



Institute of Information Management

Constitution, By-Laws and Policies

A01	23-Jun-11	Constitution Committee Team / Office Check			ABOY	MUZU	OYED
REV	DATE	DESCRIPTION			ORIG	CHK	APPR
APPROVED BY: ABOY				INSTITUTE APPROVAL: OYED			
DATE: 16-Oct-15				DATE: 16-Oct-15			
DOCUMENT CONTROL No.	Project	Area	Discipline	Type	Originator	Sequence-Sht	Revision
	IIM	MEM	ADM	CON	COMM	00001-00	A02

Change Log

REV	CHANGE DESCRIPTION
A01	Pre-Incorporation
A02	Post Incorporation

Document Holds

List all holds on document

PREAMBLE

WE THE MEMBERS of the Institute for Information Management (IIM), Africa, being aware of the entire importance of a strong Association for the entire Institute for Information Management hereinafter referred to as (IIM), for the Academic and Welfare of the Members, hereby make, enact and give unto ourselves this Constitution:

SECTION 1: SUPREMACY OF THE CONSTITUTION

This Constitution is Supreme and its Provisions shall have a binding Force on all Organs, Officials and Members of the Association subject only to the Articles of Association of the Institute

ESTABLISHMENT OF INSTITUTE OF INFORMATION MANAGEMENT

1. The institute is a body to be known and referred to as THE INSTITUTE OF INFORMATION MANAGEMENT hereinafter referred to as 'IIM'
 - a. The Institute Shall be a Corporate Body with –
 - i. Perpetual Succession;
 - ii. A Common Seal which shall be kept in custody as the Board of Directors may direct;
 - b. May sue and may be sued in its Corporate Name and
 - c. May Acquire, Hold and dispose of any Property, Movable or immovable.

MOTTO

The Motto of the Institute of Information Management shall be known as **'from information to value'**.

1. OBJECTIVE

The IIM shall strive to promote leadership to data, information, records and archives management and information security profession and act as a forum for the interchange of intellectual ideas and the distribution of data and information in Nigeria and Africa;

- To establish and promote sound information management, research in information preservation, dissemination and security of information in any organisation and thereby enhance discipline, development and information management.
- To promote and publish study materials / manuals, educational journals and other literary works to support Individuals and professionals preparing for examinations and development in order to acquire knowledge, skills and technical information that is related to data and information management technology.
- To organize trainings, seminars, summits, conferences and workshops with a view to keeping beneficiaries abreast of data, information and development strategies in relation to data / information management, information security, adequate and effective processing and dissemination of information.
- To engage in training, re-training of personnel and continuous learning in data, information, records, archives management and security for development, and thereby award certificate of proficiency, professional certifications, diploma and advanced diploma.
- To organize symposia and conference for human resources and man-power development in data, information and records management for public and private sector.
- To do all such things as are incidental or conducive to the attainment of the above objects or any of them.
- To promote professionalism in data and information management field, scholastic and social activities among its members.
- To affiliate and work in concert other than similar organization or association within and outside organization or association within and outside Nigeria with the sole aim of achieving its object and aim.
- To promote and maintain the status of and/or prestige and high standing of the institute.
- To instil in its members and appreciation for the ethical standard as a members.

2. MEMBERSHIP OF THE INSTITUTE

2.1. Subject to the Provisions of this Constitution and the Memorandum and Articles of Association establishing the Institute any Person admitted to the Membership of this Institute shall be Registered Member of the Profession in the category of –

Membership of the Institute

- a. Honorary fellows;
- b. Fellows;
- c. Senior Professional Members;
- d. Professional Members;
- e. Associate Members;
- f. Graduate Members;
- g. Student Members;
- h. Corporate/Institutional Members.

Admission to the Institute classes of membership and recognition of National Service

2.2. Members of the Institute shall from time to time be required to attend Annual Mandatory Continuing Professional Development Programme (AMCPDP) as specified by Board of Directors for the Reorientation and Development Processes for them to remain in good standing.

2.3. Only members in good standing shall be qualified for membership benefits as stated by the institute.

2.4. Provisions of subsection (2) of this section shall apply to the category of –

- a. Fellows;
- b. Senior Professional Members;
- c. Professional Members;
- d. Associate Members;
- e. Graduate Members and
- f. Student Members.

3. PRIVILEGES AND INVITATIONS OF MEMBERS

Subject to the Provision of this Constitution and the enabling Act establishing the Institute, the Privileges and invitations of Members of the institute shall be as follows -

- (1) A Member of the Institute shall be entitled to receive, from the Board of Directors, Certificate in such form as the Board of Directors may approve for that Purpose.

Membership

(2) The Right to affix a Member Seal and Stamp on every Document endorsed by or emanating from them (Certified Members only after passing the prescribed Certification Examination)

(3) A member shall be entitled to use letters after name as may be authorized by the board of Directors from time to time as follows –

- a. Members in the class of Honorary Fellow shall be entitled to use the abbreviation “FIIM” (Honorary Fellow Institute of Information Management)
- b. Members in the class of Fellow shall be entitled to use the abbreviation “FIIM” (Fellow Institute of Information Management)
- c. Members in the class of Senior Professional shall be entitled to use the abbreviation “SPMIIM” (Senior Professional Member Institute of Information Management)
- d. Members in the class of Professional shall be entitled to use the abbreviation “PMIIM” (Professional Member Institute of Information Management)
- e. Members in the class of Associate shall be entitled to use the abbreviation “AMIIM” (Associate Member Institute of Information Management)
- f. Members in the class of Graduate shall be entitled to use the abbreviation “GMIIM” (Graduate Member Institute of Information Management)
- g. Members in the class of Student shall be entitled to use the abbreviation “STIIM” (Student Institute of Information Management)
- h. Members in the class of Corporate shall be entitled to use the abbreviation “CORMIIM” (Corporate Member Institute of Information Management)

(4) Fellow shall be the highest grade in the Institute

2. (1) The Principal Officers of the Institute shall be members of the Board of Directors.

(2) The Board of Directors will be responsible for the overall direction of the Institute, including ensuring the election of executives who will provide advisory and support to the board and management team. The executives of the Institute shall be members of the Institute in good standing. The roles shall be -

- a. The President
- b. Vice-President
- c. Secretary
- d. Treasury
- e. Awards
- f. Constitution
- g. Membership

Principal Officers of the Institute and their responsibilities
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Principal Officers of the Institute and



- h. Program
- i. Public Relations and Sponsorship
- j. Training
- k. Executive-at-Large
- l. Website.

