

ASSOCIATION OF AFRICAN UNIVERSITIES

BYE-LAWS

Bye-Law 1

REQUIREMENTS FOR MEMBERSHIP

(1) To be eligible for membership under clause 1 of article V of the Constitution of the Association of African Universities, a university or institution of higher education

- (a) shall have university status, and at least award a Bachelor's Degree or its equivalent,
- (b) shall have produced at least one batch of graduates at the level of a Bachelor's Degree or its equivalent, and
- (c) shall satisfy the Executive Board that it has a complement of staff, students and facilities, including a working library, adequate for the conduct of university- level work.

- (2) (a) A university or institution of higher education that desires to be admitted to membership of the Association shall submit an application to the Executive Board at least one month before the next General Conference is convened.
- (b) The application shall state that the applicant intends to adhere to the aims and objectives of the Association of African Universities [AAU] and that the applicant meets the requirements in this Bye-Law.
 - (c) The Executive Board may admit a new member by majority vote, subject to ratification at the next General Conference, by a simple majority of members present and voting.

(3) The following specific information concerning the applicant university or institution of higher education shall accompany the application for membership:

- (a) the name and location;
- (b) the general background information;
- (c) the officers of administration;
- (d) the Governing Body, its constitution and functions;
- (e) the requirements for admission;
- (f) the names of colleges, faculties, institutes, departments, schools and affiliated schools;
- (g) the requirement for degrees and diplomas;
- (h) the degrees and diplomas awarded;
- (i) the numbers of academic staff and their distribution;
- (j) the library or libraries and their holdings;
- (k) the student enrolment, numbers and nationalities;
- (l) the fees and other charges;
- (m) the principal source of financing;

- (n) the student service facilities;
- (o) the co-operation with other universities; and
- (p) the special features or characteristics, if any.

Bye-Law 2

EXCEPTIONAL ADMISSIONS TO MEMBERSHIP

- (1) Associate Members have the same rights, privileges and duties of members, except that an Associate Member may not vote or be a member of the Executive Board.
- (2) If and when an Associate Member fulfils the requirements for regular membership, it may be admitted to full membership by the Executive Board subject to ratification by the next General Conference by a simple majority of members present and voting if the Association has received advice in writing of the attainment of the status from the Associate Member, through the Secretariat.

Bye-Law 3

DECENTRALISATION

- (1) The regions in Africa in the Annex to the Constitution referred to in article III of the Constitution may be modified by the Executive Board and ratified by the General Conference.
- (2) The Executive Board shall work with regional organisations of members to promote the best interest of the Association.
- (3) The Executive Board shall encourage the formation of regional organisations of members but the form, functions and other matters concerned with these regional bodies shall be determined by the members of the regional bodies and the Association shall not incur any financial obligations for the regional body except as specifically agreed.

Bye-Law 4

RESIGNATION

- (1) A member of the Association may resign at any time by giving written notice to the Executive Board.
- (2) The resignation shall take effect from the date of receipt of the notice or at the later date specified in the notice.
- (3) Unless otherwise specified, the acceptance of resignation shall not be necessary to make it effective.

Bye-Law 5

VOTE FOR SUSPENSION AND EXPULSION OF MEMBERS

- (1) Suspension of the rights of members of the Association under clause 4 of article VI of the Constitution shall be by the Executive Board by a simple majority of members present and voting subject to ratification by the General Conference.
- (2) Failure on the part of a member to fulfil its obligations in respect of subscription payments shall not impose on the Executive Board a compulsory duty to suspend the member nor shall the failure result in automatic loss or suspension of the membership of the defaulting member in the Association.
- (3) The Executive Board may by a two-thirds majority vote of members of the Board present and voting expel a member from the Association under clause 4 of article VI of the Constitution for persistent failure to fulfil its obligations, particularly with respect to the payment of subscriptions and the expulsion shall be subject to ratification by the General Conference.

Bye-Law 6

ANNUAL CONTRIBUTIONS.

- (1) The scale of annual contribution and subscription to the budget of the Association by a member shall be formulated in such a way that no member or Associate Member shall make a fixed annual contribution of less than two thousand US dollars (US\$2,000).
- (2) The scale of contribution and subscription shall be based on the number of full-time or full-time equivalent degree candidates duly registered in the institution. Except that Associate members admitted under article V 5 shall be assessed at the rate fixed for Associate members.
- (3) The following rates of annual subscription shall be levied and may be changed by the Executive Board:
 - (a) Universities or institutions of higher education with over 500 students US\$3,000
 - (b) Universities or institutions of higher education with less than 500 students US\$2,500
 - (c) Associate members US\$2,000

Bye-Law 7

NOMINATION AND ELECTION OF PRESIDENT

- (1) Each nomination for the position of President under article X 2 (h) shall be seconded by at least five members of the Association and voting for the election of the President shall be by secret ballot.

