

# A BILL

## FOR

AN ACT TO ESTABLISH THE CHARTERED INSTITUTE OF MANAGEMENT ANALYSTS AND ADMINISTRATORS, NIGERIA TO BE CHARGED WITH THE RESPONSIBILITY FOR REGISTRATION, DISCIPLINE OF ITS MEMBERS, TO MANAGE THE PROFESSION OF MANAGEMENT ANALYSIS AND ORGANIZATIONAL CULTURAL ADMINISTRATIVE PRACTICE AND FOR RELATED MATTERS

*Sponsored by Hon. Ali Adeyemi Taofeek*

[ ] Commencement

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

1 PART I - ESTABLISHMENT OF THE CHARTERED INSTITUTE OF  
2 MANAGEMENT ANALYSTS AND ADMINISTRATORS, NIGERIA ITS  
3 FUNCTIONS, ETC.

4 1.-(1) There is established a body to be known as the Chartered  
5 Institute of Management Analysts and Administrators (in this Act referred to  
6 as "the institute") which shall be a body corporate under that name and be  
7 charged with the general duty of-

Establishment  
of the Chartered  
Institute of  
Management  
Analysts and  
Administrators,  
Nigeria its functions

8 (a) determining and reviewing, from to time, the academic  
9 Standards, knowledge and skills that shall be attained by persons seeking to  
10 qualify as registered members of the Chartered Institute of Management  
11 Analysts and Administrators, Nigeria (in this Act referred to as "the  
12 Professional");

13 (b) ensuring that its members maintain a reputable and high  
14 standard of Behavior expected of any professional in Management  
15 Analysis, Organizational Administration And Culture in Nigeria and other  
16 parts of the world;

17 © providing for the training education and examination of Persons

1 desiring to become professional management analysts and administrators  
2 Professionals according to the provisions of this Act whether in Nigeria or  
3 abroad;

4 (d) regulating the discipline and professional conduct of its members;

5 (e) promoting and projecting the welfare of its members both in  
6 Nigeria And abroad;

7 (f) arranging conferences, seminars, symposia and meeting for  
8 discussion of business operations and control and related matters, reading of  
9 papers and delivery of lectures, publishing copies of abridgement of papers,  
10 books, lectures, records and other memoranda instilling high standard of  
11 professional ability and knowledge by means of periodic issue of journals of  
12 the Institute and to organize post qualification courses for its members;  
13 publication of articles on the journal of the Institute and

14 (g) performing such functions as are incidental to the objects or as the  
15 Council may deem necessary for the attainment of all or any of these objects.

16 (2) The Institute shall have perpetual succession and a common seal  
17 which shall be kept in such custody as the Council may, from time to time,  
18 authorize.

19 (3) The Institute may sue and be sued in its corporate name and may,  
20 Subject to the land use Act, hold, acquire and dispose of any property movable  
21 or immovable.

22 (4) The Institute shall, in accordance with the provisions of this Act,  
23 ensure the establishment and maintenance of a register of fellow members,  
24 honorary fellow members, doctoral fellow members, full members, associates  
25 members, graduates members, corporate members, and student members of  
26 the Institute and the publication of their lists from time to time.

Establishment  
and Composition  
of the Governing  
Council of the  
Institute

27 **2.-**(1) There is established for the Institute a Governing Council (in  
28 this Act referred to as "the Council") which shall be charged with the  
29 responsibility for the administration and general management of the Institute.

30 (2) The Council shall consist of the following members, who are

1 fellows and full members of the Institute-

2 (a) a President of the Institute, who shall be the Chairman;

3 (b) a Vice-Presidents of the Institute;

4 (c) 6 corporate members nominated by the council geo-political  
5 zones of the Federation:

6 (i) not more than 6 co-opted members.

7 (d) a coordinator from each of the geo-political zones of the  
8 Federation;

9 (e) immediate and all past Presidents of the Institute;

10 (f) a Registrar of the Institute, who shall also be the Secretary of the  
11 Council.

12 (3) The provisions set out in its First Schedule to this Act shall have First Schedule  
13 effect with respect to the qualifications and tenure of office of members of  
14 the Council and other matters therein mentioned.

15 **3.** There shall be for the Institute a President, and a Vice-President, Election of  
16 who shall be full members or fellows of the Institute, to be elected by the President and  
17 fellow members at an annual general meeting and hold office each for a term Vice-President  
18 of three years from the date of election and shall not be eligible for re- of the Institute  
19 election after two terms of three years each.

20 **4.-(1)** A person shall be qualified for election to the office of the Qualifications  
21 President and Vice-President of the Institute if he- for election of the  
22 (a) is a citizen of Nigeria; President and  
23 (b) has attained the age of 35 years; Vice-President  
24 (c) has been educated up to at least University or Polytechnic level

25 with a First Degree, Higher National Diploma, Professional membership  
26 certificates or their Equivalent.

27 (d) has paid all his dues for five consecutive years immediately  
28 preceding the year of election;

29 (e) has not been adjudged to be a lunatic or declared to be of  
30 unsound mind or adjudged or declared bankrupt; and

1 (f) a fellow of the Institute.

2 (2) The President shall preside at the meetings of the Institute but in  
3 the event of death, resignation, incapacity or inability for any reason and the  
4 President can no longer perform the functions of his office, the Vice-President  
5 shall act in his stead for unexpired portion of the term of office.

6 (3) The President and the Vice-President shall respectively be  
7 Chairman and Vice-Chairman of the Council.

8 (4) If the President or Vice-President ceases to be a member of the  
9 Institute, he shall cease to hold any of the offices designated under this section.

Admission to  
the Institute and  
classes of members

10 **5.**-(1) Subject to the provisions of this Act, a person or body admitted  
11 to the Institute shall be registered as a member of the Institute in the category  
12 of-

13 (a) Fellow Member; Doctoral Fellow Member;

14 (b) Honorary Fellow Member;

15 (c) Full Member;

16 (d) Associate Member;

17 (e) Graduate Member;

18 (f) Corporate Member; and

19 (g) Student Member.

