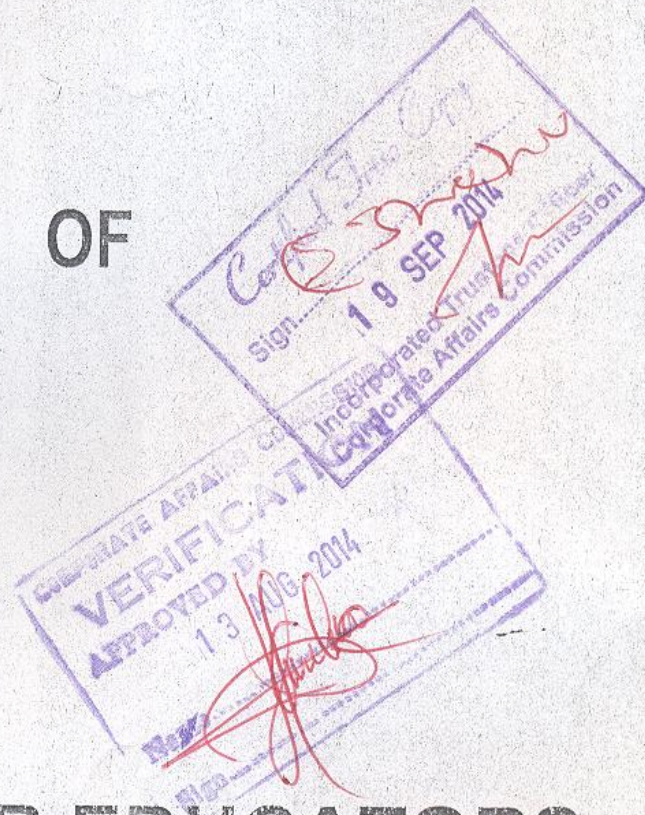


**THE CONSTITUTION**

**OF**



**COMPUTER EDUCATORS  
ASSOCIATION OF NIGERIA**

## THE CONSTITUTION OF COMPUTER EDUCATORS ASSOCIATION OF NIGERIA

### ARTICLE 1: ASSOCIATION

The Association shall be called and addressed as **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA**

### ARTICLE 2: REGISTERED OFFICE

The headquarters of the Association shall situate in Nigeria

### ARTICLE :3 AIMS AND OBJECTIVES

The aim and objectives of the Association shall include:

1. To promote functional computer education at all levels of education in Nigeria.
2. Training and retraining of teachers on relevant compute skills at all levels of education in Nigeria.
3. Providing professional knowledge and assistance to Federal Ministry of Education (FME) in curriculum planning, development, implementation, evaluation and review of computer education programme in Nigeria.
4. Certification of qualified computer educators for uniformity, standardization and compliance with the tenets of computer education global objectives.
5. Organizing computer education-based workshops, seminars, debates and trade-fairs for students at all levels of education in Nigeria.
6. To ensure regular publication of well-researched articles on computer education.
7. To collaborate with other sister international associations for the promotion of human resource development.
8. To access and provide entrepreneurial avenues for wealth creation for graduates of computer education.

### ARTICLE 4: QUORUMS

For the general / executive meeting, a quorum shall consist of a 2/3 majority of members present who are qualified to vote, only those who have voting right can vote at any voting exercise.

### ARTICLE 5: VOTING:

All voting of the Association shall be very secret ballot or by a 2/3 show of hands according to the wish of the majority members present who are qualified to vote, only those who have voting right can vote at any voting exercise.

### ARTICLE 6: MEMBERSHIP

The membership of **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA** shall be open to willing person (s) who must not be of questionable character, and also must not have previous record of criminal cases.

### ARTICLE 7: DAYS OF MEETING

The day for the general meeting shall be on the third Saturday of every month by 9.00am or any other day as may be determined safe any emergency meeting while the executive meeting will hold their meeting every second Saturday of every month by 4.00pm.

The purpose of the general meeting is to discuss the activities of the Association and how best to manage its services.

The executives can call for emergency meeting time to time as the need arises.

