



CONSTITUTION OF INSTITUTE OF HEALTH SERVICE ADMINISTRATORS OF NIGERIA (IHSAN)



PREAMBLE.

We the members of the Institute of Health Service Administrators of Nigeria (IHSAN) hereby establish an Institute which will be independent, non-governmental, non-political and non-religious to cater for the advancement of the Health Service Administration/ Management Profession and for the welfare, training and education of members.

2. NAME AND TITLE

The name shall be **THE INSTITUTE OF HEALTH SERVICE ADMINISTRATORS OF NIGERIA.**

1. **MOTTO**

The motto of the Institute shall be "**Promoting Better Health care through Better Management**".

b. **VISION.**

- i. To promote the professional education and training of managers, planners, and administrators of health services,
- ii. To uphold and improve standards of planning and management of health services and
- iii. To co-operate with other professionals in the healthcare industry to improve the quality of healthcare.

c. **REGISTERED OFFICE.**

The Registered Office of the Institute shall be situated in Nigeria at such address or addresses as the members at a General Meetings shall from time to time decide.

3. **AIMS AND OBJECTIVES.**

The aims and objectives of the Institute shall be:

1. To Improve the quality of Health Service Administration in Nigeria;
2. To promote the professional training and education of Health Service Administrators in Nigeria,
3. To compile the Register of qualified persons as professional Health Service Administrators in Nigeria and to revise the Register from time to time;
4. To uphold, promote and improve the professional status and standards of the profession in Nigeria,
5. To defend the interests and promote the general welfare of members of the Institute in Nigeria;
6. To exercise professional supervision over the members of the Institute, develop and encourage them to participate in regular continuing education programmes of the Institute,
7. To organize and hold forums, lectures, seminars, conferences and meetings for the discussion of professional affairs, interests, papers and topical issues on health service matters and to generally, collect, collate and publish same for the Information of the members and the public at large;

8. To ascertain the law and practice relating to all things connected with the profession of Health Service Administration especially in Nigeria and notifies the members from time to time,
9. To liaise and cooperate with other professionals in the healthcare industry both within and outside the country, with a view to improving the overall quality of health service administration and management,
10. To purchase, lease, rent, hold and dispose of any building, hall, properties to be used for, and by the Institute in carrying out its objectives,
11. To borrow or secure the payment of money for the purposes of the Institute on such terms and on such security as may be thought fit
12. To invest the monies of the Institute not immediately required for its purposes in or upon such investment authorised by the law of the Federal Republic of Nigeria and approved by the National Council of the Institute; and
13. To do all such other lawful things as are incidental or conducive to the attainment of the objectives of the Institute.



4. BOARD OF TRUSTEES OF THE INSTITUTE

In compliance with Part 'C' of the Companies and Allied Matters Decree No. 1 of 1990, there shall be a Board of Trustees (BOTs) for the Institute of Health Service Administrators of Nigeria as follows:

1. The Trustees of the institute shall be known as **THE REGISTERED TRUSTEES OF THE INSTITUTE OF HEALTH SERVICE ADMINISTRATORS OF NIGERIA**
2. Appointment into the Board of Trustees shall be done by a simple majority of members at the Annual General Meeting (AGM), on the recommendation of the National Council of the institute
3. The current National President of the Institute shall serve as co-opted member of the Board of Trustees during his/her tenure of office;
4. Members of the Board of Trustees shall appoint the Chairman of the Trustees from among them and shall hold office for a life time.
5. The Registrar/National Secretary of the institute shall serve as the Secretary to the Board
6. The meeting of the Board of Trustees shall be presided over by the Chairman and in his/her absence any member may be nominated by consensus of the members to preside over the meeting
7. The meeting of the Board of Trustees shall be duly convened if a notice to that effect is issued to all members at least seven (14) days by the Secretary of the BOT at the instance of the Chairman, and,
8. In special circumstances, an emergency meeting or extraordinary meeting of the Board may be convened by the Secretary to the Board upon the directive of the Chairman of the Trustees for which a notice of not less than 7 days shall be given to members with the agenda for the meeting.

5. TENURE OF OFFICE AND REMOVAL OF TRUSTEES

A member of the Board of Trustees shall hold office for life however, he/she shall cease to hold office if he/she:-

1. Resigns from office;
2. b. Becomes insane;
3. Ceases to be a member of the Institute;
4. If adjudged by the National Council to be morally bankrupt
5. If convicted of a criminal offence involving fraud and dishonesty by a Court of competent jurisdiction; and
6. If he/she is recommended for removal from office by the National Council of the Institute for reasons

of incompetence, proven acts of serious misconduct, Including dereliction of duties and absence from four (4) consecutive meetings without good and acceptable excuse and same is adopted by the majority of members present at the Annual General Meeting of the Institute.

7. In cases of prolonged illness and or hospitalisation for a period of one year, it shall be required of the alling member to/chair to temporarily relinquish his/her office for an interim replacement pending his/her full recovery and resumption of duties.

6. QUALIFICATION OF MEMBERSHIP OF THE BOARD OF TRUSTEES

1. Members of the Board of Trustees shall be elected from the Fellows of the institute who:

- i. Is actively involved in the activities of the Institute,
- ii. Must have been elected Fellow of the institute not less than 10 years prior to nomination and must be in good financial standing since becoming a Fellow,

7. COMPOSITION OF THE BOARD OF TRUSTEES

1. The Board of Trustees shall be composed a maximum of five members drawn from the past National President of the Institute after a successful tenure of office and subject to existing vacancies.

8. POWERS AND FUNCTIONS OF THE BOARD OF TRUSTEES.

The Board shall, among other things, perform the following functions:

- i. The Board of Trustees shall act for the institute in all legally binding transactions and can sue or be sued on behalf of the Institute,
- ii. The Board shall be the custodian of the Constitution and shall monitor adherence thereto by all organs, officers and members of the Institute.
- iii. The Board shall maintain the registration of the Institute under the Companies and Allied Matters Act and shall ensure that all statutory annual returns are filed with the CAC for each year.

iv. The Board shall be the custodian of the sacred values, ethics and philosophy of the Institute and shall be responsible for the maintenance of the highest standards of professional conduct, etiquette and discipline among all categories of members.

v. Be the custodian of the Constitution and monitor adherence thereto by all organs, officers and members of the Institute.

vi. Be the custodian of all permanent, moving and immovable assets of the Institute, including landed properties.

vii. Advising and giving general guidance and direction to the Executive Committee and National Council of the Institute for the attainment of the Institute's goals and objectives.

viii. Taking decisions on matters in which the other organs of the Institute are unable to decide or establish consensus.

ix. Undertaking periodic review of the performance of the organs, officers and members of the Institute and discussing the outcome with the organ, officers and members so assessed in order to enhance the achievement of corporate goals and objectives of the institute.

x. Coordinating the nomination of members for Board Appointments and other national assignments, Committees, and Special Tax Forces from among Fellows and members of the Executive Committee of the Institute who have attained sufficient cognate experience and expertise and have contributed greatly to the goals and objectives of the Institute.

xi. Supervising the conduct of election of the National Officers in line with this Constitution and to ensure that the elections are free, fair and credible.

xii. The Board shall constitute Election Review Committee to handle all election grievances and petition, receive the Report and take action on the same appropriately.

xiii. Dealing with any other matters referred to it by the National Council or the Annual General Meeting of the Institute.

