

---

**THE CONSTITUTION OF THE NIGERIAN SOCIETY OF DATA  
ANALYSTS AND BUSINESS INTELLIGENCE EXPERTS  
(NSDABIE)**

---

Article I - Name

Article II – Aim, Mission & Vision Statement.

Article III- Core Values

Article IV- Organs of the Society

Article V - Board of Trustees

Article VI - State Chapters

Article VII- Membership

Article VIII- Memberships Benefits

Article IX- Memberships Application Process

Article X - Membership Subscription

Article XI- Lost of Membership

Article XII - Honors

Article XIV - The National Executive Council

Article XV- Committees

Article XVI – The National Secretariate

Article XVII - Finance

Article XVIII - Publications

Article XIII - Nominations and Elections

Article XIX – Society’s Memberships in other Organizations

Article XX – Executives Roles and Responsibilities

Article XXI- Reporting Lines and Accountability

Article XXII - Role of Fellows and Past-presidents

Article XXIII – Procedures for Nominating, Electing, and Removing Officers

Article XXIV – Procedure for Calling meetings

Article XXV Guidelines for Data privacy and confidentiality

Article XXVI –Process for handling Violations and disciplinary actions

Article XXVII- Guidelines for resolving Disputes

Article XXVIII- Amendments

Article XXIX - Commencement Date

## **PREAMBLE**

We, the members of the Nigerian Society of Data Analysts and Business Intelligence Experts (NSDABIE), recognizing the critical importance of data analytics and business intelligence to the advancement of information technology in Nigeria and beyond, hereby adopt this Constitution to govern the activities, administration, and principles of the Society.

- a. This Constitution is supreme and its provision shall have binding force on all State Branches, Technical/Interest Groups, Officers and Members of the NSDABIE.
- b. Registered office of the society XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

## **Article I: Name**

The name of the Society shall be “**The Nigerian Society of Data Analysts and Business Intelligence Experts**” (NSDABIE) While the slogan shall be “**Empowering innovation and impact through Data**”

## **Article II: Aim, Mission, and Vision Statement**

### **Aim**

The advancement and application of data analytics and business intelligence to foster sustainable development in Nigeria.

### **Objectives**

- a. Promote research and innovation in data analytics and business intelligence.
- b. Foster collaboration among professionals, academics, and policymakers to address Nigeria’s data-driven challenges.
- c. Build capacity for data-driven decision-making across public and private sectors.
- d. Provide a platform for professional networking and mentorship.

### **Mission Statement**

To empower data analysts and business intelligence professionals in Nigeria through capacity building, knowledge sharing, and ethical practice, fostering innovation and excellence in data-driven decision-making for national development.

## **Vision Statement**

To be the leading professional association in Nigeria, uniting data analysts and business intelligence experts to drive impactful insights, champion best practices, and contribute to socioeconomic growth through data transformation.

## **Article III: Core Values**

The following core values shall guide the members of the society:

### **1. Integrity**

- a. All members shall uphold accuracy, transparency, and ethical use of data in all our processes. Integrity fosters trust by adhering to ethical practices, ensuring reliable insights that enable confident decision-making.

### **2. Innovation**

- a. All members shall embrace creativity and technology to deliver cutting-edge solutions by staying ahead of trends. Innovation drives growth and creates value for businesses, industries, and academia.

### **3. Collaboration**

- a. All members shall foster partnerships to bridge gaps between sectors. Collaboration connects business, industry, and academia, addressing shared challenges and unlocking new opportunities.

### **4. Excellence**

- a. All members shall be committed to delivering the highest quality in every project and solution. Excellence ensures impactful outcomes, empowering stakeholders to make informed and precise decisions.

### **5. Data-Driven Impact**

- a. All members shall transform raw data into actionable insights that drive progress. The society focus on results ensures that decisions made leads to measurable improvements in organizations and communities.

## **6. Inclusion**

- a. All members shall value diverse perspectives and equitable access to knowledge. Inclusion ensures that insights benefit everyone, from small businesses to large industries and academic institutions.

## **7. Sustainability**

- a. All members shall prioritize solutions that promote long-term growth and resource optimization. Sustainability ensures that the society analytics support environmental, social, and economic wellbeing for future generations.

## **8. Empowerment**

- a. All members shall equip individuals and organizations with tools to make informed decisions. Empowerment builds confidence, enabling stakeholders to take ownership of their challenges and opportunities.

## **9. Accountability**

- a. All members shall take full responsibility for the accuracy and impact of the society. Accountability guarantees that all deliverables meet the expectations of clients and partners.

