

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 4 OF 5th day of February 2019: ELECTION OF FELLOWS OF THE NIGERIAN INSTITUTE OF PUBLIC RELATIONS

PREAMBLE

The highest membership grade in the Nigerian Institute of Public Relations (NIPR) is the grade of *Fellow*. A person who is adjudged to be a Fellow of the Institute should possess qualifications, skills and experiences worthy of the head of a division, department or faculty.

In view of the huge responsibility placed on any person elected as a Fellow of the Institute, Council has deemed it necessary to invoke 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, 2007) to make a bye-law to establish a Fellowship Advisory Committee as one of the Standing Committees of Council; and provide guidelines for the election of Fellows of the Institute. The said section empowers the Council of the Institute to make rules as to practice and other matters thereto. Pursuant to that power, Council hereby enacts "Bye-Law No 4 of 2019: Establishment of Fellowship Advisory Committee and Election of Fellows of the Nigerian Institute of Public Relations"

Article 1 Establishment of the Fellowship Advisory Committee

- a. There shall be established a Standing Committee of Council of the Nigerian Institute of Public Relations to be known as "Fellowship Advisory Committee".
- b. The Composition of the Fellowship Advisory Committee (hereinafter referred to as "the Committee") shall comprise a Chairperson, Vice Chairperson and not more than seven other members.
- c. The Council shall appoint members of the Committee.
- d. Committee members shall be persons of proven integrity who must have been on the Fellow membership grade of the Nigerian Institute of Public Relations for at least five years.
- e. The Chairman of the Committee shall hold office for a term of two years, in the first instance, which may be renewed by Council for a second and final term of two years;
- f. The Vice Chairman and members shall hold office for a term of two years in the first instance which may be renewed by Council for not more than three consecutive terms of two years each;

- g. Without prejudice to any other provision in this Bye-law, the tenure of Chairman, Vice Chairman and members of the Committee shall be deemed to have elapsed upon expiration of the term of office of the Council that appointed them.
- h. The **general functions** of the Committee shall be to:
 - i. Screen applications submitted to it by Council and make appropriate recommendations to Council on appointment of new *Fellows* of NIPR;
 - ii. Advise Council on all matters pertaining to the Fellowship grade of NIPR referred to it by Council;
 - iii. Liaise with the Membership Services Committee to ensure the provision of innovative and efficient services to NIPR *Fellows* in such a way as to improve the satisfaction, loyalty, and welfare of *Fellows*;
 - iv. Ensure the regular financial contributions and participation of *Fellows* in programmes and activities of the Institute;
 - v. Enhance the dignity and regular interaction of *Fellows* through the annual *Fellows' NIGHT* and any other activity approved by Council from time to time.

Article 2 Eligibility for Election as a Fellow of the Institute

- a. Pursuant to the provisions of section 2 (2) (a) of the NIPR Act, persons registered as Public Relations practitioners shall be entitled to be elected as Fellows of the Institute if they satisfy the Council that in addition to being the holders of approved academic qualifications, they have been in continuous active practice for ten (10) years after attaining the membership grade of *Member*.
- b. In addition, such applicants shall demonstrate evidence of continuous participation, and good financial standing, in the affairs of the Institute at State Chapter, and National levels; in this context, participation means attendance equivalent to sixty percent (60%) in all State Chapter activities and National Programmes, especially the monthly meetings and Conferences and Annual General Meetings.
- c. Applicants shall also show reasonable contributions to the development of the Institute in the last ten years preceding His/Her application.

Articles 3 Conferment of Automatic and Honorary Fellowship of the Institute

a. Automatic Fellowship

- i) A member who has not attained the status of Fellow at the time of his or her election as President and Chairman of the Governing Council shall be inducted as Fellow of the Institute by Council upon investiture as President and Chairman of Council.
- ii) Without prejudice to articles 2, 3 (e) and 4 in this bye-law, the Council may grant Fellowship to a scholar and researcher of high standing in any relevant communication discipline who has attained the zenith of His/Her academic career