9. FREQUENCY OF MEETING.

1. The Board of Trustees shall meet quarterly, Emergency Meetings could however, be called to consider matters requiring urgent attention.

10. NATIONAL EXECUTIVE OFFICERS OF THE INSTITUTE

There shall be National Executive Officers of the Institute elected at the Annual General Meeting.

11. COMPOSITION OF THE NATIONAL EXECUTIVE OFFICERS.

1. The National Executive Officers of the institute shall consist of:
 - i. President of the Institute;
 - ii. Two Vice Presidents (North and South);
 - iii. The Registrar/National Secretary,
 - iv. The Assistant Registrar/Assistant National Secretary;
 - v. Treasurer,
 - vi. Financial Secretary,
 - vii. The National Publicity Secretary;
 - viii. The Public Relations Officer
 - ix. Immediate Past President and two other (co-opted) members.

12. TENURE AND QUALIFICATIONS OF NATIONAL EXECUTIVE OFFICERS.

1. Each Executive Officer shall hold office for a term of two (2) years subject to re-election for a final term of two (2) years based on good performance and endorsement by members at the Annual General Meeting (AGM).
2. Only members who are Associates or Fellows shall be eligible for election as National Executive Officers of the institute. in the case of the position of National President, 1 and 2 Vice National President, the officer must be a fellow of the institute. Those who are Associates of the Institute of not less than five years shall be eligible for election for all other offices.
3. All National Executive Officers shall report directly to the National President in the discharge of their duties.



13. FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE.

- a. These functions shall include, among other things:
 - i. Screening and recommending the appointment of suitably qualified officers into the employment of the Institute for approval of National Council based on approved budget.
 - ii. Screening and recommending to the National Council for final approval, admission of suitably qualified persons into the profession of Health Service Administration, as members of the institute, including Honorary Fellows.

- iii. Day-to-day management of Funds of the Institute in accordance with the Financial Regulations of the Institute and ensuring that proper Books of Accounts are kept for such funds and their expenditures.
- iv. Maintaining proper register of members in accordance with this Constitution.
- v. Supervising and accrediting courses and examination leading to approved qualifications.
- vi. Nominating members to the Committee of the Institute in close collaboration with BOT to be approved by the National Council to carry out such functions as may be determined.
- vii. Discipline of erring members of the Institute in accordance with the constitution.
- viii. Inaugurating branches and Chapters of the Institute as necessary.
- ix. Supervising, advising and overseeing the activities of branches and chapters of the institute.
- x. Screening and recommending Audit firms for appointment as External Auditors for approval by the National Council, and the Annual General Meeting (ACM).
- xi. Consideration of reports and memoranda from relevant organs and officers of the institute.

DUTIES AND RESPONSIBILITIES OF THE NATIONAL EXECUTIVE OFFICERS OF THE INSTITUTE

1. THE NATIONAL PRESIDENT.

The National President shall be a Fellow of the Institute, the Chief Accounting Officer and the Chief Official Representative of the institute. The President shall be responsible for:-

- i. Presiding over the institute's National Executive Committee and Extraordinary Meetings, Annual General Meetings and other Committee's meetings unless otherwise stated at the constitution of such Committee(s)
- ii. Devising, championing and coordinating strategic efforts for the enactment of the Act Establishing the IHSAN in close collaboration with the BOT.

- iii. Acting on behalf of the National Council on issues as may be delegated by Council for the sake of expediency from time to time.
- iv. Supervising and co-ordinating the day-to-day execution of the policy and programmes of the institute.
- v. Providing direction and leadership to all Committees of the Institute.
- vi. Acting as the principal spokesman of the Institute.
- vii. Presenting at the Annual General Meeting a formal Presidential address which shall highlight the accomplishments, problems, prospects and future direction of the institute.
- viii. Presenting the annual budget proposals of the Institute to the National Council for consideration and necessary approval.
- ix. Encouraging and coordinating strategic efforts for membership drive covering all healthcare institutions in Nigeria and the formation of new State Branches/ Chapters, their formal inauguration and monitoring to ensure that they are operationally effective thereafter.
- xi. Encouraging and co-ordinating national officers and members of the institute on timely preparation and release of official position papers of the institute on national issues relating to hospital and Health Service Administration or any other related issues in the specialty.
- xii. Collaboration with the relevant Committee and ensuring that the quality of the academic contents of our Annual Conferences and quarterly workshops meet the minimum standard and the timely release and publication of the communiques.
- xiii. Encouraging and coordinating efforts of national officers and members of the Institute assigned to prepare and produce position papers on national health care issues for the Federal Ministry of Health, conferences and workshops of sisters Professional Bodies to which the Institute may be invited from time to time.
- xiv. Any other duties may be assigned by the National Council, or the AGM from time to time.

b. THE VICE PRESIDENTS

The 1st Vice National President shall act for the National President in his/her absence and the 2nd Vice National President shall act for the 1st Vice National President in his/her absence and shall be:-

i. Responsible for the coordination of the activities of the group of Branches as may be assigned to him/her by the National Executive Committee and shall pay periodic visits to the Branches so assigned such that he/she would have visited each such branches at least once during each year and shall make periodic reports to the National Executive Committee on such visits.

ii. Attending to problems emanating from State Min. of Health, Health Service Management Boards and all the Federal and private health care institutions in the group of Branches assigned to him/her as they affect members of the Institute and reporting to the National Executive Committee on the activities of these Branches as may be specified by the Committee from time to time;

iii. Liaising with State Branches on matters relating to compliance with payment and remittance of members annual due and other levies as may be approved by Executive Committee and the National Council from time to time.

iv. Facilitating cordial working relationship between State Executive Committee (S.E.C.) of the Institute and the members and between members of the Institute and their Chief Executive Officers (C.E.O) at various health institutions where members of the Institute work by effectively mediating between them whenever there are conflicts and reporting progress and developments to the National President and the Executive Committee.

vi. Serving as first line mediator and conciliator between the Institute and any aggrieved members and between officers in the Administration Department and their DA/HOA on the one hand and between the DA/HOA and their CMD/MD on the other hand, by effectively mediating between these officers to avoid issues degenerating into crisis situation. For the purpose of any of these visits, the Vice President may invite the senior Fellow(s) in the area to accompany him/her in order to facilitate the peace-making efforts.

vii. In close collaboration with the National President, carrying out strategic membership drives and formation of new Branches within his/her areas of supervisory jurisdiction.

viii. Performing any other duties/functions as may be assigned by the President or the National Council from time to time.

