



BYE-LAW OF THE SCHOOL OF PUBLIC ADMINISTRATION AND HUMAN RESOURCES

PREAMBLE

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

SPAHR 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

- **1.1 Name:** The Institution shall be known as the School of Public Administration and Human Resources (SPAHR).
- **1.2 Legal Status:** SPAHR is a non-profit, non-partisan, professional, and academic body incorporated under applicable law.
- **1.3 Office & Chapters:** SPAHR shall maintain a registered office as approved by the Governing Council and may establish chapters within and outside Nigeria.

ARTICLE 2: AIMS AND OBJECTIVES

SPAHR is established to accomplish the following objectives:

- Promote professional excellence and high ethical standards across all administrative disciplines.
- Provide leadership in executive training, professional certification, research, and policy formulation.
- Encourage innovation and sustainable best practices in human resource management and public administration.
- Support continuous professional development through conferences, seminars, workshops, and leadership mentorship.
- Foster strategic partnerships with public institutions, international agencies, and governmental bodies.
- Uphold the core principles of institutional integrity, administrative accountability, and good governance.

ARTICLE 3: MEMBERSHIP STRUCTURE AND CRITERIA

Membership in SPAHR is based strictly on professional achievement, leadership merit, public service contribution, and ethical integrity. Qualifications or fee payments alone shall not guarantee admission into any professional grade. All admissions require evaluation by designated peer review panels.

The membership categories of SPAHR are defined as follows:

- **Associate Member (AMSPAHR):** Open to professionals holding a degree or recognized diploma in a relevant field with a minimum of one year of post qualification professional experience, demonstrating early achievement, administrative promise, or leadership engagement.
- **Member (MSPAHR):** Open to seasoned practitioners possessing recognized academic or professional qualifications alongside a minimum of three years of progressive experience, supported by documented achievements in project implementation, administrative leadership, research, or policy development.
- **Fellow (FSPAHR):** A senior professional grade awarded to individuals with a minimum of ten years of distinguished experience, demonstrating significant institutional contributions, visionary leadership, published research, or major policy reforms, evaluated via the SPAHR Peer Review Scoring Rubric.
- **Distinguished Fellow (DFSPAHR):** Conferred upon outstanding Fellows who have maintained exemplary leadership and made continuous landmark contributions to the fields of public administration or human resource management over an extended career spanning at least fifteen years.
- **Grand Fellow (GFSPAHR):** The apex professional distinction within SPAHR, awarded to exemplary leaders of international stature whose strategic influence, policy contributions, and institutional legacy have profoundly shaped public governance or workforce development across borders.
- **Honorary Doctoral Fellow (HDFSPAHR):** Conferred by the Governing Council upon eminent societal leaders, statesmen, or executive leaders whose life work reflects extraordinary achievements in public governance, human capital management, or institutional development matching the rigor of doctoral level contributions.
- **Honorary Professorial Fellow (HPFSPAHR):** Conferred upon distinguished scholars, veteran academics, or policy thinkers who have demonstrated lifetime intellectual contributions, groundbreaking research, or transformative pedagogical leadership in administration and human resources.

ARTICLE 4: RIGHTS AND PRIVILEGES OF MEMBERS

- **4.1 Participation:** Members in good standing are entitled to participate in all statutory programs, annual conferences, and professional development sessions organized by SPAHR.
- **4.2 Post-Nominal Titles:** Members may utilize the approved post nominal titles corresponding to their evaluated membership grade on official correspondence and professional profiles.
- **4.3 Governance Rights:** Voting rights, nomination privileges, and eligibility to serve on executive committees shall be governed by membership grade as specified in Council regulations.
- **4.4 Resource Access:** Members shall receive priority access to institutional research publications, policy briefs, executive mentorship initiatives, and global networking platforms.
- **4.5 Digital Registry:** SPAHR shall maintain an official digital registry of certified members to facilitate public verification and professional transparency.

ARTICLE 5: DUTIES AND RESPONSIBILITIES OF MEMBERS

Every admitted member shall commit to the following obligations:

- Strictly uphold the Code of Professional Conduct established by the Governing Council.
- Demonstrate absolute integrity, moral responsibility, and ethical leadership in all administrative duties.
- Refrain from actions or utterances capable of bringing SPAHR or the profession into public disrepute.
- Actively participate in Continuing Professional Development programs prescribed by the Institution.

- Contribute meaningfully to public service enhancement, institutional capacity building, and national growth.

ARTICLE 6: GOVERNANCE STRUCTURE

The strategic oversight, administrative direction, policy formulation, and disciplinary authority of SPAHR shall be vested in the Governing Council.

