



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

BYE LAW

FOR

DISTRICT SOCIETIES

BYE LAW FOR DISTRICT SOCIETIES OF
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

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CHAPTER ONE

1.1 NAME

The name of the Association shall be **ICAN-MALAYSIA DISTRICT SOCIETY OF THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA** (hereinafter referred to as 'the Society').

1.2 AIMS & OBJECTIVES

The aims and objectives of the Society include the following:

- (a) to uphold the tenets of the Institute in the District;
- (b) to support the members and students within the District as defined under section 1.3 of the bye Law;
- (c) to implement the policies of the Institute at the District level;
- (d) to hold regular meetings of the Society and organise training, seminars and workshops for members;
- (e) to organise events such as Annual Dinner, Annual General Meeting (AGM), etc;
- (f) to disseminate other information of interest to members;
- (g) to organise career talks for students in secondary and tertiary institutions;
- (h) to follow up on members' welfare and disputes' resolution;
- (i) to liaise with Communities, States & Local Governments and Institutions of higher learning on issues affecting the accountancy profession;
- (j) to handle matters affecting the Institute and report back to the Institute;
- (k) to establish and maintain libraries for the use of members and students.

1.3 GEOGRAPHICAL COVERAGE OF THE SOCIETY

The area(s) covered by the Society shall be and its environs as may be defined from time to time by the Institute.

CHAPTER TWO

MEMBERSHIP

2.1 ADMISSION

- (a) Any member of the Institute, who normally resides, practices or is employed within the area of the Society as defined under section 1.3 of the bye law shall be entitled to be admitted as a member of the Society.
- (b) Multiple memberships shall not be allowed.
- (c) Every new member is required to pay a registration fee and annual dues and any other levies as may be prescribed by the Executive Committee subject to review from time to time. Payment shall be due on 1st January of every year.

2.2 CESSATION OF MEMBERSHIP

- (a) A member shall cease to be a member of the Society if he ceases to be a member of the Institute.
- (b) A member may also resign his membership at any time on giving notice, in writing, to the General Secretary of the Society.

CHAPTER THREE

EXECUTIVE COMMITTEE

3.1 COMPOSITION OF THE EXECUTIVE COMMITTEE

There shall be in place an Executive Committee that will administer the Society at any given period. This Executive Committee shall comprise the following officers: Chairman, Vice Chairman, General Secretary, Treasurer, Financial Secretary, Technical Secretary, Social/Publicity Secretary, Assistant General Secretary, Ex-officios (3) one of whom shall be the Immediate Past Chairman.

3.2 ELIGIBILITY

- a. To be eligible to contest as a member of the Executive Committee, the candidate:
 - i. Must be a member of the Institute of Chartered Accountants of Nigeria.
 - ii. Must be a financial member at both the District and Institute levels with at least 75% attendance at meetings of the District Society and a minimum of 90 MCPE credit hours within the last three years.
 - iii. Must not be a member of the Governing Council of the Institute.
 - iv. Must not be a staff of the Institute.
 - v. Must not be a staff of any District Society of the Institute.
- b. To be eligible for any of the aforementioned positions in the Executive Committee, the following conditions must be met:

Chairman:

- i. Must have been an active member of the Society and a member of the Executive Committee for a cumulative period of not less than five years.
- ii. Must have been a Vice Chairman or General Secretary of the Society.

Vice Chairman:

- i. Must have been an active member of the Society and a member of the Executive Committee for not less than four years.

Other positions:

- i. Must have been an active member of the Society and a member of the Executive Committee for at least two years.
- c. Notwithstanding the provisions of section 3(2)(b) above, the election of officers in District Societies of less than fifty (50) members may be exempted from the stated conditions.

