2024

Code of Conduct & Constitution of the Nigerian Institution of Professional Engineers and Scientists

The Nigerian Institution of Professional Engineers and Scientist

Code of Conduct & Constitution of the Nigerian Institution of Professional Engineers and Scientists (NIPES)

June 20, 2024

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SECTION ONE

CODE OF CONDUCT

1.0. Preamble

The Nigerian Institution of Professional Engineers and Scientists (NIPES) is committed to upholding the highest standards of professional conduct, ethics, and integrity among its members. This Code of Professional Conduct and Ethics serves as a guiding framework for all NIPES members, outlining the principles, values, and expectations that govern their professional behavior, decision-making processes, and interactions with stakeholders. The engineering and scientific professions play a crucial role in shaping the world we live in, impacting various aspects of society, the environment, and human well-being. As such, it is imperative that NIPES members adhere to a robust set of ethical principles and conduct themselves in a manner that upholds the dignity and reputation of their professions. This Code of Professional Conduct and Ethics is designed to promote and maintain the highest levels of ethical conduct, foster a culture of accountability and transparency, and ensure that members prioritize the safety, health, and well-being of the public and the environment in their professional endeavors.

1.1. Purpose

The primary purposes of this Code of Professional Conduct and Ethics are:

1. *To establish a comprehensive set of ethical principles and guidelines that members must adhere to in their professional practices.*
2. *To promote and maintain the highest levels of ethical conduct, professionalism, and integrity within the engineering and scientific communities.*
3. *To foster a culture of accountability, transparency, and responsible conduct among NIPES members.*
4. *To protect the reputation and credibility of the organization, its members, and the engineering and scientific professions.*
5. *To ensure that members prioritize the safety, health, and well-being of the public, the environment, and society at large in their professional activities.*
6. *To provide a framework for addressing and resolving ethical dilemmas and conflicts of interest that may arise in professional practice.*
7. *To promote continuous professional development and the advancement of knowledge within the engineering and scientific fields.*

1.2. Applicability

This Code of Professional Conduct and Ethics applies to all members of NIPES, regardless of their membership grade, professional role, or area of specialization. It encompasses all aspects of professional conduct, including but not limited to research, design, development, implementation, consultation, education, and management activities.

Members are expected to uphold the principles and guidelines outlined in this Code in their professional practices, interactions with colleagues, clients, stakeholders, and the broader community. Adherence to this Code is a fundamental requirement for maintaining membership in NIPES and preserving the integrity and reputation of the organization and the professions it represents.

1.3. Fundamental Ethical Principles

NIPES members shall uphold the following fundamental ethical principles in their professional practices:

1. Integrity

Members shall conduct themselves with honesty, truthfulness, and moral uprightness in all professional activities. They shall:

a. *Maintain the highest standards of ethical behavior and professional conduct.*

b. *Avoid any actions or situations that could compromise their professional integrity or create conflicts of interest.*

c. *Accurately represent their qualifications, competencies, and professional credentials.*

d. *Provide accurate and truthful information in all professional communications, documentation, and reporting.*

e. *Respect and adhere to applicable laws, regulations, codes, and standards relevant to their professional practices.*

f. *Promote and uphold the values of honesty, transparency, and accountability within their organizations and professional communities.*

2. **Competence**

Members shall maintain and continuously develop their professional knowledge, skills, and expertise. They shall:

a. *Undertake only those professional assignments for which they possess the necessary qualifications, competence, and resources.*

b. *Seek guidance or assistance from qualified professionals when encountering situations beyond their expertise.*

c. *Engage in continuous professional development activities to enhance their knowledge, skills, and abilities.*

d. *Stay updated with the latest advancements, technologies, and best practices in their respective fields.*

e. *Provide professional services and advice within the boundaries of their competence and expertise.*

f. *Acknowledge the limitations of their knowledge and skills, and refrain from making claims or representations that are false or misleading.*

3. Responsibility

Members shall act with due care, diligence, and responsibility in their professional practices. They shall:

a. *Prioritize the safety, health, and well-being of the public, the environment, and society in their professional activities.*

b. *Comply with all applicable laws, regulations, codes, and standards relevant to their professional practices.*

c. *Ensure that their professional judgments and decisions are based on sound scientific and engineering principles, as well as ethical considerations.*

d. *Accept responsibility for their professional actions and decisions, and be accountable for their consequences.*

e. *Promote sustainable practices and consider the long-term environmental, social, and economic impacts of their professional activities.*

f. *Strive to enhance the well-being and quality of life of individuals and communities through their professional endeavors.*

