

**NIGERIAN INSTITUTE OF PUBLIC RELATIONS (NIPR), CHARTERED BY  
DECREE 16 OF 1990 (CAP N114, LAWS OF THE FEDERATION OF NIGERIA (LFN),  
2004)**

**BYE-LAW NO 2 OF 1992 “CREATION, ADMINISTRATION OF CHAPTERS” AS  
AMENDED 2024**

**PREAMBLE**

This Bye-Law known and described as “Bye-Law No 2 of 1992: Creation and Administration of NIPR Chapters” is hereby amended and adopted in 2024 as the law guiding the operations of State Chapters in all the States and the Federal Capital Territory (FCT), Abuja.

This amendment has been undertaken in response to the changing dynamics of structures and processes in the way the Governing Council relates to State Chapters. It also allows for the creation of Branches in a State as an additional level in the NIPR Governance structure, and to position State Chapters and Branches as advocates for the members of the Institute and the Public Relations profession.

Council therefore invokes its powers under Section 17 of the Nigerian Institute of Public Relations Practitioners Decree 16 of 1990 (Cap N114, Laws of the Federation of Nigeria, LFN, 2004) to undertake a general amendment of the Bye-law to guide the operations of Chapters and Branches.

**ARTICLE 1**

**ELIGIBILITY FOR INAUGURATION OF A STATE CHAPTER**

1. The Governing Council of the Nigerian Institute of Public Relations (NIPR) hereby creates State Chapters of the Institute in all the States of the Federation and the Federal Capital Territory (FCT), Abuja.
2. Where at least 20 members of the Institute, one of whom shall not be less than the status of Member resident in the State concerned sign a letter inviting the President and Chairman of Council, in his absence the Vice President and Vice Chairman of Council to inaugurate the Chapter, the President shall within three months of receipt of such letter authorize the inauguration of the Chapter at its Monthly General Meeting. The President or Vice President shall be accompanied by the Registrar (or a senior staff of the Secretariat) and at least two other members of the Governing Council, one of whom must be elected. The State Chapter seeking the inauguration shall bear the cost of attendance by the President/Vice President and the other members of his or her entourage.

**ARTICLE 2: OBJECTIVES OF STATE CHAPTERS**

The objectives of a State Chapter, shall among others, include:

1. To create and provide a conducive forum for practitioners in the Chapter to discuss and proffer solutions to the issues affecting the Public Relations profession in Nigeria;
2. To bring together Public Relations practitioners to develop the profession;
3. To seek and secure the welfare of Public Relations practitioners in the Chapter;

4. To liaise with the Governing Council and the Institute's Secretariat on members' development and advancement, payment of practicing fees, records and register of members;
5. To serve as advocates and sensitize the publics in their States on the importance and role of Public Relations in all facets of human relations;
6. To provide a common front for Public Relations practitioners to engage other professions and governmental authorities in the interest of members, individually and collectively;
7. To sustain the growth of the Public Relations profession by mentoring students engaged in Public Relations and related courses in reputable institutions within their jurisdiction;
8. To create a platform for effective mentoring and building up of young practitioners as a credible successor generation in the Institute;
9. To identify, counsel and or expose for prosecution any person practicing Public Relations for gain, without being registered by the Institute;
10. To undertake any other worthy, non-partisan ventures that would promote and develop the Public Relations profession generally; and
11. To identify and nominate fit and proper persons from the State that could be recommended to the Governing Council for special recognition and awards by the Institute;
12. To carry out tasks and assignments that may from time to time be given by the Governing Council of the NIPR.

### **ARTICLE 3: MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

1. Membership of a State Chapter shall be compulsory for all persons registered as Public Relations Practitioners, whether as Fellows, Members, Associates, Graduates, Students, or any other grade of membership that may be created under Cap N114, LFN, 2004 or any subsequent amendments or re-enactments thereof.
2. Upon induction, a registered Public Relations practitioner shall be required to register as a member of the State Chapter where he or she is resident or where the business of his or her employer is domiciled.
3. A new member of the Institute may be required to complete a membership form designed by the State Chapter to which he or she belongs, provided the membership form attracts no payment against the new member. Such membership forms may only be used for data development and member tracking.
4. A member of a State Chapter shall pay Chapter Welfare Dues in addition to the prescribed practicing dues, but such dues shall start running with effect from the year after his or her induction.
5. A member shall attend the Monthly, Extraordinary and Annual General Meetings of the State Chapter and shall participate in the activities of the Chapter even at the Forum or Committee level.
6. A member in good standing shall be entitled to all rights of membership, including the right to vote and be voted for, and the right to the Chapter's welfare programmes.
7. The welfare benefits of members shall be as contained in the Welfare Policy of the State Chapter approved by the General Meeting.

