



THE SENATE
FEDERAL REPUBLIC OF NIGERIA

**CHARTERED INSTITUTE OF PROFESSIONAL
SECRETARIAL STAFF OF NIGERIA BILL, 2022
(HB. 350)**

A BILL
FOR

AN ACT TO ESTABLISH THE CHARTERED INSTITUTE OF PROFESSIONAL SECRETARIAL STAFF OF NIGERIA EMPOWERED WITH THE RESPONSIBILITY AMONG OTHERS TO DETERMINE AND REGULATE THE STANDARD OF KNOWLEDGE, SKILL AND QUALIFICATIONS OF PERSONS SEEKING TO BECOME PROFESSIONAL SECRETARIAL STAFF, ETC. IN NIGERIA; AND FOR RELATED MATTERS, 2022

FIRST READING

WEDNESDAY, 19TH JANUARY, 2022

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TUESDAY, 28TH JUNE, 2022

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TUESDAY, 28TH JUNE, 2022

CHARTERED INSTITUTE OF PROFESSIONAL SECRETARIAL STAFF OF NIGERIA BILL, 2022



Arrangement of Clauses

Clause

Establishment of the Chartered Institute of professional staff of Nigeria.
Election/Appointment of the President, 1st and 2nd Vice Presidents and other Officers.
Establishment of the Governing Board of the "CIPSSON".
Board of Fellows.
Management of the Institute's Fund.
Appointment and duties of the Registrar and preparation of the register.
Publication of the register and list of evidential value.
Registration of training and development practitioners.
Approval of qualification, etc.
Supervision, instruction and examination leading to approval.
Establishment of the disciplinary tribunal and the investigating panel.
Penalties for professional misconduct.
Membership.
Application of Acts to Enrol.
Provision for library.
Regulations.
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Chartered Institute of Professional Secretarial Staff of Nigeria Bill, 2022

A BILL FOR AN ACT TO ESTABLISH THE CHARTERED INSTITUTE OF PROFESSIONAL SECRETARIAL STAFF OF NIGERIA EMPOWERED WITH THE RESPONSIBILITY AMONG OTHERS TO DETERMINE AND REGULATE THE STANDARD OF KNOWLEDGE, SKILL AND QUALIFICATIONS OF PERSONS SEEKING TO BECOME PROFESSIONAL SECRETARIAL STAFF, ETC. IN NIGERIA; AND FOR RELATED MATTERS, 2022 (HB. 350)

[]

Commencement

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

PART I — ESTABLISHMENT, ETC. OF THE CHARTERED INSTITUTE OF PROFESSIONAL SECRETARIAL STAFF OF NIGERIA

1. (1) There is established the Chartered Institute of Professional Secretarial Staff of Nigeria (in this Bill referred to as the CIPSSON) which:

Establishment of the Chartered Institute of professional staff of Nigeria.

(a) shall be a body Corporate with perpetual succession and a common seal (to be kept in such custody as the Council may direct);

(b) may sue and be sued in its Corporate name; and

(c) may, subject to the Land Use Act, acquire, hold and dispose off any property, movable or immovable;

(2) The "CIPSSON" shall have the general duty of —

(a) determining the standard of knowledge, skill and qualification of persons seeking to become professional Secretarial staff and raising those standards from time to time as determined by circumstances;

(b) securing in accordance with the provisions of this Bill, the establishment and maintenance of a Register of members of the "CIPSSON" and publication from time to time of lists of persons and organization contained therein;

(c) conducting, encouraging the sponsoring research in the field of Secretarial practice, office Information Technology Management including publishing and disseminating same;

(d) organizing and conducting professional examinations for Secretarial practitioners and office Information Technology Management in Nigeria;

(e) maintaining and upholding the ethics of professional Secretarial practice from time to time;

(f) regulating professional Secretarial practice in Nigeria;

(g) administering professional examinations in Secretarial practice;

(h) collaborating with other reputable examination and professional bodies and /or educational institutions in the field of Secretarial administration or Office Information Technology Management;

(i) providing continuous education in Secretarial practice and office Information Technology Management from time to time;

(j) bringing together in unity and cohesion all professional Secretarial staff and Office Information Technology Managers in Nigeria in line with the provisions of this Bill.

(3) Subject to the provisions of this Bill, persons or organizations admitted into CIPSSON shall be enrolled in the following categories and --

(a) Fellow -FCPS;

(b) Honorary fellow - FCPS (HON);

(c) Members - MCPS;

(d) Associate - ACPS;

(e) Graduate;

(f) Affiliate;

(g) Student.

(4) A person accorded any of the above status by the Council under this Bill, shall be entitled to the use of the appropriate designatory letters as approved by the Council from time to time.

(5) A person registered under this Bill shall be enrolled as a --

(a) Fellow - (FCPS) if --

(i) at the commencement of this Bill, he was not less than forty (40) years of age and had been a Fellow of the Association of Professional Secretarial Staff of Nigeria, incorporated under the Companies and Allied Matters Act (in this Bill referred to as APSSON);

(ii) he possess such qualities, qualifications and has achieved such degree of attainment in Secretarial practice as prescribed by the appropriate authority and has spent at least 15-20 years in the grade of an individual member;

(b) Honourary Fellow- FCPS (HON); if --

(i) at the commencement of this Bill, he was an Honorary fellow of "APSSON"; or

(ii) has contributed immensely to the development and upliftment of the

profession in or outside Nigeria;

(iii) has been found to be a fit and proper person for Honourary Fellowship by the Council.