3.3 DUTIES OF OFFICERS IN THE EXECUTIVE COMMITTEE

- (a) To co-ordinate and control the affairs of the Society, regulate its membership and watch the interests of the members (including students) in the area.
- (b) To submit to the Council of the Institute its programme for the coming year.
- (c) To submit an annual report in the form prescribed by the Council to the Annual General Meeting of the Society, and to the Council of the Institute.
- (d) The Executive Committee may employ one or more persons as administrative officers to assist the Executive Committee in its functions.
- (e) In the event of any matter or question arising which is not covered wholly or in part by this Bye law for the time being in force, the Executive Committee shall have full power subject to the approval of Council to deal with such matter(s) or question(s) as it shall think expedient in the interest of the Society.

3.4 FUNCTIONS OF THE OFFICERS IN THE EXECUTIVE COMMITTEE

- (a) Chairman
 - (i) The Chairman of the Society shall be the Chairman at all meetings of the Society and the Executive Committee.

- (ii) He shall do his utmost best to ensure the achievement of the objectives of the Society as enumerated in section 1.2 of this bye law.
- (b) Vice-Chairman
 - (i) He shall act in all matters specified in section 1.2 of this bye law in the absence of the Chairman.
 - (ii) He shall on all other occasions, generally assist the Chairman in carrying out his functions.
 - (iii) He shall chair the Executive Committee meeting and other meetings in the absence of the Chairman.
- (c) General Secretary
 - (i) He shall convene all meetings of the Society in consultation with the Chairman and in accordance with the provisions of this bye law.
 - (ii) He shall receive and process applications for membership.
 - (iii) He shall take minutes of all meetings and oversee the running of the District Secretariat.
- (d) Treasurer
 - (i) He shall be responsible for banking all monies received on behalf of the Society.
 - (ii) He shall be the custodian of the Society's cheque books and other financial instruments.
 - (iii) He shall be responsible for the disbursement of Society's monies subject to the approval of the Executive Committee.
- (e) Financial Secretary
 - (i) He shall keep the financial records and accounts of the Society.
 - (ii) He shall present the income statement and financial position of the preceding financial year certified by the auditor at every Annual General Meeting.

- (iii) The Financial Secretary shall be responsible for keeping proper books of account and shall prepare the accounts of the Society in the form prescribed by the Council.
- (f) Technical Secretary
 - (i) To be responsible for organizing technical sessions.
 - (ii) To be responsible for the management and coordination of professional materials for publication in the District's newsletter, magazine and the official website.
 - (iii) To undertake research work on finance and accountancy.
 - (iv) To coordinate, manage and report the work of the faculties of the Institute.
 - (v) To liaise closely with the Technical Department of the Institute.
 - (vi) Mobilization of students within the area(s) covered by the Society for the purpose of registration for the Institute's examinations.
- (g) Social/Publicity Secretary
 - (i) He shall be responsible for the organization of all social functions of the Society.
 - (ii) He shall ensure that a positive image of the Society is maintained at all times.
 - (iii) He shall be responsible for all public relation functions of the Society.
- (h) Assistant General Secretary
 - (i) He shall assist the General Secretary generally and act for him in his absence.
- (i) Ex-Officio Members
 - (i) They must attend meetings.

3.5 TENURE OF OFFICERS IN THE EXECUTIVE COMMITTEE

- (a) The tenure of officers in a particular office in the Executive Committee shall be for a term of one year subject to a maximum of two terms i.e., from one AGM to the next AGM.

- (b) Any member of the Executive who shall be absent from three consecutive Executive/General meetings unless he has submitted a written apology or obtained permission from the Chairman or Secretary shall cease to be a member of the Executive.

3.6 VACANCIES IN THE EXECUTIVE COMMITTEE

- (a) If any vacancy in the membership of the Executive Committee occurs between two Annual General Meetings, the Executive Committee may, if it considers it necessary, appoint an eligible person to fill such vacancy.
- (b) An eligible person shall be appointed by the Executive Committee to complete the tenure of the former officer. However the period of filling the vacancy shall not be counted as a term in office on the officer who filled the vacancy.
- (c) Any appointment to fill a vacancy by the Executive Committee shall however be subject to ratification by two thirds of members present at the next general meeting of the Society.

