



**THE
CONSTITUTION
OF THE CONFERENCE
OF
REGISTRARS
OF POLYTECHNICS
AND COLLEGES
OF
TECHNOLOGY IN NIGERIA
(COREG)**

**REVISED EDITION
JUNE 2011**



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THE CONSTITUTION OF THE CONFERENCE OF REGISTRARS OF POLYTECHNICS AND COLLEGES OF TECHNOLOGY IN NIGERIA

PREAMBLE

We, the Registrars of Polytechnics and Colleges of Technology in Nigeria, HAVING firmly, and solemnly resolved to:

- **WORK** in unity and harmony in the overall interest of technological education in Nigeria through professional administration and
- **PROVIDE** for a Constitution for the purpose of achieving that end through interchange of ideas and other lawful activities as a body,

DO HEREBY make, enact and give to ourselves this constitution.

ARTICLE I

NAME OF ASSOCIATION

The name of the Association shall be **CONFERENCE OF REGISTRARS OF POLYTECHNICS AND COLLEGES**

OF TECHNOLOGY IN NIGERIA, otherwise known as (COREG), and hereinafter referred to as the "**CONFERENCE**"

ARTICLE II

PRIMACY OF THE CONSTITUTION

- (I) The provision of this Constitution shall be supreme and its provisions shall be binding on all members of the **CONFERENCE**. If any rule or regulation is inconsistent with the provisions of this constitution, the constitution shall take precedence over such a rule or regulation, which shall to the extent of the inconsistency be null and void.

ARTICLE III

- (I) **MOTTO:** The Motto of the **CONFERENCE** shall be "Unity, Service and Excellency".

ARTICLE IV

SECRETARIAT

- (I) The Secretariat of the **CONFERENCE** which shall be its main office shall be located in the member-institution of the Chairman of the **CONFERENCE**.

ARTICLE V

AIMS AND OBJECTIVES

- (I) The aims and objectives of the CONFERENCE shall be:
 - (i) To stimulate exchange of experiences and ideas by providing a forum for discussion of matters of common interest and arranging meetings, conferences, seminars, and workshops.
 - (ii) To encourage interchange of information and knowledge towards effective management of **Polytechnics and Colleges of Technology** in Nigeria.
 - (iii) To promote and protect the interests of members by any lawful ways and means which in the opinion of the **CONFERENCE** are conducive thereto.
 - (iv) To play guiding roles through its affected members in the management of individual member-institutions.
 - (v) To cooperate with Council of Heads of Polytechnics and Colleges of Technology (COHEADS) in all matters regarding the

- (vi) achievement of excellent technological education in Nigeria.
- (vii) To negotiate for, and as much as possible, secure facilities on beneficial terms for its members with regard to the management of Polytechnics and Colleges of Technology.
- (viii) To generally ventilate the views of the CONFERENCE to governments and the public.
- (ix) To make all the conditions, and the difficulties affecting the Polytechnics and Colleges of Technology in Nigeria better known to governments and the public.
- (x) To subscribe to, assist, subsidise or co-operate with any association or institution which objectives are in whole or in part similar to those of the CONFERENCE.
- (xi) To promote and facilitate co-operation amongst members and between members and Rectors as well as other staff of the Polytechnics and Colleges of Technology in general.
- (xii) To undertake the publication of a journal on public administration, with particular reference to

- improvement of internal management and
- (xiii) technological advancement of Polytechnics and Colleges of Technology.
 - (xiv) To undertake other activities which in the opinion of the CONFERENCE are ancillary, incidental and or conducive to the promotion of the aforementioned aims and objectives.

ARTICLE VI

MEMBERSHIP

1. Membership shall be open to any Registrar of a recognized Polytechnic or College of Technology in Nigeria, provided that:
 - (i) he/she accepts the aims and objectives of the CONFERENCE; and
 - (ii) he or she agrees to abide by, subscribe to, and be bound by the Constitution, rules and regulations of the CONFERENCE.
2. ADMISSION into the CONFERENCE shall be through application by a prospective member. Such application shall be considered by the Executive Council

recommended to the Regular Meeting for necessary actions. An application for membership shall be accompanied by a copy of the law, Act or charter establishing the institution and an evidence of official status from the appropriate Ministry of Education or government agency.

