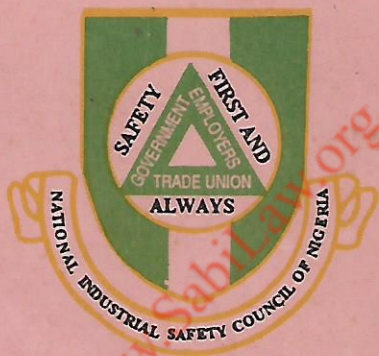


**NATIONAL INDUSTRIAL SAFETY
COUNCIL OF NIGERIA**



CONSTITUTION

AND

BRANCH BYE-LAWS

NATIONAL INDUSTRIAL SAFETY COUNCIL OF NIGERIA (Safety First and Always)

CONSTITUTION

1. Name

The organisation shall be called:-

'The National Industrial Safety Council of Nigeria'
herein after referred to as the Council.

Registered Address:-

To facilitate the closest possible co-operation with the Factories Inspectorate Department, the Federal Ministry of Employment, Labour and Productivity, will provide suitable office accommodation and facilities and the use of conference room. Accordingly, the registered address shall be:-

The National Industrial Safety Council of Nigeria,
c/o Federal Ministry of Employment, Labour and Productivity,
Lagos.

2. Objectives

The objectives of the Council shall be the prevention of Industrial accidents and hazards and the promotion of occupational health and welfare in industrial establishments.

3. Functions:

The functions of the Council shall be:-

- (a) to act in an advisory capacity on all matters relating to its objectives and
- (b) to co-operate with all branches of government services, employers and workers organisations and any other organisations or individuals in Nigeria or elsewhere in furtherance of its objectives.

4. Membership

Any organisation (e.g. factories, firms, trade unions) concerned with the objectives of the Council may be admitted to membership on payment of the annual subscription.

Individuals approved by the Executive Committee, may be admitted as individual members on payment of the appropriate annual subscription.

On the recommendation of the executive committee, honorary life membership may be bestowed on individuals for good services rendered to the Council and who on account of age, incapacity or permanent absence from the country, are no longer able to be actively associated with the work of the council.

5. Finance, Subscriptions, etc.

- (a) The Council shall raise funds through annual subscriptions dues, government grants, voluntary contributions and donations and in any other way the Executive may consider appropriate.
- (b) The annual subscription shall be ₦500 for those employing less than 1,000 and ₦1,000 for any organisation with 1,000 or more employees. An organisation whose headquarters in a member of the Council shall be admitted to memberships of a Branch Council on payment of an annual subscription of ₦500 for those employing less than 1,000 and ₦1,000 for any organisation with 1,000 or more employees. When an organisation has more than one branch in a State, only one of the branches may pay annual subscription.
- (c) The annual subscription for individual membership shall be fifty Naira (₦50.00).
- (d) Annual subscriptions will be due on the 1st of January each year.
- (e) The bodies sponsoring members of the Executive Committee are exempted from payment of annual subscriptions but may make annual grants to the Council.
- (f) All offices other than that of the General Secretary shall be honorary.
- (g) All expenses incurred by delegates in attending meetings or other activities will not be borne by the Council but will be the responsibility of the members or their sponsors.
- (h) The financial year shall close on the 31st of December, of every year.
- (i) An annual balance sheet and financial report shall be prepared by the General Secretary and audited independently by an auditor appointed by the Executive Committee for submission at the Annual General Meeting.
- (j) All cheques vouchers, orders or any other instrument by which the funds of the Council may be expended shall be signed by the President (or Vice President authorised to act for the President) and the General Secretary.
- (k) Any expenditures above ₦3,000.00 shall be referred to the Executive Committee for approval.

6. General Meetings:

An annual General Meeting shall be held in March of every year. Additional General Meeting may be arranged in a similar manner, if the business in hand warrants it.

7. Quorum at General Meetings:

The quorum at any general meeting shall comprise 20 members and 5 executive committee members.