C. REGISTRAR/NATIONAL SECRETARY.

The Registrar/National Secretary shall be the Chief Administrative Officer of the Institute, and shall be responsible for:-

- i. Arranging its meetings, recording its proceedings, conducting its correspondences and maintaining its records.
- ii. Keeping a Register of all persons elected by the General Council into the membership of the Institute in hard and soft copies;
- iii. Processing yearly statutory returns of the Institute to the CAC before the end of the first quarter of each year and reporting the same to the National Council.
- iv. Processing membership application forms in accordance with the Constitution and conditions for the membership of the Institute.
- v. Issuing all statutory notices of meetings of the Institute on the approval of the President or of other Committees on the approval of the Chairmen of such Committees.
- vi. Transmitting to the members of the Institute, Information on the business of the Institute as authorised by the National President or National Council.
- vii. Communicating to Committees and members of the Institute, the decisions of the National Council or Annual General Meetings of the Institute not later than 14 days after the meeting, including writing and dispatching circulars, letters and other correspondences arising from or connected with such meetings.
- viii. Performing all other duties as may be assigned to him/her by the National President, the National Executive Committee, the National Council or the Annual General Meeting.

d. ASST. REGISTRAR/ASST. NATIONAL SECRETARY

- i. He/She shall assist the Registrar/National Secretary in the performance of his/her duties and shall in his/her absence act in his/her place.
- ii. He/She shall be responsible for collation of reports from State Branches, compilation and maintenance of data bank statistics of new and old members in approved format, stating names, Institutions attended, qualifications, employers, position held State of origin, years of cognate experience and attendance of meetings and workshops

iii. He/she shall perform at other duties as may be assigned to him/her by the President, the Registrar/General Secretary, the National Executive Committee, the National Council or the Annual General Meeting.

e. THE NATIONAL TREASURER.

The National Treasurer shall be the Accountant of the Institute. He/She shall take charge of the safekeeping of all assets of the Institute, and shall be responsible for:-

i. Receiving, collecting and paying to the Institute's bankers all monies collected for the Institute or paid to the Institute from all lawful sources within 48 hours from the time of receipt of such monies.

ii. Paying out money on behalf of the Institute in respect of expenditure incurred in connection with and relating to the promotion of the ideals and objectives of the Institute as properly authorised by the National President of the Institute.

iii. He/She shall present to the National Council, quarterly statement of Income and Expenditure of the Institute which shall be vetted by the President to ensure compliance with standard and completeness in details.

iv. He/she shall perform all other duties as may be assigned to him/her by the National President, the National Executive Committee, the National Council, or the Annual General Meeting.

f. NATIONAL FINANCIAL SECRETARY.

The Financial Secretary shall be responsible for:-

i. Collecting all revenue due to the Institute from all sources.

ii. Recording such money in the appropriate Account Books and vouchers.

iii. Handing over all revenues collected to the Treasurer for safe keeping/lodgment into the Institute's designated Bank account(s) not later than 48 hours after receipt of the funds.

iv. Submitting to the National Council a quarterly financial statement of all incomes and their sources and

v. Submitting quarterly reports to the National Council of all outstanding pledges by members and Corporate Bodies, where applicable.

vi. He/she shall perform all other duties as may be assigned to him/her by the President, the National Executive Committee, the National Council or the Annual General Meeting.

g. NATIONAL PUBLICITY SECRETARY

The Publicity Secretary shall be responsible for:-

i. Giving adequate publicity for all the activities of the Institute to the media

ii. Ensuring that members are well informed of events of the institute and reminding them of the expected participation.

iii. Collecting, collating and disseminating information to members In conjunction with the Registrar/National Secretary in agreed format or Newsletters.

iv. Collating, storing and preservation of useful publications of archival value in both print and electronic media which are useful for research relating to the goals and objectives of the Institute.

v. He/she shall perform all other duties as may be assigned to him/her by the President, the National Executive Committee, the National Council or the Annual General Meeting.

h. PUBLIC RELATIONS OFFICER

The Public Relations Officer (PRO) shall be responsible for:-

i. Managing and maintaining the Institute's good public relations with various organs of Government, the FMOH, Corporate Bodies and members of the public through constructive engagement and effective representation of the National President and Chairman, BOT with these bodies.

ii. Liaison with focal persons in various organs of government, MDAS, Corporate Bodies and relevant International Agencies on behalf of the National President and Chairman, BOT with a view to accelerating their assistance to the Institute in various areas of needs.

- iii. Promoting all activities of the institute to all and sundries through effective information dissemination using print, electronic/social media.
- iv. Arranging and, if necessary, undertaking social welfare activities on behalf of the institute as may be directed and or authorised by the National President and or National Council.
- v. Working closely with the National President, the Registrar National Secretary and the Chairman, Local Organizing Committee for proper reception of members travelling to the venue of the activities of the Institute, especially the quarterly workshops, annual conferences and AGM.
- vi. He/she shall perform all other duties as may be assigned to him/her by the National President, the National Executive Committee, the National Council or the Annual General Meeting.

15. ELECTION OF THE NATIONAL EXECUTIVE OFFICERS OF THE INSTITUTE.

- i. Election of National Officers of the Institute shall hold bi-annually at the Annual General Meeting for which a special notice shall be given to all financial members.
- ii. The Registrar/National Secretary shall publish circular on the Website and Platform of the institute at least ten (4) weeks before the date of the election, inviting eligible and interested members who wish to contest for elective offices to obtain the "Nomination Form" designed for that purpose which shall be duly completed and returned to the Secretariat before the closing date.
- iii. The Nomination Form shall among other things, disclose the title of the office, the name of the candidate, his/her signature, names and signatures of proposer and seconder and a brief information about the candidate.

QUALIFICATION FOR ELECTION.

