



BYE-LAW OF THE SCHOOL OF PUBLIC ADMINISTRATION AND HUMAN RESOURCES (SPHAR)

PREAMBLE

We, the founding members of the School of Public Administration and Human Resources (SPHAR), inspired by the ideals of Wisdom, Leadership, Integrity, and Impact, hereby establish this Bye-Law as the governing document of the Institution.

SPHAR is founded to promote excellence, professionalism, and ethical leadership in public administration and human resource management across Nigeria, Africa, and the global community.

ARTICLE 1 — NAME, STATUS, AND REGISTERED OFFICE

1. The Institution shall be known as the School of Public Administration and Human Resources (SPHAR).
2. SPHAR is a non-profit, non-partisan, professional and academic body, incorporated under applicable law.
3. SPHAR shall maintain a registered office as approved by the Governing Council and may establish chapters within and outside Nigeria.

ARTICLE 2 — AIMS AND OBJECTIVES

SPHAR is established to:

1. Promote professional excellence and high ethical standards.
2. Provide leadership in training, certification, research, and policy development.
3. Encourage innovation and best practices in human resource management and public administration.
4. Support professional development through conferences, seminars, workshops, and mentorship.
5. Foster partnerships with institutions, agencies, and government bodies.
6. Uphold the principles of integrity, accountability, and good governance.

ARTICLE 3 — MEMBERSHIP STRUCTURE AND CRITERIA

SPHAR membership is based strictly on merit, achievement, professional contribution, and ethical integrity. Membership shall not be granted solely on the basis of academic qualification, years of experience, or payment of fees. All professional grades require evaluation of achievements by qualified experts.

SPHAR membership categories include:

1. Student Member

For students or recent graduates demonstrating academic promise and leadership potential in governance, human resource management, or public administration.

2. Associate Member (AMSPHAR)

Applicants must:

Hold a diploma or degree in a relevant field.

Have at least one year of professional experience.

Show early indicators of achievement, leadership engagement, or professional promise.

3. Full Member (MSPHAR)

Applicants must:

1. Possess a recognized qualification and at least three years of professional experience.
2. Provide evidence of meaningful achievements such as:
 - Leadership roles.
 - Publications, presentations, or research.
 - Successful implementation of policies, projects, or reforms.
 - Professional awards, recognitions, or innovations.





3. Demonstrate measurable impact in their workplace, institution, or community.

All Full Member applications are evaluated using SPHAR's Peer-Review Scoring Rubric, which assesses achievements, leadership influence, innovation, and contributions to public administration or human resource management practice.

4. Fellow (FSPHAR)

Fellow is the highest professional grade of SPHAR.

Applicants or nominees must:

1. Have at least ten years of progressive professional experience.
 2. Demonstrate distinguished and exceptional achievements such as reforms, national contributions, major projects, high-impact publications, or innovations.
 3. Uphold an exemplary record of integrity and long-standing service to the profession.
- Fellowship applications are reviewed through a formal expert peer-review process using an objective scoring system that measures originality, impact, and leadership excellence. Fellowship shall not be obtained through payment or seniority alone.

5. Honorary Fellow (HFSPHAR)

Honorary Fellowship may be conferred by the Governing Council on eminent individuals who have significantly advanced public administration, human resource management, national governance, or leadership development.

ARTICLE 4 — RIGHTS AND PRIVILEGES OF MEMBERS

1. Members may participate in all SPHAR programs and activities, subject to applicable rules.
2. Members in good standing may use approved post-nominal titles corresponding to their membership grade.
3. Voting rights and eligibility to hold office shall be determined by membership grade as set out in regulations made by the Governing Council.
4. Members have access to SPHAR resources, training, mentorship, publications, and professional opportunities as approved by the Governing Council.
5. SPHAR shall maintain a public registry of Full Members and Fellows to ensure transparency and professional verification of membership status.

ARTICLE 5 — DUTIES AND RESPONSIBILITIES OF MEMBERS

Members shall:

1. Uphold SPHAR's Code of Professional Conduct.
2. Demonstrate integrity, professionalism, and ethical leadership at all times.
3. Avoid conduct that brings SPHAR or the profession into disrepute.
4. Commit to continuous learning and professional development.
5. Contribute positively to national development, public service excellence, and the advancement of public administration and human resource management.

ARTICLE 6 — GOVERNANCE STRUCTURE

SPHAR shall be governed by a Governing Council, which shall be responsible for the strategic direction, policy oversight, membership standards, and disciplinary authority of the Institution.

The Governing Council shall consist of:

President / Registrar

Vice President (Professional Standards)

Director of Membership and Accreditation

Director of Training, Research, and Policy

Director of Administration and Finance





Chairperson, Ethics and Disciplinary Committee
Regional Chapter Representatives (as may be determined)
Appointed Fellows serving in an advisory capacity

The composition, powers, and functions of the Governing Council may be further detailed in regulations issued under this Bye-Law.

ARTICLE 7 — TENURE AND MEETINGS

1. Members of the Governing Council shall serve a term of three (3) years, renewable once, unless otherwise specified in implementing regulations.
2. The Governing Council shall meet at least three (3) times a year, and may hold special or emergency meetings when necessary.
3. An Annual General Meeting (AGM) of members shall be held to:
Receive and consider annual reports and audited financial statements.
Admit and recognize new Fellows, where applicable.
Conduct elections and other business as may be required.

