of the Institute
OR
- ii. National Diploma (ND or NCE) in Building or Building Technology
OR
- iii. Relevant NVQF Qualification(s).
OR
- iv. City and Guild Full Technological Certificate in Construction or its equivalent plus a minimum of three (3) credits in WASC/GCE/SSC, which must include English Language and Mathematics plus any one of the following: Building Construction, Physics, Additional Mathematics, Economics, Technical Drawing, Chemistry, Geography.
OR
- v. Licentiate member of the Chartered Institute of Building (1980 to date)
OR
- vi. Any other qualifications as approved by Council.

5.5.8 Student Member:

Qualifications for admission

For admission to Student Membership Grade, a candidate shall:

- i. Be at least 16 years old and must have been admitted or be engaged in approved course in Building or Building Technology.
- ii. Be a holder of WASC/GCE/SSC with credits in at least five (5) subjects which must include English Language, Mathematics, Physics, Chemistry and any one from the following: Building Construction, Technical Drawing, Economics, Geography, Additional Mathematics, in addition to (i) above.
OR
- iii. Have National Diploma (ND) in any of the allied disciplines.

OR

- iv. Have City and Guilds Certificate plus three (3) subjects at credit level in English Language, Mathematics, Physics or Chemistry at WASC/GCE/SSC.

OR

- v. Have NABTEB either in Block-laying and Concreting or Carpentry and Joinery plus at least credit in English Language, Mathematics, Physics, or Chemistry.

5.5.9 Craftsmen and Artisans

There shall be two categories:

5.5.9.1 Craftsmen/Artisans Grade

For admission to Craftsmen Cadre, a candidate shall:

- i. Be a person who works on building projects and has formally attained a standard of Vocational Qualification and Training in a Building Trade as per the National Vocational Qualification (NVQ) Guidelines or any other acceptable Qualification(s) acceptable by the Institute.

OR

- ii. Any Other approved qualification by the Institute

5.5.10 Organizational Firm Registration

A company or organization shall be eligible to be a corporate organizational member, if:

- i. It is duly registered with the Corporate Affairs Commission to do business in Nigeria.
- ii. It complies with government regulations and the labour laws of the nations.
- iii. It is a firm of Building Consultants, building materials manufacturers or engages in specialized services related to Building Production and Maintenance.
- iv. 50% of its executive directors or partners are fully registered professionals of recognized professional bodies in Nigeria.
- v. It has a minimum of one or 25% (whichever is higher) of its Executive Directors or partners as corporate members of NIOB.
- vi. It has signed an undertaking to abide by the Code of Conduct of

the Institute.

- vii. It complies with other conditions that may be set by the Council from time to time.

5.6. Withdrawal of Membership

A Corporate or non-corporate member may declare his intention to withdraw his membership from the Institute subject to Council's approval provided that:

- i. The withdrawal is not in bad faith.
- ii. He gives, at least, one month's notice in writing to the Honorary General Secretary of his intention, stating reasons for withdrawal.
- iii. He pays all his financial obligations to the Institute before the notice of his intention to withdraw.
- iv. He/she surrenders his/her Membership Certificate and all other properties of the Institute in his possession to the Honorary General Secretary.
- v. Failure to comply with the above provisions may lead to appropriate disciplinary action by the Council.
- vi. On compliance with 5.6.1 above, the Council shall formally approve the withdrawal and remove his or her name from the list of members and inform him in writing.

5.7 RIGHTS AND PRIVILEGES OF MEMBERS

A financial member shall, subject to any further restrictions that may be imposed under this Constitution and/or any regulations made thereto be entitled:

- i. to attend, to vote and to be voted for at a General Meeting and to take part in the discussions thereat;
- ii. to protect from intimidation or harassment from External Agencies in practice;
- iii. to be encouraged for growth and development in practice;
- iv. to benevolent assistance to the family at his/her demise as applicable from time to time.

ARTICLE 6

6.0 NATIONAL COUNCIL:

The Institute shall have a Council comprising of:

President

1st Vice President

2nd Vice President

3rd Vice President

Immediate Past President

Honorary General Secretary

Assistant General Secretary

Registrar

Treasurer

Financial Secretary

Publicity Secretary

Research and Development Secretary

Chapter Chairmen/Representatives

Three (3) Ex-Officio Members as follows:

- i. Chairperson of Association of Professional Women Builders of Nigeria (APBWN)
- ii. Chairman of Association of Builders in Academia (ABA)
- iii. Chairman of Association of Consultant Builders (ACB)

ARTICLE 7

7.0 POWER AND FUNCTIONS OF THE COUNCIL

- 7.1 The Council shall be the principal organ of the Institute for the purpose of formulating and implementing policies of the Institute.
- 7.2 It shall source or raise money for the implementation of the Institute's activities on terms and condition as shall be thought fit.
- 7.3 The Council shall approve and publish from time to time the Code of Conduct, Ethics, Ethos, Practice Manual(s), Scale of Fees, Conditions of Engagement and Consultancy Agreement etc for members of the Institute.
- 7.4. The Council shall issue as appropriate from time to time the required Mandatory Continuing Professional Development Units (MCPDU) and the required units for registration or transfer for a member to retain his membership.

- 7.5. The Council shall appoint a Nomination and Election Committee at least 60 days before the Annual General Meeting (AGM) to conduct elections.

ARTICLE 8

8.0 REPRESENTATION ON EXTERNAL BODIES

- 8.1 The Council shall nominate financial Corporate Members to represent the Institute on Boards, Councils, Conferences, Committees, Commissions or other such bodies.
- 8.2. Representatives in Article 8.1 above shall submit regular or periodic reports of the activities of such bodies, to the Honorary General Secretary for the consideration of the Council.
- 8.3 Members Representing the Institute on any organization shall retain their position on such organization only at the pleasure of the Council and in accordance with the provisions in the Articles/bye-laws(s) of this Constitution.
- 8.4 A representative may resign, or withdraw before the end of his tenure upon notification of the Council in writing for at least one month.
- 8.5 Re-appointment of a representative at the end of tenure is at the discretion of the Council. A member shall not be reappointed for more than two consecutive Council tenures in any Committee or external body.
- 8.6 Appointments of such Representatives shall be based on spread and geo-political zones without compromising integrity, performance & competence.

ARTICLE 9

9.0. STANDING COMMITTEES

- 9.1 The Standing Committees of the Council shall be:
- a. Membership Committee
 - b. Education and Examination Committee
 - c. Professional Development and Practice Committee
 - d. Finance and General Purposes Committee
 - e. Marketing and Corporate Affairs Committee
 - f. Research and Development Committee

- g. International Relations Committee
- h. NIOB/CORBON Joint Committee
- i. Technical and Vocational Education Training (TVET) Committee
- j. Craftsmen/Artisans Assessment Certification Board
- k. Building Products Endorsement Committee

9.2 All Standing Committees shall consist of a Chairman, Secretary, and at least three (3) members. A Committee may co-opt any member whose services it requires for any particular functions.

9.3 Upon the recommendations of the President, the Council shall, at its first meeting or so soon thereafter, ratify the nomination of members to the Committees.

9.4 The National Secretariat shall be responsible for the day-to-day execution and implementation of the Institute's activities/policies.

9.5 Where considered expedient, the President may summon a meeting of Management comprising of all Vice Presidents, the Honorary General Secretary, Treasurer and the Financial Secretary and decisions emanating thereof, shall be subject to Council ratification.

9.6 No Committee shall take up the responsibility for any item/activity that the provision of this constitution has assigned to another Committee.

9.7 No member shall serve on more than three Committees in any one year.

9.8 The decisions of all Committees shall be subject to the ratification of the Council.

ARTICLE 10

10.0 FUNCTIONS OF THE COMMITTEES

10.1 Membership Committee

- i. To develop and implement the Council's policies relating to the structure and growth of membership.
- ii. To process the applications of prospective members.

- iii. To formulate regulations governing admissions and transfer to all classes of membership.
- iv. In the case of Article 5.5.1, that is, the Election to Fellow Grade, only members who are already Fellows shall have the right and privilege to adjudicate over the interview of prospective candidates.
- v. To present reports to Council for deliberation and approval.