- iv. All candidates must be academically and professionally qualified and must have attained the appropriate cognate experience. Those aspiring to the Office of the President, 1 and 2 Vice President shall possess the Fellowship of the Institute.
- v. All Candidates for all other elective offices other than the above shall possess the minimum of an Associate of the Institute with not less than five (5) years cognate experience as an Associate.

- vi. All candidates seeking elective offices shall:
- a. Be actively involved in the activities of the Institute, including regular attendance at meetings and workshops, records of which are kept by the Asst. National Registrar/Secretary.
 - b. Be in good financial standing at the time of nomination and election.
 - c. Not have pending disciplinary matter against him/her before the Disciplinary Committee of the Institute, at his/her place of employment or standing trial for any criminal offence in any Court of law.
 - d. Have published at least one scholarly article in the Institute's Journal not more than five (5) years old.
 - e. The shortlisted candidates shall be displayed at the venue of the Annual General Meeting not less than twentyfour (24) hours before the conduct of the election and may be updated as necessary.
 - f. Candidates may withdraw their nomination at any time before the commencement of the Annual General Meeting and the Election.
 - g. Only financial members present at the Annual General Meeting preceding the election can vote and be voted for any elective office of the Institute.
 - h. At the end of the Annual General Meeting preceding the election, the Chairman, Board of Trustees shall dissolve the National Executive Committee and request the house to nominate a Returning Officer and two electoral officers to be appointed to conduct the election.
 - i. The Returning Officer and the two electoral officers so appointed shall not contest for any elective office and shall not vote or be voted for during the exercise.
 - j. The Returning Officer and the two electoral officers so appointed shall control, conduct and manage the election for which they are appointed.
 - k. During the election, the Returning Officer shall be the presiding officer and shall have the powers of the Chairman.
 - l. During the election, voting shall be by secret ballot and votes shall be counted and the result announced on the spot.

m. A candidate shall be declared elected when returned unopposed or when he/she obtains the highest votes cast during the voting.

n. To the extent of their functions, the decision of the Returning Officer and the two other electoral officers shall be final.

o. The newly elected National Officers shall be Inaugurated by the Chairman, BOT on the same day after taking the Oath of Office to be administered by a Legal Practitioner.

p. All elected National Officers shall assume office on the day of election after taking the Oath of Office.

q. The final handing-over and taking-over exercise by the out-going and in-coming National Officers shall take place at the Institute's National Secretariat not later than 14 days from the date of the inauguration.

ELECTION PETITION.

r. At the end of the election, the Chairman, BOT shall constitute a 3-man Election Review Committee which shall receive and consider all genuine petitions relating to the qualification of candidate and the conduct of the election from aggrieved candidates.

s. The petition with the supporting evidence shall be addressed to the Chairman, Election Review Committee and shall be received at the Institute's National Secretariat not later than fourteen (14) days after the election

t. Upon the receipt of the petition, the Committee shall, within twenty-one (21) days, thoroughly investigate the issues raised in the petition and submit the report of its findings and recommendations to the Chairman, BOT.

u. The Chairman, BOT shall upon the receipt of the report and recommendations of the Election Review Committee summon the meeting of members to deliberate on the same within fourteen (14) days and take appropriate action on the decisions of the Committee. Thereafter, the petitioner(s) shall be notified of the outcome of his/her petition(s) and the action(s) taken in the circumstance.

v. The Report of the Election Review Committee, the deliberations of the meeting of BOT and the actions taken shall be communicated to the National Council at its next meeting for information and adoption.

BRANCHES AND CHAPTERS OF THE INSTITUTE AND THEIR OFFICERS.

w. The duties of the Branch Chairman and Vice-Chairman shall be similar to the National President in the conduct of the Institute's affairs at the Branch level. Also, the duties of the Branch Officers shall be similar to the National Executive Officers, but with appropriate modifications.

x. Similarly, the duties of Chapter Officers shall be the same as those of the Branch Officers but with appropriate modifications.

16. GOVERNING BODY OF THE INSTITUTE.

There shall be a National Council of the Institute, which shall be charged with the responsibility for the control, administration and management of the Institute's affairs, subject to the provisions of this Constitution and to any bye-laws of the Institute.

1. FUNCTIONS OF THE NATIONAL COUNCIL.

The Functions of National Council of the Institute shall include:

i. Considering/Approving the recommendations of the National Executive Committee for the appointment of suitably qualified officers into the employment of the Institute in accordance with approved budgetary provisions.

ii. Considering/Approving the recommendations of the National Executive Committee for the admission of suitably qualified persons into the profession of Health Service Administration as members of the Institute, including Honorary Fellows.

iii. Supervising the utilisation of funds of the Institute in accordance with the Financial Regulations of the Institute, ensuring that proper Books of Accounts are kept for such funds and recommending the spending limit of the National President to the AGM from time to time as necessary.

iv. Considering and recommending the approval of courses and qualifications for the purpose of registration of members into the profession of Health Service Administration.

v. Considering and approving report and recommendation of the National Executive Committee on courses and examinations leading to approved qualifications recognized by the Institute.

vi. Considering/Approving the recommendations of the National President for the appointment of members to the Committees of Institute to carry out on behalf of the Institute such functions as it may determine.

vii. Discipline of erring members of the Institute in accordance with the constitution.

viii. Consideration and approval of Annual Budget of the Institute.

ix. Consideration and approval of memoranda submitted by the National President and Committees of the Institute.

X. Screening and recommending suitably qualified Audit Firms for appointment as External Auditors for approval of the Annual General Meeting. (AGM).

xi. Consideration of Audited Accounts of the Institute before presentation of same for the approval of the Annual General Meeting.

xii. Consideration of the quarterly report of all Organs/Committees of the Institute.

C. COMPOSITION OF THE NATIONAL COUNCIL OF THE INSTITUTE.

a. The National Council shall be composed as follows:-

i. The National President shall be the Chairman of Council and all Fellows of the Institute shall be members provided they are in good financial standing in the Institute.

ii. All current National Executive Officers of the Institute.

iii. DAS/HOA/ of all Tertiary Health Institutions and Hospitals shall be members.

iv. Chairmen of the State Branches of the Institute who are financial members.

v. The Registrar/National Secretary of the Institute shall be the Secretary of Council.

17. COMMITTEE OF THE INSTITUTE AND THEIR COMPOSITION AND FUNCTIONS.

a. **MEMBERSHIP COMMITTEE.**

This Committee shall be chaired by the Chairman, BOT. Members shall be nominated by the National Executive Committee in close collaboration with BOT for consideration and approval of the National Council. The Registrar/National Secretary shall be the Secretary to the Committee.

b. FUNCTIONS.

