

# A BILL

## FOR

AN ACT TO ESTABLISH THE CHARTERED INSTITUTE OF NIGERIAN UNIVERSITIES PROFESSIONAL ADMINISTRATORS CHARGES WITH THE RESPONSIBILITY FOR ADVANCING THE STUDY, TRAINING AND PRACTICE OF UNIVERSITIES PROFESSIONAL ADMINISTRATION AND FOR RELATED MATTERS

*Sponsored by Hon. Pascal Agbodike*

[ ] Commencement

ENACTED by the National Assembly of the Federal Republic of Nigeria as follows-

1 PART 1 - ESTABLISHMENT OF THE CHARTERED INSTITUTE OF NIGERIAN  
2 UNIVERSITIES PROFESSIONAL ADMINISTRATORS.

3 1.-(1)There is established a Chartered Institute of Nigerian  
4 Universities Professional Administrators ("The institute")

Establishment  
of the Chartered  
Institute of Nigerian  
Universities  
Professional  
Administrators

5 (2) The Institute-

6 (a) shall be a body corporate with perpetual succession and a  
7 common seal;

8 (b) may acquire, hold and dispose of real and personal property;

9 and

10 (c) may sue or be sued in its Corporate name.

11 2. The functions of the institute are to-

Functions of the  
Institute

12 (a) determine what standards of knowledge and skill are to be  
13 attained by persons seeking to become members of the Institute and improve  
14 those standards from time to time;

15 (b) secure in accordance with the provisions of this Bill, the  
16 establishment and maintenance of a register of persons, registered under this  
17 Bill as members of the institute and to publish from time to time lists of those  
18 members;

	1	(c) provide consultancy services in appropriate cases;
	2	(d) arranging conferences, seminars, symposia and meetings; and
	3	(e) carryout such functions that are intended to facilitate the
	4	achievement of the objects contained in this Bill.
Establishment of the Governing Council	5	<b>3.</b> There is establishment for the Council, a Governing Council (in
	6	this Act Referred to the "the Council") which shall be charged with the
	7	responsibility for Policy making administration and general management of
	8	the Council.
Composition of the Council	9	<b>4.</b> The Council shall consist of:
	10	(a) the President and Two (2) Vice-Presidents of the Council;
	11	(b) the Registrar;
	12	(c) one person to be nominated by the Minister charged with the
	13	responsibility of matter relating to education to represent the Ministry;
	14	(d) One Representative each from the Committee of Registrar of
	15	Nigerian Universities;
	16	(f) an ex-officio member who shall be the immediate Past President;
	17	(e) Two representatives of the Supervisory Agencies (NUC &
	18	TETFUND).
Election of the President and Vice President of the Institute	19	<b>5.</b> There shall be for the Institute a President and two Vice presidents
	20	who shall be chartered members or fellow of the Institute to be elected by the
	21	Chartered members at an Annual General Meeting and holds office each for a
	22	term of three years from the date of election and shall not be eligible for re-
	23	election after two terms of two years each.
Power of the Institute	24	<b>6.</b> The Institute has power to do all things necessary and convenient to
	25	be done in connection with the performance of its functions and in particular
	26	may-
	27	(i) (a) enter into contracts;
	28	(b) charge fees for its services;
	29	(c) make regulations for the conferment of charters; and
	30	(d) make penal regulations.

1 (ii) The Institute shall have the power to award honorary  
2 membership of the Institute to persons it deems worthy of such honour on  
3 terms and conditions prescribed by the Council and approved by the  
4 Institute in a general meeting.

5 PART II - APPOINTMENT OF REGISTRAR AND  
6 PREPARATION OF REGISTER

7 7.-(i) The Council shall appoint the Registrar who shall be the chief  
8 executive officer of the Institute for a period of.

Appointment of  
Registrar and  
preparation of  
Register

9 (ii) A person appointed as the Registrar shall have served the  
10 Institute for a period of not less than (5) five years preceding the date of his  
11 appointment.

12 (iii) A person to be appointed as registrar has attained the of a  
13 Deputy Registrar in the institute.