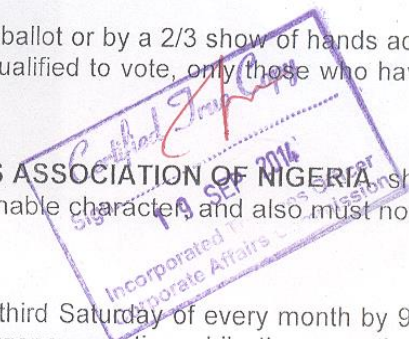
The meeting will be held at a permanent place.

### ARTICLE 8: RIGHTS AND PRIVILEGES OF MEMBERS

The following right and privileges shall apply to all members of the **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA** subject to the provisions of this constitution.

Right to belong to any other Association except the one that has similar aims and objectives to avoid complicity and duplicity. Right to attend and participate at the meeting and functions of the Association.

Right to invite or associate with other members of the Association. Right to other benefits and privileges due to a citizen of Nigeria.



#### ARTICLE 9: DISCIPLINE

All members are expected to be of good behavior, whoever fails to do so will face disciplinary measure. This Association shall meet out discipline to members of staff or member so the Association and Trustee. Discipline therefore shall be according to the constitution of the Association. It is also expected that both members of staff and member of the Association should be well equipped with the rules and regulations of the constitution so as to avert misconduct.

#### ARTICLE 10: DISCIPLINE OF TRUSTEE

Discipline measures shall be taken against any erring trustee member. If for any reason that trustee shall be removed, there shall be 2/3 majority votes in secret ballot votes.

#### ARTICLE 11: MEMBERSHIP ELIGIBILITY

A person shall become a member by filling the membership form issued by the secretariat of **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA**. The duly filled form shall be submitted within two (2) weeks to the secretariat. The form shall thereafter be scrutinized and approved or disapproved by the Chairman Board of Trustee. Such person shall be recognized as a member who shall enjoy the privilege accrued to the Association .

#### ARTICLE 12: ORGANS OF THE ASSOCIATION

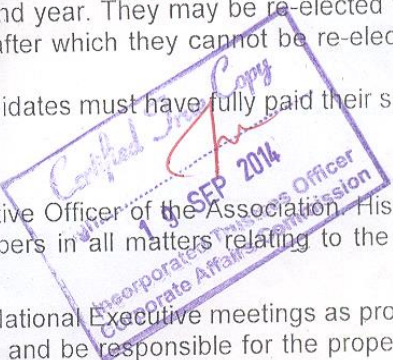
The Association shall be made up of the National Executive, the general Executive Committee (GEC), State Chapters and Sections.

The National Executive: There shall be National Executive responsible for the managerial and professional direction of the Association.

- i. The National Executive members shall be the President, the Vice President, National Secretary, Assistant National Secretary, Treasurer, Financial Secretary, Public Relations Officer, Editor-in-Chief, and Assistant Editor.
- ii. The National Executive members shall hold office for two years ending at the Annual General Meeting nearest the end of the second year. They may be re-elected for a further term of two years only, for the same office, after which they cannot be re-elected into the same office but other offices.
- iii. To qualify to hold any of these positions, candidates must have fully paid their subscriptions for three years consecutively.

#### ARTICLE 13: OFFICERS / DUTIES OF OFFICERS:

- 1.i. **President:** The President is the Chief Executive Officer of the Association. His duties shall be: To preside over other officers and members in all matters relating to the Association and provide for its professional leadership.
- ii. To direct the National Secretary to summon National Executive meetings as provided.
- iii. To preside at all meetings of the Association and be responsible for the proper conduct of business at such meeting
- iv. To sign the record of minutes of each previous meeting after it has been adopted.
- v. To superintend the administration of the affairs of the Association and to ensure strict observance of the various rules, regulations and bye-laws of the Association.
- vi. Generally the President shall have the right to speak and vote at meetings whenever he is present. He shall possess a casting vote in all decisions of the Association, as provided.
- vii. To be one of the signatories to the cheques of the Association and to approve all Payment Vouchers, except Payment Vouchers, (PVs) for payment to himself.
2. **Vice President:** The Vice President shall preside at meetings whenever the President is absent or unable to officiate.
3. **National Secretary:** The duties of the National Secretary shall be:
  - i. To summon National Executive meetings at the direction of the President.
  - ii. To summon special meetings of National Executive on receipt of written request from two thirds of members of National Executive as provided.



