

A BILL

FOR

AN ACT TO ESTABLISH THE INSTITUTE OF CO-OPERATIVE PROFESSIONALS OF NIGERIA; AND FOR RELATED MATTERS

Sponsored by Hon. Kolawole Lawal

[] Commencement

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

1 1. There is hereby established a body to be known as the Institute
2 of Co-operative Professionals of Nigeria (in this Bill referred to as the
3 Institute).

Establishment
of the Institute
of Co-operative
Professionals of
Nigeria

4 2. The Institute-

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

7 (2) may sue or be sued in its corporate name.

8 (3) The Institute may hold, acquire and dispose of any property,
9 movable or immovable, for the purposes of its functions under this Bill.

10 (4) The Institute shall establish a head office or headquarters at
11 Abuja and offices in each of the State Capital including FCT.

Establishment
of Head Office
and Branches

12 3. The objectives of the Institute shall be to-

Objectives of the
Institute

13 (1) Unite Co-operative Professionals in Nigeria and encourage
14 them to work together in the overall interest of the members and co-
15 operative movement:

16 (2) Complement efforts in making the Co-operative profession
17 more impactful in the economy.

18 4. The Institute shall be charged with the general duty of-

Functions of the
Institute

19 (1) determining what standards of knowledge and skill are to be
20 attained by persons seeking to become members of the co-operative
21 profession and review those standards from time to time;

1 (2) ensuring professional ethics, high standard and sound knowledge
2 by members of the Institute;

3 (3) Consulting with and making recommendations to governments,
4 regulatory bodies, trade associations, academic institutions and other
5 professional bodies on all matters related to co-operative management,
6 training and development;

7 (4) securing in accordance with the provisions of this Bill, the
8 establishment and maintenance of the register of members;

9 (5) performing through the Governing Council all functions
10 conferred on it by this Bill.

Establishment
of the Governing
Council

11 5.-(1) There shall be a Governing Council for the Institute (referred to
12 in this Bill as the Council) charged with the responsibility of formulation of
13 policies in between conferences.

14 (2) The Council shall consist of elected professional members not
15 below the category of Associate Member and government representatives as
16 follows:

17 (a) the National President of the Institute, who shall be Chairman of
18 the Governing Council;

19 (b) the three Vice Presidents of the Institute, one of which shall be
20 Vice-Chairman of the Governing Council, and on a yearly rotation basis;

21 (c) the treasurer of the Institute;

22 (d) past presidents of the Institute who shall sit on the Council for a
23 maximum period of three years from the expiration of their terms of office;

24 (e) three members to be elected by the National Conference of the
25 Institute who shall come from geopolitical zones different from that of the three
26 Vice-Chairmen;

27 (f) six representatives of the Federal Government from:

28 (i) the government department in charge of co-operatives;

29 (ii) the National Universities Commission;

30 (iii) the National Board for Technical Education;

1 (iv) the National Commission for Colleges of Education;
 2 (v) a representative of the Co-operative Colleges, and
 3 (vi) the Public Service Office in the Office of the Secretary to the
 4 Government of the Federation.

5 (g) three representative of the Co-operative Movement:

6 (i) a representative of the Co-operative Federation of Nigeria
 7 (CFN) Limited;

8 (ii) one representative each from any two Sectoral Units of the
 9 CFN Limited.

10 (h) the Registrar of the Institute, who shall be the Secretary of the
 11 Council.

12 (3) The tenure of office for members of the Council shall be three
 13 years subject to a maximum of two consecutive terms.

14 (4) Any member of the Council may, by notice in his own hand
 15 submitted to the President of the Institute, resign his membership of the
 16 Council.