20 (2) A person or body accorded by the Council the status of a member  
21 shall be enrolled as-

22 (a) a Fellow, if he is a full member of high professional standing who-

23 (i) has served the institute and had not less than 10 years' experience in  
24 any areas of business, management and administration, compliance and  
25 standard, inspection and evaluation, assurance and management post in a  
26 private or public organization at the time of his application or enrollment, or

27 (ii) is not currently engaged in management analysis, organizational  
28 administration and business monitoring, management inspection and  
29 evaluation, compliance and standard, assurance and management but has been  
30 employed in a senior management position in private or public organization for

1 not less than 10 years in any areas of business management, the same apply  
2 to doctoral fellow members but with working experience of 15 years and  
3 doctoral fellows also have the same rights with fellows;

4 (b) Full Member if-

5 (i) he has passed all the examinations prescribed by the Council,  
6 and has a minimum of five years continuous working experience in  
7 business, management and administration, operations and control in any  
8 private or public organization, or

9 (ii) he is a full member of a foreign professional body recognized  
10 by the Council and his class of the membership is, in the opinion of the  
11 Council equivalent to the that of membership of the Institute and he has a  
12 minimum of five years working experience in any private or public  
13 organization in Nigeria, and shall have passed a stipulated examination  
14 before enrollment,

15 (iii) he has updated his professional knowledge at least once in a  
16 year through the Institute's mandatory proficiency programme, or

17 (iv) he is eligible for election into any position in the Institute and  
18 has Paid his fees for five consecutive years immediately preceding the year  
19 of election;

20 (c) Graduate Member, if he is in possession of requisite academic  
21 qualification and has passed all the examinations prescribed by the Council;

22 (d) Associate Member if he is in possession of requisite  
23 qualifications from other fields of study as may be determined from time to  
24 time by the Council and passed all the examinations prescribed by the  
25 council and he shall not be eligible to vote or be voted for at elections of the  
26 Institute;

27 (e) Honorary fellow if he is a person of distinction in the field of  
28 Finance, management, administration and intelligence, service law,  
29 marketing, public relations, politics economy, human resources  
30 management, engineering or any similar discipline, but he shall not be

1 eligible to vote or be voted for at any election of the Institute;

2 (f) Corporate Member if it is an employer of labour and meets the  
3 Criteria set by the Council for registration in that category; and

4 (g) Student Member if he is pursuing a course in finance,  
5 management, administration, management compliance and standard in any  
6 institution approved by the Council but-

7 (i) he shall not be eligible to vote or be voted for at elections of the  
8 Institute, and

9 (ii) his name shall not appear in the membership register.

10 (3) For the purpose of subsection (2) (f) of this section, all corporate  
11 members shall ask their staff in management, and administrative management  
12 for inspection and evaluation or managerial assurance functions to register  
13 with the Institute to foster their ethical standards and self-regulation in the  
14 business operations, control and, administrative management profession.

15 (4) A person who desires to be admitted into the Institute shall Make a  
16 formal application to the Registrar of the Institute on the appropriate form as  
17 shall, from time to time be prescribed by the Council and shall state under what  
18 class of membership, he seeks for admission.

19 (5) A person applying for membership shall, in addition to evidence of  
20 qualification, satisfy the Council that-

21 (a) he is of good character; and

22 (b) he has not been convicted by any court or tribunal in Nigeria or  
23 elsewhere of an offense involving fraud or dishonesty, or such other offense as,  
24 in the opinion of the Council, would render the applicant unfit to be a member  
25 of the Institute.

26 (6) The Registrar shall place before the Council all applications for  
27 admission stating in each case whether the applicant is qualified for  
28 registration in the class under which he seeks for admission and if not so  
29 qualified, whether he qualifies for admission under any other class.

1                   (7) Where the Council is satisfied that the person is qualified for  
2 admission-

3                   (i) under the class for which he applied, the Registrar shall, upon  
4 Payment of the prescribed fees by the applicant, enroll the person in that, and  
5 issue him a certificate of membership appropriate for that class, and

6                   (ii) into another class other than for which he applied, the Registrar  
7 shall, upon the person's application amend his application to state the class  
8 under which he is qualified and the Registrar shall, after the amendment and  
9 upon payment of the prescribed fees by the applicant, register him or her and  
10 issue a certificate of membership appropriate for that class.

11                   (8) Fellow Members, Doctoral Fellow Members, Honorary Fellow  
12 Members, Full Members, Associate Members, Graduate Members, and  
13 Student Members of the Institute shall be entitled to the use after their names  
14 the titles and initials of the Chartered Institute of Management Analysts and  
15 Administrators, Nigeria respectively and for Fellow Members, it is Fellow  
16 Chartered Management Analyst and Administrator (FCMAA); Doctoral  
17 Fellow Members, it is Doctoral Fellow Chartered Management Analyst and  
18 Administrator (Dr. FCMAA); Honorary Fellow Members, it is Honorary  
19 Fellow Chartered Management Analyst and Administrator (Hon. FCMAA),  
20 Full Members, it is Member Chartered Management Analyst and  
21 Administrator (MCMAA); Associate Members, it is Associate Chartered  
22 Management Analyst and Administrator (ACMAA); for Graduate  
23 Members, it is Graduate Chartered Management Analyst and Administrator  
24 (GCMAA); and for Student Members, it is Student Chartered Management  
25 Analyst and Administrator (SCMAA).

26                   (9) A person shall not be qualified to become a member of the  
27 institute unless-

28                   (a) He has obtained an approved degree or Higher National  
29 Diploma or its equivalent;

30                   (b) He has passed the professional examinations at the College Of

1 Finance and Intelligence Managers which shall be established and  
2 administered by the institute;

3 (c) He has passed the professional examinations at any of the  
4 Accredited Training Centre (ATC) which shall be approved by the Council  
5 From time to time and holder of the final professional certificate of the institute  
6 shall be entitled to employment in private and public organizations on the same  
7 rank applicable to members of other chartered professional bodies in Nigeria.

