

**CONSTITUTION**

**OF THE**

**NIGERIAN INSTITUTE OF TOWN PLANNERS**

**2018**



**CONSTITUTION OF THE NIGERIAN INSTITUTE OF TOWN PLANNERS**

## **ARRANGEMENT OF SECTIONS**

### **PART I: GENERAL PROVISIONS**

#### SECTION 1.0 ESTABLISHMENT

#### SECTION 2.0 AIM AND OBJECTIVES

2.1 Aim

2.2 Objectives

### **PART II: MEMBERSHIP**

#### SECTION 3.0 MEMBERSHIP

3.1 Student Membership

3.2 Graduate Membership

3.3 Full Membership

3.4 Fellowship

3.5 Honorary Membership

3.6 Honorary Fellowship

3.7 Retired Membership

3.8 Method of Application

3.9 Designator Letters

3.10 Right of a Financial Member

3.11 Cessation of Membership

### **PART III: FINANCE**

#### SECTION 4.0 REVENUE

4.1 Sources of Revenue

4.2 Enrolment Fees and Annual Subscription

4.3 Due Date for Annual Subscription

4.4 Penalty for Default in Payment

4.5 Financial Year

4.6 Auditing of Account

4.7 Banking

4.8 Signatories

4.9 The Institute's Budget

## **PART IV: OFFICES, COMMITTEES AND BOARDS**

### **SECTION 5.0 THE INSTITUTE'S TRUSTEES**

- 5.1 Establishment and Qualification
- 5.2 **Powers** and Functions
- 5.3 Termination of Office
- 5.4 Filling of Vacancies

### **SECTION 6.0 OFFICERS**

- 6.1 Composition
- 6.2 Duties
- 6.3 Termination of Office
- 6.4 Annual Reports

### **SECTION 7.0 NATIONAL COUNCIL, STANDING COMMITTEES AND BOARDS**

- 7.1 Composition
- 7.2 Direction of Responsibility
- 7.3 Functions **and Powers**

### **SECTION 8.0 NATIONAL SECRETARIAT**

## **PART V: MEETINGS**

### **SECTION 9.0 TYPES OF MEETINGS**

- 9.1 Meetings of the Institute
- 9.2 Council Meetings
- 9.3 National Executive Committee Meeting
- 9.4 Management Committee Meeting
- 9.5 General Meeting
- 9.6 Annual Conference and General Meeting
- 9.7 Emergency Council Meeting
- 9.8 Emergency General Meeting
- 9.9 Committee Meeting

### **SECTION 10.0 REGULATIONS**

10.1 Power to Regulate

## **PART VI: ELECTORAL MATTERS**

### **SECTION 11.0 ELECTIONS**

11.1 Guidelines

11.2 Electoral Committee

11.3 Functions of the Committee

11.4 Voting

11.5 Bye-Election

11.6 Finality of Declared Election Result

11.7 Handing Over

## **PART VII: WELFARE/AFFILIATION**

### **SECTION 12.0 WELFARE/AFFILIATION**

12.1 Welfare Packages

12.2 Association and Affiliation

## **PART VIII: STATE CHAPTERS/STUDY GROUPS**

### **SECTION 13.0 STATE CHAPTERS**

13.1 Establishment

13.2 Aims and Objectives

13.3 Line of Communication with the Institute

13.4 Chapter Officers

13.5 Membership

13.6 Finance

13.7 Account

13.8 Election of Chapter Executive Committee

13.9 Duties of Officers

13.10 Duties of Chapter Executive Committee

13.11 Meetings

13.12 Annual Reports

13.13 Banking

13.14 Rules and Regulations

## **PART IX: DISCIPLINE**

### **SECTION 14.0 DISCIPLINE**

14.1 Rules of Conducts

14.2 Disciplinary Power of the Council

14.3 Discipline Procedure

14.4 Reinstatement

14.5 Removal of a Member of the Council

14.6 Special Disciplinary Power of Annual General Meeting

## **PART X: MISCELLANEOUS**

SECTION 15.0 TOWN PLANNER'S REGISTRATION COUNCIL (TOPREC)

SECTION 16.0 COLLEGE OF FELLOWS

16.1 Establishment

16.2 Composition

16.3 Administration

16.4 Functions

SECTION 17.0 ASSOCIATION OF TOWN PLANNING CONSULTANTS OF NIGERIA- ATOPCON

17.1 Establishment

17.2 Functions

SECTION 18.0 AMENDMENT OF THIS CONSTITUTION

SECTION 19.0 DEFINITIONS

SECTION 20.0 BINDINGNESS

SECTION 21.0 CITATION AND COMMENCEMENT

## **PREAMBLE**

WHEREAS we, as members of the Nigerian Institute of Town Planners established in 1966, have hitherto put into operation guiding documents as Constitution;

AND WHEREAS the earlier Constitution was modified, improved and revised towards achieving our purposes and which Constitutions are now defunct;

BE IT KNOWN THAT WE, in the Town Planning Profession in Nigeria, and having been recognized to study, train, administer, manage and or practice same for the purposes of attaining high quality sustainable settlement and in line with relevant laws, rules and regulations: DO HEREBY given to ourselves the following:

## **PART I: GENERAL PROVISIONS**

### **SECTION 1.0 – ESTABLISHMENT**

#### **1.1 Establishment of the Nigerian Institute of Town Planners**

There is hereby established an organization called the “Nigerian Institute of Town Planners” hereinafter called the “Institute” with its headquarters in the Federal Capital of Nigeria. The Institute shall be a body corporate with perpetual succession and a common seal, and may sue and be sued.

### **SECTION 2.0 – AIM AND OBJECTIVES**

2.1 **Aim:** The Aim of the Institute shall be:

“Attainment of sustainable human settlements”

2.2 **Objectives:** The Institute shall have the following objectives:

- a) The advancement of public awareness of the importance of their living and working environments and the necessity for their protection.
- b) The advancement of Town Planning Education, Training, Research and Practice.
- c) The dissemination of Town Planning information through conferences, seminars, meetings, exhibitions and publications.
- d) The establishment and enforcement of a code of professional practice and conduct for Town Planning Practitioners in Nigeria.
- e) The protection of the practice of the profession and the promotion of the welfare of those practicing it.
- f) The acquisition and disposal of landed properties and other assets and the raising of funds where necessary, for the purpose of carrying out the objectives of the Institute.
- g) The maintenance and extension of the value of the profession for public good by advising, educating and informing members of the public, government and non-governmental, statutory bodies, associations, institutions and such like bodies on all matters coming within the scope of the profession;
- h) The initiation and consideration of any legislation relevant to the object of the Institute;
- i) The acceptance of any gift, endowment or bequest made to or for the institute and in the carrying on of any trust attached to such gift, endowed or bequest.
- j) The doing of all such other lawful things as may be associated with or may be incidental or conducive to the furtherance of Town Planning in Nigeria.