17 6. The Governing Council shall have powers to:

Powers of the
Governing Council

18 (1) Perform all functions conferred on the Institute by this Bill;

19 (2) Formulate policies for the Institute in between conferences;

20 (3) Make rules to govern the proceedings of its meetings;

21 (4) Appoint a Registrar for the Institute;

22 (5) Make rules of a general nature on procedures for and
 23 Maintenance of membership registration as provided in Section 14(9) of this
 24 Bill;

25 (6) Make rules on acts that constitute professional misconduct as
 26 provided for in Section 27 of this Bill.

27 7.-(1) There is hereby established the National Conference
 28 (hitherto known in this Bill as the Conference) which shall hold not later
 29 than the second quarter of the year on dates to be determined by the Council.

Establishment of
National Conference

30 (2) Members and state chapters shall be given at least 30 days

1 notice for any Conference.

2 (3) Decisions at the Conference shall be by simple majority of votes
3 and in the case of a tie, the President shall have a casting vote.

4 (4) The Conference shall rotate from State to State and FCT in an
5 order to be prescribed by the Council.

6 (5) Every registered member shall attend the Conference and pay the
7 Conference fee as may be determined by the Council from time to time.

Powers of the
Conference

8 8. The Conference shall have power to-

9 (1) Elect officers of the Institute;

10 (2) approve disciplinary measures;

11 (3) approve adhoc and standing committees.

12 (4) Consider the Annual Reports and Annual Accounts and Balance
13 Sheet of the Institute;

14 (5) Appoint Auditors;

15 (6) Review the activities, plans and programmes of the Institute;

16 (7) Approve any financial levy on members and fees charged by the
17 Institute;

18 (8) Approve the conferment of Fellowships and Honours on
19 deserving persons;

20 (9) Delegate some of its powers to the National Council.

Quorum of
Conference

21 9. The quorum of the Conference shall be representation of members
22 from at least nine states reflecting at least four (4) geopolitical zones of the
23 country.

Establishment
of the National
Executive Council

24 10.-(1) There shall be the National Executive Council (in this Bill
25 referred to as the NEC) comprising of the officers of the body namely, the
26 National President, three Vice Presidents, three Representatives, National
27 Secretary, Assistant National Secretary, National Treasurer, National Financial
28 Secretary and National publicity Secretary, together with all the Presidents and
29 Secretaries of the State Chapters.

30 (2) The NEC shall sit at least four times a year and such meetings shall

1 rotate among the States and Federal Capital Territory.

2 (3) The Quorum at NEC meetings shall be 15 members with five
3 States represented.

4 (4) The Registrar of the Institute shall be in attendance at and
5 service all meetings of the NEC.

6 11. The functions of NEC shall be-

7 (a) To execute or implement all the decisions of the National
8 Council;

9 (b) To maintain the Register of Members and consider applications
10 for promotions of members to higher levels;

11 (c) To generate and control the funds and render accounts to
12 National Council;

13 (d) To run the activities of the Institute on the day-to-day basis

14 (e) To publish the Nigerian Co-operative Review, a journal of the
15 Institute;

16 (f) To carry out all delegated responsibilities of the Council.

17 12.-(1) Members of the National Executive Council shall be
18 elected by the National Conference for a term of three years;

19 (2) No officer shall serve in the same office for more than two
20 consecutive terms.

21 13. There is hereby established State Chapters which shall each
22 comprise of-

23 (1) The State Body:

24 (a) The State Body shall comprise of the registered members in a
25 state;

26 (b) The State Body shall hold Annual General Meetings once a
27 year, within the first quarter of the year, during which Conference papers
28 shall be presented, among other things;

29 (c) The State Body shall hold Ordinary General Meetings as and
30 when necessary but not less than four times a year;

Functions of the
National Executive
Council

Election of the
National Executive
Members

Establishment
of State Chapters

1 (d) Absence from General Meetings shall carry a penalty as may be
2 determined by the State Chapter;

3 (e) The quorum for General Meetings shall be one-quarter of the
4 membership of a State Chapter or 10 members, whichever is less;

5 (f) No resolution of the State Chapter shall contradict any Section of
6 this Bill.