## **10. Knowledge Sharing**

- a. All members shall promote the dissemination of insights to foster growth and innovation. By sharing findings, all members shall contribute to the collective progress of businesses, industries, and academia.

## **Article IV: Organs of the Society**

### **The Society shall have the following organs:**

- a. Publications: Journals, newsletters, and reports.
- b. Conferences and Seminars: Platforms for knowledge exchange and best practices.
- c. Committees: Standing Committees: Includes Disciplinary, Finance, Publicity, Law and Ethics, and Education Committees.

- d. Ad Hoc Committees: For specific tasks such as conference planning and election screening.

## **Article V: Board of Trustees**

- a. The Board shall comprise five members: a BoT chairman, BoT secretary, the society President, and any other two members as deemed fit.
- b. It shall oversee the Society's assets and provide strategic direction.
- c. Trustees serve a five-year renewable term.

## **Article VI: State Chapters**

- a. State Chapters may be established upon NEC approval.
- b. Each Chapter shall promote the Society's objectives at state and local levels.
- c. Chapters shall have an Executive Committee that comprises of a state coordinator, a secretary, and a financial secretary.
- d. Chapters may raise funds independently but remain financially accountable to the National Executive Council.
- e. Chapters could also come up with programs aimed at promoting the vision of the society at state levels.

## **Article VII: Membership**

### **Membership Categories**

- a. Student/Graduate Member
- b. Graduate Member
- c. Academic/Professional Member
- d. Honorary Member (Lifetime Achievement)

### **Membership Requirements**

#### **Student/Graduate Member:**

- a. Must be enrolled in a relevant academic program (e.g., statistics, mathematics, computer science, accounting, data science and other related field).
- b. Valid student ID required.

**Academic/Professional Member:**

- a. Must have at least a diploma in statistics, mathematics, computer science, accounting, data science and other related field). A certification in data analytics, business intelligence and dashboard creation will be an added advantage.
- b. At least two years of work experience in data analytics or a related field.
- c. Must fulfill continuing education requirements.

**Honorary Member:**

- a. Reserved for individuals with significant contributions to the field of data analytics and Business Intelligence.
- b. Membership granted by invitation from the Board of Directors.

**Article VIII: Membership Benefits**

**Common Benefits for All Members:**

- a. Networking opportunities with industry professionals.
- b. Access to exclusive events and webinars.
- c. Discounts on training programs and conferences.
- d. Job board access for career opportunities. (This is a really good benefit the society need to work on. The society website should be a platform where career opportunities can be easily accessed.
- e. Mentor-mentee training opportunity (This could be a paid / highly subsidized programme later).
- f. Free subscription to the Society's newsletter.

**Category-Specific Benefits:**

**Student/Graduate Members:**

- a. Access to matched mentorship opportunity.
- b. Career guidance and free access to professional development resources.
- c. Access to International Scholarship opportunities.
- d. Access to International Scholarship opportunities.

**Academic/Professional Member:**

- a. Access to continuing education and professional development resources.
- b. Access to opportunities for professional certification.
- c. Access to leadership and skills development programs.

**Honorary Member:**

- a. Lifetime membership with no renewal requirements.
- b. Recognition at Society events and gatherings.
- c. Invitations to exclusive high-level gatherings and advisory roles.

**Article IX: Membership Application Process**

- a. Complete and submit an online application form via the society's website.
- b. Attach required documents as specified in the form.
- c. Applications will be reviewed and approved by the Membership Committee.

**Article X: Membership Subscriptions**

- a. Subscription fees shall be determined by the BoT.
- b. Full payment of dues is required to maintain membership privileges.
- c. Payment of membership fees as per the selected membership category.

**Article XI: Loss of Membership**

Should there be a petition written against a member by any individual or organization, such petition will be forwarded to the disciplinary committee and if found guilty, appropriate sanctions will be meted out which could include termination of membership.



## **Article XII: Honors**

**Privileges Committee:** Responsible for recommending Fellows based on criteria including

- a. Long-standing service, academic excellence, and contributions to the Society.
- b. Fellowships are conferred during Annual General Meeting (AGM).
- c. Additional honors may include awards for research, service, or innovation

## **Article XIV: The National Executive Council (NEC)**

- a. The NEC shall govern the Society and include elected officials such as President, Vice Presidents, Secretary, and Publicity Secretary.
- b. NEC members shall serve a single tenure of two-years which is renewable for another two years tenure upon satisfactory performance. No NEC member shall be elected for three tenures.
- c. NEC functions, quorum requirements, and eligibility criteria for election shall be defined.