8 (10) A holder of the final professional certificate of the Institute shall,  
9 after 3 years of graduation, be eligible for a practicing certificate as a Chartered  
10 Management Analyst and Administrator" on satisfying the Institute's  
11 requirements by attending two consecutive mandatory professional  
12 assessment courses, at least once in a year and the certificate is subject to  
13 renewal every year, on a fee to be determined by the Council.

14 PART II - FINANCIAL PROVISIONS

Funds of the  
Institute

15 6.-(1) There shall be established for the Institute a fund which shall be  
16 managed and controlled by the Council.

17 (2) There shall be paid into the Fund established pursuant to  
18 Subsection (1) of this section-

19 (a) all fees and other monies payable to the Institute;

20 (b) such monies as may be payable to the Institute whether in the  
21 course of the discharge of its functions or otherwise; and

22 (c) such monies as may be held by the Association of Management  
23 Analysts incorporated under the Companies and Allied Matters Act, 1990 (in  
24 this Act referred to as "Incorporated Trustees") on its ceasing to exist as  
25 provided in this Act.

26 (3) There shall be paid out of the Fund of the Institute-

27 (a) all expenditure incurred by the Council in the discharge of its  
28 functions under this Act;

29 (b) the salaries and allowances of the Registrar and other employees  
30 of the Institute, and

1 (c) such reasonable travelling and subsistence allowances of  
2 members of the Council in respect of the time spent on official duties of the  
3 Council, as the Council may determine.

4 (4) Subject to guidelines issued by the Council from time to time,  
5 the Institute's funds and assets shall be invested in any bond, bill or other  
6 security issued or guaranteed by the Federal Government or the Central  
7 Bank of Nigeria.

8 (5) The Council may, from time to time, borrow money for the  
9 purpose of the Institute and may mortgage or charge the properties and  
10 assets of the Institute or any part thereof and may issue debenture and other  
11 securities whether outright or as securities for any debt, liability or  
12 obligation of the Institute and any interest or charge payable on monies so  
13 borrowed shall be paid out of the Fund of the Institute.

14 (6) The Council shall keep proper accounts on behalf of the  
15 Institute in respect of each year and proper records in relation to those  
16 accounts to be audited by an auditor and in accordance with the guidelines of  
17 the Federation.

18 (7) The auditor, appointed for the purpose of this section, shall Not  
19 be a member of the Council.

20 7.-(1) As from the commencement of this Act-

21 (a) all assets and liabilities held or incurred immediately before the  
22 commencement date, by or on behalf of the Incorporated Association shall  
23 vest in the Institute and be held by it for the purpose of the Institute;

24 (b) the Incorporated Association shall cease to exist; and

25 (c) subject to subsection (2) of this section, any act matter or thing  
26 made or done by the Incorporated Trustees shall be deemed to have been  
27 done by the Institute.

28 (2) The provisions of Second schedule to this Act shall have effect  
29 with respect to the matters arising from their transfer by this section to the  
30 Institute of the properties of the Incorporated Trustees with respect to other

Transfer to the  
Institute of certain  
properties, etc.

Appointment  
of Registrar and  
other staff and  
their duties

1 matters mentioned in that Schedule.

2 PART III - APPOINTMENT OF REGISTRAR AND OTHER

3 STAFF AND THEIR DUTIES

4 **8.**-(1) The Council shall-

5 (a) appoint a fit and proper person who shall be a member of the  
6 Institute to be the Registrar for the purpose of this Act; and

7 (b) appoint such other persons as the Council may, from time to time,  
8 deem necessary to assist the Registrar in the performance of his functions  
9 under this Act.

10 (2) A person shall be qualified to be appointed to the office of the  
11 Registrar of the Institute if he-

12 (a) is a citizen of Nigeria;

13 (b) possesses a relevant qualification from a recognized institute of  
14 higher learning;

15 (c) has at least 5 years cognate experience; and

16 (d) possesses professional qualification of-

17 (i) Chartered Institute of Management Analysts and Administrators;

18 (ii) Chartered Institute of Operations and Supply Chain Management;

19 (iii) Chartered Institute of Strategic Business Planning and Analysis;

20 (iv) Chartered Institute of Procurement and Logistics Professionals;

21 shall have held position of Deputy Registrar in any recognized institutions.

22 (3) The Registrar shall prepare and maintain, in accordance with rule  
23 made by the Council, a register of names, addresses and approved  
24 qualifications and of such particulars, as may be specified in the rules, of all  
25 persons who are entitled, in accordance with the provisions of this Act, to be  
26 registered as members of the profession in the categories of Fellow Members,  
27 Doctoral Fellow, Full Members, Associate Members, Graduate Members,  
28 Student Members, Corporate Members, and Honorary Fellow Members and  
29 who in the manner prescribed by such rules, apply to be so registered.

30 (4) The register shall consist of eight parts one for each of

1 Membership namely-

2 (a) Fellows Members; Doctoral Fellows Members;

3 (b) Full Members;

4 (c) Associate Members;

5 (d) Graduate Members; Student Members;

6 (e) Corporate Members; and

7 (f) Honorary Fellow Members.

8 (5) Subject to this section, the Council shall make rules with  
9 respect to necessary professional forms and keeping of the register and the  
10 making of entries of particulars therein-

11 (a) regulating the making of applications for enrollment or  
12 registration, as the case may be, and providing for the nature of evidence to  
13 be produced in support of applications;

14 (b) providing for the notification to the Registrar by the person to  
15 whom any registered particulars concern, of change in those particulars;

16 (c) authorizing registered member to have any qualification which  
17 is in relation to the relevant division of the profession, for the purpose of this  
18 Act;

19 (d) specifying the fees, including annual subscription, to be paid in  
20 the Institute; and

21 (e) specifying anything failing to be specified under this section.

