



The Nigerian Institution of Mechanical Engineers

(A DIVISION OF THE NIGERIAN SOCIETY OF ENGINEERS)

**National Secretariat: 10, Damaturu Close,
Opp. H-Medix by Domino's Pizza, 3rd Avenue,
Gwarinpa, FCT, Abuja**

CHAPTERS' BYELAWS -LAWS

FEBRUARY 2023

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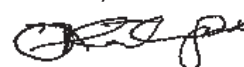
FOREWORD

When the Mechanical Division of the Nigerian Society of Engineers (NSE) was transformed into the Nigerian Institution of Mechanical Engineers (NIMechE) during its AGM in Port Harcourt in 2002, Port Harcourt became the first Chapter of the Institution. Twenty years later, in 2022, the number of Chapters grew to thirty seven (37). Our Chapters conduct their affairs with derivatives of rules largely from the Nigerian Society of Engineers' Branches' BYELAWS. There are no harmonized BYELAWS for our Chapters and only a few Chapters have BYELAWS.

The professional and welfare needs of our members continue to expand, thereby challenging the leadership of the Institution at all levels. The need to harmonize the operational guidelines and procedures for our Chapters has become most compelling. A common set of BYELAWS for our Chapters will enable them to respond more effectively to the professional and welfare needs of members and will also ensure uniform application of rules. It is expected that uniform BYELAWS for Chapter operations will drive a more vibrant and purposeful leadership of our Chapters.

It is pertinent to note that since our operations are largely derived from the NSE guidelines and procedures, we decided to adapt the NSE BYELAWS for Branches with modifications to suit NIMechE Chapters.

Thank you.



Engr. Mrs. Olufunmilade Akingbagbohun, FNSE, FNIMechE
National Chairman
Nigerian Institution of Mechanical Engineers
February, 2023

CODE OF ETHICS AND ENGINEERING CONDUCT

Every member is expected in his/her general conduct to uphold and enhance the honour and dignity of the Mechanical Engineering profession and the reputation of the **Nigerian Institution of Mechanical Engineers** and to act always in the public interest.

- I. A member shall make available his/her professional knowledge and experience in accordance with this code as a consultant or adviser, or a salaried employee, or a teacher of Mechanical Engineering science, or in design, or manufacture, or construction as a faithful agent and trustee of his/her client, employer or other people connected with the works
- ii. A member shall not practice in a dual capacity as a consultant and as a contractor for the same project except with the prior written consent of the client
- iii. It shall be considered unprofessional and inconsistent with honorable and dignified conduct and contrary to the public interest for any member of the Nigerian Institution of Mechanical Engineers:
 - a) To exert undue influence or to offer, solicit or accept compensation for the purpose of affecting negotiations for an Engineering engagement
 - b) To use the advantages of a salaried position to compete unfairly with other Engineers
 - c) To accept remuneration for services rendered other than from his/her clients or employer
 - d) To attempt to supplant another Engineer in a particular engagement after definite steps have been taken towards his/her employment
 - e) To review the work of another Engineer for the same client except with the knowledge of such Engineer unless such Engineer's engagement on the work which is subject to review has been terminated

- f) To attempt to injure falsely or maliciously, the professional reputation, business, or employment position of another Engineer
- iv. A member shall not place orders on his/her own behalf in respect of a project in which he is engaged but shall only do so explicitly on behalf of his/her client.
- v. A Member shall not be the medium of payments made on his/her client's behalf unless especially so requested in writing by his/her client but shall only issue certificate for payment
- vi. A member shall not take part in a competition involving the submission of proposals and designs for engineering work unless an assessor who shall be an Engineer of acknowledged standing has been appointed to whom all such proposals and designs are to be submitted for adjudication.
- vii. A member shall not invite or submit priced proposals under conditions that constitute price competition for professional services.
- viii. A member shall not invite or advertise engineering services in self-laudatory language or in any other manner derogatory to the dignity of the profession
- ix. On engineering works in a foreign country the member may adapt his/her conduct according to the professional standards and customs of that country but shall adhere as closely as practicable to the principles of this code.

By Order of Council
Nigerian Institution of Mechanical Engineers

CHAPTER ONE

BRIEF HISTORY OF THE NIGERIAN INSTITUTION OF MECHANICAL ENGINEERS

INTRODUCTION.

The Nigerian Institution of Mechanical Engineers (NIMechE) is the Mechanical Engineering Division of The Nigerian Society of Engineers (NSE). The Institution has full standing authority as derived from the Articles of Association of The Nigerian Society of Engineers and is not a parallel body to the Nigerian Society of Engineers (NSE). Established in December 2002 at the Annual General Meeting (AGM) of the Mechanical Engineering Division of the NSE at Port Harcourt, it was unanimously agreed that the Mechanical Engineering division of the NSE be transformed into The Nigerian Institution of Mechanical Engineers under the leadership of **Engr. (Chief) Akintunde S. Zedomi, FNSE, FNIMechE** and other elected officials to ensure the take-off to smooth running of the Institution.

The Institution has rapidly grown over the last twenty years from just a division in 2002 to over Thirty – Two chapters in 2022. The Chapters of NIMechE are largely responsible for carrying out activities and programs to actualize the objectives and mandates of the Institution. **The National Secretariat of the Institution is at No. 10, Damaturu Close, Opp. H-Medix by Domino's Pizza, 3rd Avenue, Gwarinpa, FCT, Abuja.** In addition to the National Secretariat, **the Institution also has a Liaison office at the National Engineering Centre, Engineering Close, Victoria Island, Lagos.**

NIMechE is consistently striving towards the attainment of its rightful place in the Mechanical Engineering profession in Nigeria.