10.2 Education and Examination Committee

- i. To develop and implement Council policies relating to education and examination.
- ii. To foster a cordial relationship between the Institute, relevant training establishments and Tertiary Institutions offering Building and other relevant disciplines approved by the Institute.
- iii. To be responsible for liaising and actively participating in accreditation by NUC and similar organizations.
- iv. To develop and review periodically the building curricula in tertiary institutions and the Institutes Syllabi.
- v. To carry out assessment of the Institute's strength and weaknesses in the performance of its Mandatory Continuing Professional Development (MCPD) Programmes.
- vi. To determine the eligibility of candidates and organize examinations for all categories of the Institute's examination.
- vii. To organize short courses, tutorials for candidates wishing to sit for the Institute's examinations.
- viii. To encourage active participation of Building Students in relevant activities of the Institute.
- ix. To oversee the activities of National Association of Building Students (NAOBS) and similar Associations.
- x. To carry out any other functions relating to education, examination and student matters that may be assigned to it by the National Council.
- xi. To present reports to Council for deliberation and ratification.

10.3 Professional Development and Practice Committee

- i. To develop and implement Council policies for the

establishment and sustenance of good practice in the Building Profession.

- ii. To promote excellence in all areas of building practice as spelt out in the practice guidelines and National Building Code.
- iii. To organize Seminars/Workshops, short courses, and determine the Mandatory Continuing Professional Development Units (MCPDU).
- iv. To liaise with the Council of Registered Builders of Nigeria (CORBON) for suitability of candidates wishing to register within the framework of the Builder's (Registration etc.) Act CAPB13 of 2004 (LFN).
- vii. To liaise with all allied and recognized professional bodies in the Built Environment and other national organizations; such as Association of Professional Bodies of Nigeria (APBN) for formulation of policies, clarification and discussion of common matters affecting all the professions with the appropriate authorities in the Federation.
- viii. The Chairman of the Committee shall be the representative of the Institute at the APBN Forum.
- ix. To carry out any other functions relating to Professional Development and Practice that may be assigned to it by the National Council.
- x. To present reports to Council for deliberation and ratification.

10.4 Finance and General Purposes Committee

- i. To advise the Council on policies concerning all the finances of the institute.
- ii. To ensure that the Institute's financial corporate strategy is reviewed for enhancing future performance of the Institute in promoting and serving the profession and in meeting the needs of its members.
- iii. To prepare an annual budget for presentation to the National Executive Council on financial management, investment and other pecuniary related matters of the Institute.
- iv. To establish and undertake the continuous improvement of appropriate policy framework for the Institute's procurement, contract award and payment procedures to suppliers and

contractors.

- v. To formulate policies on the conditions of service (appointments, promotions, discipline, etc.) of the Institute Staff.
- vi. To process all financial expenditure of the Council in line with the Budget and the Finance, Administration and Accounting Guidelines of the Institute.
- vii. To present reports on the state of finances of the Institute to the Council for deliberation and ratification.
- viii. To carry out any other functions relating to financial matters that may be assigned to it by the National Council.

10.5 Marketing and Corporate Affairs Committee

- i. To develop, implement and monitor Council's policies regarding the dissemination of information on matters affecting the practice of the Building Profession.
- ii. To liaise with the Professional Development Committee in publication of papers for conferences, seminars, short courses and workshops.
- iii. To organize the Institute's Annual Conferences and General Meetings.
- iv. To develop, maintain and utilize ICT in advancing the corporate image of the Institute.
- v. To handle the production of all the institute's publications with the exception of the Institute's Journal which is to be handled by the Research and Development Committee.
- vi. To carry out any other functions relating to Marketing and Corporate Affairs matters that may be assigned to it by the National Council.
- vii. To present reports to Council for deliberation and ratification.

10.6 Research and Development Committee

- i. To encourage and conduct research and development in all aspect of the Building Profession.
- ii. To promote the Institute's involvement in research in the built environment in collaboration with other research Institutes within and outside the country.

- iii. To monitor and disseminate the findings of research carried out by the members and other bodies.
- iv. To offer assistance to members in their research work.
- v. To encourage the use of Information and Communication Technology (ICT) in the Building Profession.
- vi. To collaborate with relevant organization for the realization and commercialization of research findings.
- vii. To develop and maintain a reference library and databank for the exclusive use of members, including proper up-keep and secure custody of books and other documents deposited therein.
- viii. To continually up-date the content of the Institute's publications in order to promote their accuracy and currency.
- ix. To carry out any other functions relating to Research and Development matters that may be assigned to it by the National Council
- x. To present reports to Council for deliberation and ratification.

10.7 International Relations Committee

- i. To develop policies and programs for maintaining and promoting contact with sub-regional, regional and international organizations for the mutual benefit of the Institute and of these organizations.
- ii. To build good image and facilitate good representation of the Institute at International fora.
- iii. To cooperate with other Professional bodies in addressing issues of common interest at international level in the Building Profession.
- iv. To carry out any other functions relating to International Relations matters that may be assigned to it by the National Council
- v. To present report to Council for deliberation and ratification.

10.8 Technical and Vocational Educational Training (TVET) Committee

- i. To develop policies for establishment of good craftsmanship and artisanship on building trades.
- ii. To monitor and review the growth of craftsmen and artisans

grades.

- iii. To recommend training and re-training programmes for Building Craftsmen and Artisans.
- iv. To liaise with relevant bodies responsible for Technical and Vocational education relating to the building Profession.
- vii. To present reports to Council for deliberation and ratification.

10.9 NIOB/CORBON Joint Committee

- i. To promote closer understanding and interactions between the two bodies.
- ii. To formulate policies and programs that will strengthen the position of the building profession within the built environment.
- iii. To jointly organize programs approved by both Councils
- iv. To present reports to Council for deliberation and ratification.

10.10 BUILDING PRODUCTS ENDORSEMENT COMMITTEE

- 10.10.1 To develop and implement framework for product, companies and brands in the built environment for endorsement
- 10.10.2 To process the application for intending products, companies or brands endorsement.
- 10.10.3 To fix and regularly review the endorsement fee payable as approved by the Council
- 10.10.4 To monitor and assess the products, companies and brands endorsed for sustained quality
- 10.10.5 To conduct specific and related tests of the products to be endorsed
- 10.10.6 To inspect the factories of the products for endorsement for compliance with health and safety procedures as stated in the factory act.
- 10.10.7 The Secretary to the Committee shall be the Assistant General Secretary of the Institute

10.11 ARTISANS AND CRAFTSMEN QUALIFICATIONS AWARDING BOARD

- 10.11.1 Composition of the Board

The membership of the Board shall comprise of the following:

- i. A Chairman who must be a Quality Assurance Assessor/Quality Assurance Manager/Verifier and a Fellow of the Institute to be appointed by the Council
- ii. Six (6) Members appointed by the Council on the basis of geographical zones.
- iii. The Immediate Past President (IPP) of the Institute
- iv. The 2nd Vice President of the Institute
- v. The Project Manager shall be appointed by the Council

10.11.2 Tenure of the Board

- i. The tenure of the Chairman shall be three (3) years in the first instance and renewable for another term of three (3) years and no more
- ii. The tenure of the members shall be for two (2) years in the first instance and renewable for another term of two (2) years only except for the IPP and the 2nd Vice President who shall serve for only one term.

10.11.3 Functions of the Board

- i. To conduct assessment and examinations leading to the award of approved National Vocational Qualification and any other functions connected thereto in line with the National Vocational Qualification Guidelines.
- ii. To develop strategies that will strengthen the role of the Institute as an Awarding Body
- iii. To create and maintain a database of all registrable craftsmen and artisans in the building industry
- iv. To carry out any other functions relating to craftsmen and artisans matters that may be assigned to it by the National Council
- v. To present reports to Council for deliberation and ratification.

ARTICLE 11

11.0 FINANCE AND ACCOUNTS

11.1 Power and Control of the Institute's Funds

- i. The administration of the Institute's funds shall be in line with the provisions of the approved Finance and Administration Guidelines
- ii. No expenditure whatsoever shall be incurred for any purpose unless the Council in its annual budget or under any supplementary budget has approved such an expenditure.
- iii. All cheques drawn from the Institute's Accounts shall be signed by the President and either the Honorary General Secretary or the Treasurer.