## **Article XV: Committees**

- a. Standing Committees: Permanent, with specific mandates such as research, finance, and membership.
- b. Ad Hoc Committees: Temporary, for tasks like event planning or elections.

## **Article XVI: The National Secretariat**

- a. The Secretariat serves as the administrative hub, led by a national secretary.
- b. Responsibilities include record management, communication, and coordination of activities.

## **Article XVII: Finance**

- a. The Society's financial year runs from January 1 to December 31.

- b. All funds shall be deposited into NEC-approved accounts, with dual signatories for withdrawals.
- c. Annual budgets require Council approval.
- d. Society income shall solely promote her objectives.

### **Article XVIII: Publications**

The Society shall publish journals, conference and proceedings to advance the profession.

### **Article XIX: Society's Membership in Other Organizations**

The Society may affiliate with local and international organizations to enhance collaboration and professional growth.

### **Article XX: EXECUTIVES ROLES AND RESPONSIBILITIES**

#### **1. President**

##### **Roles and Responsibilities:**

- a. Provide overall leadership and strategic direction to the Society.
- b. Serve as the chief spokesperson and representative of the Society at national and international events.
- c. Preside over all NEC, Council, and AGM meetings.
- d. Approve the formation of standing and ad hoc committees.
- e. Sign official documents, correspondence, and agreements on behalf of the Society.
- f. Ensure compliance with the Constitution and oversee the execution of the Society's programs and activities.

**Reporting Line:** Reports to the Board of Trustees.

#### **2. Vice President**

##### **Roles and Responsibilities:**

- a. Assist the President in performing duties and act in their stead during absences or incapacitation.

- b. Oversee specific initiatives or projects as assigned by the President or NEC.
- c. Collaborate with committee chairs to facilitate their activities.
- d. Serve as a liaison between the NEC and technical or special interest groups.

**Reporting Line:** Reports to the President and NEC.

### **3. National Secretary**

#### **Roles and Responsibilities:**

- a. Serve as the chief administrative officer of the Society.
- b. Handle correspondence, documentation, and communication with members and external organizations.
- c. Ensure proper documentation and safekeeping of all Society records.
- d. Provide secretarial support to the Board of Trustees and other committees as required.
- e. Supervise the activities of the National Secretariat.

**Reporting Line:** Reports to the NEC.

### **4. National Financial Secretary**

#### **Roles and Responsibilities:**

- a. Oversee the financial management and accounting processes of the Society.
- b. Maintain accurate records of all financial transactions, including receipts, payments, and account balances.
- c. Prepare and present periodic financial reports to the NEC and BoT.
- d. Coordinate the preparation of the Society's annual budget in collaboration with relevant committees.
- e. Ensure proper disbursement of funds in line with the Society's objectives and approved budgets.
- f. Manage the Society's bank accounts and ensure compliance with financial regulations.
- g. Work closely with auditors to facilitate annual audits of the Society's accounts.
- h. Advise the NEC on financial matters, including fundraising and investment opportunities.
- i. Collect and account for membership subscriptions, levies, and other dues.

**Reporting Line:** Reports to the President and NEC

## **5. Board of Trustees (BOT)**

The major responsibility of the BoT is majorly advisory and oversight function over the activities of the NEC

- a. Strategic Governance: BOT provides strategic guidance and oversight to the organization, setting overall direction and vision. which are majorly advisory and oversight function over the activities of the NEC.
- b. Policy-Making: BOT makes key policy decisions, such as approving budgets presented by NEC, setting goals, and establishing organizational priorities.
- c. Oversight: BOT ensures that the organization though the NEC operates within its mandate, adheres to laws and regulations, and maintains accountability.
- d. Fundraising and Resource Mobilization: BOT often plays a key role in securing funding and resources for the organization

## **6. Director of Public Relations**

### **Roles and Responsibilities:**

- a. Develop and implement the Society's public relations and communication strategies.
- b. Build and maintain the Society's image and relationships with stakeholders, including the media.
- c. Manage the Society's social media platforms, website, and other communication channels.
- d. Prepare and disseminate press releases, newsletters, and other publications.
- e. Coordinate publicity for the Society's events, conferences, and achievements.
- f. Address inquiries and represent the Society in public engagements.

**Reporting Line:** Reports to the NEC.

## **7. Director of Training and programs**

### **Roles and Responsibilities:**

- a. Develop and oversee the Society's capacity-building programs, including workshops, training, and certifications.
- b. Identify skill gaps within the profession and design training programs to address them.
- c. Promote and coordinate research initiatives aligned with the Society's mission.