The Function of the Committee shall include:

- i. Receiving and considering all applications for various categories of membership from prospective members of the Institute.
- ii. Screening and recommending suitably qualified candidates for admission to various categories of membership in line with the guidelines and qualifications prescribed by the Institute.
- iii. Submitting formal report to the National Council in respect of i and ii above for consideration and approval.
- iv. Any other assignments referred to it by the National President or the National Council.

b. EDUCATION COMMITTEE.

a. COMPOSITION.

The Chairman, members and Secretary of the Committee shall be nominated by the National Executive Committee for consideration and approval of the National Council.

b. FUNCTIONS.

The functions of this Committee shall include:

- i. Undertaking periodic need assessment in knowledge and skill gaps of serving health service administrators/managers in the health sector with a view to designing appropriate training packages to meet the needs across various categories of members.
- ii. Drawing up themes/topics for the quarterly workshops of the Institute, inviting resource persons from within and outside the institute to deliver lectures during the workshop on the chosen themes/topics.
- iii. In consultation with the National President and Chairman, BOT, Identifying eminent Nigerian serving in, or retired from, top Government position, especially in the health sector to deliver

keynote address for the quarterly workshops and annual national conference of the institute. The formal Invitation of each of such personalities shall be done by the National President.

iv. Managing the events/activities leading to, during and after the workshop/conference/training programmes of the Institute, including effective liaison with the National President and the Local Organizing Committee for take-off grant.

v. Identification of venue and decoration of the same for the opening ceremony of National Workshop and National Conference as appropriate.

vi. Arranging adequate daily security coverage of venues of National Workshops/National Conferences.

vii. Arranging for production and availability of sufficient lecture papers for distribution to participants.

vii. Procurement and timely delivery of workshop materials, Including bags, writing materials and souvenirs of sufficient quantities for participants.

viii. Identification and appointment of rapporteurs among members of the Institute, especially staff of the host institution.

ix. Arrangements of meals/refreshments for workshop participants.

x. Handling matters of protocol and general welfare of participants before, during and after the workshop.

xi. Production, writing and issuance of Certificates of Attendance and formal presentation to participants at the end of the workshop/conference. The certificates shall be signed by the National President, Registrar/General Secretary and Chairman, Education Committee.

xii. Undertaking post workshop/conference audit and submitting formal report to the National Council which shall be vetted by the National President, highlighting statistics of attendance and issues relating to all the above.

xiii. Any other assignments referred to it by the National President or National Council.

c. JOURNAL AND EDITORIAL COMMITTEE.

The Institute shall have powers to publish journals in pursuance of Article 3(b) of the Constitution.

a. COMPOSITION.

The Chairman, members and Secretary of the Committee who are members of good cause, shall be nominated by the National Executive Committee In close collaboration with BOT for consideration and approval of the National Council.

b. FUNCTIONS.

The functions of the Committee shall include:

- i. Calling for papers from members, collating and editing scientific papers presented at the Institute's workshops with a view to publishing at least one issue of the Journal annually.
- ii. Inviting suitably qualified Companies and Organizations for placement of advertisements, good will messages and determining the cost payable to the institute.
- iii. Inviting quotations from suitably qualified Printing Companies for standard quality production of the Journal in line with due process.
- iv. Launching of the Journal during the opening session of the Annual Conference and AGM, marketing and distribution of the journal at fixed price.
- v. Following up on the collection of pledges during the launch of the Journal In llalson with the Financial Secretary and Treasurer In order to ensure that money for all pledges are received and paid into the Institute's bank account in line with the relevant provisions of this Constitution.
- vi. Presenting a formal report of its activities, including statement of income and expenditure, to the National Council which shall be vetted by the National President.

C. OPERATIONAL ARRANGEMENTS.

- i. For effective operational activities, the National Executive Committee shall operate a separate Bank Account for the Journal to be known as "IHSAN JOURNAL ACCOUNT".
- ii. The signatories to the Journal Bank Account shall include the President or Registrar/National Secretary and the Chairman of the Committee who shall serve as the Editor-in-Chief.

iii. All matters relating to procurement of goods and services shall be considered by the Committee and approved by the National Council. However, in cases of urgency, anticipatory approval may be sought and obtain from the National President or in his/her absence, Chairman, National Council.

d. COMMITTEE OF DAS/HOA.

a. COMPOSITION.

The Chairman and Secretary of this Committee shall be appointed by members subject to ratification by the National Council.

b. FUNCTION.

The Function of this Committee shall include:

i. Reviewing Government policies, circulars and gazettes relating to the operation and management of hospitals and health related institutions with a view to achieving common understanding, interpretations and unified Implementations.

ii. Serving as the forum for presenting, discussing and analyzing peculiar operational, administrative and management problems relating to the above as they affect any hospital or health related institutions with a view to finding common solution and offering appropriate advice to the management of the affected hospital or health Institutions.

iii. Serving as the forum for disseminating scientific information on modern advances in the techniques of managing health care resources for optimum effectiveness and efficiency in service delivery.

iv. To encourage strategic thinking, research and scholarship among members in order to excel on the job and develop relevant skills and expertise in the specialty.

v. Advising the National Council on effective strategies for achieving any of the goals and objectives of the Institute.

vi. Submitting a formal report on its activities to the National Council which shall be vetted by the National President.

vii. Any other assignments referred to it by the National President and the National Council.

e. FINANCE AND GENERAL PURPOSE COMMITTEE.

a. COMPOSITION.

The Chairman, members and Secretary of the Committee shall be nominated by the National Executive Committee in close collaboration with BOT for the consideration and approval of the National Council.

b. FUNCTIONS.

The functions of this Committee shall include:

- i. Reviewing the income and expenditure profile of the preceding three years and proposing the Annual Budget of the Institute.
- ii. Handling issues of revenue generation and investment of idle funds.
- iii. Receiving yearly Audited Report and handling issues arising therefrom.
- iv. Ensuring compliance with registration of Annual Returns and Audit Report of the Institute with the CAC.
- v. Any other assignments referred to it by the National President or the National Council.

f. RULES, REGULATIONS COMMITTEE. AND DISCIPLINARY

a. COMPOSITION.

The Chairman, members and Secretary of the Committee shall be nominated by the National Executive Committee in close collaboration with BOT for the consideration and approval of the National Council.

b. FUNCTION.