11.2 Bank Accounts and Advances

- i. The National Council shall make regulation for the appointment of bankers to the Institute, including the opening and operation of such Accounts.
- ii. All monies belonging to the Institute shall be kept in its name with such bankers as have been appointed by the National Council.
- iii. The signatories to the Institute's Accounts shall be the President, the Honorary General Secretary and the Treasurer.
- iv. All cheques drawn on the Institute Accounts shall be signed by the President and any other signatory.
- v. No expenditure shall be incurred for any purpose, unless the National Council, in its annual budget or under any supplementary budget has approved such expenditure or unless the National Council specifically gives prior approval, in writing, to such expenditure. In any case of urgency, the President, in consultation with the Finance and General Purpose Committee(F&GPC) may seek approval from Management Committee prior to National Council's final approval.
- vi. The Honorary General Secretary shall retire the Secretariat Imprest to the President. However, all other advances shall be appropriately retired within two (2) weeks of advance to Finance and General Purposes Committee irrespective of the officer. The Financial Secretary shall maintain a record of retirements and report same to Council regularly for appropriate

action.

- vii. In addition to any action by the Council, no officer of the Institute shall be granted fresh advance unless the previous advance has been retired.
- viii. The Secretariat may hold petty cash (Imprest) amount is to be determined by the National Council, the retirement of which sum must be rendered to the Honorary General Secretary at every one month interval.

11.3 The Institute's Budget

The President upon recommendation by the Finance and General Purposes Committee shall present the Annual Budget of the Institute to the National Council for consideration and approval not later than three (3) months of assumption of office. However, the President shall not expend more than twenty five percent (25%) of the previous year's budget before approval is obtained from the National Council.

11.4 Institute's Financial Year

The financial year of the Institute shall be from 1st January to 31st December of each year.

11.5 Institute's Sources of Funds

The Institute shall derive its funds from:

- i. Annual subscription,
- ii. Conferences, Workshops and Seminars,
- iii. Sales of Institute's publications,
- iv. Endowment levies,
- v. Rents and other investments,
- vi. Contributions, Bequests, Donations, Grants and Legacies, and
- vii. Any other source which is not in conflict with the aims and objectives of the institute.

11.6 Financial Records

The Council shall cause books of accounts to be kept at the registered office of the Institute in such a manner to give true and fair view of the Institute's financial affairs with and

including transactions in respect of:

- i. The assets and liabilities of the Institute,
- ii. Income and expenditure of the Institute,
- iii. Sales and purchases of goods and services rendered by or to the Institute,
- iv. Accounts on Institute's Conferences, Workshops and Seminars to be rendered not later than four (4) weeks after the events,
- v. Handing over financial status at the point of exit of outgoing Council.

11.7 Inspection of Books of Accounts

Inspection of Institute's Book of Accounts shall be opened to members during business hours at the Registered office of the Institute. This inspection shall be by the permission of the President who would have received approval for such permission from the National Council. The Council shall determine whether and to what extent and at what time, place and under what conditions or regulations the Books of Accounts shall be opened to non-members of the Institute.

11.8 Audit

11.8.1 Internal Audit

Without prejudice to the appointment of External Auditors, the AGM or the National Council may at anytime appoint Internal Auditors from among financial members to audit the books of account of the Institute.

- a. There shall be an Internal Audit staff(s) who shall audit the day to day financial transactions of the Institute.
- b. Without prejudice to (a) above, the AGM shall appoint a Three-man Audit Committee of not less than ten (10) years of post MNIQB qualifications.
- c. The Audit Committee shall have the authority to call for any document which in their opinion will assist them in carrying out their duties or order any management staff, officer, registered member(s) or other employee(s) to appear before them to explain or clarify or produce any document which may be

required by them. The report of the Internal Auditors shall include recommendations and it shall be presented to the National Council for adoption and implementation.

11.8.2 External Auditors

The Institute shall employ the services of External Auditors subject to the recommendation of the National Council and approval by the AGM. The recommendation of such External Auditors shall be negotiated and approved by the National Council. The appointment of such auditors shall be for a period of three (3) years subject to a renewal of another term of three (3) years only.

Duties of External Auditors

The Auditor shall:

- i. Examine the Books of Accounts of the Institute for a period relating to the audit
- ii. Present a report which shall include among others any fault or irregularities of whatever nature that may be discovered.
- iii. Comment on any system used in keeping the books or employed in the financial administration of the Institute
- iv. Make suggestions for improvement of the Institute's financial administration and management
- v. Prepare a full report of its audited accounts for the period relating to the audit and present to the AGM

ARTICLE 12

12.0 COLLEGE OF FELLOWS

- 12.1 The College of Fellows shall act as the conscience of the Institute and in an advisory capacity to the Council.
 - i. All members admitted as provided for in Article 5.5.1 of this Constitution shall be eligible for membership of the College of Fellows.
 - ii. It shall consist of all financial Fellows of the Institute.
 - iii. It shall meet, at least, once in year or as may be determined by

the Chairman of College of Fellows.

- iv. The College of Fellows shall elect its Chairman who shall preside over its meetings, and a Deputy Chairman to assist the Chairman in the Management of the affairs of the College for a maximum of three (3) years.
- v. The election of the Chairman and Deputy Chairman of the College of Fellows shall be done during the Annual General Meeting in which the Institute's election is not billed to hold.
- vi. It shall assist the Council on matters that may be referred to it.
- vii. The College of Fellows shall coordinate the contributions of Fellows to the growth and development of the Institute through such activities, but not limited to, Annual Dinners/fundraising, practice notes, mentoring.
- viii. The General Secretary of the Institute shall be the Secretary of the College of Fellows.

ARTICLE 13

13.0 TRUSTEES

- i. The Trustees of the institute shall form a body corporate to be known as the Registered Trustees of the Nigerian Institute of Building.
- ii. The Council shall appoint Seven (7) Trustees who shall have representation from six (6) geo-political zones of the country and shall be citizens of Nigeria.
- iii. The membership shall consist of Fellows of not less than fifteen (15) years; fifty (50) years of age; have been financial members of the Institute for a minimum of thirty (30) years without any break in membership and must have distinguished themselves as exemplary members of the Institute and society and must be of impeccable character. The composition of the membership shall be as follows:
 - a. Two (2) members from the College of Fellows
 - b. Three (3) Past Presidents
 - c. Two (2) others
- iv. The Chairman and members shall be appointed by the Annual General Meeting on the recommendation of the Council.
- v. The Trustees shall hold office for Ten (10) years but a Trustee

shall cease to hold office at any time if he or she:

- a. Resigns from office.
- b. Cease to be a member of the Institute.
- c. Becomes insane.
- d. Is officially declared bankrupt
- e. Is no longer resident in Nigeria.
- f. Behaves in a way the Institute adjudges embarrassing and unbecoming of a Trustee.
- g. If convicted of a criminal offence involving dishonesty by a tribunal or court of competent jurisdiction.
- h. Removal from any office of the Institute by simple majority of members present at any General Meeting.
- j. If deceased.
- vi. Upon a vacancy occurring in the number of Trustees, the Council shall appoint another Trustee to fill the vacancy until the next AGM for ratification.
- vii. The Trustees on behalf of the Council shall have the powers to acquire purchase, lease, hire, grant, demise, alienate and otherwise dispose of the same and may do all other things with the authority of Council.
- viii. The Trustees may sue and be sued in their rights.
- ix. A Register of Trustees of the Institute showing the names, addresses and any other particulars as may be directed by the Council shall be kept at the Institute's Secretariat.
- x. The Trustees shall have a common seal, which shall be in the custody of the Hon. General Secretary who shall produce it when required for the use of the Trustees.
- xi. All documents to be executed for the Institute by the Trustees shall be signed and sealed by the Trustees.

ARTICLE 14

14.0 ELECTION AND TERMS OF OFFICE OF OFFICERS.

- I. All offices shall be honorary and officers shall be elected through secret ballot at the Institute's Annual General Meeting and shall hold office for a single tenure of two years only.
- ii. Only financial corporate members of the Institutes shall be eligible to vote and be voted for during the Institute's elections.

