

THE CONSTITUTION

OF

NIGERIAN RADIOGRAPHERS IN DIASPORA (NIRAD)

UK AND REPUBLIC OF IRELAND CHAPTER

INTRODUCTION

We, the members of Nigerian Radiographers in Diaspora residing in UK and the Republic of Ireland (ROI), form a charity organisation called NIRAD, representing the collective and individual interests of Radiographers and Sonographers, and come together for a common cause to promote the overall development of the profession.

For this constitution, the term 'radiographers' shall refer to: radiographers and sonographers.

ARTICLE 1:

SECTION 1 **TITLE**

I. The charity shall be known, called, and addressed as:
Nigerian Radiographers in Diaspora (NIRAD), UK and Rol Chapter.

SECTION 2 **AIMS AND OBJECTIVES**

NIRAD shall be a social and non-profit-making charity organisation. The purpose is to facilitate interactions and co-operation amongst all the members in achieving her objectives.

The objectives shall include:

2.1 To promote social, cultural, and educational interactions, co-operation, and cohesion among members.

nature and cost of the intended programme. Non - members will also be charged conference fees if they wish to be part of the conference.

2.2.4. Methods of Payments- All payments shall be made directly into the organisation's bank account unless otherwise directed by the executive

ARTICLE 3

SECTION 3.1 THE EXECUTIVE COMMITTEE.

There shall be an executive committee consisting of officers duly elected once every 3 (three) years at Annual convention for maximum of two (2) terms.

The functions of executive committee shall include the following:

- 3.1.1 Responsible for the day-to-day management of the association.
- 3.1.2 Manage the financial affairs of the association.
- 3.1.3 Implement the decisions and programs of the association.
- 3.1.4 To consult with members and relevant bodies.
- 3.1.5 To supervise the association in all conventions.
- 3.1.6 Function as the link between the organisation and other bodies/ wider society
- 3.1.7 Supervise and control all the sections and divisions of the organisation
- 3.1.8 Perform any duties that will promote the interest of the organisation and members.

SECTION 3.2 COMPOSITION OF THE EXECUTIVE COMMITTEE

The executive committee shall comprise of the following officers duly elected by the General house-

- I. President
- II. Vice President
- III. Secretary General
- IV. Assistant Secretary General.
- V. Financial Secretary
- VI. Treasurer

VII. Publicity Secretary

VIII. Social Secretary / Welfare Officer

IX. Provost.

SECTION 3.3. THE TENURE OF OFFICE

- 3.3.1 Each officer shall hold an office for a maximum of three-year terms with an option for re-election.
- 3.3.2 No officer shall hold the same office for more than two (2) consecutive terms.
- 3.3.3 An officer can be removed from his post prior to the expiration of the tenure, if a vote of no confidence is passed against the person and a prima facie case established by an ad-hoc panel. The panel will make recommendations to the EXCO for action.
- 3.3.4 A vote of no confidence can be made via postal vote or at the AGM. The motion for vote of no confidence can be moved by any bonafide member and seconded by another bonafide member. The executive shall conduct the elections to replace the removed EXCO member.
- 3.3.5 If the vote of no confidence is on the entire executive, this can only be made at an AGM. A member shall state convincing reason(s) for making the motion. Another member must second this.
- 3.3.6 The president may be removed from the Executive Committee on the recommendation of the Executive Committee upon a simple majority vote by all EXCO members.
- 3.3.7 Every motion that is moved can be subject to a counter-motion. If this is the case, the two motions shall be put to vote to determine the superior motion.
- 3.3.8 A simple majority is required to remove any officer, including the entire executive, at the AGM.
- 3.3.9 A bonafide member is a registered member whose membership is current and is financially up to date.

SECTION 3.4 REMOVAL OF AN OFFICER.

3.41 The grounds for removal of any officer shall include but not limited to the following:

- a. Incompetence

- b. Proven Professional misconduct as agreed by the executive council.
- c. Financial misconduct.
- d. Dereliction of duty
- e. Engaging in activities that undermines the organisation.
- f. Putting the organisation into disrepute.
- g. Criminal activities.
- h. Any other acts that are detrimental to the interest of the association.