The functions of this Committee shall include:

- i. Reviewing Government policies, circulars and gazettes relating to the operation of hospitals and health related institutions and educating members of the Institute of their contents, interpretations and implications from time to time.
- ii. Reviewing and proposing amendments to the relevant provisions of the Institute's Constitution in the light of the above or changing circumstances and realities within a minimum of five years in the first instance.

iii. Ensuring wide dissemination of the rules, regulations and the code of conduct and the Constitution of the Institute to all members.

iv. Handling all disciplinary matters relating to professional misconduct of members and submitting appropriate reports, findings and recommendations to the National Council.

v. Any other assignments referred to it by the National President or the National Council.

18. ANNUAL GENERAL MEETINGS OF THE INSTITUTE (AGM),

i. The Annual General Meeting of the Institute shall be held in each year at such time and place as may be determined by the Council Meeting, but not more than fifteen months after the holding of the last preceding Annual General Meeting. Other Meetings of the Institute shall be called General Meetings or Special General Meetings.

ii. A Special General Meeting or Ordinary General Meeting shall be called whenever the National Council thinks or the National President so requires. Such Meetings shall also be convened on such requisition as provided by relevant Section of the Companies and Allied Act. Provided that any conferred by that section notwithstanding that they represent less than one tenth of the total voting rights of all members.

iii. In the case of an Annual General Meeting or an Ordinary General Meeting at which a Resolution is to be proposed as a Special Resolution, a notice specifying the place, the day, and the hour of the meeting must be given in the manner hereinafter mentioned to members of the Institute who are entitled to receive such notice. Provided that the accidental omission to give notice of a meeting to or the non-receipt of such notice by any member shall not invalidate any resolutions passed or proceedings had at that meeting

19. NOTICE OF MEETINGS

1. Notice of Annual General Meeting or Ordinary General Meeting or General Council Meeting signed by the Registrar/National Secretary indicating the date, place and agenda of the meeting shall be sent to members at the last known address by the Registrar/National Secretary at least twenty-one (21) days before the day of the meeting.

2. Notice of Special General Meeting shall be given to members at least fourteen (14) days before the day of the meetings.

20. BUSINESS OF MEETINGS

a. The Annual General Meeting shall transact the following business among others:-

- i. Consider the Annual Report of the Institute from the National President in the format prescribed by this Constitution.
- ii. Consider the Report of Audited Account of the Institute for the previous year;
- iii. Consider the Annual Statement of Accounts of the year
- iv. Conduct the election of the National Executive Officers and the Board of Trustees when due;
- v. Amend the Constitution of the Institute when necessary;
- vi. Approve the removal of the names of the defaulting members from the Register of members when required; and
- vii. Any other business that may be necessary for the attainment of the goals and objectives of the Institute.

b. The Ordinary General Meeting or Special General Meeting shall transact the following business among others:-

- i. Receive reports from the National Council;
- ii. Accept resignation of members and approve the removal of members from the Register,
- iii. Pass any special business;
- iv. Any other duties that may refer to it in furtherance of the objective of the institute.

C. The National Council Meeting shall:-

- i. Receive reports from the constituent committees and subcommittees and branches of the Institute;
- ii. Screen and recommend qualified candidates for the award of the Fellowship and Honorary Fellowship membership of the Institute;

iii. Approve the election of qualified applicants into the other various membership positions of the Institute; and

iv. Any other duties that may refer to it in furtherance of the goals objective of the institute.

21. QUORUM.

i. At all meetings of the Institute and its organs, two- third (2/3) of the members present at the meeting shall constitute a quorum; and

ii. At the Annual, Ordinary or Special General meeting, one-quarter or 60 members whichever is lower shall constitute a quorum.

22. PROCEEDINGS AT MEETINGS

i. The National President shall preside at all meetings of the Institute except the National Council and the meeting of the Board of Trustees and those Committees where a Chairman has been designated. In the absence of the National President, the 1 Vice President in his/her absence, the 2nd Vice President or if the two are not present, a member selected by the members present shall preside. In the case of Committees, a member of the Committee shall chair the meeting if the Chairman is absent;

ii. All and any decision at any meeting of the Institute shall be by a simple majority of those present and entitled to vote thereat;

iii. Votes on any question shall be taken by a count of raised hands, unless the National President (Chairman in case of Committees, Branch or Chapter) or five active members request a secret ballot;

iv. Except in the case of a secret vote, a declaration by the President or Chairman in case of Committees, Branch or Chapter, that a motion has been accepted or rejected shall constitute prima facie proof of that fact;

v. In case of secret vote, the President (Chairman for Committee, Branch or Chapter) shall determine the procedure to be followed. In case of equality in vote, the President (Chairman of Committee, Branch or Chapter) has the right by his/her status to the determining vote over and above the vote to which he/she is individually entitled.

vi. Only financially qualified Licentiates, Associate, and Fellows shall be entitled to vote; and

viiThe Registrar/National Secretary shall take the minutes of all meetings of the Institute and ensure their safekeeping, except in respect of Committees where other persons are assigned as Secretaries.

23. ALTERATION AND STANDING ORDERS:

a. ALTERATIONS.

Any proposal to alter this Constitution must be delivered in writing to the President of the Institute not later than twenty eight (28) days before the date of the meeting at which the alteration will require the approval of both:-

- i. A simple majority of members of the National Council present and voting; and
- ii. A two third (2/3) majority of members present and vote at any General Meeting.

b. STANDING ORDERS.

The General Meeting shall have power to regulate its own proceedings including the power to adopt and issue Standing Orders for the use of the Institute; such shall be subject to review by the members of the Institute and shall not be inconsistent with the provisions of the Constitution.

24. FINANCIAL REGULATIONS.

The Institute shall transact all its financial affairs prudently, honestly and diligently in a professional manner expected of such professional institution, and in particular:-

- i. The Institute shall open, maintain and operate Bank Account(s) with Bank(s) approved by the National Council to which all revenue of the Institute shall be credited;
- ii. Income and properties of the Institute howsoever derived shall be applied solely towards the promotion of the ideals and objectives of the Institute, as set forth in the Constitution;
- iii. The Institute may accept gifts and money and/or other properties provided that such gifts are not in consistent with the objectives of the Institute as provided thereto in the Constitution;

- iv. The Institute may, on approval of the National Council, borrow whether on interest or not and if need be upon the security of any of the properties of the Institute;
- v. The financial year of the Institute shall terminate on the thirty-first day of December of every year;
- vi. Ensure in each Financial Year, that proper Accounts are kept and shall cause it to be audited annually;
- vii. Auditors shall be appointed at the Annual General Meeting to Audit the Institute's Account on the recommendation of the National Executive Committee and National Council;
- viii. The National Council of the Institute shall determine the annual subscription and other fees payable by various categories of members and shall from time to time impose levies on members for the development of the Institute;
- ix. The annual dues shall be paid in advance on the first day of every subscription year, and until otherwise determined by the National Council, the subscription year shall be from the 1st day of January to the 31st day of December of each year.

