



NATIONAL INSTITUTE FOR NIGERIAN LANGUAGES ACT

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NATIONAL INSTITUTE FOR NIGERIAN LANGUAGES ACT

An Act to establish the National Institute for Nigerian Languages with the responsibility to promote the study and use of Nigerian languages.

[1993 No. 117.]

[30th December, 1993]

[Commencement]

PART I

Establishment of the National Institute for Nigerian Languages

1. Establishment of the National Institute for Nigerian Languages

- (1) There is hereby established a body to be known as the National Institute for Nigerian Languages (in this Act referred to as "the Institute").
- (2) The Institute shall be a body corporate with perpetual succession and a common seal and may sue and be sued in its corporate name.

2. Objectives of the Institute

The objects of the Institute shall be to-

- (a) promote the study and use of Nigerian languages;
- (b) explore all relevant and available avenues, potential and resources to make the Institutes
 - (i) an active teaching and learning centre for the study of Nigerian languages;
 - (ii) a resource centre for specialised professional services to the public and private sectors of the Nigerian economy;
 - (iii) a Nigerian centre for research into Nigerian languages.

3. Membership of the Governing Council of the Institute

- (1) The Institute shall be governed by a Governing Council (in this Act referred to as "the Council") which shall consist of-

- (a) a chairman;
 - (b) the Permanent Secretary of the Federal Ministry of Education or his representative;
 - (c) five persons representing a variety of interests but with experience in Nigerian language studies and teacher education, one of whom shall be a woman;
 - (d) one representative of the National Commission for Colleges of Education;
 - (e) one representative of the Academic Board of the Institute in rotation for one term of two years at a time;
 - (f) one representative each of the following institutions in rotation, for one term of two years at a time—
 - (i) the Federal Universities;
 - (ii) the State Universities; and
 - (iii) the Colleges of Education;
 - (g) one representative of the Linguistics Association of Nigeria;
 - (h) the Executive Secretary of the Nigerian Educational Research and Development Council or his representative;
 - (i) the Executive Director of the Institute or his representative;
 - (j) one representative of the Institute's Congregation; and
 - (k) the Registrar of the Institute who shall be the secretary.
- (2) The chairman and members of the Council, who are not *ex-officio* members, shall be appointed by the President on the recommendation of the Minister.
- (3) The President, on the recommendation of the Minister, shall appoint a person to act in place of the chairman during a long absence or temporary incapacity by illness of the chairman and that person while so acting may exercise all the functions of the chairman under this Act.

- (4) Subject to subsection (2) of this section, if any member of the Board is incapacitated by illness or long absence in the performance of his official duties, a temporary member may be appointed, in the same manner and in accordance with the same procedure under which the incapacitated member was appointed, and while the appointment subsists, he may exercise all the functions of the member under this Act.
- (5) The supplementary provisions set out in the Schedule to this Act shall have effect with respect to the proceedings of the Council and the other matters contained therein.

4. Tenure of office of members of the Council

- (1) The chairman shall hold office for a period of three years and may be appointed by the President for a further period of three years and no more.
- (2) A member of the Council, other than an *ex-officio* member, shall hold office for three years and may be re-appointed for a further term of three years and no more.

5. Remuneration of the members of the Council

- (1) The chairman and members of the Council shall be paid such emoluments as may be specified in their letter of appointment.
- (2) The allowances payable to members of the Council shall be in accordance with such rates as may be specified and approved by the Federal Government from time to time.

6. Removal from office of a member of the Council

- (1) If it appears to the Council that the chairman or any other member of the Council should be removed from office on the grounds of misconduct or inability to perform the functions of his office, the Council shall make a recommendation to the President through the Minister.
- (2) If the President, after making such inquiries as he considers necessary approves the recommendation, the Minister shall, in writing, declare the office of the chairman or of such a member vacant.

- (3) Notwithstanding the provisions of subsection (I) of this section, the President may remove a member of the Council if he is satisfied that it is in the public interest to do so.