3. An application for membership shall be made through the Secretariat of the CONFERENCE and accompanied with a fee as may be prescribed from time to time by the CONFERENCE.

4. **Membership Rights and Privileges:** These shall include:

- (i) Attending all meetings of COREG;
- (ii) Voting and being voted for in any election of officers or any Standing or Ad-Hoc Committees of COREG,
- (iii) Receiving free or at subsidised rate, any Publication of COREG.

ARTICLE VII

CONFERENCE ORGANIZATION

1. There shall be one level of CONFERENCE organization namely; The National Level which shall maintain a Secretariat as in Article (IV) of the Constitution.

ARTICLE VIII

CONFERENCE ORGANS

1. The following shall be the organs of the CONFERENCE.

(i) The Executive Council which shall comprise Elected Officers, and Chairmen of Standing and Ad-hoc Committees.

(ii) Standing Committees:

There shall be the following standing committees:

(a) Research/Publications Committee

(B) Disciplinary Committee

- (c) Establishment and Welfare Committee, and
- (d) Advisory Committee on Student Matters.

Reports of Committees shall be considered in a Regular meeting or at any other meeting as agreed by the CONFERENCE.

(iii) **Membership, Power and Functions of Standing Committees**

(a) **Research/Publications Committee**

The Committee shall consist of at least five nominated/appointed members that shall be charged with the duties to:

- Take custody of all seminar/workshop papers organized by the CONFERENCE.
- Give publicity to COREG activities.
- Organise the publication of newsletters, directory, diaries etc for the CONFERENCE.

(b) **Disciplinary Committee**

The Committee shall consist of at least five nominated/appointed members who shall be charged with the duties to:

- Receive complaints/petitions against a member(s)

- and investigate such complaints/petitions.
- Interview both the complainant/petitioner and the person complained/petitioned against to ensure fair hearing.
- Investigate any other matter(s) that may be referred to the Committee by the Conference.

Make recommendation(s) on its findings to the CONFERENCE for consideration at a Regular meeting.

(c) **Establishment and Welfare Committee**

- The Committee shall consist of at least five nominated/appointed members who shall be charged with the duties to:
- Arrange for befitting send-off and other ceremonies as the case may be for COREG.
- Advise COREG on Staff Conditions of Service, Welfare and Training.

(d) **Advisory Committee on Students Matters**

The Committee shall consist of at least five nominated/appointed members that shall be charged with the duties to:

Advise COREG on maintenance of good student-staff relations in member-institutions.

Advise COREG on policies pertaining to students activities/issues such as Sports, Union activities, Welfare, Careers and Discipline, amongst others.

(iv) **The CONFERENCE Officers shall comprise**

- (a) Chairman
- (b) Deputy Chairman
- (c) Treasurer
- (d) Financial Secretary
- (e) Public Relations Officers

(v) The **CONFERENCE** Officers shall, as the CONFERENCE may require, hold Executive meetings at least thrice a year, one each before a Regular meeting; and there shall be three Regular meetings

- (vi) Every year to be held on the
- (vii) Last Wednesday, and Thursday of April, August and November every year or on any other date as may be agreed by the CONFERENCE. All members are expected to attend every Regular meeting.

ARTICLE IX

ELECTION AND FUNCTIONS OF OFFICERS

1. Election of Officers shall be by secret ballot.
2. Term of Office: Every officer shall hold an office for a period of two (2) years and shall be eligible to contest for another two (2) years and no more.
3. **Functions of the Officers of the CONFERENCE are:**
 - (a) **CHAIRMAN:**
The Chairman shall:
 - (i) Be elected from among the three most senior and active members, provided that any nominated member had not served in that

post previously.