- iii. No member of the Institute shall be elected into any post of the Council until he/she has satisfied the following conditions:
 - a. A minimum of 3 years corporate membership;
 - b. Demonstrable evidence of meritorious service to the Institute either at State or National level or both.
 - c. Be a Fully Registered Builder with CORBON with a current license.
 - d. Be practicing the Building Profession as his primary assignment in his place of work, including Research and Education.
 - e. Anybody seeking national office must have served as an elected member of state executive body.
- iv. Nomination Forms for election shall be available at all Chapters within sixty (60) days to the date of the AGM in an election year.
- v. Persons who intend to run for the Council Offices shall have been nominated and seconded by financial corporate members of the Institute, at least, 30 days before the Annual General Meeting and such persons must have expressed their willingness to serve in the proposed capacity if elected.
- vi. The dossier of eligible contestants shall be published in the AGM annual report.
- vii. The list of eligible contestants shall also be pasted at a conspicuous place at the National Secretariat and at the venue of the Annual Conference, at least, twenty-four (24) hours before the Annual General Meeting.
- viii. Officers of the Council shall not hold the same office for more than a single tenure.
- ix. The Immediate Past President shall automatically remain a member of a successor Council and shall chair the International Relations Committee.
- x. The three ex-officio members shall be deemed to have been elected by virtue of their positions into Council as chair-persons of their respective constituencies.
- xi. A Past President shall not contest or hold any elective office in the Council.
- xii. A candidate seeking election to the post of President shall have fulfilled all the conditions laid down above and in addition, be a

- Fellow of the Institute and must have served as 1st Vice President, and must have passed a performance evaluation based on the criteria set out by the preceding Council.
- xiii. A candidate seeking election as 1st Vice President should have served as 2nd Vice President, or 3rd Vice-President or Hon. General Secretary and must have passed a performance evaluation based on the criteria set out by the preceding Council.
- xiv. A candidate seeking election as 2nd Vice President must have served in Council for a combined period of not less than four (4) years either as 3rd Vice President and/or Hon. General Secretary and/or Chapter Chairman and must have passed a performance evaluation based on the criteria set out by the Council during his tenure and has been a Fellow of the Institute.
- xv. A candidate seeking election as 3rd Vice President must have been in Council for a minimum of four (4) years including being a chapter Chairman, have passed a performance evaluation based on the criteria set out by the preceding Council or has satisfactorily served for at least six (6) years in any Committees of NIOB or CORBON.
- xvi. A candidate for the post of Honorary General Secretary must have passed performance evaluation based on the criteria set out by the preceding Council or have been a member of NIOB or CORBON Committees for a minimum of six (6) years.
- xvii. Chapter Chairmen shall have names of their Chapter executives forwarded to the Council not later than one month after the Annual General Meeting or a month after the Chapter has been inaugurated.
- xviii. There shall be no open campaigns by a candidate before and during the election except as may be prescribed by the Electoral Committee.
- xix. There shall be not more than three (3) persons elected to Council from one State Chapter at a time.
- xx. There shall be no more than one (1) person from the same organization in a State to be elected into the Executive Council at a time.
- xxi. Election Nomination Forms shall be endorsed by Chairman and

Secretary to confirm that the contestant is an active member of the Chapter.

- xxii. A person seeking elective office shall present his/her Curriculum Vitae (CV) and his/her duly endorsed Performance Evaluation Form to the Electoral Committee.
- xxiii. In the event that no person applied or qualified for an elective position, the Annual General Meeting (AGM) may appoint any suitable member into the position.
- xxiv. The Registrar shall be a member of Builders in Academia

ARTICLE 15

15.0 DUTIES OF OFFICERS

15.1 President

- i. The President shall provide overall leadership in the administration and management of the Institute's resources and shall direct all other officers of the Institute in the performance of their duties
- ii. The President shall be the official spokesman of the Institute on all policy issues pertaining to the activities of the Institute.
- iii. Unless by the express directive of the President, no member of the Institute other than the Honorary General Secretary and the Publicity Secretary can issue a release in whatever form in the media (print and electronic) about the affairs of the Institute at National or International level.
- iv. He shall deliver an address on a Building topic of his choice at the first Council Meeting after his election.
- v. He shall take the chair by right at all the Meetings of the Institute and perform such other duties as the Council may assign to him without prejudice to the express provision of the Constitution.
- vi. He shall be responsible for the maintenance of order and discipline at all meetings ensuring that the business and meetings of the Institute are conducted with a sense of decorum and responsibility.
- vii. He shall sign the minutes of meetings after they have been read and adopted and his signature shall be conclusive proof of correct records of such meeting.
- viii. He shall be a signatory to the Institute's Bank Accounts.

- ix. He shall deliver a written address at the Annual General Meeting.
- x. He shall seek to generally improve the fortunes of the Institute and members of the Institute.
- xi. He shall work towards the achievement of the aims and objectives of the Institute in all its aspects and ramifications, as contained in the provisions of this Constitution.
- xii. He shall approve all expenditure of the Institute that is not above a limit; as may be reviewed by Council from time to time and specified in the Institute's Administrative, Management and Financial Guidelines and Strategic Plan.

15.2 The First Vice President

- i. He shall preside in the absence of the President at all meetings in which the President by this Constitution has power to preside.
- ii. He shall be the Chairman of the Membership Committee and Finance and General Purposes Committee.
- iii. He shall perform all other duties of the President when the President is absent or disabled by any reason whatsoever.

15.3 The Second Vice President

- i. He shall preside at all meetings in the absence of the President and the 1st Vice-President.
- ii. He shall be Chairman of Professional Development & Practice Committee; Chairman Technical and Vocational Education Training (TVET) Committee and a Member of the Institute's Artisans and Craftsmen Qualifications Awarding Board.
- iii. He shall perform either the duties of the President and/or 1st Vice-President if each as the case may be, is unable to perform his duty or disabled for any reason whatsoever.

15.4 The Third Vice President

- i. He shall preside at all meetings in the absence of the President, 1st Vice-President or 2nd Vice President.
- ii. He shall be Chairman of Marketing and Corporate Affairs Committee and shall coordinate all social functions of the Institute.

- iii. He shall ensure that all Institute's publications are articulated and/or updated and or publicised according to the Institute's ethical and corporate standards

15.5 Immediate Past President

- i. He shall undertake special or specific duties as may from time to time be assigned to him by the Council.
- ii. He shall be an Adviser to the President.
- iii. He shall be the Chairman of the International Relations Committee.
- v. He shall be a member of the Artisans and Craftsmen Qualifications Awarding Board for the period of being the Immediate Past President (IPP).

15.6 The Honorary General Secretary

- i. Shall keep proper records of all proceedings and Minutes of meetings of the Institute;
- ii. Shall summon meetings at the direction of the President and shall prepare items on the agenda for all meetings after consultation with the President;
- iii. Shall be responsible for issuing out circular for meetings;
- iv. Shall maintain close contact with all the Chapters and Committees, and maintain accurate records of their activities;
- v. Shall compile Performance Evaluation Report on all Institute's officials for endorsement by the relevant authorities.
- vi. Shall be the head of the general administration and be responsible for the effective co-ordination of the activities of the Institute within the given policy framework by the Council under the supervision of the President.
- vii. Shall keep an Imprest Account as may be approved by Council from time to time for the effective discharge of his duties.
- viii. Shall retire Imprest account regularly to the President before the imprest account is recouped.
- ix. Shall be a signatory to the Institute's Bank Accounts.
- x. Shall prepare and submit a report of the activities of the Institute at the Annual General Meeting.
- xi. Shall present all Council decisions on policies and resolutions to

the subsequent Annual General Meeting (AGM) or Extra-Ordinary General Meeting (EGM) for ratification.

- xii. Shall prepare periodic reports on the state of affairs of the Institute for presentation to the Council.
- xiii. Shall perform such other duties as may be assigned by the Council.

15.7 The Assistant General Secretary

- i. Shall assist the Honorary General Secretary in the discharge of his/her duties.
- ii. Shall be a member of the Professional Development and Practice Committee.
- iii. Shall perform such other duties as may be assigned to him by the Council or Honorary General Secretary.

15.8 The Treasurer

- i. Shall be responsible for all financial transactions of the Institute and for ensuring that all monies received are properly accounted for.
- ii. Shall release money only after being duly authorized by the President.
- iii. Shall be responsible for the safe keeping of all Institutes' money in the Institute's bank accounts. There shall be no cash collection, but when the need arises, such cash must be lodged into the Institute's Account within forty-eight (48) hours.
- iv. Shall be one of the signatories to the Institute's Bank Account.
- v. Shall report the financial position of the Institute at the meeting of the Council.
- vi. Shall give a detailed financial report of the Institute at its Annual General Meeting.
- vii. Shall be a member of the Finance and General Purposes Committee.