PART II

Functions and powers

7. Functions of the Institute

The functions of the Institute shall be to-

- (a) encourage the learning of Nigerian languages in an environment which shall prepare the students in the Institute to-
 - (i) speak Nigerian languages fluently;
 - (ii) acquire proficiency in the teaching of Nigerian languages;
 - (iii) acquire competence in research on problems of teaching Nigerian languages at all levels of education in Nigeria;
 - (iv) adapt the theories and practice of using Nigerian languages into classroom practices especially for secondary schools, colleges and the teaching and learning for non-native speakers of the Nigerian languages; and
 - (v) stimulate general concepts, practices and interests in communicating in Nigerian languages;
- (b) hold out to all persons without distinction, race, creed, sex or political conviction, the opportunity of acquiring proficiency in the learning and pragmatic use of the Nigerian languages as a means of communication among different language groups in Nigeria;
- (c) provide courses of instruction and other facilities for the pursuit of learning Nigerian languages;
- (d) develop appropriate curricula to suit the needs of the various users of the Institute;

- (e) award testimonials, certificates, diplomas and degrees to persons who complete the courses of study at the Institute;
- (f) operate for the benefit of-
 - (i) primary and secondary school teachers of Nigerian languages;
 - (ii) tertiary educational institution teachers of Nigerian languages;
 - (iii) government and non-governmental personnel interested in acquiring communication skills in Nigerian languages;
 - (iv) diplomats, foreigners, business associates, etc., willing to learn Nigerian languages; and such other persons interested in research into Nigerian languages;
- (g) serve as a centre for the exchange of information in the study of Nigerian languages and research centre in teaching and learning of Nigerian languages;
- (h) encourage research into problems of learning and teaching of Nigerian languages, with a view to carrying out research into those problems and finding solutions to them;
- (i) compile, assemble and publish the results of researches into Nigerian language studies and make popular those findings where their general recognition, in the opinion of the Institute, is of importance to Nigerian languages; and
- (j) carry out other activities which are necessary for the performance of its functions under this Act.

8. Functions of the Council

The Council shall-

- (a) subject to the provisions of this Act and relating to the directives of the President, be the governing body of the Institute and shall be charged with the general control and superintendence of the policy, finances and property of the Institute;
- (b) ensure that the Institute is staffed by persons with high communicative competence in Nigerian languages;

- (c) ensure that proper accounts of the Institute are kept and that those accounts are audited annually as specified in this Act;
- (d) organise and control courses of studies of the Institute and the examinations held in conjunction with those courses;
- (e) organise and control the halls of residence and the other facilities provided by the Institute;
- (f) perform such other duties as the President may, from time to time, assign to it.

9. Powers of the Institute

For carrying out its objectives and functions under this Act, the Institute shall have power-

- (a) to establish such units within the Institute as may, from time to time, be deemed necessary or desirable;
- (b) to institute professorships, readerships, lectureships and other posts and offices and make appointments thereto;
- (c) to institute and award fellowships, scholarships, bursaries, medals, prizes and other titles, distinctions, awards and other forms of assistance;
- (d) to provide for the residence, discipline and welfare of staff of the Institute;
- (e) to hold examinations and grant diplomas, degrees, certificates and other distinctions to persons approved by the Institute and have satisfied such other requirements as the Institute may require;
- (f) to grant fellowships or titles to deserving individuals;
- (g) to determine and demand from any student or any other person attending the Institute for the purpose of instruction, such fees as the Institute may, from time to time, determine;
- (h) to acquire, hold, grant, charge or otherwise deal with or dispose of movable and immovable property wherever situated;

- (i) not to accept gifts, legacies and donations for a particular purpose unless it approves the terms and conditions attached to it;
- (j) to enter into contracts, establish trusts, act as trustees solely or jointly with any other persons and employ and act through agents;
- (k) to erect, provide, equip and maintain libraries, lecture halls or residence, sport grounds, dining halls and other buildings suitable for the objectives of the Institute;
- (l) to undertake publishing and book sales and liaise constantly with the Nigerian Educational Research and Development Council in respect of book publishing;
- (m) subject to any limitation or condition imposed by this Act-
 - (i) to invest any money accruing to the Institute by way of endowment, whether for general or special purposes, and such other money as may not be immediately required for current expenditure in investments, securities or in the purchase or improvement of land, with power from time to time to vary any such investments; and
 - (ii) to deposit money, for the time being not invested, with a bank approved by the Federal Government, on deposit or current account;
- (n) to make gifts for any charitable purpose; and
- (o) to do all such other things which are incidental to the foregoing.