- (ii) Preside over the meetings of the Executive Council and Regular meetings.
- (iii) He shall be allowed a maximum of one hundred thousand Naira (N100,000.00) imprest account.
- (iv) Provide some support for secretarial services.
- (v) Approve expenditures and sign payment vouchers.
- (vi) Prepare and submit proposals for development and raising of CONFERENCE funds for the consideration of Executive Council/Regular meetings.
- (vii) Have a casting vote.
- (viii) The Chairman shall appoint a Secretary to serve the Conference during his/her tenure.

The Administrative Secretary Shall:

- (i) Record, produce and circulate minutes of CONFERENCE meetings.
- (ii) Write all letters as directed by the CONFERENCE or the Chairman.
- (iii) Prepare the agenda of the CONFERENCE meetings in consultation with the Chairman.

- (iv) Keep and maintain membership register.
- (v) Maintain a diary of meetings and prepare reports of the Conference activities at the end of every two years.

(b) **Deputy Chairman**

The Deputy Chairman shall:

- (i) Assist the Chairman in the discharge of his duties
- (ii) Assume all the responsibilities of the Chairman in his absence.

(c) **Financial Secretary**

Financial Secretary Shall:

- (i) Record and keep proper account of the finances of the CONFERENCE.
- (ii) Collect all monies due to the CONFERENCE and hand same over to the Treasurer within 24 hours and communicate to the Secretary for record purposes. He shall issue receipts for every transaction.

- (iii) Prepare an annual financial balance sheet of the CONFERENCE and submit report as necessary.
- (iv) Be in charge of roll-calls during CONFERENCE regular meetings for the purpose of collecting dues from members.
- (v) Keep custody of the transaction between the CONFERENCE and the Bank(s).

(d) **Treasurer**

The Treasurer shall:

- (i) Keep the CONFERENCE bank account book(s).
- (ii) Within seven days of receipt, pay into the CONFERENCE bank account all monies belonging to the CONFERENCE, including levies, subscriptions, donations, etc, received by him on behalf of the CONFERENCE.
- (iii) Be one of the signatories to the CONFERENCE accounts.
- (iv) Make available for inspection, the CONFERENCE books of Accounts at last Regular meeting of the year.

4. **Other Duties**

Notwithstanding any other provisions of this Constitution, the CONFERENCE may assign any duty to any officer(s) of the CONFERENCE.

5. **Tenure of Office**

(a) All officers of the CONFERENCE shall remain in office for a period of two (2) years and shall be eligible to contest for another term of (2) years and no more.

(b) Should a vacancy occur in any of the offices, a substitute shall be elected at the next Regular meeting. Such an elected officer shall remain in office for the unexpired period of the term of the vacated officer.

6. **CONFERENCE** Elections shall be held at the last meeting of every 2 years or any other date as agreed by the CONFERENCE. Any officer or Officers may be

removed within the tenure for any good cause, as may be determined by the Regular meeting.

ARTICLE X

DISCIPLINE

1. Discipline of members shall be exercised at the level of the Regular meeting and after the recommendation of the Disciplinary Committee.
2. The CONFERENCE shall have the power to suspend any member or expel him/her for any proven case of indiscipline or acts contrary to the rules and regulations of the CONFERENCE as contained in the First Scheduled to this Constitution.

ARTICLE XI

FINANCE

1. The funds of the CONFERENCE shall be derived from:
 - (a) Fees, subscriptions and other lawful levies of members.
 - (b) Lawful donations, public collections and other lawful means of fund-raising.

- (c) Lawful investment.

ARTICLE XII

APPOINTMENT OF AUDITORS

1. The CONFERENCE shall appoint an Auditor who shall audit the books of account of the CONFERENCE and report annually. He may be called upon by the Executive Council to audit such accounts from time to time.

ARTICLE XIII

COMMON SEAL

1. The Common Seal of the CONFERENCE shall be a design approved by the CONFERENCE and shall be in the custody of the Chairman.

ARTICLE XIV

AMENDMENT TO THE CONSTITUTION

- (a) A proposal for the amendment of any part of this constitution must be made in writing by any member of the CONFERENCE to the Secretariat and must be

circulated to all members not later than six (6) weeks before the meeting.