## **PART II: MEMBERSHIP**

### **SECTIONS 3.0 – CLASSES OF MEMBERSHIP**

Classes of membership of the Institute shall be as follows:

3.1 **Student Membership:** Student Membership shall be open to all those who satisfy the conditions stated below:

- a) Undergoing a regular course of study in Town Planning in a recognized University, Polytechnic, or other Institution, the syllabus of which is approved for this level of membership by the institute.

**OR**

- b) Undergoing a course of study outside Nigeria in Town Planning recognized by the Institute.

**OR**

- c) Hold the basic qualification of West African School Certificate or its equivalent and could show evidence of pursuing a course in Town Planning as private student either through private correspondence tuition or by private personal tuition with the aim of taking the Institute's examinations. Such a student shall be articulated to a member of the Institute provided such articulation is attested to in writing by at least two members of the Institute.

**3.2 Graduate Membership:** Graduate Membership shall be open to all those who satisfy the conditions stated below:

- a) Successful completion of a recognized course of study in Town Planning in a University, Polytechnic or Institution the syllabus of which is approved for this level of membership by the Institute.

**OR**

- b) Satisfaction of the requirements for membership of another Town Planning Institute recognized by the Institute.

**OR**

- c) Successfully passing such examinations as may be prescribed by the Institute.

**3.3 Full Membership:** Full membership shall be open to all those who satisfy the conditions stated below:

- a) Satisfaction of any of the requirements in Sub-section 3.2 above.
- b) In addition, at least two years post qualification experience in Town Planning under a Full Member in practice.

**OR**

- c) Satisfaction of the requirements for membership of any Town Planning Institute recognized by the Institute and resident and practicing in Nigeria continually for a period of not less than two years and subject to any other condition imposed by the Institute.

**3.4 Fellowship:** Fellowship shall be open to all those who satisfy the conditions stated below:

- a) Satisfaction of the requirements of sub-section 3.3 above and has been an active member of the Institute or any other recognized Town Planning Institute for not less than ten years.
- b) Fellowship shall be by application from candidates who have made significant contributions to Town Planning in Nigeria. Such contributions shall be in the area of practice, administration, research or academics.
- c) Council may on the recommendation of the College of Fellows elect as fellow a full member who in its opinion deserves to be so elected.

**3.5 Honorary Membership:**

A candidate who shall be presented to the Council for election as an Honorary Member shall be a person (not engaged in the profession of Town Planning) who, by reason of his interest in and contributions to the advancement of Town Planning appear to the Council to be suitable for such election.

**3.6 Honorary Fellowship:**

Honorary Fellowship shall be conferred on any suitable person proposed by the College of Fellows and on the approval of the Council. He shall be a distinguished person who has taken a special interest in Town Planning, and who by reason of his position, experience or his service to Town Planning has contributed a great deal in promoting the aim and objectives of the Institute.

**3.7 Retired Membership:**

A member may elect to be a Retired Member, if:

- i. He has been a member in good standing for the preceding 40 years; or
- ii. He has reached the age of seventy and; or
- iii. His application for the status is accepted by the Council.

**3.7.1** Retired members shall be exempted from payment of all fees and shall not be qualified to hold any elective post.

**3.8 Method of Application:**

Every candidate seeking election shall do so by duly completing the Institute’s appropriate application forms. The completed application form shall be endorsed by the Chairman of the State Chapter or a study group to which the candidate belongs.

Every person shall upon application for election and having been so elected sign an undertaking that he would, so long as he remains a member, be bound by this Constitution, bye laws, rules and regulations of the Institute.

**3.9 Designator Letters:** The following members shall be entitled to use the under listed letters after their names:

- |      |                 |            |
|------|-----------------|------------|
| i.   | Past President  | PPNITP     |
| ii.  | Fellow          | FNITP      |
| iii. | Member          | MNITP      |
| iv.  | Graduate Member | GMNITP     |
| v.   | Honorary Member | Hon. MNITP |
| vi.  | Honorary Fellow | Hon. FNITP |

3.9.1. A member who has also fulfilled TOPREC requirements shall use the letter “TPL” before his names and be addressed as “**TOWN PLANNER**”.

**3.10 Right of a Financial Member**

Subject to any restriction that may be imposed by this Constitution and/or any Regulation made thereto, a financial member shall be entitled to attend, vote and be voted for at the General Meeting and take part in the discussions thereat.

### **3.11 Cessation of Membership**

- a. A person ceases to be a member of the Institute by resignation, expulsion, bankruptcy, insanity, death or criminal conviction.
- b. If a person ceases for any cause whatsoever to be a member, he and his representative shall not have any interest in or claim against the funds or property of the Institute including those in his possession.

## **PART III: FINANCE**

### **SECTION 4.0 – REVENUE**

#### **4.1 Sources**

The Institute shall derive its revenue from the following sources: enrolment fees, annual subscription, conference fees, sales of journals, endowments, rents, donations and any other sources which are not in conflict with the aim and objectives of the Institute.

#### **4.2 Enrolment Fees and Annual Subscriptions:**

Each newly elected member shall pay an enrolment fee, in addition to any annual subscription, which shall be proposed from time to time by the Council and approved by the annual general meeting of the Institute. The amount of the annual subscription payable by members shall be proposed from time to time by the Council and approved at the annual general meeting.

#### **4.3 Due Date for Annual Subscription:**

The annual subscription shall become due by the first day of January of every year, in all cases not later than 31<sup>st</sup> March.

#### **4.4 Penalty for Default in Payment**

1. A member shall be required to pay 10% of his annual dues as penalty on his failure to pay on or before 31<sup>st</sup> March of the due year.
2. If the appropriate subscription from any member remains unpaid for two consecutive years after it shall have become due, and for a period of two months after the Financial Secretary shall have given to that member notice of demand for payment in writing, the Council shall strike **off** his name from the Institute's Register and his membership shall thereupon cease.
3. Any person whose name has been struck off the membership register shall on application for reinstatement pay, in addition to the outstanding amount, a reinstatement fee equivalent to twice the annual subscription fee applicable to his category of membership. All reinstatement shall be on the approval of the Council.

#### **4.5 Financial Year**

The financial year of the Institute shall commence from the first of April to the thirty-first of March of the succeeding year.

#### 4.6 **Auditing of Account**

The account of the Institute shall be audited annually by a firm of External Auditors appointed at the preceding Annual General Meeting of the Institute, and an Audit Report shall be presented at the Annual General Meeting.