10. Powers of the Council

Subject to the provisions of this Act, the Council shall--

- (a) exercise on behalf of the Institute, the powers conferred on it under this Act; and
- (b) do such other things as are necessary for the successful performance of its functions and those of the Institute.

11. Power of the President to give directives

The President may give to the Institute or the Council, directives of a general nature or relating generally to matters of policy with regard to the performance by the Institute or the Council and it shall be the duty of the Institute or the Council to comply with those directives.

PART III

Staff of the Institute

12. Appointment of principal officers of the Institute

- (1) The principal officers of the Institute shall consist of—
 - (a) the Executive Director;
 - (b) the Deputy Director;
 - (c) the Registrar;
 - (d) the Bursar;
 - (e) the Director of Works;
 - (f) the Librarian; and
 - (g) such other officers as may, from time to time, be appointed.
- (2) The principal officers of the Institute, other than the Executive Director, shall be appointed by the Council.

13. Appointment of the Executive Director of the Institute

- (1) There shall be appointed for the Institute by the President, an Executive Director with appropriate general qualifications.
- (2) The Executive Director shall be the chief academic officer of the Institute and shall be responsible for the day-to-day administration of the Institute.
- (3) The Executive Director shall hold office for a period of five years and shall be eligible for reappointment for such further period of five years and no more.

- (4) Subject to the provisions of this section, the Executive Director shall hold office on such terms as to emoluments and otherwise as may be specified in his letter of appointment and as may, from time to time, be approved by the President.

14. Deputy Director of the Institute

- (1) There shall be for the Institute a Deputy Director who shall assist the Executive Director of the Institute in the execution of his duties.
- (2) The Deputy Director-
 - (a) shall be appointed by the Council on the recommendation of the Executive Director;
 - (b) shall hold office for a period of two years beginning with the date of his instrument;
 - (c) may be re-appointed for a further term of two years.
- (3) A person who has held office as Deputy Director for a continuous period of four years or more, or would so have held office but for his resignation, shall not be eligible for re-appointment as Deputy Director during the two years immediately following the end of that period.

15. Registrar of the Institute

- (1) There shall be for the institute a Registrar who shall be the chief administrative officer of the Institute and shall be responsible to the Executive Director for the day-to-day administrative work of the Institute.
- (2) The person holding the office of a Registrar shall, by virtue of that office, be the secretary to the Council.

16. Bursar of the Institute

The Bursar shall be the chief financial officer of the Institute and shall be responsible to the Executive Director for the day-to-day administration and control of the financial affairs of the Institute.

17. Director of Works

The Director of Works shall supervise and monitor the works and services of the Institute and be responsible to the Executive Director for the general maintenance of the Institute's infrastructure.

18. Librarian

The Librarian shall be responsible to the Executive Director for the administration of the Institute's Library.

19. Appointment of other employees of the Institute

- (1) The Council may, from time to time, appoint for the Institute, such other staff, as it may deem necessary, to assist the Executive Director in the performance of his functions under this Act.
- (2) The remuneration and tenure of office of employees of the Institute, other than the Executive Director, shall be determined by the Council.

20. Conditions of service of employees of the Institute

The Institute shall operate under the ambit of the National Universities Commission and the salary structures and conditions of service of the employees of the Institute shall be similar to those obtained in the universities.

21. Removal from office of the Executive Director

If it appears to the Council that the Executive Director should be removed from office, the Council shall make a recommendation to the Minister and if the Minister, after making such inquiries as he may consider necessary, approves the recommendation, the Minister may, with the written approval of the President, declare the office of the Executive Director vacant.

