



# **BYELAWS**

**of the**

**Nigerian Institution of Surveyors**

**Final Draft**

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# 1.0 Preamble

These Bye-Laws explain and complement the general provisions of the Constitution of the Nigerian Institution of Surveyors.

## 2.0 Protocol

2.1 It is important that due protocol is observed at all NIS events be they State or National.

Please find as stated below the due order of protocol.

2.2 The chairmanship of all NIS events shall be by the head (President in the case of National Events and State Branch Chairman in the case of State Branch Events).

2.3 Recognitions shall be as follows:

No.	Position(s)
a	Host Chair: NIS President (if National Event) and State Branch Chairman (if State Event)
b	Top Government Functionaries and High Ranking Political Office holders <i>Eg. President, Vice President, Governors, Minister / Commissioners, Members of the National and State Assemblies, Surveyor General of the Federation, President SURCON, State Surveyors General, Past Presidents of the Institution.</i>
c	Important Guest attached to the event or function such as Royal Fathers
d	National / State Executives
e	Council Members
f	Heads of OSI (Organizations of Strategic Importance) <i>Eg. Heads of Government Agencies or Organizations, Training Institutions, Companies etc</i>

<b>No. Position(s)</b>	
<b>g</b>	Heads of NIS Sub Groups APPSN, WIS, YSN, Lecturers Associations etc
<b>h</b>	Fellows of the Institution
<b>i</b>	Members of the Institution
<b>j</b>	Gentlemen of the Press
<b>k</b>	Other Guests – Non Surveying

## 3.0 Delegation of Authority

- 3.0** The AGM is the highest ruling body of the institution which will approve all matters of a general nature for the Institution.
- 3.1** However knowing that the AGM meets only once a year the Council of the Institution is the second highest ruling body of the Institution which will also give general and specific instructions via its quarterly meetings.
- 3.2** Where need be, Council directives may be presented for ratification at the AGM
- 3.3** The National Executive Committee is responsible for the day to day running and general administration of the Institution and specific execution of resolutions of both the AGM and Council.
- 3.4** All other bodies such as the Board of Fellows, State Branches, National and State Sub Groups and Divisions may offer advice to the National Executive Committee and Council through the National Executive Committee.
- 3.5** It shall deem an unethical offence for any member or group of members to defy constituted authorities within the Institution.

## 4.0 State

- 4.1 A State Branch shall have a minimum of 10 corporate members.
- 4.2 All branches shall meet at least 6 times a year.
- 4.3 Any branch that cannot meet its financial obligations to the National body for two consecutive years shall cease to be recognized as a Branch.
- 4.4 All Branches shall operate by laws that would be submitted to and approved by the National Executive Committee. Such Bye laws should contain the electoral guidelines.

## 5.0 Sub Groups

Sub Groups are groupings of special interest of members of the NIS.

- 5.1 All Activities of Sub Groups are subject to being monitored by the National Body (where the National Body of the sub group is concerned) and the State Branch (where the State Branch of the Sub Group is concerned).
- 5.2 All Subgroups of the Institutions should clearly state on all documentation and promotional materials that they are a **Sub Group of the Nigerian Institution Surveyors.**
- 5.3 No Sub Group Leader shall use the title “President”
- 5.4 A subgroup leader shall use the title National Chairman or National Coordinator and the State level State Chairman or State Coordinator at National or States level as the case may be
- 5.5 All Subgroups shall submit for review and acceptance their Bye Laws to the National Executive Committee.

- 5.6** Should a Sub group have the need to register with the Corporate Affairs Commission it shall first seek and obtain permission from the NIS Council. Such permission may be granted after a consideration of the reasons for seeking registration and the Memorandum and Articles of Association of Sub group to be submitted to the Corporate Affairs Commission. Finally when such registration is through, a notarized copy of the registration certificate and memorandum of association must be submitted to the Secretariat of the Institution.
- 5.7** No subgroup is allowed to submit for registration to the CAC other version of its documents except those versions certified by the Council
- 5.8** Any subsequent amendment to documents for which the Incorporation was earlier obtained must be certified by the Council.
- 5.9** All Sub Groups should send in quarterly reports that must contain minutes of all meetings, current membership etc in an approved format.