(3) Duties of Executive Officers

Executive officer's role is voluntary opened to qualified members of the institute as stated in the constitution, providing support services to the Board of Directors and management team of the Institute.

1. President

The President shall:

- i) Be the principal officer of the IIM;
- ii) Provide leadership and guidance in the realization of the IIM's goals;
- iii) Preside at IIM Executive meetings, inductions, and other functions organised by the institute;
- iv) Preside at all other meetings of the IIM;
- v) Be, ex-officio, a member of all committees and possess the usual power of a presiding officer;
- vi) Present an annual report to the membership at the Annual General Meeting;
- vii) Upon completion of the term of office, the outgoing President shall serve, if able, in an advisory capacity to the new Executive, for two (2) years, in the capacity of Executive-at-Large; and
- viii) Represent the IIM at meetings of various organizations or delegate this responsibility to another officer.

2. Vice-President

The Vice-President shall:

- i) Assume the duties of the President in his/her absence;
- ii) Assist the President in the provision of leadership and guidance in the realization of the IIM's goals; and
- iii) Assume such duties as may be assigned, from time to time, by the President or the Board of Directors.

3. Secretary

The Secretary shall provide support services to the management team by ensuring the Human resources officer:

- i) Attend to all administrative functions of the IIM;
- ii) Manage and provide custodian of records of the IIM, which includes managing the records through their lifecycle;
- iii) Prepare accurate and up-to-date minutes of all meetings;
- iv) Prepare and distribute all meeting agenda and minutes prior to the meeting for which they are to be presented;
- v) Write correspondence as required;
 - i) Arrange for the provision of translation services as required;
- vii) Prepare and ensure adherence to the "Schedule of Activities" or the Executive; and
- viii) Ensure approval of notices by the President or Vice-President.

4. Treasurer

The Treasury shall provide support services to the management team by working with the Institute's accountant/account officer in the management and administration of:

- i) Receiving all monies accruing to the IIM;
- ii) Deposit negotiable valuables in a recognized financial institution in the name of the IIM;
- iii) Paying accounts and expenses for the IIM;
- iv) Keeping accurate records of all receipts and disbursements so that the finances of the IIM are properly reflected;
- v) Preparing written quarterly financial reports for submission to the Executive;
- vi) Preparing written annual financial report for submission to the Executive;
- vii) Ensuring that an annual audit of finances is conducted by a person other than a member of the Executive at the request of the Executive; and
- viii) Transferring, at the end of the term, all funds and other property of the IIM to the newly elected/appointed Treasurer.

5. Executive, Awards

The Executive, Awards shall provide support services to the management team in-charge of awards by:

- i) Administering all awards approved by the Management;

- a) Administer the RIMA IM Ambassador Award in accordance with the established RIMA IM Ambassador Award Policy; and
- b) Administer the Member of the Year Award according to the Member of the Year Award Policy:
 - i) Develop policies for awards as required; and
 - ii) Make recommendations to the Management for new awards or changes to existing award policies.

6. Executive, Constitution

The Executive, Constitution shall provide support services to the management team by:

- i) Providing interpretation of the Constitution to the Management & Executive;
- ii) Being responsible for compliance with the Constitution;
- iii) Receiving and reviewing all proposed amendments to the Constitution and present recommendations to the Board of Directors and Executives for consideration; and
- iv) Issuing amendments to the Constitution to the membership as required.

7. Executive, Membership

The Executive, Membership shall provide support services to the management team in-charge of membership by:

- i) Being responsible for annual membership initiatives;
- ii) Receiving and examining all applications for membership;
- iii) Maintaining an up-to-date mailing list of all members in good standing;
- iv) Directing all fees to the Account officer / Treasurer;
- v) Reporting monthly to the Management the number of members in good standing;
- vi) Proposing to the Management, changes in membership; and
- vii) Ensuring members receive all benefits.

8. Executive, Program

The Executive, Program shall provide support services to the management team by:

- i) Ensuring the program for the year is developed by management and approved by the Board;
- ii) Determining date, time, location and official language of meetings / programs;
- iii) Arranging confirmed speakers for meetings, conferences, seminars, workshop etc;
- iv) Ensuring availability of required equipment, facilities, etc., to carry out the programs/projects;
- v) Obtain approval from the Management / Board for appropriate compensation for speakers when required; and
- vi) Arrange personnel for functions required at upcoming meetings / events such as door reception, compere, speakers, etc.

9. Executive, Public Relations & Sponsorship

The Executive, Public Relations & Sponsorship shall provide support services to the management team including the PR Department/Committee to:

- i) Publicize IIM's activities and initiate campaigns;
- ii) Publish any special releases affecting the IIM's image;
- iii) Act as the liaison officer:
 - a) Between the Executive and the IIM's members;
 - b) Between the IIM and other Associations, and Organizations;
 - c) Between the IIM and the Information Management and security community; and
 - d) Between the IIM and it's sponsors;
- iv) Survey and report to the Management / Board about members' interests;
- v) Solicit and follow-up with sponsors for sponsorship at one of three levels: Patron, Sponsor, or Support.

10. Executive, Training

The Executive, Training shall provide support services to the management team / training department/committee to:

- i) Determine requirements for information management and security training for various levels of personnel;
- ii) Design, develop, conduct or assist in the presentation of seminars, courses, workshops, conferences, etc. on behalf of the IIM;
- iii) Maintain an up-to-date list of individuals willing to participate in information management and security training; provision of training aids, etc.
- iv) Keep the membership informed of available training in records and information technology, management, security and other related areas;
- v) Direct all training fees to the Treasurer;
- vi) Consult the Treasurer on all financial matters; and
- vii) Liaise with government and private sector training bodies concerning records and information management, technology, security and other related training needs as required.

11. Executive-at-Large

The Executive-at-Large shall:

- i) Perform the duties of the President and Vice-President in their absence;
- ii) Upon request of the President, or other members of the Board, provide guidance in their pursuit of the realization of the IIM's goals;
- iii) Oversee the election in accordance with the "Election Proceedings Policy":
 - a) Act as the Chairman of the Nominating Committee for the election;
 - b) Select the Nominating Committee from the members, excluding the Executive, and secure at least one nominee for each elective office;
 - c) Prepare a report containing the slate of nominees and provide it to the Secretary for distribution at least ten (10) working days prior to the Annual General Meeting; and
 - d) Appoint an Election officer to preside over the election.