3.7 SUB-COMMITTEES

The Executive Committee may appoint members of Sub-committees as it deems necessary to carry out specific functions to assist it in achieving the objects of the Society.

CHAPTER FOUR

ELECTIONS

4.1 APPOINTMENT OF ELECTORAL COMMITTEE

- (a) The Executive Committee of the Society shall between two (2) and three (months) before an Annual General Meeting appoint an Electoral Committee of not less than three (3) and not more than five (5) financial members of the Society subject to ratification by a simple majority of the members in attendance at the District monthly meeting.
- (b) The Executive Committee will further appoint one of the Electoral Committee members to serve as the Chairman and another as the Secretary of the Electoral Committee.
- (c) The Electoral Committee shall be responsible for determining all questions as to the validity of the election.

4.2 ELECTION INTO EXECUTIVE COMMITTEE

- (a) Nomination of candidates for election or re-election to the Executive Committee at an Annual General Meeting shall be made by notice in writing signed by not less than two financial members of the Society, who shall also be up to date in their subscriptions to the Institute.
- (b) The Notice must be received by the Electoral Committee and registered by the Secretary to the Electoral Committee or the Society's Administrative Officer not later than 21 days preceding the date of the meeting by the Annual General Meeting.
- (c) Such notice shall be accompanied by a written acceptance from each candidate of his willingness to serve if elected or re-elected, as the case may be.

- (d) A list of the names of all candidates nominated for election or re-election shall be sent to all members of the Society with the notice for the Annual General Meeting.
- (e) For such candidates to be eligible to be voted for, they must be financially up to date at both the Society and the Institute levels.

4.3 ELECTION PROCEDURES

- (a) The method of conducting elections shall be by ballot of those members eligible to vote who are present at the meeting in person unless a vote by the show of hands is demanded by the majority members eligible to vote and present in person.
- (b) In the event of equality of votes between two or more candidates for any vacancy, the Electoral Committee shall conduct a re-run election immediately.
- (c) In the event of a tie after re-run has been conducted, the Chairman of the Electoral Committee shall have a casting vote.
- (d) The declaration of the result of the election by the Chairman of the Electoral Committee shall be final.
- (e) Immediately after the declaration at AGM, the Chairman of the Electoral Committee will swear- in the newly elected officers.

4.4 ELECTION GRIEVANCES

- (a) The Committee of Past Chairmen where in existence shall constitute an Appeal Committee with respect to election grievances.
- (b) Where the Committee is not in existence, the Executive Committee shall appoint a Past Chairman and another experienced member of the Society to settle an election grievance.
- (c) Where a grievance is not resolved at the Society level, such grievance shall be referred to the Institute.

CHAPTER FIVE

AUDITOR

5.1 APPOINTMENT OF AUDITOR

- (a) The members at an Annual General Meeting shall appoint an honorary auditor who shall be a member of the Society in practice, at such remuneration if any, as the meeting shall determine.
- (b) No member of the Executive Committee shall be eligible for appointment as an auditor.
- (c) In the event of any vacancy occurring in the office of auditor between two Annual General Meetings or a vacancy not being filled at an Annual General Meeting, the vacancy shall be filled by the Executive Committee at a meeting summoned with notice of the object, provided that during such vacancy any continuing auditor shall act as such.
- (d) The auditor shall retire at the next Annual General Meeting after his appointment but shall be eligible for re-appointment.
- (e) The re-appointment of the auditor shall be subject to a maximum of five (5) years audit work for the Society.

5.2 RETIREMENT OF AUDITOR

- (a) A retiring auditor shall, unless he shall have notified the Executive Committee in writing not later than 21 days preceding the date of the Annual General Meeting his desire not to offer himself for re-appointment at such meeting, be eligible for re-appointment.
- (b) Every other candidate for appointment as an auditor shall be nominated by notice in writing signed by not less than two qualified members of the Society and received by the Secretary of the Executive Committee not later than the 1st

February preceding the date of the Annual General Meeting and such notice shall be accompanied by a confirmation in writing from such candidate of his willingness to serve as auditor if appointed.