- iii. To attend all meetings of National Executive and the Annual General Meetings and to record the minutes of each meeting.
  - iv. To send notice of Annual Conference/Annual General Meeting to all members of the Association not less than one calendar month before the date of such meeting.
  - v. To forward to all chapters a copy of the minutes of each Annual conference/Annual General Meeting within a reasonable time from the conclusion of each meeting.
  - vi. To receive any notice of motion for discussion at the Annual General meeting and submit same to National Executive.
  - vii. To present an annual report at the Annual General Meeting.
  - viii. To be responsible for the secretarial duties of the Association and co-ordinate the activities of the Chapters and various Sections of the Association.
  - ix. To maintain a register of all members.
  - x. To be one of the signatories to the cheques of the Association
  - xi. To keep the Common Seal of the Association.
4. **Assistant Secretary:** The Assistant Secretary shall assist the National Secretary.
5. **Treasurer:** The duties of the Treasurer shall be as follows:
- i. To collect and keep all monies of the Association
  - ii. To keep proper books of account showing record of money received and Payment Vouchers for all monies paid out.
  - iii. To pay all monies of the Association to a bank approved for this purpose.
  - iv. To liaise with the Financial Secretary in presenting to the Annual General Meeting an audited account of the Association for the out-going year.
  - v. To sign all cheques of the Association in conjunction with either the President or the National Secretary.
  - vi. To prepare a list of up-to-date members for election purposes.
6. **Financial Secretary:** To collect all monies of the association and remits same to the treasurer.
- ii. To keep proper books of account showing record of money received and Payment Vouchers for all monies paid out;
  - iii. To present to the Annual General Meeting an audited account of the Association for the out-going year.
  - iv. To prepare a list of paid-up members for election purposes.
7. **Editor-in-Chief:** He shall be responsible (after consultation with members of the Editorial Board) for editing and publishing the Association Journal (Computer Education Research Journal (CERJ)).
8. **Assistant Editor:** He shall assist the Editor in the performance of his duties.
- ii. He shall act as the Business Manager of the Journal.
9. **Public Relations Officer:** He shall be responsible to the President for the performance of his duties which are:
- i. To issue, from time to time, press releases about the activities and ideals of the Association.
  - ii. To be responsible for any advertisement about the Association on the radio, television, newspapers and internet when directed to do so.
  - iii. To give regular information about the Association and its Chapters and Sections to persons who desire them.
  - iv. Assist the editor to edit and publish the Association's Newsletter (Computer Education Association (CEA)) Newsletter once a year.

#### ARTICLE 14: GENERAL EXECUTIVE COMMITTEE (GEC)

- 1i. There shall be a GEC of the Association for the purpose of formulating and executing its programmes and policies.

- ii. GEC shall collaborate with the National Executive in decision making and furthering development of Chapters and Sections.
- iii. GEC shall have power to approve bye-laws or rules of procedure for the conduct of affairs of any Chapter, Section or Committee. Such rules shall be reviewed by the National Executive.

## 2. **Composition of GEC**

The GEC shall consist of the President, Vice President, National Secretary, Treasurer, Public Relations Officer, Editor-in-Chief, Assistant Editor, Immediate Past President (Ex-Officio 1), immediate past National Secretary (Ex-officio 2), Chairman and Secretary of each State Chapter and Chairman of each Section.

## 3. **Committees**

Members of the Board of Trustees shall be appointed by the National Executive and ratified by Annual General Meeting (AGM).

- i. There shall be such other Committees to be appointed by the National Executive, as it considers desirable, for the efficient performance of its duties. The compositions and power of such committees shall be determined from time to time by the National Executive.
- ii. A Committee shall have power to co-opt any person who in its judgment could make valuable contribution to the work of the Committee.

## 4. **Trustees**

- i. There shall be an established body to be known as Board of Trustees. The Trustees of the Association for the purpose of the Land (Perpetual Succession) Act, Chapter 98 shall be the President, National Secretary and Treasurer of the Association.
- ii. All the properties of the Association, both moveable and immovable, shall be vested in the Trustees jointly on trust for the Association and the Trustees shall deal with same in the interest and to the benefit of the Association as may be directed by the National Executive.
- iii. The Trustees shall hold office at the pleasure of the Association provided that a Trustee may be removed from office of a Trustee by the National Executive on grounds of ill-health or for any other reasons which might make him unable to perform the duties of his office.
- iv. Whenever a vacancy occurs in the office of a trustee, it shall be filled temporarily by the National Executive until the next Annual General Meeting.
- v. The Trustees shall have a Common Seal which, with all executed documents, shall be kept in the custody of the National Secretary.
- vi. There shall be not less than 9 (nine) Trustees for Association.