22 (6) Any rule for the purpose of subsection (5) (d) of this section  
23 shall not come into force until they are confirmed at a special meeting of the  
24 Institute convened for the purpose or at the next annual general meeting, as  
25 the case may be.

26 (7) The Registrar shall-

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

30 (b) make, from time to time, any necessary alteration to the

1 registered particulars of registered persons;

2 (c) delete from the register the name of any registered member who  
3 died, or ceased to be a member or any convicted of professional misconduct;  
4 and

5 (d) record the names of members of the Institute who are in default for  
6 more than six months in the payment of annual subscriptions and take such  
7 action in relation thereto as the Council may direct or require.

8 (8) If the Registrar-

9 (a) sends by post, e-mail, telephone, e-fax or whatsapp to any  
10 registered person, a registered letter endorsed to him at his address on the  
11 register inquiring whether the registered particulars relating to him are correct  
12 and receives no reply to the letter within a period of six months from the date of  
13 dispatch; and

14 (b) upon the expiration of that period, sends in like manner to the  
15 person in question a second similar letter and receives no reply to that letter  
16 within three months from the date of dispatch, the Registrar may remove the  
17 particulars relating to the person in question from the register, but the Council  
18 may, for a reason which seems to it be sufficient, direct the Registrar to restore  
19 to the appropriate part of the register, any particular deleted there from under  
20 this subsection.

Publication of  
register of Fellows  
and Full Members

21 9.-(1) The Registrar shall-

22 (a) cause the first edition of the register to be printed, published and  
23 put on sale to members of the public within one year from the date of  
24 commencement of this Act;

25 (b) cause the first and subsequent editions of the register to be  
26 distributed to the members of the Institute and members of the public on such  
27 terms, as the Council may from time to time decide; and

28 (c) cause a print of each edition of the register and of each list of  
29 corrections to be deposited at the principal office of the Institute and the  
30 Registrar shall make the register and lists so deposited available at all

1 reasonable times for inspection by members of the public.

2 (2) A document purporting to be a print of an edition of the register  
3 published under this section by authority of the Registrar, or edition of a  
4 register so published and of the list of corrections to that edition so  
5 published, shall (without prejudice to any other mode of proof) to  
6 documents read together to prove that a member of the Institute was so  
7 registered at the date of the edition or the list of corrections, as the case may  
8 be, and that any person not so named was not so registered.

9 (3) Where in accordance with subsection (2) of this section, a  
10 person is, in any proceeding, shown to have been, or not have been,  
11 registered at a particular date, he shall, unless the contrary is proved, be  
12 taken for the purposes of those proceedings having at all material times  
13 thereafter continued to be or not to be so registered.

14 **10.**-(1) There shall be-

15 (a) a Deputy Registrar (Academics and Administration).

16 (2) A person shall be qualified to be appointed to the office of the  
17 Deputy Registrar if he has made the criteria for the post of the Registrar  
18 except that the minimum years of experience required shall be 5 years.

19 (3) The duties of Deputy Registrar shall be assigned to him by the  
20 Council through the Registrar from time to time.

21 **PART IV - REGISTRATION OF MEMBERS**

22 **11.**-(1) Subject to section 5 of this Act, a person shall be entitled to  
23 be registered as a member of the profession if he satisfies the Council that-

24 (a) immediately before the commencement of this Act, he holds a  
25 qualification approved for members of the Institute and has the prescribes  
26 post qualification experience;

27 (b) he is by law entitled to practice for all purposes as a Project  
28 auditing practitioner in the country in which the qualification was granted;  
29 and

30 (c) he holds at least one of the qualifications prescribed for the

Qualification for  
appointment and  
duties of Deputy  
Registrar

Registration of  
Members

1 purpose of registration on the register and has complied with the other  
2 requirements prescribed under this Act.

3 (2) A person shall be entitled to be registered under this Act if he holds  
4 such certificate as approved by the Council.

5 (3) A person shall be entitled to be accredited as a member of the  
6 Institute if he produces sufficient evidence to the Council that prior to the  
7 commencement of this Act he has been inactive practice continuously for a  
8 period of five years as a customer relationship manager, and provided that his  
9 application is sponsored by two members of the Institute who shall have been  
10 members for a minimum of five years and the application is made within period  
11 prescribed by this Act.

12 (4) An applicant for registration under this Act shall, in addition to  
13 evidence of qualification, satisfy the Council that he-

14 (a) is of good character;

15 (b) has attained the age of 18 years; and

16 (c) has not been convicted by any court or tribunal in Nigeria or  
17 elsewhere for an offence involving fraud or dishonesty.

18 (5) The Council may, in its discretion, provisionally accept a  
19 qualification produced in respect of an application for registration under this  
20 section or direct that the application be renewed within such period as may be  
21 specified.

22 (6) Any entry directed to be made in the register under Subsection (3)  
23 of this section, shall show that the registration is provisional and no entry so  
24 made shall be converted to full registration without the consent of the Council  
25 signified in writing in that behalf.

26 (7) The Council shall, from time to time, publish, in the Federal  
27 Government Gazette, particulars of qualification for the time being accepted  
28 for registration under this Act.

29 (8) The Business Operations and Control Professionals from abroad  
30 who reside in Nigeria and wish to practice shall, within 12 months after the

1 commencement of this Act, seek registration with the Institute to become  
2 members.

3 (9) A person shall not be entitled to be appointed or engaged to head  
4 project auditing department of any organization unless he is duly registered  
5 as a member of the Institute qualified by examination.

6 12.-(1) The Council may approve any qualification for the  
7 purposes of this Act and may for that purpose approve:

Approval of  
qualifications

8 (a) any course of training of any approved institution which is  
9 intended for persons who are seeking to become or are already business  
10 operations and control professionals and which the Council considers  
11 relevant to confer on persons completing it, sufficient knowledge and skill  
12 for admission to the Institute; and

13 (b) any qualification which, as a result of an examination taken in  
14 conjunction with a course of training approved by the Council under this  
15 section is granted to candidates reaching a specific standard at the  
16 examination indicating in the opinion of the members of the Council that the  
17 candidates have sufficient knowledge and skill to practice business  
18 operations and control.

