

**CHARTERED INSTITUTE OF CERTIFIED SECRETARIES AND REPORTERS OF  
NIGERIA ACT, 2015**

**EXPLANATORY MEMORANDUM**

This Act establishes the Chartered Institute of Certified Secretaries and Reporters of Nigeria as a statutory body responsible for regulating the practice of the profession of Chartered Secretaries and Reporters.

This Act also lays down conditions for registration of members of the Institute, sets up a Disciplinary Committee and an Investigating Panel to uphold the ethics of the profession, prescribes penalties for any contravention of its provisions and provides for a Governing Board which is responsible for policy formulation and implementation.

This Act further provides for the appointment of a Registrar and Assistant Registrar for the day-to-day running of the Institute.

**CHARTERED INSTITUTE OF CERTIFIED SECRETARIES AND REPORTERS OF  
NIGERIA ACT, 2015**

**ARRANGEMENT OF SECTIONS**

Section:

- 1 Establishment of the Chartered Institute of Certified Secretaries and Reporters of Nigeria.
- 2 Functions of the Institute.
- 3 Membership of the Institute.
- 4 Designatory letters
- 5 President and Vice-Presidents.
- 6 Establishment of Board and its composition.
- 7 Tenure of members of Board.
- 8 Resignation and filling of vacancy.
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- 10 Delegation of powers.
- 11 Funds of the Institute and expenditure.
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- 13 Auditing of accounts, proper records, etc.
- 14 Transfer of assets and liabilities.
- 15 Appointment of Registrar and other staff of the institute.
- 16 Register.
- 17 Contents of the Register.
- 18 Rules for maintenance of Register.
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- 28 Monitoring of examinations and training.
- 29 Monitoring Committee.
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- 31 Disciplinary Committee.
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- 33 Qualified but un-enrolled persons.
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- 35 Training subscription etc, of members of the profession.
- 36 Offences and penalties.
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- 41 Amendment.

42 Interpretation.

43 Citation.

**Schedules**

Enacted by the National Assembly of the Federal Republic of Nigeria

**CHARTERED INSTITUTE OF CERTIFIED SECRETARIES AND REPORTERS OF  
NIGERIA ACT, 2015**

A Bill

For

**An Act to establish the Chartered Institute of Certified Secretaries and Reporters of Nigeria for the registration and discipline of certified secretaries and reporters and provide for a Governing Board charged with the responsibility, among other things, for formulation of policy for the institute; and for related matters.**

[ ] Commencement

ENACTED by the National Assembly of the Federal Republic of Nigeria—

- 1.** There is established the Chartered Institute of Certified Secretaries and Reporters of Nigeria (in this Act referred to as "the Institute") which —
  - (a) shall be a body corporate with perpetual succession and a common seal; and
  - (b) may sue and be sued in its corporate name.

Establishment of Chartered Institute of Certified Secretaries and Reporters of Nigeria.
- 2.** The Institute shall —
  - (a) Subject to section 3 of this Act, determine and review, from time to time, the qualification for membership of the Institute;
  - (b) ensure professional ethics, high standard and sound-knowledge by members of the Institute;
  - (c) secure, in accordance with the provisions of this Act, the maintenance of a Register for its members; and
  - (d) carry out such other functions as the Board may, from time to time, prescribe.

Functions of the Institute.
- 3.** (1) The members admitted to the Institute shall be enrolled as Certified Secretaries or Certified Verbatim Reporters and be entitled to the use of that status accorded and shall be registered as —
  - (a) fellows, if they satisfy the Board that —
    - (i) they are not less than 35 years of age and have 10 years relevant working experience in any reputable organization or government department of which at least 5 years have been spent on a senior appointment, or
    - (ii) for the period of three years immediately preceding the date of application or recommendation in that behalf, they have been fit persons

Membership of the Institute.

and have, in addition to being the holders of approved academic, professional qualifications or certificate of the final examination of the Institute, contributed to the development of the Institute and are fit persons to be so registered; or

(b) members, if they satisfy the Board that they —

(i) are at least 30 years of age, have been associate members for not less than three years, have passed examinations prescribed or accepted by the Institute and are fit persons be so registered;