#### 4.7 **Banking**

The Institute shall open an account in any Bank approved by the Council. All monies due to the Institute shall be deposited into the accounts. Withdrawals shall be by cheques **or electronic transfer only**. The Council may from time to time approve the opening of other accounts for specialized services of the Institute.

#### 4.8 **Signatories:**

The signatories shall be the National President or the National Secretary and the Treasurer.

#### 4.9 **The Institute's Budget**

The National President of the Institute shall present an annual budget which shall be approved by the Council at its first Meeting of the financial year. However, the National President shall not expend more than 25% of previous year's budget before approval is obtained from the Council.

### **SECTION 5.0: THE INSTITUTE'S TRUSTEES**

#### 5.1 **Establishment and Qualifications**

- a) There shall be Trustees of the Institute for the purpose of the Land (Perpetual Succession) Ordinance, Chapter 107 of the Laws of Nigeria, 2004 and they shall be appointed by the Council and ratified at an Annual General Meeting of the Institute.
- b) The Trustees shall be **Six (6)** in number and shall be known as **THE REGISTERED TRUSTEES OF THE NIGERIAN INSTITUTE OF TOWN PLANNERS**
- c) A Trustee shall hold office from the date of his appointment as Trustee for **five (5)** years unless otherwise removed.
- d) The membership shall consist of:
  - i. **Three Past Presidents,**
  - ii. **Two members elected from the College of Fellows,**
  - iii. **One member appointed by the Executive Committee**

#### 5.2 **Powers and Functions**

- 5.2.1 The Trustees shall have power to accept and hold in trust all lands and properties belonging to the Institute and to acquire and deal in land on behalf of the Institute subject to such conditions as the Federal Government may impose.

- 5.2.2 For the purposes of the Institute, the Trustees shall have powers at any time to borrow or raise from members and any other persons such sum of money, at such rate of interest, in any form or manner, and/or any amount as they may think fit subject to the prior approval of the Council and as directed in writing by Resolution of the General Meeting
- 5.2.3 The Trustees shall have powers to secure the payment of such money or any money which the Institute may be liable to pay by mortgage, charge, debenture, stock or otherwise forming a charge upon the whole or part of the assets of the Institute.
- 5.2.4 The Common Seal shall be used by the Institute for the execution of all documents that require such.
- 5.2.5 The Trustee shall have power to hold, in trust for the Institute its properties. However, their application and disposal shall be under the control and disposal of the Council and by a Resolution of the General Meeting
- 5.2.6 All contracts and Agreements, subject to the approval of the Council, to be binding on the Institute, shall be executed by at least two (2) of the Trustees and the National President of the Institute or as the case may be by one of the National Vice Presidents in the absence of the National President.
- 5.2.7 The Trustees shall have powers to perform and/or carry out such other duties that are assigned to them by the Institute.

### 5.3 Termination of Office

- 5.3.1 A Trustee shall cease to hold office if he:
- i. Resigns his office;
  - ii. Cease to be a member of the Institute;
  - iii. Becomes insane or incapacitated;
  - iv. Is convicted of a criminal offence involving dishonesty by court of competent jurisdiction;
  - v. Removed from office by the council after a simple majority of votes of members present at a General Meeting of the Institute;
  - vi. Ceases to reside in Nigeria;
  - vii. Has completed his term in office.

### 5.4 Filling of Vacancies

A vacancy occurring in the Office of Trustee shall be filled in accordance with the provision of section 5.1 sub section c) and d).

## PART IV: OFFICES, COMMITTEES AND BOARDS

### 6.0 OFFICES

- 6.1 **Composition:** The Officers of the Institute shall consist of:
- a. National President

- b. 1<sup>st</sup> National Vice President
- c. 2<sup>nd</sup> National Vice President
- d. National Secretary
- e. 1<sup>st</sup> Assistant National Secretary
- f. 2<sup>nd</sup> Assistant National Secretary
- g. National Treasurer
- h. National Financial Secretary
- i. National Auditor
- j. National Public Relations Secretary
- k. Assistant National Public Relations Secretary
- l. Legal Adviser
- m. Ex-officio Members
- n. Elected Chairmen of Committees and Boards

## 6.2 Duties

- 6.2.1 **National President:** The National President, who must be a Fellow of the Institute, shall have the responsibility of directing the affairs of the Institute including the initiation of policies. He shall preside over **Council, General, and other statutory meetings**. In the absence of the National President and National Vice Presidents, any member duly nominated **at the meeting** shall preside over Council and General Meetings. The President shall be a signatory to the Institute's Accounts.
- 6.2.2 **National Vice Presidents:** There shall be two vice-presidents, 1<sup>st</sup> National Vice President and 2<sup>nd</sup> National Vice President who must be Fellows of the Institute. The National Vice President shall assist the National President in the performance of his duties. The 1<sup>st</sup> National Vice President shall deputize for the National President whenever the latter is not present, including presiding over the **Council, General, and other statutory meetings** of the Institute. The 1<sup>st</sup> National Vice President shall carry out other duties assigned to him by the National President. In the event of the death of the National President, the 1<sup>st</sup> National Vice President shall **become** the National President for the remaining part of his tenure.
- 6.2.3 **National Secretary: The National Secretary shall:**
- a) Be responsible for the supervision of the administration of the National Secretariat of the Institute;
  - b) Deal with all correspondence of the Institute;
  - c) Be responsible for arranging, in consultation with the President, all meetings of the Institute;
  - d) Record and circulate the minutes of Council and General Meetings and take necessary action on decisions of the Institute;

- e) Keep custody of the Institute's Common Seal and original copies of all agreements of the Institute;
- f) Be responsible for coordinating all publications of the Institute;
- g) Present an Annual Report to the Institute;
- h) Undertake all such other duties as may be directed by the President, Council or General Meetings of the Institute;
- i) Be signatory to the Institute's Account.

**6.2.4 Assistant National Secretaries:** The Assistant National Secretaries shall assist the National Secretary in the duties specifies in Sub-section 6.2.3 above. In the absence of the National Secretary, the 1<sup>st</sup> Assistant National Secretary or 2<sup>nd</sup> Assistant National Secretary shall act in succession.

**6.2.5 National Treasurer:** The National Treasurer shall collect and keep custody of the moneys and all books of accounts related to his/her office. The National Treasurer shall deposit all the money collected at any time in the Institute's Bank Account within 72 hours after the collection of such money. He/she shall be a signatory to the accounts of the Institute.

