

THE CONSTITUTION

of the

**National Association of
Architecture Students. (NAAS)**





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PREAMBLE

We the representative of various schools of architecture in Nigeria Assemble at Ahmadu Bello University Zaria. On this day, 16th of April, 1976, inspired by a common determination to promote understanding among the various schools of architecture in Nigeria are convinced that, in order to translate this determination into a dynamic force in the cause of human progress, conscious of our responsibility to all students of architecture to harness and maximize their resources and potentialities by the realization of National Association.

Desirous to establish a common forum for all architecture students for dissemination of knowledge and the pursuit of happiness.

Resolved to reinforce the link between our individual schools of architecture by establishing and strengthening common institution.

This Constitution was reviewed as several calls were made for this revision. In November, 2019, this General Congress Inaugurated a Constitution Review Committee which was tasked with the sole responsibility of proposing a draft constitution for the betterment and the development of Architecture students in general. The committee did its work, the draft constitution was circulated, read and corrected by members.

DEDICATION

Dedicated to the general progress and development of the science and practice of architecture.



ARTICLES

ARTICLE I: NAME AND ESTABLISHMENT

Section 1:

This Constitution shall have the form of law and shall be binding on all members of NAAS.

Section 2:

The organization shall be known as the National Association of Architecture Students, hereinafter referred to as the “association” or “NAAS”.

Section 3:

Motto: Architects do it in style.

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All local Chapters or Branches shall go by the name Architecture Students Association, due to the fact that the National body bears the name NAAS, hereinafter referred to as “ASA”.

ARTICLE II: AIMS AND OBJECTIVES

Section 1: The association shall give the following purpose.

SS1: To promote architectural education and awareness in Nigeria.

SS2: To Co-ordinate and intensify students in Nigeria.

SS3: To engage in academic and other activities relevant to the growth of the profession.

SS4: To promote and co-ordinate interactions with architecture students of other parts of the world.

Section 2:

To these ends, the association shall co-ordinate and harmonize general policies by:

SS1: Acting as a medium of interaction between the association and other related professional bodies, government agencies and corporations.

SS2: Providing machinery for the protection and maintenance of the interest of members.

Section 3:

The members of the association in pursuit of the purpose and policies started in Article II (Section 1, Subsection 2) solemnly affirm and declare their adherence to the principle of mutual, equally, respect and tolerance to their interactions and the peaceful of dispute by negotiation, mediation, conciliation and such other peaceful medias.

ARTICLE III: MEMBERSHIP

SECTION 1:

SS1: Each school, college or department of Architecture in Nigeria shall be entitled to become a member branch subject to other provisions in this article

SS2: A portion “each student of architecture” being a registered member of any branch of the association is a member.

SECTION 2:

SS1: Branch membership is open to any school, department or college recognized by the N.I.A

SS2: Membership is open to any student whose ultimate qualification enables him to be registered with ARCON after professional Qualification.

SS3: A collaborator status is granted to schools, faculties, colleges or department of Architecture in non-accredited institution if they so apply.

Section 3: Subject to future contingencies, any new member or member of embers, as the Association shall decide, shall be admitted with the provision in Appendix D

ARTICLE IV: OBLIGATIONS AND PRIVILEGES

SECTION 1:

All members shall perform such duties as are consistent with the interest of the association.

Section 2.

SS1: Each member of NAAS shall have the right to full and free participation both in the local chapter and national association.

SS2: Each member shall have the right to vote as provided in the association's constitution.

SS3: Each member shall have the right to honest and democratically conducted elections, subject to eligibility provisions in this constitution.

SS4: Each member shall have the right to express his/her views without fear of prejudice.

SS5: Each member shall have the right to fair treatment in the application of the constitution. A good manner of appeal to the mother association N. I. A. should be provided to ensure that judgements and complaints are not the result of bias.

SS6: Each member reserves the right to exercise his/her membership loyalty and support to the association.

SS7: Each member reserves the right to criticize and question the policies and officers of the association both local chapters and NAAS. This however, does not include the right to undermine, destroy, and weaken or to carry out slanders or threats to the association or the officers.