(ii) have maintained a good record of membership for least five years immediately preceding the date of application and, have contributed to the upliftment of the profession and the Institute;

(c) associate members, if they —

(i) have passed relevant examinations prescribed or accepted by the Institute and have at least five years relevant working experience in any reputable organization or government department;

(ii) have a University First Degree, Higher National Diploma, National Certificate of Education or its equivalent from Government approved institutions and have at least five years post qualification experience;

(d) graduate members, if they have attained the age of 21 years, have passed examinations accepted by the Institute and have at least three years working experience in secretarial or reportorial profession; and

(e) student members, if they meet the entry requirement as specified by a resolution of the Board.

(2) The Board shall have the power to approve, through its resolution, that any person be awarded the Institute's honorary membership status in recognition of outstanding qualities, achievements in industry, education, commerce and contribution to the development of the Institute and the profession but the award shall not entitle the recipient to practise or become a member of the profession or vote in the affairs of the Institute.

(3) The Board shall have the power to approve the award to a corporate body of the Institute's corporate membership status and such an award shall entitle the recipient to the rights and obligations of just one member.

4. The designatory letters of the Institute shall be —

Designatory letters.

- (a) "FCSR" for professional fellows;
- (b) "FCSR (Hon.)" for honorary fellows;
- (c) "MCSR" for professional members;

(d) "MCSR (Hon.)" for honorary members;

(e) "ACSR" for Associates; and

(f) "ICSR for corporate members.

5. (1) There shall be for the Institute a President and two Vice-Presidents(First and Second Vice-Presidents) who shall be President elected by the Institute and shall be professional members of the Institute in the categories of follows and members.

President and Vice-Presidents.

(2) The President shall preside at all meetings of the Board and the Institute and, in the absence of the President, the First Vice-President (in whose absence, the Second Vice President) shall preside.

(3) The President and Vice-Presidents shall hold office for a term of two years and shall cease to hold office immediately they cease to be members of the Institute as specified in subsection (1) of this section.

(4) The President shall hold office for a term of two years and no more.

6. (1) There shall be a governing board (in this Act referred to as "the Board") charged with the responsibility for formulation of policies for the administration and general management of the Institute.

Establishment of Board and its composition.

(2) The Board shall consist of professional members not below the category of associate members and such other persons on honorary advisory capacity appointed, elected or nominated as follows-

(a) the President of the Institute, as the Chairman of the Board;

(b) the Registrar of the Institute as the Secretary of the Board;

(c) the Vice-Presidents of the Institute as the Vice-Chairmen of the Board;

(d) one representative each from —

(i) the Government Department charged with manpower development and training (in this Act referred to as "the Government Department"),

(ii) Federal Ministry of Education, and

(iii) Public Service Office in the Presidency;

(e) one person each to represent —

(i) the universities offering courses relevant to any of the two professions in this Act, to be appointed on a rotational basis by the National Universities Commission,

- (ii) the Polytechnics and Colleges of Education offering courses relevant to any of the two professions in this Act, to be appointed on rotational basis by the National Board for Technical Education and National Commission of Colleges of Education;
- (f) one person to represent training institutions with relevant courses under the Government Department to be appointed by that Department;
- (g) four persons to be elected by the Institute among its members; and
- (h) a past President of the Institute who shall serve on the Board for a maximum period of three years from the expiration of his or her term as President.
7. The tenure of office for members of the Board shall be two years with an eligibility for reappointment (or re-election as the case may be) for a further term of two years and no more. Tenure of members of Board.
8. (1) A member of the Board may, by notice in writing to the President of the Institute, resign his membership of the Board. Resignation and filling of vacancy.
- (2) Whenever there is a vacancy in the membership of the Board, a person representing the same interest as the member whose exit created the vacancy shall be elected or appointed, as the case may be, to fill such vacancy.
- (3) The provisions of the First Schedule to this Act shall have effect with respect to the meetings of the Board and the Institute. First Schedule.
9. (1) The Board shall make regulations subject to the approval of the Institute for carrying out any of its policies and functions of the Institute. Regulations.
- (2) The regulations made under this Act shall be published in print media and the Institute's journal as soon as they are made and copies of such rules shall be sent to the Ministry of Education.
10. The Board may delegate to any person any of its powers which, in its opinion, is calculated to facilitate the carrying out of its functions. Delegation of powers.
11. (1) The Institute shall maintain a Fund which shall be applied towards the discharge of its functions and into which shall be paid— Funds of the Institute and expenditure.
- (a) all fees, and other monies payable to the Institute;
  - (b) all grants, aids, and solicited funds received for the Institute; and
  - (c) proceeds from programmes and activities.
- (2) There shall be defrayed from the Fund—
- (a) the remuneration and allowances of the Registrar and other employees of the Institute;

