

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

BYE-LAW NO ... OF APRIL, 2025: AVIATION HUB COMMITTEE

PREAMBLE

Globally, professional services are becoming more specialized, competitive and value driven. Public Relations serves as the conscience of business, impacting policies, modes of operation and interaction with customers and stakeholders.

Recognizing the values provided by the profession to the aviation industry in Nigeria through the utilization of Public Relations methods and solutions in addressing reputational challenges; Appreciating the need to strengthen collaboration between the Nigerian Institute of Public Relations (NIPR) and the aviation industry in developing targeted Public Relations training and Executive Reputation Management Programmes;

Given the need to ensure compliance with the NIPR Act through new enrollments, activation of dormant memberships, and enhanced brand identity and visibility; and

Focusing on the ultimate goal of contributing to professional, reputational, and financial value to the Institute through strategic initiatives; the Council of the Nigerian Institute of Public Relations, pursuant to its powers under Section 17 of its enabling Act, hereby enacts Bye-Law No ... of ... 2025: Aviation Hub Committee.

ARTICLE 1: ESTABLISHMENT OF THE AVIATION HUB COMMITTEE

1. There shall be established a Hub of the NIPR to be known as the “Aviation Hub Committee”
2. Membership of the Hub shall comprise Public Relations practitioners who have satisfied the NIPR Governing Council that they are practicing in the Aviation Industry, and are desirous of promoting the objectives of the Institute and the Hub.

ARTICLE 2: FUNCTIONS

The functions of the Aviation Hub Committee shall be as follows:

1. Operate the Hub as an enterprise that understands the challenges and needs of the aviation sector in Nigeria;
2. Provide solutions to service the needs of the aviation industry in Nigeria;
3. Ensure that value is created for the profession and Institute in the industry;
4. Pursue mutually beneficial ways and means NIPR can collaborate and partner with the aviation industry for the development of the industry in Nigeria; and
5. Deal with any other matters on the subject as may be assigned by the Council and the President.

ARTICLE 3: MANAGEMENT AND ADMINISTRATION

1. The Hub shall be administered by (1) the General Meeting and (2) a Management Committee appointed by the NIPR Council.
2. The Hub in the General Meeting shall be composed of all members of the Hub in good standing, including the Management Committee members.
3. The Management Committee of the Hub shall comprise the following officers:
 - a. Chairman
 - b. Vice Chairman
 - c. Secretary
 - d. Assistant Secretary
 - e. Public Relations/Welfare Officer
 - f. Financial Secretary
 - g. Treasurer

ARTICLE 4: FUNCTIONS OF THE MANAGEMENT COMMITTEE

The functions of the Management Committee shall be:

1. To formulate policies, and establish guidelines, structures, and operations for the effective implementation of the objectives and programmes of the Hub;
2. To hold periodic meetings to carry out their functions efficiently and effectively;
3. To engage with relevant stakeholders on behalf of the Institute;
4. To provide orientation and reorientation training for members;
5. To maintain membership records in paper files and electronic databases;
6. To arrange attendance by members at events and programmes organized by the Council;
7. To conduct training programmes on Public Relations in favour of individuals and organizations within the industry, subject to approval by the Council;
8. To recommend to Council prospective members of the Hub;
9. To propose to Council persons and organizations to be inducted or honoured with corporate membership, honorary fellowship, and other awards;
10. 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;
11. To serve as a whistleblower to Council and law enforcement agencies concerning violations of the NIPR Act, whether by individuals, practitioners, consultants or employers;
12. To present reports and updates in writing of their stewardship twice a year to the Council; and
13. To implement policies and directives of the Council.