## **6.0 Relationships**

### **RELATIONSHIP BETWEEN THE NATIONAL BODY AND STATE BRANCHES, DIVISIONS AND SUB GROUPS.**

- 6.1** The National body takes precedence on all matters relating to the Institution.
- 6.2** Subject to the provision of section 8iii of the constitution of the Nigerian Institution of Surveyors, a State Branch takes precedence on all issues relating to the Institution at the state level.

- 6.3 On matters between the National and a Branch, the position of the National body takes precedence.
- 6.4 All branches shall meet all their financial obligations to the National body as at when due.
- 6.5 To give expression to the portion of the preamble of the constitution that state “To maintain high professional ethics among members, and speak with one voice”, Protocol representation requires the lower authority to defer to the higher in all cases.

## **6.6 THE RELATIONSHIP WITH OSI**

- 6.6.1 OSI – Organizations of Strategic Importance to the NIS are SURCON, Office of The Surveyor-General of the Federation, Offices of the States Surveyors-General, SURCON States Committees on Ethics, Tertiary Institutions offering Surveying and Geoinformatics, Forum of States Surveyors – General of Nigeria FIG, CASLE, Professional Bodies of Surveyors in other Countries Survey Departments of Government Parastatals and Private concerns among others
- 6.6.2 The NIS as a matter of policy shall seek and sustain, make and promote a cordial and mutually beneficial relationship with OSI
- 6.6.3 The Institution shall as a matter of policy maintain a good strong and cordial relationship with the Office of the Surveyor General of the Federation and the Surveyors Council of Nigeria at all times. The NIS State Branches shall replicate this gesture with the State Surveyor-General at the State Levels
- 6.6.4 Not minding the fact that the membership of the Institution is open to all surveyors as per cadre requirements as stated by the rules for membership, the NIS at National and State Levels should open communications protocols with OSI. This will promote better understanding of objectives of both parties and initiatives being worked on. Members must also develop an understanding that at all times and whenever there are issues, sincere efforts would be made to use dialogue

to resolve such issues.

6.6.5 Due respect shall be given to the Institution and the OSI as it should be always and at all times projecting a united front and common brotherhood of the Surveying Profession.

6.6.6 Table below shows the OSI Relationship Meeting Schedule for the National and State Branches for effective relationship management. These meetings should be documented with copies of reports sent to the secretariat.

OSI	Relationship Officer(s) for the NIS	Meeting Frequency
SURCON	Deputy President	Bi-Annual <b>Meetings ?</b>
SSCE	Branch Vice Chairman and APPSN Chairman	Quarterly Meetings
OSGOF and other National Agencies	A NIS Vice President	Bi-Annual Meetings?
FOSSGON	A NIS Vice President	Annual
OSSG and other State Agencies	Branch Vice Chairman and APPSN Chairman	Quarterly Meetings
Academic Institutions	Council Representative and Branch Secretary	Bi-Annual Meetings?

## 6.7 RELATIONSHIP WITH BOARD OF FELLOWS

6.7.1 6.7.1 The Board of Fellows shall serve in an advisory capacity to the NIS Executive Committee and Council. In a like manner at the state branch level the Body of Fellows shall serve in an advisory capacity to the NIS State Branch Executive Committee.

6.7.2 The NIS Executive Committee and Council as a matter of policy shall seek, make and promote a cordial and mutually beneficial relationship with the Board of Fellows while the State branch Leadership shall do same with the Body of Fellows.

6.7.3 Notwithstanding the above statements the Leadership of the National Body or the State Branch shall in no way or under any circumstances be in the hands of



the Board or Body of Fellows as the case may be.

- 6.7.4 Both the Board and Body of Fellows are independent but may enjoy subventions and support from the NIS National and State Branches.