(b) such reasonable travelling allowance,(as determined by the Board and its Committees) incurred in the business or official functions of the Institute;

(c) any expense incurred by the Board in the discharge of its duties.

12. (1) The Board may invest the Institute's money in any security created or issued by or on behalf of the Federal Government.

Power to invest or borrow money.

(2) The Board may borrow money for use of the Institute and any interest payable on money borrowed by the Institute shall be defrayed from the Fund of the Institute.

13. (1) The Board shall keep proper accounts of the activities of the Institute in respect of each year and proper records in relation to those accounts and the Board shall cause the accounts to be audited by an auditor appointed from the list and in accordance with the guidelines supplied by the Auditor-General for the Federation.

Auditing of accounts, proper records, etc.

(2) The audited accounts shall be submitted by the Board to the members of the Institute for approval at the annual general meeting of the Institute.

14. Upon the commencement of this Act —

Transfer of assets and liabilities.

(a) all assets held by or on behalf of the Institute of Certified Secretaries and Reporters shall, by virtue of this Act, vest in the Institute and all liabilities incurred before the commencement of this Act by the former Institute shall automatically be transferred to the Institute; and

(b) any act or thing done by the former Institute shall be deemed to have been done by the Institute.

15. (1) The Board shall, subject to the approval of the Institute, appoint fit and proper persons, who shall be professional members of the Institute, to be the Registrar and Assistant Registrar (in this Act referred to as the "Registrar" and "Assistant Registrar" respectively).

Appointment of Registrar and other staff of the institute.

(2) The last person to hold office as the Registrar of the former Institute shall, upon the commencement of this Act, continue in office (for a maximum period of one year) as acting Registrar of the Institute before the Board appoints the first Registrar of the Institute.

(3) The Registrar —

(a) shall be the Chief Executive Officer of the Institute;

(b) shall hold office for a term of four years; and

(c) may be eligible for reappointment for another term of four years and no more.

- 16.** The Registrar shall prepare and maintain in accordance with the rules made by the Board, a Register of names, addresses, approved qualifications and such other particulars as may be specified in the manner prescribed by such rules. Register.
- 17.** The Register shall consist of five parts, one part each in respect of— Contents of the register.
- (a) professional fellows;
  - (b) professional members;
  - (c) associate members;
  - (d) graduate members;
  - (e) affiliate and student members; and
  - (f) honorary fellows, corporate and honorary members.
- 18.** (1) The Board shall make rules in respect of the form of the Register, its maintenance, the entries to be made therein and — Rules for maintenance of Register.
- (a) mode of application, enrolment and registration; and
  - (b) all fees to be paid to the Institute including annual subscriptions.
- 19.** The Registrar shall— Corrections, alterations etc of the contents of Register.
- (a) correct, in accordance with the directives of the Board, any entry on the register which in the Board's opinion was incorrectly made;
  - (b) make, from time to time, any necessary alteration in the registered particulars of persons;
  - (c) remove from the Register, the name of any enrolled or registered person who has died; and
  - (d) record the names of members who are in default for more than six months in the payment of annual subscriptions, and take such action in relation thereto (including removal of the names of defaulters from the Register) as the Board may direct.
- 20.** If the Registrar— Removal of names from the Register.
- (a) sends by post to any registered or enrolled person, a registered letter, addressed to him at his address on the Register enquiring whether the registered particulars relating to him are correct and receives no reply to the letter within the period of six months from the date of posting it, and
  - (b) upon the expiration of that period, sends in like manner to the person in

question a reminder and receives no reply to that letter within three months from the date of posting it,

the Registrar may remove the particulars relating to the person from the Register, and where the Board directs that such removed particulars be restored to their appropriate place in the Register, the Registrar shall comply.