8. Voting at General Meetings:

Only members who are not in arrears of more than one annual subscription shall be entitled to vote and every member shall be entitled to one vote. Voting shall be by show of hands, roll call or secret ballot with a simple majority.

9. Executive Committee:

The governing body responsible for all activities of the Council shall be the Executive Committee comprising the following honorary officers:

- (a) (i) An elected President who shall act as Chairman at all meetings and perform all duties assigned to him by the Executive Committee. In his absence one of the Vice-Presidents shall deputise for him;
(ii) Three persons elected during the Annual General Meeting;
- (b) Three Vice-Presidents nominated by each of the following bodies:
 - (i) an organisation most representative of employers,
 - (ii) an organisation most representative of workers, and
 - (iii) a representative of the Federal Government of Nigeria..
- (c) A representative each of:-
 - (i) each of the State Governments,
 - (ii) the Nigeria Society of Engineers
 - (iii) the Federal Fire Service,
 - (iv) the Federal Ministry of Employment, Labour and Productivity,
 - (v) the National Council on Health,
 - (vi) the Federal Ministry of Mines and Power
 - (vii) the Federal Ministry of Industries,
 - (viii) the Federal Ministry of Housing and Environment,
 - (ix) Employers' Organisation,
 - (x) Workers' Organisation,
 - (xi) Nigerian Society of Safety Professionals.

10. Quorum at Executive Committee Meetings:

The quorum at any executive committee meeting shall be give (5) including the President or a Vice-President.

11. Voting at Executive Committee Meetings:

Each member of the Executive Committee shall be entitled to one vote but the President (or a Vice-President authorised to act for the President) shall have a casting vote. Voting shall be by show of hands.

12. Sub-Committees:

The Executive Committee shall be empowered to appoint sub-committees and to co-opt any person when this is considered desirable to deal with any part of its activities, e.g.

- (a) Workers Education,
- (b) Accident Prevention,
- (c) Information and Publicity,
- (d) Industrial Welfare, and
- (e) Occupational Health, etc.

13. Formation of Branches:

A Branch of the National Industrial Safety Council of Nigeria may be formed in any area if the Executive Committee is satisfied that there is a need and gives its formal consent in writing.

14. General Secretary:

As soon as it is practicable, the Executive Committee shall appoint a General Secretary who shall be responsible to it for the administration of all activities of the Council and who shall;

- (i) keep up-to-date records of all matters affecting the Council, its dealings and finances;
 - (ii) work in close liaison with the Factory Inspectorate Department of the Federal Ministry of Employment, Labour and Productivity, and with the Inspectorate Divisions of the Nigerian National Petroleum Corporation and the Ministry of Mines and Power to ensure that the work of the Council is carried out as speedily and efficiently as possible;
 - (iii) prepare and distribute agenda for all meetings;
 - (iv) carry out any other duties as may be determined by the Council
- In the meantime, the Federal Ministry of Employment, Labour and Productivity, will provide one Senior Officer to act as Secretary.

15. Financial Policy:

Any proposal affecting the financial policy of the Council shall be passed either at a General Meeting by $\frac{1}{3}$ (one-third) of all the group members or in accordance with the provisions for mail balloting as set out here-under for amending the Constitution.

16. Amendment of Constitution:

This Constitution or any part thereof shall be subject to amendment if and when necessary. Any proposed amendment may be raised at a General Meeting or submitted in writing to the General Secretary who will refer the matter to the Executive Committee. In either case, the Executive Committee will study it and communicate it along with their recommendations in writing to all qualified members. A member so communicated will vote on the matter in a mail ballot. Sixty (60) days later the ballots shall be counted by the Executive Committee Two-thirds ($\frac{2}{3}$) of the votes cast shall be required to approve the amendment.

17. Dissolution of Council:

The Council may be dissolved by a resolution approved by two-thirds ($\frac{2}{3}$) of the group members qualified to vote. The resolution shall set out clearly the reasons for the dissolution and shall be supported by at least ten (10) qualified members and recommended by the Executive Committee in writing. A text of the resolution together with the recommendation shall be communicated to all qualified members and be voted on by mail ballot in the same manner prescribed for amending the Constitution.