8. A member who defaults in attendance, participation, and payment of dues and levies may forfeit membership entitlements unless excused by the State Chapter for cogent and verifiable reasons, and the excuse duly endorsed by the National Secretariat.
9. A member shall automatically lose his/her membership of the State Chapter if the name of such member is removed from the Register of Public Relations practitioners maintained by the Institute.
10. A member who loses his or her membership of the Institute shall not later than 30 days of such loss of membership submit and surrender to the State Chapter all properties and paraphernalia of the Institute in his or her possession, including monies held or owed.

#### **ARTICLE 4: ADMINISTRATION**

1. The State Chapter shall be administered by (1) the General Meeting and (2) an elected Executive Committee.
2. The State Chapter in the General Meeting shall be composed of all members of the Institute in good standing, including the Executive Committee members.
3. The Executive Committee of the State Chapter shall comprise the following officers:
  - i. Chairman
  - ii. Vice Chairman
  - iii. Secretary
  - iv. Assistant Secretary and ICT Officer
  - v. Public Relations Officer
  - vi. Financial Secretary
  - vii. Treasurer
  - viii. Welfare Officer
  - ix. Internal Auditor
  - x. Three Ex-Officio Members

#### **ARTICLE 5: FUNCTIONS OF THE EXECUTIVE COMMITTEE**

The functions of the Executive Committee shall be:

1. To formulate policies, and establish guidelines, structures, and operations for the effective implementation of the objectives and programmes of the State Chapter, in accordance with the NIPR Act and relevant Bye Laws;
2. To present monthly reports and updates in writing of their stewardship at the Monthly General Meeting of the Chapter.
3. To report to the Governing Council and the General Meeting accounts of the plans, activities, receipts and expenditures of the State Chapter at least once a year at a General Meeting, subject to a maximum period of 15 months between the last Annual General Meeting and the subsequent one;
4. To hold periodic meetings to carry out their functions efficiently and effectively;
5. To engage with relevant stakeholders on behalf of the State Chapter and the Institute;
6. To co-opt members of the State Chapter into the Executive Committee to fill any vacancies arising from death, resignation, loss of membership; or where the General Meeting so

authorizes in the case of elections in which there were no interested or qualified candidates for some offices.

7. To provide orientation and reorientation training for members.
8. To maintain membership records in paper files and electronic databases.
9. To arrange attendance by members at events and programmes organized by the Council.
10. To conduct training programmes on Public Relations in favour of individuals and organizations within their State, subject to approval by the Council.
11. To recommend to Council the creation and establishment of Branches, where there is a large number of members in geographically far-flung towns and cities of the State.
12. To propose to Council persons and organizations to be inducted or honoured with corporate membership, honorary fellowship, Patron and other awards.
13. To engage in advocacy and stakeholder relations with government (executive; legislature, judiciary), corporations, traditional institutions and structures, and other professional organizations and place the Institute in reckoning.
14. To serve as a whistleblower to Council and law enforcement agencies concerning violations of the NIPR Act, whether by individuals, practitioners, consultants or employers.
15. To implement policies and directives of the Council.