**21.** The Registrar shall cause —

Printing, publication etc,  
of Register of members.

- (a) the Register to be printed, published and put on sale to members of the public not later than two years from the day he assumed office;
- (b) to be printed, published and put on sale each year (after the first publication), either a corrected edition of the Register or a list of alterations made to it since it was last printed; and
- (c) a print of each edition of the register and each list of corrections to be deposited at the Head Office of the Institute and the Board shall make the Register and lists so deposited available at all reasonable times for inspection by members of the public.

**22.** (1) A document purporting to be a print of an edition of the Register or list of corrections to it published under section 21 of this Act shall be so registered at the date of the document, and that any person not so specified is not registered.

Evidence of registration.

- (2) Where, in accordance with subsection (1) of this section, a person in any proceeding is known to not have been registered or have been registered at a particular date, he shall, unless the contrary is proved, be taken for the purpose of that proceeding as having at all material times thereafter continued to be so or not so registered.

**23.** (1) Subject to the provisions of this Act or rules made under it, a person shall be entitled to be enrolled or registered as Certified Secretary or Certified Verbatim Reporter if such a person —

Conditions for  
enrolment or  
registration.

- (a) passes a qualifying examination for membership conducted by the Institute and completes the practical training prescribed;
- (b) holds a relevant qualification granted by a government -owned institution which is of equivalent standard; or
- (c) holds a qualification granted outside Nigeria which is acceptable to the Board and satisfies the Board to be of sufficient practical experience as a Certified Secretary or Certified Verbatim Reporter.

(2) In addition to subsection (1) of this section, the applicant shall satisfy the Board that he —

- (a) is of good character and high integrity;
- (b) has attained the age of 21 years; and

(c) has never been convicted of an offence involving fraud, dishonesty or gross misconduct.

(3) The Board shall, from time to time, publish in its internal Newsletter, Federal Government Gazette and National Dailies, the qualifications acceptable for enrolment or registration by the Institute.

24. The Board may provisionally accept a qualification produced in respect of provisional registration of an application and in such case direct that any entry made in the Register shows that the registration is provisional and shall not be converted into full registration without the written consent of the Board to that effect.

Provisional registration.

25. The Board may approve any qualification for the purpose of this Act and may approve —

Approval of qualification.

(a) a course or training at an approved institution which is intended for persons who are seeking to become or are, already Certified Secretaries and Verbatim Reporters or which the Board considers designed to confer on persons completing it, as sufficient knowledge and skill for admission into the Institute; and

(b) a qualification which as a result of an examination taken in conjunction with a course or training approved by the Board under this section, is granted to candidates reaching a standard at the examination which affords the candidates knowledge ,and skill to practice as Certified Secretaries or Certified Verbatim Reporters.

26. (1) The Board may, if it deems fit, withdraw any approval under this Act in respect of any course, qualification or institution but before doing so the Board shall, in the following order —

Withdrawal of approval.

(a) obtain consent to that effect from the Government Department;

(b) give notice of its intention to persons appearing to it to be the conductors;

(c) afford persons in paragraph (b) of this section an opportunity for making representations to the Board with regards to the proposal; and

(d) take into consideration any representation made in pursuance of paragraph (c) of this section.

27. (1) Any withdrawal of approval under section 26 of this Act takes effect on the day the instrument of withdrawal is signed by the President.

Effect of withdrawal of approval.

(2) The Board shall, as soon as possible, publish every instrument of withdrawal of approval in the Institute's Newsletter or in the Federal Government Gazette.

28. The Board shall keep itself informed of the nature of the —

Monitoring of examinations and training.

(a) instruction given at approved institutions; and

(b) examinations as a result of which approved qualifications are granted.

