



**NIGERIAN INSTITUTE OF MANAGEMENT  
(CHARTERED)**

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# **NIM BYE-LAWS**

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**NIGERIAN INSTITUTE OF MANAGEMENT COUNCIL**  
**BYE-LAW PURSUANT TO SCHEDULE ONE SECTION 2-(2)**  
**OF THE INSTITUTE CHARTER (ACT)**

**(I) STANDING COMMITTEES OF COUNCIL**

**A. Executive Committee of Council (EXCO)**

Bye-laws Subsidiary to Schedule One, Section 2-(2)

1. There shall be an Executive Committee ("The Committee"), EXCO, which shall be a standing Committee of Council.
2. The Functions and Responsibilities of the Committee shall be:
  - a. To meet as often as necessary to carry out the normal business of Council between the regular meetings of Council.
  - b. To vet recommendations from Committees to Council.
  - c. To recommend appointment of Directorate staff and review their performances.
  - d. To review periodically the finances and financial plans of the Institute.
  - e. To examine and recommend to Council the approval of the Annual Budget of the Institute and Investments.
  - f. Any expenditure of over N15 million 'from the Institute's fund shall be referred to Council for its deliberation and decision.
  - g. To keep under regular monitoring the Institute's Bye-Law
  - h. To keep under regular review the Institute's Code of Conduct and advise Council accordingly.
  - i. To carry out any other duties as may be assigned by Council from time to time.

The Committee shall consist of the President, Immediate Past President, the Deputy President, the National Treasurer, 2 elected Council Members and the Registrar/Chief Executive.



4. The President shall preside over all meetings of the Committee, and when absent, the Deputy President shall preside.
5. The Registrar/Chief Executive shall serve as Secretary to the Committee.
6. Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council. Members of the Committee shall be eligible for re-appointment for a second term.  
The tenure of office of the Executive Committee (EXCO) members shall end with the tenure of the President, Deputy President and National Treasurer.

**B. Finance and Investment Committee**

- 1 There shall be a Finance and Investment Committee, which shall be a Standing Committee of Council.
- 2 The Functions and Responsibilities of the Committee shall be:
  - (a) To supervise and monitor the finances of the Institute.
  - (b) "To consider annual budgets of the Institute and make appropriate recommendations to Council through the Executive Committee (EXCO).
  - (c) "To consider the quarterly and annual accounts and operational results of the Institute and make appropriate recommendations to Council through the Executive Committee (EXCO)".
  - (d) To make appropriate investments on behalf of the Institute based on guidelines approved by Council, and report to . Council through EXCO.
  - (e) To establish financial regulations for the Institute and thereafter carry out a regular appraisal of the regulations.
  - (f) To carry out such other functions of the Institute as Council may from time to time delegate to the Committee.



- 3 The Committee shall consist of:
- (a) The Deputy President as Chairman
  - (b) The National Treasurer as Vice Chairman
  - (c) Maximum of nine (9) members including the Registrar/Chief Executive
  - (d) The Chief Accountant shall serve as Secretary to the Committee.
- 4 Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council

C **Membership Committee**

- 1 There shall be a Membership Committee ("The Committee") which shall be a Standing Committee of Council.
2. The Functions and Responsibilities of the Committee shall be
- a. To develop and recommend to Council through the Executive Committee (EXCO), plans for the range of services and activities provided by the Institute to its Corporate and Individual members.
  - b. To organize the Corporate Members' Day.
  - c. To liaise with Corporate Members on sponsorship of the Institute's programmes and developmental activities.
  - d. To review and recommend the amount payable as membership subscription.
  - g. To exercise overall responsibility for and permit admission into the grades of Member, Associate and Graduate, and update from one grade to another
  - j. To monitor the conduct of members and report as appropriate to EXCO.
  - k. To review the amounts payable as development and other levies in accordance with strategic requirements of the , Institute.



