

CONSTITUTION
OF
THE SOLAR ENERGY SOCIETY OF NIGERIA

1. PREAMBLE:

We, the members of the Solar Energy Society of Nigeria, do hereby enact and make for ourselves this constitution which shall provide for the framework of the operative organs membership of the Society.

2. NAME OF THE SOCIETY:

The name of the Society shall be "The Solar Energy Society of Nigeria," otherwise referred to herein as the Society and its acronym shall be SESN.

3. OFFICE:

The Registered Office of the Society shall be situated in Nigeria.

4. ADDRESS:

The address of the Society shall, be the address of the incumbent Secretary-General until such a time as the Society establishes a Permanent Secretariat.

5. EXECUTIVE COMMITTEE:

The Executive Committee shall, unless otherwise specified in the Constitution, mean the "Executive Committee" of SESN which shall comprise" the President, the Vice President, the Secretary-General and other members as shall be specified in the Constitution.

6. GENERAL HOUSE:

The General House of the Society shall be composed of all members irrespective of their membership status.

7. OBJECTIVES

The objectives for which the Society is established are:

- (a) To provide a forum for Scientists and Engineers and other disciplines associated with associated solar energy activities and interested parties in Nigeria to meet from time to time to discuss problems relating to Solar Energy.
- (b) To protect, promote, and foster the establishment of high standards in the study and application of Solar Energy in Nigeria.
- (c) To advise the Governments in Nigeria on all aspects relating to the development of Solar Energy Programmes in the country.

- (d) To promote and facilitate the Society's membership to relevant International Organizations, such as the International Solar Energy Society (ISES).
- (e) To disseminate knowledge and information on research and development in Solar Energy applications through various publications such as the Nigerian Journal of Solar Energy and Solar Energy News Letters.
- (f) To encourage research and training activities in Solar Energy applications.
- (g) To purchase, hold, lease, mortgage, sell, improve or otherwise acquire and dispose of any movable or immovable property and any rights and privileges which may be necessary or suitable for the advancement of the objectives of the Society.
- (h) To lobby, apply or petition for any legislation, Government Policy, or otherwise which will assist in the promotion of Solar Energy Applications in the country.
- (i) It is not the objective of the Society to become a Trade Union, or an affiliate of any Trade Union. It will not involve its members in any strike action.

8. MEMBERSHIP:

Membership shall be in the following categories:

- (a) Fellowship (F)

- (b) Full Membership (M)
- (c) Associate Membership (AM)
- (d) Student Membership (SM)
- (e) Affiliate Membership (AFM)
- (f) Institutional Membership (IM)
- (g) Corporate Members (CM)
- (h) Solar Advocates (SA)
- (i) Life Membership (LM)**

- (a) Fellowship (F):

Fellowship is a full member who has distinguished himself/herself in the study and applications of Solar Technology. **Admission fee of one hundred and fifty thousand naira (N150,000:00) is to be paid by active member. A non member/ non active member will pay three hundred thousand naira(300,000:00) only if qualified as member. Honourary fellowship will be conferred to individuals who are not professionals but have contributed in solar energy advocacy. Honourary fellows are required to pay three hundred and fifty thousand naira (350,000:00) only.**

- (b) Full Membership (M):

This category of membership is open to all such persons who obtained an educational qualification of at least Bachelor Degree (B.Sc. /B. Eng.), Higher National Diploma (HND) in an area of Science and or Technology and at least two years of post-qualification experience in Science and Technology. Relevant experience in Solar Energy Applications will be added advantage.

A full member possesses voting rights and such other rights as the Society may, from time to time, determine.

(c) Associate Membership (AM):

i. Persons having qualifications. (BSc, HND) but in disciplines other than Science or Technology but with real interest in Solar Energy research and applications.

ii. Persons with Nigerian Certificate in Education (NCE) and National Diploma (ND) in Science and or Technology.

(d) Student Membership (SM)

This category of membership is open to all students undergoing courses of studies in areas in Sciences and or Technology and the level of which is not normally below level of a National Diploma certificate (ND).

(e) Affiliate Membership (AFM):

A member under this category is not a full member or an Associate member but a member of similar Society or Organization that has gained an accepted recognized association with the SESN.

(f) Institutional Membership (IM):

An Institution or Organization can become a member under this category. But such "an Institution or Organization could be represented in the Society's activities by not more than: five persons. However, an Institutional member has only one voting right.

(g) Corporate Members (CM)

Memberships here are categorized for corporate organizations and related bodies which are known to be in vanguard for Solar Energy or engage in Solar Energy related areas.

(h) Solar Advocates (SA)

Members under this category are those that have sponsored, advocated or shown great interest in the areas of Solar Energy, such persons shall be registered here.