25. MEMBERSHIP FEES AND LEVIES.

Every person admitted into the membership of the Institute shall on admission pay registration fees, annual dues and other levies recommended by the National Council and approved at the Annual General Meeting from time to time, and in particular.-

- i. Different rates shall be determined and reviewed from time to time for the various categories of members by the National Council for approval by the Institute at its Annual General Meeting;
- ii. Every person elected as a member shall forthwith upon election pay his/her first annual dues for the year. Such dues shall be paid in full no matter the period of the year of the election;
- iii. Every member elevated to a higher membership status which involves the payment of a higher dues shall forthwith upon such elevation pay the difference between the dues of the previous grade and the dues which would have been due on the new grade no matter the period of the elevation into the new grade within the financial year,
- iv. Any member who is more than six months in arrears of the payment of the Annual Dues shall not thereafter and so long as the

dues remains unpaid be entitled to vote and be voted for at the Annual General Meeting. The Registrar/National Secretary will thereafter issue a letter of advice to the member on the imminent sanction as may be approved at the Annual General Meeting on the recommendation of the National Council; and

v. The name of any member whose dues is in arrears of twenty-four (24) months without cogent reasons approved by the National Council may be deleted from the register.

26. DISCIPLINE.

a. The General Council has the power to provide members of the Institute a Code of Ethics and make bye-laws or rules and regulations for proper professional conduct of members which shall not be inconsistent with the Constitution.

b. All disciplinary matters affecting members shall be forwarded to the Rules, Regulations and Disciplinary Committee for any alleged misconduct for thorough investigations, determination, report and recommendations to the National Council and or;

c. Any violation of the Code of Ethics and any of the following behaviour of members shall be considered an act of misconduct:-

i. Rowdiness, disorderly behaviour and fighting.

ii. Infamous conduct in a professional respect.

iii. Fraudulent presentation of documents to acquire or upgrade membership of the Institute.

iv. Misappropriation, fraudulent misrepresentation, abuse of office and other misconduct of criminal nature.

v. Any other conduct considered incompatible with the status and image of the profession.

27. WAIVER AND PRIVILEGES.

a. Waivers and privileges of members of BOT, Governing Council and National Executive Committee of the Institute shall be as follows:

i. Members of BOT shall be entitled to waiver from registration fees as may be required for all scientific sessions at the quarterly workshops and Annual Conference and General Meeting. Also,

subject to availability of funds, they may be paid stipend to augment their transportation and accommodation expenses.

ii. Members of National Council who have retired from public service but are actively involved in the activities of the Institute shall be entitled to waiver from registration fees for the scientific sessions at the National Conference and Annual General Meeting but shall be responsible for their transportation and accommodation expenses. They shall also be entitled to a 50% discount for registration at the quarterly workshops of the Institute. Subject to availability of funds, they may also be supported with a token/stipend to augment their transportation and accommodation expenses as the case may be.

iii. Members of the National Executive Committee holding elective positions who are also in public service shall be entitled to 60% discount for registration at the quarterly workshops and Annual Conference and Annual General Meeting. Subject to availability of funds, they may also be supported with a token/stipend to augment their transportation and accommodation expenses as the case may be. Those who are not working in the public service shall be exempted from payment of registration fees at workshops and National Conference and Annual General Meeting.

iv. In all cases, these waivers and privileges shall only apply to members who have paid their annual due for the relevant year.

28. MEMBERSHIP OF THE INSTITUTE

Membership of the Institute shall be open to those persons with academic and professional qualifications specified in Appendix 1 of this Constitution and as approved or amended by the General Council of the Institute from time to time for the following categories:-

i. Licentiate

ii. Associate

iii. Fellow

iv. Affiliate

v. Honorary Member

vi. Student Member

29. DESIGNATION OF MEMBERS.

a. Individual member who attain the categories of Fellow, Associate or Licentiate shall affix after their names to reflect their respective designations as follows:-

i. FELLOW - FHAN

ii. ASSOCIATE - AHAN

iii. LICENTIATE - LHAN

b. Honorary, Affiliate or Student Members do not have any designator's letters affixed after their names unless such member is specifically elevated to any one of the categories in (a) to (c) above.

30. CESSATION OF MEMBERSHIP.

a. Any member upon giving notice in writing to the Registrar/National Secretary of the Institute resigning from membership of the Institute shall on receipt of that notice by the Registrar/National Secretary ceases to be a member and the name shall be removed from the Register of members, provided that any such member shall be required to settle any outstanding indebtedness to the institute;

b. Any member who resigns or is removed from the Register of members under this Constitution shall nevertheless remain liable for subscription or debt to the Institute at the time of resignation or removal;

c. Provided also and subject as hereinafter provided the Institute on the recommendation of the National Council may, if and whenever it thinks fit resolve that any member:-

i. Whose yearly dues is, at the passing on the resolution, not less than six months in arrears; or

ii. Who, if at the passing of the resolution, a candidate for election, would not be eligible for election to membership of the class of which is a member; or

iii. Who has had a receiving order or has been adjudicated bankrupt or has made an arrangement or composition with creditors; or

iv. Who has been of improper or dishonourable conduct or conducts which in the opinion of the National Council renders the member worthy of censure or unfit to remain a member of the Institute and thereupon, such member shall cease to be a member and the name shall be removed from the Register of members.

a. Any resolution under Clauses 29(c) of this Constitution shall be passed by a simple majority of members present and voting at a General Meeting of the Institute, provided that a short statement of the charge against such a member is given in the report of the National Council to the General Meeting;

b. Any person who by death or otherwise ceases to be a member of the Institute shall have no claim upon or Interest in the funds of the Institute.

31. SUSPENSION AND CENSORSHIP.

The National Council may, pending the passing of resolution to delete member's name from the Register or pending investigation of offence committed by the member or instead of recommending such resolution to the Annual General Meeting, censure or suspend the offending member for such a period as it may think fit but not exceeding six (6) months.

Any suspension shall in no way prejudice or affect the responsibilities of the member to pay any dues or other fees from him to the Institute before suspension.

32. REINSTATEMENT.

a. The National Council may at any time re-admit any member who has resigned or whose membership has been terminated upon such terms as to the payment of arrears of subscription or otherwise it thinks fit.

b. The National Council may at any time re-admit any member who has resigned or whose membership was terminated on such terms it thinks fit, subject to the National Council being satisfied that the employment or occupation of such former member qualifies the person for the class to which he is being proposed to be re-admitted.