The Governing Council shall comprise the following officers:

1. President and Registrar
2. Vice President for Professional Standards
3. Director of Membership and Accreditation
4. Director of Training Research and Policy
5. Director of Administration and Finance
6. Chairperson of the Ethics and Disciplinary Committee
7. Regional Chapter Representatives
8. Appointed Grand Fellows and Distinguished Fellows serving in an advisory capacity

ARTICLE 7: TENURE AND MEETINGS

- **7.1 Tenure:** Members of the Governing Council shall serve a term of three years, renewable for a single additional term, unless otherwise determined by special resolution.
- **7.2 Council Meetings:** The Governing Council shall convene at least three statutory meetings per calendar year and may convene extraordinary meetings when circumstance demands.
- **7.3 Annual General Meeting:** An Annual General Meeting shall be conducted to consider annual operational reports, review audited financial statements, ratify new Fellows, and address institutional business.

ARTICLE 8: FINANCE AND AUDIT

- **8.1 Revenue Sources:** Revenue for SPAHR shall be derived from membership subscriptions, accreditation fees, executive training programs, corporate grants, consultancy services, and approved publication sales.
- **8.2 Fund Management:** All funds raised or received shall be deployed strictly in accordance with approved financial regulations and annual institutional budgets.
- **8.3 Audit:** The accounts of SPAHR shall undergo annual independent audit by qualified external auditors appointed by the Governing Council, with reports presented to the membership at the Annual General Meeting.

ARTICLE 9: CHAPTERS AND INTERNATIONAL AFFILIATIONS

- **9.1 Chapter Establishment:** The Governing Council may authorize the establishment of state, regional, or international chapters to advance the mission of SPAHR.
- **9.2 Institutional Partnerships:** SPAHR may form strategic affiliations with accredited universities, professional bodies, and public research agencies, provided such partnerships preserve institutional autonomy and institutional ethics.

ARTICLE 10: DISCIPLINARY ACTIONS AND APPEALS

- **10.1 Investigations:** The Ethics and Disciplinary Committee shall investigate all reported cases of professional negligence, financial impropriety, or ethical breach committed by members.
- **10.2 Sanctions:** Following due process and fair hearing, sanctions imposed may include formal written reprimand, membership suspension, grade demotion, or total expulsion from SPAHR.
- **10.3 Right of Appeal:** An affected member retains the right to lodge a written appeal with the Governing Council within thirty days of notification, after which the determination of Council shall be final and binding.

ARTICLE 11: AMENDMENT PROCEDURE

- **11.1 Submission:** Proposals for amendment of this Bye Law must be formally submitted in writing to the Governing Council at least sixty days prior to an Annual General Meeting.
- **11.2 Approval:** Amendments shall require two thirds majority approval of members present and voting during a duly convened General Meeting, followed by formal Council ratification.

ARTICLE 12: OFFICIAL SEAL AND AUTHORITY

- **12.1 Custody & Use:** SPAHR shall maintain an official Seal approved by the Governing Council for authenticating corporate and academic instruments.
- **12.2 Authorization:** All legal documents, fellowship certificates, and formal accreditations issued by SPAHR shall bear the official Seal and the joint signatures of the President and designated Council Executive.

ARTICLE 13: DISSOLUTION

- **13.1 Resolution:** SPAHR may be dissolved only through a formal resolution supported by at least three quarters of voting members at an Extraordinary General Meeting convened specifically for that purpose.
- **13.2 Asset Disposition:** In the event of dissolution, remaining net assets following debt satisfaction shall be transferred to a recognized institution with similar professional or educational objectives, preventing any private distribution to individual members.

ARTICLE 14: ADOPTION AND ENACTMENT

This revised Bye Law is formally enacted and adopted by resolution of the Governing Council of the School of Public Administration and Human Resources on the 4th day of May 2026 and takes immediate effect.

ARTICLE 15: MEMBERSHIP APPLICATION AND ADMISSION PROCEDURE

- **Eligibility Assessment:** Applicants must fulfill defined academic and professional criteria prescribed for their intended grade prior to evaluation.
- **Documentary Requirements:** Submissions must include a completed application form, updated curriculum vitae, verified educational credentials, evidence of career achievements, character references, and administrative fee receipt.
- **Peer Review Screening:** Applications across all professional tiers undergo quantitative review by specialized evaluation committees using the SPAHR Peer Review Scoring Rubric.

- **Council Ratification:** Recommended candidates are presented by the Directorate of Membership to the Governing Council for final approval, issuance of membership credentials, and official registry enrollment.
- **Mandatory Induction:** Successful candidates must participate in the official induction ceremony, complete orientation on governance standards, and subscribe to the SPAHR Professional Oath.
- **Appeals Process:** Unsuccessful candidates may submit a written request for review to the Governing Council within thirty days of decision notification.
- **Maintenance of Good Standing:** Continued membership requires prompt settlement of annual subscriptions, adherence to ethical codes, and annual participation in certified Continuing Professional Development modules.