(i) Life Membership (LM)

This category of membership is open to those who have lived a distinguished and an exemplary life in the field of Solar Energy. Members of this category shall not pay annual dues. The sum of one hundred and fifty thousand naira(N150, 000.00) shall be paid once by a member in this category for life.

Application for Membership:

Any person who desires to be admitted into the Society shall make a formal application to the Secretary- General of the Society. The application shall be supported by brief curriculum vitae of the applicant together with copies of any of the relevant documents, each application must be accompanied by a non-refundable fee as (9) below and supported by two financial referees who are current Full Members.

Acceptance of Membership:

The Society shall not be bound to accept any application made to it. However, the Executive Committee may reserve the right to treat any application on its own merit.

Certificate of Registration:

Any member who is admitted to a membership **of any of the** categories of the Society shall of any of the on payment of all membership dues, receive a certificate of membership duly signed by the President and the Secretary General.

9. ENROLMENT FEES, ANNUAL SUBSCRIPTION AND SUSPENSION:

- i. A student member shall pay an enrolment fee of two thousand Naira **(N2, 000.00)** and an annual subscription of one thousand five Naira **(N1, 500.00)**.
- ii. An Associate member shall pay an enrolment fee of **Three thousand hundred Naira(N3,000.00)** Naira and annual subscription of **Two thousand five Naira(N2, 500.00)**
- iii. A full member shall pay an enrolment fee of **Five thousand Naira (N5, 0000.00)** Naira and an annual subscription of Two thousand five hundred Naira (N2, 500.00) Naira.
- iv. Affiliate Member shall pay an enrolment fee of **Three thousand Naira (N3,000.00)** Naira and an annual subscription of Two thousand **Naira (N2, 000.00)** Naira
- v. An Institutional Member will pay an enrolment fee of **Fifty thousand Naira (N50, 000.00)** and an annual subscription of **One hundred thousand Naira (N100, 000.00)**.

- vi. All fees in (i) - (v) are subject to change by the General House from time to time.
- vii. Any member whose subscription is in arrears for one year, the member shall be placed on suspension list. If the period is more than **(24)** months, then the member loses his membership.
- vii. Annual conference fees N10, 000 subject to Review from time to time

10. FINANCIAL YEAR:

The financial period of the Society shall be **November** 1st to **October** 30th and all subscriptions shall be due on the 1st day of July each year.

11. RETIREMENTS AND FORFEITURE OF MEMBERSHIP

a. The rights and privileges of every member of any category shall be personal to his/her and shall not be transferrable on his/her own or by operation of law.

b. A person shall cease to be a member of the Society:

- (i) By giving one month notice in writing to the Secretary General of his/her intention and upon

expiry of the notice; he/she shall cease to be a member.

- (ii) On the passing of a resolution by the General House recommended by the Executive expelling him/her from the Society, because he/she is guilty of any conduct which is considered by the Executive as dishonorable conduct. Any member expelled under this clause- shall be notified accordingly by the Secretary-General.

12. OFFICE:

- (a) The offices of the Society shall comprise the following:
 - (i) President
 - (ii) 1st Vice President
 - (iii) 2nd Vice President
 - (iv) Secretary General
 - (v) Assistant Secretary-General
 - (vi) Treasurer
 - (vii) Publicity Secretary

- (viii) Financial Secretary
- (ix) Technical Secretary
- (x) 2 Ex-Officio Members one of whom must be the immediate past President,
- (xi) Any other office(s) that may be approved by a fully constituted Annual General Meeting (AGM).

(b) Auditors shall be appointed by the Executive Committee at the end of the Society's year, or at any other time as the Society may decide to audit the Society's account and report back to it.

(c) **Patrons**

There shall be Patrons of the Society elected by the General House. Each Patron will serve for three years and will be eligible for re-election. There shall be at least three and not more than six Patrons.

(d) **Trustees:**

There shall be a Board of Trustees of the Society made up of six persons who shall be elected by the Executive Committee

of the Society. The Trustees will have national spread and may hold office for six years.

(e) **Editorial Board**

There shall be an Editorial Board with the Technical Secretary as Chairman and other members as may be determined by the Executive Committee of the Society. The Assistant Technical Secretary will be the Secretary of the committee.

13. ELECTION OF OFFICERS AND PATRONS:

(i) All officers and Patrons of the Society shall be elected

(ii) Officers:

- a. All offices provided in section 12 (a) above shall be filled by election at the Society's Annual General Meeting.
- b. Voting at the election of officers shall be by a show of hands or as the House may decide.
- c. Only full members and one representative of each of the Institutional members may vote or be voted for into the Executive Committee of the Society.
- d. No Proxies shall be allowed at the elections.
- e. A returning officer shall volunteer and be appointed at the Annual General Meeting (AGM), but such person shall not stand for any elective office.