ARTICLE 5: DUTIES OF MANAGEMENT COMMITTEE MEMBERS

1. CHAIRMAN

The Chairman shall:

- a. Preside over all meetings of the Hub;
- b. Direct, coordinate and supervise members of the Management Committee;
- c. Supervise all projects and activities embarked upon by the Hub, whether directly or through relevant officers or committees;
- d. Transmit reports on the Hub to the Governing Council through the President at least twice in the year;
- e. Remit to the Council, not later than one month of receipt, incomes earned from projects undertaken by the Hub;
- f. Approve in writing or by other verifiable electronic communication all expenditures of the Hub as approved by the Management Committee or the General Meeting;
- g. Speak for the Hub in meetings with other stakeholders and the media;
- h. Present an Annual Report/Address in writing at the Annual General Meeting (AGM) of the Hub;
- i. Ensure the financial report of the Hub is transmitted to the National Secretariat at least 30 calendar days before the Annual General Meeting of the Hub;
- j. Be a signatory to the bank account (s) of the Hub;
- k. Exercise the right to cast a vote where there is a tie in a voting exercise; and
- l. Perform any other duties that may be assigned by the Management Committee, or the General Meeting, or the President and the Council.

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 Management 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 Hub; and
- d. Perform any other duties that may be assigned by the Management Committee, the General Meeting, or the President and the Council;

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 Hub;
- 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 Hub;
- e. Give and communicate notice of meetings, plans and programmes to members;
- f. Engage in membership drive in collaboration with the PRO/Welfare Officer
- g. Be a signatory to the Hub's bank account (s); and
- h. Perform any other duties that may be assigned by the Management Committee, the General Meeting, or the President and the Council.

4. ASSISTANT SECRETARY

The Assistant Secretary shall:

- a. Oversee all the ICT functions of the Hub, including managing its social media handles;
- 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 Management Committee, the General Meeting, or the President and the Council.

5. PUBLIC RELATIONS OFFICER (PRO)/WELFARE OFFICER

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 Hub;
- c. Look after the reputation of the Hub;
- d. Liaise with the media to promote and project the activities of the Hub;
- e. Create and implement programmes to positively influence public perception of the Hub;
- f. Design and implement stakeholder engagements approved by the Hub;
- g. Design and organize welfare policies and social activities for members of the Hub;
- h. Advise the General Meeting on the welfare packages, including visits, to be extended to members, their families, and families of deceased members of the Hub;
- i. Implement the Welfare Policy adopted by the Hub;
- j. Keep track of members' welfare and report same to the Management Committee and the General Meeting regularly; and
- k. Perform any other duties that may be assigned by the Management Committee, the General Meeting, or the President and the Council.

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 Hub 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 Hubs' monies at Management and General Meetings - whether general or extraordinary - as may be directed by the Hub at any time; and
 - e. Perform any other duties that may be assigned by the Management Committee, the General Meeting, or the President and the Council.

7. TREASURER

The Treasurer shall:

- a. Receive from the Financial Secretary and keep all financial records of the Hub;
- b. Pay into the Hub'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 Hub;
- d. Keep an imprest account for the day-to-day administration of the Hub as may be fixed by the Management Committee subject to approval by the General Meeting;
- e. Be a signatory to the bank account (s) of the Hub; and
- f. Perform any other duties that may be assigned by the Management Committee, the General Meeting, or the President and the Council.

ARTICLE 6: TERM OF OFFICE

- 1. A Management Committee member shall hold office for two calendar years from the date of his or her appointment, and such appointment shall not be renewable.
- 2. A member may be appointed into the Management Committee to serve in an office other than the one in which such member previously served.
- 3. A member of the Management Committee who leaves an office or is co-opted into an office during its tenure shall be deemed to have served the full term of office when the Committee shall vacate office.
- 4. A member of the Management Committee, who without just cause or explanation, absents himself or herself from General and Management Committee meetings for three consecutive times in each case shall be deemed to have resigned from such office. In that case, the Management Committee shall request the Council to replace such officer, and would be at liberty to nominate a replacement. However, the Council may, in its discretion, accept or reject the person nominated by the Management Committee.
- 5. 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 Steering Committee, in accordance with Article 6 (4) above.