**29.** (1) The Board shall constitute an Examination and Training Monitoring Committee (in this Act referred to as the "Monitoring Committee") for the purpose of section 28.

(2) The Monitoring Committee shall report to the Board on the adequacy of the instructions and examination given by the institutions visited by it and any other matter relating to such instructions and examinations, but no member of the Monitoring Committee shall interfere with the giving or holding of instructions and examinations.

(3) Upon the receipt of a report made in pursuance of subsection (2) of this section, the Board may send a copy of it to the management of the institution to which the report relates or to the person responsible for the examinations requesting that comments be made on the report within a stipulated period (not less than one month) from the date of the receipt of the request.

**30.** (1) There shall be for the Institute an Investigating Panel responsible for conducting a preliminary investigation in a case of alleged professional misconduct and deciding whether such a case be referred to the Disciplinary Committee.

(2) The Investigating Panel shall consist of five members to be appointed by the Board from other members of the Institute.

**31.** (1) There shall be for the Institute a Disciplinary Committee which shall be responsible for considering and determining —

(a) cases brought before it by the Investigating Panel; and

(b) any other case that it takes cognizance of.

(2) The Disciplinary Committee shall consist of —

(a) a chairman and four members of the Institute to be appointed by the Board; and

(b) one representative from the Government Department;

(3) The Second Schedule to this Act applies accordingly in relation to the Disciplinary Committee and Investigating Panel.

(4) The Board shall make rules as to what acts constitute professional misconduct for-

(a) the procedures of the Investigating Panel and Disciplinary Committee;

(b) the mode of appeal and serving of notice; and

(c) all matters incidental to the duties of the Investigating Panel and Disciplinary Committee.

32. (1) Where a person enrolled or registered under this Act is —
- (a) adjudged by the Disciplinary Committee to be guilty of infamous conduct in any professional manner,
  - (b) convicted by a court of competent jurisdiction of an offence which in the opinion of the Disciplinary Committee, is incompatible with the status of a member of the Institute, or
  - (c) discovered to have been enrolled or registered fraudulently,
- the Disciplinary Committee may either give such a person a written reprimand or direct the Registrar to strike his name off the Institute's Register.
- (2) The Disciplinary Committee may, if it deems fit, defer or further defer its decision as to the giving of a directive under subsection (1) of this section until a subsequent meeting of the Disciplinary Committee but—
- (a) no decision shall be deferred under this section for periods exceeding one year in the aggregate; and
  - (b) no person shall be a member of the Disciplinary Committee for the purposes of reaching a decision which has been deferred or further deferred unless he was present as a member of the Disciplinary Committee when the decision was deferred.
- (3) For the purpose of subsection (1) (b) of this section, a person shall not be treated as convicted unless the conviction stands at a time when no appeal, further appeal or application for extension of time to appeal out of time is pending in connection with the conviction.
- (4) Where the Disciplinary Committee gives directive under subsection (1) of this section, the Disciplinary Committee shall cause notice of the directive to be served on the person to whom it relates.
- (5) The person to whom a directive given under subsection (1) of this section relates, may, at any time within 30 days from the date of service on him of notice of the directives, appeal against the directives to the Federal High Court and the Disciplinary Committee may appear, as respondent to the appeal and for the purpose of enabling directives to be given as to the costs of the appeal proceedings before the Federal High Court, the Disciplinary Committee shall be deemed to be a party whether or not it appears on the hearing of the appeal.
- (6) A directive of the Disciplinary Committee under subsection (1) of this section shall take effect where –
- (a) no appeal under this section is brought against the directive within the time limit for the appeal;
  - (b) the appeal is brought and is withdrawn or struck out for want of prosecution, on

the withdrawal and striking out of the appeal; or

(c) the appeal is brought and is not withdrawn or struck out if and when the appeal is dismissed.

(7) A person whose name has been struck off the Register in pursuance of a directive of the Disciplinary Committee under this section shall not be entitled to be registered again except in pursuance on a direction in that behalf given by the Disciplinary Committee on the application of that person.