Bye-Law 8

NOMINATION AND ELECTION OF THE EXECUTIVE BOARD

- (1) For the elections to the Executive Board
 - (a) The Secretary-General shall call for nominations from members of the Association for membership of the Executive Board at least six months before a General Conference.
 - (b) Nominations shall be open till two weeks before the General Conference.
 - (c) Any nomination received after that shall be invalid.
- (2) Each nomination for membership of the Executive Board shall be seconded by at least two members of the Association.
- (3) The Elections Committee set at the General Conference shall vet the nominations and, in consultation with the regional caucuses, propose candidates for election as members of the Executive Board.
- (4) In proposing candidates for election as members of the Executive Board, the Election Committee shall take into account regional representation, gender balance, and continuity in the membership of the Executive Committee.
- (5) Voting for the election of a member of the Executive Board shall under paragraph (1) be by secret ballot.
- (6) Once a member has been elected onto the Executive Board, the member continues to be a member of the Board even if the member ceases to be the head of the institution of membership so long as the person remains a member of that institution.
- (7) In exceptional circumstances, an accredited person who is not the head of an institution may be elected to the Executive Board.
- (8) A member who is elected to the Executive Board is eligible for re-election if the member continues to be a member of the institution of membership at the time of election to the Executive Board.

Bye-Law 9

VACANCIES ON EXECUTIVE BOARD

Where a member of the Executive Board dies, resigns or where a vacancy occurs for any other reason, the Executive Board shall replace that member with an alternate member from the region of the member at its next ordinary or extra-ordinary session.

Bye-Law 10

DUTIES OF COMMITTEES

- (1) In constituting Committees or Working Groups under clause 4 (c) of article XII of the Constitution, the Executive Board shall specify the terms of reference of each Committee or Working Group.
- (2) The Committees or Working Groups constituted by the Executive Board shall submit a full and complete account of their activities at each ordinary session of the Executive Board and more often if requested to do so by the President.

Bye-Law 11

DUTIES OF THE SECRETARY-GENERAL

The Secretary-General shall direct and oversee the general administrative operations of the Secretariat as set out in article XIII of the Constitution and is directly responsible to the Executive Board.

Bye-Law 12

EXECUTIVE BOARD MEETINGS

- (1) Ordinary sessions of the Executive Board shall generally be held at the end of May or beginning of June each year.
- (2) The President shall communicate the particulars of an extraordinary meeting and shall at the same time enquire if a member has any objections to the meeting, even if the President cannot attend personally.
- (3) If two-thirds of the members indicate their assent within the stipulated time, the President shall assume consent and proceed with the meeting.
- (4) The invitation issued by the President inviting members to an extraordinary session of the Executive Board, shall state the date, the place and the purpose of the meeting.

Bye-Law 13

PRESIDENT

The President shall preside at meetings of the Executive Board and the General Conference when present and in general shall perform the duties incidental to the Office of the President as well as other duties that may be assigned to the President by the Executive Board or the General Conference.

Bye-Law 14

VICE-PRESIDENT

In the absence of the President or in the event that the President is unable or fails to act, the Vice-President in the order of seniority designated by the Executive Board, shall perform the duties of the President and shall have the same powers and be subject to the same restrictions.

Bye Law 15

SECRETARY-GENERAL

- (1) The Secretary-General of the Association shall be the Secretary of the Executive Board and the Chief Executive Officer of the Association.
- (2) The Secretary-General shall:
 - (a) keep and preserve the minutes of meetings of the Executive Board;
 - (b) ensure that notices are given in accordance with this bye-law and the Constitution of the Association;
 - (c) be the custodian of the records of the Association;
 - (d) keep a record of the post office address of each member; and
 - (e) in general, perform the duties incidental to the office of the Secretary-General as well as the duties assigned to the Secretary-General by the Executive Board.

Bye-Law 16

STATUS

- (1) The Association of African Universities shall not conduct its affairs or be operated for profit, and no part of the net earnings of the Association shall inure to the benefit of a founder, director, officer or other individual connected with the organisation, but this shall not prevent the payment of reasonable compensation for services rendered to or for the Association to effect any of its purposes.
- (2). The Association shall not participate in or intervene in any political campaign including the publishing or distribution of statements on behalf of or in opposition

to a candidate for public office, and the Association shall not directly carry on propaganda or otherwise attempt to influence legislation.

Bye-Law 17

RATIFICATION

These Bye-Laws and any amendments to them shall take immediate effect and shall be submitted to the next meeting of the General Conference for ratification in accordance with clause 3 (a) and (b) of article XIV of the Constitution.

Bye-Law 18

AMENDMENTS

- (1) Amendments to these Bye-Laws which are complementary to the Constitution of the Association but do not alter it may be adopted by a two-third majority vote of the Executive Board at any ordinary or extraordinary session and shall come into force immediately.
- (2) The amendments shall be submitted to the next General Conference for ratification in accordance with Bye-law 17.
- (3) These Bye-Laws may also be amended by two-thirds majority vote of the Members of the Association present and voting at a meeting of the General Conference, if the total number of votes cast in favour of the amendment is equal to at least a simple majority of the entire membership of the Association.

*Approved: 63rd Meeting of Executive Board
10 June 2006*