## **7.0 Membership**

- 7.1** Membership of the Institution shall be derived from the National body
- 7.2** Cadres of membership in order of Hierarchy are Fellows, Members, Associates, Probationers and Students
- 7.3** Student membership shall be open to all students studying surveying and Geoinformatics and the application form and processing shall be free.
- 7.4** Intending members shall apply to the Institution for membership.
- 7.5** An intending member is expected to have attended 3 meetings of any branch of choice as an observer before a letter of recommendation to the National Body is written by the Branch to support the application for membership.
- 7.6** All members of the Institutions are expected to be loyal to the institution and subject themselves at all times to its directives, traditions and disciplinary processes.
- 7.7** All members are free to attend the meeting of any ~~of~~ branch of the Institution and enjoy the right of being heard and participation but not enjoy the right to vote or be voted for unless such a member meets the approved guidelines for election for the branch in question.
- 7.8** Members are also free to join Sub groups as per the conditions stated in their approved constitutions.
- 7.9** All members of the Institution are bound by the conditions of membership stated on the application form and the constitution.

## 8.0 Communication Protocols

8.1 All Correspondences and Communications of an official nature to the national body are to be routed through the Office of the Secretary General.

8.2 Every member shall have as part of his/her records a functional GSM number and Email Address.

8.3 Valid means of communication within Institution are the following:

8.3.1 Hard Copy Letters ( to be used only in special circumstances)

8.3.2 Emails

8.3.3 SMS, Whatsapp, Facebook etc **(for Notices Only)**

8.3.4 Institution Website **(for Notices Only)**

8.3.5 Press Releases in National Dailies on issues from the National and State papers for the State matters.

8.3.6 Electronic Media of National Coverage Releases are also valid

8.4 Correspondences from and to the National/State body will be deemed received if it is sent by email and copied the State Branch of the concerned member. GSM Text Messages to alert the member of the mail shall also be sent.

Communication Type	Letter	SMS	Email
Apologies	Yes	Yes	Yes
Request for Information	Yes	No	Yes
Invitation	Yes	No	Yes
Complaints	Yes	No	Yes
Responses to Correspondences	Yes	No	Yes

## 9.0 Offices, Tenure and Elections

9.1 The tenure of Office for all positions in the Institution except for that of the President and Deputy President shall be a maximum of Two Terms of two years each.

9.2 All Branches, Sub Groups and Divisions shall set up an electoral committee whose members shall represent the following: Fellows, Members and Associates 6 months to the end of the tenure of office.

9.3 Eligibility for voting at State Branch level shall have as principal conditions the following:

9.3.1 Fellows, Members and Associates who are financial at both State and National Levels can vote and contest.

9.3.2 Must have been members of the Branch for at least 2 years and have attended 60% of branch meetings One year preceding the elections.

9.3.3 Elections can only be conducted by a duly inaugurated Electoral Committee and Supervised by the Office of the VP National who at his discretion may delegate such responsibility but not to any member of the state for which the election is being held.

9.3.4 Mode of election can be either Secret Ballot or Electronic.

9.3.5 Where Election is going to be Electronic, a demonstration or mock election to educate members on its use must be carried out.

9.3.6 Where at the end of an office tenure a branch does not conduct an election for a new administration, then National shall appoint a caretaker committee chaired by a Fellow or a Senior member (where a Fellow cannot be appointed) and 4 other members drawn from the branch. This care taker committee shall be responsible for conducting an election within 90 days of inauguration and administer the branch within this period. No caretaker committee member will be allowed to contest the election to be organized.

## 10.0 Meetings

10.1 All meetings convened at the instance of the Institution shall be chaired by the President or in case of the State Branch, the Branch Chairman.

- 10.2 Where either of them is absent the next most senior officer shall chair the meeting.  
In committees where the chairmanship is not designated to an office the most senior OFFICIAL member by way of cadre shall be the chairman.
- 10.3 All meetings convened at the instance of the NIS shall be held in the NIS Secretariats or a venue approved by the relevant leadership.

## 11.0 Ethics

### *Preamble*

*As practitioners of Surveying and Geoinformatics, members shall be committed to doing what is right and honorable, should and set high standards, and aspire to meet these standards in every aspect of living—at work, at home, and in service to their professional capacity.*

*This Code of Ethics and Professional Conduct describes the expectations of the members of the Institution and fellow practitioners in the global Surveying and Geoinformatics community. It articulates the ideals to which members aspire as well as the behaviors that are mandatory in the profession as well as volunteered roles.*