**6.2.6 National Financial Secretary:** The National Financial Secretary shall:

- a) Keep a record showing receipts, expenditures, assets and liabilities of the Institutes;
- b) Take all necessary steps, including issuance of demand notices, to recover all debts owed to the Institute;
- c) Notify the National Secretary on all the Institute's outstanding financial for Council to take appropriate action;
- d) Collaborate with the Treasurer to ensure the accuracy of the income and expenditure account and balance sheet for each year or other financial periods and shall report in writing on the aforesaid matters to the Annual General Meeting of the Institute through the National Council.

**6.2.7 National Auditor:**

- a) The National Auditor shall have access at all reasonable times to the audited accounts and security instruments of the Institute and shall examine the said accounts with a view to ascertaining and enforcing the External Auditors Reports, the correctness of the income and expenditure account and balance sheet for the year and shall report in writing on the aforesaid matters to the Council.
- b) Every such income and expenditure account and balance-sheet shall be prepared beginning from the date of the last account and balance-sheet, to a date not more than six months to the date of the Annual General Meeting only. Copies of the said account and balance sheet together with a copy of the External-Auditor's report shall be sent to every Member of Council not later than seven days before the date of the last Council Meeting.
- c) The National Auditor shall be Chairman of the Audit Committee.

**6.2.8 National Public Relations Secretary:** The National Public Relations Secretary shall be responsible for the publicity of the Institute's activities and shall be **Chairman of the Publicity Committee.**

6.2.9 **Assistant National Public Relations Secretary:** The Assistant National Public Relations Secretary shall assist the Public Relations Secretary in the performance of his duties.

6.2.10 **Legal Adviser:** **The Legal Adviser shall:**

- i. Advise and represent the Institute in all legal matters;
- ii. Interpret the Institute's Constitution, rules and regulations;
- iii. Advise the Institute from time to time when decisions may tend to conflict with the requirements of the Constitution and Planning laws;
- iv. Handle any other matter as may be assigned to him.

6.2.10.1 The Legal Adviser shall be appointed by the President and his appointment shall be ratified by the National Council for a term of two (2) years.

6.2.11 **Ex-officio Members:** Four (4) Ex-officio Members which shall consist the immediate Past President, National Secretary and two other members who shall be elected by the Executive Council.

6.3 **Termination of Office:** An elected officer shall cease to hold office if he/**she:**

- a) Resign his office.
- b) Cease to be a member of the Institute.
- c) Becomes insane or incapacitated.
- d) Is convicted of a criminal offence involving dishonesty by court of competent jurisdiction.
- e) Is recommended for removal from office by the Council and ratified by a simple majority of vote of members present at an annual general meeting of the **Institute.**
- f) Ceases to reside in Nigeria; and/or
- g) Is deceased.

6.4 **Annual Reports:**

- a) The National President shall deliver his address while the National Secretary, National Financial Secretary and External Auditor shall each render Annual Reports to the Annual General Meeting.
- b) The Chairmen of Committees and Boards shall also present their Annual Reports for the consideration of the Council.

## **SECTION 7.0 – NATIONAL COUNCIL, STANDING COMMITTEES AND BOARDS**

There shall be the following:

- a) National Council
- b) National Executive Committee
- c) Management Committee
- d) Fellow's Election **Committee**
- e) Practice Committee
- f) **Publications Committee**
- g) **Editorial** Board of the NITP Journal,
- h) Membership Committee

- i) Education and Research Committee
- j) Professional Ethics and Disciplinary Committee
- k) Examinations Board
- l) National Audit Committee
- m) **Publicity Committee**
- n) **Mandatory Continuing Professional Development Programme (MCPDP) Committee**
- o) **Forum of Past Presidents**

## 7.1 **Composition**

### 7.1.1 **National Council**

The Council shall consist of:

- i. All elected Officers of the Institute
- ii. President and Secretary of ATOPCON
- iii. President and Registrar of TOPREC
- iv. Executive Secretary (NITP)
- v. Chairman and Secretary of College of Fellows
- vi. Chairmen of State Chapters
- vii. **Chairman of the Forum of Past Presidents**

7.1.2 **National Executive Committee:** Shall consist of all elected officers of the Institute.

7.1.3 **Management Committee:** Shall consist of the National President, National Vice Presidents, National Secretary, National Treasurer, National Public Relations Secretary, Legal Adviser, National Financial Secretary and Executive Secretary.

7.1.4 **Fellows Election Committee:** Shall consist of a Chairman, a Secretary (who shall be the Secretary of College of Fellows) and **three (3)** other Fellows to be appointed by the College of Fellows for a period of not more than four (4) years.

7.1.5 **Practice Committee:** Shall consist of the Chairman **who shall be a Fellow and shall be** elected at the Annual General Meeting of the Institute, and **four (4)** other members who shall be approved by the National Council.

7.1.6 **Publications Committee:** Shall consist of the Chairman, who shall be elected at the Annual General Meeting of the Institute, the Public Relations Secretary and four (4) other members who shall be approved by the National Council.

7.1.7 **Editorial Board of the NITP Journal:** Shall consist of the Chairman and **four (4)** other members appointed by the Council for a period of three (3) years. The appointment shall be made at the first meeting of the Council, following the expiration of the life of the Board.

7.1.8 **Membership Committee:** Shall consist of the Chairman, who shall be elected at the Annual General Meeting of the Institute, and **four (4)** other members who shall be approved by the National Council.

- 7.1.9 **Education and Research Committee:** Shall consist of the Chairman, **who shall be a lecturer from an academic Institution and shall be** elected at the Annual General Meeting of the Institute, and **four (4)** other members who shall be approved by the National Council.
- 7.1.10 **Professional Ethics and Disciplinary Committee:** Shall consist of the Chairman **who shall be a Fellow and shall be** elected at the Annual General Meeting of the Institute, and **four (4)** other members who shall be approved by the National Council.
- 7.1.11 **Examination Board:** Shall consist of a Chairman and Four (4) other members **including representative(s) of TOPREC approved** by the Council for a period not exceeding four years. The appointment shall be made at the first meeting of the Council following the expiration of the life of the Board.
- 7.1.12 **Audit Committee:** Shall consist of the National Auditor and three (3) other members appointed by the Council.
- 7.1.13 **Publicity Committee:** Shall consist of the National Public Relations Secretary as Chairman, the Assistant National Public Relations Secretary and three (3) others members who shall be approved by the National Council.
- 7.1.14 **Mandatory Continuing Professional Development Programme (MCPDP) Committee:** Shall consist of a Chairman, Secretary and four (4) other members appointed in rotation by Councils of NITP and TOPREC annually.
- 7.1.15 **Forum of Past Presidents:** Shall consist of all the Past Presidents of the Institute. The Chairman of the Forum who shall be the most senior Past President shall be a member of the Council and he shall convene and preside over the meetings of the Forum which shall be at least once a year.
- 7.1.16 All the Committees and Boards are responsible to the Council through the National Executive Committee with the exception of the **Fellows Election Committee** which shall be responsible to Council through the College of Fellows.