(c) Members - MCPS; if —

(i) at the commencement of this Bill, he was a member of APSSON; or

(ii) is found by the Council to possess adequate knowledge and skills of the Profession and has spent the number of years as determined by the Council in Secretarial practice;

(iii) passed the relevant examinations prescribed, recognized or accepted by the CIPSSON and have acquired minimum of five years relevant working experience in the field of Secretarial practice in any reputable organization or government establishment;

(iv) acquired a University First Degree, Doctorate or Professorial, Higher National Diploma (HND), or its equivalent in the field of Secretarial Administration, Office Information Technology Management from any Government approved institutions of higher learning and have minimum of five years post qualification working experience or as an Associate of the CIPSSON;

(d) Associate - ACPS; if —

(i) at the commencement of this Bill, he was an Associate of "APSSON";

(ii) he possesses qualifications which, in the opinion of the Council are adequate;
or

(iii) passed the relevant examinations prescribed, recognized or accepted by the CIPSSON and have at least five years relevant working experience in the field of Secretarial practice in any reputable organisation or government establishment;

(iv) acquired a University First Degree, Doctorate or Professorial, Higher National Diploma (HND), or its equivalent in the field of Secretarial Administration, Office Information Technology Management from any Government approved Institution of higher learning;

(e) Graduate if:

(i) attained 21 years of age, passed examinations prescribed, recognised or accepted by the CIPSSON and have a minimum of three years working experience in core Secretarial practice/profession; and have acquired a minimum National Diploma (ND), National Certificate of Education (NCE) or their equivalent from any recognized Institution of learning;

(ii) he possesses other qualifications acceptable to Council; and

(iii) satisfies the requirements for admission to the grade of a Graduate member stipulated in the rules made under this Bill;

(f) Affiliate if —

(i) at the commencement of this Bill, he was an Affiliate of "APSSON"; or

(ii) is a student of an Institution of higher learning recognized by the Council;

(iii) possesses qualifications acceptable to Council;

(g) Student if —

(i) is a student an Institution of higher learning recognized by the Council.

(6) The Board shall have power to consider, approve and confer Honorary Membership of CIPSSON on persons of outstanding qualities and achievements in the industry and other areas of human endeavour such as education, commerce etc., including such awardees contribution to the development of CIPSSON. However, such award shall not confer professional membership status on the Awardees, including the right to vote in the affairs of CIPSSON.

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

PART II — ELECTION/APPOINTMENT OF THE PRESIDENT, 1ST AND 2ND VICE PRESIDENTS AND OTHER OFFICERS OF THE "CIPSSON"

2. (1) There shall be a National President of the "CIPSSON" who shall be a Professional Secretarial Practitioner and shall be up-to-date in his/her financial obligations to the "CIPSSON" and shall be Chairman of the Council.

Election/
Appointment of
the President, 1st
and 2nd Vice
Presidents and
other Officers.

(2) There shall be the First (1st) Vice President of the "CIPSSON" who shall be a Professional Secretarial Practitioner and shall be up-to-date in his/her financial obligations to the "CIPSSON" and shall be a member of the Council.

(3) There shall be a Second (2nd) Vice President of the "CIPSSON" who shall be a Professional Secretarial Practitioner and shall be up-to-date in his/her financial obligations to the "CIPSSON" and shall be a member of the Council.

(4) The President, 1st and 2nd Vice Presidents shall be elected at the Annual General Meeting of the "CIPSSON".

(5) The President, 1st and 2nd Vice Presidents shall hold office for a term of two years each in the first instance from the date of election/appointment and may be eligible for re-election/appointment for another term of two year and no more.

(6) (a) The President shall preside over all the meetings of the "CIPSSON".

(b) In the event of death, incapacity or any other reason bordering on inability to perform the duties of his/her office, the 1st or 2nd Vice President shall fill the vacancy for the unexpired portion of the term of office.

(7) If the President or 1st and 2nd Vice Presidents of the "CIPSSON" ceases to be a member he shall also cease to hold the office designated under this section.

PART III — GOVERNING BOARD

3. (1) There shall be a governing body of the "CIPSSON" (in this Bill referred to as the "Council") charged with:

Establishment of the Governing Board of the "CIPSSON".

(a) the setting up of policies, guidelines, control, targets and appraisal for the "CIPSSON".

(2) The Council shall consist of the following members:

(a) the President, 1st and 2nd Vice-Presidents;

(b) the Registrar, (the Chief Executive of the "CIPSSON") who shall be the Secretary to the Council;

(c) three members elected at the Annual General Meeting of the "CIPSSON";

(d) the immediate past president of "APSSON" or the "CIPSSON";

(e) one member each elected from the six geographical zones of North Central, North West, North East, South East, South West and South South, during the Annual General Meeting;

(f) representatives of relevant Ministries as may be determined by the Council.

(3) The provisions of the First Schedule to this Bill shall have effect with respect to the qualifications and tenure of members of the Council and other matters there-in mentioned.

4. (1) There is established for the "CIPSSON" a Board of Fellows (in this Bill referred to as "FELLOWS")

Board of Fellows.

(2) The "Fellows" shall consist of such number of persons to be determined by the Council.

(3) The members of the "Fellows" shall be appointed and inaugurated in a meeting of the Council summoned for that purpose.

(4) The "Fellows" shall play advisory role to the Council.

(5) A person shall be appointed a member of the "Fellow" only if he is a "FELLOW" of the "CIPSSON".

PART IV — FINANCIAL PROVISIONS

5. (1) The CIPSSON shall establish and maintain a Fund, the management and control of which shall be in the hands of the Council and into which shall be paid:

Management of
the Institute's
Fund.

