



INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION (ISACA)

ABUJA CHAPTER

Chapter Bylaws (As Amended)

EFFECTIVE FROM 14TH AUGUST, 2015

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Article I: NAME

The name of this non-union, not-for-profit organization shall be Information Systems Audit and Control Association (ISACA), Abuja Chapter (hereinafter referred to as "Chapter affiliated with the Information Systems Audit and Control Association International (hereinafter referred to as the "association"). The Chapter, apart from its innate affiliation with the international association, is an independent entity from any other association, enterprise or entity.

Article II: AIMS AND OBJECTIVES

The primary aim and objective of the Chapter is to promote the education of individuals for the improvement and development of their capabilities relating to the practice of, and/or management consulting in, Information Systems (IS) audit, assurance, control, risk, security and governance. The objectives of the Chapter are:

- To promote the education of, and help expand the knowledge and skills of its members in the interrelated fields of IS Audit, assurance, security, control and IT Governance;
- To encourage Information sharing and exchange of skills among its members on IS audit, assurance, security, IT-related risk, control, enterprise governance of IT and their related techniques, approaches and procedures;
- To promote adequate communication, research and training to keep members abreast of current events in IS audit, assurance, control, IT governance and security fields that can be of benefit to them and their employers, and ;
- To bring to the awareness of management, auditors, tertiary Institutions, and to IS professionals the importance of establishing controls necessary to ensure proper IT governance, the effective organization and utilization of Information Technology resources.
- To promote the association and its professional certifications, frameworks and other resources.
- To participate in public policy formulation initiative in the interrelated fields of IS Audit, assurance, security, control and IT Governance
- To perform any other duties as may be required by ISACA International.

Article III: MEMBERSHIP AND DUES

Section 1: Classification and Qualifications

Membership of the international association is a requirement for membership in a chapter. Therefore, upon joining the chapter, a person must also join the association, with accompanying rights and responsibilities.

- A. Professional Member – any person interested in the purpose and objectives of the Chapter as stated in Article II shall be eligible for membership in the Chapter, and the association, subject to rules established by the association Board. Membership in the Chapter and the Association is co-extensive. Members shall be entitled to vote and hold office.
- B. Retired Member – any member, who presents proof of retirement status, subject to rules established by the association board. Retired members shall be entitled to vote and shall be entitled to hold office at the Chapter level.
- C. Student Member – Full-time students currently enrolled in a bachelor degree program or its equivalent of an accredited college or university, subject to rules established by the association Board. Proof of enrolment shall be submitted annually. Student members shall not be entitled to vote and hold office at the Chapter level.

Section 2: Admissions

- A. Potential members shall:
 - 1. Meet the requirements of membership as outlined in Article III, Section 1.
 - 2. Complete an association membership application form.
 - 3. Pay required dues to the Chapter and the association
 - 4. Follow the code of professional ethics of the Association
- B. Membership in the association shall be conferred upon an individual when the association has received the required association dues for that individual.

Section 3: Dues

- A. Chapter dues shall be payable on or before 1 January of each year, in an amount determined by the Chapter Board, plus Association dues.

- B. A member whose dues are in arrears for more than 60 days shall no longer be deemed a Chapter member.
- C. A member shall forfeit Association and Chapter membership if dues have not been paid to the Association and to the Chapter as required.
- D. Resignation- Any member who resigns shall not be entitled to a refund of his/her annual membership dues and other dues.

Article IV: CHAPTER MEETINGS

- Section 1: Regular Meetings: Regular meetings of the Chapter membership shall be held monthly unless otherwise ordered by the Chapter Board and shall be for the purpose of conducting the regular business of the chapter. Regular meeting shall last for one and half hours only except where it is stated in the notice of meeting that it will exceed the stated time duration.
- Section 2: Educational sessions: Educational sessions of the Chapter membership shall be held monthly unless otherwise ordered by the Chapter Board.
- Section 3: Annual General Meetings: The regular meeting in January shall be known as the Annual General Meeting and shall be for the purpose of inaugurating the newly elected officers, receiving reports from the outgoing Board and committees, and for any other business that may arise.
- Section 4: Special Meetings: Special meetings may be called by the President or by the Chapter Board and shall be called upon written request by at least ten (10) members. The purpose of the meeting shall be stated in the call.
- Section 5: Quorum:
- Ten (10) members inclusive of The President or the Vice President; The Secretary or Membership Director and any other duly acknowledged board member shall constitute a quorum at any regular, annual general or special meeting. In the absence of a quorum, the meeting will be adjourned, and reconvened two weeks later or as may be agreed by the Chapter Board.