## 7.2 **Functions/Duties and Powers of the Council, Committees and Boards**

### 7.2.1 **Council**

The Council shall:

- a) Be the governing body of the Institute responsible for all its functions.
- b) Carry out the aims and objectives of the Institute.
- c) **Be responsible for the administration, management and superintendence of the affairs of the Institute and shall meet as often as the business of the Institute may require but at least four times in any one calendar year.**
- d) Take responsibility to make and operate bye-laws and regulations to put into effect any of the provisions of this constitution.
- e) **Ensure that any Regulation proposed be subject to the ratification of the General Meeting.**

- f) Have powers to make Regulations for investing the funds of the Institute, subject to the provisions of Section 7.3.2 d) of this Constitution.
- g) Publish on annual basis the procurement guidelines of the Institute
- h) Subject to the provisions of this Constitution and/or Regulations made thereto, make Regulations for the establishment of specialized Faculties of the Profession of Urban and Regional Planning and for the issuance of guidelines for the control and administration of such Faculties, provided that the Faculties shall have a designated Desk Officer at the Institute.
- i) Have powers to appoint and remove the staff of the National Secretariat
- j) Determine the duties of and fix salaries and other remunerations of the staff of the National Secretariat
- k) The Council may apply the Funds of the Institute:
  - i. in acquiring, renting and/or erecting and fitting up of National Secretariat including any other suitable building for use of members
  - ii. in acquiring, erecting and improving the Library of the Institute; and
  - iii. for any purposes connect with the promotion of Urban and Regional Planning provided that such purposes are in the best interest of the Institute.

#### 7.2.2 National Executive Committee

The National Executive Committee shall:

- i. Shall be responsible for the overall management of finance, properties and the affairs of the Institute;
- ii. May delegate from time to time any of its functions to any Committee or Board established under this Constitution;
- iii. If satisfied, shall ratify decisions taken by the Committees and Boards;
- iv. Shall be responsible to the General Meeting of the Institute;
- v. Shall at the first meeting following its election, prescribe and document new procedures for its meetings, or amend or adopt the existing procedures.

#### 7.2.3 Management Committee

The Management Committee shall;

- a) Be responsible for the Finances of the Institute as approved by the Council.
- b) Be responsible for the Appointment, Promotion and Discipline of Secretariat staff.
- c) Deal with all emergency matters of the Institute.
- d) Be responsible to the National Executive Committee.

#### 7.2.4 Fellows Election Committee

The Fellows Election Committee shall

- a). Consider and recommend to Council the election of candidates to become Fellows.
- b). Consider and recommend to Council the selection of candidate(s) for Honorary Fellowship of the Institute

#### 7.2.5 **Practice Committee:**

The Practice Committee shall:

- a) **Liaise with TOPREC on** all matters relating to Planning practice in Nigeria with a view to maintaining standards, and preventing unqualified people from the practice of the Profession;
- b) Advise the Council and the General Meeting on matters related to planning practice, arbitration standards, demands, supply and employment opportunities for planners.
- c) Detect and report to Council all cases of violation of professional ethics.
- d) Advise Council on the relationship of the Institute with other professional bodies.
- e) Collaborate with the Education and Research Committee to organize short courses, seminars and workshops on specific topics to improve the performance of practicing Town Planners.

#### 7.2.6 **Publications Committee**

The Publications Committee shall be responsible for:

- a) The production of the Institute's calendar.
- b) The Publication of periodicals and newsletter, and
- c) The printing of plans and other documents including those for conferences exhibitions and workshops.
- d) **All other relevant publications of the Institute**

#### 7.2.7 **Editorial Board of the NITP Journal**

The Editorial Board shall:

- a) Be responsible for the Production/Publication of the Institute's Journal.

#### 7.2.8 **Membership Committee**

The membership committee shall:

- a) Be responsible for the consideration of applications for all categories of membership (except Fellows) and thereafter make recommendations to Council
- b) **Be responsible for monitoring the transition of Student and Graduate members to Full Members**
- c) **Be responsible for welfare of all members.**

#### 7.2.9 **Education and Research Committee**

The Education and Research Committee shall:

- a) Prepare and submit to the Council for approval any proposals on the education of Town Planners in Nigeria, and for the examination and assessment of candidates for election to various categories of membership except Fellows;
- b) With the approval of the Council make regulations as to any such examination as aforesaid. Without prejudice to the generality of the foregoing provisions of this

paragraph of the constitution, those regulations shall prescribe the subject to be set and their syllabus and also certificates to be granted to candidates who satisfy the examiners, provided that the Committee may from time to time review the regulations for the approval of the Council.

- c) In collaboration with the Practice Committee organize short courses, seminars and workshops on specific topics to improve the performance of practicing Town planners
- d) From time to time recommend projects into areas of great importance to the practice of Town Planning in Nigeria.
- e) Publish annually a list of institutions in Nigeria or elsewhere approved by the Council as properly organized and equipped for conducting the whole or part of a course of training approved by the Institute.

#### **7.2.10 Professional Ethics and Disciplinary Committee**

The Ethics and Disciplinary Committee shall:

- a) Formulate a code of professional conduct for Town Planners in Nigeria for the approval of the Council;
- b) Be responsible for the review of the code of conduct from time to time;
- c) Be responsible for report received on contraventions of the code of conduct, investigating, trying the cases and making recommendations on disciplinary action to the Council.

#### **7.2.11 Examinations Board**

**The Examinations Board shall in collaboration with TOPREC:**

- a) Be responsible for the conduct of all examinations of the Institute
- b) Make regulations for the approval of the Council regarding:
  - i. Examination fees
  - ii. Preparation, security and distribution of question papers
  - iii. Dates, Centers and invigilation by local examiners
  - iv. Assessment of answer scripts and publication of results, and
  - v. Disposal of cases of examination malpractices and complaints.

#### **7.2.12 National Audit Committee**

The National Audit Committee shall:

- a) Be responsible to the Council and attend to all issues raised by the External Audit for necessary action of the Council.
- b) Perform all other functions relating to the auditing of the Institute's account.

#### **7.2.13 Publicity Committee**

**The Publicity Committee shall:**

- a) Be responsible for all press and public relation activities of the Institute;
- b) Shall handle the publicity activities of the Institute.