19 (2) The Council may, if it deems fit, withdraw any approval, given  
20 under this section in respect of any course, qualifications or institutions, but  
21 before withdrawing such an approval the Council shall-

22 (a) give notice that it proposes to do so to persons in Nigeria  
23 appearing to the Council to be persons by whom the course is conducted or,  
24 the qualification is granted or the institution is controlled as the case may be;

25 (b) afford such persons or institutions an opportunity to make to the  
26 Council, representations with regards to the proposal; and

27 (c) take into consideration any representation made in relation to  
28 the proposal in pursuance of paragraph (b) of this subsection.

29 (3) During a period in which the approval of the Council under this  
30 section for a course, qualification or institution is withdrawn, the course,

1 qualification or institution shall be treated as having been withdrawn under this  
2 section, but the withdrawal of such an approval shall be without prejudice to  
3 the registration or eligibility for registration immediately before the approval  
4 was withdrawn.

5 (4) The giving or withdrawal of an approval under this section shall  
6 have effect from such date, as the execution of the instruction signifying the  
7 giving or withdrawal of the approval as the Council may specify in the  
8 instrument, and the Council shall-

9 (a) as soon as possible publish a copy of every such instrument so  
10 executed in the Federal Government Gazette; and

11 (b) not later than 14 days before its publication, send a copy of Every  
12 such instrument so executed in the Federal Government Gazette to the  
13 Minister.

Supervision of  
instruction and  
examination  
leading to approved  
qualifications

14 **13.**-(1) The Council shall keep itself informed of the nature of-

15 (a) the instrument given by an approved institution to persons  
16 attending approved course of training; and

17 (b) the examination as a result of which approved qualifications are  
18 obtained, and for the purposes of performing that duty the Council may  
19 appoint, either from among its own members or otherwise, persons to visit  
20 approved institutions to observe such examination.

21 (2) The Institute shall have powers to accredit any institution of  
22 Higher learning offering courses leading to the award of Degrees, Post  
23 Graduate Diploma, Higher National Diploma and Diploma in Finance and,  
24 Intelligence Management in order to maintain Standard.

25 (3) A person appointed under subsection (1) of this section shall report  
26 to the Council on the adequacy of-

27 (a) the instruction given to persons attending approval course of  
28 training at institutions visited by him;

29 (b) the examinations conducted in his presence; and

30 (c) any other matter relating to the institutions or examinations which

1 the Council may, either generally or in a particular case, request him to  
2 report, but no such person shall interfere with the giving of any instruction or  
3 the holding of any examination.

4 (4) On receiving such a report made under this section, the Council  
5 may, if it deems fit and if so required by the Institute, send a copy of the  
6 report to the person appearing to the Council to be in charge of the institution  
7 or responsible for the examination to which the report relates, requesting  
8 that person to make observations on the report to the Council within such  
9 period as may be specified in the request, not being less than one month  
10 beginning with the date of the request.

11 PART V - PROFESSIONAL DISCIPLINE

12 14.-(1) There shall be a body to be known as the Chartered Institute  
13 of Management Analysts and Administrators Disciplinary Tribunal charged  
14 (in this Act referred to as "the Tribunal") charged with the duty of  
15 considering and determining all cases referred to it by the Investigating  
16 Panel established under subsection (3) of this section, any other case which  
17 the Tribunal takes cognizance under this Act.

Establishment  
of Disciplinary  
Tribunal and  
Investigating Panel

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

21 (3) There shall be a body to be known as the Chartered Institute of  
22 Management Analysts and Administrators Investigation Panel (in this Act  
23 referred to "the Panel") charged with the duties of-

24 (a) conducting a preliminary investigation into any case where it is  
25 alleged that a member has committed an act of professional misconduct, or  
26 should for any other reason by the subject of proceedings before the  
27 Tribunal; and

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

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

3 (5) A person shall not be appointed as a member of the Tribunal or of  
4 the Panel unless such a person is a full member or fellow of the Institute.

Third Schedule

5 (6) The provisions of Third Schedule to this Act shall so far as they are  
6 applicable to the Tribunal and Panel, respectively have effect with respect to  
7 these bodies.

8 (7) The Council may, from time to time, make rules consistent with  
9 this Act as to acts, conducts or omissions which constitute professional  
10 misconduct.

Penalties for  
professional  
misconduct

11 **15.-(1) Where-**

12 (a) a person enrolled or registered under this Act is adjudged by the  
13 Tribunal to be guilty of infamous conduct in any professional respect;

14 (b) a person enrolled or registered under this Act is convicted by any  
15 court or tribunal in Nigeria or elsewhere having power to impose a term of  
16 imprisonment for an offence (whether or not punishable with imprisonment)  
17 which is the opinion of the Tribunal is incompatible with the status of an  
18 Inventory Control Management professional; or

19 (c) the Tribunal is satisfied that the name of any person has been  
20 fraudulently enrolled or registered, he shall be guilty of an offence and shall on  
21 the decision of the Federal High Court be convicted and liable to a term of  
22 imprisonment not exceeding five years or a fine of N1,000,000 or both.

23 (2) The Tribunal may, if it deems fit-

24 (a) give a directive reprimanding that person or ordering the Registrar  
25 to strike his name off the relevant part of the registrar; or

26 (b) defer or further defer its decision as to the giving of such directive  
27 under this section until a subsequent meeting of the Tribunal but-

28 (i) no decision shall be deferred under this section for periods  
29 exceeding one year in the aggregate, and

30 (ii) no person shall be a member of the Tribunal for the purposes of

1 reaching a decision which has been deferred of further deferred unless he  
2 was absent as a member of the Tribunal when that decision, was deferred.

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

7 (4) When the Tribunal gives a directive under subsection (2) of this  
8 Section, the Tribunal shall cause notice or the directive to be served on the  
9 person to whom it relates.