- and adjudged by Council to have sustained contributions to the growth of NIPR for not less than eight (8) years preceding His/Her nomination.
- iii) The Institute shall not place any further obligations on a nominee being considered by Council under article 3 (a) (ii) above provided that He/She is up to date in the payment of His/Her annual membership dues and must have attained the status of *Member* category of the Institute for not less than eight (8) years preceding his/her nomination.
 - iv) A Fellow of a Public Relations body with which the NIPR has a reciprocal relationship may be elected a Fellow of the NIPR by the Council, provided that Council is satisfied that such Fellow has contributed to the training or otherwise development of Public Relations practice in Nigeria.
 - v) Conferment of this category of Fellowship shall be confirmed upon simple resolution of Council in favour of a written nomination addressed to Council on behalf of the Candidate by a Fellow and duly seconded by another Fellow or chapter executive.

b. *Honorary Fellowship*

Without prejudice to the provisions of this bye-law, the Council shall consider and confer honorary fellowship on:

- i. A person who is not a registered member of the Institute, provided such a person is adjudged to have advanced the practice of Public Relations at top management position for not less than fifteen years.
- ii. Honorary Fellows have no voting rights in the Institute's affairs.
- iii. Council may accept nominations for Honorary Fellowship of the Institute from either the NIPR State Chapters through their Executive Committee, Fellowship Advisory Committee, or a member of the Institute who has spent not less than ten years on the *Fellow* membership category of the Institute.
- iv. Conferment of this category of Fellowship shall be confirmed upon simple resolution of Council in favour of a written nomination addressed to Council on behalf of the candidate by a Fellow whose written proposal is supported in writing by at least three other Fellows or Chapter Executives.

Article 4 Application Process

- a. An applicant for election as Fellow, other than those covered in article 3 above, shall pay to the Institute the prescribed fee for the application form.
- b. Upon receipt of the application fee, the Registrar shall forward the application form and a copy of the Institute's *Professional Standards Guide (PSG)* as well as other relevant regulations to the applicant for their guidance.
- c. The applicant shall complete the application form, sign the declaration and obtain the endorsement of the Chairman of the State Chapter at which the applicant's membership is domiciled.

- d. An application that is not endorsed by the relevant State Chapter Chairman, or where the circumstances so warrant, the Vice Chairman, shall not be processed, unless excused by the Council for a justifiable reason.
- e. Each applicant shall propose to the Committee, two (2) topics as fellowship paper dissertation, alongside the duly completed application form; which the Committee shall consider and approved one topic which shall be communicated to the candidate in good time to prepare the dissertation for presentation.

Article 5 Submission of Paper

- a. The applicant for election as Fellow shall submit six (6) bound copies of His/Her Fellowship paper in Microsoft word on white A4 bond paper in at least 12 points *Times Roman* font to the Registrar of the Institute, not later than one week before the scheduled oral presentation of the paper.
- b. Without prejudice to Article 3 (a) above, the applicant is at liberty to make an oral presentation of the paper in any other format considered more convenient provided the presentation format covers the substance of the paper.
- c. The subject matter of the applicant's paper *should* be on any area of Public Relations practice, and, must demonstrate understanding of critical issues or the application of new thinking.
- d. The candidate shall demonstrate genuine ownership of the work and, in the tradition of scholarship, clearly acknowledge and annotate resources derive from other sources.
- e. If at any point a case of plagiarism is proven against any paper submitted as part of the fellowship screening by a candidate for Fellowship, the Fellowship so awarded shall be withdrawn by the Institute forthwith.
- f. The format of the paper shall comply substantially with Section 5 "Performance Evaluation Panel Guide" of the *Professional Standards Guide (PSG)* of the NIPR, 2004. The five (5) step format prescribed by the *PSG* are:
 - i. Identification of problem
 - ii. Research and analysis of problem
 - iii. Plan of action
 - iv. Implementation
 - v. Evaluation

Article 6 Composition of the Assessment Panel of the Committee

- a. An applicant for election as a Fellow of the Institute shall, on compliance with the application process, make an oral presentation of the paper so submitted to an Assessment Panel of the Committee
- b. The Panel for the assessment of presentations by applicants for Fellowship of the Institute shall compose of five (5) Fellows of the Institute appointed by the Committee.