#### **7.2.14 Mandatory Continuing Professional Development Programme (MCPDP)**

## **Committee**

The Mandatory Continuing Professional Development Programme (MCPDP) Committee shall:

- a) Be responsible for organizing the MCPDP of the Institute
- b) Be responsible to the National Council of the Institute through the National Executive Committee

### **7.2.15 Forum of Past Presidents**

The Forum of Past Presidents shall:

- a) Be advisory to the Council on all matters

## **SECTION 8.0 NATIONAL SECRETARIAT**

- 8.1 There shall be established a National Secretariat for the Institute
- 8.2 The Secretariat shall be headed by a Full Time Executive Secretary who shall be a Registered Town Planner on tenure of four (4) years renewable for another term of four years.
- 8.3 **The Executive Secretary shall perform the following functions:**
  - a) Perform Secretarial duties on behalf of the National Secretary.
  - b) Conduct general supervision of all administrative work of the Institute including staff supervision.
  - c) Be a member of the Institute's Council, and
  - d) Undertake any other assignment given to him by the National Secretary or National President.

## **PART V: MEETINGS**

### **SECTION 9.0 TYPES OF MEETINGS**

- 9.1 The meetings of the Institute shall include the following:
  - a) Annual General Meetings
  - b) General Meetings
  - c) National Council Meetings
  - d) Management Committee meetings
  - e) Committee/Board/Forum meetings
  - f) Emergency meetings/**Extra ordinary meeting**
  - g) National Executive Committee meetings
- 9.2 **Council Meetings**
  - a) There shall be at least three (3) Council meetings within every calendar year
  - b) Meetings shall be attended by all members of the Council

- c) Any member unable to attend the meeting shall apologize in **writing a letter** of absence from such meetings
- d) No member shall be absent for three consecutive meetings except for reasons of ill-health or any other reason deemed satisfactory to the Council.
- e) The quorum for a Council meeting shall be a third (1/3) of its membership.

### 9.3 **National Executive Committee Meeting**

The Committee shall meet as appropriate however, not less than **Three (3)** times in a year.

### 9.4 **Management Committee**

**The Committee shall meet as appropriate however, not less than Four (4) times in a year.**

### 9.5 **General Meeting**

- a) There shall be at least one meeting within every calendar year.
- b) Meetings shall be attended by all members of the Institute
- c) All member unable to attend a General meeting shall apologize in writing a letter of absence from such meetings
- d) No member shall be absent for three consecutive meetings except for reasons of ill-health or any other satisfactory reason
- e) The quorum for a meeting shall be **(1/5)** of financial members of the institute.

### 9.6 **Annual General Meeting**

- a) There shall be one annual conference in every calendar year and this shall include the annual general meeting.
- b) The provision of subsection on 9.5(b) and (d) shall also apply to this subsection.

No member should be absent for two consecutive Annual Conference except for reasons of ill-health or any other satisfactory reason.

The quorum for a meeting shall be 1/3 of financial members of the Institute

### 9.7 **Emergency Council Meeting**

All emergency council meetings shall be summoned only at the instance of the National president

### 9.8 **Emergency/Extra Ordinary General Meeting**

Emergency/**Extra Ordinary** General Meeting shall be summoned:

- a) At the instance of the National President

**Or**

- b) By the National Secretary at the request of at least forty (40) members of the Institute drawn from at least ten (10) states

### 9.9 **Committee Meetings**

The various committee of the Institute shall meet at least two (2) times a year and at such other times as they may find expedient.

#### 9.10 Annual Conference

- a) There shall be an Annual Conference which shall take place at **Federal Capital Territory or any other venue bided for by State Chapters and** presented by the Council to the Annual General Meeting for ratification.
- b) **Surplus from the Conference shall be shared as follows: 10% to the hosting State Chapter(s) and 90% to the National Body**

### SECTION 10.0 REGULATIONS

- 10.1 The National Council shall have power to make rules and regulations with respect to the conduct of meetings of the Institute, appointment, promotion and welfare of staff, finance and other matters within its constitutional powers.

## PART VI: ELECTORAL MATTERS

### SECTION 11.0 ELECTIONS

#### 11.1 Guidelines

- a) At every Annual General Meeting, all officers in the Council shall retire from office. Every retiring member shall be eligible for re-election
- b) Election of officers shall take place at the Annual General Meeting
- c) **Members who have good financial standing may vote or be voted into office**
- d) No member can run for more than two consecutive terms for the same office
- e) To be eligible for election to the posts of National President and National Vice Presidents of the Institute, a candidate shall have served in the Council for a minimum of four years, must be a fellow and shall be a Nigerian by birth
- f) A person shall be eligible to stand for election to Council only if he had been a financial member of his state chapter and institute
- g) A member aspiring to present himself for elective office must obtain and submit nomination papers to the Institute two months before the General election
- h) Nomination forms must be endorsed by the State Chapter Chairman and supported by two financial members of the Institute
- i) Campaign for elective offices shall only commence after the submission of a written acceptance of nomination forms by the Electoral Committee
- j) All manifestos and campaigns must stop before the commencement of the Annual General Meeting.

#### 11.2 **Electoral Committee**

- a) **Establishment:** The Council shall appoint an **Electoral** Committee not less than three (3) months before Annual General Meeting.
- b) **Tenure:** The Committee shall be appointed to serve for the period of that election **and may be re-appointed for another one year term.**
- c) **Composition:** The membership of the Committee shall consist of four (4) members as follows: A Chairman who shall be a Past President of the Institute and shall be the Returning Officer, **two other members and the Executive Secretary**

### 11.3 Functions of the Committee

The **Electoral** Committee shall:

- i. Issue notice of elections to members of the Institute.
- ii. Make procedure for conduct of the Annual General Election.
- iii. Issue nomination forms **to** eligible members.
- iv. Make necessary arrangement to procure necessary electoral materials.
- v. Regulate the mode of campaign and manifestoes by candidates.
- vi. **Screen** candidates' nomination forms for the purpose of determining their eligibility
- vii. Compile the list of all qualified candidates and circulate or publish same not less than two (2) weeks for the information of all members of the Institute before AGM.
- viii. Accredite eligible voters
- ix. Perform any other duty necessary for successful conduct of the election.
- x. Issue certificate of election to duly elected officers.

### 11.4 Voting:

- a) Voting shall be by secret ballot **manually or electronically** and winning shall be by simple majority
- b) The **electoral** committee members shall not have voting right and must not be nominated for any elective post.

### 11.5 Bye-Election:

The Council shall nominate members of the Institute to fill any vacant office that may occur within the election year. Such nominated officers shall have same responsibilities and privileges as those of the elected officers, and the process shall be by Bye-Election

### 11.6 Finality of Declared Election Result:

**Once the Electoral Committee** declares a candidate as duly elected, the declaration shall be considered as final and binding for the purposes of filling that office.