Our Vision

To be the Premier Institution for Professional Development, Knowledge Acquisition and Dissemination of Mechanical Engineering Practice and Allied Disciplines in Nigeria

Our Mission

To propagate the effective practice of Mechanical Engineering profession in Nigeria and ensure its entrenchment in our body polity

Our Anthem

The best of the best is NIMechE among all Engineering,
We are developing Technology World,
Commitment, Practice and Focus is our watch word.
Mechanical Engineering, the bedrock of all Engineering,
Always leading in the field of
progressive discovery,
Together we shall build Nigeria.

} 2x

- Engr. Ayo Fanimokun FNSE, FNIMechE

National Chairman (2012/2013)

What We Do

1. Professional Registration of Mechanical Engineers/Graduates/Students in the Federation
2. Professional Training & Manpower Development of Mechanical Engineers/ Graduates/Students & Allied Disciplines, equipping them with relevant skills required for the practice especially in this current era of LOCAL CONTENT DEVELOPMENT in Nigeria.
3. Advancement of the cause of the Nigerian Mechanical Engineering Practitioners

4. Unification of Registered and Practicing Mechanical Engineers, Graduates, Students & Allied Disciplines in the Federation
5. Educating/Mentoring the general populace on the need to employ professionals in Mechanical Engineering projects, however small the undertaking may be.

Aims and Objectives

- 1.1 The aims and objectives of the Institution are as follows:
-To promote the aims and objectives of The Nigerian Society of Engineers as they apply to the field of Mechanical Engineering through the continuing education and training of members of the Institution so as to update their knowledge and skills in the art, science, practice and management of mechanical engineering and allied disciplines.
- 1.2 To provide opportunities for interaction amongst members of the Institution and between them and others in the field of mechanical engineering and allied disciplines through provision of facilities for reading and discussing technical papers, through arrangement and or promotion of visits to industrial establishments and other places of mechanical engineering interest and through lectures and publication of technical journals on mechanical engineering.
- 1.3 To promote the development of the art, science, and management of mechanical engineering through active encouragement of research and development and establishment of research and development priorities, emphasizing the use of locally available materials to serve local situations and challenges and enhance the nation's domestic and export potential.

- 1.4 To promote opportunities for interaction between the Institution and, the Federal and State Governments and their parastatals, with a view to influencing policies relating to mechanical engineering, industry and technology.
- 1.5 To promote and propagate the interest of mechanical engineering practitioners and provide advisory service to members of the Institution.
- 1.6 To provide advisory and consultancy services for the Federal and State Governments and industry in the field of mechanical engineering and allied disciplines.
- 1.7 To encourage cooperation with other institutions or divisions of The Nigerian Society of Engineers and other similar professional organizations and with universities and other institutions in the field of mechanical engineering and technology within and outside Nigeria.
- 1.8 To carry out any activities as may be consistent with the above objectives.

Membership

The qualifications for membership of the Institution are as prescribed by Council in conformity with NSE guidelines and accreditation requirements of the Council for the Regulation of Engineering in Nigeria (COREN). There are six (6) cadres of membership – Fellow, Corporate Member, Associate Member, Graduate Member, Student Member and Honorary Fellow.

STRUCTURE

Organization

The highest policy making body of the Institution is the Council

which comprises elected National Executive Committee members, Chapter Chairmen, two selected representatives of other Engineering organizations and tertiary institutions, two co-opted corporate members, and Former National Chairmen. The National Chairman is the Chairman of Council. The Committee system is used to carry out most of the activities of the Institution with coordination by the National Secretariat at No. 10, Damaturu Close, Opp. H-Medix by Domino's Pizza, 3rd Avenue, Gwarinpa, FCT, Abuja. A full time Executive Secretary heads the Secretariat as the Chief Executive Officer of the Institution, the Accountant heads the Accounting Department of the Institution while the Admin Officer heads the general administration.

Chapters

The Institution is organized into Chapters which are based in various cities around the country.

Board of Trustees

The Board of Trustees is the custodian of the assets and objects of the Institution. It ensures that the assets of the Institution are judiciously and economically applied to achieve the objectives of the Institution

Body of Fellows

The Body of Fellows was established as a 'Think Tank' for the Institution. It is responsible for getting the Fellows of the Institution together to direct and guide the operations of the Institution. It is to assist Council in formulating policies for sustainable development and practice of the Mechanical Engineering profession in Nigeria.

Board of Fellows

The Board of Fellows is charged with the responsibility of screening corporate members for Council's approval for admission into the Fellowship cadre. The membership of the

Board consists of senior Fellows of the Institution.

Finance and General-purpose Board

The Deputy National Chairman chairs the financial and general purpose board.

Committees

The Institution's activities are carried out by Committees. The National Council shall form the following Boards and Committees and shall be chaired as specified:

- Board of Trustees – Former National Chairman
- Board of Fellows – Senior Fellows (15yrs and Above)
- Group Dynamics Board – Former National Chairman
- Electoral Board – Former National Chairman
- Finance & General Purpose Board –
Deputy National Chairman
- Editorial & Technical Board – Elected Officer
- Mechanical Engineering Distinguished Lecture Board –
Former National Chairman
- Membership Board – Elected Officer
 - Welfare Committee
 - National Student Forum – Senior Fellows
- Corporate Resources & Media Board – Elected Officer
 - Programmes & Publicity Committee
- Professional Development Board – Elected Officer
 - Codes & Standards Committee –
Vice National Chairman
 - Education & Training Committee
- Awards & Endowment Committee – Senior Fellow
- Industrial & Job Bureau Committee
- Prevention, Investigation & Failure Analysis Committee –
Vice National Chairman
- Appointment & Promotions Committee – Senior Fellows
- Investment & Properties Committee –
Vice National Chairman
- Audit Committee – Elected Annually at AGM

As needs arise, Ad-hoc Committees may be created by Council to carry out specific tasks. The National Executive Committee headed by the National Chairman oversees the activities of Council Committees in addition to the specific portfolios of each member of the National EXCO.