1. To carry out any other functions delegated to it by Council.
- 3 The Committee shall consist of:
  - (i) A Chairman who must be a member of the Institute and shall be appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii) Director, Membership Services shall be Secretary.
- 4 Except where otherwise stated, the tenure of office of members of the Committee will be one year renewable for another year or such lesser period as may be determined by Council.

#### **D Management Development and Education Committee**

1. There shall be Management Development and Education Committee ("The Committee"), which shall be a Standing Committee of Council.
2. The Functions and Responsibilities of the Committee shall be:
  - (a) To advise Council on all matters relating to the Education and Management Development programmes of the Institute and on the implementation of same.
  - (b) To monitor and carry out regular reviews of the management development, training and research programmes for Nigerian Managers to ensure that such services are appropriate, efficient and cost-effective.
  - (c) To determine future needs in terms of courses and development programmes for corporate members and public sectors.
  - (d) To be responsible for the promotion and marketing of management development courses to all stake holders.
  - (e) To ensure adherence to established quality control and assurance standards, in line with the requirements of accreditation.



- (f) To consider and advise on research and survey activities on key Management issues
  - (g) To establish guidelines and modalities for conducting and reporting Management Audits
  - (h) To undertake any other specific assignments given to it by the Council or its accredited agents.
3. The Committee shall consist of the following:
- (i) A Chairman who must be a member of the Institute and shall be appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii) The Director, Capacity Building shall be Secretary.
4. Except where otherwise stated, the tenure of office of members of the Committee will be one year renewable for another year or such lesser period as may be determined by Council.
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3. The Committee shall consist of the following:
- (i) A Chairman who must be a member of the Institute and shall be appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii) The Director, Human Resources shall be Secretary.
4. Except where otherwise stated, the tenure of office of members of the Committee will be one year renewable for another year or such lesser period as may be determined by Council.

**F. Programmes Committee**

- (1) There shall be a Programmes Committee ("The Committee") which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
  - (a) To produce annual time table of all major NIM programmes of events.
  - (b) To advise Council on ways of financing such activities.
  - (c) To collaborate with international and national agencies in organizing activities of mutual benefits.
  - (d) To organize the Annual Management Conference and Annual General Meetings of the Institute.





- (e) To organize Management Summit and Distinguished Management Lecture for public enlightenment and capacity building purposes.
- (3) The Committee shall consist of the following:
  - (i) A Chairman who must be a member of the Institute and shall be appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii) The Director, Membership Services shall be Secretary.
- (4) Except where otherwise stated, the tenure of office of members of the Committee will be one year renewable for another year or such lesser period as may be determined by Council.

**G. Accreditation and Implementation Committee**

- (1) There shall be an Accreditation and Implementation Committee ("The Committee") which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
  - (a) To accredit the adequacy of the syllabus of tertiary Institutions awarding Certificates, Diplomas and Degrees in Management either independently or jointly with relevant bodies.
  - (b) To accredit and license individuals and establishments involved in management training, consultancy, including tuition centres.
  - (c) To review the guidelines of Professional Management Practice from time to time.



- (3) The Committee shall consist of the following:
- (i) A Chairman who must be a member of the Institute and shall be appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii) The Director in Capacity Building shall be Secretary.
- (4) Except where otherwise stated, the tenure of office of members of the Committee will be one year renewable for another year or such lesser period as may be determined by Council.

#### **H. Publications and Management Information Committee**

- (1) There shall be a Publication and Management Information Committee ("The Committee") which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
- (a) To supervise the publication of The Management-In-Nigeria Journal, the Professional Manager and other publications of the Institute.
  - (b) To undertake regular study of the existing Management Information Services, including the library system, internet and electronic mail services and related operations; and to make appropriate recommendations for evolving a state of - the - art technology driven Publication and Information Services center befitting the status of the Institute, and to source for funds in respect of same..
  - (c) To consider' such other issues of concern to the development of modern Publications and Information Services Centre.
  - (d) To carry out any other functions delegated to it by Council.



- (3) The Committee shall consist of the following:
  - (i) A Chairman who must be a member of the Institute and shall be appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii) The Director, Capacity Building shall be Secretary.
  - (iv) The Editor, Librarian and Head of IT Unit shall be In ; Attendance
- (4) Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council.