(a) all monies received by the Council in pursuance of this Bill including fees, levies, grants, investitures, donations and honorariums;

(b) such monies as may be provided by donors, benefactors or other external sources.

(2) There shall be paid out of the Fund of the "CIPSSON":

(a) all reasonable expenditures incurred by the Council in the discharge of its functions under this Bill; and

(b) the remuneration, allowances of the Registrar and other staffs of the "CIPSSON".

(3) The Council may invest its fund in any security such as treasury Bills, shares or any other security in Nigeria approved by it.

(4) The Council may, from time to time, borrow money for the purposes of the "CIPSSON" and any interest payable on such money/monies so borrowed shall be paid out of the Fund.

(5) The Council shall keep proper accounts on behalf of the "CIPSSON" in respect of each financial year, and shall cause the account to be audited by a qualified and /or licensed Auditor appointed by it.

(6) The Auditor appointed for the purpose of this section shall not be a member of the Council.

PART V — THE REGISTRAR AND OTHER OFFICERS OF THE "CIPSSON"

6. (1) The Council shall appoint a fit and proper person to be the Registrar for the purpose of this Bill, and such other persons as the "CIPSSON" may, from time to time, deem necessary to appoint.

Appointment and
duties of the
Registrar and
preparation of
the register.

(2) The Registrar shall be the Secretary to the Council and the Chief Executive of the "CIPSSON".

(3) The Registrar shall prepare and maintain, in accordance with the rules made by the Council, a Register of the names, addresses, approved qualifications and other relevant particulars, as may be specified in the rules, of the persons who are entitled to be enrolled as Fellows, Members, Associates Graduate Members, Affiliates and Students or registered as professional secretarial staff who apply to be so registered and of all Corporate bodies registered in accordance with this Bill;

(4) The Register shall consist of seven parts of which —

(a) the first part shall be in respect of Fellows;

(b) the second part shall be in respect of Members;

(c) the third part shall be in respect of Associates;

(d) the fourth part shall be in respect of Graduate Members;

(e) the fifth part shall be in respect of Affiliates;

(f) the sixth part shall be in respect of Students; and

(g) the seventh part shall be in respect of Corporate Members.

(5) Subject to the following provisions of this Section, the Council may make rules with respect to the form and keeping of the Register and the making of the entries therein, and in particular:

(a) regulate the making of applications for enrolment, registration as the case may be, and providing for the particulars to be produced in support of applications;

(b) provide for notification to the Registrar, by the person to whom any registered particulars relate, of any change in those particulars;

(c) authorize an enrolled or registered person to have any qualification which is, in relation to the relevant division of the profession, either an approved qualification or any accepted qualification for the purposes of this Bill, registered in relation to his name in addition to or as he may elect in substitution for any other qualifications so registered;

(d) specify the fees, including any annual subscription to be paid to the "CIPSSON" in respect of the entry of names on the register;

(e) authorize the Registrar to refuse to enter a name on the Register until any fee specified for the entry has been fully paid; and

(f) specify anything failing to be specified under the foregoing provision of this section.

(6) Rules made for the purposes of paragraph (e) of subsection (5) shall not come into force until confirmed at a special meeting of the Council or at the next Annual General Meeting, as the case may be.

(7) The Registrar shall:

(a) correct in accordance with the Council's directions, any entry in the Register which the Council directs him to correct as being in the Council's opinion an entry which was incorrectly made;

(b) make, from time to time, any necessary alteration in the particulars of the registered persons;

(c) record the names of members of the "CIPSSON" who are in default for more than one year in the payment of the Annual Subscriptions and to take such action in relation thereto (including removal of the names of such persons from the Register) as the Council under this Bill may direct or require.

(8) If the Registrar —

(a) sends by post to any registered person a registered letter addressed to that person at his address on the Register enquiring whether the registered particulars relating to him are correct and receives no reply to the letter within a period of three months from the date of posting or a period to be determined by Council having regards to the circumstances; and

(b) upon the expiration of the period sends in the like manner to the person in question a second similar letter and receives no reply to that letter within one month from the date of posting or a period to be determined by Council having regards to the circumstances.

(9) The Registrar may remove the particulars relating to the person from the Register and the Council may direct the Registrar to restore to the appropriate part of the Register any particulars removed there from under this subsection.

7. (1) The Registrar shall —

(a) cause the Register to be printed, published, and put on sale to members of the public not later than twelve months from the commencement of this Bill;

(b) in each year after that in which the Register is first published under paragraph (a) above to cause to be printed, published and put on sale aforesaid, either a corrected edition of the Register or list of alterations made to the register since it was last printed; and

(c) cause a print of each edition of the Register and of each list of corrections to be deposited at the principal office of the "CIPSSON", and the Council shall keep the Register and lists so deposited and make same available at all reasonable times for inspection by members of the Public.

Publication of the register and list of evidential value.

(2) A document purporting to be a print of an edition of the Register published under this Section by authority of the Registrar or document purporting to be prints of an edition of the Register so published and of a list of corrections to the last edition so published, shall (without prejudice to any other mode of proof) be admissible in any proceedings as evidence that any person specified in the document, or the documents read together, as being registered, was so registered at the date or the edition or the last corrections, as the case may be and that any person not so specified was not so registered.

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

PART VI — REGISTRATION

8. (1) Subject to Section 12 of this Bill and Rules made under Sections 6 (5) and 15 of this Bill, a person shall be entitled to be enrolled or registered as a member of the "CIPSSON" if he:

(a) possesses the relevant qualifications as may be approved from time to time, by the Council and is successful in all the prescribed examination or;

(b) qualifies for enrolment as a member in any of the categories specified in this Bill;

Registration of training and development practitioners.

