



THE NIGERIAN INSTITUTION OF FACILITY ENGINEERING & MANAGEMENT BYE - LAWS

1.0 NAME

The name of the Institution shall be called and addressed “**THE NIGERIAN INSTITUTION OF FACILITY ENGINEERS & MANAGEMENT**”.

2.0 AIMS AND OBJECTIVES

The aims and objectives of the Institution are as follows: -

- 2.1 To promote the aims and objectives of The Nigerian Society of Engineers
- 2.2 Promote the development and practice of Facility Engineering and management in Nigeria
- 2.3 To provide opportunities for interaction amongst members of the Institution and between them and others in the field of facility management and related disciplines
- 2.4 Promote the development of knowledge and skills in the field of facility engineering and management
- 2.5 To promote opportunity for interaction between the Institution and the Governments of the Federation and their parastatals with a view to influencing policies relating to facility engineering, industry and technology.
- 2.6 To promote and project the interest of facility engineering professionals and provide advisory service to members of the Institution, government, ministries, departments and agencies (MDAs) both at the federal and state levels.
- 2.7 To encourage cooperation with other institutions or divisions of The Nigerian Society of Engineers and other similar professional organizations and with universities and other institutions in the field of facility engineering and technology within and outside Nigeria.
- 2.8 To carry out any activities as may be consistent with the above objectives.
- 2.9 To carry out any other assignments or activities as may be directed by the Council of The Nigerian Society of Engineers.

3.0 MEMBERSHIP

There shall be two categories:

- (a) Individual
- (b) Corporate Firm

3.1 Eligibility

- a. **Individual:** Any facility Engineering member of The Nigerian Society of Engineers who will be admitted into the Institution in the same grade held in the Society.
- b. **Corporate Firm:** Corporate firm membership is open to any Institution, Establishment, Firm or Company that carries out facilities engineering functions and employs several facility Engineers.

3.2 Method of Application

Every candidate or corporate firm member seeking admission to membership of the Institution shall apply by completing the formal application form and forwarding it with the stipulated application fees to the General Secretary.

Before the name of any successful applicant is entered in the roll of the Institution, he shall have paid the usual subscription fee for his or her grade of membership for the year of admission.



4.0 BOARD OF TRUSTEES

- (i) The board of Trustees of the institution shall comprise the following
 - a. Past National Chairmen
 - b. Current National Chairman
 - c. Current General Secretary
- (ii) The Board of Trustees shall review and approve all programs and activities including budget of the institution
- (iii) The board of Trustees shall also serve as the electoral committee during elections at the AGM
- (iv) The Board of Trustees shall be the highest organ of the institution responsible to ensure the institution continue to function in line with these byelaws, NSE regulations and other relevant laws of the Federal Republic of Nigeria
- (v) The Board of Trustees shall be headed by one of the Past National Chairmen.

5.0 OFFICERS

The officers of the Institution shall comprise:

- (i) National Chairman
- (ii) Deputy National Chairman
- (iii) National General Secretary
- (iv) Assistant national General Secretary
- (v) National Technical Secretary
- (vi) Assistant National Technical Secretary
- (vii) National Treasurer
- (viii) National Financial Secretary
- (ix) National Publicity Secretary
- (x) two Ex-Officio members (Including Immediate Past National Chairman)

6.0 EXECUTIVE COMMITTEE

The affairs of the Institution shall be managed by an Executive Committee, which shall be the governing body of the Institution. The Executive Committee shall be made up of all the officers of the Institution and such other members as may be elected as Ex-Officio Members or are Co-opted by the Executive Committee.

6.1 EX-OFFICIO

The Ex-officio members shall be the Immediate Past National Chairman and any one other member of the Institution who must be elected at the Annual General Meeting.

7.0 FUNCTIONS OF OFFICERS

7.1 THE NATIONAL CHAIRMAN

- (i) The National Chairman shall preside over all meetings of the Institution and the Executive Committee. In his absence, the Deputy National Chairman shall preside.
- (ii) The National Chairman shall brief the Executive Committee from time to time on the activities of the Council of NSE.