## **ARTICLE 6: DUTIES OF OFFICERS**

### **1. CHAIRMAN**

The Chairman shall:

- a. Preside over all general and extraordinary meetings of both the Executive Committee and the General Meeting of the Chapter
- b. Direct, co-ordinate, and supervise the members of the Executive Committee;
- c. Supervise all projects and activities embarked upon by the Chapter, whether directly or through relevant officers or committees;
- d. Transmit reports about the Chapter to the Governing Council and the National Secretariat;
- e. Remit, not later than three months of receipt, such dues, levies and other practicing fees as may be paid by members of the Chapter;
- f. Approve in writing or by other verifiable electronic communication all expenditures of the Chapter as approved by the Executive Committee or the General Meeting;
- g. Speak for the Chapter in meetings with other stakeholders and the media;
- h. Present an Annual Report/Address in writing at the Annual General Meeting (AGM) of the Chapter;
- i. Ensure the audited accounts of the Chapter reach the National Secretariat at least 30 calendar days before the Annual General Meeting of the Chapter.
- j. Be a signatory to the bank account(s) of the Chapter;
- k. Exercise the right to cast a vote where there is a tie in a voting exercise;
- l. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **2. VICE CHAIRMAN**

The Vice Chairman shall:

- a. Assist the Chairman in supervising members, activities, and projects;
- b. Preside over meetings of the General Meeting and the Executive Committee in the absence of the Chairman or as may be directed by the Chairman;
- c. Be a signatory to the bank account (s) of the Chapter; and
- d. Perform any other duties that may be assigned by the Executive Committee or the General Meeting;

## **3. SECRETARY**

The Secretary shall:

- a. Take and keep records of all minutes of meetings and activities and assist the Chairman with the correspondences of the Chapter;
- b. In consultation with the Chairman, prepare the agenda for meetings as well as the list of matters arising or other business to be considered;
- c. Ensure that copies of minutes of meetings are made available to members before the commencement of the meeting;
- d. Receive and keep custody of the documents of the Chapter;
- e. Give and communicate notice of meetings, plans and programmes to members;
- f. Engage in membership drive in collaboration with the PRO and the Welfare Officer
- g. Be a signatory to the Chapter's bank account (s); and
- h. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **4. ASSISTANT SECRETARY AND ICT OFFICER**

The Assistant Secretary shall:

- a. Oversee all the ICT functions of the Chapter including managing the social media handles of the chapter
- b. Assist the Secretary to carry out his or her duties;
- c. Act as Secretary in the absence of the Secretary or as directed by the Secretary; and
- d. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **5. PUBLIC RELATIONS OFFICER (PRO)**

The Public Relations Officer (PRO) shall:

- a. Devise and implement communication strategies and tactics for good relations among members;
- b. Publicize the activities of the Chapter;
- c. Look after the reputation of the Chapter;
- d. Liaise with the media to promote and project the activities of the Chapter;
- e. Create and implement programmes to positively influence public perception of the Chapter;

- f. Design and implement stakeholder engagements approved by the Chapter; and
- g. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **6. FINANCIAL SECRETARY**

The Financial Secretary shall:

- a. At the beginning of the year, advise all members in writing of their financial obligations and shall update such records as circumstances warrant;
- b. Be responsible for collecting and recording all monies due to the Chapter and shall deposit in the designated bank all such monies, cheques, and other instruments, along with a detailed, explanatory record of the collections to the Treasurer not later than two working days of such collections;
- c. Prepare all payment vouchers, issue financial circulars, and notify members accordingly as often as necessary;
- d. In conjunction with the Treasurer, prepare and present accurate statement of accounts of the Chapters' monies at Executive and General Meetings, whether general or extraordinary, as may be directed by the Chapter at any time; and
- e. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **7. TREASURER**

The Treasurer shall:

- a. Receive from the Financial Secretary and keep all financial records of the Chapter;
- b. Pay into the Chapter's bank account(s) all monies, cheques and other instruments received by him or her not later than two working days of receipt of such monies and instruments;
- c. In conjunction with the Financial Secretary, plan and keep an accurate and detailed account of all receipts and expenditures of the Chapter;
- d. Keep an imprest account for the day-to-day administration of the Chapter as may be fixed by the Executive Committee subject to approval by the General Meeting;
- e. Be a signatory to the bank account (s) of the Chapter; and
- f. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **8. WELFARE OFFICER**

The Welfare Officer shall:

- a. Design and organize welfare policies and social activities for members of the Chapter;
- b. Advise the General Meeting on the welfare packages, including visits, to be extended to members, their families, and families of deceased members of the Chapter;
- c. Implement the Welfare Policy adopted by the Chapter;
- d. Keep track of members' welfare and report same to the Executive Committee and the General Meeting regularly; and