4. **Respect**

Members shall treat all individuals with respect, dignity, and fairness, regardless of their background, beliefs, or personal characteristics. They shall:

a. *Foster an inclusive and non-discriminatory professional environment.*

b. *Respect the rights, privacy, and confidentiality of others.*

c. *Avoid any form of harassment, discrimination, or unethical behavior towards colleagues, clients, stakeholders, or members of the public.*

d. *Promote diversity, equity, and inclusiveness within the engineering and scientific communities.*

e. *Recognize and value the contributions of others, and give due credit for their work and ideas.*

f. *Respect the intellectual property rights of others and properly acknowledge the sources of information and ideas used in their professional activities.*

5. Objectivity

Members shall maintain objectivity and impartiality in their professional judgments and decision-making processes. They shall:

a. *Base their professional opinions, recommendations, and decisions on factual evidence, scientific principles, and sound engineering practices.*

b. *Avoid any situations or influences that could compromise their objectivity or create biases.*

c. *Disclose any potential conflicts of interest that may affect their professional judgment or decision-making.*

d. *Provide fair and unbiased evaluations, assessments, and recommendations, free from personal or external influences.*

e. *Strive to maintain an objective and impartial perspective, even in the face of competing interests or pressures.*

6. Sustainability

Members shall prioritize sustainable practices and consider the long-term environmental, social, and economic impacts of their professional activities. They shall:

a. *Promote the responsible use of natural resources and the adoption of sustainable technologies and practices.*

b. *Minimize the adverse environmental impacts of their professional activities and strive to develop solutions that are environmentally friendly and sustainable.*

c. *Consider the long-term consequences of their decisions and actions on future generations and the well-being of society.*

d. *Advocate for sustainable development and the integration of environmental considerations in engineering and scientific practices.*

e. *Contribute to the development and implementation of sustainable solutions that address global challenges, such as climate change, resource depletion, and environmental degradation.*

7. Professional Development

Members shall actively engage in continuous professional development and contribute to the advancement of their respective fields. They shall:

a. *Participate in educational activities, workshops, seminars, and conferences to enhance their knowledge and skills.*

b. *Share their expertise and knowledge with colleagues, students, and the broader community through publications, presentations, and other means.*

c. *Contribute to the dissemination of scientific and technical knowledge, fostering the exchange of ideas and promoting the advancement of their professions.*

d. *Mentor and support the professional growth of junior members, aspiring engineers, and scientists, as well as students and early-career professionals.*

e. *Engage in research and innovation activities that contribute to the body of knowledge and drive progress in their respective fields.*

8. Ethical Conduct in Research

Members involved in research activities shall adhere to the highest ethical standards and principles of scientific integrity. They shall:

a. *Conduct research with honesty, objectivity, and transparency.*

b. *Respect the intellectual property rights and properly acknowledge the contributions of others in their research work.*

c. *Ensure the accuracy, validity, and reproducibility of their research findings.*

d. *Maintain accurate and complete records of their research activities, data, and methodologies.*

e. *Disclose any potential conflicts of interest or sources of bias that may influence their research.*

f. *Obtain necessary approvals and comply with ethical guidelines and regulations governing research involving human subjects, animals, or sensitive materials.*

g. *Promote the responsible and ethical dissemination and communication of research findings.*

h. *Refrain from engaging in any form of research misconduct, such as fabrication, falsification, or plagiarism.*

9. Confidentiality and Privacy

Members shall respect and protect the confidentiality and privacy of information entrusted to them in their professional capacities. They shall:

a. *Safeguard confidential information and refrain from disclosing it without proper authorization or legal obligation.*

b. *Respect the privacy and personal data of individuals, clients, stakeholders, and members of the public.*

c. *Comply with applicable laws, regulations, and organizational policies regarding data protection and privacy.*

d. *Use confidential information solely for its intended purpose and not for personal gain or advantage.*

e. *Maintain the confidentiality of proprietary information and trade secrets obtained in the course of their professional activities.*

10. Professional Conduct and Representation

Members shall conduct themselves in a professional and ethical manner, upholding the reputation and credibility of NIPES, the engineering and scientific professions, and their respective organizations. They shall:

a. *Accurately represent their professional qualifications, credentials, and affiliations.*

b. *Refrain from making false or misleading statements or engaging in deceptive practices.*

c. *Avoid any actions or behaviors that could bring disrepute to the organization, their profession, or their employer.*

d. *Promote and uphold the values, principles, and ethical standards outlined in this Code of Professional Conduct and Ethics.*

e. *Serve as ambassadors*

f. *for their professions, promoting public understanding and appreciation of the roles and contributions of engineers and scientists.*