**(1) Works Committee**

- (1) There shall be a Building"Committee ("The Committee"), which shall be a Standing Committee of Council.
- (2) The Functions and responsibilities of the Committee shall be:-
  - (a) To advise on the management and maintenance of the Institute's properties.
  - (b) To vet all project drawing andl oversee all new construction projects of the Institute.
  - (c) To certify acquisition of properties by the Institute.
  - (d) To make appropriate recommendations to the Executive Council (EXCO) on all projects of the Institute
  - (e) To work with Finance and Investment Committee in ascertaining
    - (i) value the money
    - (ii) availability of funds
- (3) The Committee shall consist of the following:
  - (i) A Chairman who must be a member of the Institute and shall be appointed by Council



- (ii) Maximum of nine (9) members including the Registrar/Chief Executive, One Architect, Quantity Surveyor and Structural Engineer appointed by Council.
- (iii) The Director, Administration shall be Secretary.
- (4) Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council.

**J. Audit Committee**

- (1) There shall be an Audit Committee ("The Committee"), which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
  - (a) To be responsible for the probity of the Institute and its operations.
  - (b) To ensure adherence to internal control system established by the Institute.
  - (c) To consider all Management letters submitted by the Auditors of the Institute and initiate investigations where necessary, making consultations with the President and Registrar/Chief Executive, and reporting to Council through the Executive Council (EXCO).
  - (d) To consider the annual financial statements, ensuring compliance with accounting standards.
  - (e) To conduct investigations, as considered necessary into the Management controls of the Institute and to make consultations with the President and Registrar/Chief Executive, and report to Council through EXCO.



- (3) The Committee shall consist of the following:
- (a) A Chairman who shall be a member of the Institute and appointed by Council
  - (b) Maximum of nine (9) members including the Registrar/Chief Executive
  - (c) The Internal Auditor shall be the Secretary
- (4) Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council.

**K. Awards and Merit Committee**

- (1) There shall be an Awards and Merit Committee ("The Committee") which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
- (a) To select annually for the Chris Abebe Award, members of the Institute in full membership grade of Institute, who have rendered significant services to the Institute, and have contributed to its progress and growth.
  - (b) To select annually for the Tuyo Medal Award, Nigerian entrepreneurs who have set up, and successfully developed indigenous businesses, applying modern sciences and techniques of Management. Recipients need not be members of the Institute.
  - (c) To select annually for the Sir Mobolaji Bank-Anthony Award, a Corporate Member who has made significant contributions to the service of the Institute.
  - (d) To organize and select annually, corporate members for Management Excellence Award, including best Management Practice.
  - (e) To select and recommend to Council biennially, persons who have distinguished themselves in management to be inducted into the management Hall of Fame



- (e) To be responsible for all other awards such as Best Staff award, Best Student Prize award, etc
- (3) The Committee shall consist of the following:
  - (i) A Chairman who shall be a Past President of the Institute and appointed by Council
  - (ii) Maximum of (7) seven members including the Registrar/Chief Executive
  - (iii) The Director, Membership Services shall be the Secretary
- (4) Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council.

## **L     BOARD OF EXAMINERS**

- (1) There shall be a Board of Examiners ("The Committee"), which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
  - (a) To review marking scheme and moderation of the compiled results of each diet and give approval, where necessary, as the final authority on behalf of Council.
  - (b) To set the standards of students' performance in all of the Institute's examinations.
  - (c) To ensure that high and acceptable standards are maintained in all of the Institute's examinations.
  - (d) To advise Council from time to time on any development relating to the Institute's examinations.



- (e) To develop the curriculum as well as individual course contents for each of the institute's examinations, vetting of question papers and the marking schemes, and consideration and approval of results.
- (f) The Chairman of the Board of Examiners shall be a specialist in Management Education not below the rank of a Reader or equivalent.