ACTIVITIES OF THE INSTITUTION

Conferences

The Institution organizes an Annual International Engineering Conference and Annual General Meeting (AGM) every October. These Annual events are hosted by Chapters that show interest by formal application and are approved by the Council. The Annual Conference theme and subthemes are carefully selected in line with the direction and prevailing trends in engineering development, to enhance the professional development of members through technical papers presented by participants at the conference: which is summarized as a communique. The Annual International Conference is rounded off with the Annual General Meeting during which National Officers are elected, and it ends with an Annual Dinner.

Workshops and Seminars

Both the National Secretariat and Chapters organize workshops and seminars. Chapters organize technical paper presentations during their monthly meetings for professional development of their members. A copy of those technical papers are sent to the National Secretariat.

Publications

The Institution publishes two editions of the Journal of the Nigerian Institution of Mechanical Engineers (JNIMechE) every year. Other publications include Annual Conference Communiqué and Mechanical Engineering Distinguished Lecture (MEDL) proceedings.

Mechanical Engineering Distinguished Lecture

The Institution organizes Mechanical Engineering Distinguished Lecture annually where a distinguished Mechanical Engineer is invited to present a paper on a topically relevant and trending engineering and economic development issue.

Group Dynamics Competition for Chapters

The Institution established the Group Dynamics Competition for Chapters, to encourage vibrant professional activities by Chapters, based on clear guidelines and criteria.

Specialized Training

NIMechE will conduct in- house specialized training sessions in collaboration with interested organizations in welding, automobile and consultancy services and in other aspects of the Mechanical Engineering profession.

CHAPTER TWO
THE NIGERIAN INSTITUTION OF MECHANICAL ENGINEERS
CHAPTERS AND DATES OF APPROVAL

No	Chapter Name	Date Approved
1	Port Harcourt	December 2002
2	Ibadan	30 th August 2005
3	Ado Ekiti	9 th October 2006
4	Akure	10 th October 2006
5	Enugu	7 th June 2007
6	Warri	12 th April 2008
7	Kaduna	23 rd July 2008
8	Jos	25 th October 2008
9	Osun	10 th January 2009
10	Bauchi	June 2009
11	Lagos	10 th October 2009
12	Calabar	11 th November 2010
13	Benin	24 th November 2011
14	Abuja	3 rd October 2012
15	Benue	21 st March 2013
16	Kano	8 th October 2013
17	Ilorin	27 th November 2013
18	Minna	15 th August 2015
19	Akwa ibom	28 th August 2015
20	Maiduguri	22 nd October 2015
21	Ogbomosho	21 st July 2016
22	Asaba	21 st March 2017
23	Egbin	5 th May 2017
24	Awka	27 th August 2017
25	Yenogoa	29 th September 2017
26	Katsina	24 th November 2017
27	Zaria	24 th November 2017
28	Ota	28 th December 2017
29	Abeokuta	11 th March 2021
30	Yaba	December 2021
31	Gombe	11th August 2022
32	Taraba	11th August 2022
33	Yobe	11th August 2022
34	Kogi	11th August, 2022
35	Auchi	11th August 2022
36	Owerri	18th October, 2022
37	Ikoŋ Ekpene	18th October 2022
38	Aba	16th February, 2023
39	Mowe	16th February, 2023

CHAPTER THREE
THE NIGERIAN INSTITUTION OF MECHANICAL ENGINEERS
PROVISIONS IN THE MEMORANDUM AND ARTICLES OF
ASSOCIATION ON FORMATION OF CHAPTERS

- 3.1 The Council shall have power to establish chapter(s) of the Institution in such places as it may decide. Council shall frame the Chapters' byelaws-laws as a derivative of the memorandum and articles of the Institution and shall have power to vary same from time to time as it deems fit, subject to these memorandum and articles of the Institution
- 3.2 The number of members required to establish Chapters shall not be less than fifty (50)
- 3.3 The Council shall have power to recognize or organize students of accredited Faculties/Colleges/Schools of Engineering of the Nigerian Universities and Polytechnics/Colleges of Technology into Chapters of the Institution
- 3.4 The Council shall have power to dissolve a Chapter in accordance with the Constitution, BYELAWS, and regulations of the Nigerian Institution of Mechanical Engineers.
- 3.5 The Council shall have the powers to remove any Chapter Chairman:
 - a) who is found wanting in his or her duties to be specific
 - b) who engages in derogatory activities to be specific
 - c) whose Chapter's financial membership drops by more than five (5) below fifty (50) and/or more than ten 10% of their previous year's number

- d) who fails to be represented in Council for more than three (3) consecutive times
- e) who is involved in fraud-related activities
- f) who fails to attend National AGM without cogent reasons and fails to send a representative
- g) who engages in financial misappropriation and recklessness
- h) who engages in legal actions against the institution
- l) who fails to submit the Chapter's quarterly report to the National Executive Committee.

CHAPTER FOUR THE NIGERIAN INSTITUTION OF MECHANICAL ENGINEERS CHAPTER BYELAWS

4.1 NAME

The Chapter shall be called "The Nigerian Institution of Mechanical Engineers, **(name of chapter)** Chapter" which can be shortened to "NIMechE **(name of chapter)** Chapter". For instance, "The Nigerian Institution of Mechanical Engineers, **Lagos** Chapter" which can be shortened to "NIMechE **Lagos** Chapter".