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

33. A person not being a member of the Institute who, but for this Act would have been qualified to apply for and obtain membership of the Institute, may, within the period of six months from the commencement of this Act, apply for membership of the Institute in such manner as may be prescribed in the rules made by the Board and where an application under this section is approved by the Board; the applicant shall be enrolled or registered.

Qualified but un-enrolled persons.

34. (1) A person shall be deemed to practise privately as Certified Secretary or Certified Verbatim Reporter (in this Act referred to as "the profession") if, in consideration of remuneration, he engages in activities designated by the Board to be service constituting private practice.

Private practice.

(2) Nothing in subsection (1) of this section shall be construed as exempting persons who, which employment, are required under the terms or in the course of such employment to perform the duties of professionally Certified Secretary or Certified Verbatim Reporter or both.

35. A member who passed the Institutes' Final Examination, or has attained Associate grade of the Institute shall not stagnate salary-wise but continue to progress to Grade Level 17 with a special career path created for the member —

Training subscription etc, of members of the profession.

(a) the training;

(b) supervision and regulation of employment;

(c) subscription and renewal of subscription;

(d) licence to practise and practising fees; and

(e) restriction of right to practice privately of persons engaged in the profession shall be regulated by the Board.

**36.** A person who-

Offences and penalties.

- (a) for the purpose of procuring the enrolment or registration of any name, makes a statement which he believes to be false or recklessly makes a statement which is false materially,
  - (b) is not a member of the Institute but takes or uses any name, title or description implying that he is a member of a body affiliated to the Institute after the commencement of this Act, or
  - (c) being the Registrar or any other person employed by or on behalf of the Institute, wilfully makes any falsification in any matter relating to the Register,
- commits an offence and is liable upon —
- (i) summary conviction to a fine not exceeding N5,000, or a term of imprisonment not exceeding three months, or both fine and imprisonment;
  - (ii) conviction on indictment to a fine not exceeding N10,000.00, or a term of imprisonment not exceeding three months, or both fine and imprisonment.

**37.** (1) The Board shall provide and maintain a library for the Institute.

Library research etc.

(2) The Library shall comprise books and publications of the Board.

(3) The Board shall encourage research in the profession and allied subjects.

**38.** The fixing of the seal of the Institute shall be authenticated by the signature of the Registrar and the President of the Institute or some other members of the Board authorised to do so.

Seal.

**39.** Any member of the Board or a committee of the Board who has a personal interest in any contract to be considered or entered into by the Institute shall disclose such interest to the Board and shall not vote on any question relating to the contract.

Disclosure of interest.

**40.** Members of the former Institute shall be registered as members of the Institute and staff of the former Institute shall become staff of the Institute with corresponding status, designation and functions, upon the commencement of this Act.

Saving and transitional provisions.

**41.** Any member seeking an amendment to this Act shall propose such amendment at an annual general meeting of the Institute and if approved by two-thirds majority of members present and voting, the proposed amendment shall be sent to the National Assembly.

Amendment.

**42.** In this Act —

Interpretation.

"fees" includes all subscriptions;

"former Institute" means the Institute of Certified Secretaries and Reporters;

"professional member of the Institute" means an enrolled professional fellow, member, associate and graduate qualified to practise the profession;

"profession" means the art and science of secretary-ship and verbatim reporting for dissemination of information for management decision making and for the guidance of effective executive actions.

"registered affiliate student" means person undergoing an academic program leading to qualification and career in the profession.

**43.** This Act may be cited as the Chartered Institute of Certified Secretaries and Reporters of Nigeria Act, 2015. Citation:

## SCHEDULES

### FIRST SCHEDULE

Section 8(3)