(c) holds a qualification granted outside Nigeria for the time being accepted by the "CIPSSON" and satisfy the Council that he has had sufficient practical experience in Secretarial practice.

(2) An applicant for registration shall, in addition to evidence of qualification, satisfy the Council that he:

(a) is of a good character and high integrity;

(b) has consistently been in Secretarial Practice for minimum of 2years; and

(c) has not been convicted in Nigeria or elsewhere of an offence involving fraud, dishonesty or gross misconduct.

(3) The Council may from time to time, publish particulars of qualifications criteria for the time being accepted by it for registration.

(4) The Council may in its discretion reject a qualification produced in respect of an application for registration under this section or direct that the application be renewed within such period as may be specified in the direction.

(5) Any entry directed to be made in the Register under subsection (4) of this Section shall show that registration is provisional and no entry so made shall be converted to full registration without the consent of the Council in writing in that behalf.

(6) A member who passed the CIPSSON's Final Examination or has attained Associate Grade of the Institute shall with effect from the date of coming into force of the CIPSSON" Bill, and in line with his/her relevant special career path continue to progress to Grade Level 17 or 15 as may be applicable to him/her or peculiar by the circumstances of the existing Conditions of Service in the services of the Federal or State Governments' MDAs as appropriate.

9. (1) The Council may approve any institution(s) for the purposes of this Bill and may for those purposes, approve:

Approval of
qualification, etc.

(a) any course of training at an approved institution which is intended for persons who, are seeking to become or are already members of the "CIPSSON" and which the Council considers is designed to confer on persons completing it, sufficient knowledge and skill for admission to the "CIPSSON";

(b) any qualification which, as a result of an examination taken in conjunction with a course of training approved by the Council under this Section, is granted to candidates reaching a standard at the examination; indicating, in the opinion of the Council that the candidate has sufficient knowledge and skill to practice as a Professional Secretarial Staff.

(2) The Council may, if it deems it fit, withdraw any approval given under this Section in respect of any course, qualification or institution, but before withdrawing such an approval, the Council shall:

(a) give notice that it proposes to withdraw such approval to each person in Nigeria

appearing to the Council to be a person by whom the course is conducted or the qualification is granted or the institution is controlled, as the case may be;

(b) afford such person an opportunity of making to the Council representations with regards to the proposal; and

(c) take into consideration any representation made as respect of the proposal pursuant to paragraph (b) of this section.

(3) With regards to any period during which the approval of the Council under this Section for a course, qualification or institution is withdrawn, the course, qualification or institution shall not be treated as approved under this Section but the withdrawal of such approval shall not prejudice the registration or eligibility for registration of any person who, by virtue of the approval, was registered or eligible for registration (either unconditionally or subject to his obtaining a certificate or experience) immediately before approval was withdrawn.

(4) The giving or withdrawal of an approval under this Section shall have effect from such date of the execution of the instrument and the Council shall:

(a) publish, as soon as possible, a copy of every such instrument in the Gazette; and

(b) not later than seven days before its publication, send a copy of the instrument to the Minister of Education.

Supervision and Instruction, etc.

10. (1) The members of the Council shall keep themselves informed of the nature of:

(a) the instruction given at approved institutions to persons attending approved courses of training; and

(b) the examinations as a result of which approved qualifications are granted, and for the purposes of performing that duty, the Council may appoint a Committee, either from among its own members or otherwise, to visit approved institutions or to attend such examinations.

(2) The Committee appointed under subsection (1) of this section shall report to the Council on;

(a) the adequacy of the instruction given to persons attending approved course of training at institutions visited by it;

(b) the adequacy of the examinations attended by it; and

(c) any matters relating to the institutions or examinations which the Council may, either generally or in a particular case, request it to report:

Provided always that no member of the Committee shall interfere with the giving of any instruction or holding of any examination.

(3) On receipt of a report made in pursuance of this Section, the Council may, if it deems fit, and shall, if

Supervision,
Instruction and
examination
leading to
approval.

so required by the "CIPSSON", send a copy of the report to the person appearing to the Council to be in charge of the institution or responsible for the examinations to which the report relates, requesting that person to make observations on the report to the Council within such period as may be specified in the request, not less than one month from the date of the request.

PART VII — PROFESSIONAL DISCIPLINE

11. (1) There shall be a body to be known as "CIPSSON" Disciplinary Tribunal (in this Bill referred to as the "Tribunal") charged with the responsibility of considering and determining all cases referred to it by the Investigating Panel established under subsection (3) of this section.

Establishment of the disciplinary tribunal and the investigating panel.

(2) The "Tribunal" shall consist of the Chairman of the Council and six other members of the "CIPSSON" appointed by the Council.

(3) There shall be a body, to be known as the "CIPSSON" Investigating Panel (in this Bill referred to as the Panel") charged with the duty of:

(a) conducting preliminary investigation into any matter or complaint where it is alleged that a member has misbehaved or compromised the ethics of the profession in his capacity as a member of the "CIPSSON";

(b) or should, for any reason, be the subject of proceedings before the "Tribunal"; and

(c) deciding whether the matter or complaint shall be referred to the "Tribunal".

(4) The Panel shall be appointed by the Council and shall consist of two members of the Council and five duly registered members of the "CIPSSON" who are not members of the Council

(5) The provisions of the Third Schedule to this Bill shall, so far as applicable to the "Tribunal" and the Panel respectively, have effect with respect to those bodies.

(6) The Council may make rules not inconsistent with this Bill as to acts which constitute professional misconduct.

12. (1) Where —

Penalties for professional misconduct.