SS8: Meetings shall be held periodically in national events and conventions, to enable good attendance and active participation of members, with proper notice

of time and place. It shall be the responsibility of the NAAS executives to organize such meetings and the president presides over the meeting.

SECTION 3.

SS1: Any aggrieved member shall write officially to the association in the first instance, through soft copy- email or hard copy, copying all the NAAS executive for record, clearly stating his/her grievances.

SS2: The secretary or his assistant shall respond within two weeks of the recipient of the mail.

SS3: If the complaint is not addressed to the satisfaction of the complainant, he or she shall be free to bring the matter before the congress.

SS4: Where the complaint is against an officer, the exco shall first try to resolve the matter and whereby complainant is unsatisfied, he or she is free to bring it before the congress.

SS5: No member shall institute any legal proceedings against the national or local executives without first exhausting the options in Article IV, Section 2 above.

ARTICLE V: ACTIVITIES

SECTION 1:

The Association shall engage in the following activities.

SS1: April 16th of every year shall be observed as NAAS day by all member Chapter.

SS2: National exhibition of works of architecture from all the schools of architecture in Nigeria to be held at designated centers.

SS3: Symposia, lectures, Joint education tour, etc.

SS4: Competitions.

SS5: Publication of Architectural materials such as journals, magazines (NAASCOPE), NAAS Chronicles.

SS6: Other social Activities whose aim will be to bring the Chapters closer in cooperation.

SECTION 2:

National ARCHIFEST convention shall hold at the seat of the secretariat or at such a place as may be decided by the delegate congress in case of any inconsistencies on the part of the hosting school.

SECTION 3:

SS1: The annual national convention shall hold within the first semester of the session or as may be decided by NAAS Delegates' Congress or Executives.

SS2: The venue shall be the member Chapter hosting the secretariat for that session.

SS3: The Convention shall hold when the National Executives and simply majority of member Chapters are available.

SS4: A delegate Congress made up of three representatives from each school and the national executives as well as the regional coordinators maybe conveyed from time to time by the executives.

SS5: Members of the association should attend national activities of the association as members should attend all NIA activities, all national NAAS activities.

ARTICLE VI: THE NATIONAL SECRETARIAT.

SECTION 1:

SS1: The Secretariat Shall rotate between regions and in region between member Chapters provided the school is viable, active and financially committed to the association.

SS2: Any new school to architecture may be eligible to host the secretariat after 3 years of membership.

SS3: A hosting school shall provide the following offices of the association: President, Secretary General, Public Relation Officer (PRO), Treasurer, Financial Secretary, while other officers like the Assistant Secretary General, Director of Socials, Vice President I, II and III, and the regional coordinators will come from other schools in such a way that posts are spread amongst the three regions.

SS4: Officers in (c) above shall not be members of the NAAS Local chapter (ASA) Executives in their various schools.

SS5: Any Local Chapter executive member vying for any National Office would resign if he or she wins the National Position.

SS6: A written copy of the resignation letter shall be submitted by the officer before inauguration.

SS7: The regions are Western, Northern and Eastern regions respectively.

SS8: A school must be NIA accredited to be eligible to contest for the secretariat.

Section 2: The secretariat shall serve as the nerve center for the coordination of the Association activities.

SS1: In pursuance of effective communication, the national secretarial shall make physical contact with each regional secretariat at least once during its tenure of office and each member regional secretariat in turn shall visit the secretariat.

SS2: However, the National officers are encouraged to visit many member branches as possible.

SS3: In pursuance of effective communication, the national secretarial shall release a monthly publication called the NAAS Chronicles. This shall be sent electronically or physically to all members, local Chapter executives and also all heads of departments and architects as well.

SS4: Secretariat to complete General meetings at least bi-monthly through physical or virtual means e.g. Zoom, Cloud, etc.

ARTICLE VII: OFFICERS AND THEIR DUTIES.

The following shall be the officers of the association and their respective duties shall be consistent with the generality of Article.