7 (2) The State Executive Council:

8 (a) The State Executive Council shall comprise of the following
9 officers-

10 (i) Chairman;

11 (ii) Vice Chairman;

12 (iii) Assistant Registrar;

13 (iv) Treasurer;

14 (v) Financial Secretary;

15 (vi) Four other members.

16 (b) Members of the State Executive Council shall be elected at the
17 Annual General Meeting for a term of three years provided that no officer shall
18 serve for more than two consecutive terms in the same office;

19 (c) The State Executive Council shall meet at least four times a year;

20 (d) The quorum of the State Executive Council shall consist of half of
21 its members.

Appointment
of Registrar and
maintenance of
Register of Members

22 14. -(1) There shall be appointed for the Institute a fit person as
23 Registrar.

24 (2) It shall be the duty of the Council to appoint a Registrar for the
25 Institute.

26 (3) The Registrar shall be the Chief Administrative Head of the
27 Institute.

28 (4) Whenever the Registrar is absent or is unable for any other reason
29 to discharge the functions of his office, the Council shall appoint an Acting
30 Registrar for the period the Registrar is not available.

1 (5) The Registrar and other staff of the Institute shall hold office on
2 such conditions as the Council may determine.

3 (6) The Registrar shall on the instructions of the President of the
4 Council, convene meetings of committees, Council, and Conference and
5 keep minutes of the proceedings at all such meetings.

6 (7) It shall be the duty of the Registrar to prepare and maintain, in
7 accordance with the provisions of this Bill and rules made by the Council
8 and Conference, a Register of members consisting of names, addresses,
9 date of registration, registration number, and approved qualifications of
10 persons who are registered as members and those who apply to be so
11 registered.

12 (8) The Register shall consist of seven parts, one part each in
13 respect of the following-

14 (a) Student members;

15 (b) Graduate members;

16 (c) Associate members;

17 (d) Senior members;

18 (e) Fellows;

19 (f) Honorary Fellows; and

20 (g) Corporate members.

21 (9) Without prejudice to the provisions of this section:

22 (a) the Council shall make Rules with respect to the form and
23 keeping of the register and the making of entries therein; and in particular-

24 (i) regulating the making of applications for enrollment or
25 registration;

26 (ii) providing for the notification of the Registrar, by the person to
27 whom any registered particulars relate, of any change in those particulars;

28 (iii) Specifying the fees, including any annual subscription, to be
29 paid to the Institute in respect of the entry of names on the register, and
30 authorizing the Registrar not to enter any name on the register until any fee

1 specified for the entry has been paid;

Membership

2 15.-(1) Membership shall be open to those who have the following
3 qualifications:

4 (a) Certificate/Diploma in Co-operative Studies: Higher National
5 Diploma; Bachelors; Post Graduate Diploma in Co-operatives, Masters; Ph.D
6 or equivalent in Co-operative studies;

7 (b) B.Sc/HND, M.Sc. MBA, Ph.D in Accounting, Banking and
8 Finance, Insurance, Management Sciences, Marketing, Agriculture,
9 Agricultural Economics, Law, Economics, Business Administration, Social
10 Sciences subject to passing the prescribed professional examination of the
11 Institute;

12 (c) Final Certificate from any related professional body to be
13 determined from time to time by the Governing Council subject to passing the
14 prescribed professional examination.

15 (2) Members shall be issued with membership cards bearing
16 membership numbers.

17 (3) Membership forms shall be collected from and submitted through
18 State Chapters.

19 (4) The membership forms shall be filled in duplicate and the first
20 copy submitted to the Council through the Registrar and the duplicate copy
21 shall be retained at the State Offices.

Membership
Interviews

22 16. There shall be enrollment interviews to ascertain the qualification
23 and competence of applicants; and to exclude undisciplined, incompetent and
24 corrupt members from membership.

25 17. Where a thesis/dissertation is required, the candidate shall defend
26 his or her thesis/dissertation during the said interview to the satisfaction of
27 Council.