Section 6: Act of the Membership: The affirmative vote of the majority of members present at a meeting in which a quorum of members is present shall constitute an act of the Chapter membership.

Section 7: Mail or Electronic Voting: If required and considered appropriate, paper mail or electronic means may be used for the purposes of membership voting on resolutions approved by the Chapter Board, and such correspondence will be considered a special meeting for the purposes of these bylaws.

Section 8: Notification: Members shall be notified fourteen (14) days in advance of the annual general meeting. Members shall be notified at least seven (7) days in advance of any regular or special meetings, except in case of emergency. Notifications may be by postal mail, e-mail, Short Message Service (SMS) or telephone.

Articles V: CHAPTER OFFICERS

Section 1 Chapter Officers

The officers of the Chapter shall be eleven (11) in number constituting a President, Vice President, Secretary, Treasurer, Membership Director, Certification Coordinator, Education Chair, Audit Chair, Academic Relations Liaison, Research and Marketing Director and Immediate Past President.

Section 2 Terms of Chapter Officers

- A. The Officers, except the Immediate Past President, shall be elected for a term of 2 years or until they resign or are removed from office. The term of office shall begin on 1st February, following the year of election and continues for Twenty Four months ending 31st January.
- B. No member shall hold more than one (1) Chapter office at a time.
- C. No member shall be eligible to serve for more than two terms in the same Chapter office.
- D. A member seeking to serve as a principal officer (namely: President, Vice President, Treasurer, Secretary and Membership Director) should have had prior volunteer and leadership experience serving on the chapter board

Section 3 Duties of Chapter Officers

The Chapter officers shall perform the duties prescribed by these bylaws, and the parliamentary authority adopted by the Chapter.

- A. President: The Chapter President shall:
- i. Preside at all meetings of the Chapter and the Board
 - ii. Appoint heads of all standing committees; the members of such committees shall be nominated by either the Chapter Board or the General House.
 - iii. Be an ex-officio member of all committees except the Electoral Committee
 - iv. Represent the Chapter at leadership conference and other conferences and functions where appropriate
 - v. Be responsible for submission of the Chapter Annual Report to the Association within 30 days after Annual General Meeting.
 - vi. Supervise budgetary matters and proper internal control of finances.
 - vii. Present an annual report to members at the annual general meeting. Such report should consist of reports from various Chapter officers and committees.
 - viii. Act as the Chief Accounting Officer of the Chapter.
 - ix. Maintain communications with the Association and respond to Association enquiries.
 - x. Perform other duties as pertain to the office of president, or which may be delegated by the Chapter Board.
- B. Vice President: The Vice President shall:
- i. Perform the duties of the President in the event of his/her absence or disability
 - ii. Chair the Annual Conference Committees or work in collaboration with any other person appointed by the board to Chair the Annual Conference Committee
 - iii. Perform other duties as delegated by the President or assigned by the Chapter Board
 - iv. Preside at Chapter meetings in the absence of the President.
- C. Secretary: The Chapter Secretary shall:
- i. Take minutes of the Chapter Board Meetings, Regular Meetings, Special Meetings and Annual General Meetings.
 - ii. Maintain accurate lists of the membership and attendance records

- iii. Be responsible for the legal affairs, Chapter records, and communications and correspondences pertaining to the Chapter.
- iv. Act as the Administrative Head of the Chapter Secretariat.
- v. Perform other duties as may be delegated by the President or assigned by the Chapter Board.

D. Treasurer: The Chapter Treasurer shall:

- i. Be custodian of Chapter funds
- ii. Receive all monies and disburse funds of the Chapter as shall be required in the conduct of its affairs and the carrying on of its activities or as directed by the Chapter Board.
- iii. Co-ordinate and prepare the chapter annual budget
- iv. Maintain proper books of account of the Chapter.
- v. Remit dues to the Association as required.
- vi. Submit books and records for audit when required
- vii. File any and all tax forms required
- viii. Prepare and submit Annual Financial Statements for presentation to the members at the Annual General Meeting and for inclusion in the Chapter Annual Report.
- ix. In consent with the President, authorize expenditures or transfers of fund from/to the Chapter US Dollar Credit Account held by the Association
- x. Submit a written report at each regular meeting.
- xi. Perform other duties as may be delegated by the President or assigned by the Chapter Board.