11. Ethical Decision-Making Framework

NIPES recognizes that members may encounter complex ethical dilemmas or situations where ethical principles may conflict or require careful consideration. To assist members in navigating such challenges, NIPES provides the following ethical decision-making framework:

1. ***Identify the Ethical Issue**: Clearly define the ethical dilemma or conflict, considering all relevant facts, stakeholders, and potential consequences.*

2. ***Gather Information****: Collect and analyze relevant information, data, and perspectives to gain a comprehensive understanding of the situation.*
3. ***Consider Ethical Principles****: Refer to the fundamental ethical principles outlined in this Code of Professional Conduct and Ethics, and assess how they apply to the specific situation.*
4. ***Consult and Seek Guidance****: Seek guidance and advice from colleagues, supervisors, ethics committees, or other relevant authorities, if necessary.*
5. ***Evaluate Alternatives****: Explore and evaluate potential courses of action, considering their ethical implications, risks, and consequences.*
6. ***Make an Ethical Decision****: Based on the information gathered and the ethical principles considered, make an informed and well-reasoned decision that upholds the highest ethical standards.*
7. ***Implement and Monitor****: Implement the chosen course of action, monitor its impact, and be prepared to adjust or reconsider the decision if necessary.*
8. ***Reflect and Learn****: Reflect on the decision-making process and its outcomes, and use the experience to enhance ethical awareness and decision-making skills for future situations.*

12. Enforcement and Compliance

NIPES shall establish a robust mechanism for enforcing and monitoring compliance with this Code of Professional Conduct and Ethics. This may include:

a. *Appointing an Ethics Committee or a designated body responsible for overseeing ethical conduct and addressing violations.*
b. *Implementing procedures for reporting and investigating alleged violations of the Code of Professional Conduct and Ethics.*
c. *Developing a fair and transparent disciplinary process for addressing confirmed violations, which may include sanctions or disciplinary actions commensurate with the severity of the violation.*
d. *Providing training, educational resources, and guidance to members to promote awareness and understanding of the Code of Professional Conduct and Ethics.*
e. *Regularly reviewing and updating the Code of Professional Conduct and Ethics to ensure its relevance and alignment with evolving professional standards, societal expectations, and legal requirements.*

f. Encouraging open dialogue and discussions within the organization and the broader professional community to foster a culture of ethical awareness and continuous improvement.

SECTION TWO

CONSTITUTION OF THE NIGERIAN INSTITUTION OF PROFESSIONAL ENGINEERS AND SCIENTISTS (NIPES)

Article I: Name and Establishment

1.1 The name of the organization shall be the Nigerian Institution of Professional Engineers and Scientists (NIPES), hereinafter referred to as "the Institution".

1.2 The Institution is an independent corporate body approved by the Federal Republic of Nigeria through the Commission, as provided by the Companies and Allied Matters Act (CAMA), Cap. C20, Laws of the Federal Republic of Nigeria.

Article II: Objectives

2.1 To facilitate the exchange of research information among engineers and scientists in Nigeria and globally by providing a platform for disseminating knowledge.

2.2 To promote research collaboration and interaction among engineers and scientists.

2.3 To uphold and advance the highest standards of professional ethics, conduct, and competence within the engineering and scientific communities.

2.4 To contribute to the development and implementation of sustainable solutions that address global challenges and promote the well-being of society.

Article III: Membership

3.1 The Institution shall have four grades of membership: Fellow, Corporate Member, Associate Member, and Student Member.

3.2 The requirements and privileges for each membership grade shall be as follows:

3.2.1 Fellow (FNIPES)

3.2.1.1 Eligibility and Selection

a) The grade of Fellow (FNIPES) is the highest honor bestowed by the Institution, reserved for individuals who have demonstrated extraordinary achievements and made outstanding contributions to the fields of engineering and science.

b) Candidates for Fellowship must meet the following criteria:

i. Hold a doctoral degree or master's in engineering, science, or a closely related field from an accredited institution

ii. Have at least 10 years of professional experience in their field

iii. Demonstrate sustained national or international recognition for their work, through:

1. *Receiving prestigious awards or winning significant research grants*
2. *Serving as a Principal Investigator of a significant research grant*
3. *Being invited as a keynote speaker at major international conferences*
4. *Holding leadership positions in respected professional organizations*
5. *Having a significant number of highly cited publications in peer-reviewed journals*
6. *Being granted patents for innovative technologies or processes*
7. *Serving on editorial boards of reputable scientific or engineering journals*
8. *Reviewing journal articles in high impact factor/citescore journals*
9. *Being appointed to national or international advisory committees in their area of expertise*

iv. *Show evidence of original scientific, engineering, or technological contributions of major significance in their field*

v. *Demonstrate a commitment to mentoring and developing the next generation of engineers and scientists*

vi. *Demonstrate practical application and commercialization of their work*

c) *Fellowship candidates must be nominated by at least two independent Fellows of the Institution. Self-nominations are not accepted.*

d) *The selection process shall include:*

i. Rigorous peer review of the candidate's contributions and achievements

ii. Evaluation by the Fellowship Committee, composed of distinguished Fellows

iii. Final approval by the Board of Directors

e) *The number of new Fellows elected each year shall not exceed 5% of the total Fellowship body, ensuring the exclusivity of this honor.*

3.2.1.2 Rights and Responsibilities

a) Fellows shall have full voting rights and are eligible to hold any office within the Institution.

b) Fellows are expected to:

i. Serve as ambassadors for the Institution and their profession

ii. Participate in mentoring programs for early-career professionals and students

iii. Contribute to the Institution's strategic initiatives and policy-making processes

iv. Engage in peer review for the Institution's publications and fellowship nominations

c) Fellows have the exclusive right to use the post-nominal letters FNIPES.

3.2.1.3 Recognition and Benefits

a) *New Fellows will be formally inducted at the Annual Fellowship Ceremony, receiving a certificate and a distinctive Fellowship medal.*
b) *Fellows will be listed in the Institution's annual Directory of Fellows, highlighting their achievements and contributions to the field.*
c) *Fellows will have priority consideration for representing the Institution at national and international conferences, government advisory panels, and other high-level forums.*
d) *The Institution will maintain a Fellow Spotlight program, regularly featuring the work and achievements of its Fellows in its publications and media channels.*

3.2.2 Corporate Member (MNIPES)

Candidates holding a Bachelor's degree or Higher National Diploma (HND) in Engineering or Science. Corporate Members shall have the right to vote and hold office.

3.2.3 Associate Member (AMNIPES)

Candidates holding a Bachelor's degree, HND, or National Diploma (ND) in fields other than Engineering or Science. Associate Members shall have the right to participate in the Institution's activities but cannot vote or hold office.

3.2.4 Student Member (SMNIPES)

Candidates undertaking an approved Engineering or Science course leading to a degree. Student Members shall have the right to participate in the Institution's activities but cannot vote or hold office.

Article IV: Governance

4.1 Board of Directors

The Institution shall be governed by a Board of Directors, which shall be the highest decision-making body.

4.2 Composition of the Board

The Board of Directors shall consist of the following members:

1. *Chairman*
2. *Chief Executive Officer (CEO)*
3. *President (Research Journals)*
4. *President (Research Products)*
5. *Vice President (Operations)*

6. *Director (Research Products)*
7. *Executive Secretary*
8. *Financial Secretary*
9. *Two Fellow Representatives*
10. *Two Corporate Member Representatives*
11. *Additional members as deemed necessary by the Board*

4.3 Engagement

The Chairman shall have the authority to appoint key board members and committee heads, including the Chief Executive Officer (CEO), Presidents, Vice Presidents, and Directors. These appointments shall be subject to ratification by the Board of Directors.

The Chairman shall hold two-third of the total voting power, and one third of the total voting power shall be distributed equally among the other members of the Board of Directors.

4.4 Election and Terms

The Board of Directors, excluding the Chairman, shall be elected by the voting members of the Institution (Fellows and Corporate Members) for a term of three years, renewable. The Chairman shall be appointed by the Board of Directors of the International Association of Professional Engineers & Scientists.

4.5 Committees and Officers

The Board of Directors shall appoint various committees and officers as necessary to carry out the Institution's activities and operations.

Article V: Meetings

5.1 The Institution shall hold the following meetings:

a. Board Meetings: Held monthly, with a quorum of the Chairman and at least two executive members.
b. Annual General Meeting: Held yearly, with a quorum of the Chairman, two executive members, and at least three Corporate Members or Fellows.

5.2 The Board of Directors shall determine the procedures and rules for conducting meetings, including the notice period, agenda, and voting requirements.

Article VI: Finances

6.1 The Institution shall be a non-profit organization, and any surplus funds shall be used solely for the advancement of its objectives.

6.2 The Financial Secretary shall be responsible for maintaining accurate financial records, preparing annual budgets, and ensuring compliance with relevant financial regulations.