- (c) Upon receipt of any notice the Secretary of the Society shall send a copy thereof to the retiring auditor.
- (d) Notice of the names of all candidates nominated for appointment or deemed to be nominated for re-appointment shall be sent to all members of the Society with the notice for the Annual General Meeting.

CHAPTER SIX

MEETINGS

6.1 EXECUTIVE COMMITTEE MEETING

The Executive Committee shall meet a week to the Society's general meeting at such times and places as the Chairman shall determine, and at such meetings, four members shall form a quorum.

6.2 GENERAL MEETING

A general meeting of the Society shall be convened monthly and at such time and place as may be determined by the Executive Committee and notice of such must be communicated to the members.

6.3 ANNUAL GENERAL MEETING

The Annual General Meeting of the Society shall be held not later than the month of April in each year to transact the following businesses:

- (a) To receive the annual report of the Executive Committee and the accounts of the Society for the year ended 31st December proceeding with the Auditor's Report thereon;
- (b) The election or re-election of members of the Executive Committee;
- (c) The appointment of auditor in accordance with section 5.1;
- (d) Any Other Business, which has been listed for discussion in the notice of the meeting.

6.3.1 The Executive Committee shall convene an Annual General Meeting of the Society not later than four months after the accounting year end.

6.3.2 A member wishing to bring before the Annual General Meeting any motion not relating to the ordinary business of the Society may do so provided:

- (i) that notice in respect of the proposed motion has been sent or given to the General Secretary of the Society and has been received by him not later than 30 days before the date of the Annual General Meeting;
- (ii) that not less than five members entitled to vote at the Annual General Meeting have sent or given notice in writing to the General Secretary not later than 25 days before the date of the Annual General Meeting expressing their desire that the proposed motion should be brought before the Annual General Meeting; and
- (iii) that in the opinion of the Executive Committee, the proposed motion relates to matters affecting the Society or the accountancy profession.

6.3.3 The Executive Committee may, whenever it thinks fit, convene a special meeting of the Society for any purpose relating to the interest of the Society, and shall do so within twenty-one (21) days from the receipt by the General Secretary of the Society of a requisition in writing signed by not less than 5 members and stating the object of the proposed meeting. Only such business as is specified in the notice convening such meeting shall be transacted.

6.4 NOTICE OF MEETING

- (a) An Annual General or Special meeting of the Society shall be called by twenty-one (21) days' notice in writing at the least.
- (b) The notice of the meeting shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, the day and the hour of the meeting and in the case of business other than the ordinary business of the Society, the general nature of that business.
- (c) In the case of the Annual General Meeting, the General Secretary shall send to the members of the Society the notice of the Annual Report of the Executive Committee, a copy of the Audited Accounts of the Society, a list of persons nominated for election into the Executive Committee or as auditor and particulars of all motions to be brought before the meeting under Section 6.3 above.

6.5 CHAIRMAN OF MEETINGS

- (a) The Chairman of the Society shall be Chairman of all meetings of the Society and Executive Committee. In his absence, the Vice Chairman shall preside over the meeting.
- (b) In the absence of the two officers mentioned in section 6.5 (a) above, members present shall elect a protem Chairman from those present.

6.6 QUORUM AT MEETINGS

- (a) The Quorum for the Executive Committee meeting shall be four (4) members.
- (b) At each General, Annual General or Special Meeting of the Society, five (5) members eligible to vote and present in person, shall constitute a quorum.
- (c) If members present could not form a quorum thirty minutes after the time appointed, the meeting shall stand adjourned for one week and later to be held at the same time and place or, if such place is not available, such other place as the Executive Committee may determine where the members then present and eligible to vote, notwithstanding that there may be less than five (5) such members present in person, shall proceed to transact the business of the meeting.

6.7 ADJOURNMENT OF MEETINGS

Subject to the provisions of this Bye law, the Chairman of any meeting of the Society may, with the consent of the members, adjourn the meeting.