22. Removal and discipline of senior staff

- (1) If it appears to the Council that there are reasons for believing that a person employed as a member of the senior staff of the Institute, other than the Executive Director, should be removed from office on grounds of misconduct or inability to perform the functions of his office, the Council through its appropriate committee, shall—
 - (a) give notice of those reasons to the person concerned;

- (b) afford him an opportunity of making representations on the matter to the Council in person;
- (c) if the person concerned or any other member of the Council so requests, within the period of one month beginning with the date of the notice, make arrangements—
 - (i) for the Appointments and Promotion Committee of the Council or an *ad hoc* committee of Council to investigate the matter and to report on it to the Council; and
 - (ii) for the person in question to be afforded an opportunity of appearing before and being heard by the investigating committee on the matter.
- (2) If the Council, after considering the report of the investigating committee, is satisfied that the person in question should be removed as aforesaid, the Council may remove the person concerned by an instrument in writing signed by the chairman of the Council.
- (3) The Executive Director may, in a case of misconduct by a member of the staff which in the opinion of the Executive Director is prejudicial to the interest of the Institute, suspend that member, and the suspension shall forthwith be reported to the Council.
- (4) For good cause, an employee may be suspended from office or his appointment may be terminated by the Council and for the purpose of this subsection "good cause" means -
 - (a) physical or mental incapacity, which the Council, after obtaining medical advice, considers to be such as to render the person concerned unfit for the discharge of the functions of his office; or
 - (b) conduct of a scandalous or other disgraceful nature which the Council considers to be such as to render the person unfit to continue to hold his office; or
 - (c) conduct which the Council considers to be such as to constitute a failure or inability of the person concerned to discharge the functions of his office or to comply with the terms and conditions of his service.

- (5) A person suspended pursuant to subsection (3) or (4) of this section shall be placed on half pay and the Council shall before the expiration of a period of six months after the period of suspension against that person come to the decision as to-
 - (a) whether to continue that person's suspension (including the proportion of his emoluments to be paid to him);
 - (b) whether to reinstate that person to his office, in which case the Council shall restore his full emoluments to him with effect from the date of the suspension; or
 - (c) whether to terminate that person's appointment, in which case the person shall not be entitled to the proportion of his emoluments which might have been withheld during the period of suspension or as the Council may determine;
 - (d) whether to take such lesser disciplinary action against that person (including the restoration of the proportion of his emoluments which might have been withheld) as the Council may determine.
- (6) In any case where the Council, pursuant to this section, decides to continue a person's suspension or decides to take further disciplinary action against a person the Council shall, before the expiration of a period of six months from that decision, come to a final determination in respect of the case concerning that person.
- (7) It shall be the duty of the person who signed the instrument of removal by virtue of subsection (2) of this section to serve or cause to be served on the person concerned, a copy of the instrument.
- (8) Nothing in this section shall prevent the Council from making such regulations for the discipline of other categories of employees and workers of the Institute as it may think fit.

23. Discipline of junior staff

- (1) Where a junior member of staff is accused of misconduct and inefficiency, the Executive Director may suspend him for not more than three months and shall further refer the matter to the Junior Staff Disciplinary Committee—

- (a) to consider the case; and
 - (b) to make recommendations as to the appropriate action to be taken by the Executive Director.
- (2) In all cases under this section, the junior member of staff shall be informed in writing of the charges against him and be given reasonable opportunity to defend himself.
- (3) The Executive Director may, after considering recommendation made pursuant to subsection (1) (b) of this section, dismiss, terminate, retire or downgrade the junior officer concerned.
- (4) A person aggrieved by a decision of the Executive Director under subsection (3) of this section may, within a period of 21 days from the date of the receipt of the letter communicating the decision to him, address a petition to the Council to reconsider his case and the Council's decision thereon shall be final.