14 (iv) The Registrar shall prepare and maintain in accordance with  
15 the rules and regulations made by the Council, a register of -

- 16 (a) names;  
17 (b) addresses;  
18 (c) approved qualifications; and  
19 (d) other particulars,

20 Of all person who are entitled to be enrolled as fellows, members, associates  
21 or registered student and who in the manner prescribed by such rules apply  
22 to be so registered.

23 8. (i) The Registrar shall be the secretary to the Council and shall  
24 keep minutes of proceedings at all meetings of the Council.

Functions of the  
Registrar

25 (ii) The Registrar shall-

26 (a) in accordance with the directions of the Council correct any  
27 entry in the register which the Council directs him to correct as being in the  
28 opinion of the Council incorrectly made;

29 (b) from time to time, make any necessary alterations to the  
30 particulars of registered members.

1 (c) record the names of the registered members who are in default for  
2 more than six months in the payment of annual subscriptions; and  
3 (d) remove the names of defaulters from the registers as the Council  
4 may direct or require.

Other Staff 5 **9.**-(1) The Council may, on the recommendation of the Registrar  
6 appoint such other staff as it may consider necessary to assist the Registrar in  
7 the discharge of his duties.  
8 (2) The employment of other staff shall be pensionable, in accordance  
9 with the terms and conditions of service in the Federal Government of Nigeria.

Contents of the Register 10 **10.** The Register shall be in Seven parts namely-  
11 (a) fellows;  
12 (b) full members;  
13 (c) associates;  
14 (d) Affiliates;  
15 (e) Corporate;  
16 (f) Honorary;  
17 (g) Registered Students.

Regulations 18 **11.** The Council may by regulations provide for the-  
19 (a) manner of making entries in the Register;  
20 (b) manner of application for enrolment or registration in the  
21 Register; and  
22 (c) fees, including annual subscriptions payable to the Institute

Publication of the Register and list of corrections etc. 23 **12.** The Registrar shall-  
24 -(1) Cause the register to be printed and published not later than two  
25 years from the coming into force of this Bill;  
26 (2) Thereafter in each year after the register is first published under  
27 paragraph (1) alone-  
28 (a) Cause to be printed, published and put on sale a corrected edition  
29 of the register;  
30 (b) Cause a print of each of the register and of each list of corrections

1 to be deposited at the principal office of the Institute and

2 (c) Make the register and lists so deposited available at all  
3 reasonable times for inspection by members of the public.

4 **13.** A print of an edition of the register published under this section  
5 by the Registrar shall without prejudice to any other mode of proof be  
6 admissible in any proceeding as evidence that any person specified in the  
7 register was so registered at the date of the edition, and that any person not so  
8 specified was not so registered.

Evidence of  
registration of  
Chartered Institute  
of Nigerian  
Universities  
Professional  
Administrators

9 PART III - REGISTRATION OF MEMBERSHIP

10 **14.**-(1) A person shall be entitled to be registered as a member of  
11 the Institute if he-

Qualification  
for Membership

12 (a) passes the qualifying professional examination conducted by  
13 the Council and completes the practical training prescribed or

14 (b) holds a qualification accepted by the Council as sufficient  
15 practical experience in University Administration.

16 (c) holds a qualification granted outside Nigeria which is  
17 recognized by the Council and he is by law entitled to practice the profession  
18 for all purpose in the country in which the qualification was granted.

19 (2) An applicant for registration shall in addition to evidence or  
20 qualification satisfy the Council that he-

21 (a) is good character;

22 (b) has attained the age of eighteen years; and

23 (c) has not been convicted in Nigeria or elsewhere of an offence  
24 involving dishonesty.

25 (3) The Council may, provisionally accept a qualification produced  
26 in respect of an application for registration under this section, or direct that  
27 the application be renewed within such period as may be specified in the  
28 direction.