*The purpose of this Code is to instill confidence in the Surveying and Geoinformatics profession and to help individuals become better practitioners. This code is to establish a profession-wide understanding of appropriate behavior. It is believed and hoped that the credibility and reputation of the Surveying and Geoinformatics profession would shape the collective conduct of individual practitioners.*

*We believe that we can advance our profession, both individually and collectively, by embracing this Code of Ethics and Professional Conduct. We also believe that this Code will assist members in making wise decisions, particularly when faced with difficult situations that might lead to being asked to compromise our integrity or our values.*

*It is hoped that this Code of Ethics and Professional Conduct would serve as a guide for others to study, deliberate, and write about ethics and values. Furthermore, we hope that this Code will ultimately be used to build upon and evolve our profession.*

11.1 Our Ethos shall be based on the following 5 cardinal points:

- i. VISION AND PURPOSE
- ii. RESPONSIBILITY
- iii. RESPECT
- iv. FAIRNESS
- v. HONESTY

*The following sections explain the understanding expected of members of the Institution as well as the applicability. Disciplinary Procedures to be used in addressing all ethical matters are stated in the last section.*

11.2 VISION

To provide geospatial services through professionalism found (based) on fairness, honesty, responsibility and respect; for the sustainable development of our Country Nigeria.

11.3 Persons to Whom the Code Applies

The Code of Ethics and Professional Conduct applies to all NIS members.

**11.3.1 Structure of the Code**

The Code of Ethics and Professional Conduct is divided into sections that contain standards of conduct which are aligned with the four values that were identified as most important to the Surveying and Geoinformatics professionals and practices. In some sections of this Code include comments. Comments are not necessarily parts of the Code, but provide examples and other clarification.

Finally, a glossary can be found at the end of the standard. The glossary defines words and phrases used in the Code. For convenience, those terms defined in the glossary are underlined in the text of the Code.

### **11.3.2 Values that serve as the Basis of this Code**

All members are expected to identify with the values that formed the basis of their decision making and guided their actions. The values that are most important were: responsibility, respect, fairness, and honesty. The foundation of this Code has these four values as its basis.

### **11.4 Aspirational and Mandatory Conduct**

Each section of the Code of Ethics and Professional Conduct includes both aspirational standards and mandatory standards.

The aspirational standards describe the conduct that we strive to uphold as practitioners. Although adherence to the aspirational standards is not easily measured, conducting ourselves in accordance with these is an expectation that we have of ourselves as professionals—it is not optional.

The mandatory standards establish firm requirements, and in some cases, limit or prohibit practitioner behavior. Practitioners who do not conduct themselves in accordance with these standards will be subject to disciplinary procedures before NIS Ethics Committee at either National or State Branch Level.

*Note:*

*The conduct covered under the aspirational standards and conduct covered under the mandatory standards are not mutually exclusive; that is, one specific act or omission could violate both aspirational and mandatory standards.*

## 11.5 RESPONSIBILITY

### 11.5.1a **Description of Responsibility**

Responsibility- It is the duty of members to take responsibility for any/all decisions made or fail to make, actions taken or fail to take, and the resulting consequences.

### 11.5.1b **Responsibility: Aspirational Standards**

As practitioners of Surveying and Geoinformatics:

11.5.1c Members shall make decisions and take actions based on the best interests of society, public safety, and the environment.

11.5.1d Members shall accept only those assignments that are consistent with their Professional background, experience, skills, and qualifications.

*Note: Where complex projects are being considered, we ensure that key stakeholders receive timely and complete information regarding the gaps in our qualifications so that they may make informed decisions regarding our suitability for a particular assignment. In the case of Contract procurement, members/organizations shall ~~to~~ bid for only work within their capacity and capability and must ensure only qualified individuals are assigned to perform the work.*

11.5.1e Members shall fulfill their commitments— such as pledges or promises.

11.5.1f Members shall take responsibility for their errors or omissions, and

shall make corrections promptly. When errors or omissions caused by others are discovered, such shall be communicated to the appropriate body as soon they are discovered. Members shall accept responsibility for any issues resulting from our errors or omissions and any resulting consequences.

11.5.1g Members shall protect all proprietary or confidential information entrusted to them.

11.5.1i Members shall uphold this Code and hold each other accountable to it.

