

*The Nigerian Institution of Marine Engineers  
&  
Naval Architects*

**NIMENA**

**BYE LAW 2015 (as amended)**



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## **1.0 PREAMBLE**

The “Nigerian Institution of Marine Engineers and Naval Architects (NIMENA), a Division of The Nigerian Society of Engineers (NSE) and a professional association of Marine Engineering & Naval Architecture practitioners, including other practitioners with discipline allied to Marine Engineering, do firmly and solemnly resolve to provide for ourselves a Bye-Law and hereby agree to be governed by the provisions contained therein.

### **1.1 VISION STATEMENT**

Our vision is to take the Marine Engineering & Naval Architecture profession to an enviable height in Nigeria and the world at large.

### **1.2 MISSION STATEMENT**

We will pursue excellence; encourage research and development, and support training and education necessary for enhancing the professional competence of members.

We are committed to the improvement of safety at sea and we will adopt proactive measures to achieve this.

“The Institution” will also ensure that its members adhere to Global standards and best practices in their professional assignment.

We will collaborate with Government and other professional bodies to promote growth in the profession in particular and the Maritime Industry in general.

### **1.3 CORE VALUES**

Shared commitment, sacrifice and excellence

## **ARTICLE 1: NAME, NATURE AND ADDRESS**

### **SECTION 1**

The name of the association shall be The Nigerian Institution of Marine Engineers and Naval Architects (NIMENA)

### **SECTION 2**

The Institution’s address shall be: No.8, Liverpool Road, Apapa, Lagos which is understood to be the temporary secretariat until such a time when it shall have its own permanent secretariat which shall be

based in Lagos.

## **ARTICLE 2: ANTHEM AND LOGO**

### **SECTION 1**

The Institution shall have its own logo and shall use only such logo in official documents

### **SECTION 2**

The Anthem of the **“The Institution”** shall be as follows:

We are members of NIMENA  
Division of NSE

We are ready to make contribution

For we have able men

We have no fear for we know we shall lead

We pray to God for he may help NIMENA

To gain profession wise

We are members of NIMENA

We practise noble profession

We are confident to make great impact in Engineering World

It is clear for we know we shall rule

We pray to God for his guidance and wisdom

To attain a lofty height

## **ARTICLE 3     AIMS AND OBJECTIVES**

The aims and objectives of the Institution shall be:

- a. To standardize, promote, encourage and maintain a high level of marine engineering and Naval Architecture study, training and practice in Nigeria.
- b. To encourage research and development in marine engineering technology especially on local contents and conditions.

- c. To enhance the professional status of marine engineers and Naval Architects in Nigeria
- d. To develop and promote understanding and rapport among members of the marine engineering and Naval Architecture profession and other professional bodies.
- e. To ensure that the practice of Marine Engineering and Naval Architecture meets National and International Standards.
- f. To ensure that Engineering firms and establishments practice Engineering according to the rules and regulations of COREN.
- g. To protect the rights and interest of members including those who work on Marine structures.
- h. To play complimentary role in ensuring that ships, floating units and other types of crafts operating in Nigeria waters including Inland waters meets regulatory requirements.
- i. To promote friendly interaction and mutual understanding among members of "The Division" and other professional Bodies.
- j. To promote the aims and objectives of "The Nigerian Society of Engineers (NSE).
- k. To facilitate the training of students in Marine Engineering and Naval Architecture as well as the continuing professional update and development of its members.
- l. To study and resolve the professional welfare problems confronting its members and promote their professional development.
- m. To nominate any member or members as Panelists, Investigators, Auditors, Expert Witnesses or Specialist Advisers when called upon to do so.
- n. To invest and deal with the monies and assets of The Institution.
- o. To apply or petition for any legislation, parliamentary or



otherwise that would further any of the objects of The Institution.

- p. To do all or any such lawful things as are indicated or conducive to the attainment of the objectives and generally to deepen the practice of Marine Engineering and Naval Architecture as well as enhance the status of Marine Engineers and Naval Architects in Nigeria.
- q. To collaborate with industry, Academia and other such bodies as may be necessary or convenient for the advancement of any of the objectives of The Institution.
- r. To use monies of The Institution for charity, benevolent objects and scholarships or for any public or useful objective subject to consideration and approval of CONIM.
- s. To carry out any other activities consistent with the above aims and objectives.
- t. To promote awareness of Marine Engineering and Naval Architecture in Colleges and Universities with a view to leveraging the academic curriculum with marine industry experience.

#### **ARTICLE 4: MEMBERSHIP**

- a. Membership of “The Institution” shall be in two categories;  
**Members and Affiliates.**
- b. Membership of “The Institution” shall be the first step before progressing to register with NSE except for candidates that achieved registration with NSE prior to the adoption of this Bye-Law.

#### **ARTICLE 4A: Members**

- a. Members Category shall comprise of the following:
  - I. Fellows of “The Institution”
  - II. Corporate Members of “The Institution”
- b. Fellows of NSE who are already members of “The Institution” shall automatically become Fellows of “The

Institution”.

- c. Fellows who are not members of “The Institution” but wish to register as a member must meet the requirements for membership.
- d. Corporate Members of NSE shall become automatic Member of “The Institution” provided they are practicing Marine Engineers, Naval Architects and other disciplines allied to Marine Engineering.

#### **ARTICLE 4B: Affiliates**

- a. Affiliates Category shall comprise of the following:
  - I. Graduate Members of “The Institution”
  - II. Student Members of “The Institution”
  - III. Associate Member of “The Institution”
  - IV. Honorary Fellows of “The Institution”

#### **ARTICLE 4C: Membership Requirements**

Candidates seeking registration with “The Institution” shall meet the following minimum requirements:

##### **a. Fellow**

- I. Shall first be a Fellow of NSE and must be a registered member of “The Institution”.
- II. Must have met the requirements for membership of NSE

##### **b. Corporate Member**

Admission as a corporate member of “The Institution” shall be obtained through two routes:

**M1:** For candidates who are already members of “The Institution”, on account of the fact that they are already members of NSE having met the stipulated requirements (**See Appendix 1**), provided they

- I. Complete the membership application form of “The Institution”.
- II. Shall submit along with the completed

membership form, the membership certificate issued by NSE.

**M2:** For candidates who are not yet members of NSE but wish to register with “The Institution”. Such candidates must satisfy the following:

- I. Must meet the membership requirements of NSE set out in **Appendix 1**

**OR**

- II. Must meet the Mandatory minimum requirements of Regulation III/2 or Regulation III/3, of the STCW '95 Convention as amended, for certification as Chief Engineer and Second Engineer and the Standards of competence for certification as Chief Engineer and Second Engineer under Section A-III/2 and A-III/3 of the STCW Code. **See Appendix 2.**

**OR**

- III. Must have already been a corporate member of a professional Engineering association related to Marine Engineering and Naval Architecture practice and recognized locally and internationally.
  - In addition to the above, every candidate for membership through this route must demonstrate to the satisfaction of “The Institution” that they have achieved a position of professional standing having normally been professionally engaged in the marine engineering & Naval Architecture practice including its allied profession for a minimum period of 5 years that includes significant responsibility.

#### **c. Graduate Member**

Candidates seeking admission into Graduate Membership shall meet the following requirements:

- I. Shall possess an academic qualification acceptable to the Council of NSE and registrable with the

Council for the Regulation of Engineering in Nigeria (COREN) under the provision of the Engineering Decree (0.55) of 1970 as amended. Post-qualification practical experience shall not be a requirement for entry into this grade of membership.

**d. Associate Member**

Candidates seeking admission into Associates Membership shall meet the following requirements:

- I. Shall possess an academic qualification at the level of a university degree in the sciences allied to Engineering.

OR

- II. Shall possess HND or equivalent qualification in Marine Engineering without any post graduate degree.

OR

- III. Shall meet the Mandatory minimum requirements and Standards of competence, under **Regulation III/1** of STCW '95 Convention as amended and **Section A-III/1** of **STCW Code**, for certification of officers in charge of an engineering Watch(**See Appendix 3**). Such candidates are required to have a minimum of two years sea service experience

**e. Student Member**

- I. A student member shall be a person who is undergoing an approved Engineering course of training leading to a degree in an institution recognized by the Council of the Society.

OR

- II. A person who is undergoing an approved Engineering course of training leading to the award of a Diploma in a maritime college

recognized by The Federal Republic of Nigeria.  
A person serving on board as an engineering  
Cadet or who is yet to meet the requirements of  
(d.III) above shall be qualified for membership.