29 (4) An entry made under subsection (3), shall show that the  
30 registration is provisional and such entry may only be converted to full

	1	registration with the consent of the Council, signified in writing.
Publication in the Gazette	2	<b>15.</b> The Council shall, periodically publish in the Gazette particulars
	3	of qualifications acceptable for registration.
Designation of members	4	<b>16.</b> -(1) A member admitted to the Institute shall be-
	5	Registered with the Institute in the categories of-
	6	(i) fellow;
	7	(ii) member;
	8	(iii) associate;
	9	(iv) registered student;
	10	(v) Corporate Member;
	11	(vi) Honorary Member;
	12	(2) A person accorded by the Council, the status of a member of the
	13	institute, shall be entitled to the use of that name and shall be enrolled as-
	14	(a) a fellow, he is at least thirty-five years of age and-
	15	(i) has fifteen (15) years relevant work experience in a Higher
	16	Institution of leaving;
	17	(ii) has, for at least three years in the past ten years, held in relevant
	18	senior appointments in a University Administration;
	19	(iii) is a holder of the professional qualifying certificate of the
	20	Institute; and
	21	(iv) is otherwise considered by the Council to be fit and proper
	22	persons to be so enrolled.
	23	(b) a member, if he is thirty years of age or above and-
	24	(i) has passed a professional qualifying examination of the Institute;
	25	(ii) has at least eight years relevant work experience in a University
	26	Administration;
	27	(c) an associates, if he is twenty-one years of age or above and-
	28	(i) has passed the professional qualifying examination of the Institute
	29	or any equivalent examination recognized by the Institute; or

1 (ii) has at least five years relevant work experience in a public  
2 organization.

3 17. A member of the institute shall be entitled to use after his name, Designatory  
4 a designation appropriate to his status as follows- letters

5 (a) fellow of the Institute "FCINUPA"

6 (b) a member of the Institute "MCINUPA".

7 (c) an associate of the Institute ASCINUPA;

8 (d) Affiliate AFCINUPA;

9 (e) Corporate Member CMCWUPA

10 (f) Honorary Member HMCINUPA.

11 18. The Council may approve any course of training at any Approval for  
12 approved Institute which is intended for persons seeking to become or are qualification, etc.  
13 already engaged in of Nigerian Universities Professional Administrators  
14 and which the Council considers as being designed to confer on persons  
15 completing it sufficient knowledge and skill for admission into the Institute.

16 19.-(1) The Council shall keep it self-informed of the nature of- Supervision of  
17 Instructions

18 (a) instructions given at approved institutions to persons attending  
19 approved courses of training; and

20 (b) examination, the result of which qualifications are granted, and  
21 for the purpose of performing that duty, the Council may appoint, either  
22 from among its own members or otherwise, persons to visit approved  
23 institutions to observe such instructions or examinations.

24 (2) The persons appointed under subsection (1) shall report to the  
25 Council on the sufficiency or otherwise of the instructions given to persons  
26 attending approved courses of training at institutions visited by them.

27 20. The President and Registrar shall be the joint signatory to Signatory to  
28 certificates awarded by the Institute.

#### 28 PART IV - FINANCIAL PROVISIONS

29 21. There is established for the Institute a fund into which shall be Funds of the  
30 paid and credited- Institute

- 1 (a) All fees, subscriptions and other monies due to the Institute;
- 2 (b) Gifts, loans, grant-in-aid, testamentary dispositions, endowments,
- 3 contributions from philanthropic organizations etc.
- 4 (c) Returns on investments made by the Institute and Funds of the
- 5 Institute; and
- 6 (d) All other assets or monies that may from time to time accrue to the
- 7 Institute.

Investment of  
the funds of the  
Institute

- 8 **22.**-(1) The Council may invest the funds of the Institute in
- 9 accordance with the Securities and Investments Act.
- 10 (2) The Institute may from time to time apply the proceeds of the
- 11 funds of the Institute to-
- 12 (a) the general administration of the Institute;
- 13 (b) the payment of the emoluments, fees and other entitlements of
- 14 members of the Council;
- 15 (c) the payment of salaries, allowances or other remunerations and
- 16 benefits payable to the officers and other employees of the Institute;
- 17 (d) the development and maintenance of any property vested in or
- 18 owned by the Institute; and
- 19 (e) such other activities that will promote the growth of the Institute or
- 20 are connected with its functions.