SECTION 1: THE PRESIDENT

SS1: Shall head the executive council of the association and shall preside over all National meetings of the association.

SS2: Shall in consultation with and through the secretary general summon all executive, congress and general meetings of the association and shall preside over them.

SS3: Shall supervise and coordinate all aspects of the association activities.

SS4: Shall be the official mouthpiece of the association.

SS5: Shall deliver a well written valedictory speech at the end of his or her tenure.

SS6: Shall perform such duties required of him/her by Act IX and when necessary.

SS7: With the office of the Public Relation Officer shall be responsible for the release of a monthly bulletin or publication called the NAAS Chronicles to its members and local Chapters.

SECTION 2: THE VICE-PRESIDENT.

SS1: Shall deputize for the President in the latter's absence.

SS2: Shall carry out functions as may be delegated to him or her by the president or the Executive council.

SS3: The Vice-Presidential position shall be divided into Vice President I, II and III respective to the three region and their tenure shall end with the President as well with the whole executive council.

SECTION 3: THE SECRETARY GENERAL.

SS1: Shall be responsible for the general secretariat duties of the association.

SS2: Shall be subject to sub-section 1n supra prepare the agenda for all general and executive meetings.

SS3: Shall prepare and present to the association at the end of his or her tenure of office and before the dissolution of the Executive council, a report of the association's activities for the session.

SS4: Shall keep minutes of all meetings.

SS5: Shall hold all secretariat documents including an attendance of all its members in relevant National Activities

SS6: Shall carry out functions as may be delegated to him or her by the president or the Executive council.

SECTION 4: THE ASSISTANT SECRETARY GENERAL.

SS1: Shall assist the secretary general in his or her duties.

SS2: Shall deputize for the secretary general in his or her absence.

SS3: Shall carry out functions as may be delegated to him or her by the president or the Executive council.

SECTION 5: THE PUBLIC RELATIONS OFFICER (PRO).

SS1: Shall Issue press release at the instance of the president on any matter on which he may so be directed.

SS2: Shall publicize all the activities of the association.

SS3: With the office of the President shall be responsible for the release of a monthly bulletin or publication called the NAAS Chronicles to its members and local branches.

SS4: Shall carry out functions as may be delegated to him or her by the president or the Executive council.

SECTION 6: THE FINANCIAL SECRETARY.

SS1: Shall collect and issue receipts immediately and keep a proper account of all the monies due to the association.

SS2: Shall hand over all such monies to the treasurer within seventy-two hours of receipt, or pay same into The Association's account within said time and submit teller to the treasurer.

SS3: Shall present a well written financial report during each NAAS week and at the expiration of the tenure of his or her office subject to approval by the auditors.

SS4: Shall render account if and when requested by auditors to do so.

SS5: Shall carry out functions as may be delegated to him or her by the president or the Executive council.

SS6: Shall in carrying out his or her duties, be consistent with the provision of Article VIII

SECTION 7: THE TREASURER.

SS1: Shall keep the association passbook, cheque-book, financial assets and documents and be responsible for the safekeeping of all monies due to the association.

SS2: Shall deposit all monies into the Association's bank. Account within seventy-two hours of receipt of such funds.

SS3: Shall maintain an impress account of not more than five thousand Naira (N5,000.00).

SS4: Shall carry out functions as may be delegated to him or her by the president or the Executive council.

SS5: Shall without prejudice to the generality of this section 7, perform such duties required of him by Article VII as and when due.

SECTION 8: THE DIRECTOR OF SOCIALS.

SS1: Shall organize all social activities of the association.

SS2: Shall carry out functions as may be delegated to him or her by the President or the Executive Council.

SECTION 9: THE EX-OFFICIO MEMBERS.

The following are ex officio members of the association.

- The Immediate Past Secretary General
- The Immediate Past President

After having successfully handing over, and not impeached, if impeached, they shall be replaced by the choice of the congress, or executive council.

SS1: They shall be advisers to the National Executive Council.

