

**Constitution of the
Nigerian Association of
Educational
Researchers and
Evaluators (NAERE)**

PREAMBLE: Members of the Nigerian Association of Educational Researchers and Evaluators, in consideration of the need to forge together in research, development and function at the local and international levels, hereby agree to operate in accordance with this constitution.

ARTICLE 1 : NAME

The Association shall be called the **Nigerian Association of Educational Researchers and Evaluators.** **Association** shall refer to the Nigerian Association of Educational Researchers and Evaluators

ARTICLE 2 : AIMS AND OBJECTIVES

- I. To promote the involvement of members in educational research and evaluation with a view to achieving and sustaining educational development in Nigeria.
- II. To provide the forum for dissemination of research outcomes through seminars, workshops and conferences.
- III. To bring academicians and researchers together with policy makers and implementation personnel in the field of education.
- IV. To provide a platform for debating research outcomes with personnel of government departments involved in educational research and bodies in charge of public examinations.
- V. To promote the adoption of research outcomes for the development of educational policies and practices.

ARTICLE 3 : MEMBERSHIP

- I. **FULL MEMBERSHIP:** To qualify for full membership, an applicant shall fulfill the following requirements:
 - a. File an application with the Secretary of the Association.
 - b. Shall have received training or obtained university degree(s) in educational research, evaluation or related disciplines.
 - c. Shall pay a registration fee and annual subscription to be determined from time to time by the national executive committee.
- II. **STUDENT MEMBERSHIP:** This is open to all higher degree students in educational research, evaluation and related disciplines. A student member shall pay a registration fee and annual subscription to be determined from time to time by the national executive committee.
- III. **HONORARY MEMBERSHIP:** This shall be conferred on persons who have made notable contributions for which members consider them worthy. Such a member shall have two-third majority vote after the recommendation by the executive at an annual general meeting before the honour is bestowed on them.
- IV. **INSTITUTIONAL MEMBERSHIP:** This is open to government departments, educational or training institutions, research outfits and public examination bodies or any such groups interested in educational research and development. Institutional members shall pay a registration fee and an annual due determined from time to time by the national executive committee of the Association.

- V. **FELLOW OF THE ASSOCIATION:** This shall be conferred on individuals who have distinguished themselves in educational research and evaluation practice and considered worthy of bearing the identity of the Association.

ARTICLE 4 : RIGHTS AND PRIVILEGES

- I. **Full members** shall have the right to:
 - a. Attend and participate in all meetings and other activities of the Association.
 - b. Vote and be voted for.
 - c. Serve the Association in Committees and other such capacities as may be assigned by the executive committee or general conference.
 - d. Represent the Association in external bodies.
- II. **Student members** shall only have the right to attend and participate at meetings and other activities but have no voting right.
- III. **Honorary members** also have the right to attend and participate at meetings and other activities of the Association but have no voting right.
- IV. **Institutional members** shall have a maximum of two representatives at meetings and other activities of the Association. Institutions shall however have only one vote during elections and other decision making processes.

ARTICLE 5 : FINANCE

- I. The Association's financial year shall be from 1st January to 31st December of every year.
- II. Every member shall pay a registration fee determined from time to time by the national executive committee.
- III. Members shall also pay an annual subscription determined at the annual general meeting from time to time.
- IV. The Association shall be free to raise funds by sale of journals or other such materials produced from its funds.
- V. Members owing their annual subscription shall have their rights and privileges withdrawn.
- VI. Members owing annual subscription for more than three years shall have their membership withdrawn. Such members could be readmitted after payment of all outstanding subscriptions and a re-instatement fee determined by the national executive committee.
- VII. The Association shall be free to raise fund through special levies on members or by soliciting in a manner considered respectable and approved by the national executive committee.