12. Executive, Website

The Executive, Website shall provide support services to the management team / IT Department/Committee to:

- i) Provide the general maintenance and development of the IIM website;
- ii) Post membership meeting notices, articles, speaker's notes (if available), job postings, and other IIM - and/or information management and

- security-related material received for addition to the website through the President, Vice-President, or Secretary;
- iii) Maintain a "what's new" page on the website tracking all changes to the site;
- iv) Ensure the site is up-to-date and reflective of all aspects of the IIM mandate; and
- v) Co-ordinate domain name registration and the services of the IIM Internet Services Provider (ISP).

(3) The Executive Officers shall -

- a. Be Members of the Institute
- b. Be Elected at the Annual General meeting of the Institute in compliance with the provision of this Constitution
- c. Be confirmed as executive member of the Institute after a period of six (6) months after the elections, with the presentation of the Institute executive membership certificate by the board of directors.
- d. Be appointed by the board of directors into vacant offices not contested or not having qualified member(s) to fill
- e. Assent to the confidentiality and non-solicitation agreement of the Institute; and
- f. Hold office each for team of two (2) Years and maybe eligible for re-election for further terms.

(3) The President shall be Chairman and preside at the Meeting of the Institute, however that, in the event of the death, resignation, incapacitation or inability to perform the functions of his office for any reason , subject to the approval of the Board of Directors the Vice President shall act in his stead for the unexpired portion of the term in office or as the case may require, and references in this to the President shall be construed accordingly and approved by the Board of Directors.

(4) The President, Vice President, and the National Treasurer shall respectively be Chairman, Vice Chairman and the Treasurer of the executives.

(5) If the President, the Vice President, or the National Treasurer ceases to be a member of the Institute, he shall as a matter of fact cease to hold any office designated under his section.

3. 4(1) The Institute Governing Body is hereby referred to as (as the “Board of Directors”)

The Board of Directors shall be charged with the responsibility of appointing a Management team (Staff) in-charge of the Day to Day Administration and General Management of the Institute, with various positions to be determined by the Board which will be represented in an organisational chart.

(2) Members of the executives may be considered for employment as part of the management team on full-time basis only if they meet the required qualifications and requirements.

(3) The Executive officers shall consist of -

- a. The President of the Institute of who shall be the Chairman.
- b. The Two Vice President of the Institute who shall be the Vice-Chairman;
- c. Regional Chairman elected every two years from all the continents/regions;
- d. All the Members of the Institute elected at the Annual General Meeting (AGM);
- e. Seven Corporate Members nominated by Board of Directors;
- f. Chairman Board of Fellows; and
- g. Immediate Past President of the Institute/Chairman of Board of Directors; and
- h. The Registrar of the Institute, who shall be the Secretary of the Board of Directors or the head of Human Resources

4. (1) There shall be appointed annually by the Board of Directors a Board of Fellows, to coordinate activities of Fellows of the Institute, and to recommend to the management Board of Directors on yearly basis admission of members to the membership category of fellow.

(2) The Provision set out in this constitution shall have effect with respect to the qualifications and tenure of office of members of the Board of Directors and other matters therein mentioned.

(3) Tenure of Office – The President and other member of the Executives other than ex officio members shall each hold office for a term of two (2) years from the date of appointment and may be eligible for re-appointment for additional terms.

(4) Qualifications of the President and Vice-President -

- (1) A person shall be qualified for appointment into the office of President and Vice-President of the Institute if the person-
- i. Is a citizen of Nigeria or any other Country;
 - ii. Has attained the age of 40;
 - iii. Has been educated up to at least university or Higher National Diploma respectively or its equivalents;
 - iv. Has paid all his dues for five (5) consecutive years immediately preceding the election; and
 - v. Has not been adjudged to be lunatic or declared to be of unsound mind or adjudged or declared bankrupt; and
 - vi. A Fellow member of the Institute

5. Advisory Board Membership

The Board of Directors shall setup advisory board consisting of both Honorary and professional members.

The Advisory board shall provide advice to the management and executives of the Institute.

6. FUND OF THE INSTITUTE

- (1) Subject to the Provision of this constitution there shall be a Special Funds for the Institute (hereafter referred to as “the fund”) to be managed by the Board of Directors
- (2) There shall be paid into the fund –
- a) All fees and other monies payable to the Institute;
 - b) Such monies as may be payable to the Institute whether in the course of the discharge of its functions or otherwise; and
 - c) Such monies as may be held by Institute of Information management, Incorporated under the Companies and Allied Matters Act, 1990 when it ceases to exist.
- (3) Monies paid out of the Fund include –
- a) All expenditures incurred by the Board of Directors, management and executives in discharge of its primary and other ancillary functions under this Constitution;

- b) The Salaries and Allowances of the Registrar and other Employees of the Institute;
- c) Other such expenses that may be incurred by the member of the Board of Directors and Executives of the Institute.

7. Power to Invest

- (a) Subject to guidelines that may be Prescribe or issued by the Board of Directors from time to time, the Institute's funds and assets shall be invested in any Bond at the Prevailing Market Value, Bill or other Security issued or Guaranteed by the Federal Government or the Central Bank of Nigeria.
- (b) Obtain from any authority or Persons, Charters, and Concessions necessary for the attainment of its Primary Purposes;
- (c) Acquire from any Person, Government, Body or Organizations, by way of Gift, Purchase, exchange or Lease whether absolutely in trust, any property, Real or Personal, requisite or necessary to carry the objects of the Institute, with power, subject to any trust, to hold or dispose of any such property;
- (d) Do and perform anything necessary in the opinion of the institute, to further the purpose and attain the objects of the institute;
- (e) Acquire any such shares, stocks, debentures, bond, notes, obligations or securities by original subscription, tender purchases, exchange or otherwise and subscribe for the same either conditionally or otherwise, and under written or guarantee the subscription thereof and exercise and enforce all rights and powers conferred and incidental to the ownership thereof.

8. Power to Borrow Money

- a) The Board of Directors may, from time to time, borrow money for the purposes of the Institute and may mortgage or charge the properties and assets of the Institute or any part thereof and may issue debenture and other securities whether outright or as securities for any debt, liability or obligation of the Institute and any interest or charge payable on monies so borrowed shall be paid out of the fund of the Institute.
- b) Grant loans with the approval of the Board of Directors without prejudice to any other provision of this Act relating to the provisions of funds;

9. Accounts of the Institute

The Management shall keep proper accounts and records on behalf of the Institute in respect of each year and those accounts to be audited by an Auditor and in accordance with the best accounting standards”

10. Annual Reports

1. The Management team shall prepare and submit to the Board of Directors not later than twelve months after its establishment and once in each year thereafter, a report of the activities of the Board of Directors in the previous year and shall include in the report, a copy of the auditor’s report.