4.2 AIMS AND OBJECTIVES

The aims and objectives of the Chapter are as follows:

- 4.2.1 To promote the aims and objectives of The Nigerian Institution of Mechanical Engineers as they relate to professional development through the continuing education and training of members of the Institution, to update their knowledge and skills in the art, science, practice and management of Mechanical Engineering and associated technologies.
- 4.2.2 To provide opportunities for interaction amongst members of each Chapter and between the chapter and others in the field of Mechanical Engineering and associated technologies through provision of facilities for reading and discussing technical papers, through arrangement and/or promotion of visits to industrial establishments and other places of Mechanical Engineering interest and through lectures and publication of technical journals on Mechanical Engineering.
- 4.2.3 To promote the development of the art, science and management of Mechanical Engineering through

active encouragement of research and development and establishment of research and development priorities emphasizing the use of locally available materials to serve local situations and challenges and enhance the nation's domestic and export potential.

- 4.2.4 To promote opportunities for interaction between the Institution, Government of the Federation, States and their parastatals with a view to influencing policies relating to Mechanical Engineering, industry and technology.
- 4.2.5 To promote and project the interest of Mechanical Engineering and provide advisory service to members of the Chapter.
- 4.2.6 To provide advisory and consultancy services for Government and industry in the field of Mechanical Engineering and associated technologies.
- 4.2.7 To encourage cooperation with other institutions or divisions of The Nigerian Society of Engineers and other similar professional organizations and with universities and other institutions in the field of Mechanical Engineering and technology within and outside Nigeria.
- 4.2.8 To carry out any activities as may be consistent with the above objectives.
- 4.2.9 To carry out any other assignments or activities as may be directed by the Council of The Nigerian Institution of Mechanical Engineers.

4.3 Membership

The Chapter shall comprise Fellows, Corporate

Members, Associate Members, Graduates, and Students members.

4.3.1 CORPORATE MEMBERS

Those considered as Corporate Members are

- 1. Fellows of NIMechE (FNIMechE)
- 2. Members of NIMechE (MNIMechE)

4.3.2 Affiliates

- 1. Graduate Members of NIMechE (GNIMechE)
- 2. Student Members of NIMechE (SNIMechE)
A Student/Graduate Member must be undergoing/must have undergone a course of study in Mechanical Engineering qualified for registration with COREN under an accredited Institution.
- 3. Associate Members of NIMechE (ANIMechE)
Associate Members should possess a university degree in sciences allied to Mechanical Engineering Science or qualifications approved by NIMechE Council such as Higher National Diploma Mechanical Engineering.
- 4. Honorary fellows of NIMechE, HonFNIMechE
Those who do not possess a degree in Mechanical Engineering. They must satisfy the institution's interest.
- 5. Affiliate Members cannot hold positions in the Executive Committee and can't participate in the AGM of the Institution.
- 6. A corporate member must be a graduate of mechanical engineers from an accredited Institution and must be COREN registered.

4.3.3 Eligibility

- 4.3.3.1 Membership of the Chapter is open to students and Graduates of Engineering qualified for registration with the Nigerian Institution of

- Mechanical Engineers as determined by the council.
- 4.3.3.2 Any graduate Mechanical Engineer resident and practicing within the Chapter environs is eligible to be a Graduate member.
- 4.3.3.3 Any Mechanical Engineer who resides, practices and/or has his/her office within the State where a Chapter exists shall also be eligible to be a Member of the Chapter provided such Engineer does not belong to any other Chapter of the Institution.
- 4.3.3.4 Membership grades shall be the same as the cadre in the register of members kept at the Nigerian Institution of Mechanical Engineers National Headquarters.
- 4.4 Loss, Transfer and Reinstatement of Membership**
- 4.4.1 Issues on professional misconduct and default in financial obligations which can lead to loss of membership can only be decided on by the Council of the Institution. Any member who for whatever reasons ceases to be a member of NIMechE automatically ceases to be a member of the Chapter.
- 4.4.2 Reinstatement of a suspended member shall take effect after clearance from the Council of NIMechE.

CHAPTER FIVE

CHAPTER EXECUTIVE COMMITTEE (EXCO)

5.1 Composition of the Chapter EXCO

The Chapter Executive Committee shall consist of all elected members and the Immediate Former Chairman as stated below: The Audit Committee shall not have members of the EXCO.

1. Chairman
2. Vice Chairman
3. General Secretary
4. Assistant General Secretary
5. Treasurer
6. Financial Secretary
7. Technical Secretary
8. Assistant Technical Secretary
9. Publicity Secretary
10. Two Ex- Officio Members one of which must be the Immediate Former Chairman

5.2 Power and Duties of EXCO

The Chapter EXCO shall have powers

1. To implement all decisions and policies of NIMechE Council
2. To Initiate such policies and actions that are for the wellbeing of the members of the Chapter subject to the approval of the General meeting and the Council

5.3 Duties and Responsibilities of Officers

5.3.1 The Chairman

The Chairman shall be the Chief Executive Officer of the Chapter. He/she shall preside at all meetings of the Chapter and the Executive Committee. He/she shall represent or take decisions on behalf of the Institution in consultation with the EXCO. He/she shall be a signatory to the Accounts of the Chapter as well as sign all

minutes of meetings. He/she shall call emergency, General or Executive Meetings when the need arises. He/she shall approve all memos including chapter reports to the National Chairman.

5.3.2 The Vice Chairman

The Vice Chairman shall deputize for the Chairman at all meetings and functions. When the Chairman is absent or in the absence of both, any member duly nominated at the meeting shall preside. The Vice Chairman shall be the Chairman of Finance and General-Purpose Committee.