ARTICLE 7: MEETINGS

The Hub shall hold the following Meetings:

1. GENERAL MEETING

- a. The General Meeting is composed of all members of the Hub in good standing.
- b. The General Meeting shall be held at least once every three months and may be physical, virtual or hybrid; that is physical and virtual, having regard to the convenience of members.
- c. The quorum for the General Meeting shall be eight (8) members including any of the Chairman or Vice Chairman, and Secretary or Assistant Secretary

2. ANNUAL GENERAL MEETING (AGM)

- a. The Management Committee shall convene and hold an Annual General Meeting (AGM) of the Hub within nine (9) months of its appointment to present a report of its stewardship. Such AGM shall be held not later than twelve (12) months of the appointment of the Management Committee.
- b. The AGM shall consider the Chairman's Report, the Secretariat Report, the Financial Report and any motions moved by the General Meeting.
- c. Notice of the Annual General Meeting (AGM) shall be given not later than fourteen (14) days before the meeting or at the General Meeting preceding such AGM, whichever is earlier in time. Such notice shall be published at the Hub's Office (if any), and on other media, whether traditional or new e-media platforms.
- d. The Quorum for the Annual General Meeting shall be eight (8) members, including any of the Chairman or Vice Chairman, and Secretary or Assistant Secretary.

3. EXTRA-ORDINARY GENERAL MEETING

- a. The Management Committee may convene an Extra-Ordinary General Meeting in respect of any issue or matter of fundamental concern to the members of the Hub.
- b. The Management Committee shall convene an Extra-Ordinary General Meeting if five (5) members of the Hub 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 Hub 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 the Hub's Office or its 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 Hub in good standing shall form a quorum to validate an Extra-Ordinary General Meeting.

4. MANAGEMENT COMMITTEE MEETING

- a. The Management Committee shall meet at least once in two (2) months. However, the it may hold emergency meetings from time to time as may be required for the smooth running of the Hub.
- b. Such Management Committee meetings may be physical, virtual, or hybrid, provided no member is excluded by reason of technological disability or incapacity.
- c. Three members of the Management 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 Management Committee shall be by simple majority of members present.
- e. Where the decision is to suspend or recommend the removal of a member from the Management Committee at least five (5) members shall be required to validate such decision.

ARTICLE 8: SUB-COMMITTEES

The Management Committee may appoint standing or ad-hoc sub-committees to carry on the programmes and projects of the Hub, including, but not limited to:

- a. Membership Services Sub-Committee
- b. Professional Development Sub-Committee
- c. Welfare, Ethics, and Disciplinary Sub-Committee
- d. Business/Project Development Sub-Committee
- e. Stakeholder Relations Sub-Committee

ARTICLE 9: FINANCE

1. The Hub shall derive its finances from dues, levies, gifts, and donations by members and third parties.
2. The Hub shall also earn monies, materials, and goodwill by rendering and providing professional services and solutions to members and third parties.
3. Dues and levies may be paid in instalments by members in accordance with allotments agreed by the General Meeting provided that the final instalment is paid before any deadline fixed by the General Meeting or the Council.
4. The Hub shall not borrow monies from any institution or corporation unless approved by the Governing Council, provided such monies are to be applied to special projects that would yield reasonable income for the Hub.
5. Monetary and other pledges by members shall be deemed as indebtedness to the Hub if they remain unredeemed after ninety (90) days, and shall be taken into account in determining the financial standing of such members.

6. The signatories to the Hub's bank account (s) shall be the Chairman or Vice Chairman, and Secretary or Treasurer.
7. Any two of the signatories, one of whom must be the Chairman or Vice Chairman, may sign instruments on behalf of the Hub.
8. The Hub shall operate a special account to be designated "Project Account" and shall within 30 days of earning any income into that account remit forty percent (40%) of such income to the Governing Council and retain sixty percent (60%) for its operations and projects.

ARTICLE 10: POWERS OF THE PRESIDENT AND THE COUNCIL OVER THE HUB

1. The policies, plans, programmes, and projects of the Hub shall be expressed in writing and approved by the President and the Council.
2. The Chairman of the Management Committee shall transmit timeously all statutory reports and monies to the President and the Council, and ensure that the Registrar is copied.
3. No Hub, or its subsidiary structure, may challenge the decisions, directives or byelaws of the Council.
4. The Council reserves the right to dissolve the Management Committee of the Hub and appoint an entirely new Management.

This Bye-Law became effective thisday of2025