2. The auditor, appointed for the purpose of this section, shall not be a member of the Board of Directors, Management or Executives.

11. Financial Year

The financial year of the Society shall begin on the first day of January and annual membership subscriptions shall be due every twelve (12) calendar months of the particular date of membership payment/registration.

APPOINTMENT OF REGISTRAR AND OTHER STAFF AND THEIR DUTIES.

12. (1) The Board of Directors shall appoint;

- (a) A reputable individual or member of the Institute to be Registrar of the Institute.
- (b) Such other persons as the Board of Directors may; from time to time, deem necessary to direct, guide and assist the Registrar in the performance of his functions under this Constitution.

(2) A person shall be qualified to be appointed to the office of the Registrar of the Institute if the person –

- (a) Citizen of Nigeria or any other country;
 - (b) Possesses relevant qualification from a recognized institution of higher learning;
 - (c) Has at least 15 years cognate experience in information management or related field;
- and
- (d) Possesses professional qualification of:
 - (i) Information management, in Nigeria,
 - (ii) Information management, internationally recognised by the Federal Government of Nigeria or
 - (iii) Should have held at least the position of Deputy Registrar or its equivalence in any Institution recognised by the Federal Government and the Board of Directors.

Appointment, duties and responsibilities of the Registrar

13. MAINTENANCE OF THE REGISTER

- (1) The Registrar shall prepare and maintain, in accordance with rules made by the Board of Directors, a register of names, addresses and approved qualifications and such other particulars of persons qualified to be registered as members in the categories of Honorary Fellows, Fellows, Senior Professional members, Professional members, Associate members, Graduate members, and Corporate members who apply to be registered in the manner prescribed by such rules.

14. THE DEPUTY REGISTRARS

- (1) There shall be –
- (a) A Deputy Registrar (Professional);
 - (b) A Deputy Registrar (Administration)
 - (c) A Deputy Registrar (Planning Research and Development);
- (2) A person shall be qualified to be appointed to the office of the Deputy Registrar. If he/she has met the criteria for the post of the Registrar except that the minimum years of experience required shall be 10years.
- (3) The duties of the Deputy Registrar shall be assigned to him by the Board of Directors through the Registrar from time to time.

PART IV – REGISTRATION OF MEMBERS

15. (1) Subject to section b (1) of this Constitution, a Person shall be entitled to be registered as a Member of the Profession if he satisfies the Board of Directors that –
- (a) Immediately before the commencement of the establishment of the Institute, he/she holds a qualification approved for Members of the Institute and has the prescribed Past Qualification Experience;
 - (b) He is by law entitled to Practice for all purposes as information Management Professional in the Country in which the qualification was granted;
 - (c) He holds at least one of the Qualifications Prescribed for the purposes of Registration and has complied with the other requirements prescribed under this Constitution
 - (d) He holds such certificate as approved by the Board of Directors;
 - (e) He produces sufficient evidence to the Board of Directors that prior to the commencement of the Institute he/she has been in active Practice continuously for a period as prescribed under this Constitution and the law establishing the institute as information Management Practitioner or Professional in relevant field provided that his application is sponsored by two Members of the Institute who shall have been professional members

Registration of members

for a minimum of five years and the application is made within the period prescribed by this Constitution.

- (2) An Application for Registration under this Constitution shall, in addition to evidence of qualification of the Applicant shall satisfy the Board of Directors that he/she -
 - (a) Is of Good Character
 - (b) Has attained the age of 18 years and
 - (c) Has not been indicted or convicted by any court or tribunal in Nigeria or elsewhere for an offence involving fraud or dishonesty and of sound mind.
 - (3) The Board of Directors may, in its discretion, provisionally accept a qualification produced in respect of an Application for Registration under this Section or direct that the application be reviewed within such period as may be specified.
 - (4) Any entry directed to be made in the register under section 2(1) subparagraph(e) of this section, shall show that the registration is provisional and no entry so made shall be converted to full registration without the consent of the Board of Directors signified in writing in that behalf.
 - (5) The Information Management professionals from abroad who reside in Nigeria and wish to practice shall within Twelve (12) months after the commencement of this constitution seek registration with the Institute to become members.
 - (6) A person shall not be entitled to be appointed or engaged to head any information management position of any organisation unless he is:
 - a. Duly registered as a member of the Institute; and
 - b. Qualified by examination
16. (1) The Board of Directors may approve any qualification for the purpose of this constitution if –
- a. Course of training of any approved Institution which is intended for persons who are seeking to become or already Information Management Professional and which the

Board of Directors considers relevant to confer on persons completing it, sufficient knowledge and skill for admission to the Institute; and

- b. Qualification which, as a result of an examination taken in conjunction with a course of training approved by the Board of Directors under this section is granted to candidates reaching a specific standard at the examination indicating in the opinion of the members of Board of Directors that the candidates have sufficient knowledge and skill to practice Information Management.
- (2) The Board of Directors may, if it deems fit, withdraw any approval given under this section in respect of any course, qualification or institution, but before withdrawing such an approval the Board of Directors shall –
- a. Notify the persons by whom the course is conducted or the qualification is granted or the institution shall appear before the Board of Directors as the case may be;
 - b. Afford such persons or institutions an opportunity to make representations to the Board of Directors, with regard to the proposal; and
 - c. Take into consideration any representation made in relation to the proposal in pursuance of paragraph (b) of this subsection.
- (3) During the period in which the approved of the Board of Directors under this section for a course, qualification or institution shall be treated as having been withdrawn under this section, but the withdrawal of such an approval shall be without prejudice to the registration or eligibility for registration immediately before the approval was withdrawn.
- (4) The giving or withdrawal of an approval under this section shall have effect from such date, as the execution of the instruction signifying the giving or withdrawal of the approval as the Board of Directors may specify in the instrument, and the Board of Directors shall –
17. (1) The Board of Directors shall keep itself informed of the nature of the –
- a. Instrument given by an approved institution to persons attending approved course of training; and
 - b. Examinations as result of which approved qualifications are obtained.
- Supervision of instruction and examinations leading to the approved qualifications
- (2) For purposes of performing the duty in subsection (1) (b) of this section, among its own members or otherwise, persons to visit approved institutions to observe such examinations.