### 11.7 Electoral Appeals Committee

- a) **The Council shall constitute the Electoral Appeals Committee to be headed by a Past President, two (2) Fellows and two (2) members of the Institute and whose functions shall include hearing and determining electoral petitions, disputes and appeals.**
- b) **The Committee shall have at least a member with qualifications also as a legal practitioner.**

- c) Petitions and appeals by a candidate in an election shall be forwarded to the Committee within seven (7) days of the election.
- d) The Committee shall dispose of all petitions and appeals within twenty-one (21) days of its constitution.
- e) The Committee stands dissolved on the submission of its report to the Council.

#### **11.8 Handing Over**

- a) All members of the Council and Standing Committee not re-elected into their offices shall hand over all the properties of the Institute in their possession to their successors in office not later than one (1) month after the Annual General Meeting.
- b) Failure to comply with paragraph (a) above shall result in disciplinary action against the offending officer.

### **PART VII- WELFARE / AFFILIATION**

#### **SECTION 12.0-WELFARE**

The National Council shall, from time to time, make regulations on the welfare packages with respect to death of members or loss of spouse, disability arising from accidents or any other related matters.

#### **12.1 Association and Affiliation**

Subject to the provisions of this Constitution and/or any Regulation made thereto, the Institute shall maintain association with the under listed bodies namely;

- a) The Commonwealth Association of Planners (CAP)
- b) The Association of Professional Bodies of Nigeria (APBN)
- c) International Society of City and Regional Planner (ISOCARP)
- d) African Planning Association (APA)
- e) And any other association to be recognized

### **PART VIII-STATE CHAPTERS / STUDY GROUPS**

#### **SECTION 13.0 STATE CHAPTERS**

##### **13.1 Establishment**

- a) There shall be a Chapter in each state which shall be operated as a Branch of the Institute where there shall be at least ten (10) members, subject to the approval of the Council. A State Chapter is directly responsible to the Council and its activities are subject to the approval of the Council
- b) There shall be a Study Group in all cases where the requirements for the launching of a State Chapter have not been satisfied
- c) In states where there are less than ten (10) members of the Institute they shall form study groups and shall meet frequently to advance the aims and objectives of the Institute

- d) State Chapter chairmen shall endorse forms of applicants wishing to be members of the Institute.

### 13.2 Aims and Objectives

The responsibility of the state chapters is to promote the aims and objectives of the Institute in accordance with sections 2.1 and 2.2 of the Constitution

#### 12.3 Line of Communication with the Institute

The chapter shall communicate with the Council through the National Secretary of the Institute in all matters affecting the interest of the Institute.

### 13.3 Chapter Officers

- a) Chapter Officers shall comprise a Chairman, Vice Chairman, the Secretary, the Treasurer, the Financial Secretary, and such other officers as may be necessary in the running of the State Chapter who shall be elected at an Annual General Meeting of the Chapter.

### 13.4 Membership

- a) A member of the Institute shall belong to a State Chapter.
- b) No Chapter shall have the powers to elect any person to any class of membership.
- c) Transferring members shall obtain a Transfer Letter from their previous Chapter to the new chapter.

### 13.5 Finance

- a) A State Chapter shall raise funds to meet the needs arising from its activities.
- b) Council may make annual allocations to Chapter; the amount so allocated shall not be more than one-fifth (1.5) of the annual subscription paid to the Institute by members of the Chapter.

### 13.6 Accounts

The chapter shall make suitable arrangements for auditing its own accounts annually and shall have such reports presented to the Annual General Meeting of the Chapter and later forwarded to the Council.

### 13.7 Election of Chapter Executive Committee

- a) The members of the Chapter Executive Committee shall be elected at the Chapter Annual General Meeting by secret ballot.
- b) All offices and committee memberships shall be declared vacant annually but the immediate retiring Chapter Chairman and Secretary shall be automatically elected members of the Executive Committee as Ex-Officio for the following year provided they are not elected to another office.
- c) The tenure of officers and procedure for the conduct of the National election shall be adopted by state chapters
- d) The Chapter Executive Committee shall have power to fill vacancies in the Committee which may occur within the year by bye-election(s)
- e) The results of the Chapter Elections shall be communicated to the National Secretary within a period of one month by the Chapter Secretary.

### 13.8 Duties of Officers

- a) **The Chairman** shall preside over all the meetings of the Chapter. In his absence the Vice Chairman or any other member duly nominated may preside.
- b) **Vice Chairman**
  - i. Shall stand in for the Chairman in his absence.
  - ii. Shall carryout any duty assigned to him by Chairman or Chapter
- c) **The Secretary shall:**
  - i. Deal with all correspondences of the Chapter
  - ii. Arrange all meetings of the Chapter
  - iii. Record the minutes of the meetings of the Chapter, and
  - iv. Submit all annual report of the Chapter's activities to the Annual General meeting of the Institute.
- d) **The Treasurer shall:**
  - i. Receive all the monies due to the Chapter
  - ii. Keep a record showing receipts and expenditures, and
  - iii. Prepare a Statement of Accounts at least once yearly

### 13.9 Duties of Chapter Executive Committees

Chapter Committees shall:

- a) Organize the Chapter with a view to fulfilling the aims and objectives of the Institute.
- b) Recommend disciplinary measures in respect of offending members of the Council
- c) Make recommendations for conferment of Honorary Membership.
- d) Nominate at least **one (1)** of its members to represent it at the Institute's Meetings, and
- e) Appoint such Chapter sub-committees as deemed necessary from time to time to study special problems.

### 13.10 Meetings

- a) The frequency of ordinary meetings of the Chapter shall be decided by the members of the Chapter.
- b) The Annual General Meeting shall be held towards the close of the session.
- c) The quorum for the Annual General Meeting shall be one-third (1/3) of the members of the Chapter.

### 13.11 Annual Reports

The chapter shall forward annually to the council two (2) copies of the Annual Report adopted by the Annual General Meeting of the Chapter.

### 13.12 Banking

The Chapter shall open Bank Account(s) in its name. All monies paid to the Chapter from time to time shall be deposited promptly into this account by the Treasurer and either the Chairman or Secretary and the Treasurer shall be signatories to the account of the State Chapter.

### 13.13 Audit

An Auditor(s) shall be appointed at the Annual General Meeting of the Chapter. He shall be responsible for auditing the Chapter's accounts once a year, or at any other time such auditing is deemed necessary and present same to the General Meeting

### **13.14 Rules and Regulations**

State Chapters may make appropriate rules and regulations for the proper conduct of their activities in line with this Constitution.