**f. Honorary Fellows**

This shall be to distinguished persons, who from their  
positions have either been or enabled to render notable  
assistance to the practice of engineering.

**ARTICLE 4D: Loss, Transfer and Reinstatement of Membership**

- I. Issues that relate to professional misconduct and default in financial obligations which can lead to loss of membership can only be decided on by The CONIM. Any member who for whatever reasons ceases to be a member of the NSE automatically ceases to be a member of "The Institution".
- II. The National Executive Committee (NEC) of "The Institution" shall exercise the power of re-admission of a suspended member while reasons for re-admission shall be appropriately communicated to NSE Council.
- III. A member shall have the right to relocate from one Chapter of "The Institution" to another.
- IV. A member relocating from any Chapter shall apply for a Certificate of Membership from the losing Chapter which he/she shall submit to the gaining Chapter for documentation of membership of that Chapter and this should be without any cost to the member.
- V. The Certificate of membership given by the losing Chapter shall contain records of his performance and contributions to "The Institution" as well as any outstanding payment to the Chapter.
- VI. Upon receipt of the Certificate, the particulars of the member shall be entered into the register of members for the Chapter. Details of this relocation shall be sent to the National Secretariat of "The Institution" during the Quarterly update to National Executive Committee (NEC) by Chapters.

#### **ARTICLE 4E: Membership Identity Card**

- a. "The Institution" Shall exercise the right to issue identity cards to members for the purpose of identification.
- b. The above clause (a) does not replace the identity card scheme of the NSE.

#### **ARTICLE 5A: ESTABLISHMENT OF CHAPTERS**

- a. "The Institution" shall have duly established Chapters.
- b. To be eligible to form a Chapter, a minimum of 15 signatories of members of "The Institution" will be required.
- c. All Chapters shall be bound by the provisions of this Bye-Law.
- d. Admission into "The Institution" shall be controlled by NEC".
- e. Persons seeking membership of a Chapter shall first show evidence that he/she is a member of "The Institution".
- f. Chapters shall maintain and continuously update their membership register and shall forward updated copy of the register on a quarterly basis to the National General Secretary for record keeping.
- g. Every Chapter shall endeavour to hold technical sessions or lectures at every quarterly meeting.
- h. Chapters shall be deemed to be legally constituted if inaugurated by the National Chairman of "The Institution" or any Officer delegated by him.
- i. Upon meeting the requirements for the establishment of Chapters and subsequent emergence of CHEXCO, the NEC shall be officially invited to inaugurate the Chapter within three months from the date of election of officers.

## **ARTICLE 5B: NSE EXPECTATIONS**

“The Institution” is regarded as part of the engine room of the NSE. “The Institution” operations should therefore be such as to enhance the Professional Development of members and the image of NSE at all times. To this end, the following should be particularly noted:

- I. “The Institution” shall establish a functional Office in Lagos serving as the National Secretariat.
- II. The office should have at least 2 support staff and be made functional with necessary equipment.
- III. A copy of Programme of Activities for the year shall be sent to the National Secretariat of NSE not later than 31 January of each year. In order to meet this schedule, Chapters shall submit their programme of activities to the National Secretariat of “The Institution” not later than 31 November of each year for harmonization into a single programme for submission to NSE.
- IV. There shall be at least one activity of the Chapters in two months and this shall be reported to the National Secretariat of “The Institution” which shall in-turn report the activities to the NSE National Secretariat. The activities are to be communicated by e-mail on a bi-monthly basis.
- V. Continuing Education and Examinations are key functions of “The Institution”. The National Executive Committee (NEC) shall as a matter of urgency come up with Continuing Education Programme for all Cadres of membership.
- VI. The Continuing Education Programme should be structured into Mandatory, Executive Mandatory and Certified Professional Courses.
- VII. The Institution shall take charge of the Professional Examinations of members towards admissions into the NSE.
- VIII. “The Institution” shall review curricular for Corporate Membership Interviews every two (2) years.
- IX. “The Institution” shall encourage senior members to have active

interest in the training of junior members.

- X. “The Institution” shall organize Conferences and Annual General Meetings (AGM) and shall publish the Conference proceedings in at least one Professional Journal annually.
- XI. Every Chapter shall maintain a current Account and shall have its account Audited annually (within the financial year) by an External Auditor nominated and approved by the National Executive Committee. One External Auditor shall audit the accounts of “The Institution”.
- XII. “The Institution” shall participate in the Annual Group Dynamics Competitions.

#### **ARTICLE 6: COUNCIL OF NIMENA (CONIM)**

- I. There shall be a Council of The Institution (in this Article referred to as The CONIM) which shall be the governing body of The Institution and subject to the direction of the Annual or Extra Ordinary General Meeting.
- II. The CONIM shall have the following powers, duties and responsibilities:
  - a) Shall set policies and make rules, regulations and bye – laws for the promotion and regulation of the affairs of The Institution.
  - b) Shall adopt measures to achieve the set objects of The Institution
  - c) Shall have the powers to sanction erring members and Chapters of The Institution
  - d) Shall prepare and present to the Annual General Meeting an annual report on the state of The Institution
  - e) Shall have the powers to give awards to deserving members and corporate bodies
  - f) Shall have the powers to constitute the Standing Committees following recommendations of the National Executive Committee.
  - g) Shall have the powers to approve or decline approval of the name(s) of Committee members submitted by the National Executive Committee.
  - h) Shall also have the powers to set up Ad-hoc Committees provided the Committees are not duplicated.
  - i) For the sake of clarity, the CONIM shall have absolute power to constitute Electoral Committee.



III. The CONIM shall consist of Corporate members of The Institution and shall comprise:

- a) Elected National Executive Committee Members
- b) All Past National Chairmen
- c) All Fellows of The Institution
- d) All Chapter Chairmen
- e) All Heads of Department (HOD) of Marine Engineering/Naval Architecture Institutions of higher learning in Nigeria accredited by relevant regulatory body. In the event of change in the HOD, the name of the new HOD shall be communicated to the CONIM by the outgoing HOD.
- f) Representatives of NIWA, NIMASA, NPA, NCDMB and LASWA who shall be Registered Engineers.

**ARTICLE 6A: NATIONAL EXECUTIVE COMMITTEE (NEC)**

The NEC of “The Institution” shall comprise of the following:

- a. National Chairman
- b. National Vice Chairman
- c. National General Secretary
- d. Assistant National General Secretary
- e. National Treasurer
- f. National Financial Secretary
- g. Immediate Past National Chairmen(IPNC)

**ARTICLE 6B: POWERS AND DUTIES OF NEC**

The National Executive Council shall have the following powers:

- a) Shall implement the policies and decisions of The CONIM
- b) Shall regulate the activities of Chapters
- c) i. Shall have power to nominate Standing Committee members subject to the approval of CONIM  
ii. Shall also have powers to appoint Ad-Hoc committees to address specific purpose.
- d) Shall implement CONIM policies regarding admission of members.

- e) Shall exercise oversight responsibilities on Chapters (e.g Annual financial audit amongst others)
- f) Subject to the approval of Council, NEC shall recommend to CONIM and if approved, appropriate sanction shall be imposed to any member found to have contravened the provisions of the Bye – Law, or is in violation of the Code of Conduct for members or engaged in gross misconduct.
- g) Where a conflict exists between the powers of NEC and those of Chapters, the power of the former shall take precedence.

**ARTICLE 6C: CHAPTER EXECUTIVE COMMITTEE (CHEXCO)**

CHEXCO shall comprise of the following Officers:

- a. Chairman
- b. Vice Chairman
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Financial Secretary
- g. Immediate Past Chairman

**ARTICLE 6D: POWERS, DUTIES AND LIMITATIONS OF CHAPTERS & CHEXCO**

Chapters and CHEXCO shall have the following powers and limitations:

- a. Shall implement decisions from NEC
- b. Shall oversee the affairs of the Chapters
- c. Shall Convene meetings on a monthly basis
- d. Shall carry out the decisions of the Chapter members
- e. Shall have powers to generate their income but the appropriation of such income shall be subject to the financial regulations set out in this Bye-Law.
- f. Shall have powers to recommend sanctions, on any member, to NEC.
- g. Shall have powers to run their separate bank accounts but such account shall not be more than one.
- h. Chapters shall not have powers to fix membership fees
- i. Chapters shall not run websites as “The Institution” shall

maintain a dedicated website.