- e. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **9. INTERNAL AUDITOR**

The Internal Auditor shall:

- a. Audit the books and accounts of the Chapter and submit his or her findings in a report in writing to the Chapter at the Annual General Meeting;
- b. Such report in “A” above must reach the Chairman for onward transmission to the National Secretariat at least 42 calendar days before the Chapter’s Annual General Meeting.
- c. Conduct periodic audit of the financial activities of any officer or Committee of the Chapter from time to time as may be directed by the Executive Committee or the General Meeting;
- d. Offer advice on better financial procedures, recording and reporting; and
- e. Perform any other duties as may be assigned by the Executive Committee or the General Meeting.

## **10. EX-OFFICIO MEMBERS**

The three Ex-Officio Members, who shall be the Immediate Past Chairman of the Chapter, the Member of the Council (if any) and one other experienced member of the Chapter shall:

- a. Advise the Executive Committee of the Chapter;
- b. Serve as the Membership Screening Committee of the Chapter;
- c. Resolve disputes among members of the Chapter, including Executive Committee members;
- d. Present reports and updates in writing about Council operations, where applicable.
- e. Perform any other duties that may be assigned by the Executive Committee or the General Meeting.

## **ARTICLE 7: TERM OF OFFICE**

- 1. An Executive Committee shall hold office for two calendar years from the date of the Annual General Meeting (AGM) of the Chapter at which it was elected.
- 2. The Executive Committee shall convene an Annual General Meeting (AGM) of the Association within 12 months of its election to present a report of its stewardship. Such AGM which shall be held not later than 15 months after the election at which the Executive Committee came into office shall consider the Chairman’s Report, the Secretariat Report, the Financial Report (along with the Auditors’ Report), and any motions moved by the General Meeting.
- 3. A member of the Executive Committee shall not hold a particular office for more than two consecutive terms. However, such a member may, where the circumstances so warrant, present him or herself for election into that office after a break of not less than 24 months.
- 4. A member may be elected into the Executive Committee to serve in an office other than the one in which such member previously served for two consecutive terms.

5. A member of the Executive Committee who leaves an office or is co-opted into an office during its tenure shall be deemed to have completed one term of office at the Annual General Meeting when the Committee shall vacate office.
6. A member of the Executive Committee, who without just cause or explanation, absents himself or herself from General and Executive Committee meetings for four consecutive times in each case shall be deemed to have resigned from such office. In that case, the Executive Committee may replace such officer within one month of presenting a report to the General Meeting.
7. An officer who is found to have abused his office or neglected to perform his duties may be removed from office before the expiration of the tenure of the Executive Committee, in accordance with Article 7 (6).

## **ARTICLE 8: COMMITTEES**

1. The Chairman, in consultation with the Executive Committee and subject to ratification by the General Meeting, shall appoint standing or ad-hoc committees from time to time to carry out specific assignments.
2. The following shall be Standing Committees of the Association:
  - a. Membership Services Committee
  - b. Professional Development Committee
  - c. Welfare Committee
  - d. Ethics and Disciplinary Committee
  - e. Business/Project Development Committee
  - f. Stakeholder Relations Committee
  - g. NIPR Act Monitoring and Compliance Committee
3. Ad-hoc Committees may be appointed as may be required from time to time.

## **ARTICLE 9: MEETINGS**

The Chapter shall hold the following Meetings:

### **1. GENERAL MEETING**

- a. The General Meeting is composed of all members of the Chapter in good standing.
- b. There shall be Monthly General Meetings and Annual General Meetings
- c. The Monthly General Meeting shall be held on a specified day of each month at a designated venue approved by the Chapter as may be convenient to members.
- d. The meeting may be postponed by one week or a longer duration in deference to a Public Holiday or any other reason acceptable to members of the Chapter.
- e. Where necessary, online meetings may be held, especially to consider matters of urgency.
- f. The quorum for the General Meeting shall be ten (10) members including any of the Chairman or Vice Chairman, and Secretary or Assistant Secretary