10 (5) The person to whom a directive given under subsection (2) of  
11 this section relates may, at any time within 21 days from the date of service  
12 on him or notice of the directive, appeal against the directives to the Federal  
13 High Court and the Tribunal may appear as respondent to the appeal and for  
14 the purpose or enabling directives to be given as to the costs or the appeal of  
15 proceedings before the Federal High Court, the Tribunal shall be deemed to  
16 be a party thereto whether or not it appears on the hearing of the appeal.

17 (6) A directive of the Tribunal under this section shall take effect  
18 where-

19 (a) no appeal under this section is brought against the directive  
20 within the time limited in the appeal;

21 (b) such an appeal is brought and is withdrawn or struck out for  
22 want of prosecution on the withdrawal or striking out of appeal;

23 (c) such appeal is brought and is not withdrawn or struck out, and  
24 when the appeal is dismissed and shall not take effect in accordance with  
25 foregoing provisions of this subsection.

26 (7) A person whose name is struck off the register in pursuance of a  
27 directive of the Tribunal under this section shall not be entitled to be  
28 registered again except in pursuance of a direction on that behalf given by  
29 the Federal High Court on the application of that person.

30 (8) A directive under this section for the striking off of a person's

1 name from the register may prohibit an application under this subsection by  
2 that person until the expiration of such period from the date of the directive  
3 (and where he has recently made such an application from date of his last  
4 application) as may be specified in the directive.

5 PART VI - MISCELLANEOUS

Offences

6 16.-(1) If a person for the purpose of procuring the registration of any  
7 name, qualification or other matter-

8 (a) makes a statement which he believes to be false in a material  
9 particular; or

10 (b) recklessly makes a statement which is false in a material  
11 particular, is guilty of an offence.

12 (2) If, on or after the commencement date of this Act, a person who is  
13 not a member of the Institute practices or holds himself out as a member in  
14 expectation of a reward or takes or uses any name, title, addition or description  
15 implying that he is a member, he is guilty of an offence.

16 (3) If the Registrar or any other person employed by or on behalf of  
17 the Institute willfully makes any falsification in any matter relating to the  
18 register, he is guilty of an offence.

19 (4) A person guilty of an offence under this section is liable-

20 (a) on summary conviction to a fine not exceeding N500,000.00;

21 (b) on conviction or indictment to a fine not exceeding N400,000.00  
22 or to imprisonment for a term not exceeding two years, or both such fines and  
23 imprisonment.

24 (5) Where an offence under this section which has been committed by  
25 a body corporate is proved to have been committed with the consent or  
26 connivance of or attributable to any neglect on the part of any director,  
27 manager, secretary or other similar officer of the corporate body or any person  
28 purporting to act in such capacity, he, as well as the body corporate shall be  
29 deemed to have committed the offence and shall be liable to be prosecuted and  
30 punished accordingly.

1                   17.-(1) Any regulation made under this Act shall be published in Regulations  
2                   the Federal Government Gazette as soon as they are made, and a copy of the  
3                   regulations shall be forwarded to the Minister not less than seven days  
4                   before they are published.

5                   (2) The rules proposed for the purposes of this Act shall be subject  
6                   to confirmation by the Institute at its next general meeting or at any special  
7                   meeting of the Institute convened for that purpose, and if then annulled, shall  
8                   cease to have effect on the day after the date of annulment, but without  
9                   prejudice to anything done in pursuance or intended pursuance of any such  
10                  rule.

11                  18.-(1) The Council may make rules- Rules as to  
12                  (a) for the training of registered members of the profession or practice, etc.

13                  suitable persons in customer service and relationship management methods;  
14                  and

15                  (b) For the supervision, regulation, engagement and training of  
16                  such persons;

17                  (c) prescribing the amount and date for payment of the annual  
18                  subscriptions, and for such purpose, different amounts may be prescribed by  
19                  the rules according to whether the member of the Institute is a Fellow  
20                  Member Doctoral Fellow Member Full Member, Associate Member,  
21                  Graduate Member, Student Member Corporate Member or Honorary  
22                  Fellow Member;

23                  (d) prescribing the form of license to practice to be issued annually  
24                  or if the Council deems fit, by endorsement on an existing license;

25                  (e) restricting the right to practice as a member of the profession  
26                  default of payment of the amount of the annual subscriptions were the  
27                  default continues for longer than such period as may be prescribed by the  
28                  rules;

29                  (f) restricting the right to practice as a member of the profession if  
30                  the qualification granted outside Nigeria does not entitle the holder in

1 practice to be completed before a person qualifies for a license to practice as a  
2 member of the profession; and

3 (g) prescribing the period of practical training in the office of a  
4 member of the profession in a practice to be completed before a person  
5 qualifies for a license to practice as a member of the profession.

6 (2) The rules, when made, shall be published in the Federal  
7 Government Gazette.

Provision of  
library facilities,  
training College  
facilities, etc.

8 **19.**-(1) The Institute shall-

9 (a) provide and maintain a library comprising books and publications  
10 for the advancement of knowledge of finance intelligence management and  
11 standard, project assurance and such other books and publications as the  
12 Council may think necessary for the purpose;

13 (b) set an independent training school known as "College of  
14 Management Analysis and Administration" with separate management from  
15 the institute for training of students to be qualified as Graduate Members or  
16 Chartered Members of the Institute in order to maintain expected standard; and  
17 for the purpose of this Act; a chartered member is a person who holds  
18 membership of either Fellow member, Doctoral Fellow, Full member or  
19 Associate member, Graduate Member;

20 (c) ensure that the College is been managed and financed by a  
21 separate management control;

22 (d) accept the final certificates of the College for direct membership  
23 into the Institute after payment of membership fee and other fees as approved  
24 by the Institute from time to time;

25 (e) inducts the College as a Corporate Member of the Institute and  
26 also receive an annual subscription for the College; and

27 (f) encourage research into management analysis and administrative  
28 management and, evaluation and such allied subjects to the extent that the  
29 Council may, from time to time, consider necessary.