7.2 THE NATIONAL DEPUTY CHAIRMAN

- (i) The Deputy National Chairman shall deputise for the national chairman in his absence but in the absence of the national chairman and deputy national chairman at any meeting of the



Institution, any member duly nominated by the members present shall preside over the meeting.

- (ii) Acts as Chairman of the following Committees: Professional Development, Finance and General Purpose.

7.3 THE NATIONAL GENERAL SECRETARY

- (i) The General Secretary shall be responsible for the administrative work of the Institution.
- (ii) He shall submit an annual report on the activities of the Institution after approval by the Executive Committee of the Institution.
- (iii) He shall oversee the day-to-day activities of the Secretariat and the staff therein.
- (iv) Act as secretary of the board of trustees.

7.4 THE NATIONAL FINANCIAL SECRETARY

The Financial Secretary shall be responsible for the implementation of the fiscal policies of the Institution, which will include:

- (i) Issuing of demand notices to members in respect of annual subscriptions and other charges that may be due and ensuring that payment thereby received are delivered to the Treasurer promptly.
- (ii) Preparation of financial procedure for expenditure of the Institution.
- (iii) Preparation and updating of the schedule on the financial status of members of the Institution
- (iv) Acts as the Secretary of Finance and General-Purpose Committee.
- (v) Any other matter that may be assigned to that office by the Executive Committee from time to time.

7.5 THE NATIONAL TREASURER

The Treasurer shall be responsible for the management of the finances of the Institution and shall, to this end:

- (i) Receive any fund due to the Institution and deposit it in the Institution's bank account
- (ii) Arrange the release of funds to meet the regular expenses of the Institution.
- (iii) Keep a record showing receipts and expenditures
- (iv) Ensure that the Institution's accounts are audited annually and that the audited accounts and reports thereon are submitted at the Annual General meeting after approval by the Executive Committee.
- (v) Responsible for any other assignment as may be directed by the Executive Committee from time to time.

7.6 THE NATIONAL TECHNICAL SECRETARY

The Technical Secretary shall be responsible for:

- (i) The preparation and production of the Institution's technical publications.
- (ii) Acts as the Editor of "THE FACILITY ENGINEER".
- (iii) Organising seminars, conferences, workshops, etc. for the Institution.
- (iv) Any other matter that may be assigned to that office by the Executive Committee from time to time.

7.7 THE NATIONAL PUBLICITY SECRETARY

The Publicity Secretary shall be responsible for:

- (i) Projecting the good image of the Institution through proper liaison within the institution and with government, industry and the public at large, and initiating and promoting good publicity for the Institution.
- (ii) Any other matters as may be assigned to that office by the Executive Committee from time to time.

7.8 THE ASSISTANT NATIONAL GENERAL SECRETARY

- (i) To assist the General Secretary in the promotion of its administrative duties. In the absence of the General Secretary, the Assistant General Secretary will perform his duty instead.
- (ii) He/she acts as the Secretary of the following Committees: Technical, Professional Development, Membership, AGM Planning.
- (iii) Any other matter as may be assigned to that office by the Executive Committee or General Secretary from time to time.

7.9 THE ASSISTANT NATIONAL TECHNICAL SECRETARY

- (i) To assist the Technical Secretary in the performance of his technical duties. In the absence of the Technical Secretary, the Assistant Technical Secretary will perform his functions.



- (ii) Any other matter as may be assigned to that office by the Executive Committee or Technical Secretary from time to time.