SS2: Shall carry out functions as may be delegated to him or her by the president or the Executive council.

SECTION 10: REGIONAL COORDINATORS.

SS1: Shall be liaison Officers between the National secretariat and the branches within their region.

SS2: Shall in carrying out their duties be consistent with the provisions of Article XIII.

SECTION 11: THE AUDITORS.

SS1: Two (2) members from each region shall be appointed as members of an Adhoc Audit Committee to check and approve the finances of the association at the end of the Executive Council tenure.

SS2: All officers shall submit to the Adhoc Audit Committee, all records, and the Adhoc Audit Committee have power to invite any officer(s) or member who shall present themselves for questioning when necessary.

SS3: The committee shall recommend disciplinary measures for all officers and or members whose activities in relation to the association's finance, have been found to be questionable.

SS4: Such auditors shall not be members of the Executive Council.

ARTICLE VIII: REGIONAL SECRETARIAT

SECTION 1:

SS1: There shall be a secretariat in each of the Regions subject to the provision in Article VI.

SS2: The Regional Secretariat shall rotate between schools or member Chapters in each region respectively.

SS3: No member Chapter shall host the secretariat for two (2) consistent terms.

SS4: The executive of the hosting branch shall double as the new executive of the regional secretariat. A 5-Man team with coordinator and the secretary coming from one school.

SS5: Any regional Secretariat not performing its duties adequately will be subject to probing and possible impeachment with an election held for a new host school to hold the vacant regional secretariat position.

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SECTION 2:

SS1: The Secretariat shall serve as a link between member Chapters in its region and the National Secretariat, without prejudice to direct communications between Chapters and the National Secretariat.

SS2: Shall serve as the nerve center for the coordination for regional activities.

SS3: Pursuant to Act VIII, see SS 1 above, they shall organize regional conventions once a year and shall visit the schools under their jurisdiction.

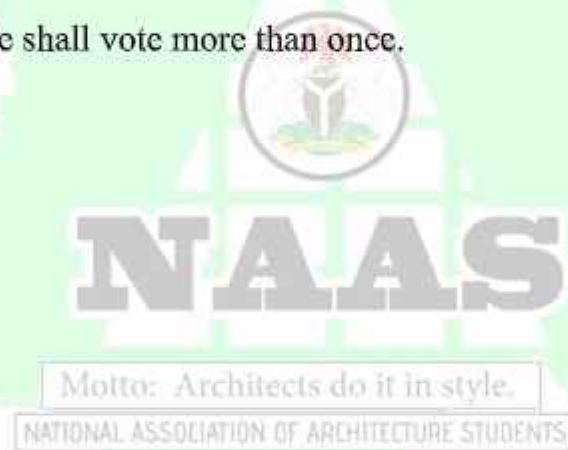
SECTION 3:

SS1: Each region may have Bye-laws governing its provisions of such Bye-laws must be consistent with the provision of the NAAS constitution.

SECTION 4:

SS1: Each member Chapter shall have equal voting rights or not more than five in any general meeting or convention.

SS2: No delegate shall vote more than once.



ARTICLE IX: NATIONAL EXECUTIVE COUNCIL COMPOSITION, FUNCTIONS AND POWER.

SECTION 1: The executive council shall comprise all officers listed in article VII, with exception of the Auditors.

SECTION 2:

SS1: Pursuant to the aims and objectives of the association as enshrined in the preamble to this constitution the executive council shall as a matter of priority seek at all times to project the interest of the members of the association.

SS2: The Executive Council shall be the day to day functional administrative machinery of the association with the president as the head

SS3: The Executive Council must meet prior to the convention to prepare grounds for the latter and shall meet from time to time to review the program of activities with the aim of ensuring the aims and objectives of the convention are realized in concrete terms at its meeting and shall consider all other reports or issues affecting the welfare of the association as referred to them by the committees.

SS4: Program of the Executive council should be presented approved by the Nation Convention Delegates Council.