- (3) The Committee shall consist of the following:
- (i) A Chairman who shall be a member of the Institute and appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive .
  - (iii) The Director, Capacity Building shall be Secretary.
- (4) Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council.

## **M BOARD OF FELLOWS**

- (1) There shall be a Board of Fellows ("The Committee"), which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
- (a) To establish the criteria for admission 'into the grade of Fellow and Life Members of the Institute.
  - (b) To screen and recommend candidates for upgrade to Fellows through the college of Fellows for ratification, by Council.
  - (c) To coordinate the activities of the Fellows and update Fellows Register.
  - (d) To serve as an organ of the College of Fellows.
  - (e) To organize the Annual Fellows Day activities...
  - (f) To advise the President and Council on strategic national issues.
  - (g) To carry out any other duties as may be assigned by the College of Fellows and Council.
  - (f) To coordinate the activities of the Academy of Management.
- (3) The Committee shall consist of the following;
- (i) A Chairman who must be a Fellow of the Institute and shall be appointed by Council





- (ii) Maximum of nine (9) members including the Registrar/Chief Executive
- (iii) The Director, Membership Services shall be the Secretary.
- (4) Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council.

**N CORPORATE AFFAIRS AND PUBLIC RELATIONS COMMITTEE**

- (1) There shall be a Corporate affairs and' Public Relation's Committee ("The Committee"), which shall be a Standing Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
  - (a) To develop and formulate policies and strategies that will enhance the corporate identity and image of the Institute
  - (b) To determine appropriate plans and programmes for public awareness of the ideals, values, functions and activities of the Institute.
  - (c) To develop workable frame work and strategies for a rewarding regular interface of the Institute with members, particularly corporate members, with the goal of achieving a deeper interest and participation in the activities, programmes publications, etc of the Institute.
  - (d) To liaise with governments, International organizations corporate members on the sponsorship of the Institute's programmes and developmental activities.



**O     PROFESSIONAL STANDARDS AND ETHICS**  
**COMMITTEE**

- (1)     There shall be a Professional Standards and Ethics Committee ("The Committee"), which shall be a Standing Committee of Council.
- (2)     The Functions and Responsibilities of the Committee shall be:
  - (a)     To establish code of ethics and practice for members of the Institute.
  - (b)     To carry out periodic review and updates of this criteria and make recommendations to Council. “
  - (c)     To investigate, all cases forwarded to it and recommend to Council for an appropriate action by The Professional Investigating Panel and/or The Professional Disciplinary Tribunal.
  - (d)     To carry out other duties as may be assigned to it by Council from time to time.
- (3)     The Committee shall consist of the following:
  - (i)     A Chairman who must be a Past President of the Institute  
and shall be appointed by Council
  - (ii)    Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii)   The Director, Membership Services shall be Secretary.
- (4)     "Except where otherwise stated, the tenure of office of members of the Committee will be one year renewable for another year or such lesser period as may be determined by Council.

**(II)   AD-HOC COMMITTEES OF COUNCIL**

- (A)     Bye-Laws Review Committee**



## **(II) AD-HOC COMMITTEES OF COUNCIL**

### **(A) Bye-Laws Review Committee**

#### **Human Capacity Development Committee**

1. There shall be a Human Capacity Development Committee ("The Committee"), which shall be an Ad-hoc Committee of Council.
2. The Functions and Responsibilities of the Committee shall be:
  - (a) To monitor and advise on policies in respect of human capital development in the Institute.
  - (b) To advise Council on the general terms and conditions of service of staff, including annual remuneration and pensions.
  - (c) To advise on appropriate human resource and career development requirement strategy of the Institute.
  - (d) To advise Council on regular basis by monitoring salary and benefits of staff, taking into account, information from independent services for similar position in the Industry
  - (e) To consider health, safety and environmental issues affecting the Institute.
  - (f) To carry out such other functions of the Institute as Council may from time to time delegate to the Committee.