(a) a member is adjudged by the Tribunal to be guilty of infamous conduct in any professional respect; or

(b) a member is convicted, by any Court of competent jurisdiction in Nigeria or elsewhere for an offence (whether or not punishable with imprisonment) which in the opinion of the Tribunal is incompatible with the status of a member of the "CIPSSON"; or

(c) the Tribunal is satisfied that the name of any person has been fraudulently registered;

(d) the Tribunal may, if it deems fit, give a direction reprimanding that person or ordering the Registrar to strike his name off the relevant part of the Register;

(2) The Tribunal may, if it fit, defer or further defer its decision as to the giving of a direction under subsection (1) of this section until its subsequent meeting but:

(a) a decision shall not be deferred under this subsection for periods exceeding two years in the aggregates; and

(b) no person shall be a member of the "Tribunal" for the purposes of reaching a decision which has been deferred or further deferred, unless he was present as a member of the "Tribunal" when the decision was deferred.

(3) For the purposes of subsection (1) (b) of this section, a person shall not be treated as convicted pending the final determination of an appeal if any against the conviction;

(4) When the "Tribunal" gives a direction under subsection (1) of this section, it shall cause notice of the direction to be served on the person affected.

(5) The person affected may, at any time within 90 days of service on him of notice of direction appeal to the "Tribunal" which may review its decision.

(6) A person whose name is removed from the Register on the direction of the "Tribunal" under subsection (1) (c) of this section shall not be entitled to be registered again, except in pursuance to a direction in that behalf given by the "Tribunal" on the application of that person to the Council; and, a direction under this section for the removal of a person's name from the Register may prohibit an application under this section by that person until the expiration of such period when the date of the direction (and where he has duly made such an application, on the date of his last application) as may be specified in the direction.

PART VIII — MEMBERSHIP OF THE "CIPSSON"

13. (1) Upon the commencement of this Bill, any person who was not a member of "APSSON", may, within the period of 3 months from the commencement of this Bill, apply and obtain membership in such a manner as may be prescribed by the rules made by the Council and, if approved, he shall be enrolled or registered, as the case may be, according to his qualifications;

Membership.

(2) A person shall be deemed a member of the "CIPSSON" if:

(a) he/she is a practicing Confidential Secretary or a Lecturer in the field of Confidential Secretarial Practice and/or Office Information Technology Management employed in the private sector of the economy; or self-employed; and upon application for membership as regulated by the relevant provisions of this Bill;

(b) he holds himself out to the public as a Professional Secretarial Practitioner;

(c) he is a retired professional Secretarial staff; or

(d) he renders any other service which may, by regulations made by the Council, be designated as service constituting practice in Secretarial training sector;

(e) admittance of persons covered by subsections (b), (c) and (d) of this section shall be upon

application for membership duly made to "CIPSSON" as provided by the relevant sections of this Bill.

Rules as to Articles, etc.

Application of
Acts to Enrol.

14. (1) The Council may make rules for:

- (a) the training of suitable persons as professional Secretarial staff;
- (b) the supervision and regulation of the engagement, of such person; and
- (c) the registration and licensing of persons to practice and/or be employed as professional Secretarial staff;
- (d) fees to be paid by members of the "CIPSSON";
- (e) restrictions on the right to practice when all prescribed conditions have not been met.

(2) The Council may also make rules prescribing the amount and due dates for payment of the Annual subscription and for such purposes, different amounts may be prescribed by the rules according to membership grades of Fellow, Honorary Fellow, Members, Associate, Graduate, Affiliate and Student;

(3) Rules when made shall, if the Chairman of the Council so directs, be published and circulated to members.

(4) The Council shall be free to confer Honorary Membership or Merit Award of the "CIPSSON" on persons or bodies considered worthy of such honour on terms and conditions prescribed by it.

15. The "CIPSSON" shall:

Provision for
library.

- (a) provide and maintain a library comprising books and publications for the advancement of the knowledge in Secretarial practice, office Information Technology and Management, and such other books and publications as it may deem necessary for the purpose; and
- (b) encourage research into Secretarial practice and Allied matters to the extent that the Council may from time to time consider necessary.

Regulations, Rules and Offences

16. (1) Any regulation:

Regulations.

(a) made for the purposes of this Bill shall be published in the Gazette as soon as may be possible after it has been made.

(2) Rules made for the purposes of this Bill shall be:

(a) subject to confirmation by the Council at any Meeting of the "CIPSSON" summoned for that purpose and;

(b) if annulled, shall cease to have effect on the day after the date of annulment but;

(c) without prejudice to anything already done in pursuance of any such rule.

17. (1) Upon the Commencement of this Bill:

Rules and
offences.

(a) any person who for the purpose of procuring his registration as a member of the "CIPSSON" knowingly or recklessly makes any statement, tender any document which he knows or ought to reasonably know to be false commits an offence and shall not be eligible for registration and if registered shall be delisted;

(b) any person who, not bearing a member of "CIPSSON" holds himself/herself out as a member and practices as a registered member of "CIPSSON" in expectation of reward or financial consideration commits an offence and shall be liable upon conviction to punishment under the relevant laws of Impersonation of the Federal Republic of Nigeria;

(c) any person, being a member who holds himself/herself out by taking any name, title, addition or description implying that he/she is a member of the "CIPSSON", other than the grade upon which he/she is enrolled or registered under this Bill commits an offence and shall be liable to face the tribunal who shall, upon conviction, impose the appropriate penalty thereof.

(2) Any willful falsification of entries in the Register of membership by the Registrar or any other person acting for or on behalf of "CIPSSON" constitute an offence and such offender shall on summary conviction be liable to a fine in the minimum of ₦50,000.00 and not exceeding ₦250,000.00 or to a term of imprisonment not exceeding 2 years or to both such fine and imprisonment.