15.9 The Financial Secretary

- i. Shall oversee the collection of all monies due to the Institute and are accompanied by receipts issued.
- ii. Shall liaise with the Treasurer to ensure that an accurate and

- proper record of account for the Institute is kept.
- iii. Shall report to the Council any member who is in arrears of annual subscription and other dues and issue demand notices on same.
 - iv. Shall be Secretary to the Finance & General Purposes Committee.
 - v. Shall maintain close contact with all the Chapters in all matters concerning the finances of the Institute.
 - vi. Shall keep all the records of financial transactions of the Institute.
 - vii. Shall advise the Institute from time to time on all financial matters and keep the Institute informed of its financial position and potential strength.
 - viii. Shall advise the members of the Institute on their indebtedness through regular placement of demand notices.
 - ix. Shall be a signatory to External Auditors report as may be required by relevant accounting conventions.
 - x. Shall present financial reports to Council and at the Annual General Meetings.

15.10 The Registrar

Shall be responsible for:

- i. The Institute's Examinations at all centres, collating and compiling candidate's names and numbers and printing of relevant papers relating to the examinations.
- ii. The advertisement of the examination in the National Dailies and shall arrange for the publication of the results.
- iii. The collection of application forms of candidate and collating them for screening by the Education and Examination Committee.
- iv. The collection of the question papers and distribution of the answer scripts to the examiners and their collection.
- v. The editing, proof-reading and printing of examination question papers.
- vi. Compiling the results for the consideration of the Education and Examination Committee.
- vii. Security of all examination papers and materials before and

after the examinations.

- viii. Shall be the Secretary to the Education and Examination Committee.
- ix. Shall organize tutorials and pre-examination lectures
- x. Shall be a member of the Membership Committee

15.11 The Publicity Secretary

Shall be responsible for:

- i. The Institute's publicity in electronic and print media under the guidance of the Council or President.
- ii. Promoting the good image of the Institute and be the public relations officer of the Institute.
- iii. Issuing, releasing, and making statements on matters of general interest to the Institute after due consultation with the President and the Council.
- iv. Shall be Secretary of the Marketing and Corporate Affairs Committee.

15.12 The Research and Development Secretary

- i. Shall be responsible for and direct all activities concerned with the editing of technical papers for Seminars, Workshops and Conferences.
- ii. Shall initiate policies relating to Mandatory Continuing Professional Development (MCPD) for the consideration of the Professional Development and Practice Committee.
- iii. Assess the Institute's strengths and weaknesses in the performance of its Mandatory Continuing Professional Development (MCPD) programmes.
- iv. Shall be the Secretary of Research and Development Committee and Professional Development and Practice Committee.
- v. Shall coordinate the revision and maintenance of the currency of the content of all Institute's publications.
- vi. Shall coordinate the development of the Institutes Library and website
- vii. Shall carry out the duties that may from time to time be assigned to him/her by the Council.

15.13 Ex-Officio Members

- i. Shall present regular reports on the activities of their respective constituencies viz: Association of Professional Women Builders of Nigeria (APBWN), Association of Builders in Academia (ABA) and Association of Consultant Builders (ACB)
- ii. Shall carryout any other role(s) as may be assigned by the President or the Council from time to time.

15.14 Chapter Representative in the National Council.

The State Chapter Chairman:

- i. Shall be the Chapter's Representative on the Council.
- ii. Shall co-ordinate the activities of his Chapter including visits, seminars, workshops, etc.
- iii. Shall be responsible for organizing meetings of his Chapter.
- iv. Shall transmit a written report of the activities of his/her Chapter to the Honorary General Secretary not later than two (2) weeks to every Council Meeting.
- v. Shall have the report signed by him and the Chapter Secretary.

ARTICLE 16

16.0 SECRETARIAT ADMINISTRATIONS AND MANAGEMENT

16.1 THE NATIONAL SECRETARIAT

The National Secretariat shall be responsible for the entire management and general administration and co-ordination of the Institute within the given policy framework by the National Executive Council and under the direction of the President.

16.2 THE STAFF OF THE NATIONAL SECRETARIAT

The Secretariat shall comprise of an Executive Secretary, Deputy Executive Secretary/Secretaries and other employees as may be employed by the National Executive Council from time to time.

16.2.1 EXECUTIVE SECRETARY

- i. The Executive Secretary shall be the Chief Operating Officer of the Secretariat and shall be appointed for a fixed tenure of four (4) years per term with an opportunity of renewal for another term of four (4) years only.
- ii. The salary, terms and conditions of the appointment shall be as determined by the National Executive Council from time to time.
- iii. The Executive Secretary shall be preferably a financial Corporate Member of the Nigerian Institute of Building (MNIQB) with a minimum of 5 years post MNIQB qualification, with additional qualification either a second degree in Business Administration, Sociology, Accountancy, Law, Economics or professional qualification Corporate Grade in allied profession OR any other suitable qualification.

Duties of the Executive Secretary

- i. Responsible for the day to day management and general administration and coordination of the Institute's Secretariat.
- ii. Coordinating the activities of the Deputy Executive Secretary/Secretaries and directing all staff of the Institute in the performance of their duties.
- iii. Preparing periodic reports on the state of affairs of the Institute's Secretariat for presentation to the Management Committee and/or the National Executive Council, through the Honorary General Secretary.
- iv. Shall be in attendance at Council, Management and Annual General Meetings and all other committees of the Institute, to which he may be specifically appointed.
- v. Carrying out other such duties as the President, the Honorary General Secretary or the National Executive Council may from time to time assign to him.

16.2.2 Deputy Executive Secretary/Secretaries

- i. The positions of the Deputy Executive Secretary for Administration; Accounts, Library and other key departments of the Institute's Secretariat shall be by way of appointment on salary and on such terms and conditions as the National Executive Council shall from time to time determine.

- ii. The Deputy Executive Secretary shall have a degree in either Building, Business Administration, Sociology, Accountancy, Law, Economics or Corporate Grade professional qualification from allied professions.

The duties of the Deputy Executive Secretary shall include:

- i. Assisting Executive Secretary in the day to day execution of his duties.
- ii. Carrying out the duties of the Executive Secretary in his absence and on approval by the National Executive Council.

16.2.3 OTHER EMPLOYEES

The National Executive Council shall appoint for the Secretariat such officers and other employees as it may deem fit and necessary from time to time in line with the Institute's Strategic Plan.

ARTICLE 17

17.0 DISQUALIFICATION OF MEMBERS OF THE COUNCIL AND FILLING OF VACANT POSITIONS.

- 17.1 The office of a member of the Council shall become vacated if:
 - i. He ceases to be a member of the Institute.
 - ii. He ceases to hold office by virtue of any provision of the Constitution.
 - iii. By reason of misconduct, his name is struck off the list of members of the Institute.
 - iv. He fails to pass the annual performance evaluation empowering the Council to declare his/her seat vacant.
 - v. He becomes mentally incapacitated, or dies.
 - vi. He is officially declared bankrupt.
 - vii. He is convicted of any criminal offence involving dishonesty by a tribunal or court of competent jurisdiction.
 - viii. He ceases to reside in the Federal Republic of Nigeria.
 - ix. He resigns his position from the elected office in the Council.
- 17.2 Any casual vacancy from the honorary offices may be filled by the Council but the person so appointed shall hold office only

for the remaining term of the vacancy.

ARTICLE 18

18.0 CHAPTERS

18.1 Formation of chapters

There shall, where possible be formed a Chapter of the Nigerian Institute of Building as prescribed in the Institute's Constitution and bye-laws.

- i. A chapter shall be formed only when approved by the Council of the Institute and such approval shall be conveyed in a letter duly signed by the Honorary General Secretary of the Institute.
- ii. An application for the formation of a Chapter shall be made on the Institute's standard form for its purpose and shall be accompanied by at least five (5) copies of the proposed Bye-Laws of the Chapter.
- iii. Each Chapter shall be guided by the Institute's Constitution, rules and regulations and all the amendments thereto from time to time made by the Institute. All the national and international matters of the Institute shall be dealt with by the Council and the decision of the Council shall be final.
- iv. In all matters whatsoever affecting Chapters, it is the decision of the Council that shall be final, however the Chapter so affected may appeal to the AGM.
- v. Each Chapter shall send two copies of its annual report to the Institute at least one month before the Annual General Meeting.
- vi. Any prospective member shall be recommended to the Institute by a Chapter.
- vii. The Council reserves the right to suspend or withdraw the Institute's recognition of any Chapter that has breached the constitution and Code of Conduct of the Institute. A Chapter whose recognition is threatened shall be notified in writing by the Council and shall be entitled to a full hearing of its case by the Council. The President shall present the case at the AGM for ratification or otherwise.
- viii. No Chapter shall award Honorary Membership or Fellowship grade to any person/organization.