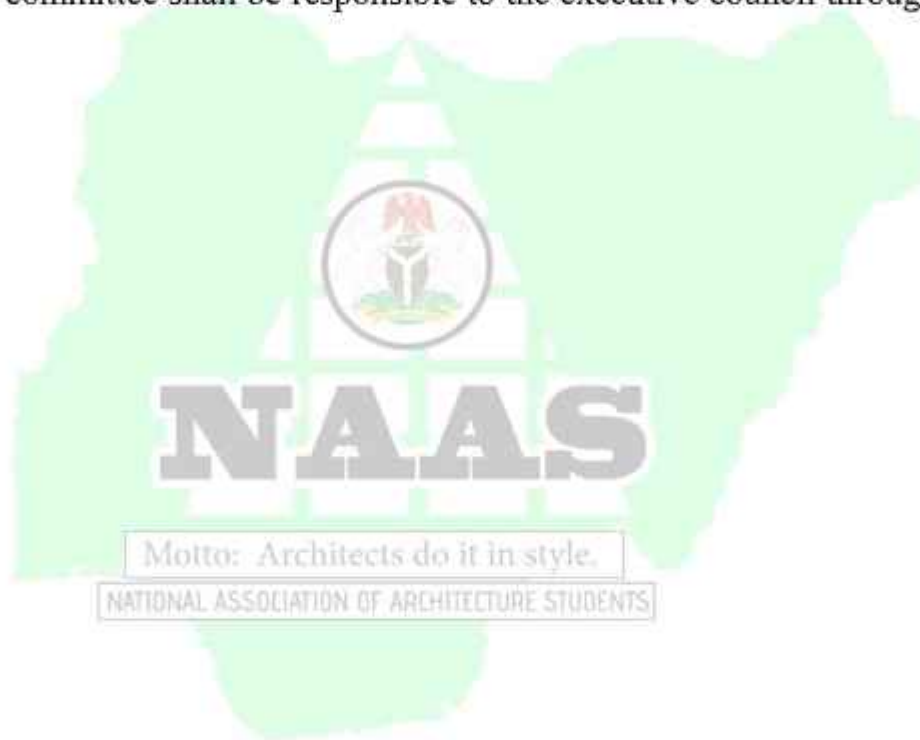
SECTION 3.

SS1: May on National issues, act in consultation with the local Chapters.

SS2: The executive council shall have powers to negotiate for financial assistance directly or indirectly and such shall not jeopardize the policy, independence and aspiration of NAAS.

SS3: May appoint special committee to discharge specific duties as and when necessary.

SS4: Such committee shall be responsible to the executive council through the president.



ARTICLE X: ELECTION, TENURE OF OFFICE, VOTING RIGHTS AND PROCEDURES.

SECTION 1:

SS1: All national officers and functionaries shall hold office for a duration of one (1) year only.

SS2: All regional officers and functionaries shall hold office for a duration of one (1) year only.

SS3: They shall hold the office in good behavior.

SS4: The tenure shall be terminated if the executive council accepts a written resignation letter by the said officer.

SS5: Any office rendered vacant may be filled within a reasonable time by appointment by the executive council by single majority and not by presidential appointment.

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SS6: The secretariat tenure shall not be held a minute more than 12 months and if exceeding the duration, the host school would be liable to sanctions unless there exists a cogent documented reason, subject to the ratification of the congress.

SECTION 2.

SS1: Each member branch shall have equal voting rights or not more than five (11) and a minimum of (3) in any general meeting of convention.

SS2: No delegate shall vote more than once.

SS3: Any candidate interested in any electoral position must be present at the convention.

SS4: Final year students in any, in other words HND II, BSC IV, BTECH V, MSC II, and OND II can only vote but not allowed to contest for any electoral position.

SECTION 3.

SS1: Election of officers of the National executive council shall take place during the National convention after the dissolution of the executives.

SS2: Nomination of candidates shall be from the Chapters.

SS3: There shall be nomination of candidates from each office and the same must be presented by local branches to the house.

SS4: Voting shall be by secret ballot and simple majority.

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SECTION 4.

SS1: The elections shall be organized, conducted and supervised by the electoral committee.