(iii) **Term of Office:**

All officers and may hold office for a term of two years but may be re-elected for a second term only. **Patrons may hold office for a period of three years**

14. REMOVAL OF AN OFFICER FROM OFFICE:

(a) Without prejudice to section 12 above, an officer other than a Trustee and Patron, may be removed from office before the expiration of his or her terms when in the opinion of the Society;

(i) He or she is negligent in the performance of the duties of his/her office.

(ii) He or she is guilty of acts of gross misconduct.

(iii) He or she is guilty of any act which is inimical to the interests and welfare of the Society.

(iv) He or she is, for reason of ill-health, unable to perform the duties of his/her office.

(b) Before an officer shall be removed from office in accordance with the provisions of section (ii) above, he or she shall be:

(i) Duly informed in writing by the Secretary-General on the instruction of the Executive

(ii) Given a good opportunity to defend himself or herself, of the charges in writing against such charges, before the Executive Committee.

(c) The decision to remove an officer from office shall be carried by the votes of at least two thirds of the Executive Members present and voting. Where two thirds of the votes of the members present and voting-does not sum up to a whole number, the votes shall be approximated upwards to the nearest whole number. The Executive Committees decision shall be subject to ratification by the General House.

15. DUTIES OF OFFICERS:

(a) **The Patrons:**

Patrons shall function as fathers of the Society from whose exemplary qualities the Society draws inspiration. They shall be under no obligation as members of the Society to pay annual dues, levies, or attend meetings of the Society except if they so wish. When a Patron is present **in** person at any of the Society's meetings or functions, he/ **she** shall **be duly recognized and should sit by the President to offer advice.**

The Society may seek for assistance from any or all of **the** Patrons as the case may be, during period of need or emergency.

(b) The President:

The President shall preside and direct the affairs of the Society at all meetings, including general and executive meetings, and all functions of the Society. He /She shall conduct all meetings and functions of the Society in accordance with the Constitution, Bye Laws and Regulations of the Society. He /She shall see to the general welfare of the Society and uphold the aims and objectives of the Society. He /She will be a signatory **A** to the Bank Account of the Society. He /She shall give an annual report of the Society at the Annual General Meeting (AGM).

(c) The 1st Vice Presidents:

The first Vice president shall assist the president in the discharge of the duties specified in section 15 (b) above. He would take care of planning of conference and seminars. He /she shall perform any other duties assign to him /her from time to time. In the absence of the President, he /she shall assume the duties of the President.

(d) The 2nd Vice President:

The 2nd Vice president shall also assist the President in the discharge of the duties specified in section 15 (b) above. He would take charge of Membership. He /she shall perform any other duties that the President shall lawfully assign to him /her from time to time. In the absence of the 1st Vice President he /she shall assume the duties of the President

(e) The Secretary-General:

The Secretary-General shall be the Chief Scribe of the Society. He /She shall keep an accurate record of the proceedings of all meetings of the Society. He /She shall deal with all correspondence pertaining to the society. He /She shall assist the President and Vice-President in the proper conduct of the affairs of the Society. He/ She shall keep an accurate and up-to-date Nominal Roll of the Society membership. He /She shall carry out all such duties as the President assign to him/her from time to time. He /She shall perform all other duties that are naturally incidental to his/her office. He /She shall be a signatory **B** to the Bank Account of the Society. He /She shall give an annual report of his/her office at the Annual General Meeting (AGM).

(f) **The Assistant Secretary-General:**

The Assistant Secretary- General shall assist the Secretary-General in the discharge of the duties specified in Section 15(b) above. In the absence of the Secretary-General, he/she shall perform all the duties of the Secretary-General. The Assistant Secretary General will take minutes of all EXCO meetings.

(g) **The Treasurer:**

The Treasurer shall have the duty to keep custody of all money and property belonging to the Society. He /She. Shall keep a proper record of the Society's money received by him/her. He /She shall also keep a proper record of the Society's expenditure. It shall be his /her responsibility to pay into the Bank Account of the Society all money received on behalf of the Society. He /She shall be a signatory **B** to the Bank Account of the Society. He /She shall give an annual report of his/her office at the Annual General Meeting (AGM). Cheques can only be signed by signatory A and one signatory B for any financial transaction.

(h) **The Financial Secretary:**

The Financial Secretary shall have the duty to collect all money due to the Society. He /She shall keep an

up-to-date financial record of the Society. He /She shall keep an up-to-date register of the financial members of the Society. He /She shall promptly pay to the Treasurer all money collected on behalf of the Society.

(i) **The Publicity Secretary:**

The Publicity Secretary shall have the duty to publicize:

(i) All the activities of the Society to its members, the public media, or to any other body or bodies as the Society may direct.

(ii) He/She shall promote the general welfare of the Society to any other bodies or Society as the Society may direct.