Expenditure and  
audited account  
of the Institute

- 21 **23.** The Council shall keep proper accounts for the institute in respect
- 22 to each financial year and proper records in relation to such accounts, and shall
- 23 cause the accounts to be audited by a firm of auditors approved by the Council
- 24 and the result for the audit published within six months from the end of the
- 25 financial year to which the accounts relate.

26 **PART V - PROFESSIONAL DISCIPLINE**

Establishment  
of Disciplinary  
Committee and  
Investigating Panel

- 27 **24.**-(1) There is established a Chartered Institute of Nigerian
- 28 Universities Professional Administrators Investigatory Panel.
- 29 (2) Tribunal ("the Tribunal") charged with the duty of considering and
- 30 determine any case of misconduct involving a member that may be referred to

1 it by the Investigating Panel established under subsection (3) of this section.

2 (2) The Tribunal shall consist of a Chairman and six other members  
3 who shall be appointed by the Council from among members of the Institute  
4 who are not members of the Council.

5 (3) There shall be a body to be known as the Chartered Institute of  
6 Nigerian Universities Professional Administrators Investigating Panel ("the  
7 Panel") charged with the duties of-

8 (a) conducting a preliminary investigation into any case where it is  
9 alleged that a member has committed an act of professional misconduct, or  
10 should for any other reason be the subject of proceedings before the  
11 Tribunal; and

12 (b) deciding whether the case shall be referred to the Tribunal after  
13 affording such a member an opportunity of being heard either personally or  
14 by a legal practitioner of his own choice in Nigeria.

15 (4) The Council shall appoint members of the Panel from members  
16 of the Institute who are not members of the Council or the Tribunal.

17 (5) A person shall not be appointed as a member of the Tribunal or  
18 of the Panel unless such a person is a chartered member or fellow of the  
19 Institute.

20 (6) The provision of third Schedule to this Bill shall so far as they  
21 are applicable to the Tribunal and Panel, respectively have effect with  
22 respect to these bodies.

23 (7) The Council may, from time to time, make rules consistent with  
24 this Bill as to acts, conducts or omissions which constitute professional  
25 misconduct.

26 **25.-(1) Where-**

27 (a) a person enrolled or registered under this Bill is adjudged by the  
28 Tribunal to be guilty of misconduct conduct in any professional respect;

29 (b) a person enrolled or registered under this Bill is convicted by  
30 any court or tribunal in Nigeria or elsewhere having power to impose a term

Penalties for  
professional  
misconduct

1 of imprisonment for an offence (whether or not punishable with imprisonment)  
2 which is in the opinion of the Tribunal is incompatible with the status of a  
3 Nigerian Universities Professional Administrators; or

4 (2) The Tribunal may, if it deem fit-

5 (a) give a directive reprimanding that person or ordering the Registrar  
6 to strike his name off the relevant part of the register; or

7 (b) defer or further defer its decision as to the giving of such directive  
8 under this section until a subsequent meeting of the Tribunal, provided that-

9 (i) no decision shall be deferred under this section for period  
10 exceeding one year in the aggregate and

11 (ii) no person shall be a member of the Tribunal for the purposes of  
12 reaching a decision which has been differed or further differed unless he was  
13 present as a member of the Tribunal when that decision was deferred.

14 (3) For the purpose of subsection (1) (b) of this section, a person shall  
15 not be treated as convicted unless the conviction stands at a time when no  
16 appeal is pending or no application for extension of time to appeal is brought in  
17 connection with the conviction.

18 (4) When the Tribunal gives a directive under subsection (2) of this  
19 section, the Tribunal shall cause notice of the directive to be served on the  
20 person to whom it relates.

21 (5) A person to whom a directive under subsection (2) of this section  
22 relates may, at any time within 21 days from the date of service on him of notice  
23 of the directives, appeal against the directives to the High court and the  
24 Tribunal may appear as respondent to the appeal and for the purpose of  
25 enabling directives to be given as to the costs of the appeal proceedings before  
26 the Federal High Court, the Tribunal shall be deemed to be a party thereto  
27 whether or not it appeals on the hearing of the appeal.

28 (6) A directive on the Tribunal Under this section shall take effect  
29 where-

30 (a) no appeal under this section is brought against the directive within

1 the time limited for appeal;

2 (b) such an appeal is brought and is withdrawn or struck out for  
3 want prosecution on the withdrawal or striking out of appeal.