5.3.3 The General Secretary

The General Secretary shall be responsible to the Chapter Executive Committee for the administration of the Chapter and shall submit an annual report on the activities of the Chapter to the Executive Committee, at the last meeting of the financial year. He/she shall prepare the agenda of meetings and fix dates for meetings in consultation with the Chairman. He/she shall be a signatory to the accounts of the Chapter and shall sign all minutes of meetings

5.3.4 The Assistant General Secretary

The Assistant General Secretary shall assist or deputize for the General Secretary when necessary.

5.3.5 The Technical Secretary

The Technical Secretary shall:

- i. Be responsible for organizing all technical functions of the Chapters
- ii. Guide, direct and advice the Executives, standing/ad hoc committees and the General Meeting on all issues concerning the general upliftment of professionalism in Mechanical Engineering practices.

- iii. Organize all lectures, seminars and industrial visits and be responsible for all the technical publications of the Chapter.
- iv. Be the Editor of the Chapter's publications
- v. Shall see to it that a technical lecture is presented at each meeting
- vi. Be responsible for any other matter as may be referred to her/him by the Chapter EXCO.

5.3.6 The Assistant Technical Secretary

The Assistant Technical Secretary shall:

- I. Assist the Technical Secretary in all of his/her duties.
- ii. Perform the duties of the Technical Secretary in his/her absence.

5.3.7 The Financial Secretary

The Financial Secretary shall:

- I. Be responsible for the collection of all dues from Members and handover same to the Treasurer within three (3) working days.
- ii. Be responsible for the preparation of financial procedure for all the expenditure
- iii. Be responsible for the preparation of budget for the financial year of the Chapter.
- iv. Be responsible for any other matter that may be referred to him/her by the Chapter EXCO.

5.3.8 The Treasurer

The Treasurer shall:

- I. Be a signatory to the Chapter's Bank Accounts
- ii. Receive all monies due to the Chapter and deposit them in the Chapter's Bank account within three working days of receipt
- iii. Keep a record showing receipts and expenditures
- iv. Prepare a statement of accounts to the Executive Committee quarterly
- v. Be in custody of the Chapter's cheque books

- vi. Be responsible for any other assignments as may be referred to her/him

5.3.9 The Publicity Secretary

The Publicity Secretary shall:

- i. Be responsible for projecting the public image of the Chapter
- ii. Liaise with the Chapter's publicity agencies
- iii. Be responsible for all social events and welfare of members of the Chapter
- iv. Be responsible for any other matter as may be referred to him/her by the Chapter EXCO

5.3.10 Ex-Officio Member

- i. There shall be two Ex-officio members comprising the Immediate past Chairman of the Chapter and one other elected member.
- ii. They will assist the Chapter Executive and join them in all their meetings
- iii. Be responsible for any other matter as may be referred to them by the Chapter EXCO
- iv. The Immediate Past Chapter Chairman shall advise the Chapter EXCO in all matters.

5.4 Eligibility to hold Office

- a) The Candidate must be a financial (Fellow or Corporate) member of the Nigerian Institution of Mechanical Engineers in good standing and must have a valid and current COREN licence.
- b) The Candidate must be a financial (Fellow or Corporate) member of the Chapter in good standing.
- c) Candidates for the post of Chairman and Vice Chairman in addition to (a) and (b) above, must have occupied an elected position for at least two years.
- d) Candidates for the post of Chairman must have served in the EXCO for at least two terms, one of which must be, as the Vice Chairman.

- e) Candidates for the position of Vice Chairman must have served as a Principal Officer for at least one term.
- f) Candidates for the post of other Principal Officers (General Secretary, Technical Secretary and Treasurer) in addition to (a) and (b) above, must have been a member of the chapter for at least three years.
- g) A Candidate for any elective post shall be one who must have had no criminal records.

5.4.1 Eligibility to Vote

Only financial (Fellow or Corporate) members of the Nigerian Institution of Mechanical Engineers in good standing with the Chapter shall be eligible to vote.

5.4.2 Electoral Committee

- i. There shall be an Electoral Committee of not more than five but not less than three financial (Fellow or corporate) members constituted by the Chapter EXCO and approved at the General Meeting of the Chapter to conduct the annual Chapter Elections at the beginning of the year along with other committees.
- ii. Guidelines for the conduct of elections are to be formulated by the Electoral Committee and approved by the National Council.

5.5 Tenure of Office of Chapter Executive Committee

- i. The Chairman shall hold office for one tenure of two consecutive years.
- ii. The tenure of office of other Chapter Executive Committee members shall be one calendar year and shall expire in August every year.
- iii. Elections and Inauguration of Officers into the Executive Committee shall be held in August every year.
- iv. Each officer of the Chapter except the Chairman may hold a specific office for a maximum period of **TWO** consecutive terms of one calendar year each and

thereafter he/she may be eligible for election into another office.

- v. All officers and Ex-Officio Members of the Executive Committee except the Immediate Past Chairman shall be available for election each year, subject to (iv) above.
- vi. Should the Chapter Executive Committee find it necessary to elongate the tenure of the Chapter Chairman or any member of the Executive Committee, an application shall be made to the National Chairman who shall consider the merit of the application and present same to Council for deliberation and approval or rejection.

5.6 Dissolution of the Executive Committee

The Executive Committee shall be dissolved on the following grounds:

- i. By NIMechE Council
- ii. Expiration of Tenure at the Chapter AGM

5.7 Criteria for the Removal of Officers from Office

- i. Establishment of misconduct or incompetence.
- ii. Abuse of provisions of the Chapter byelaws.
- iii. Voluntary Resignation.
- iv. Any officer who is absent from the general meeting for three consecutive times without a good reason.
- v. Any officer who embezzled the Chapter's fund or NIMechE Chapter property shall be liable to immediate removal from office and refund of the sum so embezzled within six months with an interest of 50% or face the risk of criminal prosecution.
- vi. Any officer convicted of criminal offence shall be removed from office and disqualified from holding any office.
- vii. Any officer who due to ill health, can no longer perform or has a sickness that requires confinement or Isolation.
- viii. Any Officer who is deemed to be inefficient shall be

liable to removal after three repeated warnings in writing from the Chapter Executive Committee.