E. Director of Membership: The Director of Membership shall:

- i. Maintain accurate and up-to-date list of members;
- ii. Disseminate membership lists as directed by Chapter Board with due regard to security and privacy issues;
- iii. Report on membership data from the Association;
- iv. Draw-up and coordinate annual plans for maintaining and increasing Chapter membership;
- v. Head Membership Committee
- vi. Perform other duties as may be delegated by the President or assigned by the Chapter Board.

F. Certification Coordinator: The Certification Coordinator shall:

- i. Maintain resource materials related to ISACA Certifications;
- ii. Promote ISACA Certifications among Chapter membership, including exams preparation sessions.
- iii. Organize and coordinate exam preparation sessions.
- iv. Maintain and improve exams participation rate to sustain the Chapter test site.
- v. Report to Chapter Board on each diet examination performance/result.
- vi. Act as liaison between exams participants and the Association; and
- vii. Perform other duties as may be delegated by the President or assigned by the Chapter Board.

G. The Academic Relations Liaison: The Academic Relations Liaison shall:

- i. Provide liaison with academic institutions;
- ii. Establish opportunities to brief appropriate departments of academic institutions on ISACA, CISA, CISM, CGEIT, CRISC and CSX;
- iii. Educate management of academic institutions on the imperatives of IT Governance
- iv. Coordinate scholarship initiatives approved by the Association or the Chapter Board;
- v. Liaise with relevant academic staff and where appropriate, take steps to establish an "Academic Advocate" program at the tertiary institution in accordance with the Association's rules/guidelines.
- vi. Perform other duties as may be delegated by the President or assigned by the Chapter Board.

H. The Education Chair: The Education Chair shall:

- i. Develop monthly education topic lists;
- ii. Source for speakers at each meeting and recommend honorarium for speakers, if need be.
- iii. Develop annual education budget and submit to the President;
- iv. Chair Education Committee of the Chapter
- v. Research into topical IS Audit, Assurance, Security, Control and IT Governance issues relevant to the local environment and submit report with recommendations to the Chapter Board.

- vi. Recommend topics and speakers to the Conferences Department at ISACA International Headquarters to be considered for the Association's conferences and forum.
 - vii. Work with Certification Coordinator to organize Chapter exam preparation sessions.
 - viii. Perform other duties as may be delegated by the President or assigned by the Chapter Board.
- I. Audit Chair: The Audit Chair shall:
- i. Audit the accounts and financial records of the Chapter in accordance with sound audit practices and submit the report to the Chapter Board.
 - ii. Review the format and the procedures of the audit report and recommend necessary changes.
 - iii. Recommend changes to the Chapter's accounting and/or auditing procedures to ensure the best possible system.
 - iv. Analyze the accounting system to ensure that it is compatible with the latest accounting techniques and any pertinent government regulations, and submit necessary recommendations to the Chapter Board;
 - v. Ensure that the financial statement/audit certificate is obtained and submitted with the Chapter Annual Report each year.
 - vi. Ensure that appropriate and adequate internal controls are built into the Chapter accounting system.
 - vii. Perform other duties as may be delegated by the President or assigned by the Chapter Board.
- J. Research and Marketing Director: the Research and Marketing Director shall:
- i. Explore the activities of other ISACA chapters, professional bodies and ITGI and make recommendations to the chapter on new innovations.
 - ii. Act as the chapter's primary contact with ITGI
 - iii. Provide information about chapter's research concerns and new projects, including issues relating to COBIT, Val IT and IT governance to ISACA International Research Director.