1	<b>20.-(1)</b> In this Act-	Interpretation
2	"Council" means the Council established as the governing body of the	
3	Institute Under Section 2(1) of this Ac;	
4	"Corporate member" means an employer of labour that qualifies under	
5	section 5 (1)(f) of this Act;	
6	"College" means a training school that trains Students in order to maintain	
7	expected standard;	
8	"Enrolled" means in relation to a Fellow, Doctoral Fellow, Full Member,	
9	Associate, Graduate and Students, as the case may be;	
10	"Fees" includes annual subscriptions, examination, development,	
11	exemption, application;	
12	"Institute" means The Chartered Institute of Management Analysts and	
13	Administrators established under section 1 (1) of this Act;	
14	"Investigating Panel" means the Chartered Institute of Management	
15	Analysts and administrators Investigating Panel established under section	
16	14(3) of this Act;	
17	"Member" means a member of the Institute registered in any of eight classes	
18	of membership;	
19	"President" means the overall Head of the Council of the Institute;	
20	"Chartered Management Analyst and Administrator" means-	
21	Any qualified member or person registered who is into practice or employed	
22	by any organization, ministry, corporation and engaged in Management	
23	Analysis and Control Management, Administration, and Marketing under	
24	this Act;	
25	"Management Analysis" denotes the evaluation, techniques, theories,	
26	strategy and management tactics used by organizations in achieving her	
27	objectives and visions;	
28	"Administrative Management" denotes activities such as management,	
29	administration, innovation, control and monitoring, planning, directing,	

1 leading, evaluating both Management activities, and other organizational  
2 resources;  
3 "Tribunal" means the Chartered Institute of Management Analysts and  
4 Administrators  
5 Disciplinary Tribunal established under section 14 (1) of this Act.

Citation

6 **21.** This Bill may be cited as the Chartered Institute of Management  
7 Analysts and Administrators Bill, 2024.

8 SCHEDULE

9 FIRST SCHEDULE

10 *[Section 2(3)]*

11 SUPPLEMENTARY PROVISIONS RELATING TO THE COUNCIL

12 *Qualifications and tenure of Office Members*

13 1.-(1) Subject to the provisions of this paragraph, a member of the  
14 Council shall hold for a period of four years beginning from the date of his  
15 appointment or election.

16 (2) Any member of this Institute who ceases to be member hereof  
17 shall if he is also a member of the Council, cease to hold office on the Council.

18 (3) Any elected member of the Council may by notice in writing,  
19 under his hand addressed to the President of the Institute resign his office.

20 (4) If for any reason there is a vacation of office by a member and-

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

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

27 *Power of the Council, etc.*

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

1 *Proceeding of the Council*

2 3.-(1) Subject to the provisions of this Act, the Council may in the  
3 name of the Institute make standing orders regulating the proceedings of the  
4 Institute, the Council or any of their Committees.

5 (2) Standing order shall provide for decisions to be taken by a  
6 majority of the members and in the event of equality of votes, the President  
7 of the Institute or the Chairman as the case may be, have a second or casting  
8 vote.

9 (3) Standing orders made for committee shall provide for  
10 committee to report back to the Council on any matter referred to it by the  
11 Council.

12 (4) The quorum of the Council shall be 10 and the quorum of a  
13 committee of the Council shall be determined by the Council.

14 *Meetings of the Institute*

15 4.-(1) The Council shall convene an annual general meeting of the  
16 Institute on or before 30th day of November every year or such other day as  
17 the Council may, from time to time, appoint so that if the meeting is not held  
18 within one year after the previous meeting not more than 15 months shall  
19 elapse between the respective dates of the two meetings.

20 (2) A special meeting of the Institute may be convened by the  
21 Council at any time, if less than 20 members of the Institute are informed by  
22 notice in writing addressed to the Registrar of the Institute setting out the  
23 objects of the proposed meetings, the Chairman of the Council shall  
24 overcome a special meeting of the Institute.

25 (3) The quorum of any meeting of the Institute shall be 20  
26 members and that of any special meeting of the Institute shall be 15  
27 members.

28 *Meeting of the Council*

29 5.-(1) Subject to the provisions of the standing order, the Council  
30 shall meet whenever it is summoned by the Chairman, and if the Chairman is

1 required to do so by notice in writing given to him by not less than seven other  
2 members, he shall summon a meeting of the Council to held within seven days  
3 from the day on which the notice is given.

4 (2) At any meeting of the Council, the Chairman or in his absence, the  
5 Vice Chairman in their order (first, second) shall preside, but if both are absent,  
6 the members present at the meeting shall appoint one of them to preside at the  
7 meeting.

8 (3) Where the Council desires to obtain the advice of any person on a  
9 particular matter, the Council may co-opt him as a member for such period as  
10 the Council deems fit, but a person who is a member by virtue of this sub-  
11 paragraph, shall not be entitled to vote at any meeting of the Council and shall  
12 not count towards a quorum.

13 (4) Notwithstanding anything in the foregoing provisions of this  
14 paragraph, the first meeting of the Council shall be summoned by the Minister  
15 who may give such directions as he thinks fit as to the procedure which shall be  
16 followed at the meeting.

17 *Meetings of the Committees*

18 6.-(1) The Council may appoint one or more committees to carry out  
19 on behalf of the Institute or the Council such functions as the Council may  
20 determine.

21 (2) A committee appointed under this paragraph shall consist of the  
22 number of persons determined by the Council or whom not more than one-  
23 thirds may be persons who are not members of the Council and a person other  
24 than a member of the Council shall hold office on the committee in accordance  
25 with the terms of the instrument by which he is appointed.

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

28 *Miscellaneous*

29 7.-(1) The fixing of the common seal of the Institute shall be  
30 authenticated by the signature of the President or any other member of the

1 Council authorized generally or specially by the Institute to act for that  
2 purpose.

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

8 (3) Any document purporting to be a document duly executed  
9 under The seal of the Institute shall be received in evidence and shall, unless  
10 the contrary is proved, be deemed to be executed.