- ix. Tenure of the Chapter Chairmen shall be in line with Article 14(i) of this Constitution.

18.2 Composition and Management

A Chapter shall comprise of a minimum membership of ten (10) members of diverse grades; with at least three (3) corporate members.

- i. A chapter shall have an Executive Committee comprising the following members:
Chairman
Vice-Chairman
Hon. Secretary
Assistant Secretary
Treasurer
Financial Secretary
Public Relations Officer
Ex-Officio Member (i.e. the Immediate Past Chairman).
- ii. The management of the Chapter shall be vested in its Executive Committee.
- iii. The Chairman, Vice Chairman, Honorary Secretary and Treasurer shall have been a financial corporate member of the Institute and CORBON Registered, and have served in the State Executive Council except for chapters seeking inauguration.
- iv. The bye-laws of a Chapter shall not be in conflict with any provision of the Constitution and bye-laws of the Institute.
- v. A statutory Committee of the Council of the Institute may delegate certain functions to the corresponding Committee at the Chapter level. Such delegation of function and the recommendation resulting there-from shall be subjected to the approval of the Council.
- vi. The number of meetings and list of attendance should be tabulated and at least, two-thirds of the meetings must be attended by the minimum number required to form a chapter.

18.3 Functions of the Chapters

- I. Implementing the Council/AGM policies as directed from time

- to time.
- ii. Organising professional activities for members.
 - iii. Promoting membership growth.
 - iv. Representing the Institute's interest in any field within the chapter.
 - v. Organizing Seminars, Workshops and Short Courses on all topics relating to the Building Profession.
 - vi. Liaising with Government and other organisations on behalf of the Institute.
 - vii. Creating awareness of the profession in the chapter.
 - viii. Council shall issue necessary guidelines for the running of the chapters from time to time.
 - ix. Where there is more than one chapter in a state, a Committee of Chairmen shall be formed and shall meet regularly.

18.4 National Body's Contribution to Chapters

- i. A percentage of the total annual subscriptions paid by members of a Chapter shall be paid to the Chapter for its growth and development. The percentage shall be determined and reviewed by the Council from time to time.
- ii. The said amount shall be paid to the chapter not later than 31st of March of the succeeding year.

ARTICLE 19

19.0 BYE-LAWS

The Council is empowered to make Bye-laws as it deems necessary on any issue that may not have been provided for in the Constitution, or which shall make clearer an ambiguity in its content. Such bye-laws shall be subject to approval by Annual General Meeting (AGM) or Extra-ordinary General Meeting (EGM) whichever comes first.

ARTICLE 20

20.0. REPRESENTATION ON THE COUNCIL OF REGISTERED BUILDERS OF NIGERIA

- 20.1 The Institute shall be represented on the Council of Registered Builders of Nigeria (CORBON) for a period of four (4) years,

provided that no member represents the Institute for more than two (2) terms in his lifetime, by the following five (5) members:

- a. The President of the Institute.
- b. Four members with not less than ten (10) years post-corporate membership election to be nominated, comprising a member per geo-political zone by the Council on a rotational basis.
- c. The President shall represent his/her geo-political zone in the composition
- d. The representatives of The Institute in CORBON Board shall brief NIOB Council on quarterly basis or when the need arises.

ARTICLE 21

21.0 DISCIPLINE

21.1 Introduction:

Members of the Institute shall be bound by its professional ethics and code of conduct, bye-laws, and the Builders' Registration ACT CAP B.13 of 2004 (LFN) and other subsisting Acts. Members shall also exhibit in-depth technical knowledge and be worthy in character.

The discipline of a member of the Institute shall be the responsibility of the Council, which shall from time to time and as the need may arise, appoint a Disciplinary Committee to investigate the conduct of such a member. In the event of the establishment of a prima facie case against the member by the Committee, the committee shall recommend an appropriate disciplinary action against such a member to the Council.

21.2. Composition of Disciplinary Committee

The Disciplinary Committee shall consist of five members, out of which three shall be Fellows of the Institute and must have a geo-political spread none of whom shall be members of the Council.

21.3. Procedure

Upon receipt of the written petition or complaint referred to the

Disciplinary Committee by the Council, the Committee shall consider the allegation:

- i. If the allegation is considered worthy of investigating, the Committee shall forward a copy of the allegation/complaint to the affected member for his reaction. If, however, the Committee finds no sufficient facts/merit in the allegation/complaint worth investigating, it shall so advise the Council
- ii. The member whom an allegation/complaint is made against shall be notified in writing and shall have Twenty-One (21) days to make a written reply to the Committee.
- iii. The Committee shall consider the response and decide as follows:
 - a. That it is, or they are trivial issues
 - b. That the response is a conclusive proof of the allegation/complaint.
 - c. That the allegation/complaint is misconstrued and no sufficient facts to warrant further investigation.
 - d. That the response needs further investigation.
- iv. Where the Committee decides (iii) (d) above, the involved parties shall be invited to meet with the Committee at a venue to be arranged by the Committee within 21 days from the date of response by the Respondent.
- v. The Disciplinary Committee shall have power to extend the time within which a reply to the allegation/complaint is to be made or intention to appear personally is to be made, and to alter the date of the meeting; adequate notice of such alternation being given to the member concerned.
- vi. Serving the notice shall be personal or by substitution. In the event of personal service, refusal and or avoidance of a member to sign for a letter addressed to him/her shall constitute misconduct. The member shall be summarily suspended and subsequently dismissed if the action continues for sixty (60) days from the date of first service.
- vii. The notice sent to the member concerned shall contain details of the allegation/complaint.
- viii. Where the Committee decides (iv) (a-c), it shall make its

recommendations to the Council for action.

- vix. Where a member fails within the stipulated period to respond to an allegation/complaint made against him, the Committee shall after the period make recommendation to the Council as if the member is culpable of the allegation/complaint made against him.
- x. The member may make representation to Council if he feels he has not been given a fair hearing, or the issues were not sufficiently investigated.
- xi. Failure by an elected officer to give service regarding the duties constitutionally assigned to his post shall be construed as indiscipline and such a case shall be reported to the Council through the Finance and General Purposes Committee.
- xii. Usurpation of the role of one committee/Officer by another shall be construed as indiscipline, and shall be so reported to the Council through the Finance and General Purposes Committee or the affected party.
- xiii. A member summoned to a Disciplinary Committee is expected to appear in person and with his lawyer if he so desires except he is evidentially, physically disabled, where, then his legal representative may appear on his behalf.
- ix. Upon serving the notice on him personally or by registered post to his last known address of alleged misconduct, the member concerned may deliver to or send by registered post to the Committee, his written reply to the allegations or a notice to appear in person before the Committee as the case may be.
- x. If the member concerned upon being required to do so makes a written reply, the Disciplinary Committee may upon the written reply make such recommendation as it deems fit in the circumstance, of their findings, to the Council.
- xi. Notwithstanding that a member so concerned has made written reply to the allegations/complaint, the Disciplinary Committee may upon considering such reply, require the member concerned to appear personally to substantiate, clarify his reply or defend himself personally before the Committee.
- xii. If the member concerned fails to reply or react to the invitation or summons of the Disciplinary Committee within the time

stipulated, the Committee may proceed to make such recommendations as they deem proper, acting on their findings upon the allegation/complaint or petition.

- xiii. The Committee shall make a written recommendation to the Council within ninety (90) days of the reference of a matter to the Committee.
- xiv. The Council on receipt of the recommendation through the Honorary General Secretary shall review the recommendation and decide as follows:
 - a. Uphold all or some of the recommendations and decide as appropriate.
 - b. Modify the recommendation as it deems fit and decide as appropriate.
 - c. Reject the report and send it back to the Committee or set up Sub-Committee or Panel to study the report and make necessary recommendations back to the Council for decision.
- xv. The decision of the Council shall be conveyed to the member(s) concerned within four (4) weeks.
- xvi. A member is at liberty to appeal to Council for a review of its decision within (sixty) 60 days of the date of dispatch by registered mail to the last known address.

