



CHARTERED INSURANCE INSTITUTE OF NIGERIA
THE GUIDELINES AND REGULATIONS FOR THE ESTABLISHMENT AND
OPERATION OF STATE CHAPTERS OF THE INSTITUTE

PREAMBLE

The Institute shall accept the responsibility of ensuring strict adherence to the guidelines and regulations for the establishment and adequate co-ordination of activities and control of all chapters of the Institute throughout the country. The guidelines and regulation for the establishment and activities of the chapters may be reviewed from time to time by the Governing Council of the Institute.

1. ESTABLISHMENT

- i. There shall be no more than one Chapter of the Institute in any State in the Country.
- ii. A Chapter shall be qualified to be established in a State if there are at least twenty-five (25) financial members of the Institute in the State, including a minimum of five (5) Professional Financial Members, at any point in time.
- iii. Chapters are to be described as "Chartered Insurance Institute of Nigeria ____ (Applicable State) ____ Chapter".

2. GOVERNANCE

- i. The head of each Chapter shall be known as the "Chapter Chairman" who shall be elected by the financial members of the Institute at the Chapter in an election. The election will be supervised by the National Secretariat.
- ii. The other principal officers at the Chapter shall be
 - * Deputy Chairman
 - * General Secretary
 - * Education Secretary
 - * Treasurer
 - * Auditor
 - * Public Relations Officerall of whom shall be elected by the Financial Members of the Institute at the Chapter in an election.
- iii. All members of the Chapter shall be eligible for election if they are Financial Members of the Institute, are resident and practicing within the jurisdiction of the Chapter and if they satisfy all other conditions for eligibility to hold office.
- iv. An elected officer who ceases to practice within the jurisdiction of the Chapter shall cease to hold office from the day he/she ceases to practice within the chapter.



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- v. For existing Chapters, the Offices of the Chapter Chairman, Deputy Chairman, and Education Secretary shall be occupied by Professional Financial Members of the Institute who have served as executives for two (2) consecutive terms.
- vi. Each Principal Officer shall, on election serve a term of three (3) years renewable through subsequent elections.
- vii. Vacancies in the Executive Board of the Chapter shall be filled vide bye-elections at the quarterly meeting of the Chapter to elect Officers for the remainder of the tenure before the regular general election.

2.1 CONDITIONS FOR ELECTION

- i. The applicant must not be below twenty-five (25) years of age.
- ii. The applicant must be an Associate or a Fellow of the Institute (for Chairman, Deputy Chairman and Education Secretary only).
- iii. The applicant must possess a minimum of ten years (10) post qualification experience (for Chairman, Deputy Chairman and Education Secretary only).
- iv. The applicant must have been in continuous professional practice for a minimum of ten (10) years.
- v. The applicant must be nominated by two (2) professional members of the Institute.
- vi. The nominated and nominating members must be financial members in the last three (3) years including the year of election.
- vii. The applicant must submit the names of two referees who are professional and financial members of the Institute.
- viii. The applicant must submit a letter of attestation to professional integrity by his/her employer.
- ix. The applicant must be certified and approved by the National Secretariat.
- x. The applicant must satisfy any other condition that may be approved by the Governing Council as it deems appropriate.

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3. MEETINGS

- i. The Meetings of the Chapter shall be Quarterly meetings, Emergency Meetings and Annual General Meetings.
- ii. The quorum at the regular quarterly meetings of the Chapter shall be five financial members, while it shall be ten financial members, at the Annual General meeting.
- iii. The quarterly meeting of the Chapter shall hold every quarter of the year at a date and venue to be decided by the Chapter Executive Body.
- iv. The General Meeting of the Chapter shall hold annually at a date to be decided by the Chapter Executive Body.
- v. The Chapter Chairman shall order to be convened an emergency meeting of the Chapter if there are urgent matters that require attention before the next quarterly meeting.
- vi. The Chapter Chairman shall preside over all Chapter Meetings. The Deputy Chairman shall preside over the meetings where the Chairman is unavailable, and has so delegated the power to preside over meetings to the Deputy Chairman.
- vii. Minutes of all the meetings of the Chapter shall be sent to the National Office of the Institute regularly by the Chapter Chairman.
- viii. Proper record of Chapter meetings shall be kept by the General Secretary who shall issue notices of meetings on the approval of the Chapter Chairman or as scheduled by the Chapter Executive Body.