### **2. ANNUAL GENERAL MEETING (AGM)**



- a. The Annual General Meeting (AGM) shall hold once in a year, or at least not later than 15 months after the preceding Annual General Meeting (AGM).
- b. Notice of the Annual General Meeting (AGM) shall be given not later than 21 days before the meeting or at the Monthly General Meeting preceding such AGM, whichever is earlier in time. Such notice shall be published at the Chapter's Office (if any), and on other media, whether traditional or new e-media platforms.
- c. The Quorum for the Annual General Meeting shall be ten (10) members, including any of the Chairman or Vice Chairman, and Secretary or Assistant Secretary.
- d. At the Annual General Meeting the Agenda shall be as follows:
  - i. Minutes of the Meeting of the previous AGM
  - ii. Matters Arising from the Minutes
  - iii. Chairman's Report (which shall also include motions or proposals by the Executive Committee).
  - iv. Secretariat Report (which shall include report of activities of the Chapter and Secretariat)
  - v. Treasurer's Report and the Annual Financial Statements together with the Auditor's Report.
  - vi. Any motions by members of the Chapter.
  - vii. Dissolution of the Executive Committee and Election of a new Executive Committee (in the case of an election AGM holding in the second year following the election of the Executive Committee. This will be followed by election, declaration of results, and swearing-in of newly elected members of the Executive Committee).

### **3. EXTRA-ORDINARY GENERAL MEETING**

- a. The Executive Committee may convene an Extra-Ordinary General Meeting in respect of any issue or matter of fundamental concern to the members of the Chapter.
- b. The Executive Committee shall convene an Extra-Ordinary General Meeting if five (5) members of the Chapter so demand in writing. If the meeting is not called within seven (7) days of the demand, a notice signed by at least ten (10) members of the Chapter shall be valid to convene an Extra-Ordinary General Meeting.
- c. Notice of an Extra-Ordinary General Meeting shall be posted on the notice board of Chapter's Office or online platforms at least seven (7) days to the date of the meeting stating the sole subject to be discussed at the meeting.
- d. Ten (10) members of the Chapter in good standing shall form a quorum to validate an Extra-Ordinary General Meeting.

### **4. EXECUTIVE COMMITTEE MEETING**

- a. The Executive Committee shall meet at least once in a month. However, the Executive Committee may hold emergency meetings from time to time as may be required for the smooth running of the Chapter.

- b. Such Executive Committee meetings may be physical or on technological and electronic platforms, provided no member is excluded by reason of technological disability or incapacity.
- c. Four (4) members of the Executive Committee present, one of whom shall be the Chairman or the Vice Chairman, and the Secretary or Assistant Secretary shall form a Quorum.
- d. Decisions of the Executive Committee shall be by simple majority of members present.
- e. Where the decision is to suspend or remove a member from the Executive Committee at least six (6) members shall be required to validate such decision.

## **ARTICLE 10: ELECTION AND VOTING**

1. Election of officers into the Executive Committee shall hold 24 months after the election of the Committee or at the second Annual General Meeting presided over by the Committee (Article 7 (1)).
2. The election shall be conducted on the floor of the AGM upon the dissolution of the Executive Committee.
3. A member of the Chapter who wishes to be elected into any office shall indicate by signing the Nomination Form for the election.
4. Such member of the Chapter shall be proposed by a member in good standing and the proposer will be seconded by another member in good standing.
5. To be eligible to contest for any office, a member must have spent at least one year as a member of the Chapter or at least two years following induction into the Institute.
6. For the offices of Chairman and Vice Chairman, the candidate must have spent at least five years in continuous, good standing membership of the Chapter; while for the offices of Secretary and Treasurer, the candidate must have spent at least three years of continuous, good standing membership of the Chapter.
7. Furthermore, the candidate must have participated in at least 60 percent of the meetings and activities of the Chapter in the year preceding the election.
8. The conditions in “5”, “6” and “7” above may be waived in the case of the inauguration of a new State Chapter.
9. A three-man Ad-hoc Electoral Committee comprising a Chairman, Secretary and another member shall be appointed not later than the Monthly General Meeting preceding the Annual General Meeting at which the election is to be held.
10. Without prejudice to Guidelines which the three-man Ad-hoc Electoral Committee might make, the following shall be adhered to:
  - a. An election shall only be valid if supervised by the Governing Council represented by the Registrar (or a senior secretariat staff), or a Member of Council designated for that task, or Chairman of the Chapter Relations Committee of Council (or his or her designated representative).
  - b. Each member of the Chapter shall be entitled to one vote only.
  - c. Voting shall be by secret ballot.
  - d. Voting by proxy shall not be allowed.