- (1) There shall be a Bye-Laws Review Committee ("the Committee"), which shall be an Ad-hoc Committee of Council.
- (2) The Functions and responsibilities of the Committee shall be:
  - (a) To consider which among the various decisions of Council at its meetings could be tabled for consideration by the Council as a Bye-Law.
  - (b) To carry out periodic review and updates of the Institute's Bye-Laws generally and make recommendations to Council.
- (3) The Committee shall consist of the following:
  - (i) A Chairman who shall be a Past President and appointed by Council
  - (ii) Maximum of four (4) other members all of whom must be members of Council.
  - (iii) The Director of Membership Services shall be the Secretary
- (4) Except where otherwise stated, the tenure of office of members of the Committee shall be one year renewable for another year or such lesser period as may be determined by Council

**B. Fund Raising Committee**

- (1) There shall be a Fund Raising Committee ("The Committee"), which shall be an Ad-hoc Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
  - (a) To raise funds to provide and improve the facilities and programmes of the Institute for effective service to Nigerian ' managers at all levels in the public and private sectors.



- (b) To carry out such other functions of the Institute as Council may direct from time to time.
- (3) The Committee shall consist of the following:
  - (i) A Chairman who must be a member of the Institute and shall be appointed by Council
  - (ii) Maximum of nine (9) members including the Registrar/Chief Executive
  - (iii) Financial Controller shall be Secretary

**C. The Electoral Committee**

- (1) There shall be a Committee for the conduct of elections into Council ("the Electoral Committee"), which shall be an Ad-hoc Committee of Council.
- (2) The Functions and Responsibilities of the Committee shall be:
  - (a) To conduct election of members into Council at the Annual General Meeting of the Institute in accordance with the requirements of the Institute's Charter.
  - (b) To conduct elections for Zonal Chairmen at their respective Zones.
  - (b) To conduct elections for Zonal Chairmen at the Annual Council Meeting.
  - (c) To set the guidelines for the conduct of council and zonal elections.
- (3) The Committee shall consist of the following:
  - (a) A Chairman who shall be a Past President of the Institute and appointed by Council.
  - (b) One Council member, one member from the College of Fellows and one member each from the Zones appointed by Council
  - (c) The Registrar/Chief Executive shall serve as Secretary to the Committee.

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## **D. Board of Health**

- (1) There shall be a Board of Health ("The Committee"), which shall be an Ad-hoc Committee of Council.
- (2) The Functions and Responsibilities of the Board shall be:
  - (a) To recommend appropriate issues affecting work incapacitation with regard to health conditions of staff.
  - (b) To recommend Institute policies in relation to national policy on health.
  - (c) To carry out periodic review and updates of this criteria and make recommendations to Council.
  - (d) To carry out other duties as may be assigned to it by Council from time to time.
- (3) The Board shall consist of the following:
  - (i) A Chairman who must be a qualified medical practitioner and a member of the Institute, shall be appointed by Council
  - (ii) Maximum of five (5) members who must be healthcare practitioners.
- (4) "Except where otherwise stated, the tenure of office of members of the Board will be one year renewable for another year or such lesser period as may be determined by Council

## **III OTHER BODIES OF THE INSTITUTE**

### **A Body of Past Presidents.**

1. There shall be a body of past president
2. The Functions and Responsibilities of the Body shall be:



- (a) To act in advisory capacity to the president and council
- (b) To act as arbiter in matters of conflict resolution
- (c) To act as Screening Committee for the position of principal Officers, subject to guidelines approved by council.
- (d) To attend to general matters affecting the affairs image, and professional standing of the Institute.
- (e) To screen eligible persons into the honorary grade of companion (CNIM).

**(B) College of Fellows**

- (1) There shall be a College of Fellows
- (2) The Functions and Responsibilities of the Body shall be:
  - (a) To adopt the list of Fellows-elect for recommendation to Council for ratification.
  - (b) To coordinate activities of Management Academies.
  - (c) To act as the source of candidates for the Management Academy.
  - (d) To act as a touchstone on national policy issues.
  - (e) To approve a Board to serve as its executive organ and its representative on Council.