3.42 Any such removal shall be without any form of prejudice. An officer is deemed to be incompetent if this action is confirmed and supported by simple majority of the executive council through a vote of no-confidence.

SECTION 3.5 **RESIGNATIONS**

An officer of the association may resign at any time by giving a written notice of resignation to the Secretary-General or President. The resignation shall only take effect after the approval by a simple majority of the Executive Council members.

SECTION 3.6 **DUTIES AND POWERS OF OFFICERS**

3.6.1 **THE PRESIDENT.**

- a. shall be responsible for the overall administration of the organisation
- b. co-ordinates the activities of the other officers
- c. be responsible for the presentation of the Annual report of the organisation at the AGM.
- d. shall preside over at all the executive committee meetings and the AGM.
- e. shall work with all other officers.
- f. shall assign or delegate any matter to any officer.
- g. shall form committees for any special matter as needed.
- h. shall be a signatory to the Association's financial account.

- i. shall be an Ex-officio member of the executive committee for one year, after handing-over to a new President/Executive committee.

3.6.2 **THE VICE PRESIDENT**

- a. shall preside and represent the President in his absence or in the event of his incapacity.
- b. shall assist the president in the discharge of the above duties as outlined in Section 3.6.1

- c. shall be empowered constitutionally to perform all other functions of the president, in the absence or incapacitation of the President.

3.6.2 THE SECRETARY GENERAL

The Secretary General shall

- a. be responsible for all administrative/secretarial duties of the Association.
- b. convene all meetings of the Association in conjunction with the President.
- c. maintain all records or minutes of the meetings of the Association.
- d. be a signatory to the Association's financial account.
- e. record all monies collected by the Treasurer in the Minutes of the Association.
- f. shall be the main scribe of the organisation.
- g. shall be responsible for the maintenance and updating of members records and personal details in the organisation
- h. perform any secretarial duties directed by the president and/or the general assembly.

- i. shall be an Ex-officio member for one year following handing-over to a new Secretary/Executive committee.

3.6.3 THE ASSISTANT SECRETARY GENERAL

Shall

- a. represent the Secretary General in her/his absence or in the event of incapacity.
- b. perform any other secretarial functions as assigned by the EXCO and Secretary General.
- c. assist the Secretary General in performing his/her official functions.

3.6.4 THE TREASURER

Shall

- a. receive all monies on behalf of the association.
- b. be a signatory to the Association's financial account.
- c. shall be the main custodian of the union's funds
- d. ensure that all monies collected by the financial secretary are paid into the organisation's bank account within two business days of collection of such monies.
- e. in conjunction with the financial secretary keep accurate records of financial books, cheques, tellers etc. for proper accounting purposes
- f. discharge other financial duties as directed by the president or the general assembly.

3.6.5 FINANCIAL SECRETARY

Shall

- a. be responsible for the co-ordination of all the financial transactions of the organisation
- b. be charged with the duties of collecting all fees, levies, and monies of the organisation and these handed over to the treasurer.
- c. ensure that all fees, dues, and monies collected are accurately recorded with appropriate receipts issued where necessary.
- d. be responsible to produce the annual account of the organisation.
- e. prepare annual statement of accounts of and for the Association during the annual convention.
- f. be signatory to the account.

3.6.6 SOCIAL SECRETARY/WELFARE OFFICER

The Social Secretary/Welfare officer shall

- a. be the Chairman of the Welfare and Social Committee and co-ordinate its activities.
- b. report to the house quarterly on the welfare of members.
- c. see to the welfare concerns of the members.
- d. organise visitations to members' social events.
- e. organise donations to members in times of need.

- f. shall be responsible for controlling and directing the preparation for the AGM and other social events of the organisation

3.6.7 **PUBLICITY SECRETARY**

The Publicity Secretary shall

- a. be the image-maker of the organisation.
- b. undertake all mass media publications on behalf of the Association.
- c. publicize the activities of the Association.
- d. ensure that all members have accurate and timely information with regards to details of meetings, conferences, seminars, etc.
- e. ensure the proper co-ordination and dissemination of information from the organisation to the general public and vice versa
- e. keep accurate and up to date contact details of members to ensure prompt dissemination of information.