A. The following Officers shall serve in a purely honorary capacity

- I. President
- II. Vice President
- III. Secretary
- IV. Assistant Secretary
- V. Treasurer
- VI. Financial Secretary
- VII. Publicity Secretary
- VIII. Ex-Officio

- IX. Editor (Non Elective Post)
- X. Zonal Coordinators (Non Elective Post)

B. ELECTION OF OFFICERS

- I. The national executive committee shall be dissolved and a Returning Officer and an Assistant shall be duly nominated, seconded and elected by a simple majority vote on the floor of an annual general meeting during an election year.
- II. Election of Officers of the Association shall be by a show of hands.
- III. A list of all members who satisfy all their financial obligations to the Association shall be compiled by the Financial Secretary and submitted to the Returning Officer for the purpose of the general election.
- IV. Only financial members whose names appear on the list are eligible to nominate, vote and/or be voted for.
- V. A person shall be deemed to have been duly elected by a simple majority of votes cast.
- VI. All Officers shall be duly elected by simple majority vote at an annual general meeting for a term of two years. A member may be re-elected at the annual general meeting but no Officer shall serve for more than two consecutive terms in the same Office.
- VII. All posts shall be declared vacant at the expiration of a term of two years. Any post will be declared vacant upon the resignation of the holder or upon removal by two-third majority of all voting members present at a general meeting of the Association
- VIII. Nominees to the various posts should have paid their annual subscription up to date. Members nominated for the posts of President, Vice President, Secretary and Treasurer shall have been registered for not less than three years.

ARTICLE 7 : DUTIES OF OFFICERS

- I. **President** : This shall be the chief executive of the Association. The duties of this office shall include:
 - a. Serving as the official head of and public spokesman of the Association.
 - b. Preside at and address the annual general conference.
 - c. Preside at all meetings of the association and national executive committee meetings including the annual general meetings.
 - d. Serving as joint signatory to the Association's account with the Treasurer and Secretary.
 - e. Advising the Secretary on scheduling of meetings.
- II. **Vice President** :
 - a. Shall assist the President in all duties.
 - b. Carry out such duties as may be assigned by the President.
 - c. Coordinate the annual general conference in conjunction with the select Local Organizing Committee and report to the President and national executive at scheduled meetings.
 - d. Presides over meetings in the absence of the President.
- III. **Secretary**:
 - a. Keep a register of members.
 - b. Serve as custodian of all official records of the Association.
 - c. Coordinate with the President to present a report of the year's activities of the Association at the annual general meeting.
 - d. Carry out all official correspondence on behalf of the Association.

- e. Maintain an imprest account with an amount determined by the national executive committee.
- f. Keep minutes of general meetings of the Association.
- g. Serve as joint signatory to the Association's accounts.

IV. Assistant Secretary:

- a. Keep minutes of executive committee meetings of the Association.
- b. Act on behalf of the Secretary in his absence
- c. Carry out such other duties as may be assigned by the Secretary.

V. Treasurer:

- a. Keep all monies collected in an account opened in the name of the Association.
- b. Disburse funds to meet the Association's needs as directed by the national executive committee.
- c. Act as joint signatory to the Association's account with the President.
- d. Pay all monies received to the Association's account within seven days.

VI. Financial Secretary:

- a. Collect all monies on behalf of the Association and hand over to the Treasurer within seven days.
- b. Keep an accurate record of all income and expenditure.
- c. Surrender records and books of account to an Auditor so mandated by the national executive committee for that purpose for examination.
- d. Submit an audited report in writing to the annual general meeting.

VII. Publicity Secretary:

- a. Publicize the activities of the Association through information media considered suitable.
- b. Responsible for good public image of the Association.
- c. Play a major role in all social affairs relating to the Association.
- d. Ensure that all materials for publication are approved by the Association.

VIII. Ex-Officio:

- a. This shall be the immediate past president of the Association and he shall hold this post for two years to help the in-coming executive committee to have a smooth transition.
- b. Shall attend all executive committee meetings and have the right to vote during such meetings.

IX. Editor:

- a. Shall constitute an Editorial Board which must be approved by the national executive committee.
- b. Accept articles, edit and cause them to be published in the NAERE Journal on regular basis.
- c. Coordinate the sales and distribution of the published Journal on the approval of the national executive committee.
- d. Report all income and expenditure on journals published at national executive committee meetings as well as annual general meetings.
- e. Carry out assignments having to do with edit of textual materials for the Association.
- f. Shall be appointed by the national executive committee and function as a member of the NEC.