(j) **Technical Secretary:**

The Technical Secretary shall have the duty of organizing for all the Technical papers for the Society's Energy Forums. He /she oversee the technical affairs of the society which may be assigned to him /her by the President. He /She shall be responsible for the publication of articles, Journals and other periodicals. He/she shall give

an annual report of his/ her office at Annual General Meeting (AGM)

(k) **Assistant Technical Secretary**

The assistant Technical Secretary shall assist the Technical Secretary in all his duties. He is the Secretary to the Editorial Board of the Nigerian Journal of Solar Energy.

16. **THE EXECUTIVE COMMITTEE:**

- (a) The Executive Committee of the Society shall comprise all officers of the Society as provided for in section 12(a) above.
- (b) The Executive Committee shall be the Government of the Society. It shall have the responsibility for managing all the affairs of the Society including its finances.
- (c) The Executive Committee shall have the responsibility to consider the application-of any prospective member. The names of accepted members would, however, be announced at the next Annual General Meeting (AGM) of the Society.
- (d) The Executive Committee shall meet at least once every four months. Emergency Executive meetings may be called at any time as occasion demands.

(e) If at any Executive Meeting both the President and the Vice- Presidents are absent, and a quorum is formed, it shall be lawful for the members present to appoint one of them to preside at such meeting.

(f) The quorum shall be **five** of the ten Executive Members one of whom must be the President or the Secretary-General of the Society. However, where a meeting that has been lawfully convened and both of them are absent, then the President will give a written authority for the Vice-President to continue with the meeting.

(g) A minimum of Four weeks' notice shall normally be given.

17. **GENERAL MEETINGS OF THE SOCIETY:**

(a) The General Meeting of the Society shall consist of:

(i) Annual General Meeting

(ii) Extra Ordinary General Meeting.

(b) **The Annual General Meeting:**

The Annual General Meeting of the Society shall be held twelve months after the Society's previous meeting. The annual reports and the Auditors report shall be received and considered during the meeting. Election of officers and Patrons who will manage the

affairs of the Society in the next coming year following two-year term shall be held at the Annual General Meeting (AGM).

(c) **Ordinary General Meeting:**

An Extra Ordinary meeting of the Society shall be convened at the request of at least 20% of financial members, if in their option there is an urgent need for such a meeting. Such request shall be made in writing, indicating the issue warranting such a request, and lodged with the President, Vice-President. The Secretary-General within fourteen days from the day such written request was received, convene the extra ordinary general meeting of the Society **if the executive approves.**

(d) If at any General Meeting of the Society both the President and the Vice-President are absent, and if a quorum is formed, it shall be lawful for the members present to elect one of the members present to preside at such meeting.

(e) The quorum shall be one third of the current financial membership of the Society.

18. DECISIONS AT MEETING:

(a) Unless where otherwise provided in this Constitution, voting shall be by show of hand or as the house may decide.

(b) The President shall have only a casting vote, to be exercised whenever there is a tie in the voting.

(c) Unless where otherwise provided in this Constitution, Only a simple majority of votes is required to carry a decision.

19. THE SOCIETY'S YEAR:

(a) The Society's year shall commence on the 1st day of **November** and end on the 30th day of **October** of the following year.

(b) In accordance with provision of Section 17(b) above, the annual reports, the Auditors report, shall be considered at the Annual General Meeting. Election of Officers and Patrons shall be held on this day, if applicable.

(c) Authority to incur expenditure within the approved budget shall be vested in the Executive Committee.

(d) There shall be **THREE SIGNATORIES** to the Society's Bank Account, any two of which shall be sufficient to execute a transaction with the Bank at any given time. The three signatories shall be:

- (i) The President (15(b)) **(Signatory A).**
- (ii) The Secretary-General (15(d)) **(Signatory B).**
- (V) The Treasurer (15(f)) **(Signatory B).**

two thirds majority of the financial members present and voting. Where two thirds of the votes of the members present and voting, does not sum up to a whole number, the votes shall be approximated upwards to the whole number.

END.

20. PRIVILEGES OF MEMBERSHIP

Any financial member may be nominated by the Executive Committee to represent the interests of the Society at either national or international activities.

21. REGISTER OF MEMBERS:

The Executive Committee shall cause a register of all members to be kept containing the names of all who are or have been members of the Society. Each financial member should be given a serial number which denotes the order of admission to the Society.

22. AMENDMENT OF THE CONSTITUTION:

- (a) 50% (1/2) off current financial membership shall form the quorum
- (b) Unless where otherwise provided, the provisions of any sections of this Constitution shall only be amended at a General Meeting by the votes of at least

N.B:

(This Constitution was approved at the Annual General Meeting of 26th June, 1986 held at the Kongo-Conference Hotel, Ahmadu Belo University, Zaria), and amended in November 2009 at the University of Agriculture, Makurdi.