SS2: Before the commencement of voting, the electoral Committee shall make necessary arrangement for candidates contesting for the elections into the various offices to campaign for votes.

SS3: All campaigns shall end at least two hours before the commencements of votes.

SS4: A candidate running unopposed must win by a simple majority of votes.

SS5: Where more than one candidate is nominated for an elective post, the candidate with the highest number of votes in such an election shall be declared the winner.

SECTION 5:

SS1: The Outgoing President, subject to the Congress's approval shall appoint a returning officer in turn the congress shall appoint four (4) persons as members of the electoral committee.

SECTION 6: ELECTION PETITIONS

SS1: Election petitions shall be filed within forty-eight (48) hours after the declaration of the winner by the electoral committee

SS2: The decision of the committee on elections petition is final and binding. Any other petition should be sent to the Parent Body NIA via the Chair, Students Affairs committee.

ARTICLE XI: DISCIPLINE GENERAL.

SS1: There shall be a Disciplinary Committee for each region which will comprise of the president and the secretaries of each member Branch.

SS2: The regional Disciplinary Committee shall elect for itself the chairman and secretary for its duty

SS3: The National Disciplinary Committee shall be inaugurated by the President within the First Quarter of the Executive's Administration.

SS4: The National disciplinary committee shall comprise of the Chairman and the secretary of the disciplinary committee of each region. The National disciplinary Committee shall elect for itself the Chairman and Secretary for its duty.

SS5: Such meeting shall take place at the seat of the secretariat.

SS6: Hospitality shall be borne by the member branch hosting the secretariat.

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SS7: Regional disciplinary matters shall be handled by the regional disciplinary committee, which can be summoned by the regional disciplinary committee members.

SS8: Such meetings shall elect from among itself a chairman for the occasion

SS9: The National Executive Council reserves the right to suspend, subject to previous letters of warning, any officer or proven case on indiscipline, abuse of office or misconduct for a period of not more than three months. Such disciplinary measures shall however be made known to the disciplinary committee within fourteen (14) days.

SS10: The chairman and the secretary of the disciplinary committee shall be elected from amongst the Committee members.

SS11: Any officer so suspended has the right to appeal to the disciplinary committee.

SS12: Such appeals shall be channeled through the Secretary General or the Assistant Secretary General (in the case of the former being the erring officer).

SS13: Any branch that abstains from 2 consecutive NAAS activities, without cogent reasons shall lose her chances of hosting the secretariat for one rotational Cycle.

SS14: Any branch which fails to pay her capitation fee and or levies in subject to Act XII (I & II) ceases to enjoy the right and privileges of the association until such a time such a fee is cleared.

SS15: Such branches would forgo the right to host the secretariat at the time of clearance.

SS16: The Executive or any member of the executive shall not be removed except by the votes of two third (2/3) of the entire member of the association duly represented in the convention or congress proven misbehavior.

ARTICLE XII: GENERAL FINANCES

SECTION 1.

SS1: Each Member branch shall be obliged to pay an annual capitation due of five thousand Naira (N5,000:00) or as may be decided by the congress or convention from time to time.

SS2: Such dues should be fully paid before or at the third quarter of the NAAS year, failure to do so will result in consequences as decided by the National Executive Council.

SECTION 2.

SS1: The full payment of the capitation fee shall be made before or during the convention to the national secretariat.

SS2: Part payment is also acceptable, subject to as above.

Section 3: Other possible sources of income for The Association includes, but not limited to:

- Appealing for donations
- From proceeds from activities
- From emergency levies on branches
- From publications or other productions

SECTION 4:

Signatories to the Association's account shall be the following:

- The President
- The Financial secretary
- The Treasurer

Any two of the above officers including the president may disburse or withdraw funds from the association's account.

SECTION 5: The Association shall subject to appendix B, maintain an account or current with any recognized bank as might be decided by the executive.

SECTION 6: The Executive council must handover an amount not less than Fifty thousand Naira (N50,000:00) in the association purse before the handover or as may be decide by the congress from time to time.