- ix. An officer shall be removed only by a motion or vote of No confidence in any proven case of paragraph (i) to (viii) above supported by a two-thirds majority of financial members present at a general meeting.
- x. Any Member who takes any legal action against the Institution shall cease to be a member both at the Chapter and NIMechE in general.

5.8 Procedure for the Removal of Chapter Executive Committee Members

- i. A written motion specifying the charges against the Executive shall be made by a member and seconded by at least two other members.
- ii. A presiding Officer of the rank of a Fellow shall be appointed to conduct the affairs of the meeting during which the issues raised in the motion shall be treated.
- iii. After exhaustive deliberations, two-thirds majority of the General Meeting shall ratify decision on the issue.
- iv. If a vote of no confidence is passed by the two thirds majority, the decision shall be referred to Council for Immediate dissolution of the Chapter EXCO.
- v. A new election for the Executives shall be held according to the provisions of the BYELAWS.

5.9 Meetings

5.9.1 General Meeting

The General Meeting shall be held monthly. Each Chapter shall endeavor to hold technical sessions or lectures at every monthly meeting.

5.9.2 Chapter Executive Meeting

There shall be regular monthly meetings of the Chapter Executive Committee at the time and place decided by the Chapter EXCO.

5.9.3 Annual General Meeting

The Annual General Meeting of the Chapter shall be held once a year at a time and place decided by the Chapter EXCO and approved by the National Council.

5.9.4 Emergency Meeting

In addition to the regular monthly meeting, the Chapter Chairman may summon an emergency meeting of EXCO and General meeting as and when occasions demand such.

5.9.5 Quorum

Quorum at Annual General Meeting and General Meetings of the Chapter shall be one quarter (1/4) of the total number of members qualified to vote as determined by the Electoral Committee earlier. Quorum of an executive committee meeting of the Chapter shall be five (5) Chapter Exco Members.

5.10 Surrender of the Chapter Properties

5.10.1 Important documents of the Chapter shall be submitted to the National Secretariat of NIMechE for safe keeping within two months after perfection of the documents.

5.10.2 Any officer on termination of office for any reason shall surrender all monies and properties of the Chapter in his/her custody within one week.

5.10.3 After one month, the Chapter shall take steps it deems fit to recover the items not surrendered by the officer after due consultations with NIMechE National EXCO.

CHAPTER SIX

FINANCES

1.1 Source

In addition to paying all dues and subscriptions prescribed by the Council of NIMechE, all members of the Chapters shall be required to contribute to the Chapters' finances.

6.1.1 Annual Dues or Subscription

Dues payable for various cadres shall be determined by the National EXCO and ratified by the National Council for uniformity.

6.1.1.1 Any member whose subscription is six months in arrears shall be notified of this fact in writing and the fact reported to the Executive Committee. If these arrears are not settled three months after the notification, the member shall lose rights and privileges and shall be so notified.

6.1.1.2 In the event of any member requesting services from the chapter in the form of admission, transfer, clearance etc. such a member shall be made to pay all subscription arrears for five years. For the purpose of clearing arrears, any member who is not up to three years in residency shall show evidence of payments in his/her former chapter for five years (not including the current year) or pay the three years' arrears to the Chapter.

6.1.2 Enrolment fees

Each new member shall pay an enrolment fee to the Chapter, as approved by the Council of NIMechE from time to time.

6.1.3 Levies and Fines

These will be for specific purposes and will be determined by the Chapter EXCO and ratified by the General Meeting.

6.1.4 Training

The Chapter shall engage in training activities for the purpose of professional development after such must have been proposed by the EXCO and approved by the General Meeting.

This shall only be in Engineering and Engineering related fields and shall include

i. Workshops, Seminars and Courses

These shall be handled solely by the Chapter or in partnership with reputable corporate bodies.

ii. Goodwill Gestures and Donations

The Chapter shall receive donations and goodwill gestures from members and corporate organizations.

6.2 Financial Year

The Financial year of the Chapter shall run from 1st July to 30th June of the following year.

6.3 Bank Account

The Chapter's money shall be kept in Bank account(s) opened in any reputable Bank with the approval of the National Council.

6.4 Auditors

i. The National EXCO shall appoint a licensed External Auditor who shall audit the accounts of the Chapter and submit a report annually. The Treasurer shall ensure that the audited report is presented at the Annual General Meeting of the Chapter.

ii. The Chapter's Audit Committee shall act as the Internal

Auditor to the Chapter.

6.5 Financial Authorities

6.5.1 EXCO

The Chapter EXCO shall have powers to authorize or approve all expenditures above **N500,000 (five hundred thousand Naira)** to **N2,000,000.00 (two million Naira)** as the need arises without recourse to the General meeting. Expenditures above **N2,000,000.00 (two million Naira)** must have the approval of the General Meeting.

6.5.2 Chairman

The Chairman shall have powers to authorize and incur expenditure of up to a maximum of **N500,000 (five hundred thousand Naira)** as the need arises but with reference to EXCO for ratification.

6.5.3 Imprest

The Secretariat shall maintain a reimbursable or monthly account of not more than **N100,000 (one hundred thousand Naira)**.

6.6 Payments

6.6.1 Authorized Signatories

The authorized signatories to the Bank account shall be the Chairman as category A Signatory while the General Secretary and Treasurer shall be category B signatories.

6.6.2 Cheques

All payments to outside bodies shall as much as possible be made by cheque duly signed by the authorized signatories to the Chapter's bank accounts. Relevant

documents must be duly signed by authorized signatories to the Chapter's Bank accounts before an electronic transfer is processed.