6.8 VOTING AT MEETINGS AND DEMAND FOR POLL

- (a) At any General, Annual General or Special Meeting of the Society, a resolution put to the vote of the meeting shall be decided on by show of hands.
- (b) Every member present in person and eligible to vote shall have one vote.

- (c) If a poll is duly demanded or is required to be taken, it shall be taken in such manner as the Chairman shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (d) In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the poll is demanded or is required to be taken shall be entitled to a casting vote.

6.9 MINUTES OF MEETINGS

Proper minutes shall be recorded of all resolutions and proceedings of meetings of the Society and its Executive Committee and all minutes shall be signed by the Chairman and General Secretary of the meeting to which it relates after the adoption.

CHAPTER SEVEN

FINANCE

7.1 SOURCES OF FUNDS

The funds of the Society shall be derived from

- (a) Members' annual dues
- (b) Subventions and grants from the Institute
- (c) Contributions or levies on members by whatever name and for whatever purpose demanded
- (d) Donations or other miscellaneous collections
- (e) Fines and all monies from other sources
- (f) Returns and profits from investments
- (g) Training programmes and consultancy services by itself or in collaboration with other organizations.
- (h) Loans from Financial Institutions to execute specific projects/programmes as and when the need arises subject to ratification by the members and approval of the Council of the Institute.

7.2 BANKING OF FUNDS

- (a) All funds of the Society shall be paid and kept in the account of the Society in any bank approved by the Executive Committee.
- (b) All funds received by the Society shall be paid into the Society's bank account within 24 hours or the next working day.

7.3 SIGNATORIES TO THE BANK ACCOUNT

COMPOSITION

- (a) The authorized signatories to the Society's bank account are as follows:
 - (i) The Chairman or in the alternate the Vice Chairman (signatories A).

- (ii) The Treasurer or in the alternate the General Secretary (signatories B).

7.4 MANDATE

Any of signatories A and B must sign a cheque jointly for it to be valid.

7.5 ANNUAL DUES

The annual dues shall fall due by 1st January of each year and the amount shall be determined periodically by the Executive Committee subject to ratification of members at a general meeting.

7.6 APPLICATION OF FUNDS

- (a) No payments exceeding ₦10,000.00 (Ten Thousand Naira only) shall be made except by cheque, signed by the authorized signatories.
- (b) An imprest shall be maintained by the Society as may be prescribed by the Executive Committee.
- (c) The funds of the Society shall be applied as follows:
 - (i) Running cost for the daily administration of the Society.
 - (ii) Any other expenditure approved in good faith.

7.7 INDEMNITY OF EXECUTIVE COMMITTEE

No member of the Executive Committee shall be personally liable in respect of any liability validly incurred on behalf of the Society in good faith.

CHAPTER EIGHT

BENEFITS

8.1 DISTRESSED MEMBER

A member who is distressed shall be referred to the Institute's Benevolent Fund.

8.2 DEATH

In the case of death, the family of a financial member shall be entitled to a sum assured as determined by the Institute.

CHAPTER NINE

ZONAL DISTRICT MANAGEMENT

9.1 ZONAL DISTRICT

- a) A Zonal District shall be made up of the District Societies within any of these three geographical areas of Nigeria:
 - (i) Eastern region
 - (ii) Northern region
 - (iii) Western region
- b) For the purpose of definition, the old Midwestern Region shall form part of the Eastern region.

9.2 AIMS AND OBJECTIVES OF ZONAL DISTRICT

The aims and Objectives of a Zonal District shall include the following:

- (a) To organise Zonal District Society Conference.
- (b) To organise joint seminars and workshops for members within the Zone.
- (c) To mediate into areas of conflict among the constituent District Societies.
- (d) To ensure that due process is adhered to in the formation of District Societies within the Zone.
- (e) To foster interaction and better understanding amongst District Societies in the Zone.

9.3 ZONAL EXECUTIVE COMMITTEE

There shall be a Zonal Executive Committee that will administer the Zonal District.