33- PROPERTIES OF THE INSTITUTE.

All the properties held by or on behalf of the Institute shall vest in the Institute. The Board of Trustees shall execute all documents relating to land or real properties, provided that the Institute shall indemnify the Board of Trustees for liabilities arising from any transactions entered into on behalf of the Institute.

34. COMMON SEAL.

The Institute shall have a Common Seal. The Seal shall be kept in the custody of the Registrar/National Secretary who shall produce it

when required by the Trustees or the Council. All documents on which the Seal shall be affixed shall be signed by the President and countersigned by any member or officer so designated by the Council of the Institute from time to time. All transactions bearing the Seal shall be subject to inspection on demand at the General Meeting of the Institute.

35. COMMENCEMENT.

This Constitution was adopted as the Constitution of the Institute of Health Service Administrators of Nigeria (IHSAN) at the Annual General Meeting of the Institute held on 24th November, 2022 at the University College Hospital, Ibadan, Oyo State.

36. DISSOLUTION.

If in the event of winding up or dissolution of the Institute, there remains, after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be distributed among members of the Institute but shall be given or transferred to some other institution or institutions having similar objectives with the Institute and that Institution is prohibited from distributing it amongst its members to an extent at least as imposed on the Institute under or by the virtue of the SPECIAL CLAUSE thereof, such to determine by members of the Institute at the time of dissolution provided also that if this cannot be satisfied, the property shall be transferred to a charitable Organisation.

37- SPECIAL CLAUSE.

i. The Income and Property of the Institute whatsoever derived shall be applied solely towards the promotion of the objects of the institute as set forth in this constitution; and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Institute;

ii. Provided that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any officer or servant of the Institute in return for any service actually rendered to the Institute but so that no member of the National Council or Committee shall be appointed to any salaried office of the Institute or office of the Branch paid by the fees, and that no remuneration or other benefit in money shall be given by the Institute to any member of such Council or Committee except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised, or let to the Institute provided that the provision last aforesaid shall not be applied to the payment of any company to a

member of the Institute may be a company in which such member shall not hold more than one- hundredth part of the capital, and such member shall not be bound to account for any share of profit she may receive in respect of any such payment;

iii. No addition, alteration or amendment shall be made to this Constitution for the time being in force, unless the same have been previously submitted to and approved by the Corporate Affairs Commission.

DATED THIS 24TH DAY OF THE MONTH OF NOVEMBER, 2022.

.....

Chief Bashorun Doja Adewolu MFR, FHAN Chairman, BOT.

.....

H.H. Etim, SFHAN National Secretary

FIRST SCHEDULE

INSTITUTE OF HEALTH SERVICE ADMINISTRATORS OF NIGERIA CATEGORIES OF MEMBERSHIP

The following are the categories of membership:-

- i. Student Member
- ii. Affiliate
- iii. Licentiate (LHAN)
- iv. Associate (AHAN)
- v. Fellow(FHAN)

The qualifications for admission to admission to the various categories are as follows:-

a. STUDENT MEMBER

Open to any person who is enrolled in an approved course or courses in Health Service Administration on full time or part time basis; can advance to a Licentiate after the successful completion of the course.

b. AFFILIATE.

Open to candidates who at the date of application:

- i. Holds an acceptable qualifications in other healthcare profession;
- ii. Is employed in a senior position in healthcare institution on a permanent full time basis for not less than thirty six (36) months;
- iii. Satisfy other requirements that may be specified by the Institute's General Council from time to time.

c. LICENTIATE.

Candidates must have successfully completed at the time of application:

- i. A Bachelor Degree in Health Service Administration OR a Bachelor Degree in any of the Humanities OR Social Sciences OR a Degree in Law OR Higher National Diploma in Health Service Administration;
- ii. Employed on permanent basis in a management position (not less than two years) with salary between (COHESS 07 & 10 in the Public Service of Nigeria) or equivalent in a reputable healthcare institution in the public and private sectors;
- iii. Paid his/her Annual Dues and Levies up-to-date;
- iv. Completed and submitted official application form and attach receipt of purchase of application form, passport photograph, letters of appointment and promotion; and
- vi. Application form must be recommended by two members of the Institute of not less than Associate Member;
- vii. Any other qualifications that may be specified by the General Council of the Institute from time to time.

d. ASSOCIATE.

Candidates must have successfully completed at the time of application:

- i. A Bachelor Degree OR Higher National Diploma in Health Service Administration OR a Bachelor Degree in any of the Humanities OR Social Sciences OR a Degree in Law, a holder of postgraduate qualifications will be advantage; an
- ii. Employed on permanent basis in a management position (not less than eight (8) years) with salary (COHESS 12 and above) in the

Public Service of Nigeria) or equivalent in a reputable healthcare institutions in the public and private sectors;

iii. Completed and submitted official application form and attach receipt of purchase of application form, passport photograph, letters of appointment and promotion;

iv. Attach a copy of the Licentiate Certificate when applicable. Candidate must be a Licentiate for at least, twenty four (24) Calendar Months;

v. Attach the evidence of his/her continuous payment of Annual Dues and Special Levies for the past five (5) years;

vi. Application form must be recommended by two members of the Institute of not less than an Associate Member; and

vii. Any other qualifications that may be specified by the General Council of the Institute from time to time.

e. FELLOW.

Candidates must have successfully completed at the time of application:

i. A Bachelor Degree OR Higher National Diploma in Health Service Administration OR a Bachelor Degree in any of the Humanities OR Social Sciences OR a Degree in Law, a holder of post graduate qualifications in Health Service Administration and Management will be an advantage;

ii. Employed on permanent basis in a senior management position (not less than twenty (20) years) with salary (COHESS 14 and above) in the Public Service of Nigeria) or equivalent in comparable healthcare institutions in the public and private sectors;

iii. Publication of at least two acceptable papers in Healthcare Professional Journals, particularly, the Institute of Health Service Administration Journal;

iv. Attended the Institute's approved courses, workshops and conferences and justify his/her contributions to the development of Health Service Administration over the years;

v. Produce evidence of his/her continuous payment of Annual Dues and Special Levies or the past five (5) years

vi. Completed and submitted official application form and attach receipt of purchase of application form, passport photograph, letters of appointment and promotion;

vii. Attach a copy of the Associate Certificate. Candidate must be an Associate for at least, five (5) years;

viii. Application form must be recommended by two members of the Institute of not less than an Associate Member; and

ix. Any other qualifications that may be specified by the General Council of the Institute from time to time.