3.6.8 **LEGAL ADVISERS**

When consulted, shall advise the Association on all legal matters concerning the Association. The legal advisers will be specially appointed by the Executive Committee.

They could be

- i) Radiographers who are also lawyers ii)
- ii) Lawyers practicing in the UK or Rol iii) Lawyers practicing anywhere in the world but with fair knowledge of the UK/Rol legal system/processes.

3.6.9(a) **PROVOST**

The Provost shall be responsible for maintaining decorum and orderliness during the Association's events and functions. The Provost can impose fines not greater than £20 on any erring members during such gatherings. The provost could also act as an Ex-officio member, performing any other duties as assigned by the President / EXCO.

3.6.9(b) EX-OFFICIO

These shall comprise of the immediate past President and Secretary of the Executive Council. Their tenure shall not exceed one year and their role is mainly advisory. They shall not have a vote in the Executive Council and shall only enjoy the prerogatives of the Executive Council if agreed upon by a simple majority vote of 2/3rd (two – third) of members of the Executive Council present in the meeting. Where mandated by the President, the Provost could also act as an Ex-Officio member.

SECTION 3.7 STANDING COMMITTEES

The Association may constitute some members into standing or ad-hoc committees. Members of each committee shall be reviewed periodically and they are to work in conjunction with the Executive committee as sub-committees. The chairperson and members of the above committees are to be appointed by the president in consultation with/by recommendation of members of the executive committee

3.7.1 List of standing committees

- I. Finance, fundraising, and economic committee
- II. Education committee
- III. Social/welfare committee
- IV. Disciplinary committee.
- V. Any other ad hoc committees, including student liaison officer/committee.

3.7.2 FINANCE COMMITTEE

- a. Manage all financial investments of the Association
- b. Initiate ways and means of raising funds to execute the Association's programs.
- c. Liaise and advise on social and economic project that will be beneficial to the Association.
- d. Periodically review levies, fines, and contributions.

3.7.3 EDUCATION COMMITTEE

- a. Consult with members and other relevant bodies in promoting the educational and professional development of Members and the Association.
- b. Assist members with CPDs .
- c. Coordination of the Journal Club.

3.7.4 **SOCIAL AND WELFARE COMMITTEE**

- a. Cater for the welfare of all members.
- b. Help with the organisation of social activities of the association
- c. Shall be chaired by the Social Secretary/Welfare officer

3.7.5 **DISCIPLINARY COMMITTEE**

- a. Handle all disciplinary procedures and matters that shall be referred to it.
- b. Be responsible for drafting and updating the disciplinary and grievance rules of the Association.
- c. Can make recommendations of findings to the President/EXCO, but cannot execute sanctions.

3.7.6 **CHAPTERS/BRANCHES**

- a) NIRAD Chapters/Branches are to exist in each of the member nations that make up NIRAD – England, Republic of Ireland, Scotland, Wales and Northern Ireland.
- b) Sub-chapters/regional branches can also be created, provided membership is not less than 20 members.
- c) Each chapters shall elect their officers namely i) Chairperson ii) Secretary iii) Public Relations Officer iv) Social Secretary/Welfare Officer
- d) All NIRAD Chapters/Branches shall operate based on the Constitution of NIRAD at the Central Body. However, they can enact bye-laws to suit their specific local demands.

ARTICLE 4

DISCIPLINE

4.1 - All members are expected to maintain high level of discipline within and outside the association. Any member found guilty by the disciplinary committee shall be sanctioned by the Executive Committee based on the recommendations of the Disciplinary Committee.

4.2 - The following shall constitute offence which may be referred to the disciplinary committee for necessary actions:

4.2.1 - Any act of gross misconduct should definitely be referred to the disciplinary committee for investigations and recommendations.

These shall constitute acts of gross misconduct:

a.

- Fighting
- Drunkenness at work.
- Stealing
- Racial Abuse
- Discrimination of any forms, including homophobia.
- Walking out of the meeting
- Misappropriation/embezzlement of fund
- Abuse of office.

