

**CHARTERED INSTITUTE OF PERSONNEL
MANAGEMENT OF NIGERIA**



S T A T E S B Y E - L A W

THE INSTITUTE

PREAMBLE

The Institute of Personnel Management of Nigeria is a non-profit making organisation. It was formally launched on November 1, 1973, by Professor J. Ade Ajayi, then Vice-Chancellor of the University of Lagos, on the occasion of the sixth Annual Personnel Management Conference, held at the Nigeria Institute of International Affairs, Victoria Island, Lagos.

The Institute's cradle is the Yaba College of Technology, Department of Management Studies. The inspiration for establishing the Institute arose from the existence and activities of the U.K. Institute of Personnel Management. It started as the Personnel Management Association of Nigeria on 15th November, 1968. It was incorporated in 1973. In 1992, the Institute became chartered by Decree No. 58 of the Federal Military Government of Nigeria hereinafter referred to as "the Decree".

ARTICLE 1. NAME: The name of the Association shall be Institute of Personnel Management of Nigeria, IPMN, State Branch.

ARTICLE 2. OBJECTS (AIMS AND OBJECTIVES)

The objects shall be:

- a) To create a forum for the discussion of matters concerning Personnel Management.
- b) To unite the efforts of all those who feel the need to achieve and maintain a high standard of Personnel Management in the Federal Republic of Nigeria.
- c) To improve the general level of Personnel Management education by organising lectures, debates, seminars and by the publication and distribution of appropriate educational literature and such other activities as would enhance the realisation of the aims and objectives of the Institute.
- d) To provide generally an organisation for the promotion and encouragement of the art and practice of Personnel Management including provision for the training and examination of candidates to qualify for membership of the Institute.

ARTICLE 3. GENERAL PROVISIONS

- a) This bye-law derives its authority from the Decree, and its provisions shall have binding force on all persons belonging to the Association as it affects their membership of the Institute.
- b) Apart from the Decree, and/or rule, regulation or the Council resolution and if any rule, regulation or resolution is inconsistent with the provision(s) of this Bye-Law, the bye-law

shall prevail. A rule or regulation of the national body shall prevail over that of a State Branch.

- c) The general meeting may propose an amendment to any provision of this bye-law provided that a motion for the amendment has been circulated to members two months to the proposed amendment. When adopted by the general meeting, the proposal shall be forwarded to the Registrar of the Institute who shall present it to the Council for ratification.
- d) A proposal for the amendment of this bye-law shall not be passed by the general assembly unless it is supported by a simple majority of the votes of the financial members present.

ARTICLE 4. MEMBERSHIP

- a) Membership is open to all functionaries and specialists in Personnel Management, indeed to all Managers of Human Resources by whatever organisational nomenclature they may be designated.
- b) Students and those aspiring to be involved in Personnel management.

ARTICLE 5. ORGANS OF THE STATE BRANCH

The organs of the State Branch shall be:

- a) The Annual General Meeting, which shall be the highest authority of the Branch subject to the overall control of the Council of the Institute and its organs.
- b) The monthly meeting which shall conduct the affairs of the Branch between General meetings.
- c) The Executive Committee which shall supervise the general administration of the Branch and see to its day-to-day activities.

ARTICLE 6. COMPOSITION OF THE ORGANS OF THE BRANCH

a) Annual General Meeting

All grades of members whose names appear in the Register of Members at the relevant time and who have met all their financial obligations to the Branch.

b) The Monthly Meeting

All grades of members whose names appear in the Register of members at the relevant time.

c) Branch Executive Committee

Shall consist of the Chairman, Vice - Chairman, Secretary, Assistant Secretary, who shall equally serve as Public Relations Officer, Financial Secretary, Treasurer, the Immediate Past Chairman and two Ex-Officio Members, one of whom shall be a woman.

6.1 THE BRANCH EXECUTIVE COMMITTEE AND TENURE OF OFFICE

Any registered financial member is eligible to contest for any of the positions in 6(c) being elective posts. A member may hold a particular office for two terms of one year per term only but may contest for other positions thereafter.

An aspirant to the post of the Chairman shall be a professional member of the Institute i.e. not below the grade of Associate.