**(IV) ZONES, BRANCHES AND CHAPTERS OPERATIONS**

**A. Zone, Branch and Chapter Establishment**

- 1. The Council may at any time establish a Chapter in any locality; within and outside the country. The Chapters will operate as provided for in the Chapter Constitution and perform complementary roles with NIM Headquarters towards the achievement of the Institute's aims and objectives.
- 2. A Chapter shall be established in any city where a minimum of one hundred (100) registered members of any of the professional



grades can come together and also seek the support of companies within its environs.

3. There shall be 36 State Branches and the Federal Capital Territory.
4. There shall be six Zones, North-West, North-East, North-Central, South-West, South-East and South-South.
5. The Branch Chairman shall be elected from among the serving Chapter Chairmen who shall serve for the remainder of his/her tenure as Chapter Chairman.

**B. Chapter Constitution**

So far as consistent with the objects of the Institute for the time being, the objects of each Chapter of the Institute (hereinafter referred to as "the Chapter") shall be as stated in the Chapter constitution attached to the Bye-Laws.

**C. Zone, Branch and Chapter Responsibilities to the Headquarters**

1. The Zone, Branches and Chapters shall submit their operating annual programmes for the following year to the Headquarters.
2. Zones, Branches and Chapters shall submit quarterly activities reports to the Headquarters.
3. Branches and Chapters accounts shall be audited yearly by a recognized Accountant with copies sent to the Headquarters.
4. Zone, Branch or Chapter visits to the Chief Executive of any state including the Federal Capital shall be cleared by the Headquarters.
5. All training/seminar proposals by Zones, Branches or Chapters shall be sent to the Headquarters with modus operandi clearly spelt out for integration into a National training plan.
6. Only Council is empowered to institute awards and therefore any proposal for awards shall be submitted to the Council.

**D. Composition and Administration of Zones/Branches and Chapters**

- (1) There shall be six (6) zones representing the geo-political divisions of the country with a minimum of four (4) Chapters in each zone.





- (2) The position of a Zonal- Chairman is a Council position. A Zonal Chairman shall be a member of Council. Terms and conduct of election into the position of Zonal Chairman will be the same as those for Council.
- (3) The Zonal Chairman shall be elected from among the current and past Branch Chairmen, current and past Council members, and Fellows of the Institute resident in the Zone. This is in addition to the eligibility criteria for election to Council.
- (4) The Zonal Chairman shall serve for two (2) years and in line with Council rules.
- (5) The Branch Chairman shall be elected from among the serving Chapter Chairmen and shall serve for two (2) years.
- (6) Copies of the updated register of professional members shall be sent to the Chapters quarterly.
- (7) There will be an induction programme for Zonal, Branch and Chapter Chairmen conducted by the Headquarters after every AGM.
- (8) Quarterly reports on the finances of the Zones, Branches and Chapters shall be sent to the Headquarters.
- (9) Each Zone should be self-financing except for approved programmes by the Headquarters.
- (10) The Organs for the Chapters shall be limited to the following positions: Chairman, Secretary, Financial Secretary, Treasurer, Public Relations Officer and two Ex-Officio Members.
- (11) Due past shall be elected among the current Chapter Chairman. Only members shall be eligible.

**(V) GENERAL**

**A Criteria for Election and Co-option into Council**

NIM is the apex body of Management professionals in Nigeria with statutory responsibility for regulating and controlling the practice of management profession. Council members and office holders are therefore expected to have attained such elevated positions of responsibility in their organizations as this will assure members of quality.



policy contribution, as well as indicate financial viability and integrity. Nominees are required to be of such exceptional quality in all ramifications that they are perceived to be role models by the generality of members of the profession. Nominees for election are required to satisfy the following criteria:

1. Nominees and sponsors must be active members of the Institute, who must be fully up-to-date (as at the deadline for submission of election forms) in their obligations to the Institute (e.g. subscription, levy, recertification, etc)
2. Nominees must have attained a level in the profession of management as to command respect of the totality of members of the Institute and public.
3. Nominee must have attained such seniority (Board level etc) in a highly reputable national or international organization, and be involved in policy and strategic formulation, as to engender confidence in his/her capability and competence, amongst professional colleagues.
4. A nominee's record of ethical conduct and behaviour in the Institute must be absolutely without blemish
5. A nominee must be willing to make time and resources (financial etc) available in the service of the Institute.
6. Any display of desperation for office, or behaviour during election process, inconsistent with best practice, will result in automatic disqualification.