6.3 The Institution may receive funds from membership fees, grants, donations, and other legitimate sources, as approved by the Board of Directors.

6.4 The Institution's financial records shall be audited annually by an independent auditor appointed by the Board of Directors.

Article VII: Code of Ethics and Professional Conduct

7.1 The Institution shall establish and enforce a Code of Ethics and Professional Conduct, which shall be binding on all members.

7.2 The Code of Ethics and Professional Conduct shall outline the principles, values, and standards of behavior expected of members in their professional practices, interactions with stakeholders, and representation of the Institution.

7.3 Violations of the Code of Ethics and Professional Conduct may result in disciplinary actions, including suspension or termination of membership, as determined by the Board of Directors.

Article VIII: Amendments

8.1 Proposal of Amendments

Amendments to this Constitution may be proposed by the Board of Directors or by a petition signed by at least one-third of the voting members (Fellows and Corporate Members).

8.2 Circulation of Proposed Amendments

Proposed amendments shall be circulated to all voting members at least 30 days before the Annual General Meeting or a Special General Meeting called for that purpose.

8.3 Adoption of Amendments

Amendments shall be adopted by a two-thirds majority vote of the voting members present at the meeting. The Chairman shall have the power to veto any proposed amendments.

Article IX: Dissolution

9.1 Dissolution Vote

The Institution may be dissolved by a three-fourths majority vote of the voting members present at a Special General Meeting called for that purpose. The Chairman's vote shall count as 65% of the total votes in this decision.

9.2 Distribution of Assets

In the event of dissolution, the Institution's assets shall be distributed to one or more non-profit organizations with similar objectives, as determined by the Board of Directors and approved by the voting members.

SECTION THREE

ROLES AND RESPONSIBILITIES

3.1 Roles and Responsibilities of the Chairman

The Chairman is the organization's highest authority figure, responsible for its overall direction. Duties include:

a. *Leading the development of the organization's strategic vision and goals.*
b. *Setting the agenda for and presiding over Board meetings.*
c. *Appointing committee directors, executives and overseeing their work on behalf of the board.*
d. *Mediating disputes and ensuring effective communication among board members.*
e. *Representing the organization to external stakeholders in a professional manner.*
f. *Facilitating strategic planning sessions with the Board.*
g. *Monitoring the organization's performance and ensuring compliance with policies and regulations.*

3.2 Roles and Responsibilities of the Chief Executive Officer (CEO)

The CEO is responsible for implementing the organization's strategic vision and ensuring its overall success. Responsibilities include:

a. *Developing and executing long-term and short-term strategies in alignment with the Chairman's vision.*
b. *Evaluating the performance of executive leaders and providing guidance and support.*
c. *Addressing issues and concerns raised by board members and stakeholders.*
d. *Communicating effectively with stakeholders to foster positive relationships and promote the organization's mission.*

3.3 Roles and Responsibilities of the President (Research Journal) (PRJ)

The PRJ identifies research opportunities and fosters collaborations among members to attract grants for research development. Responsibilities include:

a. *Identifying and selecting research works for publication in the organization's research journals.*
b. *Facilitating collaboration among researchers to develop high-quality research proposals.*

c. *Engaging with external partners to secure funding for research projects.*

d. *Overseeing the publication process to ensure the quality and integrity of published research.*

3.4 Roles and Responsibilities of the President (Research Products) (PRP)

The PRP identifies research opportunities and fosters collaborations for implementing research findings. Responsibilities include:

a. *Identifying research projects with potential for commercialization or practical application.*

b. *Facilitating collaborations with industry partners to develop research products or solutions.*

c. *Seeking funding opportunities and grants to support research product development.*

d. *Overseeing the implementation and dissemination of research products to relevant stakeholders.*

3.5. Roles and Responsibilities of the Vice President (Operations) (VO)

The VO is responsible for operational matters and attracting talented individuals for research collaborations. Responsibilities include:

a. *Developing and implementing strategies to attract high-caliber individuals for research collaborations.*

b. *Facilitating communication and collaboration among research teams and stakeholders.*

c. *Overseeing operational activities to ensure efficiency and effectiveness.*

d. *Supporting the Chairman and CEO in executing strategic initiatives and organizational goals.*

3.6. Roles and Responsibilities of the Director (Research Products) (DRP)

The DRP facilitates the design and development of research products and assists in fundraising efforts. Responsibilities include:

a. *Initiating and overseeing the design and development of research products or solutions.*

b. *Collaborating with researchers and industry partners to translate research findings into tangible products.*

c. *Seeking funding opportunities and grants to support research product development.*

d. *Liaising with industry partners and stakeholders to promote and distribute research products.*