11 8. The validity of proceeding of the Institute or the Council or of a  
12 committee of the Council shall not be adversely affected by any vacancy in  
13 membership, or by any defect in the appointment of a member of the  
14 Institute or of the Council or of a person to serve on the committee or by  
15 reason that the person is not entitled to do so took part in the proceedings.

16 9. Any member of the Institute or Council, and any person holding  
17 office on a Committee of the Council, who has a personal interest in any  
18 contractor arrangement entered into or proposed to be considered by the  
19 Council or a committee thereof, shall forthwith disclose his interest to the  
20 President or Council, as the case may be, and shall not vote on any question  
21 relating to the contract or arrangement.

22 SECOND SCHEDULE

23 *[Section 7 (2)]*

24 TRANSITIONAL PROVISIONS AS TO PROPERTIES, ETC.

25 *Transfer of Properties*

26 1.-(1) Every agreement to which the incorporated Association was  
27 a part immediately before the commencement of this Act, whether it is in  
28 writing or not and whether or not is of such nature that the rights, liabilities  
29 and obligations there-under could be assigned by the incorporated  
30 Association shall, unless the terms or subject matter make it impossible that

1 it should have effect or been modified in the manner provided by this sub-  
2 paragraph have effect from the appointed day so far as it relates to property  
3 transferred by this Act to the Institute as if-

4 (a) the Institute has been a party to the agreement;

5 (b) for any reference (however worded and, whether express or  
6 implied) to be Incorporated Institute, there were substituted as respects  
7 anything failing to be done on or after the commencement of this Act, a  
8 reference to the Institute; and

9 (c) for any reference (however worded and whether express or  
10 implied) to a member or members of the Council of the Incorporated  
11 Association there were substituted, as respects anything failing to be done on or  
12 after the commencement of the Act, a reference to a member or members of the  
13 Council under this Act.

14 (2) Other documents which refer, whether specifically or generally, to  
15 the Incorporated Institute shall be constructed in accordance with sub-paragraph  
16 (1) of this paragraph so far as applicable.

17 (3) Without prejudice to the generality to the foregoing provisions of  
18 this Schedule, where, by the operation of section 7 of this Act, any right,  
19 liability or obligation shall vest in the Institute and all other persons shall, as  
20 from the commencement of this Act, have the same rights as to the taking or  
21 resisting of legal proceedings or the making or resisting of application to any  
22 authority for ascertaining, perfecting or enforcing that right, liability or  
23 obligation of the Institute.

24 (4) Any legal proceeding or application to any authority pending on  
25 the commencement of this Act or against the Incorporated Institute may be  
26 combined on or after that day or against the Institute.

27 (5) On the commencement of this Act, any person holding any paid  
28 Appointment in the Incorporated Association shall hold corresponding  
29 appointment in the Institute on the same terms and conditions as to tenure or  
30 otherwise but shall not be entitled to receive remuneration both from the Limited

1 by Shares respect of the same period of service.

2 (6) If the law in force at the place where any property transferred by  
3 This Act is situated provides for the registration or transfer of property of the  
4 kind question (whether by reference to instrument of transfer or otherwise),  
5 the law shall, so far as it provided for alteration of a register (but not  
6 avoidance to transfer the payment of fees or any other matter) apply with the  
7 necessary modifications to the transfer of the property and the Institute shall  
8 transfer to the officer of the registration authority and the officer shall  
9 register the transfer accordingly.

10 THIRD SCHEDULE

11 *Section 13 (6)*

12 SUPPLEMENTARY PROVISIONS RELATING TO THE DISCIPLINARY

13 TRIBUNAL AND INVESTIGATING PANEL

14 *The Tribunal*

15 1. The quorum of the tribunal shall be four of whom at least two  
16 shall be members of the profession.

17 2.-(1) The Council may make rules as to the selection of the  
18 Tribunal for the purposes of proceedings and the procedure to be followed  
19 and the rules or evidence to be observed in proceedings before the Tribunal.

20 (2) The rules shall in particular provide-

21 (a) for securing that notice or the proceedings is given at such time  
22 and in such manner as may be specified by the rules, to the person who is the  
23 subject of the proceedings;

24 (b) for determining who in addition to the person aforesaid, shall be  
25 a party to the proceedings;

26 (c) for securing that any party to the proceedings shall, if he so  
27 requires, be entitled to be heard by the Tribunal; and

28 (d) for publishing in the Gazette notice of any directive of the  
29 Tribunal which has taken effect providing that a person's name shall be  
30 struck off a register.



1 members of the panels, make standing order with respect to the Panel.

2 (2) Subject to the provisions of any such standing order, the Panel  
3 may regulate its own procedures.

4 *Miscellaneous*

5 7.-(1) A person on ceasing to be a member of the Tribunal or the  
6 Panel shall not be eligible for appointment as a member of that body.

7 (2) A person shall not, if otherwise eligible, be a member of both  
8 the Tribunal and the Panel, and a person who acted as a member of the Panel,  
9 with respect to a matter shall not act as a member of the Tribunal with respect  
10 to that case or any other case.

11 8. The proceedings of both the Tribunal and the Panel shall not be  
12 invalidated by any irregularity in the appointment of any member or  
13 vacancy in the membership of the bodies not by reason of the fact that any  
14 person who was not entitled to do so took part in the proceedings of the body.

15 9. Any document authorized or required by virtue of this Act to be  
16 served on the Tribunal or the Panel shall be served on the Registrar  
17 appointed in pursuance of section 8 of this Act.

18 10. Any expenses of the Tribunal or the Panel shall be defrayed by  
19 the Institute.

#### EXPLANATORY MEMORANDUM

This Bill seeks to establish the Chartered Institute of Management Analysts and Administrators, Nigeria to be charged with the responsibility for registration, discipline of its members to manage the practice of Management Analysis and Organizational Cultural Administrative Profession.