### 11.5.2 Responsibility: Mandatory Standards

As practitioners of Surveying and Geoinformatics, the following shall be required of us.

### 11.5.3 Regulations and Legal Requirements

- i. Members should be informed about the policies, rules, regulations and laws that govern the practice of Surveying and other professional activities; and must ensure to uphold such. These include the rules and regulations of SURCON
- ii. Members shall report unethical or illegal conduct to appropriate management and, if necessary, to those affected by the conduct.

*Note: These provisions have several implications. Specifically, we do not engage in any illegal behavior, including but not limited to: theft, fraud, corruption, embezzlement, or bribery. Further, we do not take or abuse the property of others, including intellectual property, nor do we engage in slander or libel.*

*As practitioners and representatives of our profession, we do not condone or*



*assist others in engaging in illegal behavior. We report any illegal or unethical conduct. Reporting is not easy and we recognize that it may have negative consequences.*

#### **11.5.4 Ethics Complaints**

- a. Any violations of this Code shall be brought to the attention of the appropriate body for resolution.
- b. Only ethic complaints sustained and/or substantiated by facts shall be filed

*Note: These provisions have several implications. We cooperate with NIS concerning ethics violations and the collection of related information whether we are a complainant or a respondent. We also abstain from accusing others of ethical misconduct when we do not have all the facts. Furthermore, disciplinary action shall be taken against individuals who knowingly make false allegations against others.*

- c. Disciplinary action shall be taken against an individual who retaliates against a person raising ethics concerns.

## **11.6. RESPECT**

### **11.6.1 Description of Respect**

- a. Members shall be obligated to show a high regard for each other, and the resources in their trust. Such resources may include people, money, reputation, the safety of others, and natural or environmental resources.
- b. An environment of respect engenders trust, confidence, and performance

excellence by fostering mutual cooperation—an environment where diverse perspectives and views are encouraged and valued.

### **11.6.2 Respect: Aspirational Standards**

As practitioners in the global Surveying and Geoinformatics community:

- a. Members must be informed about the norms and customs of others and avoid engaging in behaviors they might consider disrespectful.
- b. Members must listen to each other's points of view, while seeking to understand them.
- c. Members must approach directly those persons with who there is conflict or disagreement.
- d. Members must conduct themselves in a professional manner, even when it is not reciprocated

*Note: An implication of these provisions is that we avoid engaging in gossip and avoid making negative remarks to undermine another person's reputation. Members have a duty under this Code to confront others who engage in these types of behaviors.*

### **11.6.3 Respect: Mandatory Standards**

As practitioners in the global Surveying and Geoinformatics community, the following shall be required of us

- a. Members must negotiate in good faith.
- b. Members must not exercise the power of their expertise or positions to influence the decisions or actions of others in order to benefit personally at their expense.
- c. Members must not act in an abusive manner toward others.

- d. Members must respect the property rights of others.

## 11.7. FAIRNESS

### 11.7.1 Description of Fairness

All members are obligated to make decisions and act impartially and objectively; while every conducts must be free from competing self-interest, prejudice, and favoritism.

### 11.7.2 Fairness: Aspirational Standards

As practitioners in the global Surveying and Geoinformatics community:

- a. **Members must** demonstrate transparency in every decision-making process.
- b. Members must constantly re-examine every action impartially and objectively, while taking corrective action as appropriate.

*Note: Research with practitioners indicated that the subject of conflicts of interest is one of the major challenges faced by our profession. One of the biggest problems practitioners report is not recognizing when we have conflicted loyalties and recognizing when we are inadvertently placing ourselves or others in a conflict-of-interest situation. We as practitioners must proactively search for potential areas of conflicts and help each other by highlighting each other's potential conflicts of interest and insisting that they be resolved.*

- c. Members should provide equal access to information to only authorized persons.
- d. Opportunities should equally available to all qualified candidates without any form of prejudice.

*Note: An implication of these provisions is, in the case of a Procurement arrangement, we provide equal access to information during the bidding process.*

### **11.7.3 Fairness: Mandatory Standards**

As practitioners in the global Surveying and Geoinformatics community, we require the following of ourselves and our fellow practitioners:

#### **Conflict of Interest Situations**

- a. Members must proactively and fully disclose any real or potential conflicts of interest to the appropriate stakeholders.
- b. Where there is a real or potential conflict of interest, Members must refrain from engaging in the decision-making process or otherwise attempting to influence outcomes, unless or until: full disclosure is made to the affected stakeholders; an approved mitigation plan has been given; and the consent of the stakeholders to proceed has also been obtained.