3.7 Roles and Responsibilities of the Executive Secretary (ES)

The ES is responsible for administrative and documentation tasks within the organization. Responsibilities include:

a. *Maintaining accurate records of organization activities, meetings, and decisions.*
b. *Coordinating communication between board members, committees, and external stakeholders.*
c. *Assisting the Chairman and CEO in preparing meeting agendas and materials.*
d. *Ensuring compliance with organizational policies and procedures.*

3.8 Roles and Responsibilities of the Grant Officers (GO)

GOs are responsible for identifying and securing grants to support organization projects and initiatives. Responsibilities include:

a. *Researching and identifying potential funding opportunities from government agencies, foundations, and other sources.*
b. *Developing grant proposals and applications in collaboration with relevant stakeholders.*
c. *Managing grant application processes, including deadlines and reporting requirements.*
d. *Cultivating relationships with funding agencies and donors to support long-term funding goals.*

3.9. Roles and Responsibilities of the Information Officers (IO)

IOs are responsible for managing and disseminating information within the organization and to external stakeholders. Responsibilities include:

a. *Collecting, organizing, and managing information relevant to the organization's activities and initiatives.*
b. *Communicating organization news, updates, and achievements to members and stakeholders through various channels.*
c. *Responding to inquiries and requests for information from internal and external parties.*
d. *Monitoring and analyzing information trends and feedback to inform organizational decision-making.*

3.10 Roles and Responsibilities of the Technical Secretary (TS)

The TS is responsible for coordinating technical aspects of organization events and activities. Responsibilities include:

a. *Planning and organizing technical aspects of organization events, such as conferences, workshops, and seminars.*
b. *Coordinating logistics for events, including venue selection, equipment setup, and technical support.*
c. *Facilitating communication between event participants, organizers, and stakeholders.*
d. *Managing event budgets and expenses to ensure cost-effective planning and execution.*

3.11 Roles and Responsibilities of the Research group Representative

Responsibilities include:

a. *Representing the interests and concerns of sub group members within the organization.*
b. *Facilitating communication and collaboration between group members and organization leadership.*
c. *Providing updates and information about organization activities and initiatives to department members.*

3.12 Roles and Responsibilities of the Technical Officer (TO)

The TO is responsible for managing the organization's technical infrastructure and online systems. Responsibilities include:

a. *Developing and maintaining the organization's website, online platforms, and technical tools.*
b. *Providing technical support and training to organization members and stakeholders.*
c. *Ensuring the security and integrity of the organization's technical systems and data.*
d. *Implementing enhancements and upgrades to improve technical efficiency and usability.*

3.13. Roles and Responsibilities of the Financial Secretary (FS)

The FS is responsible for managing the organization's financial records and expenditures. Responsibilities include:

a. *Maintaining accurate financial records, including income, expenses, and budgets.*
b. *Managing financial transactions, including payments, deposits, and reimbursements.*

c. *Preparing financial reports and statements for review by organization leadership and stakeholders.*

d. *Ensuring compliance with financial regulations and reporting requirements.*

3.14 Roles and Responsibilities of the Elder Statesman (ES)

The ES provides valuable insights based on past experiences to support organization objectives. Responsibilities include:

a. *Sharing wisdom, advice, and lessons learned from previous experiences with organization leadership and members.*

b. *Mentoring and guiding organization leadership in decision-making and strategic planning.*

c. *Serving as a trusted advisor and source of institutional knowledge for organization stakeholders.*

3.15 Roles and Responsibilities of the Fellow Representatives and Corporate Member Representatives

The Fellow Representatives and Corporate Member Representatives serve as advocates for their respective membership groups within the organization. Responsibilities include:

a. *Representing the interests and concerns of Fellows or Corporate Members in Board discussions and decisions.*

b. *Facilitating communication and collaboration between their membership group and organization leadership.*

c. *Providing updates and information about organization activities and initiatives to their membership group.*

d. *Soliciting feedback and input from their membership group to inform organization strategies and initiatives.*

3.16 Roles and Responsibilities of the Assistant Executive Secretary (AES)

The AES supports the Executive Secretary in maintaining organizational efficiency. Responsibilities include:

a. Assisting the Executive Secretary in maintaining records and documentation.
b. Coordinating communication and correspondence as assigned by the Executive Secretary.

c. Supporting the preparation of meeting agendas and materials.
d. Assisting in ensuring compliance with organizational policies and procedures.