- j. Chapters shall not withhold membership fees and levies paid by members without remitting it to the bank account of “The Institution”
- k. Chapters shall not organize a separate Annual General Meeting (AGM) as resources shall be put together to organize one (1) AGM for “The Institution”.

## **ARTICLE 7: DUTIES AND RESPONSIBILITIES OF OFFICERS**

### **A. National Chairman (NC)**

- (i) Shall be the Chairman of The CONIM
- (ii) Shall preside at the NEC, CONIM and General Meetings.
- (iii) Shall represent or take decisions on behalf of “The Division” in consultations with the NEC.
- (iv) He/she shall be a signatory to the Accounts of “The Division” as well as sign all minutes of meetings.
- (v) Shall call NEC, CONIM and General Meetings when the need arises.
- (vi) Shall be the Chief Accounting Officer of the Division and shall ensure the integrity of all incomes and prudent application of funds for all programmes and projects.
- (vii) Shall liaise with the Nigeria Society of Engineers (National Secretariat) or other organizations and report back to the subsequent Executive Committee meeting of such official interactions for record or approval as may be required.

### **B. Chapter Chairmen (CC)**

- (i) Shall exercise powers and responsibilities, in their Chapter, similar to those of the National Chairman.
- (ii) They shall be automatic members of CONIM and shall attend regular meetings.

### **C. The National Vice Chairman (NVC)**

- (i) He/she shall deputize for the National Chairman at all meetings and functions where the latter is absent. In the absence of both the Chairman and the Vice Chairman, any member duly nominated by the rest of the NEC shall preside.
- (ii) He shall perform other responsibilities as may be assigned to him by the National Chairman or NEC

### **D. Chapter Vice Chairman (CVC)**

- (i) Shall carry out responsibilities, in their Chapters, similar to those of National Vice Chairman.
- (ii) He shall perform other responsibilities as may be assigned to him by the Chapter Chairman or National Chairman.

### **E. The National General Secretary (NGS)**

- (i) He shall be the Secretary of The CONIM
- (ii) Shall be responsible to the NEC for the administration, technical and general programme of "The Institution".
- (iii) Shall submit an Annual Report on the activities of "The Institution" at the last meeting of the financial year to The CONIM and Annual General Meeting (AGM).
- (iv) He shall prepare agenda and fix dates for meetings in consultation with the National Chairman. He shall be signatory to the Accounts of "The Institution" and shall sign all minutes of meetings.
- (v) He shall ensure that minutes of meetings are taken. The minutes shall be sent to members not later than 15 calendar days from the date of last meeting.
- (vi) Shall perform other responsibilities as may be assigned to him by the National Chairman

#### **F. Chapter General Secretary (CGS)**

- (i) Shall perform similar responsibilities, in the Chapter, as those of the National General Secretary.
- (ii) Shall take minutes of meetings and send same to the National Secretariat.
- (iii) Shall submit annual report on the activities of the Chapter to the National Secretariat as before the conduct of the Annual General Meeting.
- (iv) Shall submit annual report on the activities of the Chapter to the National Secretariat as before the conduct of the Annual General Meeting.

#### **G. Assistant National General Secretary (ANGS)**

- (i) Shall assist or deputize for the National General Secretary when necessary.

#### **H. Chapter Assistant General Secretary (CAGS)**

- (i) Shall perform the responsibilities similar to the ANGS

#### **I. National Financial Secretary (NFS)**

- (i) Shall ensure that every member of The Institution is updated with their financial status and follow up same to facilitate prompt payment.
- (ii) Shall be responsible for the collection of all dues, fines, levies and donations from members and hand same to the Treasurer within 72 hours.
- (iii) Shall ensure that accurate electronic records of financial standing of members are maintained.
- (iv) Shall publish lists of all financial members.
- (v) Shall be responsible for the preparation of financial procedure for all expenditure.
- (vi) Shall prepare a statement of Accounts to the NEC and CONIM quarterly.
- (vii) Shall keep a record showing receipts and expenditures

- (viii) Be responsible for any other matter that may be referred to him from time to time.

**J. Chapter Financial Secretary (CFS)**

- i. Shall perform the functions, in the Chapter, similar to those performed by the National Financial Secretary.
- ii. Shall ensure that every member of the Chapter is financially up to date.
- iii. Shall perform any other role that may be assigned to him by the Chairman.

**K. National Treasurer(NT)**

- (i) Shall receive all the monies due to “The Division”, issue appropriate receipts and deposit them in “The Division’s” bank account within three days of receipt.
- (ii) Shall keep a record showing receipts and expenditure
- (iii) Shall prepare a statement of accounts and other material financial evidence to Audit Committee annually or as may be requested.
- (iv) Shall be a signatory to the Bank Account
- (v) Shall be responsible for reconciliation of Bank Accounts statements.
- (vi) Be responsible for any other assignment as may be referred by the Executive to him.

**L. Chapter Treasurer (CT)**

- (i) Shall perform the functions similar to those of the National Treasurer.
- (ii) Shall perform any other role that may be assigned to him by the Chairman.

#### **M. Ex-Officio Member of NEC**

The Ex – Officio member shall be a past National Chairman of The Institution selected by consensus at the Annual General Meeting.

- (i) He/She shall participate in all the meetings of NEC and shall put to bear his/her experience for the benefit of The Institution.

#### **N. Ex-Officio Members of CHEXCO**

The Ex – Officio member shall be a past Chapter Chairman selected by consensus at the Chapter General Meeting.

- (iii) He/She shall participate in all the meetings of CHEXCO and shall put to bear his/her experience for the benefit of The Chapter.

#### **ARTICLE 8: ELIGIBILITY TO HOLD OFFICE**

The following requirements shall apply to candidates seeking election into the NEC or CHEXCO:

- a. Candidates must be a financial Corporate member of the NSE in good standing.
- b. Candidates must be a financial Corporate member of “The Institution” in good standing.
- c. There shall not be election into the office of the National Chairman (NC), except in the case of (d), as the National Vice- Chairman (NVC) will automatically become the NC.
- d. Where the NVC declines to become the NC upon expiration of his tenure or a Vote of no confidence is passed against him by two- third of members in an AGM prior to election, an election into the office of the NC shall be held.
- e. Candidates vying for the post of National Chairman arising from (d), in addition to (a) and (b), must have served as a member of NEC or CHEXCO for at least two years and must be registered with the Council for the

Regulation of Engineering in Nigeria (COREN).

- f. Candidates for the position of Chapter Chairman must meet the requirements of (a) and (b) and must be registered with COREN.
- g. Candidates vying for the position of National Vice Chairman must have served meritoriously as a member of NEC or CHEXCO.
- h. A Candidate for the post of National General Secretary in addition to (a) and (b) above must have been a member of "The Institution" for at least five years and must be COREN registered.
- i. A candidate for any elective positions shall be one who must have no criminal records.
- j. Any member of NEC or CHEXCO must be a financial corporate member of NSE and must be COREN Registered.

#### **ARTICLE 9: ELECTION OF OFFICERS**

- a. The National Vice Chairman shall automatically become the National Chairman at the expiration of the term of the incumbent National Chairman.
- b. The National Vice Chairman shall be elected by a secret ballot at the Annual General Meeting from among the serving and past NEC and CHEXCO members except the Past National Chairmen. The person to be elected National Vice Chairman must have served in any two position of the National EXCO within the last three years and must be financial member of both the NSE and "The Institution".
- c. The election of the National General Secretary, Assistant National General Secretary, National Treasurer, National Financial Secretary and other positions shall be by secret ballot at the Annual General meeting from among corporate financial Members of both the NSE and "The Institution".



- d. Any Candidate seeking for election into any office must have notified the Electoral Committee of “The Institution” on the prescribed form duly signed by the Proposer and Seconder at least two clear weeks from the date fixed for the Annual General Meeting.
- e. Chapters shall have powers to conduct their election. List of Officers shall be forwarded to National Secretariat for documentation.
- f. Election shall be held every year, except for the National Chairman and National Vice Chairman in the case of NEC and Chairman and Vice Chairman in the case of CHEXCO, which has tenure of two years each.
- g. If a candidate standing for election is returned unopposed, no election shall be held, rather the candidate shall be declared elected by the Returning Officer
- h. Every member (Member & Affiliates) of “The Institution” shall have the right to vote during elections or deliberations.
- k. No member shall hold any office, with the exception of Ex-officio members, for more than two consecutive terms

#### **ARTICLE 10: SUCCESSION AND TRANSFER OF POWER**

- a. The National Vice Chairman shall succeed the National Chairman at the expiration of the latter’s tenure. Such succession shall be subject to ratification by the Annual General Meeting (AGM) failing which the AGM shall elect a Chairman from eligible past or present members of the Executive who have submitted valid nominations for the position.
- b. There shall be a smooth transfer of power by the outgoing Executive Committees members to the incoming EXCO members.
- c. Handover should be done not later than one month from the date of the election.
- d. The handing over note must be ready within 1 month of the election.