ARTICLE 7. ELECTIONS

- 7.1 Any member vying for an elective post shall be a financial member;
- 7.2 Any member vying for an elective post must be a registered member of the Institute and the branch, with a record of consistent participation in branch activities.
- 7.3 A member vying for elective post shall be nominated by one financial member and his nomination shall be supported by another financial member.
- 7.4 Election shall be by secret ballot at the Branch Annual General Meeting (AGM).
- 7.5 Only financial members are eligible to vote.
- 7.6 Members shall at the General Meeting appoint a Returning Officer.
- 7.7 The Returning Officer shall not vote nor be voted for, and shall cease to hold office after the elections; but if he is nominated for any office he ceases to be the Returning Officer for the election.
- 7.8 A candidate for an election to any of the offices shall be deemed to have been duly elected to such office where he has a simple majority of the votes cast at the election.
- 7.9 The result of any election shall be read to the whole house.

ARTICLE 8. DUTIES OF THE EXECUTIVE MEMBERS

8.1 THE CHAIRMAN:

The Chairman shall:

- a) Represent the Branch on the Council of the National Institute.
- b) Preside over all meetings of the branch as well as the executive committee meetings.
- c) Be a co-signatory to all the branch accounts and vouchers.
- d) Have powers to summon emergency meetings if and when the need arises.
- e) Co-ordinate the implementation of the decision of the institute.
- f) Ensure and enforce the observance of the aims and objectives of the institute and disseminate all information.
- g) Present an annual report of the Institute's activities and programmes at the Branch AGM.

8.2 VICE-CHAIRMAN

The Vice-Chairman shall perform all functions of the Chairman in his absence or any other functions as may be assigned to him by the Chairman.

8.3 SECRETARY:

The Secretary shall:

- a) Keep the records and documents of the Branch;
- b) Record the minutes of the meetings of the Branch;
- c) Maintain a membership register;
- d) Receive and reply to all correspondences to the Branch;
- e) Summon meetings at the instance of the Chairman;
- f) Be a co-signatory to all the branch accounts and vouchers.

8.4 ASSISTANT SECRETARY:

He shall assist the Secretary in all his duties and deputise for him in his absence.

8.5 TREASURER:

The Treasurer shall:

- a) Take custody of all monies of the Branch;
- b) Deposit the Branch monies in his custody with the designated bank of the Branch within two working days of collection.
- c) Keep an imprest account as determined by the branch.
- d) Be a co-signatory to all the Institute's accounts.
- e) On demand, produce his accounting books for inspection by the duly appointed Auditors of the Branch and or the Institute.
- f) Remit ten percent of the Branch's gross income quarterly to the National Secretariat.
- g) File returns of Branch Accounts to the National Secretariat annually.

8.6 FINANCIAL SECRETARY:

The Financial Secretary shall:

- a) Keep up to-date records of the financial transactions of the Branch.
- b) Collect all monies of the branch in the form of dues, donations, levies, fines etc.
- c) Pay all monies received to the Treasurer within 24 hours from the time of collection.
- d) Sign all payment vouchers/orders.
- e) Be a co-signatory to all the Institute's accounts

8.7 PUBLICITY/SOCIAL SECRETARY:

He shall co-ordinate all social activities of the Branch and be responsible for all internal and external publicity, publications and communication.

8.8 EX-OFFICIO MEMBER:

There shall be two ex-officio members who shall attend all meetings of the Executive Committee and perform any other duties that may be assigned to them by the Chairman.

ARTICLE 9. STANDING COMMITTEES OF THE BRANCH

9.1 INTRODUCTION

- a) In order for the Branch to carry out its functions and activities more effectively; and to involve many more members in the grassroots planning and implementation of activities and programmes, it is essential to have Standing Committees with very clear terms of reference.
- b) If Committees perform their duties very well, the time spent in meetings will be reduced and more ground will be covered since most knotty issues would have in most cases, been resolved at the Committee level. It is with this understanding that the following Committees are being established.

9.2 TRAINING AND DEVELOPMENT

TERMS OF REFERENCE

- a) To plan, arrange and implement all training programmes for the self development of members in form of monthly business talks, case studies, industrial clinics etc.
- b) To organise quarterly lectures, seminars, symposia workshops etc.
- c) To arrange courses for candidates seeking to be graduate members of the Institute.
- d) To perform any other function which the Branch and/or its Executive Committee shall assign from time to time.
- e) To perform any other function which, in its opinion will enhance the professional development of members.
- f) To render a monthly report to the Branch

9.3 MEMBERSHIP SERVICES

TERMS OF REFERENCE

- a) To organise an effective membership drive both for individual and corporate members.
- b) To listen, investigate and document the complaints of members and make appropriate recommendations to the Branch.
- c) To advise means and ways of reviewing and re-cultivating dormant or sleeping members.
- d) To perform any other duty that the Branch or/and its Executive Committee shall assign to it from time to time.

- e) To perform any other function which in its opinion will enhance the branch's membership strength.
- f) To render a monthly report to the Branch.