NOTE:

The profile of eligible candidates will be pasted on the Institute's website and will be considered sufficient for the purpose of publicity. Lobbying and use of inducement via all



communication media including SMS will lead to automatic disqualification.

**B. Election of Principal Officers of Council**

1. All elected Council members shall be eligible for election to the positions of President, Deputy President and National Treasurer in line with professional best practices.
2. The three (3) principal officers of Council shall be elected annually, at the first meeting of a new Council, elected at the Annual General Meeting.
3. The new Council shall meet not later than four (4) weeks after election.

**C Membership Size of Committees of Council**

Except where otherwise stated, the maximum size of all Committees of Council shall be nine (9) members.

**D Membership of Committees of Council**

1. Committees of Council (with the exception of EXCO) shall not be more than one-third, so as to give other non-Council members of the Institute the opportunity to serve.
2. As a general rule, no member shall serve on more than two Committees to allow for participation by others.
3. Co-option into Council Committees shall be undertaken as and when necessary, depending on the scope of the assignment of the Committee, and subject to the approval of the President.

**E Reporting to Council**

1. The Chairmen of the statutory Committees of Council shall make quarterly reports of the activities of their various Committees to Council.
2. Minutes of Council Meetings, after vetting by the Chairman of Council, shall be circulated to Chairmen of all Committees to



enable them consider urgent matters arising there from.

3. A decision of a Committee of the Council shall be of no effect until Council confirms it.

#### **F      Attendance at Council and Committee Meetings**

If a Council or Committee member fails to attend three (3) consecutive meetings of which he has been duly notified, a "Letter of Caution" shall be written to such a member after it has been established that his absence is not caused by illness or other circumstances, which in the opinion of the Council justify his absence. If he still fails to attend the following meeting, his seat shall be declared VACANT Such vacant position(s) shall be filled, if necessary, by co-option after due clearance by the Council.

#### **G      Quorum at Meetings**

The quorum of the Council shall be 1/3 of members at all the institute's meeting

#### **H      Secretaries of Committees**

Only officers at Directorate level shall be specified Secretaries/Members of Committees of the Council. Other officers below the Directorate level may be so designated Secretaries at the discretion of the Registrar/Chief Executive.

#### **(I)    The President**

- (a) The President on the occasion of Investiture shall swear to an Oath of office affirming allegiance to the Institute, defense of the Charter status, upholding and abiding by the Code of Conduct. A judicial officer of a level not lower than a High Court judge or a Past President of the Institute shall administer the Oath.
- (b) The President, in his capacity as the Head of the Institute, shall preside at ALL meetings of Council, Executive Committee of Council (EXCO), College of Fellows, Annual General Meetings



(AGM) and at Annual National Management Conference (ANMC) of the Institute.

- (c) The President shall act on behalf of Council and EXCO on urgent matters after appropriate consultation, and shall export the same to the next Council and/or EXCO meeting as appropriate for ratification.
  - (d) In the event of extreme urgency, the President, at his sole discretion, shall direct the Secretary to the Council to convene a special or Emergency meeting of Council or EXCO at any place and/or any date.
  - (e) The President shall have a casting vote in case of a tie in addition to his original vote as a member.
  - (f) The President shall supervise the Executive Management of the Institute.
  - (g) The President shall represent the Institute and maintain relations with its members, stakeholders, the media and the public. The
  - (h) The President shall direct with the authorization of Council, the convention and preparation of the annual general meeting of the Institute and meetings of council.
  - (i) The President shall supervise the implementation of resolutions of Council and its Committees.
  - (j) The President shall perform all other tasks which accrue to the office of the President under this Act, by the Bye-Laws or by the resolution of Council.
  - (k) The President shall be a signatory to the account of the Institute.
2. The President may, with or without prior notice or invitation, attend meeting of the executive bodies of the Institute of which he is not a member and shall have the power to call for and inspect all books and files.
3. The President may delegate to any officer of the Council such expert or special task as he may from time to time deem fit.