- iv. Promote and provide information to the chapter membership about projects in which ITGI is involved, including COBIT and Val IT developments.
 - v. Provide subject matter experts to participate in expert reviews of ITGI projects.
 - vi. Announce ITGI new programmes and projects at chapter meetings for the purpose of publicity.
 - vii. Solicit contributions from individuals, corporate organisations and ISACA members for the propagation of ISACA/ITGI projects.
 - viii. Conduct general marketing and publicity of the Chapter, the Association and its certifications, and any other initiative
 - ix. Coordinate initiatives involving partnerships and alliances
 - x. Acquire any required marketing materials from ISACA International as authorized by the Chapter Board
 - xi. Exercise general policy control and direction of any mail-out kits, publication, editorial or advertisement which the Chapter may issue, authorize or sponsor under the direction of the Chapter Board
 - xii. Perform other duties as may be assigned by the Chapter Board.
- K. Immediate Past President: The immediate past president of the Chapter shall:
- i. Serve in an advisory capacity to the current President and the Board.
 - ii. Serve as the Sponsorship Liaison for all Chapter events
 - iii. Coordinate Government and Regulatory Agencies activities
 - iv. Identify any local law or regulation enacted or proposed that may potentially have an impact on ISACA and its certifications or the IS audit, control, governance or security professions
 - v. Identify standard setting bodies/regulators that have a bearing on the members of ISACA
 - vi. Inform the GRA Board of the law /regulation/regulator in the area and the risks or opportunities perceived
 - vii. Promotes the awareness and existence of ISACA and ITGI and its certifications, frameworks and other products among government parastatals and regulatory bodies
 - viii. Request ISACA through GRA Board to provide relevant ISACA products and publications for presentation to regulatory bodies
 - ix. Participate in committees, boards or research efforts of regulatory bodies, if nominated by any, and demonstrate the capabilities of ISACA, its members and products

- x. Act as a liaison to regulatory bodies
- xi. Perform other duties as may be assigned by the Chapter Board.

Section 4: Chapter Vacancies

- A. If a vacancy occurs in the office of the President, the vacancy shall be filled by the Vice-President.
- B. If a vacancy should occur in any office, except that of immediate past president, the vacancy shall be filled by the Chapter Board by way of appointment.
- C. Where an officer is appointed to fill a vacancy, such officer's tenure shall terminate with that of the appointing Chapter Board.
- D. Where the Vice-President ascends to the office of the President due to vacancy, he/she shall vacate office with the incumbent Chapter Board members.
- E. If a vacancy occurs in the office of immediate Past President, the vacancy shall remain until filled by routine succession.
- F. If a Chapter officer's membership in the association shall for any reason terminate, that individual's position as Chapter officer shall automatically become vacant to be filled by any qualified member.

Section 5: Chapter Board Member Removal

- A. A Chapter Board member shall be considered to have resigned his or her Chapter Board position if he/she has:
 - 1. Failed to attend, notwithstanding any excused absences, 50% of regularly scheduled Chapter Board meetings for two (2) consecutive calendar quarters.
 - 2. Been indicted for a felony crime or convicted of a felony crime.
 - 3. Been declared of unsound mind by a court of law.
- B. The Chapter Board shall be entitled to remove any Chapter Board member, subject to approval by a two-thirds (2/3) vote of those present at a Chapter Board meeting, who has:

1. Violated either the Bylaws of the Chapter or the Bylaws of the Association as determined by the Association.
 2. Violated the Code of Professional Ethics of the Association as determined by the Association.
 3. Demonstrated conduct detrimental to the best interests of the Chapter or Association including disregard for one's self, others, or the resources entrusted to them. Resources may include people, money, reputation, and the safety of others.
- C. Removal of any Chapter Board member shall also constitute removal of that individual from any Chapter Office, Committee, or other Chapter Board-related position.
- D. Removal of a Chapter Board member is final and shall cancel all rights, interest, or privileges of such Director in the services or resources of the Chapter, but does not expel the Chapter Board member in question from membership in the Association.

Article VI: NOMINATIONS COMMITTEE AND ELECTIONS

Section 1 Nominations Committee

- A. A Nominations Committee of 3 members shall be nominated by the membership at a regular meeting in the month of July.
- B. The Nominations Committee shall solicit candidates for office from the Chapter membership and shall enlist the nominees as contestants for offices to be filled.
- C. The Nominations Committee shall formulate and publish nominations guidelines in conformity with the Chapter Bylaws.
- D. The Nominations Committee shall report its activities to the membership at the regular meetings.
- E. Nominations for any office shall not be permitted after the closing date for nomination. The Nominations Committee shall ensure that all candidates have completed a 'Willingness to Serve' Agreement and 'Conflict of Interest' Form.
- F. Carry out any other duties necessary to ensure free and fair election.

Section 2 Chapter Elections

- A. The Chapter General Election shall be conducted not later than three (3) months to the expiration of the tenure of the serving Board.