- (b) The Constitution or any section or part of it may be amended at a regular meeting of the CONFERENCE on a motion supported and carried by the votes of not less than two-thirds of all the members present.

ARTICLE XV

INTERPRETATION

Any question as to the meaning of any section of this Constitution shall be referred to a Legal Adviser who shall guide the CONFERENCE.

The ruling of the CONFERENCE shall be final.

SCHEDULE I

RULES AND REGULATIONS

RULE I - Offences

Offences against the CONFERENCE shall include:

- (a) Subverting or plotting against the CONFERENCE.
- (b) Acting in a manner to bring the name of the

- CONFERENCE to ridicule, contempt or disrepute.
- (c) Flouting the ruling or decisions of the disciplinary organs of the CONFERENCE.
 - (d) Engaging in dishonest practices which would bring disgrace to the CONFERENCE.
 - (e) Disclosing CONFERENCE confidential information to unauthorized person(s) without permission.
 - (f) Carrying out propaganda which would tend to injure the reputation of the CONFERENCE, any of its officials in their capacities, or any of its members.
 - (g) Behaving in a disrespectful manner to the CONFERENCE officers and members at meetings of the CONFERENCE.
 - (h) Defrauding the CONFERENCE, or any officials or members.
 - (i) Deliberately giving wrong information to any organ of the CONFERENCE or to the CONFERENCE itself.
 - (j) Using abusive or indecent language at meetings.
 - (k) Absence from CONFERENCE meetings for four

consecutive times without just cause.

- (l) Habitual absence from meeting and sending of a representative for two consecutive meetings.
- (m) Unauthorised publicity of CONFERENCE disputes, i.e. publishing or causing to be published in the newspaper, radio and television or taking litigation against the CONFERENCE officers and members on any disputes within the CONFERENCE without exhausting all avenue of redress within the CONFERENCE Rules and Regulations.

RULE II - Right of Appeal

Any member disciplined shall have the right of appeal to the CONFERENCE within three (3) months

RULE III - Punishment

- (i) The following sanctions may be applied by the CONFERENCE to discipline its erring members:
 - (a) Expulsion
 - (b) Suspension

- (c) Removal from Office
- (d) Debarring from holding office
- (e) Fine
- (f) Suspend
- (g) Caution and Discharge

The form of sanction adopted shall depend on the seriousness of the particular offence.

(ii) Any member, who is alleged to have breached any of the Rules, shall be given fair hearing by appearing before the Disciplinary Committee to defend himself/herself.

(iii) **Expulsion**

Any member found guilty of offences under Rules I (a), (b), (c), (e) and (m) shall be expelled. Save as it is provided in the regulations, expulsion shall be sparingly used.

The order for expulsion shall be communicated to the offender in writing only and copied to his Rector.

- (iv) The Secretariat shall keep accurate records of all disciplinary actions taken against a member of the CONFERENCE.
- (v) An expelled member of the CONFERENCE may be re-admitted on appeal to penitence to the CONFERENCE and may be placed on probation for a period not exceeding twelve months.
- (vi) A member placed on probation shall not have the right to hold CONFERENCE office, position or to contest elections. Any erring member shall be given a fair hearing.

SCHEDULE II - OATHS OF ALLEGIANCE AND OATHS OF OFFICE

(i) Oath of Allegiance

I _____ do
Solemnly swear and affirm that I will be faithful and bear true allegiance to the Conference of Registrars of Polytechnics and Colleges of Technology in Nigeria and I will preserve, protect and defend the Constitution of the Conference.

So help me God.