## **2. The Deputy President**

- (a) The duties, powers and responsibilities of the president, when absent, shall devolve upon the Deputy President.
- (b) The Deputy President shall preside over the meeting of the Finance and Investment Committee, and in addition, carry out such duties as may be assigned to the office by the President and the Council.
- (c) The Deputy President shall be responsible for the investment activities of the institute.
- (d) The Deputy President when acting for the President shall have the same powers, duties as those accruing to the President, but such powers and duties shall be confined to the limits in the Council resolutions authorizing the representation.
- (e) The Deputy President shall perform such other duties as may be assigned to him by the President.

## **3. The National Treasurer**

- (a) The National Treasurer shall present to the Annual General Meeting of the Institute the audited Statement of Accounts for the preparation of the Audited Statement of Accounts for the preceding year for consideration of the Audited Statement of Accounts.
- (b) The National Treasurer shall present to the Annual General Meeting of the Institute the audited Statement of Accounts as approved by Council.
- (c) The National Treasurer shall act as Vice Chairman of the Finance and Investment Committee.
- (d) The National Treasurer shall keep custody of the funds of the Institute in Banks and Financial Institutions designated and approved by Council.
- (e) The National Treasurer shall be responsible for maintaining proper books of account of the Institute.
- (f) The National Treasurer shall be signatory to the account of the Institute.



- (g) The National Treasurer shall prepare and lay before the Annual General Meeting, the annual account of the Institute

**4. The Registrar/Chief Executive**

1. It shall be the duty of Council to appoint a fit person to be Registrar/Chief Executive for the purpose of this Act.
2. The Registrar/Chief Executive shall be Chief Executive of the Institute for the Institute and Secretary to the Council.
3. The Registrar/Chief Executive shall be responsible for:
  - a. The executive management of the Institute and producing satisfactory planned result.
  - b. The implementation of the strategic plans determined by Council as well as all other resolutions taken by Council.
  - c. Supervising and coordinating the activities of the management and staff of the Institute. :
  - d. The organization and the staffing of the management and workforce of the Institute subject to the approval of Council in appropriate cases.
  - e. Ensuring compliance with all legal requirements and statutory regulation affecting or relevant to the Institute.
3. Shall be a signatory to the account of the Institute.

**J Development Levy Payment**

1. All existing and new professional members of the Institute are required to pay DEVELOPMENT LEVY as appropriate to their grades and as determined from time to time by the Council
2. Development Levy is compulsory and is payable before a new member is admitted into the Institute.
3. Development Levy shall be subject to review by Council from time to time.



## **Criteria For Admission Into Honorary Membership Grade**

In special cases, persons not members of the Institute, and who have, through outstanding achievements and contributions, attained high visibility locally or internationally, can be recognized with honorary companionship. Companionship/Life Membership

That Companionship/Life Membership .may be conferred on deserving members of the Institute by the Council upon the decision of the Institute at its Annual General Meeting, or on the recommendation of the body of Past Presidents to Council.

It must be a grade that only very few could attain by dint of hard work and lifetime commitment to the aims and objectives of the Institute.







## **NIGERIAN INSTITUTE OF MANAGEMENT (CHARTERED)**

### **CODE OF CONDUCT**

**1.** That I, as a professional manager, will put service above self and will ever seek to find and employ more efficient and more economical ways of getting things done.

**2.** That I, as a professional manager, accept the most scrupulous and transparently honest and ethical process of thought for all decisions in my daily work and be myself free of any fraudulent and / or corrupt practices and within my scope of authority treat all persons as being equal, and refuse to give special favours or privileges to anyone.

So help me God.

BY ORDER OF THE COUNCIL