6.6.3 Cash Payments

Cash payments shall as much as possible be limited to transactions related to internal/office operations.

6.7 Financial Regulations

6.7.1 A special form shall be prepared for application for funds.

6.7.2 Four (4) copies of such a form shall be completed by the applicant who shall retain the fourth copy and handover three copies to the Chapter Chairman.

The Chairman, after approval, shall retain one copy and hand over two copies to the treasurer for payment. After payment, the Treasurer shall give one copy to the financial secretary within 48 hours and retain the last copy.

6.7.3 The Treasurer shall not honour any application for fund that has not been approved by the EXCO where such an amount is beyond what the Chairman is authorized to approve.

6.7.4 The Chairman shall present any such application in 6.7.3 to the next EXCO meeting for clearance.

6.7.5 Any approval made by the Chairman within his/her limit shall be taken to the next EXCO meeting for ratification.

6.7.6 Any violation of the provision of this section shall attract a fine to be fixed by the EXCO and the Treasurer shall be made to refund the entire sum involved.

6.7.7 Any sum of money advanced as imprest shall be retired before any reimbursement shall be made. Retirement of imprest shall be sent to the Treasurer with a copy to the Chairman.

6.7.8 A comprehensive financial report shall be given to the EXCO by every Committee Chairman at most one month after the activity for which money was advanced. Failure to report shall attract an action to be decided by the EXCO.

6.7.9 Preceding every General meeting, the Treasurer shall inform the EXCO of bank balances and the budget performance to date.

6.7.10 The Treasurer and Financial secretary shall monitor the budget performance and alert the executive as necessary.

CHAPTER SEVEN STANDING COMMITTEES

7.0 General

The Chapter Executive Committee shall run the business of the Chapter through the following Standing Committees and any other Committee set up by the Executive Committee for specified functions which must be approved by the National Chairman. The Following shall form the Functional Committees of the Chapter.

7.1 Career Development Committee

Shall include Industrial and Educational Visits.

To collate employment requests from members and seek for placement in industries and government organizations.

To search for and document job creation opportunities by Government and Non-Governmental Organizations and disseminate such information to members for their participation.

To advise on entrepreneurship skills and enterprise development opportunities for self-employment.

7.2 Technical Committee

To organize seminars, workshops, technical papers, and the production of journals for the Chapter.

7.3 Audit Committee

To look into and report on the finances of the Chapter to the Executive from time to time.

7.4 Finance and General-purpose Committee

There shall be Finance and General-Purpose Committee which shall scrutinize all applications for expenditure. This Committee shall make

recommendations for approval or otherwise to the Chairman of the Chapter.

To review the proposed annual budget of the host State Government of the Chapter, appraise the implementation of the budget and prepare a comprehensive report to the Chapter noting in particular the impact of the Engineering component activities of the budget.

7.5 Community Engineering Programme Committee (CEPC)

To carry out infrastructure needs survey in vulnerable host communities with a view to identifying acute deficits in basic amenities for possible interventions.

To assess and evaluate the technical content and financial requirements for executing identified critical infrastructures in vulnerable host communities.

To identify potential funding partners to work with, to execute critical infrastructure in vulnerable host communities.

The **Prevention, Investigation and Failure Analysis sub-Committee** shall

- a) Investigate, analyze, and report all engineering failures and collapses that are drawn to the attention of the Chapter.
- b) Investigate and report any local engineering problems that are drawn to the attention of the Chapter.
- c) Report on engineering failure of Infrastructure in public utilities and the industries.
- d) To monitor and advise on environmental degradation, pollution, and abuse.

7.6 Membership Committee

The membership committee chairman shall be a member of the National Membership board. Shall be in

charge of the recruitment of new members. All payments by new members shall be paid directly to the National Account and members' forms shall be sent to the National Secretariat.

7.7 Ad hoc

There shall be ad hoc committees to be constituted by the EXCO or the General meeting as the need arises.

To handle and resolve all grievances between or among members in the Chapter as may be instructed by the Chapter EXCO.

CHAPTER EIGHT WELFARE

8.0 Welfare

8.0.1 The General Meeting shall encourage and endorse all matters that seek to enhance the welfare of members.

8.0.2 The General meeting shall appoint a Welfare Committee whenever necessary. This Committee shall consider issues referred to it with reference to the provisions of these BYELAWS and NSE Memorandum and Articles of Association and make recommendations to the General Meeting through the Executive Committee.

8.0.3 Welfare Matters shall include the following:

- a. Weddings
- b. Childbirth
- c. Send-Forth
- d. Employment-seeking
- e. Job Placement
- f. Espirit de Corps
(Giving due recognition to Members)
- g. Hospitalization
- h. Death of a member and bereavement of a member's spouse or child

8.1 Procedure for Notification and Attendance at Events/Visitations

- a. A member on behalf of himself or another member shall notify the Chairman in writing of his/her welfare need.
- b. The EXCO shall appoint a delegation of a suitable number of members to represent the Chapter at the event/visitation.
- c. The EXCO shall encourage members to attend or

visit on such aforesaid matters.

8.2 Cash Benefit

- a. This shall be extended to the matters of hospitalization which shall attract a cash benefit of not less than N10,000 (ten thousand Naira) and death and bereavement attracting cash benefit of not less than N10,000 (ten thousand Naira).
- b. The above provisions shall be carried out in the event of death of a financial member irrespective of his/her benefits and privileges from the National Secretariat.
- c. The House shall encourage Individual goodwill or donations, for a financial member or his/her family in addition to (a) and (b) above.

CHAPTER NINE GUIDELINES FOR CHAPTER CREATION

9.0 Membership

The number of members required to establish a Chapter shall not be less than 50 (fifty).