- e. Letter of change of signatory shall be prepared and sent to the bank on the next working day after election of officers.

Similar succession plan shall apply to Chapters excepting that in this case, the succession shall be subject to the ratification of the Chapter members in a Chapter Meeting.

#### **ARTICLE 10A: THE DOCTRINE OF NECESSITY**

- i) There shall be known and adopted the principle of “Doctrine of Necessity”
- ii) The Doctrine of Necessity shall be used to resolve leadership crisis whenever it arises
- iii) This principle shall be used only in the following circumstances:
  - a. Whenever there is a challenge in filling vacant positions because members qualified for such positions have not expressed interest and there are members with intent to serve but do not meet the requirements to aspire to such positions.
  - b. Where no member has shown interest in a position with the tenure of current holder of that position already expired.
  - c. Where, specifically, the National Vice Chairman declines to assume the position of the National Chairman.
- iv) In the case of (a) above, interested members irrespective of qualification criteria shall be allowed to contest for the position but only in acting capacity.
- v) In the case of (b), the current holder whose tenure is about to expire shall, if interested, be empowered to serve only for additional tenure of one (1) year provided this gets the approval of Two-third of members present at the AGM. Such member does not need to go through the election process.
- vi) In the case of (c), a past National Chairman shall be elected subject to a two-third majority vote of members present at the AGM.
- vii) Where the provision of above clause (vi) conflict with any other provision in the Bye-Law, this provision shall take precedent over such provision.

#### **ARTICLE 11A: TENURE OF OFFICE**

- a. The Tenure of Office of NEC members shall be one year except

that of the National Chairman and National Vice-Chairman which is two years each and the Ex –Officio members who are permanent members of NEC.

- b. The tenure of Office of CHEXCO members shall be one year except that of the Chairman and Vice Chairman which is two years each.
- c. Election shall be held every year, except for the National Chairman and National Vice-Chairman in the case of NEC and Chairman and Vice Chairman in the case of CHEXCO, which has tenure of two years each.

#### **ARTICLE 11B:      OVERSIGHT FUNCTION**

The NEC shall exercise oversight responsibilities on the Chapters.

#### **ARTICLE 12A:      DISSOLUTION OF NEC**

The National Executive Council of “The Institution” shall be dissolved on the following grounds:

- a. By NSE Council; if “The Institution” is found to have contravened its conditions of operations in accordance with the Memorandum & Articles of Association of NSE
- b. Dissolution by Members at an Extra Ordinary General Meeting

#### **ARTICLE 12B:      DISSOLUTION OF CHEXCO**

The Chapter Executive Committees of “The Institution” shall be dissolved on the following grounds:

- a. By the NEC if the Chapter is found to have contravened the provisions of these Bye-law.
- b. By the Chapter Members in a duly constituted meeting

#### **ARTICLE 12C:      PROCEDURES FOR DISSOLUTION**

- (i) A written motion specifying the charge(s) against the NEC or

CHEXCO 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 issue(s) raised in the motion shall be treated.
- (iii) If in a Chapter, there is no member who is a Fellow of the NSE, the National Chairman who should already be privy to the development shall appoint a Fellow to take charge of the meeting during which the issue(s) raised in the motion shall be treated.
- (iv) Two-third majority of members present at the meeting shall ratify a decision on the issue(s).
- (v) A new election shall be held immediately according to the provisions of this Bye-law.

#### **ARTICLE 13: RESIGNATION FROM OFFICE**

- a. Any Officer who wishes to resign may do so.
- b. Any such Officer who wishes to resign shall notify the NEC or CHEXCO, as the case may be, in writing a month before the date he/she wants the resignation to be effected.
- c. Upon the resignation of any Officer, the Officer next in rank shall occupy the vacant seat in acting capacity while also retaining his/her original position pending the completion of the Tenure or when another election shall be held.

#### **ARTICLE 14: REMOVAL OF OFFICERS FROM OFFICE**

Officers shall be removed from office on the following grounds:

- a. Establishment of misconduct or incompetence
- b. Abuse of provision of this Bye-law

- c. Voluntary resignation
- d. Any officer who is absent from three consecutive Executive Meetings without justifiable reasons.
- e. Any officer who embezzles “The Institution’s” fund shall be liable to immediate removal from office and also made to refund the sum embezzled and shall face the risk of criminal prosecution and expulsion from the NSE
- f. Any officer convicted of criminal offence shall be removed from office and disqualified from holding any office for seven (7) years.
- g. Any officer who due to ill health can no longer perform or has a sickness that requires confinement or isolation.
- h. Any officer who is deemed to be inefficient shall be liable to removal after three repeated warnings from the NEC or CHEXCO.
- i. Any officer shall be removed only by motion of vote of no confidence in any proven case of paragraph (a) to (h) above, supported by two third- majority of members present.

## **ARTICLE 15: MEETINGS**

All meetings shall be properly called by ensuring adequate notices given to members who are eligible to attend.

### **ARTICLE 15A: General Meetings of Chapters & CHEXCO**

- a. The General Meeting of Chapters of “The Institution” shall be held monthly.
- b. Each Chapter shall endeavor to hold technical sessions or lectures at every monthly meeting.
- c. The quorum for the General Meeting of Chapters shall be Eight (8) members.
- d. There shall be a meeting of CHEXCO every quarter.
- e. CHEXCO shall be free to hold regular meetings as deemed necessary provided the schedule under (d) is followed as a

minimum.

**ARTICLE 15B: National Executive Committee (NEC) Meeting**

- a. There shall be a Quarterly meeting of NEC at the time and place agreed.
- b. Electronic participation in meetings shall be accepted and any member of NEC who is capable of utilizing this medium shall be deemed to have attended the meeting provided such participation is considered effective.
- c. Notwithstanding the requirement in (b), NEC members are encouraged to be physically present.
- d. The quorum for this meeting shall be three (3) members

**ARTICLE 15C: Annual General Meeting**

- a. The Annual General Meeting of “The Institution” shall be held once a year at a time and place approved by The CONIM.
- b. Quorum at the Annual General Meeting shall be Ten (10) members.
- c. Notice of such meetings shall be communicated to members not less than thirty (30) calendar days from the date of such meetings.

**ARTICLE 15D: Emergency Meeting**

- a. The National Chairman and Chapter Chairmen may call emergency meetings of Council and EXCO respectively when occasions demand.

**ARTICLE 15E: Extra Ordinary General Meeting**

- a. The CONIM may call for Extra Ordinary Meeting at a place

and date as and when occasion demands.

**ARTICLE 15F: CONIM Meeting**

- a. The CONIM meeting shall be held once in four (4) months at a place to be communicated to members.
- b. Notice of such meetings shall be communicated to members not later than twenty one (21) calendar days from the date of such meetings.
- c. The quorum at the meeting shall be ten (10) members.
- d. The National Chairman shall preside at the meeting.
- e. In the absence of the National Chairman, the National Vice Chairman shall preside at the meeting.
- f. Where the National Vice Chairman is also absent, a motion shall be moved nominating a member of CONIM to preside.
- g. Where a quorum is not formed, the meeting shall be deemed not held. A new date shall be scheduled and communicated to members as soon as possible.
- h. At the next scheduled meeting, notwithstanding if members present may not be sufficient to form a quorum, a quorum is deemed to have been formed.

**ARTICLE 16: SURRENDER OF “The Institution” PROPERTIES**

- a. Any officer on termination of the office for any reason shall surrender all monies and properties of “The Institution” in his/her custody, within one month, to the Executive Committee through the Chairman.
- b. After one month, “The Institution” shall take steps it deems fit to recover the items not surrendered by the affected officer.