8.0 ELECTIONS

- 8.1 All officers and Ex-officio members of the Executive Committee by secret ballot physically or online at the Annual General Meeting.
- 8.2 The tenure of office of the national chairman shall be 2years duration.
- 8.3 Aspirants to the office of the National Chairman shall be a Practioner at the level of CEO/Director of a Facility Engineering or Management company or government agency
- 8.4 Candidates for the post of National Chairman, must have been a member for a minimum of 3years
- 8.5 Only members who have paid their dues to date shall be eligible to vote or be voted for. In addition to being a voting member, a candidate for election must have given written indication of willingness to serve if selected.
- 8.6 Members seeking election **MUST** be physically present at the election venue, except its an hybrid of fully virtual event.
- 8.7 The candidate for national chairman must have served as deputy national chairman

9.0 FINANCE

9.1 ENROLMENT FEE

Every candidate selected for membership of the Institution shall have paid a stipulated enrolment fee prior to enrolment or any other fee subject to review by the Institution Executive Committee from time to time

9.2 ANNUAL SUBSCRIPTION

Every member of the Institution shall pay an annual subscription fee applicable to his or her grade of membership as reviewed from time to time by the Executive Committee.

Grade of Individual Membership

- (i) Student Affiliate
- (ii) Graduate Affiliate
- (iii) Associate
- (iv) Corporate
- (v) Fellow
- (vi) Honorary Fellow
- (vii) Corporate Firm Member

Subscription shall be due and payable on 1st January of each calendar year and must be paid within twelve months, failing which the membership of the defaulter will automatically lapse.

9.3 BANK ACCOUNT

- (i) The Institution's fund shall be deposited in such bank or banks as may be directed by the Executive Committee from time to time.
- (ii) There shall be at least 2 signatories to the Institution's account who shall be the National Chairman together with the General Secretary and or the National Treasurer.

9.4 AUDITORS

- (i) The Executive Committee shall appoint an auditor who shall audit the accounts of the Institution and submit a report on the finances of the Division.
- (ii) The Treasurer shall ensure that the Audited Account and report thereon are presented to the Annual General Meeting after approval by the Executive Committee.



10.0 MEETINGS

10.1 ANNUAL GENERAL MEETING

The Annual General Meeting of the Institution shall take place once yearly; at which the following business shall be conducted.

- (a) Consideration of the Executive Committee's Report and the Auditor's Report for the year.
- (b) Election of members of the National Executive Committee.
- (c) Any other business related to the Institution as stated in the agenda.

10.2 ORDINARY GENERAL MEETING

The Executive Committee at its own discretion can also summon an Ordinary General meeting of the Institution to transact the ordinary business of the Institution.

10.3 EXTRA ORDINARY GENERAL MEETING

An Extra Ordinary General Meeting of members shall be summoned by the General Secretary if requested by at least ten financial members of the Institution in writing specifying clearly the issues to be discussed provided all such members have paid their dues up to dates and are therefore entitled to vote at a meeting of the Institution.

10.4 Notice for any General Meeting duly signed by the General Secretary shall be circulated to members of the Institution at least fourteen days before the date fixed by the Executive Committee for the meeting.

10.5 QUORUM

- (i) Quorum at the Annual General Meeting shall be two-third of voting members. An Ordinary General Meeting or an Extra Ordinary General Meeting of the Institution shall be ten voting members.
- (ii) The time and venue of any General Meeting shall be fixed by the Executive Committee.

10.6 VOTING

- (i) Decisions reached at any meeting of members of the Institution shall be simple majority of the votes cast and shall be binding on all members.
- (ii) Only those members who have paid the Annual Subscription up to as at the time of the meeting shall be entitled to vote.

10.7 LOCATION

- (i) All meetings can either be physical or online or hybrid

11.0 COMMITTEES

The Executive Committee shall run the business of the Institution through the following Committees and any other Committees set up by the Executive Committee for specified functions.

11.1 THE TECHNICAL COMMITTEE:

The Technical Committee of the Institution shall be responsible to the Executive Committee of the Institution for the functions.

- Technical contents of meetings of the Institution.
- Technical publications by the Institution.
- Research and development functions of the Institution
- Advisory and consultancy services of the Institution in the field of Facility Engineering and related technologies.
- Organising and managing seminars, conferences, workshops etc of the Institution.