Above list not exhaustive.

b. Disruption of meetings

c. Any other action deemed as indiscipline

ARTICLE 5

MEETINGS

SECTION 5.1 ANNUAL/GENERAL MEETING/CONVENTION (AGM)

- a. There will be an Annual General Meeting/ Convention every year
- b. At the AGM, the Executive through the President shall present its Annual Report to members including the statement of account of the Association.
- c. Details of AGM shall be communicated to members at least two months in advance.

SECTION 5.2 EMERGENCY/EXTRA ORDINARY MEETINGS

- a. Emergency/Extra-ordinary Meetings are to be held to discuss matters of urgent importance.
- b. Such meetings shall be convened at the instance of the President and decisions taken shall be binding on all members.

SECTION 5.3 QUORUMS AT MEETINGS

The presence of 20 members shall constitute a quorum for the holding of meetings at the AGM and any other extraordinary/emergency meetings. Decisions taken at these meetings shall be binding on all.

ARTICLE 6

SECTION 1 FINANCE

FINANCES SHALL INCLUDE THE FOLLOWING:

- a. Annual Subscription: The Association shall have powers to collect annual dues from members.
- b. Special Levy: The Association shall have powers to impose special levies for the purpose that will further the interest of the Association.
- c. Disbursement of Funds: All expenditures exceeding £2000 by officers or any Committee shall be with prior approval of the Executive Committee. The Executive Committee shall not approve any expenditure exceeding £10,000 per transaction and such transaction shall be referred to the General House for approval.

- d. The President shall have prerogatives to authorize any other emergency disbursements, even those exceeding the amounts as enshrined in **Article 6 (1c)**, but this must be ratified at an emergency meeting of the General House called for this purpose.

- e. Bank or Financial Account: The Association shall maintain a bank account with any bank that may be decided by the Executive Committee.

SECTION 2 SIGNATORIES TO THE ACCOUNT

The signatories to the Association's bank account shall be the President, Secretary General, Financial Secretary and Treasurer. Any two of the above shall be sufficient for transaction on behalf of the Association provided one of the signatories shall be the President.

ARTICLE 7

ELECTIONS

SECTION 7.1 GENERAL PROVISIONS

- a. The General election of officers shall be held during the Annual General Meetings/Conventions.

- b. Following the Election of officers, the President shall automatically be inaugurated with the members of the Executive Committee.

- c. General election of officers of the association into the executive committee shall be conducted every three (3) years at the general meeting/AGM.

- d. The election of the officers shall be conducted by the electoral committee whose members shall be appointed by the president in consultation with the executive committee.

- e. The method of voting at the general election shall be secret ballot.

- f. Proxy voting is not allowed at general elections but e-voting is allowed.

- g. A member contesting for any position only needs simple majority to be declared elected into a given office of the association

7.2 QUALIFICATION OF CANDIDATES

For any individual to stand for election into the executive committee of the association, the following conditions must be fulfilled:

The person shall be:

- a) A Radiographer working in the UK or Ireland or both.
- b) A Paid-up member of the Association for at least 12 months.
- c) A Person with no disciplinary record in the preceding 12 months.
- d) A Person with at least 60% attendance record at meetings, either at General or Committee levels.
- e) Financially up to date.
- f) With no criminal record.

7.3 ELECTION PROCEDURES

7.3.1 NOTICE, CANDIDATE, CAMPAIGNING ISSUES

- a. The President or the Executive Committee shall give notice of at least 90 days for any elections.
- b. Above notice shall be sent by the Secretary General to members in accordance with the provision in article 7.1
- c. Notice shall state date of election and vacant posts and invite interested and qualified candidates to come forward to the Electoral Officer with their registration forms.
- d. Candidates shall be given opportunities to present their manifestos to the Electoral Officer or on specific recognized NIRAD platforms/website, stating their proposed objectives if elected.
- e. This manifesto shall become the official copy of the candidate except where it is changed within 72 hours of closing deadline for submission by candidates. Closing deadline in this constitution are calculated from midnight to midnight.
- f. Candidates may campaign by emails, social media and or face-to-face meetings
- g. All campaigns must end at least 24 hours prior to the election.