PART IV

Academic Board of the Institute

24. Establishment of the Academic Board the Institute

- (1) There is hereby established for the Institute, an Academic Board which shall consist of-
- (a) the Executive Director of the Institute as chairman;
 - (b) the Deputy Director of the Institute;
 - (c) all Deans of Schools;
 - (d) all Heads of Departments;
 - (e) all Heads of Academic Units;
 - (f) two members elected by Congregation;
 - (g) the Librarian; and

- (h) the Registrar of the Institute who shall be the secretary of the Academic Board.
- (2) The Executive Director shall preside at the meetings of the Academic Board and in his absence, the Deputy Director shall preside at the meeting but in their absence the members present at the meeting shall elect one of their number to preside at the meeting.
- (3) The Academic Board shall meet at least once in a semester.
- (4) Subject to subsections (2) and (3) of this section, the Academic Board shall regulate its own procedure.

25. Functions of the Academic Board

- (1) The Academic Board shall-
 - (a) subject to subsection (2) of this section, formulate, regulate and continuously evaluate the academic programmes of the Institute; and
 - (b) perform such other functions as the Council may, from time to time, assign to it.
- (2) The Academic Board shall ensure that, where the Institute wishes to provide programmes aimed at specific categories of students from certain institutions, the particulars of those programmes are first sent-
 - (a) in the case of the National Diploma and Higher National Diploma programmes, to the National Board for Technical Education;
 - (b) in the case of the National Certificate of Education programmes, to the National Commission for Colleges of Education;
 - (c) in the case of professional programmes, to the relevant professional body;
 - (d) in the case of any other programme, to the recognised body responsible for supervising the programme, for information input and output.

26. Congregation

- (1) Congregation shall consist of-

- (a) the Executive Director of the Institute as the chairman;
 - (b) the Deputy Director;
 - (c) members of the Academic Board;
 - (d) the Registrar;
 - (e) the Bursar;
 - (f) the Librarian; and
 - (g) every member of the administrative staff who holds a degree of any university recognised for the purposes of this Act not being an honorary degree.
- (2) The Executive Director shall be the chairman at all meetings of Congregation when he is present; and in his absence such other member of Congregation present at the meeting as Congregation may appoint for that meeting, shall be the chairman at the meeting.
- (3) The quorum of the Congregation shall be one-third (or the whole number and nearest to one-third) of the total number of members of the Congregation, whichever is less.
- (4) Subject to the foregoing provisions of this Act, Congregation may regulate its own procedure.
- (5) Congregation shall be entitled to express by resolution or otherwise its opinion on all matters affecting the interest and welfare of the Institute and shall have such other functions in addition to the function of electing a member of the Council.

PART V

Committees of the Council

27. Establishment of the Finance, General Purposes and Tenders Committee and Appointments and Promotion Committee

There shall be for the Council-s-

- (a) a Finance, General Purposes and Tenders Committee; and
- (b) an Appointments and Promotion Committee.

28. Composition and functions of the Finance, General Purposes and Tenders Committee

- (1) The Finance, General Purposes and Tenders Committee shall consist of-
 - (a) the chairman of the Council as chairman;
 - (b) the Executive Director of the Institute;
 - (c) the Deputy Director;
 - (d) four members of the Council to be selected by the Council;
 - (e) two members of the Academic Board to be selected by the Board;
 - (f) the Bursar;
 - (g) the Registrar of the Institute who shall act as the secretary to the Committee.
- (2) The Finance, General Purposes and Tenders Committee shall, subject to the direction of the Council—
 - (a) exercise control over the property and expenditure of the Institute;
 - (b) be responsible for elaborating the general plans of the Institute and co-ordinating the work of such other committees of the Council as the Council may direct; and
 - (c) perform such other functions of the Council as the Council may, from time to time, delegate to it.
- (3) The Finance, General Purposes and Tenders Committee shall meet as and when necessary for the performance of its functions under this Act and shall regulate its own procedure.