- (ii) **Oath of Office**, which every member should declare on admission shall be

I _____ do solemnly swear and affirm that I will be faithful and bear true allegiance to the CONFERENCE of Registrars of Polytechnics and Colleges of Technology in Nigeria. I will discharge my duties to the best of my ability, faithfully and in accordance with the Constitution of the CONFERENCE. I will always work in the interest of the integrity, solidarity, advancement, well-being and prosperity of the CONFERENCE. I will strive to pursue, enhance and implement the aims and objectives of the CONFERENCE as contained in the Constitution and I will not allow my personal interest to influence my official decision; and in all circumstances, I will do what is right to all the members of CONFERENCE without fear or favour, affection or ill will. I will not directly or indirectly communicate or reveal to any person any classified matter which shall be brought

under my consideration or shall become known to me as an officer of the CONFERENCE, except as may be required for the due discharge of my duties; and I will devote myself to the service and well-being of the CONFERENCE.

So help me God.

SCHEDULE III

THE STANDING ORDERS

In the exercise of the powers conferred by ARTICLE II of the CONFERENCE CONSTITUTION, the CONFERENCE hereby makes the following standing orders:

1. **Short Title**

These Standing Orders may be cited as COREG Standing Orders.

2. **Interpretation**

In these Standing Orders, unless the context otherwise requires:

"Active Member" means member who has not missed

the Regular meetings of the CONFERENCE for more than three consecutive years.

"Constitution" means the Constitution of the CONFERENCE of Registrars of Polytechnics and Colleges of Technology in Nigeria.

"CONFERENCE" means the CONFERENCE of Registrars of Polytechnics and Colleges of Technology in Nigeria.

"Chairman" means the Chairman of the CONFERENCE.

"COMMITTEE" means Committee instituted by the CONFERENCE.

"Member" means a member of the CONFERENCE.

"Meeting" means Regular, ordinary or special meetings of the CONFERENCE.

"Emergency Meeting" means a meeting convened outside scheduled meetings for the purpose of an exigency on the CONFERENCE.

"Secretary" means the Secretary of the CONFERENCE.

3. **Meetings**

(a) The members shall meet in the months of April, August and November each year or any other month as agreed by the CONFERENCE. As far as possible the business of Regular or an ordinary meeting shall not normally exceed five hours at a sitting, except that the period may be extended by the CONFERENCE. The Chairman may convene a special emergency meeting as and when necessary, provided that no business other than the business for which such a meeting is convened may be transacted.

(b) If so requested in writing by any ten members, the Chairman or, in his absence, the Vice-Chairman shall preside over a meeting of the CONFERENCE.

4. **Place and Time of Meeting**

Meeting which shall normally commence at 10:00a.m. shall also be held in the Polytechnic/College of Technology or any other place, determined in the prevailing circumstances by the Chairman.

5. **Notice of Meeting**

(a) Notice of meeting indicating the date, place and time of the meeting shall be communicated in writing as a reminder to individual members, at least one month before the date scheduled for the meeting.

(b) Where the Chairman convenes an emergency meeting in pursuance of paragraph 5(a) above, notice of meeting required in the foregoing sub-paragraph shall not apply.

6. **Agenda**

The Agenda of a meeting shall specify the business to be transacted and no other business shall be transacted, except that the Chairman may allow other business only if within the jurisdiction of the CONFERENCE. An agenda for a Regular meeting may be amended on the floor of the meeting at the discretion of the CONFERENCE.

7. **Chairman of Meetings**

The Chairman shall preside over all CONFERENCE meetings when he is present and in his absence, the most senior member present shall preside, if the Deputy-Chairman is also absent.

8. **Admission to Meetings**

Except upon the invitation of the Chairman, no person other than a member of the CONFERENCE, accredited representative or members of a Committee appointed by the CONFERENCE shall attend any meeting of the Committee or of the CONFERENCE.

9. **Business Proposed by a Member**

(a) A member desiring any matter to be considered at a meeting shall forward such matter to the Secretariat, which shall include such matter on the agenda in compliance with paragraph 6 above.

(b) It shall be the duty of the Chairman to decide whether any matter submitted for consideration under sub-paragraph 9(a) above is within the jurisdiction of the CONFERENCE as prescribed by the

Constitution before such a matter is considered by the CONFERENCE.

10. **Quorum**

The quorum of any meeting shall be one-third of total membership, except that it shall be active membership in the case of a Regular meeting.