- d. Establish partnerships with academic institutions, research organizations, and industry stakeholders.
- e. Organize conferences, seminars, and research dissemination events.
- f. Monitor emerging trends in data analytics and business intelligence to guide strategic initiatives.

**Reporting Line:** Reports to the President.

## **8. Director (General Role)**

### **Roles and Responsibilities:**

- a. Oversee specific areas of the Society's activities as assigned by the NEC.
- b. Provide strategic advice and support for the execution of projects within their domain.
- c. Supervise committees or working groups related to their area of focus.
- d. Ensure alignment of departmental objectives with the overall goals of the Society.
- e. Regularly report progress and challenges to the NEC.

**Reporting Line:** Reports to the NEC through the President.

## **9. National Legal Adviser**

### **Roles and Responsibilities:**

- a. Provide legal advice and guidance to the National Executive Council (NEC) on all matters affecting the organization.
- b. Draft, review, and amend legal documents, including contracts, agreements, and policies, to ensure compliance with applicable laws and regulations.
- c. Represent the organization in legal proceedings, negotiations, and dispute resolutions as required.
- d. Ensure the organization's constitution and by-laws are adhered to and updated as necessary.
- e. Offer advice on intellectual property, data protection, and other legal issues related to the organization's operations.
- f. Assist in the interpretation of the organization's constitution, rules, and regulations to resolve disputes.

- g. Work closely with the Disciplinary Committee to handle violations and recommend legal actions if needed.
- h. Provide legal training and education to members on matters relevant to the organization's activities.

**Reporting Line:**

- a. Reports to the National Executive Council (NEC).
- b. Works in collaboration with other officers and committees, especially the Disciplinary Committee and Treasurer.

**10. State Coordinators.**

**Roles and Responsibilities:**

- a. Serve as the chief representative of the organization in their respective states.
- b. Coordinate all activities of the organization at the state level, ensuring alignment with national goals and objectives.
- c. Oversee the establishment and management of state chapters, ensuring compliance with the constitution and guidelines.
- d. Act as a liaison between the National Executive Council and state chapters, ensuring proper communication and implementation of decisions.
- e. Mobilize members, recruit new members, and promote the organization's programs and initiatives at the state level.
- f. Organize state-level events, meetings, and capacity-building programs in collaboration with the NEC.
- g. Submit regular activity and financial reports to the NEC through the National Secretary or relevant officer.
- h. Resolve disputes at the state level, escalating unresolved issues to the NEC when necessary.
- i. Monitor and evaluate the performance of local chapters and provide guidance where needed.

**Reporting Line:**

- a. Reports to the National Executive Council (NEC).
- b. State Chapter officers and local members report directly to the State Coordinator.

#### **11. National Executive Council (NEC)**

- a. Policy Implementation: NEC is responsible for implementing policies and decisions made by the organization's highest governing body. Day-to-Day Operations: NEC oversees the daily activities of the organization, ensuring that goals and objectives are met.
- b. Decision-Making: NEC makes decisions on operational matters, such as budgeting, staffing, and resource allocation.
- c. Reporting: NEC reports to the BOT on the organization's progress and challenges.
- d. Membership: NEC typically consists of elected or appointed members, including the organization's leadership.

#### **Key Differences between NEC and BOT**

- a. Focus: NEC focuses on operational matters, while BOT focuses on strategic governance and oversight.
- b. Decision-Making: NEC makes decisions on operational matters, while BOT makes key policy decisions.
- c. Accountability: NEC reports to BOT, which provides oversight and ensures accountability. noting policies and overseeing day-to-day operations, while BOT provides strategic guidance, makes key policy decisions, and ensures accountability.

#### **Article XXI: Reporting Lines and Accountability**

- a. All officers and committees report to the President and the National Executive Council (NEC).
- b. State Chapters report to the NEC through their State Coordinators.
- c. The NEC shall submit periodic reports to the AGM, including financial, operational, and membership updates.
- d. The National and state secretary are directly accountable for all financial transactions.

- e. Committee chairs must submit quarterly activity reports to the NEC for review while the NEC reports to the BOT through the President.

## **Article XXII: Role of Fellows and Past Presidents**

- a. Fellows and Past Presidents shall serve as advisors to NEC.
- b. Additional roles include conflict resolution and advocacy for Society interests.
- c. Loss of fellowship shall follow due process and BoT approval.