- (3) A person appointed under subsection (2) of this section shall report to the Board of Directors on the adequacy of the –
- a. Instruction given to members attending approved courses of training at institutions visited by him.
 - b. Examinations conducted in this presence: and examination which the Board of Directors may, either generally or in a particular case, request him to report: provided that no person appointed shall interfere with the giving of any instruction or the holding of any examination.
- (4) On receiving such a report made under subsection (3) of this section, the Board of Directors may, if it deems fit and if so required by the institution –
- a. Send a copy of the report to the person appearing to the Board of Directors to be in charge of the institution or responsible for the examination to which the report relates;
 - b. Request such person to make observations on the report to the Board of Directors within such period as may be specified in the request, not being less than one month from the date of request.

Establishment of disciplinary tribunal and investigating panel

– DISCIPLINARY TRIBUNAL

18. (1) There is established body known as the Institute of Information Management Disciplinary Tribunal (in this constitution referred to as the “Tribunal”) charged with the duty of considering and determining any case referred to it by the investigating panel established under subsection(3) of this, and any other case which the Tribunal takes cognizance of under this constitution .
- (2) The Tribunal shall consist of a Chairman and six other members who shall be appointed by the Board of Directors from among members of the institute who are not members of the Board of Directors.
- (3) There shall be a body to be known as the institute of information management investigating panel (in this constitution referred to as “the Panel”) charged with the duties of –
- a. Conducting a preliminary investigation into any case where is alleged that a member has committed an act of Professional misconduct, or should for any other reason be the subject of proceeding before the tribunal; and

- b. Deciding whether the case shall be referred to the Tribunal after affording such a member an opportunity of being heard either personally or through a legal practitioner of his own choice in Nigeria.
- (4) The Board of Directors shall appoint member of the Panel from members of the Institute who are neither member of the Board of Directors nor the Tribunal.
- (5) A person shall not be appointment as a member of the Tribunal or of the Panel unless such a person is an information management professional or a full member or fellow of the institute or both.
- (6) The provisions of the third schedule to this Bill shall so far as they are applicable to the Tribunal and Panel, respectively have effect with respect of these bodies.
7. The Board of Directors may, from time to time make rules consistent with this constitution to determine acts, conducts or omissions which constitute professional misconduct such as where –
- a. Person enrolled or registered under this constitution is adjudged by the Tribunal to be guilty of infamous conduct in any professional respect;
 - b. A person enrolled or registered under this constitution is convicted by any court or Tribunal in Nigeria or elsewhere having power to pass sentence for an offence, whether or not the offence is punishable with imprisonment, which in the opinion of the Tribunal is incompatible with the status of an information management professional; or
 - c. “The Tribunal is satisfied that the name of any person has been fraudulently enrolled or registered; such persons involved in this act shall be reported to the appropriate agency for investigation and prosecution”

19. DECISION OF THE TRIBUNAL

- (1) The tribunal may, if it deems fit –
- a. Give an order striking a person’s name off the relevant part of the register; or
 - b. Defer or further defer its decision as to the giving of such order under this section until a subsequent meeting of the Tribunal, but –
- i. No decision shall be deferred under this section for a period exceeding one year in the aggregate;

- ii. 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 that decision was first deferred.
- iii. For the purpose of subsection (1) (b) of this section, a person shall not be treated as indicted unless the indictment stands at a time when no appeal or further appeal is pending or no application for extension of time to appeal is brought in connection with the conviction;
- iv. When the Tribunal gives an order under subparagraph (b) of this section, the Tribunal shall cause notice of the order to be served on the person to whom it relates.
- v. The person to whom an order given under subsection 1(a) of this section relates may, at any time have the right to seek redress at the appropriate court of competent jurisdiction in respect of the decision of the Tribunal
- vi. A person whose name is struck off the register in pursuance of an order of the Tribunal under this section shall not be entitled to be registered again except in pursuance of a direction in that behalf given by the court of competent jurisdiction on the application of the person.
- vii. An order under this section for the striking off a person's name from the register may prohibit an application under this subsection by that person until the expiration of such period from the date of the order (and where he has recently made such an application, from the date of his last application) as may be specified in the directives.

Offences

PART VI - MISCELLANEOUS

20. (1) If a person for the purpose of procuring the registration of any name, qualification or other matter recklessly makes a statement which is false in a particular material, such a person is guilty of an offence.
- (2) If after the commencement of this constitution, a person who is not a member of the Institute practices or holds himself out as a member in expectation of a reward or takes or uses any name, title, addition or description implying that he is a member, he is guilty of an offence.
- (3) If the Registrar or any other person employed by or on behalf of the Institute wilfully makes any falsification in any matter relating to the register, he is guilty of an offence.

- (4) Where an offence under this section which has been committed by a body corporate is proved to have been committed with the consent or connivance of or attributed to any neglect on the part of any Executive, manager, secretary or other similar officer of the body corporate or any person purporting to act in such capacity, such person as well as the body corporate shall be deemed to have committed the offence and shall be prosecuted and punished accordingly.

Regulations as to practice

- 21 (1) Any regulation made under this constitution shall be punishable under the law of the Federal Government of Nigeria and the Institute's newsletter as soon as they are made, and a copy of the regulations shall be forwarded to the Board of directors not less than seven days before they are published.
- (2) The rules, proposed for the purposes of the Bill shall be subject to confirmation by the Institute at its next general meeting or at any special meeting of the Institute convened for that purpose, and if then annulled shall cease to have effect immediately, but without prejudice to anything done in pursuance or intended pursuance of any such rule prior to its annulment.

22. RULES

1. The Board of Directors may make rules for –
- The training of registered members of the profession or suitable persons in Information Management practice; and
 - The supervision, regulation, engagement and training of registered members or suitable persons;
 - Prescribing the amounts payable by members according to whether the member of the Institute is a Honorary fellow member, Fellow member, Senior Professional member, Professional member, Associate member, Graduate member, Corporate member.
 - Prescribing the form of licence to practice to be issued annually or if the Board of Directors deems fit, by endorsement on an existing licence;
 - Restricting the right to practice as a certified member of the profession in default of payment of the amount of the annual subscriptions where the default continues for longer than such period as may be prescribed by the rules;

- f. Restricting the right to practice as a member of the profession if the qualification granted outside Nigeria does not entitle the holder to practice as a member of the profession.
- g. Prescribing the period of practical training in the office of the certified member of the profession in practice to be completed before a person qualifies for a licence to practice as a member of the profession.

23. The Institute shall –

- (1) Provide and maintain a library comprising books and publications for the advancement of knowledge of Information Management and such other books and publications as the Board of Directors may think necessary for the purpose and
- (2) Encourage research into any categories of Information Management practices as listed in subparagraph(i)-(v) and such allied subjects to the extent that the Board of Directors may, from time to time, consider necessary.