- h. Any member seeking election into the executive committee must indicate by filling the application forms and submitting to the electoral officer
- i. All application forms must be submitted not later than one month to the date of the election.
- J. A nominal fee for application forms can be charged by the Electoral committee. However, this must not exceed £30 but is subject to periodic review.

7.4 ELECTORAL OFFICERS

- a. Shall be appointed by the President/EXCO to develop and manage the electoral administration of the Association.
- b. Shall form electoral committee to conduct elections
- c. The Chief electoral officer shall be the chairman of the election and he shall preside over all elections of the Association.
- d. Shall be responsible for counting and announcing all votes.
- e. Members of the electoral commission cannot contest in an election they are conducting.

7.5 CANDIDATES FOR ELECTION

- a. Each candidate for election must fulfil the requirement of Section 7.2 above.
- b. A candidate in an election shall complete election registration form as described in Section 7.3 above and forward it to the Electoral Officer at least 30 days prior to the election.
- c. No candidate shall be allowed to take part in an election if the provisions under this Section are not complied with.

7.6 ASSUMPTION OF OFFICE

- a. Assumption of office by elected officers shall take place upon swearing-in following the election.
- b. Election shall hold at the AGM, handing – over and swearing in by the Chief Electoral Officer shall take place at the same AGM immediately after election results are declared.
- c. Prior to handover of office to the new administration, the serving or incumbent administration shall ensure that there is a seamless transfer of information (including financial information), documents and equipment to the new administration.

- d. This handover must take place within two (2) weeks after swearing in, if not possible on the day of the swearing in.
- e. All elected officers shall pledge on their election day to uphold the spirit of brotherliness and the constitution in pursuit of the aims and objectives of the Association.

ARTICLE 8

8.1 LEGAL FORM OF THE ASSOCIATION

- a. The Association shall be incorporated in the United Kingdom as a charitable organisation.
- b. The Association shall register and have its own website. This may include purchasing or taking over an existing website.
- c. The name of the Association's website shall be determined by the executive committee and approved by the General House.
- d. In the event of winding up, the liquidated assets shall rest in any organisation to be determined by the general house e.g. Group with similar aims and objectives

ARTICLE 9

BOARD OF TRUSTEES (BOT)

- 9.1 A board of trustees shall be constituted to act as representatives of the Association.
 - a. The BOT shall also act as an advisory body to the executive committee.
 - b. The BOT shall be the final arbiter of the Association on appeal matters as well as investigate complaints against the Executive and its members.
 - c. There shall be a maximum of seven members of the BOT at any given time.

9.2 SELECTION OF MEMBERS OF THE BOT AND TENURE OF OFFICE

- a. Members of the General House shall nominate 7 candidates each and forward same to the EXCO. The candidates with the highest nominations shall become BOT members. Where there are no clear winners following nominations, elections shall be held for this purpose at a designated NIRAD general meeting.
- b. The winner(s) of the election by simple majority vote shall be the nominated candidate(s).
- c. A member of the BOT shall serve for a term of three (3) years with a maximum of two (2) terms.
- d. The Chairman of the BOT shall be elected from within and by the seven members at the Board's first meeting.
- e. In the event of incapacity or death a member of the Board shall be replaced within 30 days of the event occurring.
- f. A BOT member may resign at any time by giving a written notice of resignation to the Chairman of the BOT. The resignation shall only take effect after the approval by a simple majority of the BOT members.

9.3 **ADVISORY ROLE OF BOT**

The BOT shall act in an advisory capacity to the Executive Committee on the matters listed below.

- a. Specific policy matters of the Association referred to it by the Executive Committee.
- b. Other advisory roles as agreed by the Executive Committee.

9.4 **ROLE OF THE BOT AS FINAL ARBITER IN APPEAL MATTERS**

- a. The BOT shall act as the body of final arbiter in appeal matters referred to it by members, the Executive Committee and the Public.
- b. The BOT shall consider the appeals on paper (that is without hearing) in the matters listed below;
 - I. Appeal of members on disciplinary matters.
 - II. Appeals of members in dispute involving the Executive Committee or its officers.