Upon the adoption of the resolution to dissolve the Council, the Executive Committee shall determine the proper manner in which the dissolution shall be carried out and proceed to dissolve the Council accordingly.

18. Effective Date of Constitution:

The Constitution shall become effective on the 27th of July, 1982.

**NATIONAL INDUSTRIAL SAFETY COUNCIL OF NIGERIA
BRANCH BYE/LAWS**

1. Membership:

Any organisation (e.g. factories, firms, trade unions) concerned with the objectives of the Council may be admitted to membership on payment of the annual subscription.

2. Administration:

A Branch Committee elected by the Branch members and ratified by the Executive Committee shall administer the Branch in accordance with the Constitution of the National Industrial Safety Council of Nigeria and the policies of the Executive Committee.

3. Official Address:

The official address of each Branch for the time being shall be that of the local Inspector of Factories.

4. Correspondence:

All correspondence shall be addressed to and dealt with by the Honorary Secretary of the Branch

5. Branch Committee:

The composition of each Branch Committee shall be as follows:

A Chairman and 2 Vice-Chairman — (one from each of government employers and trade unions)

One representative each of:

Government,

Employers,

Trade Unions,

State Ministry of Health and State Fire Service.

The local Inspector of Factories shall for the time being serve as Branch Honorary Secretary. An Executive Committee member shall automatically become a member of Branch Committee.

The office of Chairman shall be held for one year only by representatives of government, employers and trade unions in rotation. The Chairman shall retire at the end of his year in office and may offer himself for re-election as a branch committee member but not as a Vice Chairman.

Other members of a committee shall retire annually but may offer themselves for re-election.

Each Branch Council shall appoint a Branch Honorary Assistant Secretary. The Honorary Assistant Secretary shall be a representative of either workers' or employers' organisation.

6. Duties of Officers:

The Chairman shall preside at all meetings of the Branch and perform all duties assigned to him by the Branch Committee. In his absence one of the Vice-Chairman shall deputise for him.

The Honorary Secretary shall be responsible to the Branch Committee for all the activities of the Branch and to the General Secretary for complying with the policies of the Executive Committee.

7. Committee Meetings:

Branch Committee meetings shall be arranged whenever business and activities make them necessary. At such meetings four committee members including the Chairman or a Vice-Chairman shall constitute a quorum.

8. Finance:

All monies annual subscription, grants, donations, etc. shall be paid to the General Secretary of the National Industrial Safety Council of Nigeria. Expenditure may be incurred only after formal authorization by the Executive Committee or National Secretariat and claims for the payment of such expenditure must be made to the General Secretary of the Council.

- (a) Branches may raise funds locally for any purpose subject to the approval of the Executive Committee or the National Secretariat.
- (b) A certain percentage of the annual subscription and State Government grants shall be given to the State Branch Council. The rate of share shall be determined by the National Executive Committee from time to time.

9. Branch Accounts:

The financial year shall end on the 31st December, of each year. A statement of accounts shall be prepared, audited and submitted to the General Secretary within one month of the end of the financial year and presented to Branch members at the Branch Annual General Meetings.

10. Branch Annual General Meeting:-

Branch annual general meeting shall be held not later than two months after the end of the financial year.

11. General Meeting:

These may be arranged at any time at the discretion of the Branch Committee which will be entirely responsible for planning the programme and activities of the Branch.

12. Voting:

Only members who are not in arrears of more than one annual subscription shall be entitled to vote and every group member shall be entitled to one vote. Voting shall be by show of hands, roll call or secret ballot with a simple majority.

13. Minutes:

The minutes of all meetings shall be kept as a permanent record of the activities of the branch and copies of all minutes shall be submitted to the General Secretary of the National Industrial Safety Council of Nigeria within one month of the date of the meeting.

14. Meeting and Activities:

The Honorary Secretary shall keep the General Secretary of the National Industrial Safety Council of Nigeria well informed of all branch activities in advance to ensure the widest publicity.

15. Amendment:

All amendments shall be referred to and approved by the Executive Committee.

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