Members of the Technical Committee shall be:

- a. Technical Secretary as Chairman.
- b. General Secretary as Member.
- c. Assistant Technical Secretary as Secretary.
- d. Any other members of the Institution as the Executive Committee may decide.



11.2 THE PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee of the Institution shall be responsible to the Executive Committee for the following functions:

- 11.2.1** Development of the continuing education and training programmes of the Institution. Identification of opportunities available in the country for Facility Engineers and determination of the level of demand vis-à-vis supply of Facility Engineers in the country; development of opportunity for co-operation and interaction between the Institution and Government, industrial establishments and institutions involved in the training of Facility Engineers for the purpose of realizing the Institution's objectives for the enhancement of the practice of Facility Engineering.

Membership of the Professional Development Committee shall be:

- a. Deputy National Chairman of the Institution as Chairman.
- b. National General Secretary as Member.
- c. National Technical Secretary as Member.
- d. Assistant National General Secretary as Secretary.
- e. Any other members of the Institution as the Executive Committee may decide.

11.3 THE MEMBERSHIP & WELFARE COMMITTEE

The Membership Committee of the Institution shall be responsible to the Executive Committee of the Institution for the following instructions:

- a. Promote activities of the Institution amongst members all over the country with a view to encouraging more of them to join and enhance the Institution.
- b. Preparation and maintenance of appropriate records and statistics on Facility Engineers with a view to building a National Data Bank on the profession;
- c. Execution of any Membership drive programme established for the Institution.

Membership of the Membership & Welfare Committee of the Institution shall be:-

- (a) National General Secretary as Member.
- (b) National Financial Secretary as Member.
- (c) National Treasurer as Member.
- (d) All members of the Executive Committee resident outside Lagos.
- (e) Assistant National General Secretary as Secretary.
- (f) Any other members of the Institution resident outside Lagos as may be decided by the Executive Committee.

11.4 AGM / FEDL PLANNING COMMITTEE

The Annual General meeting (AGM / Facilities Engineering Distinguish Lecture (FEDL) Planning Committee of the Institution shall be responsible to the Executive Committee of the Institution for the following functions:

- (a) Plan and execute the AGM for the Institution.
- (b) Plan and execute the FEDL for the Institution.
- (c) Co-opt any member it deems fit into the Committee in the course of its duties.

Membership of the AGM / FEDL Planning Committee of the Institution shall be:

- (a) Deputy National Chairman
- (b) National General Secretary as member.
- (c) National Technical Secretary as Member.
- (d) National Publicity Secretary as member.
- (e) National Financial Secretary as Member.
- (f) Assistant National General Secretary as Secretary. The Committee is free to co-opt any member of the Institution as appropriate.



11.5 FINANCE AND GENERAL-PURPOSE COMMITTEE

The Finance and General-purpose Committee of the Institution shall be responsible to the Executive Committee of the Institution for the following functions:

- (a) Build up fund for self-sustenance of the Institution.
- (b) Manage efficiently and prudently all liquid assets.
- (c) Ensure and guarantee regular income for the Institution to meet her obligations.
- (d) Study and subjugate on all budgets for the Consideration and approval of the Executive Committee.

Membership of the Finance & General-Purpose Committee of the Institution shall be:

- (a) Deputy national chairman as Chairman
- (b) National General Secretary as Member
- (c) National Technical Secretary as Member
- (d) National Publicity Secretary as Member
- (e) Immediate Past National Chairman as Member
- (f) National Financial Secretary as Secretary

11.6 CHAPTER COORDINATING COMMITTEE

The Chapter Coordinating Committee of the Institution shall be responsible to the Executive Committee of the Institution for the following functions:

- (e) Ensure the proposer organisation and functioning of chapters of the Institution.
- (f) Ensure programs and activities of the Chapters are in line with these Bye-laws and NSE Regulations
- (g) Recommend to the National Executive Council the registration of a new Chapter.