29. Composition and functions of the Appointments and Promotion Committee

- (1) The Appointments and Promotion Committee shall consist of-
 - (a) the Executive Director of the Institute as chairman;
 - (b) the Deputy Director;
 - (c) three members of the Council to be selected by the Council;
 - (d) the Dean of Schools;
 - (e) the Librarian; and
 - (f) the Registrar who shall act as the secretary to the Committee.
- (2) Subject to such policies as may be laid down, from time to time, by the Council, the Appointments and Promotion Committee shall-
 - (a) co-ordinate and regulate the appointment and promotion of members of staff of the Institute;
 - (b) consider applications for special training, sabbatical leave, leave of absence and for fellowships; and
 - (c) perform such other functions ancillary to those in paragraphs (a) and (b) of this subsection as the Council may, from time to time, assign to it.
- (3) The Appointments and Promotion Committee shall regulate its own procedure.

30. Appointment of other committees

- (1) The Council may subject to its standing orders, appoint such other standing and *ad hoc* committees as the Council may think fit to consider and report on any matter with which the Institute is concerned.
- (2) Subject to the provisions of subsection (I) of this section, a committee appointed by virtue of that subsection shall be presided over by a member of the Council, and shall consist of such number of persons, not necessarily members of the Council, as the Council may determine.

PART VI

Financial provisions

31. Fund of the Institute

- (1) The Institute shall establish and maintain a fund from which shall be defrayed all expenditure incurred by the Institute.
- (2) There shall be paid and credited to the fund established pursuant to subsection (1) of this section—
 - (a) such monies as may, from time to time, be lent or granted to the Institute by the Government of the Federation or of a State or any of their agencies;
 - (b) all monies raised for the purposes of the Institute by way of gifts, grants-in-aid, testamentary disposition or otherwise;
 - (c) all subscriptions or fees and charges for services rendered by the Institute;
 - (d) all interests received in respect of monies invested by the Institute; and
 - (e) all other assets, from time to time, accruing to the Institute.
- (3) The fund shall be managed in accordance with guidelines given by the Minister through the National Universities Commission, and without prejudice to the generality of the power to give guidelines under this subsection, the guidelines shall in particular contain such provisions specifying the manner in which the assets of the Institute are to be held, and regulating the making of payments into and out of the fund.

32. Expenditure of the Institute

- (1) The Institute may, from time to time, apply the funds at its disposal
 - (a) to the cost of the administration of the Institute and of any research centre under the Institute's administration;
 - (b) for reimbursing a member of any committee set up by the Institute for expenses expressly authorised by the Institute;

- (c) for the provision of scholarships and other awards for the training of staff of the Institute;
 - (d) for the payment of salaries, fees or other remuneration, allowances pensions and gratuities or superannuation payable to the employees of the Institute;
 - (e) for the maintenance of any property vested in the Institute; and
 - (f) for and in connection with any of the functions of the Institute under this Act.
- (2) Except as provided in subsection (1) of this section, no other remuneration shall be paid to any member of any committee appointed by the Institute pursuant to this Act.

33. Annual estimates, accounts and audit

- (1) The Council shall cause to be prepared, not later than 30 September in each year, an estimate of the expenditure and income of the Institute during the next succeeding year, and when prepared, they shall be submitted to the President.
- (2) The Council shall cause to be kept proper accounts of the Institute and proper records in relation thereto and when certified by the Council the accounts shall be audited as provided in subsection (3) of this section.
- (3) The accounts of the Institute shall be audited within six months after the end of each year by auditors appointed by the Council from the list and in accordance with the guidelines supplied by the Auditor-General for the Federation; and the fees of the auditors and the expenses of the auditors generally shall be paid from the funds of the Institute.

34. Annual report

The Council shall, not later than 31 July in each year, submit to the President a report, in such form as the President may, from time to time, direct on the activities of the Institute during the preceding year and shall include in the report the audited accounts of the Institute.

PART VII

Miscellaneous

35. Office and premises

- (1) For the purpose of providing offices and premises necessary for the performance of its functions, the Institute may-
 - (a) purchase or take on lease any interest in land, building or property;
 - (b) build, equip and maintain offices and premises.
- (2) The Institute may, subject to the Land Use Act, sell or lease out any land, office or premises held by it, which is no longer required for the performance of its functions under this Act.