4 (c) such appeal is brought and is not withdrawn or struck out, if and  
5 when the appeal is dismissed, and shall not take effect except in accordance  
6 with foregoing provisions of this subsection.

7 (7) A directive under this section for the striking off of a person's  
8 name from the register may prohibit an application under this subsection by  
9 that person until the expiration of such period from the date of the directive  
10 (and where he has recently made such an application from the date of his last  
11 application) as may be specified in the directive.

12 MISCELLANEOUS

13 *Offences*

14 8 (a) If a person for the purpose of procuring the registration of any  
15 name, qualification or other matters-

16 (i) makes a statement which he believes to be false in a material  
17 particular; or

18 (ii) recklessly makes a statement which is false in a material  
19 particular is guilty of an offence.

20 (b) If, on or after the commencement date of this Bill, a person who  
21 is not a member of the Institute practices or holds himself out as a member in  
22 expectation of a reward or takes or uses any name, title, addition or  
23 description implying that he is a member, commits an offence.

24 (c) If the Registrar or any other person employed by or on behalf of  
25 the Institute willfully make any falsification in any matter relating to the  
26 register, commits an offence.

27 (d) A person guilty of an offence under this section is liable-

28 (a) on summary conviction to a fine not exceeding N50,000

29 (b) on conviction or indictment to a fine not exceeding N20,000 or

1 to imprisonment for a term not exceeding two years or to both such fines and  
2 imprisonment.

Interpretation 3 **26.** In this Bill the context require-  
4 "Universities" means the establishment where a seat of higher learning is  
5 housed, including administrative and living quarters as well as facilities for  
6 research and teaching;  
7 "Professional" means a person engaged in one of the learned professions;  
8 "Administration" a method of tending to or managing the affairs of some group  
9 of people;  
10 "President" means the overall head of the Council of the Institute;  
11 "Council" means The Council established as expanding governing body of the  
12 Institute under section 3 (1) of this Bill;  
13 "Fees" includes annual subscription;  
14 "Institute" means the Chartered Institute of Nigerian Universities Professional  
15 Administrators established under section 1 (1) of this Bill;  
16 "Investigation Panel" means the Chartered Institute of Nigerian Universities  
17 Professional Administrators Investigation Panel established under section 4 of  
18 this Bill;  
19 "Member" means a Chartered member of the Institute registered in all the  
20 classes of membership;  
21 "Minister" means Minister in charge of Education;  
22 "Disciplinary Committee" means the Chartered Institute of Nigerian  
23 Universities Professional Administrators Disciplinary Committee established  
24 under section 4 of this Bill

Citation 25 **27.** This Bill may be cited as the Chartered Institute of Nigerian  
26 Universities Professional Administrators (Establishment) Bill, 2023.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29

SCHEDULES

FIRST SCHEDULE

SUPPLEMENTARY PROVISIONS RELATING TO THE COUNCIL

*Qualification and tenure of office of members*

1. Subject to the provisions of this paragraph, a member of the Council shall hold office for a period of three years beginning from the date of his appointment or election.

2. A member of the Institute who ceases to be a member thereof shall if he is also a member of the Council, cease to hold office on the Council.

3. An elected member of the Council may by notice in writing under his hand address to the President of the Institute resign his office.

4. If for any reason there is a vacation of office by a member and -

(a) such member was appointed by the Council, the Council shall appoint another fit and proper person to replace such member; or

(b) If such member was elected, the Council may, if the time between the unexpired portion of the term of office and the annual general meeting of the Institute appears to warrant the filling of the vacancy, co-opt some fit and proper persons.

*Power of the Council, etc.*

2. The Council shall have power to do anything, which in its opinion is calculated to facilitate the carrying on of the activities of the Institute.

*Orders of the Institution*

3.-(1) Subject to the provision of this Bill, the Council may in the name of the Institute make standing orders regulating the proceedings of the Institute, the Council or any of their committees.

(2) Standing orders shall provide for decisions to be taken by a majority of the members and in the event of equality of votes, the President

1 of the Institute or the Vice President as the case may be has a second or casting  
2 vote.