Membership of the Chapter Coordinating Committee of the Institution shall be:

- (g) Deputy National Chairman as Chairman
- (h) National General Secretary as Member
- (i) National Technical Secretary as Member
- (j) National Financial Secretary as Secretary

12.0 COMMITTEE MEETINGS

- (i) Meetings of Committees of the Institution shall be held at times and places approved by the Executive Committee.
- (ii) Quorum at any Committee Meeting shall be 4 members of the Committee and decision reached shall be by a simple majority of the votes cast and be binding on all members.

13.0 CODE OF CONDUCT

The Code of Conduct of The Nigerian Society of Engineers shall apply to the Institution.

14.0 DISCIPLINE

The Institution shall send recommendations to the Council of the Institution on any disciplinary action deemed fit by the Executive Committee of the Institution against any of its members whose conduct is considered to be prejudicial to the profession.

15.0 AMENDMENTS TO THE BYE LAWS

- (i) These Bye - laws shall be amended only at a General Meeting of the Institution
- (ii) Members seeking for amended shall submit such proposed amendment to the General Secretary, 1 month before the next General Meeting



- (iii) The General Secretary shall circulate such proposed amendment as part of the notice of the general meeting and include same in the agenda of meeting
- (iv) Proposed amendment to the bye-laws of the institution shall be discussed and ratified at the next due general meeting by a 2/3rd of members in attendance and eligible to vote.
- (v) Such amendments shall become effective from the next calendar year of the institution.
- (vi) No addition, or alteration or amendment shall be made to these bye-laws for the time being in force, unless the same have been previously submitted to and approved at the general meeting in line with the provision of these bye-laws.

16.0 CHAPTER OPERATION

16.1 Registration & Approval

- 16.1.1 The National Executive Council shall approve the operation and running of a chapter
- 16.1.2 A Chapter can only be approved if so recommended by Chapter Coordinating Committee
- 16.1.3 A chapter can only be recommended for approval under the following conditions
 - a. There are minimum of 20 registered members of the institution working or residing in the locality
 - b. The members have expressed their desire to be recognised and operate as a chapter of the institution
 - c. Have held meetings for 6 months with minimum attendance of 80% of registered members
 - d. An interim leadership structure already been put in place
- 16.1.4 Chapter shall operate strictly under the following terms:

16.2. Membership & Membership Dues

- (i) Members of the Chapter shall be members of the institution already registered and residing or working at the locality
- (ii) There will be no other criteria for membership of the chapter other than 16.2.1
- (iii) Membership dues will be determined by the National Executive Council and communicated to the chapter
- (iv) Each chapter shall operate a bank account in accordance with the provisions of these bye-laws section 9.3

16.3. Meetings, Events & Programs

- (i) The Chapter shall arrange her meetings without it been in conflict with any meetings or events of the National body and NSE.
- (ii) Such meetings can be held virtually or physically at approved location by the institution
- (iii) Such meetings are only valid if its attended by two-third of members in good standing
- (iv) Events and activities of the chapter can be arranged and undertaken provided they are in line with 16.3.1

16.4. Executives & Committees

- (i) Each Chapter shall have the following elected executives
 - a. Chairman
 - b. General Secretary
 - c. Treasurer
 - d. Technical Secretary
 - e. Welfare secretary
 - f. Asst. Secretary
 - g. Ex-Officio Members – Past Chapter Chairmen
- (ii) The election of the executives will be in line with section 8.0 of these bye-laws
- (iii) The Chairman shall be senior facilities Engineer in a private organisation or a senior manager of a government Ministries, Divisions & Agencies (MDA) who has been practicing for minimum of 3yrs.
- (iv) The candidate must be of good financial standing with NSE & the institution.
- (v) Must have been a member of NSE for 3yrs
- (vi) Each Chapter shall align their committee along with the national committee structure as stated in Section 11.1 – 11.5