- e. Members of the Ad-hoc Electoral Committee are eligible to vote.
- f. The candidate who scores the highest number of votes by simple majority shall be declared elected.
- g. In the event of a tie in votes between two or more candidates, a second round of voting shall be held.
- h. Where there is still a tie after a second round of voting lots will be cast to determine the winner.
- i. The result of the election shall be announced after counting of votes by the Chairman of the Ad-hoc Electoral Committee at the venue of the Election.
- j. Members of the newly elected Executive Committee shall be sworn-in by the representative of the Council after the announcement of the results by the Chairman of the Ad-hoc Electoral Committee.

## **ARTICLE 11: FINANCE**

- 1. The Chapter shall derive its finances from dues, levies, gifts, and donations by members and third parties.
- 2. The Chapter may also earn monies, materials, and goodwill by rendering and providing professional services and solutions to members and third parties.
- 3. Financial obligations of members start on admission into membership of the Institute unless excused by the Executive Committee for cogent and verifiable reasons.
- 4. Dues and levies may be paid in instalments by members by allotments agreed by the General Meeting provided that the final instalment is paid before any deadlines fixed by the Council or the Institute at a General Meeting.
- 5. The Chapter shall not borrow monies from any institution or corporation unless approved by three-quarters of members at a General Meeting, and authorized by the Council, provided such monies are to be applied to special projects that would yield reasonable income to the Chapter.
- 6. Monetary and other pledges by members shall be deemed as indebtedness to the Chapter if they remain unredeemed after 90 days, and shall be taken into account in determining the financial standing of members.
- 7. The signatories to the Chapter's bank account (s) shall be the Chairman or Vice Chairman, Secretary, and Treasurer.
- 8. Any two of the signatories, one of whom must be the Chairman or Vice Chairman, may sign instruments on behalf of the Chapter.

## **ARTICLE 12: CREATION OF BRANCHES**

- 1. There is hereby created branch (es) of NIPR which shall serve as self-accounting divisions of a Chapter.
- 2. The goal for establishing a branch shall be to promote greater inclusion and interaction among members of the Institute that may ordinarily be unable to faithfully attend the monthly General Meetings of the State Chapter because of distance or logistics of movement.
- 3. The creation of a branch shall be by a resolution of the Council upon receipt of an application signed by at least six of the ten intending members of a new branch which should be supported

- by either the chapter leadership or at least two regular Fellows of the Institute of not less than five years standing.
4. Upon receipt of an application that meets the criteria in (2) above, the Registrar shall intimate the chairman of the relevant Chapter for its recommendation before forwarding the application to the Council, provided that no chapter shall withhold its recommendation beyond two months upon receipt from the Registrar.
  5. The decision of Council on the creation of a branch shall be final and in the overall interest of the growth of the Institute and welfare of its members.
    - a. A Branch may only be established in a city or town that is distant from the State capital.
    - b. A Branch shall consist of at least 10 members.
    - c. Branches shall route their communication to the Council through their respective Chapter Chairmen.
    - d. A branch shall hold a meeting of the general assembly of its members at least once every month
  6. Branches shall provide the opportunity for members of the Institute in the same senatorial district in a State to meet and organize regular programmes
  7. The executive committee members of a branch shall be as follows:
    - a. Chairman
    - b. Vice Chairman
    - c. Secretary
    - d. Assistant Secretary and ICT Officer
    - e. Public Relations Officer
    - f. Finance and Welfare Officer
    - g. Ex-Officio member who shall be the immediate past chairman of the Branch
  8. The detailed functions of the Branch and its executive committee shall be similar to that of the Chapter except that the jurisdiction of the Branch shall not extend beyond its geographical zone.
  9. Chapters shall have oversight over Branches within the state, provided that the self-accounting status of the Branch is respected at all times.
  10. Branches shall organize elections every two years and shall adopt the procedure for conduct of Chapter elections for its elections
  11. Where this bye-law is silent with respect to the operations of a Branch, the approved provisions for a Chapter shall apply as if the relevant section were referring to the Branch