3.17. Roles and Responsibilities of the President, Advanced Materials Research (PAMR)

The PAMR leads and coordinates research initiatives in advanced materials. Responsibilities include:

a. Leading and coordinating research initiatives in the field of advanced materials.
b. Facilitating collaborations among researchers and industry partners in advanced materials research.
c. Identifying funding opportunities and securing grants for advanced materials research projects.
d. Overseeing the dissemination and implementation of advanced materials research findings.

3.18. Roles and Responsibilities of the Chief Information Officer (CIO)

The CIO develops and implements information management strategies for the organization. Responsibilities include:

a. Developing and implementing information management strategies for the organization.
b. Ensuring the effective collection, organization, and dissemination of information.
c. Monitoring and analyzing information trends and feedback to inform organizational decision-making.
d. Overseeing the organization's information systems and data management processes.

3.19. Roles and Responsibilities of the Grants Officer (GO)

The GO manages the organization's grant-related activities. Responsibilities include:

a. Researching and identifying potential funding opportunities from government agencies, foundations, and other sources.

b. Developing grant proposals and applications in collaboration with relevant stakeholders.
c. Managing grant application processes, including deadlines and reporting requirements.
d. Cultivating relationships with funding agencies and donors to support long-term funding goals.

3.20. Roles and Responsibilities of the Assistant Grants Officer (AGO)

The AGO supports the Grants Officer in managing grant-related activities. Responsibilities include:

a. Assisting the Grants Officer in researching and identifying funding opportunities.

b. Supporting the development of grant proposals and applications.
c. Assisting in managing grant application processes and reporting requirements.
d. Cultivating relationships with funding agencies and donors as assigned by the Grants Officer.

3.21. Roles and Responsibilities of the Student President (SP)

The SP represents the interests of Student Members within the organization. Responsibilities include:

a. Representing the interests and concerns of Student Members in Board discussions and decisions.
b. Facilitating communication and collaboration between Student Members and organization leadership.
c. Providing updates and information about organization activities and initiatives to Student Members.
d. Soliciting feedback and input from Student Members to inform organizational decisions.

Section 4

Governance

4.1 Chairman

***Minimum Qualifications**: Must hold a doctoral degree in engineering or science.*

***Professional Experience**: At least 15 years of professional experience in engineering or science.*

***Membership Status**: Must have been a Fellow of NIPES for at least 15 years*

***Contributions to NIPES**: Demonstrated significant contributions to the organization, such as serving on committees or leading initiatives.*

***Personal Attributes**: Proven leadership skills, integrity, and commitment to the organization's mission and values.*

4.2 Chief Executive Officer (CEO)

***Minimum Qualifications**: Must hold a doctoral degree in engineering or science.*

***Professional Experience**: At least 10 years of professional experience in engineering or science.*

***Membership Status**: Must have been a Fellow of NIPES for at least 10 years.*

***Contributions to NIPES**: Experience in strategic planning and organizational management.*

***Personal Attributes**: Strong communication and leadership skills.*

4.3 President (Research)

***Minimum Qualifications**: Must hold a doctoral degree in a relevant research field.*

***Professional Experience**: At least 10 years of professional experience in research or academia.*

***Membership Status**: Must be a Fellow of NIPES for at least 4 years.*

***Contributions to NIPES**: Experience in securing research funding and managing research projects.*

***Personal Attributes**: Strong publication record and collaborative skills.*

4.4 President (Research Products)

***Minimum Qualifications**: Must hold a doctoral degree in a relevant field.*

***Professional Experience**: At least 10 years of professional experience in research and development.*

***Membership Status**: Must be a Fellow of NIPES for at least 4 years.*

***Contributions to NIPES**: Experience in commercializing research findings and collaborating with industry partners.*

***Personal Attributes**: Strong project management skills.*

4.5 President (Operations)

***Minimum Qualifications**: Must hold a doctoral degree in engineering or science.*

***Professional Experience**: At least 4 years of professional experience in operations management.*

***Membership Status**: Must be a Fellow of NIPES for at least 4 years.*

***Contributions to NIPES**: Experience in developing and implementing operational strategies.*

***Personal Attributes**: Strong leadership and organizational skills.*

4.6 Vice President (Operations)

***Minimum Qualifications**: Must hold a doctoral degree in engineering or science.*

***Professional Experience**: At least 4 years of professional experience in operations management.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES for at least 2 years.*