- III. Unresolved complaints considered by the Executive Committee at the first stage.
- c. The BOT shall have power to impose fines and award compensation not exceeding £200. Any grievances whose fines exceeds £200 will be referred to the legal advisers and if unresolved, can go to the general Countries' legal process.
 - d. The BOT shall have no authority to consider personal disputes involving members and/or the public that are unrelated to the Association.
 - e. Failure to pay the fine or compensation imposed by the BOT may lead to suspension or dismissal of an officer or member.

9.5 **RULES AND PROCEDURES OF THE BOT**

- a. Shall act independently and make its rules and procedures for the effective execution of its function provided that such rules shall not conflict with this constitution.
- b. The rules of the BOT shall be published and available to members and the Executive Committee.

9.6 **REMOVAL OF A MEMBER OF BOT**

- a. A member of the BOT shall be removed by a simple majority vote of the General House in a general meeting or specially convened meeting for debating the membership of the BOT.
- b. The process of removal shall always begin with a motion moved by any member and supported by a 2/3rd majority of the members present at the meeting.
- c. A member of the BOT shall immediately cease to be a trustee of the Association upon being voted out of office and his/her removal shall be communicated to all relevant authorities by the next working day after the vote.
- d. For the avoidance of doubt it is not necessary for a Board member to be present at the general meeting where his/her removal is being discussed.
- e. Any Board member removed from office may appeal within 30 days to the BOT, who must also consider the best interest of the Association before reaching a decision.
- f. Other than the internal process outlined above a board member may be removed by the court or by operation of law (such as company or trust law provisions).

- g. The vacancy created by the removal a member of the BOT shall be filled within 30 days.

9.7 **COMPLAINTS HANDLING POLICY**

The Executive, in conjunction with the BOT;

- a. shall have a complaints handling policy that includes internal procedure for dealing with complaints and appeal process.
- b. shall publish the association’s complaints handling policy and make it available to all its members and public.

ARTICLE 10

CONSTITUTIONAL AMMENDMENT

The constitution may be amended in accordance with the procedure below;

10.1 **PROCEDURE**

- a. The process of amending the constitution at any time shall begin with the service of written notice of the proposed amendment by a member of the Executive Committee or BOT or other members.
- b. The said notice shall be deemed served if sent to the published email address of the General Secretary and the President.
- c. A notice sent shall always be sent to the Chairman of the Board.
- d. A notice of the proposed constitutional amendment shall contain a draft of the amendment and a supporting statement as to the improvement or benefit to be derived by the Association and / or its members.
- e. Upon receipt of any notice, the Secretary General shall publish the notice on the website of the Association giving full details of further steps to be taken by members.

10.2 **SPECIAL VOTE**

A proposed constitutional amendment shall be deemed to have been passed by all members subject to the final reading at the next annual general meeting or convention if it is supported by a simple majority.

10.3 FINAL READING AT THE ANNUAL GENERAL MEETING

- a. The discussions of constitutional amendment shall be entered on the agenda of the next AGM or convention, on the year of constitutional review.
- b. The Secretary General shall address the general house and present the proposed amendment.
- c. The General house shall hear any further suggestions to amend the constitution. Any further amendments shall be decided immediately by show of hands.
- d. Following the final reading and /or amendment, the constitutional amendment shall be passed and shall be part of the association's constitution.

10.4 CAVEAT

If a constitutional amendment is rejected by majority, the result shall simply be read by the Secretary General and the General House shall not take any action as the proposal shall stand rejected.

CONSTITUTION DRAFTING COMMITTEE 2022

- 1 Christopher Okuonghae
Chairman
- 2 Paul Awah
Secretary
- 3 Oliver Amadi
Member
- 4 Shola Adebayo
Member
- 5 Austin Obi
Member
- 6 Esther Ikeneku
Member
- 7 Sylvia Obasi-Abaokporo
Member
- 8 Ken Uwakwe-Odo
Member
- 9 Hillary Ikpe
Member

ADOPTED AND EFFECTIVE THIS DAY.....

Signed.....
[Handwritten Signature]
PRESIDENT

Signed.....
[Handwritten Signature]
SECRETARY-GENERAL 10 July 2023

Signed.....
CHAIRMAN BOARD OF TRUSTEES