(3) Where the offences under subsections (1) (a), (b) and (c) of this Section is proved to have been committed by a body Corporate, and attributable to the connivance or neglect of the Officers of such body Corporate such as Directors, Managers, Secretary or other Officers purporting to act in such capacity shall be deemed guilty of that offence and shall be proceeded against and punished accordingly.

18. In this Bill, unless the context also requires —

Interpretation.

"Affiliate" means member of the "CIPSSON" registered in the Affiliate grade;

"APSSON" means Association of Professional Secretarial Staff of Nigeria (a Corporate body registered under the Companies and Allied Matter Act);

"Associate" means a member of the "CIPSSON" registered in the Associate category;

"Bill" means this Bill;

"Chairman" means the Chairman of the Council;

"CIPSSON" means Chartered Institute of Professional Secretarial Staff of Nigeria;

"Council" means the Council established as the governing body of the CIPSSON under section 3 of this Bill;

"Enrolled" in relation to Fellow, Honorary Fellow, Member, Associate, Graduate, Affiliate, Student means registered in the part of the Register relating to Fellow, Honorary Fellow, Member, Associate, Graduate Affiliate and Student as the case may be;

"Fees" includes annual subscriptions;

"Fellows" means the Board of Fellows appointed under section 4 (1) of this Bill;

"Honourarium" means the amount paid to ad-hoc staff;

"Member" means 'member of the "CIPSSON";

"Minister" means the Minister of Education;

"President" and "Vice-President" means respectively office holders under those names in the "CIPSSON";

"Register" means the Register maintained as required under section 6 (3) of this Bill;

"Registrar" means the Registrar appointed by the Council under section 6(1) of this Bill;

"Tribunal" has the meaning assigned thereto in this Bill.

19. This Bill may be cited as the Chartered Institute of Professional Secretarial Staff of Nigeria Bill, 2022. Citation.

SCHEDULES

FIRST SCHEDULE

Section 3(3)

SUPPLEMENTARY PROVISIONS RELATING TO THE COUNCIL

Qualification and Tenure of Council Members

1. (1) Subject to the provisions of this Bill every appointed/elected member of the Council with the exception of the Registrar shall hold office for two years at the first instance and may be reappointed/re-elected for a further term of two years in the same office without more.

(2) A person who ceases to be a member of the "CIPSSON" shall, if he is also a member of the Council, cease to hold such office.

(3) An appointed/elected member may, by notice in writing under his hand addressed to the chairman, resign his office.

(4) A person who resigns from or otherwise ceases to be a member of the Council as a result of a report in writing to the Council and the Annual General Meeting of the "CIPSSON" with proven evidence of grave violation of the provisions of this Bill by a person or group of persons in Council; shall not be eligible for re-election into the Council.

(5) Appointment/election shall be carried out in such a transparent and democratic manner that may be prescribed by the Council from time-to-time.

(6) If for any reason there is a vacancy in the office of a member of the Council —

(a) such vacancy shall be filled by the appointment/election of a fit and proper member to complete the un-expired portion of the term of that Council member;

(b) provided always that the Council shall make rules for such appointment/election.

Power of Council

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

Proceedings of Council

3. (1) Subject to the provisions of this Bill, the Council may, in the name of the "CIPSSON", make Standing Orders to regulate proceedings of the Council, and in the exercise of its powers under this Bill, may set up committees in the general interest of the "CIPSSON" including making Standing Orders thereto.

(2) Standing Orders shall provide for decisions to be taken by a majority of the members, and, in the event of equality of votes, the Chairman, shall have a second or casting vote.

(3) Standing Orders made for a Committee shall provide that the Committee is to report back to the Council on any matter not within its competence to decide.

(4) The quorum of the Council shall be twelve and the quorum of a Committee of the Council shall be fixed by the Council.

Meetings

4. (1) The Council shall convene the Annual General Meeting of the "CIPSSON" on such day and month as it may determine. However, not more than thirteen months shall elapse between the previous General Meeting.

(2) A special meeting of the "CIPSSON" may be convened by the Council at any time if more than one hundred members require it by notice in writing addressed to the Registrar setting out the objects of the proposed meeting.

(3) The Quorum of any meeting of the "CIPSSON" shall at list fifty (50) financial members.

(a) of the "CIPSSON"

(b) of the Council

5. (1) Subject to the provisions of this Bill; and any Standing Orders of the Council, the Council shall meet whenever it is summoned by the Chairman, and if the Chairman is required to do so by notice in writing given to him by not less than seven (7) other members, he shall summoned a meeting of the Council within seven (7) days of the service of the notice.

(2) At any meeting of the Council, the President or in his absence the 1st or 2nd Vice President as the case may be shall preside, but if both are absent, the members present at the meeting shall appoint one of them to preside at that meeting.

(3) Where the Council desires to obtain advice from any person on a particular matter, the Council may co-opt that person as a member for such period as the Council may deem fit but a person who is a member by virtue of this provision shall not be entitled to vote at any meeting of the Council and shall not count towards a quorum.

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

Committee

6. (1) The Council may appoint one or more Committees to carry out on behalf of the "CIPSSON" such functions as it may determine.

(2) A Committee appointed under this paragraph shall consist of the number of persons determined by the Council and a person other than a member of the Council shall hold office in the Committee in accordance with the terms of the instrument by which he is appointed.

(3) A decision of a Committee is null and void if not confirmed by the Council

Miscellaneous

7. (1) The fixing of the seal of the "CIPSSON" shall be authenticated by the signature of the Chairman or another member of the Council authorized generally or specially to act for that purpose.