21.4 Measures

- i. Where the Council resolves to suspend a member, such member shall not use any description or designation implying membership or former membership of the Institute during his suspension and shall immediately return his letter and or certificate of membership.
- ii. Where an elected official is suspended, Council shall appoint an interim replacement during the period of the suspension.
- iii. If the Council resolves to expel the member concerned, the following shall apply from the date of such a resolution:
 - a. His name shall be struck off the register of the Institute and shall forfeit any subscription or entrance fee paid by him.
 - b. He shall cease for any purpose to be a member of the Institute.
- iv. The name and address of members suspended or expelled in pursuance of this constitution and as well as any other

particulars as the Council shall think proper in relation to the offence committed shall be published both in the Institute's Journal and in the National Newspaper provided that in case of suspension such publication shall be limited to the Institute's Journal only.

- v. Where any member has been notified of the commencement of any proceedings against him under the provisions of these regulations and until such proceedings have been concluded, any purported resignation shall be a nullity and the Council shall be entitled to proceed with the expulsion of such a member in pursuance of the provisions of these regulations and shall further proceed to publish a notice of such expulsion, notwithstanding the purported resignation of such a member.
- vi. Where a member who has been suspended under these regulations desires to have his rights and privileges restored to him, he shall be required to make application for the restoration of his rights of membership, and the application shall, if the suspension is on conditions, be referred to the Disciplinary Committee who may hold an inquiry and shall report to the Council whether in their view the conditions of suspensions have been complied with. A member suspended upon conditions shall have no right of appearance before the Council but provisions in regard to notice and the right of appearance before the Disciplinary Committee as contained in this constitution shall apply mutatis mutandis.
- vii. The final action shall be communicated to CORBON where such a member is a Registered Builder for necessary action.

21.5 Discipline in Respect of Default in Finance

- i. If a member continues to be in arrears for a period of one year, his membership shall be suspended by the Council.
- ii. If the annual subscription of a member is in arrears for a maximum of three years, his membership shall be terminated.
- iii. A non-corporate member, who fails to move from his grade to a higher grade within five years after his initial registration, may have his membership terminated except he gives the Council a satisfactory reason.

- iv. Termination of a member shall be by the simple resolution at the Annual General Meeting on recommendation by Council after appropriate notice by registered post must have been sent to the last known address of such member within twenty-eight (28) clear days prior to the meeting of the Council at which the matter will be tabled for decision, informing him/her that a motion would be moved to terminate his/her membership of the Institute.

21.6 Restoration of Membership

- i. The Council may re-instate a member who defaults in financial obligations subject to the full payment of all outstanding arrears and penalty to be imposed by the Council.
- ii. The Council may reinstate a member who has been suspended, dismissed and or had his name struck out from the list of members, who on appeal to the Council has been found to have shown sufficient remorse and a written undertaking to be of subsequent good behavior.
- iii. Such restored member shall not hold any official position of the Institute for a period of two years from the date of reinstatement.

21.7. Appeals

21.7.1 The member whose conduct is being investigated shall have at least two grounds of appeal to the Council as listed here under:

- i. Against the procedure at the hearing by the Disciplinary Committee.
- ii. Against the fact or extent of the disciplinary measure or plead for clemency of the Council, who shall have power to exercise its discretion on the matter.

21.7.2 Where the member believes he shall not get justice from the Council, he/she may appeal directly to the Annual General Meeting through the Honorary General Secretary.

21.8 Alternative Dispute Resolution (ADR) Committee

21.8.1 There shall be an Alternative Dispute Resolution (ADR)

Committee consisting of:

- i. Two (2) Trustee
- ii. Two (2) Past Presidents
- iii. Three (3) Members of College of Fellows

At least one (1) member shall be a member of Association of Professional Women Builders

- 21.8.2 A conflict or dispute resolution mechanism based on the intervention of the ADR Committee shall be employed in the first instance dealing with all disputes and grievances
- 21.8.3 Generally any member who is aggrieved by the decision of the NEC or Institute, shall within fourteen (14) days refer such grievance to the ADR Committee as a condition precedent to members seeking redress outside the Institute.
- 21.8.4 Any such dis-satisfied member shall give notice to the Secretary-General who shall give notice of such dissatisfaction to the Committee.
- 21.8.5 The Committee shall convene a meeting within twenty-one (21) days after the receipt of such notice depending on the complexity of the case, the case shall be discharged within ninety (90) days.
- 21.8.6 Any member who decides to sue the Institute in a Law Court without the prior mediation by the ADR Committee shall be suspended from the Institute till the determination of the said suit.
- 21.8.6 Whenever the Committee wishes to inquire into any matter or petition pertaining to, arising from, or connected with the affairs, interests, integrity, finances and financial management of the Institute, the Committee;
 - a) May, if they wish to co-opt, or delegate any member or members

of the Institute

- b) May agree on reasonable fees of such professional persons and/or body reasonable fees that would be paid by the Institute
- c) May in furtherance of such inquiry invite members concerned to attend such inquiry, request for information and/or documents from any member of the Institute, Management staff or other employees of the Institute.

21.8.7 It is an act of disrespect for any member of the Institute to fail, refuse, and/or neglect to accede to the Committee's request for information and/or documents in furtherance of such inquiry.

21.8.8 Members who fail to comply with Clause 3.2(viii) without any reasonable reason(s) will be subjected to disciplinary action as provided in this Constitution.

21.8.9 The ADR (Alternative Dispute Resolution) Committee shall make their findings/recommendations to the Council and to the Annual General Meeting or if need be, at an Extra-Ordinary General Meeting called for that purpose.

ARTICLE 22

22.0 MEETING

- a. Annual General Meeting (AGM)
- I. The Annual General Meeting of the Institute consisting of all members (Corporate, Non-Corporate, Craftsmen and Artisans) shall take place at venue and date decided by members who have voting rights at the Annual General Meeting.
- ii. The Annual General Meeting shall hold within 12 months after the last Annual General Meeting but if for unforeseen reasons it is unable to hold, it shall not exceed 15 months except for a National State of emergency or any other event that makes it not conducive for majority of members to attend.
- iii. The Notice of Annual General Meeting shall be accompanied by

a list of current members of Council and Committees and their performance evaluation reports endorsed by the President in case of Council members and Committee Chairmen, and Honorary General Secretary in case of Committee members.

- iv. The ordinary business of the Annual General Meeting shall include, but not limited, to:
 - a. receive and deliberate upon the Annual Reports.
 - b. receive and deliberate upon the Annual Accounts, including the report of the External Auditor.
 - c. rectify and adopt new Regulations
 - d. confirm the appointment and remunerations of the External Auditors
 - e. elect new Council members in an election year.
 - f. receive and ratify the report of Electoral Committee.
- b. Extra Ordinary General Meeting (EGM)
All General Meetings other than Annual General Meeting shall be called Extraordinary Meeting.
- i. An Extra-Ordinary General Meeting of the Institute may be convened by the Honorary General Secretary on the directive of the President as occasion may warrant discussing urgent matters affecting the Institute and the Building Profession.
- ii. Extra-ordinary General Meetings shall also be convened on the requisition of not less than one hundred corporate members drawn from one third of state chapters of the Federation. The notice calling the extraordinary General Meeting shall state the matter of the business to be considered and matters not included in the notice shall not be considered at such a meeting.
- c. Emergency Meeting
An Emergency Meeting of the Council shall be convened by the Honorary General Secretary on urgent matters affecting the Institute.
- d. Quorum
 - i. For a Council meeting, one third of the membership shall form a quorum.
 - ii. For Annual General Meeting 150 members shall form a quorum;
 - iii. For an Emergency Council Meeting, one quarter of members

shall form a quorum.

- iv. For Extra-Ordinary General Meeting (100) members shall form a quorum.
- v. For Committee meeting, three (3) members shall form a quorum.
- e. **Conduct of Meeting**
All meetings of the Institute shall be conducted in accordance with the provisions of this Constitution.
- f. **Annual Conference**
The Institute shall hold an Annual Conference along with the Annual General Meeting to consider and/or present technical, professional, social and other issues affecting the practice of the Building Profession.
The Council shall specify from time to time the procedure for organising and conducting the Annual Conference.