3 (3) Standing orders made for committees shall provide for committees  
4 to report back to the Council on any matter referred to it by the Council.

5 (4) The quorum of the Council shall be 8 and the quorum of a  
6 committee of the Council shall be determined by the Council.

7 *Meetings of the Institute*

8 4.-(1) The Council shall convene an annual general meeting of the  
9 Institute on the 30th day of November every year or such other day as the  
10 Council may, from time to time, appoint so that if the meeting is not held within  
11 one year after the previous meeting not more than 15 months shall elapse  
12 between the respective dates of the two meetings. The President of the Institute  
13 shall oversee a special meeting of the Institute.

14 (2) A special meeting of the Institute may be convened by the Council  
15 at any time, if less than 20 members of the Institute are informed by notice in  
16 writing addressed to the Registrar of the Institute setting out the objects of the  
17 proposed meetings, the chairman of the Council shall oversee a special  
18 meeting of the Institute.

19 *Meetings of the Council*

20 5.-(1) Subject to the provisions of any standing order, the Council  
21 shall meet whenever it is summoned by the President, and if the President is  
22 required to do so by notice in writing given to him by not less than seven other  
23 members, he shall summon a meeting of the Council to be held within seven  
24 days from the day on which the notice is given.

25 (2) At any meeting of the Council, the President or in his absence, the  
26 Vice-President in their order (first or second) shall preside, but if both are  
27 absent, the members present at the meeting shall appoint one of themselves to  
28 preside at the meeting.

29 (3) Where the Council desires to obtain the advice of any person on  
30 particular matter, the Council may co-opt him as a member for such period as

1 the Council deems fit, but a person who is a member by virtue of this  
2 subparagraph, shall not be entitled to vote at any meeting of the Council and  
3 shall not count towards a quorum.

4 (4) Notwithstanding anything in the foregoing provisions of this  
5 paragraph, the first meeting of the Council shall be summoned by the  
6 Chairman who may give such directions as he thinks fit as to the procedure  
7 which shall be followed at the meeting.

8 *Meetings of the Committees*

9 6.-(1) The Council may appoint one or more committees to carry  
10 out on behalf of the Institute or the Council, such function as the Council  
11 may determine.

12 (2) A committee appointed under this paragraph shall consist of the  
13 number of persons determined by the Council of whom not more than one-  
14 third may be persons who are not members of the Council and a person other  
15 than a member of the Council shall hold Office on the committee in  
16 accordance with the terms of the instrument by which he is appointed.

17 (3) A decision of a committee of the Council shall be of no effect  
18 until it is confirmed by the Council.

19 *Miscellaneous*

20 7.-(1) The fixing of the common seal of the Institute shall be  
21 authenticated by the signature of the President or any other member of the  
22 Council authorized generally or specially by the Institute to act for that  
23 purpose.

24 (2) Any contract or instrument which, if made or executed by  
25 person not being a body corporate, would not be required to be under seal,  
26 may be executed on behalf of the Institute or the Council, as the case may  
27 require, by any person generally or specially authorized to act for that  
28 purpose by the Council.

29 (3) Any document purporting to be a document duly executed  
30 under the seal of the Institute shall be received in evidence and shall, unless

1 the contrary is proved, be deemed to be executed.

2 8. The validity of any proceeding of the Institute or the Council or of a  
3 committee of the Council shall not be adversely affected by any vacancy in  
4 membership, or by any defect in the appointment of a member of the Institute  
5 or of the Council or of a person to serve on the committee or by reason that the  
6 person is not entitled to do so took part in the proceedings.

7 9. Any member of the Institute or Council and any person holding  
8 office on a Committee of the Council, who has a personal interest in any  
9 contract or arrangement entered into or proposed to be considered by the  
10 Council or a committee thereof, shall forthwith disclose his interest to the  
11 President or Council, as the case may be, and shall not vote on any question  
12 relating to the contract or arrangement.

EXPLANATORY MEMORANDUM

This Bill seeks to establish the Chartered Institute of Nigerian Universities Professional Administrators charges with the responsibility for advancing the Study, Training and Practice of Universities Professional Administration.