X. Zonal Coordinators:

- a. Creating awareness about NAERE, its programmes and activities in the institutions under their jurisdiction;
- b. Engaging in membership drive and mobilizing those interested for registration with the Secretary;
- c. Circulating information about the Association's programmes and activities to registered and prospective members;
- d. Coordinating and facilitating the full participation of registered and prospective members in all programmes and activities of the Association;
- e. Planning and organizing programmes and activities capable of improving the academic and professional competence of members with the approval of the Executive Committee;
- f. Promoting and coordinating active interaction among registered and prospective members resident in their zones; and
- g. Taking other assignments that may come from the Executive Committee from time to time.

ARTICLE 8 : NATIONAL EXECUTIVE COMMITTEE

- a. The national executive committee shall comprise all elected officers of the Association. The expanded executive committee shall include the zonal coordinators participating as may be required by the main executive body.
- b. One-third of the membership of the executive committee shall form the quorum at its meetings.
- c. Members of the executive committee shall be elected during the annual general meeting in an election year and shall serve for two years.
- d. This shall be the policy making body of the Association and the decisions taken by it shall be conveyed to the general meeting for ratification .
- e. The committee shall co-opt members for different assignments or appoint sub-committee as the need arises.
- f. In the event of resignation or unavoidable absence of a member, the executive committee has the power to fill the vacancy until the term of office of such an officer expires.
- g. This committee shall meet at least twice during each financial year.
- h. Any member absent for three consecutive meetings without reason(s) considered valid by the executive committee shall be suspended.
- i. The executive committee may suspend any committee and make interim arrangement for its functions to be performed pending its dissolution by the annual general meeting.

ARTICLE 9 : OTHER COMMITTEES

- I. Other Committees of the Association shall be:
 - a. Education Committee
 - b. Editorial Board
 - c. Local Organizing Committee for national conferences
 - d. External Affairs Committee
- II. Chairman and members of each committee shall be elected at the annual general meeting and shall serve for two years. Members of committees may be re-elected for a second term.
- III. All committees are responsible to the national executive committee of the Association to which they shall submit written periodic and annual report.
- IV. One-third of members of any committee shall form a quorum at any meeting.

- V. A committee shall have power to co-opt up to two extra members by unanimous vote.

ARTICLE 10 : CONFERENCES

- I. There shall be an annual national conference of the Association to be hosted by institutions and bodies so designated by a simple majority vote or consensus at an annual general meeting.
- II. A Local Organizing Committee (LOC) which shall comprise membership nominated essentially from the host institution duly approved by the executive committee.
- III. The LOC shall liaise with the Vice President and the national executive committee for ensuring a smooth annual conference.
- IV. The LOC shall render account of all income and expenditure on annual conference to the national executive committee and hand over funds realized to the Treasurer. The annual conference should be managed in such a way that the Association shall suffer no loss but rather shall be profitable in academic and professional content to members and in financial terms.
- V. Other conferences, workshops and trainings may be organized as may be considered necessary by the Association and for which a Steering Committee shall be commissioned by the national executive committee.

ARTICLE 11 : MEETINGS

- I. General meetings shall be held at any time considered necessary at such time and places as the national executive committee may decide. One-fifth of the total number of members shall form the quorum.
- II. At least one educational meeting for the purpose of lectures, demonstrations and general discussion shall be held in each financial year.
- III. Members shall make contributions at meetings only when recognized by the President who is the Chairman of Association's meetings.
- IV. Matters shall be resolved once supported by a simple majority vote of eligible members at the meeting.
- V. Voting shall generally be by a show of hands.
- VI. If and when there is a deadlock while voting at meetings, the President shall cast a vote to resolve it.
- VI. One-fifth of the membership of the committees can, by a written request circulated within a month's notice summon a meeting of the respective organs of this Association. Quorum at the annual general meeting shall be one third of registered members for the conference.

ARTICLE 12 : AMMENDMENT OF THE CONSTITUTION

This constitution shall be amended when necessary by a two-third majority of eligible members present at any general meeting after due notice of issues needing amendment have been duly circulated to members. The procedures for constitutional amendment shall be as follows:

- a. Proposed amendments shall be submitted in writing to the Secretary of the Association at least three months before the annual general meeting in which it would be discussed.
- b. Copies thereof shall be mailed by the Secretary to all eligible members of the Association at least one month prior to the general meeting where such would be considered.
- c. Proposed amendments shall be debated at the general meeting. This shall be followed by casting of votes by all eligible members present at the meeting.