- B. A member seeking to serve as a principal officer (namely- President, Vice President, Treasurer, Secretary and Membership Director) must have a prior volunteer and leadership experience serving on the Chapter Board.
- C. Officers shall be elected by secret ballot system.
- D. In the event there is only one candidate for any office, voting on that office shall be by voice.

Article VII: CHAPTER BOARD OF DIRECTORS

Section 1 Chapter Board of Directors shall consist of the officers, listed in Article V section 1 of these bylaws.

Section 2: Duties.

The Board of Directors shall:

- A. Supervise the affairs and conduct the business of the Chapter between business meetings.
- B. Make recommendations to the membership.
- C. Be subject to the orders of the membership.
- D. Meet quarterly or as often as it is necessary to ensure smooth running of the Chapter at a time and place determined by the Chapter Board.
- E. Perform the duties prescribed in these bylaws and the parliamentary authority adopted by the Chapter.
- F. Regular or special meetings of the Chapter Board may be held electronically which must be arranged at least 48 hours in advance of the call. Each member should seek recognition from the chair before beginning to speak, and each member should identify himself or herself prior to speaking. Motions will be voted on my voice vote. If the chair has a problem determining the vote, he or she may call for a roll call vote. The roll call vote is for determination of the outcome of the vote and shall not be recorded in the minutes. The minutes of the meeting shall be approved at the next in-person meeting.

Section 3 Financial Authority

The Chapter Board shall have the authority to:

- A. Approve the annual budget.
- B. Expend funds allotted in the approved budget.
- C. Authorize non-budgeted expenditures not exceeding Five Hundred Thousand Naira only (N500, 000.00) without prior approval of the membership.
- D. The President and the Treasurer or Secretary shall be the signatories to the Chapter's bank accounts.

Section 4 Quorum – Five (5) Chapter Board members shall constitute a quorum for any Chapter Board meeting.

Section 5 Insurance –The Chapter Board shall secure whatever insurance coverage is deemed necessary to meet the needs of the Chapter.

Section 6: Fiscal Year and Annual Financial Statement

- A. The fiscal year of the Chapter shall run from January 1st to December 31st every year unless otherwise established by the Chapter Board.
- B. The Chapter Board shall ensure that annual financial statements are prepared, approved by the Chapter Board, presented to members at the annual general meeting, and submitted as part of the Chapter Annual Report to the Association.

Article VIII: CHAPTER COMMITTEES

Section 1 There shall be the following standing committees: Membership Committee, Education Committee, Conference Committee, Certifications Exams Revision Committee and Audit Committee, and any other that may, at any time, be considered necessary by the Chapter Board.

Section 2 Duties of Standing Committees.

- A. The Membership Committee shall promote interest in the Chapter, and in the Association, and conduct an ongoing membership campaign. When requested by the Association, the local Chapter, through its membership committee, shall receive and forward applications for membership to the Association. It shall also perform other task as may be contained in its terms of reference.
- B. The Education Committee shall recommend and oversee seminars and programs of professional education, and support the certification coordinator towards exam

review courses. It shall also perform other task as may be contained in its terms of reference.

- C. The Conference Committee shall organize the Chapter’s Annual Conference subject to the terms of reference given by the Chapter Board.
- D. The Audit Committee shall have the duty of auditing the Chapter accounts quarterly.. The Audit committee shall report to the Chapter Board and subsequently to the members at the annual general meeting. If the completion date of the audit will be after the annual general meeting, the audited account should be communicated to members as soon as completed. All past presidents shall constitute members of the audit committee and as many as may be appointed by the Chapter Board in a manner without conflict of interest (example: the Treasurer shall not be part of the audit committee).
- E. The Certifications Exams Review Committee shall organize short term review classes for student members in preparation for CISA, CISM, CGEIT, CRISC and CSX exams as approved by the Chapter Board. The committee shall submit a report to the board at the end of each review session.