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

(3) Any document purporting to be duly executed under the seal of the "CIPSSON" shall be received in evidence and shall, unless the contrary is proved, be deemed to be so executed.

(4) The validity of any proceeding of the "CIPSSON" or the Council or of a Committee of the Council shall not be adversely affected by any vacancy in the membership, or by any defect in the appointment of a member of the "CIPSSON" or the Council or a person serving on the Committee or by reason that a person not entitled to do so took part in the proceedings.

(5) Any member of the "CIPSSON" or of the Council or any person holding office in a Committee of the Council who has a personal interest in any Contract, or arrangement entered into or proposed to be considered by the Council on behalf of the "CIPSSON", or on behalf of the Council, or a Committee thereof, shall forthwith disclose his interest to the Chairman of the Council, and shall not vote on any question relating to the said contract or arrangement.

(6) A person shall not, by reason only of his membership of the "CIPSSON", be required to disclose any interest relating solely to the audit of the account of the "CIPSSON".

SECOND SCHEDULE

TRANSITIONAL PROVISIONS AS TO PROPERTY, ETC.

Transfer of Institute

1. (1) Every agreement to which the former "APSSON" was a party immediately before the commencement of this Bill, whether in writing or not and whether or not of such a nature that the rights, liabilities and obligations thereunder could be assigned by the "APSSON" shall, unless its term or subject matter is impossible that it should have effect as modified in the manner provided by this subparagraph, have effect/from the commencement of this Bill, so far if as it relates to assets and liabilities transferred by this Bill to the "CIPSSON", as if —

(a) the "CIPSSON" had been a party to the agreement;

(b) for any reference (however worded and whether express or implied) to the "APSSON", there were substituted, as respect anything falling to be done on or after the commencement of this Bill, a reference to the "CIPSSON"; and

(c) for any reference (however worded and whether express or implied) to a member or members of the National Executive Council (NEC) of "APSSON" or an officer of "APSSON", there were substituted, respect to anything falling to be done on or after the commencement of this Bill, a reference to a member or members of the Council under this Bill or the officer of the "APPSON" who corresponds as nearly as may be to be member or officer in question of the "CIPSSON".

(2) Other documents which refer, whether specially or generally, to the "APSSON" shall be construed in accordance with subparagraph (1) of this Schedule.

(3) Without prejudice to the generality of the provisions of this Schedule, whereby the operation of any of them or for Section 19 of this Bill, any right, liability or obligation vested in the "APSSON", the "CIPSSON" and all other persons shall; as from the commencement of this Bill, have the same rights, powers and remedies (and in particular, the same rights as to the taking or resisting of legal proceedings or applications to any authority) for ascertaining, perfecting or enforcing that right, liability or obligation as they would have had if it had at all times been a right, liability or obligation of the "CIPSSON".

(4) Any legal proceeding or application to any authority pending at the commencement of this Bill by or against the "APSSON" and relating to property transferred by this Bill to the "CIPSSON" may be continued on or after that day by or against the "CIPSSON".

(5) If the law in force at the place where any property transferred by this Bill is situated provides for the registration of transfers of property of the kind in question (whether by reference to an instrument of transfer or otherwise) the law shall, so far as it provides for alterations of a register (but not for avoidance of transfer, the payment of fees or any other matter) apply, with the necessary modifications, to the transfer of the property aforesaid; and it shall be the duty of the Council to furnish the necessary particulars of the transfer to the proper officer of the registration authority, and of that officer to register the transfer accordingly.

Transfer of Function, etc.

2. (1) At its first meeting, the Council of the "CIPSSON" shall fix a date, not later than three months after the commencement of this Bill, for the Annual General Meeting of the "CIPSSON".

(2) The members of the National Executive Council (NEC) of the "APSSON" shall be deemed to be members of the Council of the "CIPSSON" until the date determined in pursuance of the forgoing subparagraph when the "CIPSSON"

shall have its first Annual General Meeting, and they shall cease to hold office at the conclusion of such meeting.

(3) The members of staff of the "APSSON" shall, as from the commencement of this Bill, be registered as members of staff of the "CIPSSON"; and without prejudice to the general provisions of this Schedule relating to the transfer of property, any person who, immediately before the commencement of this Bill, was a member of the staff of the "APSSON" shall on that day become the holder of an appointment with the "CIPSSON" with the status, designation and functions which correspond as nearly as may be possible to those which appertained to him in his capacity as a member of that staff.

(4) All regulations, rules and similar instruments made for the purposes of "APSSON" and in force immediately before the commencement of this Bill, shall, except in so far as they are subsequently revoked or amended by any authority having power in that behalf, have effect for, with any necessary modifications, as is duly made for the corresponding purposes of the "CIPSSON".

THIRD SCHEDULE

SUPPLEMENTARY PROVISIONS RELATING TO THE DISCIPLINARY COMMITTEE AND THE INVESTIGATING PANEL

Section 11(5)

The Tribunal

1. The quorum of the Tribunal shall be four of whom at least two shall be registered members.

2. (1) The Chief Justice of Nigeria shall make rules as to the selection of members of the Tribunal for the purposes of any proceedings and as to the procedure to be followed and the rules of evidence to be observed in the proceedings before the Tribunal.