- i. Certified Information Management Professional Practice – Practising professionals who are self-employed and independent professionals, offering information management services;
- ii. Certified Information Management Professionals in employment employed in organizations or information agencies to offer professional service.
- iii. Certified information management professionals appointed into governing board of the institute – men of integrity with wealth of experience in professional information management appointed into the board of the organizations or associations to pilot their affairs.
- iv. Certified corporate information management professionals – corporate organizations or firms fully registered with the institute and who offer information management services.
- v. Certified custodial or public information custodial or public administrators who are eminent personalities and by virtue of public trust or corporate trust bestowed on them are appointed, nominated or elected into public or leadership positions to run the affairs of the state.

24. In this constitution, unless the context otherwise requires ‘**Board of Directors**’ means the Board of Directors established as the governing body of the institute under section constitution headed by a chairman;

Interpretatio

‘**Corporate member**’ means an employer of labour that qualifies as provided in the schedule of this constitution .

‘**Enrolled**’ means being registered in relation to a fellow or member as the case may be;

'Fees' includes registration fee and annual subscriptions / practicing fee;

'Member' means individual member of the Institute registered in any of the eight classes of membership;

'President' means the overall head of the Executives of the Institute;

'Certified Information Management Professional' means any qualified member who is into practice or employed by any organization, ministry, and corporation and engaged in Information Management Practice, who have met the requirements for becoming a certified member in any of the Institute designated professional qualifications;

'Information Management' denotes general coordination of activities that involves creation, classification, indexing, storage, retrieval, dissemination and disposition of information/record in all its ramifications; and

'Disciplinary Tribunal' means the Institute of Information Management (IIM) Disciplinary Tribunal established by this Constitution

"Board of Fellows" means the Board appointed annually by the Board of Directors, to coordinate activities of fellows of the Institute;

"President" and **"Vice President"** means respectively the office holder under those names in the Institute;

"Register" means the register maintained in pursuance of this Constitution

"Professional" means the profession in the areas of Information Management, and related disciplines; **"He/She"** means a male of female member as the case may be.

SCHEDULE

SUPPLEMENTARY PROVISIONS RELATING TO THE BOARD OF DIRECTORS

Qualification and Tenure of office of members.

1. (i) Subject to the provisions of this paragraph and the provision of this constitution , a member of the Board of Directors shall hold office for a period of four years beginning from the date of his appointment or election.
- ii. Any member of the Institute who ceases to be a member thereof shall if he is also member of the Board of Directors, cease to hold office in Board of Directors.
- iii. Any elected member of the Board of Directors may by notice in writing under his hand addressed to the president of the Institute resign his office.
- iv. If for any reason there is vacation of office by a member, the Board of Directors may, if the time between the unexpired portion of the term of office and the annual general meeting of the Institute appears to warrant the filling of the vacancy, co-opt some fit and proper person to replace such a member.

Classes of Membership



2. (1) A person or body accorded the status of a member by the Board of Directors shall be enrolled as -

(1) Honorary Fellow: If an individual in the society has excelled in any particular field not necessarily interested in pursuing a career in information management, but have impacted the society positively but shall not have voting right and cannot be voted for.

(2) A fellow, if he is a certified member of high professional standing who –

- i. Has served in the Institute and had not less than 15 years' experience in a senior management position in a private or public organization at the time of his application or enrolment,
- ii. Is not currently engaged in information management position in private or public, organization for not less than 15 years
- iii. Any two fellow members can nominate a person they think is worthy of IIM Fellowship and any full / certified member of IIM (SPMIIM) can be nominated. The member must have given outstanding service to the profession or brought distinction to it over and above the normal course of the individual's job.

(3) Senior Professional member: If the person –

- i. Has passed all the examinations prescribed by the Board of Directors, and has a minimum of ten (10) years continuous working experience in information management practice in any private or public organization
- ii. Is an accredited member of a foreign Information management professional body recognised by the government and the Board of Directors and his class of membership is in the opinion of the Board of Directors equivalent to that of membership of the Institute and such a person has a minimum of ten (10) years working experience in any private or public organization in Nigeria, and shall have passed a stipulated examination before enrolment;
- iii. Has updated his professional knowledge at least once in a year in the Institute's mandatory proficiency programme,
- iv. Is eligible for election into any position in the Institute and has paid membership fees for seven (7) consecutive years immediately preceding the year of election; or
- v. A professional from any field or discipline with a minimum of ten (10) years of professional experience.

(4) Professional Member: if the person is in possession of the requisite academic and professional qualification and has passed all the examination prescribed by the Board

of Directors, or a professional from any field or discipline with a minimum of five (5) years of professional experience.

- (5) Association Member: if the person is in possession of the requisite academic and professional qualification and has passed all the examination prescribed by the Board of Directors, or a professional from any field or discipline with a minimum of two (2) years of professional experience.
- (6) Corporate Member: if it is an employer of labour and meets the criteria set by the Board of Directors for registration in that category; and for the purpose of this section, all corporate members shall cause their staff in information management functions to register with the Institute for their ethical standards and regulation in the practice of information management profession.
- (7) Graduate Member: if the person is a fresh graduate who has less than two (2) years of professional practice in any discipline.
- (8) Student Member: if the person is pursuing a course in information management or any related profession in any institution approved by the Board of Directors but shall –
- i. Not be eligible to vote or be voted for in elections of the institute, and
 - ii. Such person's name shall only appear in the Student membership register

Procedure of Membership

3. (1) A person who desires to be admitted into the institute shall make a formal application to the registrar of the institute on the appropriate form (Online or Offline) as shall be prescribed by the Board of Directors and shall state under what class of membership he seeks admission. Decision on membership grade shall be determined by the Registrar, to be ratified by the Board of Directors.
- (2) A person applying for membership shall, in addition to evidence of qualification, satisfy the Board of Directors that -
- (a) He is of good character; and
 - (b) Has not been indicted **or convicted** by any court or tribunal in Nigeria or elsewhere of an offence involving fraud or dishonesty, or such other offence as, in the opinion of the Board of Directors, would render the applicant unfit to be a member of the institute,