## **ARTICLE 15: CHAPTERS AND SECTIONS**

The rules and regulations of Chapters and Sections, which must not conflict with the Constitution and Bye-Laws of the Association, shall be submitted to the National Executive for approval and no amendment or addition shall be valid until approved by the National Executive.

- 1. **Chapters:** There shall be a Chapter in each state of the Federation and the Federal Capital Territory (FCT).
  - i. A Chapter shall include all members of the Association working in one of the States of the Federal Republic of Nigeria or in the Federal Capital Territory (FCT).
  - ii. The purpose of a Chapter shall be to further the general objectives of the Association within its area and to unite members by means of meetings, conferences, seminars, workshops and publication of journals.
  - iii. A Chapter shall retain 20% of the total membership subscriptions collected from the Chapter. The balance shall be sent to the National Treasurer together with the complete membership list (names and amount paid) as soon as possible but not later than four months to the Annual General Meeting.
  - iv. Proceeds realized from seminars shall be paid to the National Treasurer as follows:
    - 30% for programmes sponsored by State Chapters of the Association.
    - 30% for programmes sponsored by any Section of the Association.
  - v. A Chapter shall appoint an Executive Committee and officers to manage its affairs but shall not take any action which affects the Association as a whole or the external relations of the Association other than by recommendation to the National Executive.

5. Emblems / Almanacs
6. International / Local Chapters.

#### **ARTICLE 20: BOARD OF TRUSTEES**

The trustees of **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA** or the purpose of the Companies and Allied Matters Decree, 1990 part C shall be appointed by a two-third majority vote of members present and voting at a General Meeting.

Such Trustees hereinafter referred to as "the trustees" shall be Six (6) in number and shall be known as the Registered trustees of **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA**.

The trustee may hold office for life but shall cease to hold office if he / she:

- i. Resigns his/her office
- ii. Ceases to be a member **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA**
- iii. Becomes insane
- iv. Is officially declared bankrupt
- v. Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
- vi. Is recommended for removal from office by a board of Governors and Trustees majority vote of members present at any general meeting of **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA**
- vii. Ceases to reside in Nigeria.

Upon a vacancy occurring in the number of trustees, a General Meeting will be held to appoint another eligible member of the **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA**.

#### **ARTICLE 21: COMMON SEAL**

The Trustees shall have a common seal.

Such common seal shall be kept in the custody of the Secretary who shall produce it when required for use by the Trustee / Trustees.

All documents to be executed by the Trustee shall be signed by the (Secretary) and sealed with the Common Seal.

The Trustees shall apply to Corporate Affairs Commission for Certificate of Incorporation under the Companies and Allied Matters Act No. 1 of 1990 Part C.

If such certificate is granted, the Trustees shall have power to accept and hold in trust all and belonging to **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA** and to acquire land on behalf of Foundation subject to such conditions as the Commission may impose:

#### **ARTICLE 22: AUDITORS**

An auditor (s) shall be appointed at the general meeting to audit the accounts of the organization Annually.

#### **ARTICLE 23: AMENDMENT**

This constitution is subject to amendment. Any desire to amend any section of this constitution shall be supported by at least 2/3 of the majority of the registered members of the Association in a general meeting.

No additional / amendment / alteration shall be made to or in the Rules and Regulation / Constitution for the time being in force, unless the same have been previously submitted to and approved by the **Registrar General Corporate Affairs Commission**.

#### **BYE-LAW**

The Association shall have a bye-law and article of faith, which shall not be contrary to this constitution for the effective running of the Association.



- vi. The Chairman of a Chapter shall not later than 31st January of each year. Forward a report from the Committee on the work of the Chapter during the preceding year and also an audited Statement of Account and Balance Sheet, showing the assets and liabilities of the Chapter on the 31st December of that year, for the information of and consideration by the National Executive.
  - vii. The Chapter shall be represented on the General Executive Committee (GEC) by the Chairman of the Chapter or his representative.
  - viii. Chapters and Sections shall draw up rules and regulations for the conduct of its affairs and forward same to the National Executive for approval as soon as possible after inauguration.
2. **Sections**
    - i. A Section shall be an organization of members of the Association irrespective of geographical distribution, who, provided are engaged in or are otherwise interested in any aspect of computer education. The purpose of the Section shall be to further the general objectives of the Association by the consideration of problems of policy and administration of computer.