9.4 COMPOSITION OF ZONAL EXECUTIVE COMMITTEE

The Zonal Executive Committee shall comprise of the following:

- (a) Zonal Chairman
- (b) Zonal Vice Chairman
- (c) Zonal Secretary
- (d) Zonal Assistant Secretary
- (e) Zonal Treasurer
- (f) The Immediate Past Chairman as Ex-officio

9.5 ELECTION GUIDELINES

- (a) The Offices shall be contested for by the District Societies and not by individual members.
- (b) The incumbent Chairman of any District Society shall occupy any of the positions.
- (c) If the tenure of the District Chairman ends before the tenure of the position held in the Zone, the outgoing District Chairman shall hand over the Zonal position to the incoming District Chairman.
- (d) The tenure of any Zonal office holder shall be for a non-renewable term of two years.

9.6 ZONAL CONFERENCE

- (a) The Zone shall organise an Annual Zonal Conference at a venue to be determined by the District Society Chairmen within the Zone.
- (b) The composition of the Planning Committee for the Zonal Conference shall be made up of a representative of each District Society within the Zone made up as follows:
 - (i) Conference Chairman -Representative of the host District Society.
 - (ii) Conference advisers shall be the immediate past Conference Chairman and any other past Conference Chairman
 - (iii) Conference Director - representative of the host District Society.
 - (iv) Rapporteur General - representative of any of the District Societies.
 - (v) Conference Accountant- Chairman of any of the District Societies.
 - (vi) Assistant Conference Director shall be a representative of any of the District Societies.
- (c) The Conference Accountant shall prepare and present the accounts of the Conference to the Planning Committee for approval not later than 90 days from the end of the Conference.
- (d) The approved accounts shall be presented to the District Society Chairmen for ratification and disbursement of the surplus.

9.7 FUNDING OF THE ZONE

- (a) Surplus from Zonal Conference
- (b) Proceeds from seminars and workshops
- (c) Donations
- (d) District Society levies.

9.8 APPLICATION OF THE FUNDS

- (a) Voluntary promotion of accountancy education within the zone
- (b) General Administration of the Zonal office
- (c) Granting of advances to any host District Society for the purpose of the Conference.

9.9 BANKING OF FUNDS

- (a) A Zonal District Bank Account shall be opened and maintained at any bank to be determined by the District Chairmen of the zone.
- (b) The account is to be resident in the Zonal Headquarters.

9.10 SIGNATORIES AND MANDATE TO THE ACCOUNT

The signatories to the Zonal bank account shall be made up of the following officers:

- (a) Category A
 - Zonal Chairman
 - Zonal Vice Chairman
- (b) Category B
 - Zonal Treasurer
 - Zonal Secretary

Any of signatories A & B must sign a cheque jointly for it to be valid.

9.11 ZONAL CONFERENCE BANK ACCOUNT

- (a) The bank account shall be determined by the District Societies Chairmen in the Zone.
- (b) The account shall be opened in the branch of the bank located in the town hosting the Conference.
- (c) The signatories are to change on yearly basis to reflect the new Conference officers to operate the account.
- (d) If the official banker for any Annual Conference is different from the usual banker, such account shall be maintained for the purpose of that Conference and closed to prevent multiplicity of accounts.

9.12 SIGNATORIES AND MANDATE TO THE CONFERENCE ACCOUNT

The signatories to the Zonal bank account shall be made up of the following officers:

- (a) Category A
Conference Chairman

- (b) Category B
Conference Accountant
Conference Director

Any of signatories A & B must sign a cheque jointly for it to be valid.

CHAPTER TEN

GENERAL PROVISIONS

10.1 PATRONS AND COMMITTEE OF PAST CHAIRMEN

- a) There shall be a Committee of Past Chairmen which shall comprise of all past Chairmen of the Society.
- b) The function of the Committee shall be to act as an advisory body to the Executive Committee of the Society and resolve conflicts between members or between the Executive Committee and members.
- c) The Executive Committee may appoint notable members of the Institute as Patrons of the Society subject to ratification by a two third majority of members present at a general meeting of the Society.
- d) Patrons shall also act as advisers to the Executive Committee and resolve conflicts between members or between the Executive Committee and members.