***Contributions to NIPES**: Experience in supporting operational activities and initiatives.*

***Personal Attributes**: Strong collaborative and communication skills.*

4.7 Vice President (Research Products)

***Minimum Qualifications**: Must hold a doctoral degree in a relevant field.*

***Professional Experience**: At least 8 years of professional experience in research and development.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES for at least 2 years.*

***Contributions to NIPES**: Experience in supporting research product development.*

***Personal Attributes**: Strong project management and collaborative skills.*

4.8 Executive Secretary

***Minimum Qualifications**: Must hold a degree in engineering, science, or a related field.*

***Professional Experience**: At least 5 years of professional experience in administrative roles.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES.*

***Contributions to NIPES**: Experience in maintaining records and coordinating communication.*

***Personal Attributes**: Strong organizational and communication skills.*

4.9 Technical Secretary

***Minimum Qualifications**: Must hold a bachelor's degree in a relevant technical field.*

***Professional Experience**: At least 5 years of professional experience in technical roles.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES.*

***Contributions to NIPES**: Experience in planning and organizing technical events.*

***Personal Attributes**: Strong technical and organizational skills.*

4.10 Financial Secretary

***Minimum Qualifications**: Must hold a degree in finance, accounting, or a related field.*

***Professional Experience**: At least 5 years of professional experience in financial management.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES for at least 10 years.*

***Contributions to NIPES**: Experience in managing financial records and preparing reports.*

***Personal Attributes**: Strong analytical and financial skills.*

4.11 Assistant Executive Secretary

***Minimum Qualifications**: Must hold a degree in engineering, science, or a related field.*

***Professional Experience**: At least 3 years of professional experience in administrative roles.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES for at least 2 years.*

***Contributions to NIPES**: Experience in supporting administrative activities.*

***Personal Attributes**: Strong organizational and communication skills.*

4.12 Technical Officer

***Minimum Qualifications**: Must hold a degree in a relevant technical field.*

***Professional Experience**: At least 3 years of professional experience in technical roles.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES.*

***Contributions to NIPES**: Experience in maintaining technical infrastructure.*

***Personal Attributes**: Strong technical and problem-solving skills.*

4.13 President, Advanced Materials Research

***Minimum Qualifications**: Must hold a doctoral degree in materials science or a related field.*

***Professional Experience**: At least 10 years of professional experience in advanced materials research.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES for at least 5 years.*

***Contributions to NIPES**: Experience in leading research initiatives in advanced materials.*

***Personal Attributes**: Strong research and leadership skills.*

4.14 Chief Information Officer

***Minimum Qualifications**: Must hold a doctoral degree in information technology or a related field.*

***Professional Experience**: At least 4 years of professional experience in information management.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES for at least 3 years.*

***Contributions to NIPES**: Experience in developing and implementing information management strategies.*

***Personal Attributes**: Strong analytical and information management skills.*

4.15 Grants Officer

***Minimum Qualifications**: Must hold a doctoral degree in a relevant field.*

***Professional Experience**: At least 4 years of professional experience in grant management.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES.*

***Contributions to NIPES**: Experience in researching and securing funding opportunities.*

***Personal Attributes**: Strong research and grant writing skills.*

4.16 Assistant Grants Officer

***Minimum Qualifications**: Must hold a degree in a relevant field.*

***Professional Experience**: At least 3 years of professional experience in grant management.*

***Membership Status**: Must be a Corporate Member or Fellow of NIPES.*

***Contributions to NIPES**: Experience in supporting grant application processes.*

***Personal Attributes**: Strong organizational and research skills*

4.17 Fellow Representatives

***Minimum Qualifications**: Must be a Fellow of NIPES.*

***Professional Experience**: Significant contributions to the organization and the profession.*

***Membership Status**: Must have been a Fellow for at least 2 years.*

***Contributions to NIPES**: Active participation in NIPES activities and initiatives.*

***Personal Attributes**: Strong advocacy and communication skills.*

4.18 Corporate Member Representatives

***Minimum Qualifications**: Must be a Corporate Member of NIPES.*

***Professional Experience**: Significant contributions to the organization and the profession.*

***Membership Status**: Must have been a Corporate Member for at least 2 years.*

***Contributions to NIPES**: Active participation in NIPES activities and initiatives.*

***Personal Attributes**: Strong advocacy and communication skills.*

4.19 Student President

***Minimum Qualifications**: Must be a Student Member of NIPES.*

***Professional Experience**: Active participation in NIPES student activities.*

***Membership Status**: Must have been a Student Member for at least 1 year.*

***Contributions to NIPES**: Demonstrated leadership in student initiatives.*

***Personal Attributes**: Strong leadership and organizational skills.*