- c. The Chairman of the Committee of Fellows shall be the Chairman of the Assessment Panel.
- d. In the absence of the Chairman of the Committee, his Vice or any Member duly appointed by majority of the members present shall serve as Chairman of the Assessment Panel.
- e. The Registrar of the Institute or a staff of the Institute not below the rank of Principal Assistant Registrar shall serve as the Secretary of the Panel.
- f. The Secretary of the Panel shall not be reckoned as a member of the Panel; nor have a voting right on the Panel, even if such person is a Fellow of the Institute.
- g. Members of the Institute, irrespective of their membership grade may sit in as the audience at the oral defense of dissertation by candidates for Fellowship.
- h. The audience shall not communicate with the candidates or ask them questions or make any contribution to the viva by the Assessment Panel in evaluating the candidates' works.

Article 7 Grading of Presentation and Announcement of Result

- a. The pass mark in the Fellowship grading shall be seventy percent (70%) which shall be a mean of the total scores by the panelists.
- b. A candidate who scores up to fifty percent (50%) but less than the pass mark of seventy percent (70%) may be permitted to repeat the presentation within three months without having to pay the prescribed application fee again.
- c. However, a candidate who scores below fifty percent (50%) shall reapply after not less than six months and pay all prescribed fees before being permitted to make a fresh presentation to an Assessment Panel.
- d. Without prejudice to the specific assessment criteria adopted by the Assessment Panel, marks shall be awarded for the following:
 - i. Neatness of the typed paper.
 - ii. Appearance of candidate, including appropriate dressing, make-up, and grooming.
 - iii. Composure in presentation by candidate, including response to questions.
 - iv. Presentation gestures.
 - v. Time management.
 - vi. Content and substance of paper, including originality and novel ideas.
 - vii. Referencing and annotation.
- e. At the end of the viva voce, candidate shall be requested to go out of sight and hearing from the room in order to be assessed by the Panel, using an official marking scheme supplied by the Committee.
- f. Each member of the Panel shall grade the candidate based on the assessment form provided by the Committee with clear criteria.
- g. The candidate's score will be the mean from the aggregate of grades by the panelists.

- h. When the mean score is determined and the panel has reached a decision, the candidate will be invited into the room and the result disclosed to them by the Chairman of the Assessment Panel.
- i. Not less than one week after the examination, successful candidates shall be notified in writing to prepare for their investiture as Fellows of the Institute while referred candidates shall also be advised in writing on the outcome of their viva and counselled on possible remedial measures to adopt,.
- j. Where a candidate scores the pass mark but has minor corrections as recommended by the panel, He/She shall be given a timeframe not exceeding three months by the Panel to correct and submit the final copy to the Committee.
- k. It shall be the responsibility of the Committee to determine whether or not the corrections made meet the recommendations contained in the report of the panel before presenting the candidate to the Council for investiture or otherwise.

Article 8 Investiture of Fellows

- a. The Committee shall transmit to the Council the result of the Fellowship Assessment.
- b. Upon the approval by Council, the successful candidate shall pay all prescribed fees before His/Her investiture as *Fellow* with the ceremonial medallion, gown and certificate in evidence thereof.
- c. The President and Chairman of Council (or in his absence, any senior Fellow in Council or a Fellow appointed by Council) shall conduct the investiture of new *Fellows* of the Institute during the National Conference and Annual General Meeting (AGM) holding immediately following the approval.
- d. The Fellow shall use the suffix "*fnipr*" upon investiture.

Article 9 Confidential Report on Fellows

- a. A newly elected Fellow shall be on probation for two years.
- b. During the period of probation, His/Her Chapter Chairmen shall be required to transmit to the Committee annual confidential reports on such Fellows.
- c. Where His/Her Chapter submits a report of non-participation or unsatisfactory participation by the newly elected Fellow, the Committee shall investigate the report and, if found to be true, recommend appropriate sanctions to Council.
- d. A member whose Fellowship is withdrawn for whatever reason may apply afresh for election as Fellow not earlier than two years following the withdrawal of the Fellowship.

This Bye-Law is made this 5th day of February 2019