4. FINANCIAL GUIDELINES

- i. Chapters must have a credible accounting procedure as may be determined by the Institute.
- ii. There must be a current account opened for the chapter at any bank as may be decided by the Executive Body. The name of the Bank Account must read "Chartered Insurance Institute of Nigeria Chapter.
- iii. Budgets should be presented to and approved by the Executive Body before implementation.
- iv. The signatories to the Chapter's Account shall be the Chairman, Deputy Chairman and the Treasurer.
- v. The mandate at all times shall be two officers of the Chapter which must at all times include the Chairman.



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- vi. The Financial Statement of the Chapter must be presented to members at its Annual General Meeting.
- vii. The sources of the funding of the chapter shall include grant from the National Secretariat, income from Workshops, Seminars, donations and others.
- viii. The grant will be released by the National Secretariat after receipt of written application from the Chapter and is required to be retired before another grant will be considered for release.
- ix. The grant to the Chapter shall be for the promotion of Insurance Education and smooth operation of the Chapter, and not for payment of rent for office space or salaries/allowances.
- x. Each Chapter shall present a programme of activities for the consideration of the National Office before the release of annual grant, and reports on the implementation of the programmes to qualify for the following year's grant.

5. OPERATIONS

- i. Promotion of Insurance Education
- ii. Maintenance of Register of Members in the Chapter
- iii. Mobilize collection of Membership Subscriptions from members and assist with guiding members on registration for the Institute Professional Examination and as a new member.
- iv. Conduct of the Institute's examination if the Chapter has an examination centre.
- v. Replicating the Institute's social programmes at the chapter e.g Fitness Walk, Picnic, Carol Service.
- vi. Organising tutorial classes for examination candidates
- vii. Organising seminars and workshops for the professional growth of Members.

6. SUPERVISION OF CHAPTERS

- i. The operation of the Chapters shall be under the supervision of the Membership & Professional Standards (M&PS) Directorate and the M&PS Committee of the Governing Council.
- ii. All reports from the Chapters and decisions on Chapter activities shall go to Council through the Membership & Professional Standards (M&PS) Committee

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Abimbola O. Tihamiyu
Director-General



CHARTERED INSURANCE INSTITUTE OF NIGERIA
..... CHAPTER

Address..... Telephone Numbers:

E-mail: Official Email Address of the Chapter.

CHAPTER ELECTION

NOMINATION FORM

AFFIX
PASSPORT

ALL INFORMATION SHOULD BE IN CAPITAL LETTERS

1. NOMINATED MEMBER

- (i) Name(s)
- (ii) Membership Number.....
- (iii) Company and Address.....
- (iv) Signature and Date:.....

2. PROPOSER

- (i) Name(s)
- (ii) Membership Number.....
- (iii) Company and Address.....
- (iv) Signature and Date:.....

3. SECONDER

- (i) Name(s)
- (ii) Membership Number.....
- (iii) Company and Address.....
- (iv) Signature and Date:.....

Note:

The Nominated candidate is to ensure that the proposer and the seconder are financial professional members of the Institute i.e. Fellows or Associates and must have paid their Membership Subscription, Building and Development levy up to 2021.

Handwritten signature and date: 15/5/2021



CHARTERED INSURANCE INSTITUTE OF NIGERIA
PERSONAL DATA OF NOMINATED CANDIDATE

4. **PERSONAL DATA OF NOMINATED CANDIDATE**
- I. NAME.....
- II. DATE OF BIRTH.....
- ADDRESS.....
- PRESENT EMPLOYMENT.....
- CURRENT POSITION HELD.....
- PIN
- III. SCHOOLS ATTENDED WITH DATES
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- IV. ACADEMIC QUALIFICATIONS WITH DATES
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- (Please attach photocopies of credentials)
- V. PROFESSIONAL QUALIFICATIONS WITH DATES
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- (Please attach photocopies of credentials)
- VI. PROFESSIONAL CAREER RECORD (INCLUDING POSITIONS HELD WITH DATES)
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CHARTERED INSURANCE INSTITUTE OF NIGERIA

VII. SERVICES TO THE INSTITUTE (PAST AND PRESENT)

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VIII. SERVICES TO THE PUBLIC (PAST AND PRESENT)

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IX. SPECIFIC PROGRAMME FOR THE GROWTH OF THE CHAPTER,
IF ELECTED

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X. NAMES AND ADDRESSES OF TWO REFEREES

(1)	(2)

SIGNATURE OF CANDIDATE

DATE

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SIGNATURE OF REFEREE (1)

.....
DATE

.....
SIGNATURE OF REFEREE (2)

.....
DATE

Handwritten signature in purple ink.