28 18. New members shall be publicly received at an induction
29 ceremony at the National Conference.

1 19. There shall be seven classes of membership in the Institute as
2 follows-

Categories of
membership and
designatory letters

3 (1) Student Member: This shall be open to all students currently
4 studying co-operatives in any Institution of higher learning or enrolled for
5 the Institute of Cooperative Professional of Nigeria's examination Stage
6 One.

7 (2) Graduate Member: This shall be open to holders of
8 Bachelors/Higher National Diploma in Co-operative Studies. or their
9 equivalents.

10 (3) Associate Member: An Associate Member shall have been a
11 graduate Member or possess the Institute of Co-operative Professional of
12 Nigeria's Certificate Stage II-

13 (a) He/she shall have acquired not less than five years post
14 qualification experience in co-operatives or related discipline;

15 (b) He/she shall be entitled to the initials, AMCP after his/her
16 name.

17 (4) Senior Member: A Senior Member shall have been an
18 Associate Member and shall be recommended by the State Chapter for up
19 grading-

20 (a) He/she shall have acquired not less than ten years experience in
21 co-operatives or related profession;

22 (b) He/she shall be entitled to the initials, SMCP after his/her name.

23 (5) Fellow: Fellowship is the most prestigious level of membership
24 and shall be open to Senior Members who have rendered distinguished
25 service to the co-operative movement or to the Institute-

26 (a) Candidates for fellowship must be at least 40 years old and
27 must have acquired not less than 15 years experience in the co-operative
28 field;

29 (b) Any person applying to be a Fellow shall submit book(s) or
30 thesis on Co-operative to the Council and defend same as a valuable

1 contribution to the study of Co-operatives in Nigeria;

2 (c) He/she shall be entitled to the initials, FICP after his/her name.

3 He/She shall be decorated with the Institute's medal. He/She can operate as an
4 independent co-operative consultant. His signature and seal shall be a
5 conclusive evidence of the authenticity and legality of the document that bears
6 it.

7 (6) Honorary Fellow: The Council may, at its discretion, elect
8 distinguished persons, being non-members, to honorary fellowship-

9 (a) Such person(s) would normally have used their positions to
10 render valuable assistance to the Institute and/or the co-operative movement.

11 (7) Corporate Fellow: The Council may admit as Corporate
12 Members companies, institutions, and organizations seen to promote co-
13 operative interests and/or render valuable assistance to the Institute and/or the
14 co-operative movement.

15 20. The Institute shall charge registration fees, annual dues,
16 examination fees and other fees as may be fixed by the National Council and
17 approved by the Conference.

18 21. The Institute shall conduct the following membership qualifying
19 examinations-

20 (1) The Institute of Cooperative Professionals of Nigeria
21 Examination Stage I, which shall be open to persons with qualifications lower
22 than the HND/B.Sc in Co-operative Studies wishing to be members of the
23 Institute.

24 (2) The Institute of Cooperative Professionals of Nigeria
25 Examination Stage II shall be open to persons with stage I Certificate, HND,
26 B.Sc, M.Sc, and Ph.D in Co-operative Studies or their equivalents, with at least
27 5 years post qualification experience.

28 22. A person shall cease to be a member of the Institute if-

29 1. (1) He/She dies;

30 (2) He/She resigns after giving three months' notice in writing and

Registration
Fees, etc.

Institute's
Professional
Examinations

Cessation of
membership

1 paying all liabilities owed by him/her to the Institute;

2 (3) He/she is adjudged by a competent medical board to be of
3 unsound mind;

4 (4) He/she fails to pay his/her dues and subscriptions for two
5 consecutive years.

6 (5) He/she is convicted of a criminal offence or found guilty of any
7 misconduct by a competent court of law.

8 (6) his/her expulsion is approved by the Council on disciplinary
9 reasons.

10 (2) A person who ceases to be a member of the Institute shall have
11 his/her certificate cancelled and his/her name struck out of the Register of
12 Members.