**ARTICLE 17: COMPLAINTS HANDLING PROCEDURES**

“The Institution” has put in place a procedure for any aggrieved member to utilize in lodging complaints of any nature for the purpose of its amicable resolution. The following procedures shall apply:

- a. The complainant shall briefly describe his/her complaint in writing.
- b. The complainant shall submit the complaint within seven (7) days of the occurrence to the Chairman of his Chapter.
- c. The Chapter Chairman shall have Fourteen (14) days to resolve the complaint.
- d. If the complaint is not resolved at the Chapter level within the fourteen (14) days period, the complainant shall transmit the complaint to the Chairman, Complaint Committee.
- e. The Committee Chairman together with his members shall deal with the complaint or grievance with a view to resolving it within Fourteen (14) days.
- f. If the Chairman is unable to resolve the complaint at the committee level, the complainant will have ten (10) days to bring it through the Committee Chairman to the National Vice-Chairman, or if the complaint is to the prejudice of the Committee Chairman, then directly to the National Vice-Chairman.
- g. The National Vice-Chairman and the complainant concerned will have a period of thirty (30) days to resolve the matter.
- h. If after thirty (30) days, the complaint has not been resolved, then either party will have a further thirty (30) days to bring the matter to the National Chairman who shall then hear the matter in the next adjourned meeting of NEC for a harmonious resolution of the matter.
- i. When availed by a complainant, the grievance procedure and all actions or decisions agreed upon shall be properly documented.
- j. The foregoing procedure shall be without prejudice to other modes of voluntary settlement of disputes
- k. "The Division" shall frown at any kind of harassment or victimization against members who have filed complaints



- l. Complaints will be sought to be resolved at the lowest level possible, and only when the matter cannot be resolved to the satisfaction of complainants or parties where applicable, will it be elevated to the next level.
- m. Complainants shall have right to send complaints directly to NEC but for the sake of courtesy, it is encouraged that complaints should be attempted to be initiated and resolved at the lowest level possible.
- n. For complaints that do not concern personal grievance within “The Institution”, they should be transmitted directly to the NEC. Such complaints shall be:
  - I. Complaints about the poor condition of ships and other floating units operating within Nigerian waters including inland waters.
  - II. Complaints about poor safety practices on board ships and other floating units operating within Nigerian waters including inland waters.
  - III. Complaints about any marine incident.
  - IV. Complaints about poor living and working condition of members who are seafarers.
  - V. Complaints regarding non-compliance of ships with statutory requirements.
  - VI. Complaints about non-implementation of statutory and COREN requirements regarding appointment of qualified engineers and other related matters in workplaces.
  - VII. Any other complaints relevant to the achievement of “The Institution” Aims and Objectives.

#### **ARTICLE 18: GROUND RULES FOR CONDUCT OF MEETINGS**

“The Institution” recognizes the need to maintain decorum during meetings. Towards achieving this, members shall try as much as possible to observe the following rules during the conduct of meetings:

- a. The Chairman shall preside and call the meeting to order
- b. The Chairman shall call for adoption of last minutes which would have been earlier sent to members online.
- c. There shall be no form of interruption or disturbance whatsoever during the meeting.
- d. Cell phones should be turned off or in vibration mode.
- e. If members must take urgent calls, the conversation must be taken outside the meeting.
- f. Members shall limit side conversation.
- g. Members should treat themselves with respect.
- h. A member shall raise his hand to be recognized to speak or address the house.
- i. Members shall be patient as they listen to others speak and shall not interrupt them.
- j. Members shall stay on the topic being discussed.
- k. When a topic or agenda item has been fully discussed, members should avoid bringing same subject back for discussion.
- l. The presiding officer shall hit the gavel on the table to signify the conclusion of the matter being discussed.
- m. Members shall not make threats or rude comments to others.
- n. Members shall be respectful of other members' ideas or situations when they talk and shall not judge them or point fingers.
- o. A member who is unable to stay for the duration of the meeting shall notify the Chairman before the start of the meeting.

- p. No member shall partake in the consumption of alcoholic beverages before and during the meeting.

#### **ARTICLE 19:      RIGHT OF MEMBERS**

- a. Every member shall have the right to partake in any discussion.
- b. Every member shall have the right to due process.
- c. Every member shall have the right to be recognized and properly address the meeting in accordance with the by-law of “The Institution”.
- d. Every member shall have the right to vote
- e. Every member shall have the right to aspire to any elective position provided he/she meets the qualification criteria.

#### **ARTICLE 20:      FINANCIAL REGULATIONS**

- a. Annual membership subscriptions, Fees and levies that are revolving and are of a fixed nature shall be determined by The CONIM from time to time.
- b. All members of “The Institution” shall be required to contribute to the “The Institution” finances by way of:

##### **I.      Annual Dues or Subscription to “The Institution”**

- Any member whose subscription is six (6) months in arrears shall be notified of this fact in writing by the National Financial Secretary and the fact reported to the CONIM. If these arrears are not settled Six (6) months after the notification, the member shall lose his/her rights, benefits and privileges and shall be so notified.
- In the event of any member wanting services from “The Institution” in the form of relocation, clearance, Visa letters, etc, such member shall be made to pay all subscription arrears.

## **ii. Enrolment Fees**

- Every new member shall pay to “The Institution” an enrolment fee as approved by the CONIM from time to time.

## **iii. Levies and Fines**

- These will be for specific purposes and will be determined by CONIM subject to provisions of clause (a) of this Article.
  - A. Every member shall endeavor to pay his/her subscriptions, levies and fees directly to the National Headquarters’ account.
  - B. Where payment is made directly to Chapters account, such payment shall be remitted to the National account taking into cognizance the Financial regulation guidelines issued to Chapters.

## **iv. Training**

- “The Institution” shall engage in training activities for the purpose of generating revenue after such must have been proposed by CHEXCO and approved by NEC. This shall be in Engineering and other fields relevant to members and the public and shall include: Workshops, Seminars and Courses. This shall either be handled by The Institution or in partnership with training bodies.

**Workshops, Seminars and Courses.** This shall be handled solely by “The Institution” or in partnership with reputable corporate bodies.

## **v. Goodwill gestures and Donations**

- “The Institution” shall receive donations and goodwill gestures from members and Corporate Organizations.

**ARTICLE 21: FINANCIAL YEAR**

- a. The financial year of “The Institution” shall run from 01 July to 30 June of each fiscal year.

**ARTICLE 22: BANK ACCOUNT**

- a. The Institution’s money shall be kept in Bank Account opened in any reputable Bank in Nigeria.
- b. Signatories to the Bank Account shall be the National Chairman and any of National General Secretary OR National Treasurer.
- c. Same procedure shall apply to Chapters of “The Institution”.

**ARTICLE 23: AUDITORS**

- a. The Annual General Meeting shall appoint auditors who shall audit the Accounts of “The Institution” and submit report annually.
- b. The National Treasurer shall ensure that the audit report is presented at the end of the financial year meeting.
- c. The NEC shall nominate an Auditor for AGM approval and pay the Audit fees.
- d. The appointed Auditors shall also audit the accounts of the Chapters
- e. Chapters shall be responsible for Auditors professional fee for the audit of their Chapters.
- f. The National Secretariat shall submit all audited report to NSE Secretariat not later than 01 August of each year.

**ARTICLE 24: FINANCIAL AUTHORITIES**

**ARTICLE 24A: National Executive Committee**

- a. The NEC shall have powers to authorize or approve all expenditures.

**ARTICLE 24B: Chapter Executive Committee**

- a. The CHEXCO shall have powers to authorize or approve all expenditures.

**ARTICLE 24C: National and Chapter Chairmen**

- a. The National and Chapter Chairmen shall have powers to authorize and spend up to a maximum of N150, 000.00 but with reference to their respective Executive members for ratification.

**ARTICLE 24D: Imprest**

- a. The Secretariat shall maintain a reimbursable or monthly imprest account of N50,000.00

**ARTICLE 25: PAYMENT**

**ARTICLE 25A: Authorized Signatories**

- a. Authorized signatories to the Bank Account shall be the National Chairman and any of National General Secretary or National Treasurer.
- b. The Chapters shall adhere to same procedures

**ARTICLE 25B: Cheques**

- a. All payments to outside bodies shall as much as possible be made by cheques duly signed by the authorized signatories to the Bank Accounts.

**ARTICLE 25C:      Cash Payments**

- a. Cash Payment shall as much as possible be limited to internal transactions.