Article IX: MISCELLANEOUS

A. Cash Advance/Retirement:

- i. Any member of the Chapter (Executives inclusive) granted cash advance for any purpose shall retire such amount not later than two (2) weeks after the end of the event or task for which the cash advance was granted.
- ii. All fund retirements shall include original copies of expenditure claims made for any amount above N3,000.00 and shall be approved by at least two (2) of the President, Vice President, Secretary and Treasurer
- iii. Retirement of all cash advances for trips shall be limited to only expenditure claims that are reasonable and exclusively incurred for the task approved and within the following cap:

a. Taxi fare within Abuja	=	₦ 500.00
b. Airport Taxi (for one leg)	=	₦ 4,000.00
c. Per Diem/Hotel Accommodation	=	₦15,000.00
d. Feeding (Breakfast)	=	₦ 1,500.00
e. Feeding (Lunch)	=	₦ 4,500.00
f. Feeding (Dinner)	=	₦ 4,500.00
g. Local taxi fare per day	=	₦ 1,000.00

B. Nominations for Local and International Events

- i. The board shall be responsible for nominating official delegates of the chapter to both international and local events
- ii. A maximum number of three (3) official delegates shall be considered for an event.
- iii. The President (or his representative) shall be given 100% sponsorship if not funded by the headquarters, while other delegates are offered not more than 50% sponsorship to any event except the Board determines otherwise.

C. Board Members Participation in Chapter's Annual Events

- i. All members of the board shall have free admission to any of the Chapter's paid events.
- ii. In the event a board member's employer pays for his/her registration, the fee shall be non-refundable to the employer or the employee.

D. Committee Members Participation in Chapter's Annual Events

- i. All members of the committee for a given Chapter event shall be allowed to attend the event (for which the committee is responsible) free of charge.
- ii. Where the registration fee is paid in error the chapter shall refund the total amount to that member at the end of the event.
- iii. In the event a committee member's employer pays for his/her registration, the fee shall be non-refundable

E. Paper Presentation at Chapter Events

- i. The board shall, by majority vote, approve any chapter member to be a paper presenter at any of the local chapter events other than regular meetings.
- ii. Where such approval is given to a member, he shall present the paper as a voluntary service without being entitled to any honorarium or fees.

F. Budgets/Accounts/Financial Reporting

- i. The Chairman (Chief Accounting Officer) and Treasurer of every committee shall produce the account of stewardship (financial reports) of the event not later than 30 days after the event.
- ii. The final accounts of the chapter shall be prepared and presented to the Board by the Chapter Treasurer not later than 31st January of the year under review.

G. Debt Owed

Any member who by any circumstance becomes a debtor to the chapter shall redeem such debt on demand or before any date determined by the board.

H. Sanctions

- i. Any member who fails to comply with any of these bylaws shall, upon determination by the Board, be referred to ISACA's ethics Committee in accordance with ISACA's Code of Professional Ethics.

Article X: INDEMNIFICATION

The Chapter shall indemnify any and all of its directors or officers or former directors or officers or any person who may have served at its request or by its election as a director or officer of another corporation, against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been directors or a director or officer of the corporation or of such other corporation, except in relation to matters as to which any such director or officer or former director or officer or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in performance of duty and to such matters as shall be settled by agreement predicated on existence of such liability.

The indemnification provided hereby shall not be deemed exclusive of any other rights to which anyone seeking indemnification may be entitled under any bylaw, agreement, vote of members, or disinterested directors or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office.

Article XI: DISSOLUTION

To effect dissolution of the Chapter, these bylaws must be rescinded by at least two-third (2/3) vote of the Chapter membership after ten (10) days' notice has been mailed to each member. In the event of dissolution, the Chapter shall notify the Chief Executive Officer of the Association, in writing, indicating the reason(s) for dissolution and shall return the Chapter charter and any other Chapter or Association documents to international Headquarters. All net assets shall go to other selected ISACA chapters, a welfare, education or civic project

designated by the Chapter membership, pursuant to Nigerian civil code with the approval of the Association's International President and Chief Executive Officer.

Article XII: PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the chapter may adopt.

Article XIII: AMENDMENT OF THE CHAPTER BYLAWS

The Chapter Board shall approve all suggested bylaw changes and forward them to the Membership Division of the Association, with changes indicated. The Association must give approval to all bylaw changes prior to them being submitted for a vote by chapter membership.

Chapter bylaw amendments will be approved, at any chapter meeting, by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous meeting, or has been mailed or e-mailed to the entire Chapter membership at least ten (10) days prior to the meeting at which it will be considered. The Membership Division of the Association will be advised that the Bylaw amendments have been approved, and will be sent a copy of the approved version of the Bylaws.

The Chapter Board shall conduct a periodic, ideally annual, comparison of the Chapter practices to the bylaws. The Chapter must ensure the compliance of the bylaws with the Association's bylaws and any requirements within/related to Nigeria.