SECTION 7: A financial report must be presented by the financial secretary before the end of the ARCHIFEST convention showing all financial proceedings of the outgoing executive tenure.

ARTICLE XIII: PATRONS

SECTION 1: The following shall be Permanent patrons of the association.

- The resident of the NIA – Grand Patron
- All heads of department of colleges or schools of architecture in Nigeria.
- The President of ARCON.
- All past President of the N.I.A, shall be patrons of NAAS.
- Past N.I.A Student's affairs officers, who performed creditable during his or her tenure of office.
- Most Senior Past presidents of NAAS, who served the association creditably.

SECTION 2: Any patron to be decided at the annual convention, whose Tenure shall be renewable every three years.

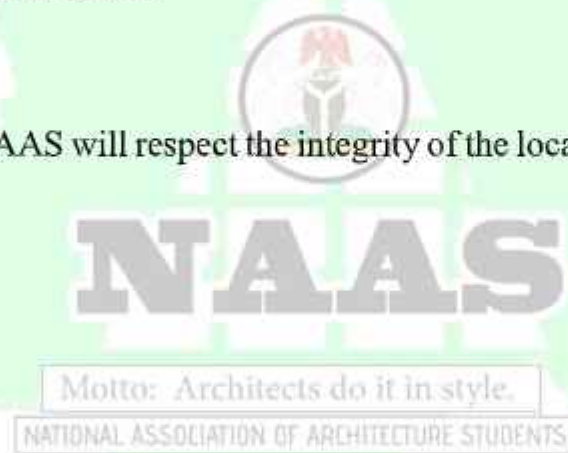
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ARTICLE XIV: SUPREMACY CLAUSES

SECTION 1: All activities of NAAS shall supersede that of the local branches.

SECTION 2: Conscious of the importance of NAAS convention or Archifest, as a means of projecting the image of the profession, any local branch hosting the secretariat must organize her local architecture week during the period the secretariat devolves on her.

SECTION 3: NAAS will respect the integrity of the local branches except when invited.



ARTICLE XV: INTERPRETATION, AMENDMENT AND REVISION.

SECTION 1.

SS1: The president shall have the power to interpret the rules and provisions of the constitution on matters on which the constitution is silent and where and when necessary.

SS2: Such interpretation shall be duly recorded in the minutes book and shall become effective and shall apply to the generality of the constitution by section 2 and section 3 below.

Section2: The constitution or parts thereof, may be amended if any member makes a written request through the secretary general of NAAS to that effect provided however, that member branches have been duly notified of it and period of at least one-month before the next annual convention. Such an amendment shall not be effective unless approved by a least two third of all members present at the next annual convention. Approval may be given by the congress. However, the highest decision-making body is the house at a convention or at the annual Archi Festival.

Section 3: This constitution may be reviewed after every four years.

APPENDIX

APPENDIX A: STANDING ORDERS.

Section 1: Order of Business.

SS1: Chosen person from the executive to preside over the meeting in the absence of the president and vice president.

SS2: Reading and amendment of last meeting.

SS3: Discussion of matters last meeting.

SS4: Correspondence.

SS5: Written reports by committee or officers.

SS6: Motions for debate in order on which they appear in the papers.

SS7: Matter arising.

SS8: Adjournment.

SECTION 2: MOTIONS

There shall be provisions for two forms of motions.

- Original Motions
- Motions without notice

SS1: Original motions: all motions dully moved and seconded

- a) Such motions shall be in written form and shall be submitted to the secretary general or any person acting far him, for a listing in the order of paper not less than 12 hours before the sitting of the house

SS2: Motion without Notice: Motion withdrawing a motion.

- a) Motion to reverse a decision for a chair (by 2/3 of those present)

- b) Motion that the question to be now put to vote
- c) Motion to adjourn debate
- d) Motion to introduce any business deemed urgent (subject to the president's approval)
- e) Motion to limit and extend time for debate
- f) Motion to alter procedures of business
- g) Motion of no confidence in the president or any member of the executive,
- h) Motion to postpone consideration of a motion to a definite time.
- i) Motion to refer to committee.