**ARTICLE 26:      OTHER REGULATIONS**

- a. A special form shall be prepared for application for fund. Four copies of such a form shall be completed by applicant who shall retain the fourth copy, and hand over three copies to the Chairman.
- b. The Chairman, after approval, shall retain a one copy and hand over two copies to the Treasurer for payment. After payment, the Treasurer shall give one copy to Financial Secretary within one week and retain the last copy.
- c. The Treasurer shall not honor any application for fund that has not been approved by EXCO or the General Meeting; where such an approval is beyond what the Chairman is authorized to approve.
- d. The Chairman shall present any such application in (a) to the next EXCO meeting for clearance.
- e. Any approval made by the Chairman within his limit shall be taken to the next EXCO for ratification.
- f. Any violation of this section shall attract a fine to be decided by EXCO and the Treasurer shall refund the entire sum involved in the first instance.
- g. Any sum of money advanced as impress shall be retired before any re-imbursement shall be made. Retirement of imprest shall be to the Treasurer with copy to the Chairman.
- h. A comprehensive financial report shall be given to EXCO by every Committee Chairman at most one month after the activities for which money was advanced. Failure to report

shall attract an action to be decided by EXCO.

- i. Preceding every EXCO Meeting, the Treasurer shall inform EXCO of the Bank balance and the budget performance to date.
- j. The Treasurer and Financial Secretary shall monitor the budget performance and alert EXCO as necessary.

#### **ARTICLE 26A: GROUP LIFE ASSURANCE POLICY**

- i. There shall be a Group Life Assurance for members of NIMENA
- ii. The Group Life Assurance (GLA) shall be provided by a reputable insurance Company
- iii. Every member captured in the GLA programme shall pay premium to the Secretariat at a specified date for group payment to the insurance provider
- iv. Appointment of a GLA Provider shall be made by Council and decided by a simple majority of Council members present
- v. Every member captured in the programme shall abide by the terms and condition of the GLA Provider.
- vi. Benefits accruable to members shall be as stipulated in the policy provided by the insurance Provider

#### **ARTICLE 27: RULES OF CONDUCT**

##### **ARTICLE 27A: General Conduct**

- a. Every member of “The Division” in any category is required to order his conduct so as to uphold the reputation of the Institution and the dignity of the profession of the Marine Engineer & Naval Architect.

##### **ARTICLE 27B: Code of Conduct**

- a. Members shall be bound by the Code of Conduct of “The Institution” which aligns with that of NSE.

#### **ARTICLE 28: STANDING COMMITTEES**

- a. The NEC shall run the business of “The Institution” through the following standing committees and any other Committee



set up by the NEC for specified functions.

b. The following shall form the functional Committees of “The Institution”:

**1. Career Development**

- Shall include Industrial Education visits

**2. Engineering Collaboration**

- To include industrial Research and Technical Exhibition

**2. Engineering Regulation and Monitoring**

- To include Professional Ethics and Membership Development

**3. Environmental Pollution and Monitoring**

- To monitor and advise on environmental degradation, pollution and abuse

**4. Marine Incident Investigation Committee**

- Shall conduct investigation into any marine incident or failure of critical components/equipment of a marine structure that are drawn to the attention of “The Institution”. Such investigation shall focus on the immediate and remote cause of the incident or failure with a view to preventing reoccurrence.
- Shall submit report of such investigation to NEC for transmission to NSE, Ministry of Transport and Lagos State Ministry of Maritime Transport as the case may be.

**4. Codes and Standards Committee**

- To develop local Codes and Standards for Marine engineering and Naval Architecture practice.

**5. Technical**

- To organize Seminars, Workshops, Technical Papers and the production of Journals for “The Institution”.

**6. Audit Committee**

- To look into and report on the finances of “The Institution” to the NEC.

## **7. Finance and General Purpose**

- There shall be Finance and General Purposes Committee which shall be headed by the National Vice Chairman and also responsible for budget preparation and monitoring. This Committee shall make recommendations for approval or otherwise to the NEC of “The Division” for approval or otherwise to the NEC of “The Division” from time to time on financial policies.

## **8. Complaints Committee**

- Shall as much as possible see to the resolution of any complaints deposited with it.

## **9. Quality Assurance Committee**

- a. There shall be a Quality Assurance Committee which shall consist of four members and headed by a Chairman.
- b. Committee members shall have the experience required to assess compliance of a system against procedure and standards.
- c. The Committee shall have the following responsibilities:
  - i. Shall conduct Bi-Annual Audit of the Standard Operating Procedures (SoP) twice every year.
  - ii. Shall within 7 working days submit the report of such audit to the Council with a copy to the Business and Rules Committee.
  - iii. The Chairman of the Committee shall present the Audit Report at the next Council Meeting after the audit.
  - iv. Shall develop and continuously update controlled Forms as found necessary.
  - v. Shall develop and review the Standard Operating Procedures (SOP) subject to the approval of Council. The SOP shall be reviewed annually.

## **10. Ad Hoc**

- There shall be Ad-Hoc Committees to be appointed by the NEC.

## **ARTICLE 29:                    AMENDMENTS TO THE BYE-LAW**

- a. This Bye-Law shall be amended upon receipt of a notice by the NEC of “The Institution”.
- b. A minimum of one month notice shall be given to the National General Secretary who shall circularize such notice and the proposed amendments to all members. Such amendments shall be passed by a simple majority in an Annual General Meeting.
- c. An amendment to this Bye-law can only be sponsored by a corporate member of “The Institution”.
- d. The Executive Committee shall not alter or repeal any part of this Bye - Law adopted by the general house.

## **ARTICLE 30:            WINDING UP OF “The Institution”**

“The Institution” may be wound up at any time if agreed by two thirds of those members present and voting at Annual General meeting.

## **ARTICLE 31:            SPECIAL CLAUSES**

- a. The income and property of “The Institution” shall be applied solely towards the promotion of the objective of the association as set forth in this Bye-Law and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the “The Institution”.
- b. Nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or member of “The Institution” in return for any service actually rendered to the association for which out of pocket expenses have been incurred provided there is a documented evidence of such expense is provided.
- c. No remuneration or other benefit in money or money’s worth shall be given by “The Institution” to any Executive Committee member except reasonable and for premises demised, or let to the “The Institution” or reasonable fees for

services rendered.

- d. If in the event of winding up or dissolution of “The Institution” there remains, after the settlement of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of “The Division” but shall be given or transferred to some other associations, having objects similar to the object of “The Institution”, such associations to be determined by the members of “The Institution” at or before the time of dissolution.
- e. If effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable object.

## **ARTICLE 32: ESTABLISHMENT OF NIMENA STUDENT CHAPTER**

### **1.0 NIMENA STUDENT CHAPTER (NIMENASCHAP)**

- i. There shall be a Student Chapter of NIMENA established in educational institutions of higher learning in Nigeria where Marine engineering or Nava Architecture discipline is taught.
- ii. The Chapter shall be a component part of The Nigerian Institution of Marine Engineers and Naval Architects (NIMENA).
- iii. Every student duly registered to study Marine Engineering or Naval Architecture or both is eligible to be a member of the Chapter and shall be issued a membership No. and Membership Certificate.
- iv. The acronym of the student body shall be known as NIMENASCHAP.
- v. The name of the Chapter shall follow the format: NIMENA Student Chapter, followed by the acronym of the educational institution of learning.
- vi. Each Chapter shall have an Executive Committee known as Student Executive Committee (SUEC) whose operation shall be limited to their area of coverage.
- vii. The names of the SUEC members shall be forwarded to the National Secretariat for documentation.

- viii. NIMENASCHAP shall not operate a National Executive Committee in any form or guise as it is not the intention of NIMENA to have this structure in place. However, All NIMENASCHAP shall be allowed to interact with one another to foster unity.
- ix. Every Student Chapter shall be subject to the regulation of the Council of NIMENA (CONIM) and shall be answerable to the National Executive Committee.
- x. Each Chapter shall be deemed to be established upon inauguration by the National Executive Committee or an Officer delegated by it.

## **2.0 THE STUDENT CHAPTER EXECUTIVE COMMITTEE (SUEC)**

The SUEC shall have the following Officers in each of the location where NIMENASCHAP exists:

- A. President
- B. Vice President
- C. General Secretary
- D. Assistant General Secretary
- E. Publicity Secretary
- F. Financial Secretary
- G. Treasurer

## **3.0 DUTIES OF NATIONAL EXECUTIVE COMMITTEE**

### **A. PRESIDENT**

- i. Shall promote NIMENA in his/her sphere of influence
- ii. Shall coordinate all students and concertedly support the Institution towards achieving her objectives
- iii. Shall preside at General and SUEC Meetings
- iv. Shall ensure that the activities of the Chapter are reported to the National Executive Committee of NIMENA
- v. Shall perform other duties as may be assigned by the National Chairman and the National Executive Committee.
- vi. Shall implement the programme of Activities of NIMENA
- vii. Shall update the Financial Secretary with daily financial transaction to enable him make entry on the financial records.