### **ARTICLES 13: EXPANDED CHAPTER MANAGEMENT COMMITTEE**

1. There is hereby established an expanded management committee whose composition shall be made up of the Chapter executive committee and executive committee members of the Branches within the State.
2. The Expanded Management Committee of every Chapter shall meet every other month in the state capital or any other venue that might be mutually agreed upon by Expanded Management Committee.

3. The meeting of the Expanded Management Committee of the Chapter shall be presided over by the State Chapter Chairman or in his absence by any Branch Chairman elected by the Expanded Management Committee members present at a meeting.
4. The secretary of the chapter shall serve as secretary of the expanded chapter management meeting.
5. The expanded meeting of the chapter shall meet every other month to receive reports from branches and plan programmes that are of common interest to the chapter and branches.
6. The chapter shall organize quarterly meetings for all members of the chapter and branches within a state to forge a bond of unity and improve the capacity of members.

#### **ARTICLE 14: POWERS OF THE PRESIDENT AND THE COUNCIL OVER STATE CHAPTERS AND BRANCHES**

1. Although the State Governor or the Minister of the Federal Capital Territory shall be the Patron of the Chapter, only the President of the Institute shall induct the Governor or the Minister as Chapter Patron.
2. The President shall be the only one entitled to induct the President of the Federal Republic of Nigeria as the Grand Patron of the Institute.
3. State Chapter elections shall only be valid if supervised by the Governing Council represented by the Registrar (or a senior staff of the Secretariat), or a Member of Council designated for that task, or the Chairman of the Chapter Relations Committee of Council (or his or her designated representative).
4. The State Chapter shall bear the cost of attendance by the Election Supervisor (s) appointed by Council subject to a maximum of three persons.
5. Where a State Chapter Executive fails to invite the National Secretariat in writing, to supervise elections at the end of its two-year term, the Council reserves the right to dissolve the State Chapter Executive and appoint a Caretaker Committee of at least three persons to manage the Chapter for a maximum period of six months during which elections will be held. Where it is impracticable to hold elections within the six months, the Caretaker Committee may be mandated to continue in office for another six months. Where an election is not held 12 months after the dissolution of the Executive Committee, a new Caretaker Committee shall be appointed by the Council.
6. Each State Chapter shall have an Annual Plan of activities and their funding, which must be sent in writing to the President of Council and copied to the Registrar not later than two months after the assumption of office of the Executive Committee. The success of the Chapter shall adjudged by its adherence to its Annual Plan.
7. No State Chapter or its subsidiary structures may challenge the decisions, directives or byelaws of the Council.
8. The Council reserves the right to dissolve the Executive Committee of a State Chapter and appoint a Caretaker Committee if the Chapter is found to challenge the decisions of Council or conducts its affairs in a manner inconsistent with the well-being of the Institute.
9. Where a State Chapter collects practicing fees, dues or levies from its members, on behalf of Council, such fees, dues or levies shall be remitted to the National Secretariat not later than one

- month of receipt of such monies, provided the National Secretariat receives such monies before any deadline fixed by Council or the Institute at a General Meeting or in any policy instrument.
10. Thirty-five percent of membership subscriptions paid by the members of a Chapter to the Institute shall be retained by the Chapter of origin of such subscriptions.
  11. Ownership of all properties and assets shall be in the name of the Nigerian Institute of Public Relations, and authority over all such properties and assets of the Institute shall be vested on the Council. No State Chapter or Branch shall dispose of any property or asset belonging to the Institute, without the prior approval of the Council in writing.

**This Bye-Law became effective this 25<sup>th</sup> day of April, 2024**

Signed, Sealed and Delivered by:



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Chief Uzoma Onyegbadue, fnipr  
Registrar, Secretary to Council



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Ike Neliaku, Ph.D., fnipr  
President, Chairman of Council