(2) The rules shall in particular provide:

- (a) that notice of the proceedings shall be given, at such time and in such manner as may be specified by the rules, to the person who is the subject of the proceedings;
- (b) for determining who, in addition to the person aforesaid, shall be a party to the proceedings;
- (c) for securing that any party to the proceedings shall, if he/she so requires, be entitled to be heard by the Tribunal;
- (d) for enabling any party to the proceedings to be represented by a legal practitioner;
- (e) subject to the provisions of this Bill, as to costs of the proceedings before the Tribunal;
- (f) for requiring, in a case where it is alleged that the person who is the subject of the proceedings is guilty of infamous conduct in any professional respect, that where the Tribunal adjudges that the allegation had not been proved it shall record a finding that the person is not guilty of such conduct in respect of the matters to which the allegation relates; and
- (g) for publishing in the Gazette of any direction of the Tribunal which has taken effect providing that a person's name shall be struck off from the register.

(3) For the purpose of any proceeding before the Tribunal, any member of the Tribunal may administer oaths and any party to the proceedings may issue out of the Registry of the High Court writs of subpoena ad testificandum and duces tecum; but no person appearing before the Tribunal shall be compelled to —

(a) make any statement before the Tribunal tending to incriminate himself; or

(b) produce any document under such a writ which he could not be compelled to produce at the trial of an action.

4. (1) For the purpose of advising the Tribunal on questions of law arising in the proceedings before it, there shall, in all such proceedings, be an Assessor to the Tribunal who shall be appointed by the Council on the nomination of the Attorney-General of the Federation and shall be a Legal Practitioner of not less than ten years standing.

(2) The Attorney-General of the Federation shall make rules as to the functions of Assessors appointed under this paragraph, and in particular, such rules shall contain provisions for securing:

(a) that where an Assessor advises the Tribunal on any question of law as to evidence, procedure or any other matter specified by the rules, he shall do so in the presence of every party or person representing a party to the proceedings who appears there at or, if the advice is tendered while the Tribunal is deliberating in private, that every such party or person as aforesaid shall be informed what advice the Assessor has tendered; and

(b) that every such party or person as aforesaid shall be informed if in any case the Tribunal does not accept the advice of the Assessor on such question as aforesaid.

(3) An Assessor may be appointed under this paragraph either generally or for any particular proceeding or class of proceedings and shall hold and vacate office in accordance with the terms of the instrument by which he is appointed.

The Panel

5. The quorum of the Panel shall be three.

6. (1) The Panel may, at any of its meeting, make Standing Orders with respect to its activities.

(2) Subject to the provisions of any such standing Order, the Panel may regulate its own procedure.

Miscellaneous

7. (1) A person ceasing to be a member of the Tribunal or the Panel shall be eligible for reappointment as a member of that body.

(2) A person may, if otherwise eligible, be a member of both the Tribunal and the Panel; but no person who acted as a member of the Panel with respect to any case shall act as the member of the Tribunal with respect to that case.

8. The Tribunal or the Panel may act, notwithstanding any vacancy in its membership; and the proceedings of either body shall not be invalidated by any irregularity in the appointment of a member of the body or by reason of the fact that any person who was not entitled to do so took part in the proceedings of that body.

9. Any document authorized or required by virtue of this Bill to be served on the Tribunal or the Panel shall be served on the Registrar appointed under section (6) of this Bill.

10. Any expenses of the Disciplinary Committee or the Panel shall be defrayed by the Council.

FOURTH SCHEDULE

EXPLANATORY PROVISION RELATING TO CAREER PATH PROGRESSION OF MEMBERS OF THE "CIPSSON"

Career path for members of Chartered Institute of Professional Secretarial Staff of Nigeria "CIPSSON"

Upon coming into force of the "CIPSSON" and subject to the provisions of Part VI of this Bill, members of the "CIPSSON" employed in the services of either the Federal Government, the State Governments' Departments and Agencies may progress, subject to the relevant Civil Service Rules and Conditions of Service as applied in the various Ministries, Departments and Agencies, along the Career path herein provided as Fourth Schedule to this Bill.

Officers Cadre:

Posts and Salaries

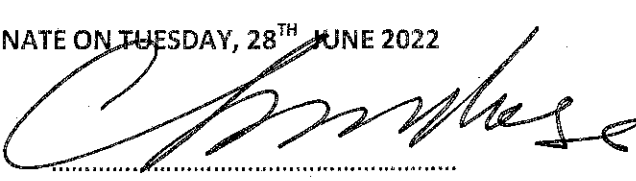
- 1.1 Confidential Secretary/Bilingual Secretary Grade I — Grade Level 08
- 1.2 Senior Confidential Secretary/Senior Bilingual Secretary — Grade Level 09
- 1.3 Principal Confidential Secretary II/Principal Bilingual Secretary II — Grade Level 10
- 1.4 Principal Confidential Secretary I/Principal Bilingual Secretary I — Grade Level 12
- 1.5 Assistant Chief Confidential Secretary/Asst. Chief Bilingual - Secretary Grade Level 13
- 1.6 Chief Confidential Secretary/Chief Bilingual Secretary — Grade Level 14
- 1.7 Assistant Director (Office Technology and Management Services) — Grade Level 15
- 1.8 Deputy Director (Office Technology and Management Services) — Grade Level 16
- 1.9 Director (Office Technology and Management Services) — Grade Level 17.

EXPLANATORY MEMORANDUM

This Bill seeks to Establish the Chartered Institute of Professional Secretarial Staff of Nigeria Empowered with the Responsibility among others to determine and regulate the Standard of Knowledge, Skill and Qualifications of persons seeking to become Professional Secretarial Staff, etc, in Nigeria and for related matters.

THIS BILL WAS PASSED BY THE SENATE ON TUESDAY, 28TH JUNE 2022


.....
President,
Senate of the Federal Republic of Nigeria


.....
Clerk,
Senate of the Federal Republic of Nigeria