### **B. VICE PRESIDENT**

- i. Shall preside at meetings where the President is absent

- ii. Shall support the President to promote the ideals of NIMENA.
- iii. Shall perform other duties as may be assigned by the President or the National Executive Committee.

#### **C. GENERAL SECRETARY**

- i. Shall keep an up to date register of members of NIMENASCHAP
- ii. To take minutes during General and SUEC meetings and sign such minutes
- iii. Shall forward minutes of General Meeting to the National Secretariat monthly.
- iv. Shall liaise with the President to draw up an agenda.
- v. To circularize notice of Meetings to members.
- vi. Shall perform other duties as may be assigned by the President and the National Executive Committee.

#### **D. ASSISTANT GENERAL SECRETARY**

- i. Shall assist the General Secretary in the discharge of his duties
- ii. Shall perform other duties as may be assigned

#### **E. PUBLICITY SECRETARY**

- I. Shall ensure that the members are kept abreast with information from the National Secretariat
- II. Shall publicize the activities of the Union
- III. Shall perform other duties as may be assigned by the President

#### **F. FINANCIAL SECRETARY**

- i. Shall take delivery of every receipt booklet issued from the National Secretariat and hand over same to the Head of Department for safe keeping.
- ii. Shall request receipt booklet in part from the Head of Department for daily financial transactions.
- iii. Shall return any exhausted receipt booklet to the Head of Department along with the records of the transaction contained therein.
- iv. Shall issue receipts to members for payment made.
- v. Shall collect all dues and deposit such in the account not later than 24 hours of such payment.

- vi. Shall furnish the Treasurer with records of transaction and details of any money paid and deposited at the bank.
- vii. Shall maintain a record of every financial transaction in an approved template
- viii. Shall transmit to the National Financial Secretary vide the Secretariat monthly update of financial records for members.
- ix. Shall provide all records to support external audit of account and show support to External Auditors.
- x. Shall perform other duties as may be assigned by the National Financial Secretary

#### **G. TREASURER**

- i. Shall maintain records of payment in an approved template and update the National Treasurer with the records.
- ii. Shall cooperate with external Auditors during Annual Audit.
- iii. Shall perform other duties as may be assigned by the National Treasurer

#### **4. FINANCIAL REGULATION**

- i. NIMENASCHAP shall operate a bank account where all monies payed by members shall be kept and from which transactions shall be effected.
- ii. The President of the Chapter and the Head of Department shall be the signatories to the account.
- iii. Where the tenure of the Head of Department or the President expires, the process of change of signatory shall be immediately activated to document the new signatories with the Bank.
- iv. The mandate of the account shall be both to sign.
- v. Every payment made by members shall be receipted immediately and such payments if made by cash shall immediately be paid into the account within 24 hours from the time of such payment.
- vi. All receipt booklets to be used for financial transactions shall be issued from the National Secretariat and shall be domiciled with the Head of Department who shall release, in part, the booklet to the Financial Secretary.
- vii. Every receipt booklet exhausted shall be returned to the Head of Department who shall ensure that this is returned to the National Secretariat, at the first opportunity, for record keeping.

- viii. All remittances to NIMENA account shall be made as expeditiously as possible

## **5. MEETINGS**

### **A. GENERAL MEETING**

- i. There shall be a monthly General Meeting to be held at a time and place agreed by the SUEC
- ii. Meetings may not hold when students are out of school for holidays.
- iii. The quorum for the meeting shall be twenty (20) members.
- iv. Agenda for the meeting shall be prepared and sent to members seven days before the meeting.
- v. Minutes of such meeting shall be forwarded to members not later than 14 days after the meeting.
- vi. The minutes shall be sent to the National Secretariat not more than seven (7) days after its adoption at the next scheduled meeting.

### **B. SUEC MEETING**

- i. There shall be a SUEC Meetings held once in two months.
- ii. The quorum for the meeting shall be three (3) members.
- iii. All minutes shall be forwarded to the National Secretariat as expeditiously as possible

## **6. ELECTION OF OFFICERS**

- i. Every member seeking to contest any office shall be a registered student member of NIMENA and shall be of good financial standing.
- ii. Members seeking election into any position shall file their application to the Electoral Committee vide: [electoralcommittee@nimena.org.ng](mailto:electoralcommittee@nimena.org.ng)
- iii. The election shall be by secret ballot and shall be conducted by the Electoral Committee Chairman or any member of the collegiate Chapter of NIMENA so delegated.



- iv. The Electoral Committee shall seek clearance from the National Financial Secretary to verify the financial status of such member.
- v. Members seeking election shall be of good character. A letter of attestation of good character shall be issued by the Head of Department and forwarded by the candidate to the Electoral Committee.
- vi. The Committee shall fix the date of the election and communicate this to members not later than 30 days to the election.
- vii. The Committee shall publish the names of eligible candidates for the election not later than 14 days to the election.
- viii. The winner of the election into any of the offices shall be determined by a simple majority of the vote cast.
- ix. Where the votes tie, a bye-election shall be immediately conducted between the candidates with tie votes.
- x. The Electoral Committee shall furnish the National Secretariat with the names of duly elected officers.
- xi. Any complaints arising from the election shall be forwarded to the Complaints Committee of NIMENA in accordance with the procedure in the Bye Law.

## **7. ELIGIBILITY**

- i. Members seeking office must have already been registered with NIMENA as student member
- ii. Shall be up to date in the payment of subscription and levies
- iii. Shall be of good character
- iv. Must have meeting attendance record of not less than 80 percent. This requirement may be waived for the first election conducted.

## **8. TENURE/HANDOVER/DISOLUTION**

- i. The tenure of office shall be one year from the date oath of office is administered.
- ii. Hand over is to be held not later than seven (7) days after the election.
- iii. The outgoing Executive Committee shall stand automatically dissolved either upon completion of handover formalities or via a motion moved for that purpose at the handover ceremony. In the case of the later, the motion shall be seconded.

## **9. FEES**

- i. Every student member of NIMENA shall pay annual membership subscription and any levy prescribed by the Council of NIMENA or the National Executive Committee as applicable.

- ii. The Annual Subscription shall be as prescribed by the Council of NIMENA (CONIM) from time to time and as contained in the schedule of Fees. Levies may be imposed on members as the need arises.
- iii. Student members shall be exempted from Enrollment/Induction Fees.
- iv. Purchase of Souvenirs shall be optional for student members

#### **ARTICLE 33: ADOPTION OF THIS BYE-LAW**

This Bye-Law is hereby adopted by members of "The Institution" on this **24<sup>th</sup>** day of **September 2015** at the Annual General Meeting.

## **APPENDIX 1- Corporate Membership Requirements**

Admission into the membership grade of the Society could be through the following routes:

**A1:** Candidates who are holders of the Bachelor's degree in engineering whose institutions' programmes are accredited by COREN and with such candidates having been registered by COREN as professional Engineers are admitted without having to sit for NSE examination/interview.

**A2:** Candidates who are already corporate members of other Engineering institutions (Licensed as Professional, Chartered or Registered Engineer) recognized by COREN are admitted without having to sit for NSE Professional examination/interview.

**B1:** Candidates who are holders of Bachelors' degree in engineering whose qualifications are accredited by COREN or any overseas accreditation Board recognized by COREN. Such candidates who must have acquired a minimum of 4 years post-graduation relevant engineering experience are admitted by sitting for NSE Professional examination/interview. See General Guidelines for B1 & B2 Professional Interview/Examination

**B2:** Candidates who have obtained HND in Engineering before proceeding to do an accredited Master's degree programme or Post Graduate Diploma (PGD) in Engineering. Such candidates who must have acquired a minimum of four (4) years post HND experience and two (2) years post PGD relevant experience are admitted by sitting for NSE Professional examination/interview. See General Guidelines for B1 & B2 Professional Interview/Examination

**C1:** Candidates who are holders of correct and adequate basic academic qualifications by COREN standards and Regulations who are 40 years and above. Such candidates, who as at the time of application must have a minimum of 10 years post-graduation experience, are expected to appear in person for an interview.

**C2:** Top executives in government or parastatals, Industries etc, who are not only 45 years and above, but who, as at the time of application, have a minimum of 15 years post-graduation experience are expected to appear in person for an interview.

However, the following combination was also approved by Council, for holders of: - HND (15 years) + PGD (4 years) or - HND (20 years) + PGD (2 years)

## **APPENDIX 2**

### **Regulation III/2**

Mandatory minimum requirements for certification of chief engineer officers and second engineer officers on ships powered by main propulsion machinery of 3,000 kW propulsion power or more

1 Every chief engineer officer and second engineer officer on a seagoing ship powered by main propulsion machinery of 3,000 kW propulsion power or more shall hold a certificate of competency.