ARTICLE 23

23.0 STANDING ORDERS

23.1 Annual General Meeting (AGM)

- i. The President shall preside at all the meetings of the Institute.
- ii. In his absence that 1st Vice President or the 2nd Vice President or 3rd Vice President in the order listed herein shall preside at the meeting.
- iii. Where the four (4) officers listed above fail to show up within one hour of the 1st section of the Annual General Meeting, the meeting shall be adjourned to the following day.
- iv. Where the four (4) officers still fail to show up on the 2nd day of the Annual General Meeting, a Past President or the most senior member of the Institute at the venue shall preside.
- v. The Honorary General Secretary in the circumstance shall convene a meeting of the Council to be chaired by the Immediate Past President within ninety (90) days, when the absence of the officials will be discussed and appropriate decision taken and another Annual General Meeting convened within ninety (90) days.
- vi. The President shall formally declare meetings open and closed

as appropriate.

23.2 National Council Meetings.

- i. The President shall be the Chairman at all Council meetings. In his absence, the first, second or third Vice-President respectively shall take the chair.
- ii. In the absence of the above-mentioned officers within thirty minutes after the time scheduled for the meeting members present shall appoint a Chairman amongst those present for that meeting.
- iii. The Chairman shall formally declare the meeting open and closed.
- iv. Unless otherwise determined, five (5) members including the Honorary General Secretary or the Assistant General Secretary of the Institute shall form a quorum

23.3 Committee Meetings

- i. Committee Meetings shall hold regularly to resolve issues at hand.
- ii. The Committee Chairman shall formally declare the meeting open and shall be responsible for conducting the meeting in accordance with the Institute's Standing Orders and the provisions of this Constitution.
- iii. Three members including one officer of the Committee shall form a quorum. In the absence of the Chairman within thirty minutes after the appointed time for the meeting, members present shall appoint a Chairman amongst those present.

23.4 Minutes of Meetings

- i. Minutes of previous meetings shall be sent so as to reach members not later than one-week before the next meeting.
- ii. Minutes of Annual General/Extra-Ordinary General Meeting shall be sent so as to reach members not later than one month after the Annual General/Extra-Ordinary General Meetings.
- iii. All Minutes of Committee meetings shall be sent to the Honorary General Secretary not later than one week after the Minutes have been adopted.

23.5 Order of Business

- i. Each member shall enter his name in the register of attendance at every meeting of the Institute.
- ii. The minutes of the previous meeting of the Institute shall be read and adopted as may be amended. After the minutes shall have been read and corrected, the Chairman shall call for a motion for adoption of the minutes upon which the Chairman and Secretary shall sign the minutes.
- iii. Meetings shall be conducted in accordance with the agenda of the day as may be amended and approved by the members.
- iii. Any business not disposed of at any one meeting shall be included on the agenda for the subsequent meeting.

23.6 Rules of Address

- i. Members who intend to address the house shall indicate by raising up their hand and on recognition by the presiding officer shall address the house.
- ii. The Chairman shall have power to curtail and stop a speech he considers unreasonably long and irrelevant.
- iii. All speeches shall be addressed to the Chairman and any question to another member shall be put through the Chairman.
- iv. At any time during the course of speech or debate, the Chairman may call for a motion to proceed to the next item without further debate, and he shall be so obliged if the motion is seconded.

23.7 MOTIONS

23.7.1 Motions without Notice

The following motions may be moved without notice at any meeting:

- i. For the adoption or otherwise of the Minutes of the previous meeting, or the report of any Committee.
- ii. For reading or answering any correspondence or documents, and as to any action to be taken by the meeting thereon.
- iii. For the precedence of any particular business.
- iv. For the putting of a motion to vote forthwith.
- v. For suggesting any business for consideration at a meeting.
- vi. For the suspension of any parts of these Standing Orders.

23.7.2 Motions without Debate

The following motions may be moved at any meeting without debate:

- i. That the question be now put to vote
- ii. That the meeting proceeds to the next business.

23.8 Voting

- i. Voting on issues at meetings shall be by show of hands and the Chairman shall announce the result.
- ii. In case of any equality of votes on issues at all meetings, the Chairman shall have the right to exercise a second or casting vote.

23.9 Waiver

The provisions of this Constitution may be waived on a motion for waiver moved by a financial member and supported by at least 2/3 financial members in attendance in order to facilitate discussion at a general meeting.

23.10 Restriction

- i. Except a quorum is formed, waiver cannot apply.
- ii. Waiver shall not serve as amendment or alteration of provisions of this Constitution.

ARTICLE 24

24.0 AMENDMENT OF THIS CONSTITUTION

- a. General
 - i. Where the Institute or Council recognizes or identified a need for a review of this Constitution, or an amendment to any provision of this Constitution, such review or amendment shall be approved at a General Meeting on the acceptance of such recommendations present by a Review Panel or Committee duly appointed for that purpose.
 - ii. These articles of this Constitution may be amended or altered by way of omission or addition at a General Meeting provided that a notice of motion for amendment shall have been given to the

Honorary General Secretary and the resolution to amend shall have been carried by a majority of not less than two-thirds of the votes cast.

- b. Procedures for Amendment/Review
 - i. The articles of this Constitution may be amended upon a motion in writing sent to the Honorary General Secretary by a member and supported by another member both of whom shall be financially up to date.
 - ii. The proposed amendment shall be made at least ninety (90) days before the Annual General Meeting.
 - iii. The motion for amendment shall be listed in the agenda of the Annual General Meeting and the motion circulated to members at least sixty (60) days before the Annual General Meeting.
 - iv. Without prejudice to the above procedures, Council shall cause the review of the Constitution after every ten (10) years.
- c. Effective Date

Any amendments to the articles of this Constitution shall take effect from the date the motion is passed at the Annual General Meeting except otherwise decided.

ARTICLE 25

25.0 WELFARE

- (i) The National Council shall from time to time make regulations on welfare packages with respect of death of members or loss of spouse, disability arising from accidents or other related matters.
- (ii) The AGM shall approve appropriate welfare scheme for members. Such welfare scheme shall be mandatory to all members but only up-to-date financial members shall be eligible for the benefits when the need arises.
- (iii) Council shall promote approved Guidelines for the formation of Cooperative Society for members including sponsorship of members to local and international fora beneficial to the profession.
- (iv) Financial members shall be entitled to the Journals, Newsletters and Bulletins of the Institute; and information that will help

their growth and development.

ARTICLE 26

26.0 MISCELLANEOUS PROVISIONS ESTABLISHMENT OF NATIONAL BODIES

26.1 Association of Consultant Builders

- i. The association shall comprise all members whose consulting building firms are duly registered by the Corporate Affairs Commission and the CORBON Council.
- ii. There shall be a Chairman who is a Fellow of not less than ten (10) years standing.
- iii. The association shall aid and promote principles of Building professional practice.
- iv. It shall advice the Council on issues relating to the furtherance of the goals of the profession through professional practice
- v. It shall provide appropriate support for the Institute.
- vi. The association shall be administered in accordance with the bye-laws as approved by the Council
- vii. The Chairman shall represent the association in the Council.

26.2 Association of Professional Women Builders in Nigeria

The Association of Women Builders in Nigeria shall have powers to

- a) Encourage the attraction of women to the profession and the continued participation and involvement of female members in the Institute's activities at the Chapter and National levels
- b) Aid the recognition and promotion of the profession.
- c) Provide appropriate support for the Institute amongst the women folk
- d) The Association shall be administered in accordance with its bye-laws approved by the Council.
- e) The association Chairperson shall be a member of the National Council.

26.3 Association of Builders in Academia

This Educators' Forum shall comprise all members of the

Institute who are Lecturers of Building and allied subjects in Universities, Polytechnics/College of Technology, Research Institutions, Technical Colleges and other tertiary Institutions.

Duties:

- i. To serve as think tank for frontier of knowledge in Building
- ii. To encourage the continued involvement of their members in the institute's activities at chapter and national level
- iii. To aid the promotion and recognition of the profession
- iv. To provide appropriate support for the institute amongst the members of the forum.
- v. The forum shall be administered in accordance with the bye-laws as approved by the National Council.
- vi. The chairperson of this Forum or his representative shall be a member of the Council.



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