#### ARTICLE 16: SIGNATORIES TO THE ACCOUNT

1. The signatories to the Association's accounts shall be the President, National Secretary and Treasurer.
2. All cheques of the Association shall be signed by the Treasurer and either the President or the National Secretary of the Association.
3. National Executive shall have powers to approve advances to any member of the Association for the purpose of carrying out the duties assigned to such a member.

#### ARTICLE 17: BENEFITS TO MEMBERS ON RETIREMENT/DEATH

1. On retirement from service a paid-up member shall be entitled to such sums as agreed by a State Chapter provided that the member has completed 10 years regular financial membership; State Chapters shall be responsible for such payments.
2. The next of kin or rightful relations of a deceased person who has been in regular membership the last ten consecutive years shall be entitled to ten thousand naira (N10,000.00) provided that no payment shall be made in the absence of valid death certificate or other convincing proof of death.
3. National Executive shall have power to include additional benefits in the section of the Constitution, e.g. sickness.
4. Deserving ex-officials shall be honoured or recognized for their selfless service rendered to the association as approved by the National Executive.

#### ARTICLE 18: AWARDS, HONOURS, ETC

1. The association may give honorary fellowship and other awards to deserving members and non-members. In order to do this, the General Executive committee shall nominate members of an Awards Committee (whose membership may be reviewed from time to time) for approval of the National Executive and ratification of the Annual General Meeting.
2. Upon recommendation by the Committee, National Executive shall ratify the categories of awards and the procedure for application. The criteria for each category of award shall be advertised in the Association's Newsletter and to all members through the state Chapter/Sections Chairmen.
3. After due consideration of all applications, the Committee shall forward a report to the National Executive for ratification.
4. Successful applicants approved by the National Executive shall be informed in writing by the National Secretary at least one month before the Annual National Conference/AGM where the Award would be made.

#### ARTICLE 19: SOURCES OF FUND

The funds of the Association shall be derived from the following ways: -

1. Membership registration
2. Contributions
3. Levy
4. Donations / Launching

### SPECIAL CLAUSE

THE INCOME AND PROPERTY of the **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA** whenever derived shall be applied solely towards the promotion of the objects the ASSOCIATION as set forth in this Rules and regulations/Constitution and no portion thereof shall be paid or transferred indirectly, by way of dividend, bonus or otherwise however by way of profit, to the members of the ASSOCIATION.

**PROVIDED** that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any officer or servant of the ASSOCIATION in return for any service actually rendered to the ASSOCIATION but so that no member of the Council of Management or Governing Body shall be appointed to any salaried office of the Association or any office of the Association paid by fees; and that no remuneration or other benefit in money or monies shall be given by Association to any member of such council or Governing Body except repayment of out-of-pocket expenses and reasonable or proper rent for premises demised, or let to the Association provided that the provision last aforesaid shall not apply, to any payment of any company to a member of the Association may be a company in which such member shall not hold more than one hundred, part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of such payment.

**NO ADDITION**, alteration, or amendment shall be made to or in the RULES REGULATION/CONSTITUTION for the time being in force, unless the same have been previously submitted to and approved by the Registrar General.

**IN** the event of a winding up or dissolution of the ASSOCIATION there remains, after the satisfaction of all its debts and liabilities, any property whatever, the same shall not be aid to or distributed among the members of the ASSOCIATION but shall be given or transferred to some other institution, having objects similar to the objects of ASSOCIATION and the body or bodies are prohibited from distributing it's or their income and property amongst it's or their members to an extent at least as great as is imposed on the ASSOCIATION under or by virtue of the SPECIAL CLAUSE hereof, such institution or institutions to be determined by the members of **COMPUTER EDUCATORS ASSOCIATION OF NIGERIA** effect cannot be given to the aforesaid provision then to some charitable object.

CHAIRMAN

Date: .....

*[Signature]*  
15/7/14

SECRETARY

Date: .....

*[Signature]*