11. **Absence of Quorum**

If a quorum is not formed within one and a half hours after the time scheduled for a meeting, such a meeting, if an ordinary meeting, shall be adjourned by the members present to the following day or shall stand adjourned **Sine die**.

12. **Attendance Book**

The Secretariat shall keep an Attendance Book which shall be signed individually by the members attending a Regular meeting.

13. **Order of Business**

Unless the CONFERENCE otherwise resolves, the

Order of business at a Regular or an ordinary meeting shall be as follows:

- (a) The CONFERENCE shall on a motion confirm and adopt the agenda of the present meeting and later adopt the minutes of previous meeting or meetings as the case may be.
- (b) The Chairman and Secretary shall sign the minutes of such previous meeting or meetings.
- (c) Matters arising from the minutes of the previous meeting or meetings, unless such matters are included in the business of the current meeting, shall be considered.
- (d) Business specified in the adopted agenda shall be transacted in the order shown in the agenda unless, otherwise determined by the Chairman.
- (e) Any other business not specified in the agenda may be discussed, subject to the approval by the Chairman.

14. **Order of Address:**

- (a) Every member contributing during deliberations shall address the Chairman and, if more than one member wish to speak,

the Chairman shall decide who shall speak first.

(b) Any member shall have the right at any time to raise a point of order and the Chairman's decision on a point of order shall be final.

15. **Motions**

(a) All motions shall be proposed and seconded.

(b) The CONFERENCE may require any motion amendment there to be in writing.

16. **Voting**

Voting shall be by a show of hands, or by secret ballot as the CONFERENCE may determine. Where there is a tie and the Chairman does not exercise his casting vote as expected, he shall declare the motion not carried.

17. **Minutes**

Minutes of meeting shall be kept in a suitable minute book in safe custody of the Secretary and shall be open to the inspection of any member of the CONFERENCE.

18. **Adjournment of meetings**

- (a) No business of the CONFERENCE shall be transacted at any adjourned meeting other than those left unfinished at the meeting of which the adjournment took place.
- (b) No written notice shall be given of any such adjourned meeting.

19. **Committee**

- (a) Committee appointed may be either for a limited and specific purpose and shall report to the CONFERENCE on completion of their work or they may be Standing Committee with a continuing responsibility under the CONFERENCE on certain defined subjects and functions.
- (b) In the appointment of a Standing Committee, due regard shall be given to the need to ensure that:
 - (i) As much as possible, the tenure of members (other than those who are ex-officio) shall not exceed two years; and

- (ii). A measure of continuity of the work of the Committee is maintained.

20. **Direction of Committee**

In appointing any Committee, the CONFERENCE shall, except for good reason, name the Chairman and the Secretary of the Committee and shall give precise directions on the powers and duties of the particular Committee appointed.

(a) The Standing Orders relating to the CONFERENCE shall be applicable to its Committees except that:

- i. The notice for such meetings shall be given by the Secretary to reach each member at least two weeks before the date of the meeting;
- ii. The minutes of meeting of such Committees shall be adopted at the subsequent meetings of the Committee and submitted to the Secretariat of CONFERENCE for necessary action against the next meeting of the CONFERENCE;

iii. The membership of all Committees shall be subjected to review by the CONFERENCE every two (2) years.

21. **Other Matters**

(a) Any member who leaves the CONFERENCE before the end of the meeting and without the permission of the CONFERENCE shall be sanctioned.

(b) Representatives from the rank of Deputy Registrar shall be allowed to represent a member in his absence subject to not more than two (2) consecutive times.

22. **Amendment to Standing Order**

Any motion for an amendment to the Standing Orders shall be handed to the Secretariat for delivery by hand or by post to each member within reasonable time but not less than seven days to enable the members to consider it before the next meeting of the CONFERENCE.

The standing Orders shall be amended by a resolution of the COREG, following upon a notice of motion as stated above and a majority approval of not less than two-thirds of members present at the appropriate CONFERENCE.