13 (3) Notwithstanding the provision of section 22(4), a person loses
14 his/her membership for default in dues and subscriptions, may be readmitted
15 on application and payment of the debt and a fine as may be fixed by the
16 Council in the sum not exceeding 15% of the amount in default.

17 23. Members below Associate as well as Honorary Fellows are not
18 entitled to vote, or be voted for, at meetings of the Institute.

Eligibility for
Election

19 24. All persons who apply to be members of the Institute within six
20 months of the commencement of this Bill shall be deemed to be foundation
21 members and shall be exempted from qualifying examinations as provided
22 for by Section 21 of this Bill.

Foundation
Members

23 25.-(1) The Council may make rules not inconsistent with this Bill
24 as to acts which constitute professional misconduct.

Professional
misconduct

25 (2) The Rules shall include a Code of Conduct to which every
26 member shall subscribe upon admission.

27 (3) The Council shall constitute a national disciplinary committee
28 which shall be charged with monitoring compliance with the code of
29 conduct and recommending disciplinary actions referred to it by the
30 Council.

1 (4) Notwithstanding section 27(3), the state Chapter may establish
2 state disciplinary committees to handle local issues not already treated by the
3 national disciplinary committee.

4 (5) Any member dissatisfied with the action of the state disciplinary
5 committee, shall have the right to appeal to the national disciplinary
6 committee

Fund of the
Institute

7 26.-(1) The Institute shall maintain a Fund which shall be applied
8 towards the carrying out of its functions.

9 (2) There shall be paid and credited into the fund established pursuant
10 to section (1) of this section-

11 (a) all fees and other monies payable to the Institute in pursuance of
12 this Bill;

13 (b) all grants, aids, loans and solicited funds received for the Institute;

14 (c) proceeds from programmes/activities;

15 (d) money borrowed from time to time for the purpose of executing
16 programmes of the Institute.

17 (e) proceeds from any investment in securities created or issued by or
18 on behalf of the government of the federation or any other securities in Nigeria
19 approved by the Council.

20 (3) There shall be paid out of the fund-

21 (a) all expenditures incurred by the Institute in the discharge of its
22 functions under this Bill;

23 (b) any interest payable on monies borrowed for the activities of the
24 Institute;

25 (c) the remuneration and allowances of the Registrar and other
26 employees of the Institute; and

27 (d) such reasonable traveling and subsistence allowances of Council
28 executive and committee members in respect of the time spent on the duties of
29 the Institute as may be determined by the Council.

30 (4) The Council shall ensure that proper records of income and

1 expenditure of the Institute are kept in respect of each year; and the Council
2 shall cause the accounts to be audited by registered external auditors and to
3 submit the said audited accounts to the National Conference once in each
4 year.

5 27.-(1) The Institute shall maintain bank accounts(s) in its name in Bank Account
6 banks approved by the Council.

7 (2) Any funds of the Institute in excess of an imprest to be
8 determined by the Council shall be lodged into the Institute's account.

9 (3) The National President, National Treasurer and the Registrar
10 shall be signatories to the Institute's account.

11 At the State Chapters the Chairman, the Treasurer and Assistant Registrar
12 shall be signatories.

13 28.. The seal of the Institute can only be affixed to any instrument The Seal
14 by the President and any instrument that bears the seal and the signature of
15 the President shall be of judicial recognition.

16 29. In the event of the dissolution of the Institute, all debts and Winding up
17 liabilities legally incurred on behalf of the Institute shall be fully discharged
18 and any credit balance shall be transferred to the Co-operative Federation of
19 Nigeria Limited for Co-operative development.

20 30. This Bill may be cited as the Institute of Co-Operative Citation
21 Professionals of Nigeria Bill, 2021.

EXPLANATORY MEMORANDUM

This Bill seeks to establish the Institute of Co-operative Professionals of
Nigeria.