## **Article XXIII: Procedures for Nominating, Electing, and Removing Officers**

### **Nominating Officers:**

- a. Nomination forms must be distributed at least six weeks before the election date.
- b. Candidates must meet eligibility criteria as outlined in the constitution (e.g., membership status, years of service).
- c. Each nomination must be seconded by at least two members in good standing.
- d. A Screening Committee shall review all nominations to ensure candidates meet the requirements.

### **Electing Officers:**

- a. Elections shall be conducted during the Annual General Meeting (AGM) or a special election meeting.
- b. Voting shall be by secret ballot or via online voting to ensure transparency and fairness.
- c. A simple majority of votes cast is required for winning an election.
- d. An Election Committee shall oversee the voting process, tally votes, and announce results.
- e. Results shall be final unless contested through the appropriate appeal process.

### **Removing Officers:**

- a. An officer may be removed from office for misconduct, negligence, or inability to perform duties.
- b. Grounds for removal must be supported by documented evidence.



- c. A formal petition signed by at least 20% of state members in good standing must be submitted to the Disciplinary Committee.
- d. The accused officer must be given an opportunity to defend themselves before the NEC.
- e. Removal requires a two-thirds majority vote of members present at an AGM or special meeting.

#### **Constituting Offenses for Removal:**

- a. Abuse of office or misuse of organizational resources.
- b. Gross misconduct or unethical behavior.
- c. Persistent failure to fulfill assigned responsibilities.
- d. Breach of the Society's constitution or policies.

#### **Article XXIV: Procedures for Calling a Meeting Annual**

##### **General Meetings (AGM):**

- a. Notification must be sent to all members at least 30 days prior to the meeting date.
- b. Agenda and relevant documents must be shared in advance.

##### **National Executive Council (NEC) Meetings:**

- a. The President or Secretary may call NEC meetings with at least 14 days' notice.
- b. Emergency NEC meetings can be called with 72 hours' notice if necessary.

##### **Committee Meetings:**

- a. Committee Chairs shall call meetings as needed, with at least seven days' notice to members.

##### **Special Meetings:**

- b. A special meeting may be called upon a written request signed by state executives, stating the purpose of the meeting.

#### **Article XXV: Guidelines for Data Privacy and Confidentiality**

- a. All members, officers, and employees must uphold the confidentiality of sensitive data.
- b. Members' personal and professional information shall be used solely for Society purposes.
- c. No data shall be shared with third parties without the explicit consent of the data owner.
- d. Officers and staff handling data must sign a confidentiality agreement.
- e. Breaches of data privacy shall result in disciplinary action, including suspension or removal from office.
- f. The Society shall comply with applicable data protection regulations (e.g., Nigeria Data Protection Regulation, NDPR).

#### **Article XXVI: Process for Handling Violations and Disciplinary Actions Reporting**

- a. **Violations:** Violations must be reported in writing to the Disciplinary Committee, detailing the nature and evidence of the offense.
- b. **Investigation:** The Disciplinary Committee shall investigate the allegation, interviewing involved parties and gathering evidence.
- c. **Hearing:** The accused shall be given an opportunity to defend themselves in a formal hearing.
- d. **Recommendations:** The Disciplinary Committee shall submit its findings and recommendations to the NEC for final decision-making.
- e. **Penalties:** Penalties may include warnings, suspension, removal from office, or expulsion from the Society.
- f. **Appeals:** The accused may appeal decisions to the NEC or AGM within 30 days of receiving the verdict.

#### **Article XXVII: Provisions for Resolving Disputes Within the Organization** **Mediation:**

Disputing parties shall first attempt to resolve issues through mediation facilitated by a neutral member of the NEC or a designated mediator.

#### **Arbitration:**

- a. If mediation fails, disputes shall be referred to an Arbitration Panel appointed by the NEC.

- b. The Arbitration Panel's decision shall be binding unless appealed to the AGM.

**Appeals Process:**

- a. Appeals on arbitration decisions must be submitted to the AGM within 60 days.
- b. A two-thirds majority vote of AGM members present is required to overturn arbitration decisions.

**Conflict Prevention:**

Regular communication, clear responsibilities, and adherence to the constitution shall be prioritized to prevent disputes.

**Article XXVIII: Amendments**

- a. Amendments require a two-thirds majority at the AGM.
- b. Proposed amendments must be submitted at least six weeks in advance.

**Article XXIX: Commencement Date**

This Constitution shall take effect on January 1, 2025. © 2024 All Rights Reserved. Nigerian Society of Data Analysts and Business Intelligence Experts (NSDABIE).