*Note: A conflict of interest occurs when we are in a position to influence decisions or other outcomes on behalf of one party when such decisions or outcomes could affect one or more other parties with which we have competing loyalties. For example, when we are acting as an employee, we have a duty of loyalty to our employer. We also have a duty of loyalty to our Institution. We must recognize these divergent interests and refrain from influencing decisions when we have a conflict of interest.*

*Further, even if we believe that we can set aside our divided loyalties and make decisions impartially, we treat the appearance of a conflict of interest as a conflict of interest and follow the provisions described in the Code.*

#### **11.7.4 Favoritism and Discrimination**

- a. Members must not hire or fire, reward or punish, or award or deny contracts based on personal considerations, including but not limited to, tribalism, favoritism, nepotism, or bribery.
- b. Members must not discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, tribalism or sexual orientation.
- c. Members must apply the rules of the organization (employer, Institution, or other group) without favoritism or prejudice.

### **11.8. HONESTY**

#### **11.8.1 Description of Honesty**

Members must seek to understand the truth and act in a truthful manner both in our communications and in our conduct.

#### **11.8.2 Honesty: Aspirational Standards**

As practitioners in the global Surveying and Geoinformatics community:

- a. Members must earnestly seek to understand the truth.
- b. Members must be truthful in our communications and in our conduct.
- c. Members must provide accurate information in a timely manner.
- d. *Note: An implication of these provisions is that we take appropriate steps to ensure that the information we are basing our decisions upon or providing to others is accurate, reliable, and timely.*

*This includes having the courage to share bad news even when it may be poorly received. Also, when outcomes are negative, we avoid burying*

*information or shifting blame to others. When outcomes are positive, we avoid taking credit for the achievements of others. These provisions reinforce our commitment to be both honest and responsible.*

- a. Members must make commitments and promises, implied or explicit, in good faith.
- b. Members must strive to create an environment in which others feel safe to tell the truth.

### **11.8.3 Honesty: Mandatory Standards**

As practitioners in the global Surveying and Geoinformatics community, the following are required of members of ourselves and our fellow practitioners:

- a. Members must not engage in or condone behavior that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding information that, if known, would render our statements as misleading or incomplete.
- b. Members must not engage in dishonest behavior with the intention of personal gain or at the expense of another.

*Note: The aspirational standards exhort us to be truthful. Half-truths and non-disclosures intended to mislead stakeholders are as unprofessional as affirmatively making misrepresentations. We develop credibility by providing complete and accurate information.*

# 12. Disciplinary Procedures

## 12.1 Disciplinary Procedure

Should there be cause for punitive action by the Institution for willful disregard of the principles and purpose of the NIS Code of Ethics, or for conduct detrimental to NIS, or the conviction for a crime by a court of competent jurisdiction, or the revocation or suspension of license to practice, of a member of any grade, in NIS. In such cases where the causes for punitive action are conviction for a crime, or revocation or suspension of license to practice, the NIS Council may take action without notice of a hearing, otherwise, such members shall receive a written notice of the charges against them with a notice of at least 3 weeks and shall have the right of a hearing before the National Ethics Committee prior to the final NIS Council action taken on their case.

*Please note that the refusal to respond to a summons for an Ethics Committee hearing will be punished by Immediate Suspension of Membership.*

12.2 The punitive actions that the NIS Council may take shall include but not be limited to:

- a. Expulsion. Complete and forever.
- b. Suspension of Membership. For a time period to be determined by the Council.
- c. Suspension of Rights. Removal of rights of member for a period to be determined by the Council.
- d. Probation. Probation of member by the Council for a time period to be determined by them.
- e. Monetary Fines and Cost of Sittings

- f. Continuing Education Requirement. Member maybe required to show evidence of attendance of classes, workshops or seminars as determined by the Council.
- g. Publication of all sanctioned members, the sanctions given and the offence committed will or may be published in national dailies.