SECTION 3: RULES OF DEBATE

SS1: A speaker in a meeting of the house shall stand while addressing the President and the house when speaking and identify him or herself.

SS2: Speaker shall be limited to immediate pending questions.

SS3: The president may call to order member of the house who disregards the rule of debate.

SS4: If the president has occasion to rise to assert his authority, any member of the house standing shall immediately resume his seat.

SS5: If after caution, any member persists in misconduct, the president shall

- a) Disqualify the member from voting
- b) Order the member to take leave of the house for a specific time.

SS6: The president or any person acting for him shall try to give equal opportunity to those speaking in support or against a motion of amendment on debate.

SS7: The Mover of a motion of amendment shall have rite to replay at the close of the debate and put to vote by the president.

SS8: No further discussion of the question shall be allowed, once the question have been put to vote by the president.

SS9: Point of order shall be heard at all times except during the act of voting.

SS10: Subject to subject 2 of the standing orders, the president shall take leave of seat immediately a motion of no confidence is tabled before him.

SS11: Motion by non-delegates shall be seconded by at least two delegates.

SS12: The chairman shall clear the gallery where in his opinion:

- There is no need for secrecy
- It is disorderly and the continued presence of non-deletes and or visitors is not conductive to the smooth running of the business of the house.

SECTION 4: VOTING

SS1: Each delegate shall be entitled to a single vote and voting shall be either by a show of hands or by secret ballot.

SS2: In the event of a tie in the voting, the chairman shall declare a moment of lobby not exceeding 5 minutes after which if there is a tie, the chairman shall cast a decisive vote.

SECTION 5: ORDER OF RECOGNITION

SS1: The presiding officer shall recognize those wishing to speak in the following Order.

- a) Point of Order
- b) Point of Information
- c) Point of Observation

SS2: A point of Order shall be heard at all times except during the act of voting. It shall deal with the conduct of procedure of meetings concerning such matters as:

- a) Lack of Decorum
- b) Transgression of standing orders
- c) Introduction of matters not relevant to the question under consideration

SS3: Point of Information on issues shall be heard at the instance of the presiding officer, provided that such are made before issues are out to vote except for security information.

SS4: Point of observation shall be heard at all instance of the presiding officer, provided that such are made before issues are put to vote.

APPENDIX B: FINANCIAL SYSTEM

SECTION 1: EXPENDITURE PROCEDURE.

When there is need to spend NAAS money whosoever is requesting for the said amount shall collect “the request form for money and payment voucher” from the financial secretary, fill it and pass it to the financial secretary through the president. The president approves the expenditure by signing on the appropriate space in the P.V section. If the financial secretary approves, the possibility of such expenditure he or she shall sign at the appropriate space in the P.V to the treasurer, he must affect payment unless otherwise on the grounds of insufficient funds and retain the P.V. The spender must submit a statement of expenditure together with the relevant receipts to the financial secretary before or after the above procedure as the case may be. Excess money shall be returned and the same covered by appropriate receipts.

Motto: Architects do it in style.
NATIONAL ASSOCIATION OF ARCHITECTURE STUDENTS

SECTION 2: BANKING MATTERS

SS1: Unless previously done, the secretariat shall maintain a savings with the necessary bank within its locality.

SS2: At the expiration of their Tenure of office, the outgoing executive council through a bank transfer or raw cash (less the minimum amount to be maintained in the account) transfer all the association monies to the succeeding executives during the annual national convention with all other passbooks and receive receipts for the same.

APPENDIX C:

SECTION 1: ADOPTION

The constitution shall be binding on every member of the National Association of Architecture Students.



CONSTITUTION AMENDMENT COMMITTEE

- **Adesanya Abidemi** – adesanyademi@gmail.com - Chairman.
- **Badde Rejoice Yohanna** – rejoicebadde6@gmail.com - Secretary
- **Abu I. Michael** – abuokhai@gmail.com
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