## **PART IX-DISCIPLINE**

### **SECTION 14.0 DISCIPLINE**

#### **14.1 Rules of Conduct:**

- a) All members shall conduct themselves in accordance with the Code of Professional Ethics and Practice as approved by the General Meeting of the Institute.

#### **14.2 Disciplinary Powers of the Council**

The Council shall through its relevant Committee inquire into any alleged act of indiscipline or professional misconduct by a member and shall after simple majority vote of those present and voting at a meeting of the Council resolve to discipline such member or otherwise.

#### **14.3 Discipline Procedure:**

- a) Upon the receipt by the Council of a request or petition of an act of indiscipline or professional misconduct against a member, the Council shall refer the report or petition to the Professional Ethics and Disciplinary Committee to inquire into the allegation in all its ramifications
- b) Upon the conclusion of its inquiry, the Professional Ethics and Disciplinary Committee shall submit its report and recommendations to the Council
- c) After considering the report of the Committee, the Council shall have the power to accept, modify or ratify in part or full the recommendations of the Committee.

#### **14.4 Reinstatement**

On application by a member who has been suspended or expunged in accordance with Section 14.2 and 14.3 of the Constitution, the Council shall have powers to reinstate him on such terms and conditions as the Council may prescribe. Such a member shall lose all privileges that may have accrued to him during and prior to the suspension or expulsion

#### **14.5 Removal of a Member of the Council**

- a) If a member of the Council is found guilty of professional misconduct and the provisions of the Constitution, the member shall automatically lose his seat on the Council with effect from the date that the Council arrives at a decision on his guilt.
- b) If the member who loses his seat is an Officer of the Institute, the Council shall have powers to appoint another member of the Council to fill and hold the vacant office

- for the remainder term of that Council year.
- c) If the member of the Council is an un-official member, the seat he vacated shall remain unoccupied for the remainder term of the Council year in question
  - d) If the member is a Chapter Chairman, the Chapter shall be required to elect another Chairman forthwith or the Vice Chairman shall automatically take his seat.

#### **14.6 Special Disciplinary Power of AGM**

Notwithstanding the provisions of the Sections 14.2 and 14.3 of this Constitution, the AGM shall have powers to expel a member, from the Institute, who engages in conduct adjudged to be inimical to the best interest of the Institute or is capable of tarnishing the image of the Institute following a motion in line with provisions of the Constitution.

### **PART X-MISCELLANEOUS**

#### **SECTION 15.0 – TOWN PLANNERS’ REGISTRATION COUNCIL (TOPREC)**

- 15.1 This is the Regulatory Council established for Town Planning under CAP431 (T7) laws of the Federal of Nigeria, 2004.
- a) It shall avail its services to the Institute in line with its enabling Act and this Constitution.
  - b) It shall liaise with, report on and or handle any matter which shall be referred to it by the Institute for the greater attainment of our professional ideals.
  - c) The Institute shall be represented on TOPREC by:
    - i. National President, and
    - ii. National Secretary / Immediate Past President

#### **SECTION 16.0 – COLLEGE OF FELLOWS**

- 16.1 **Establishment:** There shall be the College of Fellows which shall be represented at the Council by its Chairman and Secretary.
- 16.2 **Composition:** Every elected fellow of the Institute shall be a member of the College.
- 16.3 **Administration:** Members of the College shall elect from among themselves Officers of the College and make for themselves regulations and bye-laws.
- 16.4 **Functions:** It shall:
- i. Submit for a four (4) year tenure renewable for another term only list of members to the Fellows Election Committee.
  - ii. Make regulations and bye-laws for the proper and efficient co-ordination of the College.
  - iii. Work in liaison with the National Executive Committee on emerging National and professional issues.
  - iv. Organize and do such other things benefitting for the advancement of Town Planning profession.

#### **SECTION 17.0 – ASSOCIATION OF TOWN PLANNING CONSULTANTS OF NIGERAN – ATOPCON**

**17.1 Establishment:** The Association of Town Planning Consultants of Nigeria is hereby recognized and shall be represented at Council **by two of its members**

**17.2 Functions:** It shall:

- i. Have rules and regulations for its smooth and efficient operations.
- ii. Conduct the affairs of its members in ways and manner as to achieve the Aim and Objectives of the Institute.
- iii. Send Council Report of its activities at least twice yearly.

## **SECTION 18.0 – AMENDMENT TO THIS CONSTITUTION**

- a) The Council may initiate an amendment to the Constitution of the Institute. Such amendment shall be subject to approval of members at an Annual General Meeting.
- b) Three (3) months' notice in writing of any proposed amendment to the Constitution shall be given to the National Secretary who within one (1) month of receipt shall circulate such proposed amendment to all members of the Institute.
  - ii. A minimum of fifty (50) members drawn from at least ten (10) State Chapters shall sponsor in writing an amendment to the Constitution.
- c) **Simple** majority vote is required at an Annual General meeting to approve an amendment to the Constitution.

## **18.2 Commencement**

**These amendments and any future alterations or amendments to this Constitution shall come into force and operation with effect from the date of the Annual General Meeting at which they are considered and passed.**

## **SECTION 19.0 – DEFINITIONS**

The definitions given hereunder shall apply:

- a) "Chapter" refers to Community of Town Planners within a State in pursuit of the aims and objectives of the Institute.
- b) "Chapter Committee" is the Executive Committee of the State Chapter and study Group of the Institute.
- c) "Management Committee" means the composition of Officers listed at Section 7(l) (k).
- d) "MCPDP" means **Mandatory Continuing Professional Development Programme.**
- e) "Members" are as in Section 3 of this Constitution and refers to Students, Graduate, Full or Fellow.
- f) "National Executive Committee" means the composition of all elected officers of the Institute.
- g) "Profession" means The Town Planning Profession.
- h) "RTP" – Registered Town Planner.
- i) "The Council" refers to the National Council of the Institute as composed in Section 7 (1) of the Constitution.
- j) "The Institute" refers to The Nigerian Institute of Town Planners.

- k) "The National Council" means the decision making body of the Institute comprising of the elected members and representatives of State Chapters, TOPREC, ATOPCON and College of Fellows.
- l) "TOPREC" means Town Planners' Registration Council.
- m) "Town Planning" includes Urban and Regional Planning, City and Regional Planning, Town and Country Planning, Physical Planning, Urban Development and Management Planning.

**SECTION 20.0 BINDINGNESS**

The provision of this Constitution shall be binding on all members in all matters to their conduct and affairs in the Town Planning Profession.

**SECTION 21.0**

This Constitution may be cited as the Constitution of the Nigerian Institute of Town Planners and shall come into force on the ..... day of ..... 2010