ARTICLE 8 — FINANCE

1. SPHAR shall derive revenue from membership dues, training and certification fees, grants, sponsorships, consultancy, and other professional activities as approved by the Governing Council.
2. All funds shall be managed in accordance with approved financial policies and budgets.
3. The financial statements of SPHAR shall be audited annually by an independent auditor appointed by the Governing Council, and the audited accounts shall be presented at the AGM.

ARTICLE 9 — CHAPTERS AND AFFILIATIONS

1. SPHAR may establish local, national, or international chapters with the approval of the Governing Council.
2. SPHAR may affiliate with reputable institutions, professional bodies, and organizations whose aims align with its objectives, provided that SPHAR's autonomy, integrity, and core principles are not compromised.

ARTICLE 10 — DISCIPLINARY ACTIONS

1. The Ethics and Disciplinary Committee shall investigate all allegations of misconduct, professional negligence, or breaches of the Code of Professional Conduct by members.
2. Upon due investigation and hearing, sanctions may include:
Written reprimand.
Suspension of membership.
Downgrading of membership grade.
Expulsion from SPHAR.
3. Affected members may appeal the decision of the Ethics and Disciplinary Committee to the Governing Council within thirty (30) days of notification. The decision of the Governing Council on appeal shall be final within the Institution.

ARTICLE 11 — AMENDMENT OF THE BYE-LAW

1. Any proposal to amend this Bye-Law shall be submitted in writing to the Governing Council.
2. Amendments shall require the approval of at least two-thirds (2/3) of members present and voting at a duly convened Annual General Meeting or Extraordinary General Meeting, provided that notice of the proposed amendment was given at least thirty (30) days before the meeting.
3. Amendments shall take effect upon ratification by the Governing Council.



ARTICLE 12 — SEAL AND AUTHORITY

1. SPHAR shall maintain an official seal.
2. All official documents, certificates, and legal instruments issued in the name of SPHAR shall bear the official seal and be signed by the President / Registrar and one other designated officer as may be determined by the Governing Council.

ARTICLE 13 — DISSOLUTION

1. In the event that SPHAR is to be dissolved, such dissolution shall be carried out in accordance with applicable law and upon a resolution passed by not less than two-thirds (2/3) of members present and voting at a duly convened general meeting.
2. Upon dissolution, and after the satisfaction of all liabilities, the remaining assets of SPHAR shall be transferred to another similar non-profit professional body or institution with comparable objectives, as determined by the Governing Council.
3. No part of the assets or income of SPHAR shall be distributed to any individual member.

ARTICLE 14 — ADOPTION

This Bye-Law is adopted by resolution of the Governing Council of the School of Public Administration and Human Resources (SPHAR) on the 2nd day of December 2026 and shall govern the affairs, membership, and operations of the Institution from that date.

ARTICLE 15 — MEMBERSHIP APPLICATION AND ADMISSION PROCESS

15.1 Eligibility Verification

All applicants must meet the minimum academic, professional, and achievement standards prescribed for the membership grade to which they are applying, as set out in Article 3 and any implementing regulations.

15.2 Required Documents

Applicants shall submit:

1. A duly completed application form.
2. Curriculum vitae (CV) or résumé.
3. Academic and professional certificates and credentials.
4. Evidence of achievements, leadership roles, innovations, publications, awards, or contributions relevant to public administration or human resource management.
5. Referee(s) or recommendation letters, as required for the membership grade.
6. Proof of payment of the applicable application or processing fee.

15.3 Screening and Peer Review

1. All applications for Associate Member, Full Member, and Fellow shall be evaluated using SPHAR's Peer-Review Scoring Rubric by qualified reviewers or committees appointed by the Governing Council.
2. Evaluations shall consider:
Documented achievements.
Leadership and professional influence.
Research, publications, or policy contributions, where applicable.
Innovation and professional contribution to the field.
Ethical record and professional conduct.
Alignment with SPHAR's values and objectives.
3. No applicant shall be admitted solely on the basis of qualifications or payment of fees without demonstrated merit and integrity.





15.4 Approval Process

1. The Directorate responsible for Membership and Accreditation shall compile evaluation reports and submit recommended applicants to the Governing Council.
2. The Governing Council shall review and ratify successful candidates in accordance with SPHAR's policies.
3. Successful applicants shall receive:
An official admission letter.
A unique membership number.
A membership certificate.
Access credentials to SPHAR platforms and member benefits, as applicable.

15.5 Induction

All new members shall attend SPHAR's mandatory induction program, which shall include:

1. An orientation on SPHAR's history, vision, mission, and values.
2. A briefing on the Bye-Law and Code of Professional Conduct.
3. Administration of any required professional or ethical oaths or affirmations.

15.6 Rejection and Appeal

1. Applicants who are not admitted shall be notified with, where possible, a brief indication of the reason for non-acceptance.
2. An unsuccessful applicant may submit an appeal in writing to the Governing Council within thirty (30) days of receiving the decision.
3. The Governing Council shall review the appeal and issue a final decision within a reasonable period.

15.7 Good Standing

To remain in good standing, members shall:

1. Maintain ethical and professional conduct consistent with SPHAR's Code of Professional Conduct.
2. Pay annual membership dues and other approved fees as they fall due.
3. Participate in Continuing Professional Development (CPD) activities as may be prescribed by SPHAR.
4. Comply with all lawful resolutions, policies, and regulations of SPHAR.