1. The Board may make standing orders regulating the proceedings of meetings of the Institute and the Board.
2. Any-
  - (a) question proposed for decision in the meeting of the Board or the Institute shall be determined by a simple majority of those present and voting; and
  - (b) person presiding in any of these meetings shall not cast a vote on any issue except when there is a tie.
3. The quorum for any meeting of the Board shall be 7 members and that of the meeting of the Institute shall be 25% of the registered members of the Institute.
4. The Board may form committees for the discharge of its functions and it may co-opt into a committee any person whose advice it desires to obtain but such person shall not vote on any question and the quorum for any committee shall be as set out in the standing orders mentioned in paragraph (1) of this Schedule and the decision of any Committee is subject to ratification by the Board.
5. The Board shall convene the annual general meeting of the Institute on or before 30th April in every year or on such other day that the Board may appoint so that if an annual general meeting not held within one year after the previous one, not more than 15 months shall elapse between the respective dates of the two meetings.
6. An extraordinary general meeting may be convened by the Chairman of the Board, if not less than 20% of the members of the Institute require it by notice in writing addressed to the Registrar of the Institute, setting out the objects of the proposed meeting.
7. The Board shall meet whenever summoned by the Chairman, and, if not less than 7 members by notice in writing to the Chairman, require him to convene a meeting, he shall do so within 7 days from the day which the notice was given.

SECOND SCHEDULE

Section 31(3)

SUPPLEMENTARY PROVISIONS RELATING TO THE DISCIPLINARY COMMITTEE AND INVESTIGATING PANEL

1. The quorum for the Disciplinary Committee shall be four members, two Certified Secretaries and two Certified Verbatim Reporters, while the quorum for the Investigating Panel shall be three members.
2. The Board shall make standing orders to regulate the modalities for the investigations.
3. No person shall be a member of both the Disciplinary Committee and the Investigating Panel on the same case.
4. The expenses incurred by both the Disciplinary Committee and the Investigating Panel shall be defrayed from the Institute's Fund.

I CERTIFY, IN ACCORDANCE WITH SECTION 2 (1) OF THE ACTS AUTHENTICATION ACT, CAP. A2, LAWS OF THE FEDERATION OF NIGERIA 2004 THAT THIS IS A TRUE COPY OF THE BILL PASSED BY BOTH HOUSES OF THE NATIONAL ASSEMBLY.



SALISU ABUBAKAR MAIKASUWA, OON; mni  
CLERK TO THE NATIONAL ASSEMBLY

26<sup>TH</sup> DAY OF MARCH, 2015

**Schedule to Chartered Institute of Certified Secretaries and Reporters of Nigeria Bill, 2015.**

<b>SHORT TITLE OF THE BILL</b>	<b>LONG TITLE OF THE BILL</b>	<b>SUMMARY OF THE CONTENTS OF THE BILL</b>	<b>DATE PASSED BY THE SENATE</b>	<b>DATE PASSED BY THE HOUSE REPRESENTATIVES</b>
<b>Chartered Institute of Certified Secretaries and Reporters of Nigeria Bill, 2015</b>	An Act to establish the Chartered Institute of Certified Secretaries and Reporters of Nigeria for the registration and discipline of certified secretaries and reporters and provide for a Governing Board charged with the responsibility, among other things, for formulation of policy for the institute; and for related matters.	This Act establishes the Chartered Institute of Certified Secretaries and Reporters of Nigeria as a statutory body responsible for regulating the practice of the profession of Chartered Secretaries and Reporters.  This Act also lays down conditions for registration of members of the Institute, sets up a Disciplinary Committee and an Investigating Panel to uphold the ethics of the profession, prescribes penalties for any contravention of its provisions and provides for a Governing Board which is responsible for policy formulation and implementation.  This Act further provides for the appointment of a Registrar and Assistant Registrar for the day-to-day running of the Institute.	14 <sup>th</sup> January, 2015	18 <sup>th</sup> December, 2015

I certify that this Bill has been carefully compared by me with the decision reached by the National Assembly and found by me to be true and correct decision of the Houses and is in accordance with the provisions of the Acts Authentication Act Cap. A1 Laws of the Federation of Nigeria, 2004.

**SALISU ABUBAKAR MAIKASUWA, OON; mni**  
Clerk to the National Assembly

26<sup>th</sup> Day of March, 2015

I ASSENT.

**DR. GOODLUCK EBELE JONATHAN, GCFR**  
President of the Federal Republic of Nigeria  
26<sup>th</sup> Day of March, 2015