2 Every candidate for certification shall:

.1 meet the requirements for certification as an officer in charge of an engineering watch on a seagoing ships powered by main propulsion machinery of 750 kw propulsion power or more and have approved seagoing service in that capacity:

1.1 for certification as second engineer officer, have not less than 12 months as qualified engineer officer, and

1.2 for certification as chief engineer officer, have not less than 36 months; however, this period may be reduced to not less than 24 months if not less than 12 months of such seagoing service has been served as second engineer officer; and

.2 have completed approved education and training and meet the standard of competence specified in section A-III/2 of the STCW Code.

### **Regulation III/3**

Mandatory minimum requirements for certification of chief engineer officers and second engineer officers on ships powered by main propulsion machinery of between 750 kW and 3,000 Kw propulsion power

1 Every chief engineer officer and second engineer officer on a seagoing ship powered by main propulsion machinery of between 750 and 3,000 kW propulsion power shall hold certificate of competency.

2 Every candidate for certification shall:

- .1 meet the requirements for certification as an officer in charge of an engineering watch and:
  - .1 .1 for certification as second engineer officer, have not less than 12 months of approved seagoing service as assistant engineer officer or engineer officer, and
  - .1.2 for certification as chief engineer officer, have not less than 24 months of approved seagoing service of which not less than 12 months shall be served while qualified to serve as second engineer officer; and
- .2 have completed approved education and training and meet the standard of competence specified in section A-III/3 of the STCW Code.

3 Every engineer officer who is qualified to serve as second engineer officer on ships powered by main propulsion machinery of 3,000 kW propulsion power or more may serve as chief engineer officer on ships powered by main propulsion machinery of less than 3,000 kW propulsion power, provided the certificate is so endorsed.

## **Section A-III/2**

Mandatory minimum requirements for certification of chief engineer officers and second engineer officers on ships powered by main propulsion machinery of 3,000 kW propulsion power or more

### **Standard of competence**

1 Every candidate for certification as chief engineer officer and second engineer officer of seagoing ships powered by main propulsion machinery of 3,000 kW power or more shall be required to demonstrate ability to undertake, at the management level, the tasks, duties and responsibilities listed in column 1 of table A-III/2.

2 The minimum knowledge, understanding and proficiency required for certification is listed in column 2 of table A-III/2. This incorporates, expands and extends in depth the subjects listed in column 2 of table A-III/1 for officers in charge of an engineering watch.

3 Bearing in mind that a second engineer officer shall be in a position to assume the responsibilities of the chief engineer officer at any time, assessment in these subjects shall be designed to test the candidate's ability to assimilate all available information that affects the safe operation of the ship's machinery and the protection of the marine environment.

4 The level of knowledge of the subjects listed in column 2 of table A-III/2 shall be sufficient to enable the candidate to serve in the capacity of chief engineer officer or second engineer officer.

5 Training and experience to achieve the necessary level of theoretical knowledge, understanding and proficiency shall take into account the relevant requirements of this part and the guidance given in part B of this Code.

6 The Administration may omit knowledge requirements for types of propulsion machinery other than those machinery installations for which the certificate to be awarded shall be valid. A certificate awarded on such a basis shall not be valid for any category of machinery installation which has been omitted until the engineer officer proves to be competent in these knowledge requirements. Any such limitation shall be stated on the certificate and in the endorsement.

7 Every candidate for certification shall be required to provide evidence of having achieved the required standard of competence in accordance with the methods for demonstrating competence and the criteria for evaluating competence tabulated in columns 3 and 4 of table A-III/2.

### **Near-coastal voyages**

8 The level of knowledge, understanding and proficiency required under the different sections listed in column 2 of table A-III/2 may be varied for engineer officers of ships powered by main propulsion machinery with limited propulsion power engaged on near-coastal voyages, as considered necessary, bearing in mind the effect on the safety of all ships which may be operating in the same waters. Any such limitation shall be stated on the certificate and in the endorsement

## **Section A-III/3**

Mandatory minimum requirements for certification of chief engineer officers and second engineer officers on ships powered by main propulsion machinery of between 750 kW and 3,000 kW propulsion power Standard of competence

1 Every candidate for certification as chief engineer officer and second engineer officer of seagoing ships powered by main propulsion machinery of between 750 kW and 3,000 kW power shall be required to demonstrate ability to undertake, at management level, the tasks, duties and responsibilities listed in column 1 of table A-III/2.

2 The minimum knowledge, understanding and proficiency required for certification is listed in column 2 of table A-III/2. This incorporates, expands and extends in depth the subjects listed in column 2 of table A-III/1 for officers in charge of an engineering watch in a manned engine-room or designated duty engineers in a periodically unmanned engine-room.

3 Bearing in mind that a second engineer officer shall be in a position to assume the responsibilities of the chief engineer officer at any time, assessment in these subjects shall be designed to test the candidate's ability to assimilate all available information that affects the safe operation of the ship's machinery and the protection of the marine environment.

4 The level of knowledge of the subjects listed in column 2 of table A-III/2 may be lowered but shall be sufficient to enable the candidate to serve in the capacity of chief engineer officer or second engineer officer at the range of propulsion power specified in this section.

5 Training and experience to achieve the necessary level of theoretical knowledge, understanding and proficiency shall take into account the relevant requirements of this part and the guidance given in part B of this Code.

6 The Administration may omit knowledge requirements for types of propulsion machinery other than those machinery installations for which the certificate to be awarded shall be valid. A certificate awarded on such a basis shall not be valid for any category of machinery installation which has been omitted until the engineer officer proves to be competent in these knowledge requirements. Any such limitation shall be stated on the certificate and in the endorsement.

7 Every candidate for certification shall be required to provide evidence of having achieved the required standard of competence in accordance with the methods for demonstrating competence and the criteria for evaluating competence tabulated in columns 3 and 4 of table A-III/2.

### **Near-coastal voyages**

8 The level of knowledge, understanding and proficiency required under the different sections listed in column 2 of table A-III/2 and the requirements of paragraphs 2.1.1 and 2.1.2 of regulation III/3 may be varied for engineer officers of ships powered by main propulsion machinery of less than 3,000 kW main propulsion power engaged on near-coastal voyages, as considered necessary, bearing in mind the effect on the safety of all ships which may be operating in the same waters. Any such limitation shall be stated on the certificate and in the endorsement.



## APPENDIX 3

### Regulation III/1

Mandatory minimum requirements for certification of officers in charge of an engineering watch in a manned engine-room or designated duty engineers in a periodically unmanned engine-room

1 Every officer in charge of an engineering watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more shall hold a certificate of competency.

2 Every candidate for certification shall:

- .1 be not less than 18 years of age;
- .2 have completed combined workshop skills training and an approved seagoing service of not less than 12 months as part of an approved training programme which includes onboard training that meets the requirements of section A-III/1 of the STCW Code and is documented in an approved training record book, or otherwise have completed combined workshop skills training and an approved seagoing service of not less than 36 months of which not less than 30 months shall be seagoing service in the engine department;
- .3 have performed, during the required seagoing service, engine-room watchkeeping duties under the supervision of the chief engineer officer or a qualified engineer officer for a period of not less than six months;
- .4 have completed approved education and training and meet the standards of competence specified in section A-III/1 of the STCW Code; and
- .5 meet the standard of competence specified in section A-VI/1, paragraph 2, section A-Vi/2, paragraphs 1 to 4, section A-VI/3, paragraphs 1 to 4 and section A-VI/4, paragraphs 1 to 3 of the STCW Code.

## Amendment History

S/N	NAME OF DOCUMENT	Revision	Date of Adoption	Changes
1	MENA BYE LAWS	0	24 September 2015	Initial Document
2	NIMENA BYE LAWS	01	09 November 2018	
3	NIMENA BYE LAWS	02	15 November 2019	Amendment of Articles 6B ( C ), 6(II), 26A & 26B; Introduction of Articles 3(t), 28(9), 10A, 6(III)f and 32

## Exclusions

S/N	ARTICLE	REASON
1	4C (b)M2(II)	Under review
2	4C (d)(III)	Under review
3	4C (e)(II)	Under review

## **BYE-LAW Committee Members:** 08 August 2015 – 24 September 2015

Engr. HenryA. Unuigbe - Chairman

Engr. Charles Otuonye - Member

Engr. Olayinka Adu - Member