- (3) The Registrar shall place the Board of Directors all applications for admission stating in each case whether the applicant is qualified for registration in the class under which he seeks for admission and if not so qualified, whether the Board of Directors is satisfied that the person is qualified for admission under any other class.
 - (4) Where the Board of Directors is satisfied that the person is qualified for admission –
 - (a) Under the class for which he applied, the registrar shall, upon payment of the prescribed fees by the applicant, enrol the person in that class, and issue him a Certificate of membership appropriate for that class, and
 - (b) Into another class other than that for which he applied, the Registrar shall, upon the person’s application amend his application to state the class under which he is qualified and the Registrar shall, after the amendment and upon payment of the prescribed fees by the applicant, register him, issue a Certificate of membership appropriate for that class.
- 4 (1) Fellows or any other class of information management professionals who have passed the Institute of Information Management Certified Information Management Professional (CIMP) Certification Program (CIMP I – IIM & IIM Master Certification - Stage IV) shall be entitled to the use after their names the word ‘Certified Information Management Professional (CIMP) in any of the listed IIM certification programs.
- (5) Entitlement of Members
- (1) A holder of the final professional certificate of the Institute shall be entitled to employment in private and public service on the same rank applicable to members of other certified professional bodies in Nigeria if such person is otherwise qualified and has fulfilled all other requirements of a competitive recruitment exercise
 - (2) A holder of the final professional certificate of the Institute shall, after graduation be eligible for the “Institute’s Practice License”. The License is only issued to practising Information Management Professionals who show continued competence through participation in the annual membership mandatory continuing professional development programmes (AMCPDP) for update of professional skills. Practising Information Management Professionals are expected to renew their license within the stipulated time specified by the Board of Directors. Registration and renewal of license guidelines shall be published from time to time by the Institute.

Powers of the Board of Directors, etc.

6. The Board of Directors shall have power to do anything, which is in its opinion is calculated to facilitate the carrying on of the activities of the institute.

Proceeding of the Board of Directors

7. (1) Subject to the provisions of this constitution , the Board of Directors may in the name of the institute make standing order regulating the proceedings of the institute, the Board of Directors or any of the Institute's Committees.

(2) Standing order shall provide for decisions to be taken by a majority of the members and in the event of equality of votes, Chairman of the board has a casting vote.

(3) Standing orders made for Committee shall provide for Committee to report back to the Board of Directors on any matter referred to it by the Board of Directors.

(4) The quorum of the Board of Directors and the quorum of a committee of the Board of Directors shall be determined by the Board of Directors.

Meetings of the Institute

8. (1) The Board of Directors shall convene an annual general meeting in March every year or such other day as the Board of Directors may, from time to time, appoint so that if the meeting is not held until one year after the previous meeting not more than 15 months shall elapse between the respective dates of the two meetings.

(2) A special meeting of the Institute maybe convened by the Board of Directors at any time, if less than 20 members of the Institute are informed by notice in writing addressed to the Registrar of the Institute setting out of the objects of the proposed meetings, the Chairman of the Board of Directors shall oversee a special meeting of the Institute.

(3) The quorum of any meeting of the Institute shall be 25 members and that of any special meeting of the Institute shall be 20 members.

Meetings of the Board of Directors

9. (1) Subject to the provisions of any standing order, the Board of Directors 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 other members, he shall summon a meeting of the Board of Directors to be held within seven days from the day on which the notice is given.

(2) At any meeting of the Board of Directors, the Chairman or in absence, the Vice Chairmen in their order (first second) shall preside, but if both are absent, the members present at the meeting shall appoint one of them to preside at the meeting.

(3) Where the Board of Directors desires to obtain the advice of any person on a particular matter, the Board of Directors may co-opt him as a member of such period as the Board

of Directors deems fit, but a person who is a member by virtue of this subparagraph, shall not be entitled to vote at any meeting of the Board of Directors and shall not count towards a quorum.

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

Meetings of the Committees

- 10 (1) The Board of Directors may appoint one or more committees to carry out on behalf of the Institute or the Board of Directors, such function as the Board of Directors may determine
- (2) A Committee appointed under this paragraph shall consist of the number of persons determined by the Board of Directors of whom not more than one-third may be persons other than a member of the Board of Directors shall hold office on the Committee in accordance with the terms of the instrument by which he is appointed.
- (3) A decision of a Committee of the Board of Directors shall be of no effect until is confirmed by the Board of Directors.

Miscellaneous

11. (1) The fixing of the common seal of the Institute shall be authenticated by the signature of the President or any other member of the Board of Directors authorized generally or specially by the Institute to Constitution for the purpose.
- (2) Any contract or instrument which, if made or executed by a person not being a corporate body, would not be required to be under seal, may require, by any person generally or specially authorized, to act for the purpose by the Board of Directors.
- (3) Any document purporting to be a document duly executed under the seal of the institute shall be received in evidence and shall, unless the contrary is proved, be deemed to be executed.
- (4) The validity of any proceeding of the Institute or the Board of Directors or of a committee of the Board of Directors shall not be adversely affected by any vacancy in membership, or by any defect in the appointment of a member of the institute or of the Board of Directors or of a person to serve on the Committee or by reason that the person not entitled to do so took part in the proceedings.
- (5) Any member of the institute or Board of Directors, and any person holding office on a committee of the Board of Directors, who has a personal interest in any contract or arrangement entered into or proposed to be considered by the Board of Directors or a Committee thereof; shall forthwith disclose his interest to the President or Board of

Directors, as the case may be, and shall not vote on any question relating to the contract arrangement.

The Register

12. (1) The register shall consist of seven parts one for each class of membership namely –
 - a. Honorary fellows members;
 - b. Fellows;
 - c. Senior professional members;
 - d. Professional members
 - e. Associate members;
 - f. Graduate members;
 - g. Student members
 - h. Corporate members;
- (2) Subject to this section, the Board of Directors shall make rules with respect to necessary professional forms, keeping of the register and the making of entries of particulars therein –
 - a. Regulating the making of applications for enrolment or registration, as the case may be, and providing for the nature of evidence to be produced in support of applications;
 - b. Providing for the notification to the registrar by the person to whom any registered particulars concern, of any change in those particulars;
 - c. Authorizing a registered member have any qualification which is in relation to the relevant division of the profession, for the purpose of this Bill;
 - d. Specifying the fees, including annual subscription, to be paid in the institute; and
 - e. Specifying anything failing to be specified under this section.
3. Any rule for the purpose of paragraph 2 subparagraph (d) of this schedule shall not come into force until they are confirmed at a special meeting of the Institute convened for the purpose or at the next annual general meeting, as the case may be;
4. The Registrar shall in accordance with directions of the Board of Directors –
 - a. Correct any entry in the register which was incorrectly made;
 - b. Make any necessary alteration to the particulars of registered persons from time to time;
 - c. Delete from the register the name of any registered member who –

- i. Died
 - ii. Ceased to be a member; or
 - iii. Is indicted of professional misconduct; and
- d. Record the names of members of the Institute who are in default for two (2) years in the payment of annual subscriptions and take such appropriate action as the Board of Directors may direct.