36. Power to borrow

- (1) The Institute may, from time to time, borrow by overdraft or otherwise such sums as it may require for the performance of its functions under this Act.
- (2) The Institute shall not, without the approval of the President, borrow money which exceeds, at any time, the limit set by the President.
- (3) Notwithstanding subsection (1) of this section, where the sum to be borrowed is in foreign currency, the Institute shall not borrow the sum without the prior approval of the President.

37. Power to accept gifts

- (1) The Institute may accept gifts of land, money or other property, on such terms and conditions, if any, as may be specified by the person or organisation making the gift.
- (2) The Institute shall not accept a gift if the conditions attached by the person or organization making the gift are inconsistent with the objectives and functions of the Institute.

38. Regulations

The Council may, with the approval of the President, make regulations for giving effect to the provisions of the Act and without prejudice to the foregoing regulations shall provide for-

- (a) the entry into and the type of courses and programmes approved by the Institute;
- (b) the duration of the courses and programmes; and
- (c) the certificates, if any, to be awarded by the Institute.

39. Interpretation

In this Act, unless the context otherwise requires ----

"chairman" means the chairman of the Council of the Institute;

"Council" means the Council of the Institute;

"Institute" means the National Institute for Nigerian Languages established by section I of this Act;

"member" means a member of the Council and includes the chairman;

"Minister" means the Minister charged with responsibility for education;

"principal officers" means the principal officers of the Institute appointed under Part III of this Act.

40. Short title

This Act may be cited as the National Institute for Nigerian Languages Act.

SCHEDULE

Supplementary provisions relating to the Council, etc.

[Section 3 (5).]

1. Subject to the provisions of this Act and section 27 of the Interpretation Act, the Council shall have power to regulate its proceedings and may make standing orders with respect to the holding of its meetings and those of any of its committees, the notice to be given, the proceedings thereat, the keeping of minutes of those proceedings and the custody and production for inspection of the minutes.

2. The quorum of the Council shall be five and the quorum of a committee of the Council shall be determined by the Council.
3. (1) Subject to the provisions of any applicable standing orders, the Council shall meet whenever it is summoned by the chairman and if the chairman is required so to do by notice given to him by not less than six other members he shall summon a meeting of the Council to be held within twenty-one days from the date on which the notice is given.
 - (2) At any meeting of the Council the chairman shall preside but if he is absent the members present at the meeting shall appoint one of their number to preside at that meeting.
 - (3) Where the Council wishes to obtain the advice of any person on a particular matter, the Council may co-opt him as a member for such period as it thinks fit, but a person who is a member by virtue of this sub-paragraph shall not be entitled to vote at any meeting of the Council and shall not count towards a quorum.

Committees

4. The Council may appoint one or more committees to carry out on behalf of the Council such of its functions as the Council may determine.
5. A committee appointed under this Schedule shall consist of such number of persons (not necessarily members of the Council) as may be determined by the Council; and a person other than a member of the Council shall hold office on the committee in accordance with the terms of his appointment.
6. A decision of a committee of the Council shall be of no effect until it is confirmed by the Council.

Miscellaneous

7. The fixing of the seal of the Institute shall be authenticated by the signature of the chairman or of some other person authorised generally to act for that purpose.
8. The validity of a proceeding of the Council or any of its committees shall not be affected by-

(a) a vacancy in the membership of the Council or of the committee; or (b) reason that a person not entitled to do so took part in the proceedings; or

(c) a defect in the appointment of a member.

9. A member of the Council and a person holding office on a committee of the Council, who has a personal interest in any contract or arrangement entered into or proposed to be considered by the Council or the committee-

(a) shall forthwith disclose his interest to the Council or committee, as the case may be; and (b) shall not vote on any question relating to the contract or arrangement.



SUBSIDIARY LEGISLATION

No Subsidiary Legislation

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