10.2 CONFLICT

Where any provision of this Bye law is in conflict with the ICAN Act or any directive of the Institute, the provision of the ICAN Act and the directive shall take precedent.

10.3 DISPUTE

In the event of any dispute arising as to the interpretation of this Bye law, such dispute shall be referred to the Council of the Institute which decision shall be final and binding on all parties.

10.4 AMENDMENT

Amendment to this Bye law shall be proposed to the District Societies Committee which shall consider and recommend to the Institute's Council for approval.

10.5 COMMENCEMENT DATE

This Bye-Law shall become operational from 1st of May, 2012.

10.6 INTERPRETATION

In this Bye-Law, unless the content otherwise requires-

- (a) "COUNCIL" means the Council of the Institute of Chartered Accountants of Nigeria.
- (b) "THE HOUSE" means members present at any general meeting.
- (c) "THE SOCIETY" means every District Society of the Institute of Chartered Accountants of Nigeria (ICAN).
- (d) "TOKEN" means an amount to be decided by the Executive.
- (e) "HE" shall mean the word "SHE" where a female is the person referred to.
- (f) "FINANCIAL MEMBER" means a member who is up to date in his District Society dues and subscription to the Institute as at 1st January of every year.

10.7 PROTOCOLS

At any meeting or function of the Society, the following shall be recited before consideration of other matters and this shall be adhered to by members of the Society in conjunction with this Bye-law:

- (i) The National anthem.
- (ii) The ICAN anthem.

SCHEDULE 1

GUIDELINES FOR THE FORMATION OF A DISTRICT SOCIETY

1. The minimum number of members shall be twenty five. However, the requirement for Northern States with the exception of Kano and Kaduna shall be twenty five.
2. The proposed District Society must have held a minimum of three meetings with signed attendance register and minutes of meetings.
3. It must have in place an Interim Executive Committee. The members must all be financially up to date with their former District Societies and the Institute.
4. It must be sponsored by a mother District which shall actively participate in the initial meetings.
5. All members of the proposed District must be financial members of the Institute and must have been active members in their former District Societies.

DE-REGISTRATION OF A DISTRICT SOCIETY

The Governing Council of the Institute shall direct that a District Society be de-registered and shall give directions for the disposal of the Society's assets where the following situations arise:

1. Where the District Society has been unable to hold its monthly general meeting for six months and above to the knowledge of the Institute.
2. Where the Society has failed to submit its audited financial statements and annual reports for a minimum period of two years.
3. Failure to hold two consecutive Annual General Meetings.
4. Where the number of financial members of the Society falls below the prescribed minimum number of members.

SCHEDULE 2

GUIDELINES FOR THE FORMATION OF CHAPTERS

Definition:

A Chapter is a body or group of Chartered Accountants working in the same organization, established for the pursuit of a common goal irrespective of the geographical location of members and recognized as such by the Governing Council of the Institute.

Objectives:

The primary objective of a Chapter is to enable members drive issues affecting members' welfare such as:

- Group sponsorship of members to Accountants' Conference and other Institute's events.
- Members Continuing Professional Education and other Training Programmes.
- Facilitation of group payment of Members' Annual Subscriptions.
- Assisting members in distress.
- Promoting networking and harmonious working relationships among members.
- Enhancing social interactions among members.

Criteria for the formation of a Chapter

- Minimum of 100 members who must be financially up to date with their District Societies and the Institute.
- Must have a list of Interim Executive members who must have been active members of their various District Societies.
- Must be sponsored by a District Society.

Relationship with District Societies and the Institute

- Notwithstanding their membership of a Chapter, all members shall continue to be financial and active members of District Societies.
- A Chapter shall not convert to a District Society.
- Chapters should not be equated with District Societies and are therefore not to be considered as members of the District Societies Committee of the Institute.
- There shall be no separate Council Coordinators appointed for Chapters to avoid division.
- Chapters shall not be entitled to subventions from the Institute.