5. Where the Registrar –

- a. Sends a letter to any registered member via the address of the member as found in the Register, by post, email, telephone or e-fax, inquiring whether the registered particulars relating to him are correct and receives no reply to the letter within a period of six months from the date of dispatch; and
- b. Upon the expiration of that period, sends in like manner to the person in question a second similar letter and receives no reply to that letter within three months from the date of dispatch, the registrar may remove the particulars relating to the person in question from the register; provided the Board of Directors may, for a reason which seems to it to be sufficient, direct the Registrar to restore to the appropriate part of the register, any particular deleted there from under this subsection.

13. (1) The Registrar shall cause –

- a. The register (membership & Certification registers) to be printed, published (on IIM website or physically) and put on sale to members.
- b. Subsequent editions of the register to be distributed to the members of the Institute and members of the Public on such terms as the Board of Directors may from time to time decide; and
- c. A print of each edition of the register and each list or corrections to be deposited at the Head Office of the Institute and with the registrar and shall make the register and lists so deposited available at all reasonable times for inspection by members of the public.

Publication of Registers of Fellow, other members, and certified professionals
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- (2) A document purporting to be a print of an edition of the register published under this section by the authority of the Registrar, or edition of a register so published and of the list of corrections to that edition so published, shall (without prejudice to any other mode of proof) be documents read together to prove that a member of the Institute was so registered at the date of the edition or the list of corrections, as the case may be, and that any person not so named was not registered.

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

SUPPLEMENTARY PROVISIONS RELATING TO THE DISCIPLINARY TRIBUNAL AND INVESTIGATING PANEL**The Tribunal**

1. The quorum of the tribunal shall be four of whom at least two shall be members of the profession.
2. (1) The Board of Directors may make rules as to the selection of the Tribunal for the purpose of proceedings, the procedure to be followed, and rules of the evidence to be observed in proceedings before the tribunal.

(2) The rules shall in particular provide for –
 - a. Ensuring that notice of the proceeding is 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. Determining who in addition to the person aforesaid, shall be a party to the proceedings;
 - c. Ensuring that any party the proceedings shall, if he so requires, be entitled to be heard by the Tribunal; and
4. (1) for the purpose of advising the Tribunal on question of law arising in proceedings before it, there shall in all proceedings be an assessor to the Tribunal who shall be appointed by the Board of Directors and who shall be a legal practitioner of not less than seven (7) years standing.

(2) The Board of Directors shall make rules as to the functions of an assessor appointed under this paragraph, and in particular such rules shall contain provisions for ensuring that –
 - a. Where the Tribunal is advised on any question of law as to evidence, procedures or any other than is specified by the rules, the assessor shall do so in the presence of every party or person representing a party to the proceedings who appear at or; if the advice is tendered while the Tribunal is deliberating in private, that every party or person shall be informed about the advice tendered; and
 - b. Every party shall be informed if the Tribunal does not accept the advice of the assessor on such question.

(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 attended by all the members of the panels, make standing order with respect to the panel.

(2) Subject to the provisions of any such standing order, the panel may regulate its own procedures.

Miscellaneous

7. (1) A person on ceasing to be a member of the Tribunal or the Panel shall not be eligible for appointment as a member of the Board of Directors of the Institute.

(2) A person shall not be a member of both the Tribunal and the panel, and a person who acted as a member of the panel, with respect to a particular case shall not act as a member of the tribunal with respect to the same case.

8. The proceedings of both the tribunal and the panel shall not be invalidated by and irregularity in the appointment of the bodies.

9. Any document authorized to be served on the appointed in pursuance of section 13 of this constitution.

10. Any expenses of the Tribunal or the panel shall be defrayed by the Institute.

EXPLANATORY MEMORANDUM.

This constitution seeks to provide for the regulation of the Institute of Information Management charged with the responsibility of regulating and promotion of sound information management standards, competence, research, preservation, dissemination, training and re-training of personnel, certification of professionals, registering of members, security of records / information among other things.

It further seeks to establish the Board of Directors of the Institute which shall have the responsibility of managing the Institute and setting the standard of education.

The Founder's Office

The Institute of Information Management shall at all times protect the position of the founder and founding Chairman/President of the Institute, Dr. Oyedokun Ayodeji Oyewole in order to perfect, preserve the corporate existence and vision of the Institute;

Founder's Day

Is an occasion to mark and celebrate the vision, contribution and effort of the Founder of the Institute.

Subject to the provision of this constitution, the founders of the Institute shall be celebrated once or twice yearly or as may be determine by the Board of Directors.

The Founder's day is being planned and executed by the dedicated Founder's Office that has been established within the Institute of Information Management at institute expense.

The Founder's Office is mandated to oversee all aspects of the Institute of Information Management and its legacy, including (but not limited to) the planning and execution of strategic initiatives, oversight of marketing and public relations activities and use of the Founder's brand, and strategic coordination with public and private sector stakeholders in Africa and globally.

The Founder's Office operates under the guidance of the Board of Directors and in consultation with the Local Committees as the board may deem necessary.

Established under the Institute of Information Management constitution, The Founder's Office is a permanent office initiated to oversee all activities taking place as part of the Institute, and is dedicated to enhancing Dr. Oyedokun Ayodeji Oyewole's stature as a symbol of patriotism and highlighting his position as a prominent global leader in the field of Information Management.

The founders of the institute shall be entitled to the following yearly:

Medical Expenses

The founders and their spouses, widows, and minor children are entitled to treatment in high class hospitals. The Founders and their immediate family are also entitled to enroll in private health insurance plans at institute expense.

Funerals & Succession.

The Institute shall give the Founders befitting burials. The arrangement, cost and expenses of such burial shall be borne by the Institute. The office of the Founder after the demise shall be occupied by an individual nominated by the founder's immediate family.

Transition Expenses

The founders shall be entitled to transition fund yearly as may be determine by the Board of Directors with the view to aid their private life and upkeep of his/or her family and children.

House Allowances

The Founder shall be entitled to accommodation allowance from the institute yearly.

The institute shall provide the founder with a reasonable funds to secure a decent accommodation in a high profile areas in Nigeria or outside Nigeria.

The amount for the said accommodation shall be provided by the institute based on the choice of accommodation by the founder approved by the board of directors.

Travel Expenses

The institute shall makes funds available to founders annually and no more than four of his or her family members for annual vacation travel and related expenses. Other official travels related to the founder's status as an official representative of the institute will be fully paid and compensated. The Board of Directors shall determine all appropriate costs for travel.