9.4 **CONSULTANCY SERVICES**

TERMS OF REFERENCE

- a) To vigorously market the consultancy services of the Branch.
- b) To arrange for the execution of consultancy assignments.
- c) To recommend appropriate fees payable to Consultants engaged in any consultancy assignment.
- d) To arrange for the publication and marketing of journals, monographs, books etc.
- e) To perform any other function as the Branch or/and its Executive Committee shall assign from time to time.
- f) To render a monthly report to the Branch.

ARTICLE 10 BRANCH DISCIPLINE

There shall be a Branch Disciplinary Committee which shall be charged with the duty of imposing sanctions for the following offences:

- a) Continuous absence from branch meetings and other activities.
- b) Lateness to meetings (i.e. after the minutes have been read and adopted).
- c) Non-remittance of membership dues and other monies collected for and on behalf of the National Secretariat, to the same.
- d) Non-performance of duties as stipulated in the Bye-laws by executive members of the Branch.
- e) Any act of commission or omission that may adversely affect the image of the Branch and/or the Institute.

10.1 **MODE OF DISCIPLINE**

- a) Any member who breaches any of the provisions (a) and (b) above will be liable to pay a fine, the amount of which will be determined by the branch Executive Committee.
- b) In the case of (c) to (e) above, the offence shall be reported to the National Secretariat which shall handle same in accordance with Part V of the Decree.
- c) All cases of disciplinary action shall be referred to the National Secretariat for determination in accordance with the provisions of the Institute's Charter in Part V of the Decree.

ARTICLE 11 RELATIONSHIP WITH THE NATIONAL SECRETARIAT

- 11.1 All plans, schedules and proceedings of meetings, especially the Annual General Meetings of the Branch must be communicated to the National Secretariat.
- 11.2 State Branches shall only be represented at Council meetings by the State Chairman or Vice-Chairman. Any other officer apart from these two will be admitted into Council meetings on "Observer Status" only.
- 11.3 All AGM's of branches shall be advised to the National Secretariat which shall make arrangements with the branch to supervise the proceedings.
- 11.4 All forms of training activities by branches, in order to ensure a uniform standard of CIPM programmes, shall be cleared with the Secretariat before they are effected and only the latter shall issue Certificates of the Institute on all such courses.
- 11.5 Where a State Branch desires collaboration with the National Secretariat in running a programme, the proceeds thereof shall be shared on a 60/40 ratio between the Branch and the National Secretariat respectively.
- 11.6 State branches shall furnish the National Secretariat with the list of all their members on an annual basis.

ARTICLE 12. MANAGEMENT OF BRANCH FINANCES

- 12.1 In addition to the provisions under Article 8.1, 8.3, 8.5 and 8.6 the branch executive shall observe the following to ensure transparency, integrity and accountability in the management of branch finances:-
- i) The branch shall approve the appointment of its bankers while the Branch Chairman, the Secretary, Financial Secretary and Treasurer shall be signatories to the Branch Account with the Chairman as the "A" signatory while the Secretary, Financial Secretary and Treasurer will sign in the "B" category respectively.
 - ii) Investment and/or placement of Branch fund shall be done with the express approval of the Branch Executive which shall also determine the discretionary spending limits of its officers. This spending limit shall be advised to the National Secretariat.
 - iii) There shall be a yearly audit of Branch Accounts by internal auditors and representatives of the National Secretariat.
 - iv) Copies of annual audit reports shall be sent to the National Secretariat for records and/or reference purposes.
 - v) All collections for and on behalf of the National Secretariat shall be remitted not later than 30 days after collection and shall be duly receipted.

- vi) All collections as branch membership dues, levies, charges, course fees and any other monies collected shall be duly receipted.
- vii) Branch funds shall not be used as loans and/or advances to members or to service personal expenditure requirements of any of the signatories and/or executive member except where such a member is a full time salary staff of the Branch Secretariat.

12.2 REGISTRATION/FINANCIAL OBLIGATION

A new member shall apply in writing to the Branch. On approval of his/her application, he/she shall pay a sum to be determined by the Branch Executive as registration and subscription fee.

ARTICLE 13. CONVENTIONS

Branch involvement in Social Activities such as Weddings/ Traditional Marriage, Chieftaincy Ceremonies, Bereavement and other social activities etc. may be as agreed among he members in the State according to the prevailing culture and the financial strength of the Branch.

ARTICLE 13.1 AMENDMENT CLAUSE: Vide 3(d)

ARTICLE 14. DATE OF BYE-LAW

This Bye-Law is made this _____ day of _____ 200__.