9.1 Territorial Boundaries

Chapters are territorial and the territorial boundaries are to be clearly defined e.g. States, Local Government Areas/Councils, Districts or specific Institutional clusters not accessible to the State Chapter etc.

9.2 Verification

The status of the Proposers of the new Chapter shall be verified. This includes the following areas:

- i) Financial Status: Members must be consistent in payment of their annual subscriptions and other levies
- ii) Activities: Members must be active at the present Chapter
- iii) Transfer: Members must be ready to have their Chapter membership transferred to the proposed Chapter if approved by Council

9.3 Sponsorship

The proposed Chapter must be sponsored by the Chapter that covers the territorial area or nearest to the new territory. The sponsoring Chapter must be active, and this shall be adjudged from the annual returns.

9.4 AGM Attendance

One third or Seventeen of the members of the proposed Chapter must have attended at least three (3) Annual General Meetings of the Nigerian Institution of Mechanical Engineers in the past ten years.

9.5 Monitoring

A Monitoring Committee shall be set up to monitor the activities of the proposed Chapter during the provisional period of twelve calendar months and submit a report to Council.

9.6 Provisional Approval

If all other conditions are satisfied the application to create a new Chapter can be granted for a provisional period of twelve (12) calendar months. The provisional period shall not be extended. Approval will rest on the report of the performance of the new chapter during the provisional period.

9.7 Election of Officers

The proposed Chapter shall elect protem officers to oversee the activities during the provisional period. The election shall be supervised by the Election Committee of the sponsoring Chapter.

9.8 Monthly Meetings

The Minutes of the Meetings of the proposed Chapter shall be consistently sent to the Executive Secretary during the Provisional Period.

9.9 Annual Returns

Council shall carry out comprehensive monitoring of all Chapters. To this end a form for Chapter annual returns shall be designed for use.

CHAPTER TEN AMENDMENTS AND CAPPING

10.1 Amendments to the BYELAWS

These byelaws shall be amended upon a notice by a member to the council of NIMechE. Such amendments shall become effective if passed by a simple majority of the votes of registered members present at the Council Meeting.

10.2 Capping

10.2.1 Any situation or issue not covered by the provisions of these byelaws shall be referred to the Chapter EXCO for deliberations and their recommendations brought to the General Meeting for approval.

10.2.2 The Provisions of the NIMechE MEMART clearly supersedes those of these byelaws should a conflict arise.

10.2.3 Subject to the provisions of the NIMechE MEMART, these byelaws are the legal and operational document for the Chapters of NIMechE.

10.2.4 Each Chapter shall have to adopt these byelaws at their next General meeting following the date of approval of the byelaws by the Council.

10.2.5 These byelaws shall become effective in all Chapters once adopted by the Council.

10.2.6 Provisions in Clause 10.2.5 notwithstanding these byelaws shall become effective in all chapters within a maximum period of three months dated from the approval date of the NIMechE Council.

CHAPTER ELEVEN OATH OF OFFICE

We, the undersigned hereby pledge to uphold and abide by all the provisions of these Byelaws for Chapters of the Nigerian Institution of Mechanical Engineers and any amendments thereof.

1. **Chairman**

Name..... Signature/Date.....

2. **Vice Chairman**

Name..... Signature/Date.....

3. **General Secretary**

Name..... Signature/Date.....

4. **Assistant General Secretary**

Name..... Signature/Date.....

5. **Treasurer**

Name..... Signature/Date.....

6. **Financial Secretary**

Name..... Signature/Date.....

7. **Technical Secretary**

Name..... Signature/Date.....

8. **Assistant Technical Secretary**

Name..... Signature/Date.....

9. **Publicity Secretary**

Name..... Signature/Date.....

10. **Ex-Officio Member**

Name..... Signature/Date.....

11. **Immediate Past Chairman**

Name..... Signature/Date.....

Member's Induction Oath

1. Have you come here today for this Inauguration Ceremony on your own free will and accord?
Answer: Yes I have.
2. Are you willing and ready to be administered with the Oath of Induction as a Member of the Nigerian Institution of Mechanical Engineers?
Answer: Yes I am.
3. Do you, having become a Member of the Nigerian Institution of Mechanical Engineers solemnly swear that you will defend and uphold at all times, the Memorandum and Articles of Association of the Nigerian Institution of Mechanical Engineers on all matters dealt with by her in accordance with the provision of the said Memorandum of Association of the Institution?
Answer: Yes I do.
4. Do you promise to undertake and promote the objectives of the Nigerian Institution of Mechanical Engineers at all times?
Answer: Yes I do.
5. Do you promise to always conduct yourself on all Engineering matters in accordance with the Nigerian Society of Engineers Codes of Ethics and Conducts?
Answer: Yes I do.
6. Do you promise to look after the interest and welfare of your fellow Mechanical Engineers and members of the Nigerian Institution of Mechanical Engineers?
Answer: Yes I do.
7. Do you promise not to query or take legal or embarrassing action against the Nigerian Institution of Mechanical Engineers in any action the Nigerian Institution of Mechanical Engineers may deem necessary against you?
Answer: Yes I do.
8. Do you promise to meet all your obligations to the Nigerian Institution of Mechanical Engineers and serve selflessly to the best of your ability?
Answer: Yes I do.

ALL MEMBERS BEING INDUCTED WILL READ OUT

I have, before everyone and sworn to uphold and defend the Memorandum and Articles of Association of the Nigerian Institution of Mechanical Engineers, to conduct my official practice with discipline, sincerity, and fairness and to show interest in the affairs and welfare of my fellow Mechanical Engineers and members, so help me God.

Name in full:

.....

Signature..... **Date:**

Witness: