



THE AFRICAN ASSOCIATION OF INSECT SCIENTISTS (AAIS)

CONSTITUTION

(Amended as of March 25, 2022)



Preamble

The African Association of Insect Scientists (AAIS) serves persons and institutions interested in the promotion of insect science and its application in the African region. The Association shall seek recognition, or registration, or cooperative agreements with other African and international organisations having similar objectives as those of the Association. The Association shall be registered in the host country in accordance with its laws. The Headquarters of the Association shall be Nairobi, Kenya and shall be registered in accordance with the country's laws. The association shall be governed by and operate under this constitution and accompanying By-laws as of and subsequent to December 1, 1978.

ARTICLE I.

NAME

This association shall be known as **"THE AFRICAN ASSOCIATION OF INSECT SCIENTISTS"**.

ARTICLE II.

OBJECTIVES

The objectives of the Association shall be the development, advancement and dissemination of knowledge in all aspects of insect science, particularly but not exclusively, in relation to insects on the African continent.

The Association shall strive to achieve its objectives in any or all of the following ways:

1. Foster communication and exchange of information between members and between affiliated societies;
2. Organise inter-African scientific meetings;
3. Participate in and act as the host of regional and international entomological congresses;
4. Publish a scientific journal which will serve the interests of insect scientists in Africa and elsewhere;
5. Participate in activities that will improve the use of African insect resources to improve livelihoods in Africa and the world.
6. Carry out such other activities as may be conducive to the attainment of these objectives. Such activities may include, collaboration with national and international bodies in projects with an entomological content; participation in activities to improve the standards of entomological education in Africa; organisation of, or participation in expeditions to collect or study African insects; organisation of revisional work on groups of African insects by specialists inside and outside Africa; and serving as an advisory body, if invited, in relation to research grants, awards, and for other purposes.

ARTICLE III. OFFICERS

Section 1. Executive committee

The Association shall be administered by an Executive Committee (EC) to consist of The President, Vice President, Secretary, Treasurer and Editor-in-chief. Any three officers shall constitute a quorum for the transaction of business.

Section 2. Election

Election of officers to the Executive Committee shall be carried out by ballot during the biennial General Meeting or at any meeting held in lieu thereof for that purpose. A ballot shall be conducted of all paid up members to fill any office for which more than one valid nomination has been presented from the floor.

Section 3. Terms of office

The officers so elected shall hold office for a maximum of two terms (4 years) of a total period between 2 biennial General Meetings; such officers may be returned after 1 term (2 years) following a vote of confidence during the General Meeting. Such officers shall not be eligible for re-election thereafter of the same office for a successive term. The outgoing office holders shall hand over to the in-coming officers all properties and assets of the Association within 1 month of leaving office.

Section 4. Duties of the President

The duties of the President shall be to preside over all affairs of the Association including the Executive Committee, the Biennial and other General Meetings over policy decisions; act as the Association's official representative in negotiations with national and international scientific and other bodies; and to act for the Association in such other ways as may further its objectives.

Section 5. Duties of the Vice President

The Vice President shall deputise the President in all aspects of the duties in Section 4 above. In the absence of the President, or in case of failure to act, the Vice President shall assume all the duties of the President imposed upon by the Executive Committee.

Section 6. Duties of the Secretary

The Secretary shall handle all correspondences and day to day administrative duties of the Association including custody of records and shall perform all duties incident to the office of the Secretary of the Association.

Section 7. Duties of the Treasurer

The Treasurer shall keep accurate, up to date records and transactions of the Association. These include accurate accounts of receipts and disbursements on the books of the Association. The Treasurer shall deposit all monies and other valuable properties/assets in such depository or depositories as may be designated by the Executive Committee. The Treasurer shall disburse

funds as may be directed by the Executive Committee, using proper vouchers for such disbursements.

The Treasurer shall present to the Executive Committee and the General Assembly an audited financial statement of transactions of the Association upon request at the biennial meeting.

Section 8. Duties of the Editor-in-chief

The Editor-in-chief shall be responsible for scientific communication of the Association including publications, newsletters, bulletins, scientific reports, shall coordinate editors to review abstracts and publication of proceedings of all the Association's scientific meetings.

Section 9. Editors (3 Anglophone and 3 Francophone)

They shall review abstracts of all the Association's scientific meetings coordinated by the Editor-in-chief. They shall be elected by ballot during the biennial General Meeting or at any meeting held in lieu thereof for that purpose.

Section 10. Interim positions and special tasks:

If any office falls vacant before the term of the officer lapses, the Executive Committee by majority vote may appoint a member of the Association to carry out the functions of that office until the next elections are held.

ARTICLE IV. MEMBERSHIP

Section 1. Classes of Membership

The classes of membership shall be Regular, Life, Student, Corporate, Honorary and Lay.

Section 2. Regular Membership

Any person(s) engaged in entomological work or allied fields and person(s) having suitable training or interest in entomology may become Regular members after submission of a duly completed application of membership to the Secretary and Treasurer, accompanied by required membership dues as may be established by the Executive Committee.

Section 3. Life Membership

A regular member who has been active for a minimum of four years may apply for Life membership. Such shall be granted at the discretion of the Executive Committee and upon approval and payment of a Life Membership fee established by the Executive Committee.

Section 4. Student Membership

Any person who is enrolled in a recognised educational institution studying entomology may become a Student member with reduced membership dues (as compared to that of Regular

Membership) to be established by the Executive Committee. An application for student membership must be supported by the recognised authority where the student is studying.

Section 5. Corporate Membership

Any Institution, Organisation or Company with interest in entomology and wants to contribute to the AAIS and its objectives may become a corporate member after submission of a duly completed application for membership to the Secretary and Treasurer accompanied by required membership dues as may be established by the Executive Committee.

Section 5a. Benefits for corporate membership

- Institution, Organisation or Company logo displayed on AAIS website entry page and on the book of abstracts.
- Preferential allocation of available exhibition booths at conferences.

Section 6. Honorary Members

Honorary membership is one of the highest honors that can be bestowed upon an AAIS member. This category of membership is open to any member current in payment of annual dues, 60 years of age or older, who has served long and with distinction in the field of entomology, and who has faithfully participated in the affairs of the Association for at least 20 years. Dues and AAIS Biennial Meeting registration fees are gratis for honorary members. Honorary members are nominated by the Executive Committee for and then elected by the General Assembly.

Section 7. Lay members:

Individuals or groups of non-professional entomologists who may wish to participate in an annual conference may apply for this temporary 'lay membership'. Such may include interests in special topics at a local scale that may spur interest in entomological research. Lay membership expires in the year after it has been approved.

ARTICLE V.

ANNUAL DUES

Section 1a. Annual dues

The annual dues for membership shall be determined by the Executive Committee in consultation with the General Assembly from time to time.

Section 1b. President's Class annual dues

All persons engaged in entomological research or related fields and want to make an additional contribution to the Association. Dues are set at twice or more of the Regular membership or an amount to be established by the Executive Committee. President's Class members may designate how they want their extra funding to be spent. Such options and spending priorities will be defined by the Executive Committee and presented to the candidate members.

Section 2. Time of payment

The subscription fee will be payable annually and will be good for the calendar year (from January 1 to December 31) in which they have been paid. Each member must pay for both years in advance before the General Assembly or at the General Assembly.

Your proof of payment of annual dues shall serve as acceptance of publication of submitted abstract(s) in the book of abstracts.

ARTICLE VI.

MEMBERSHIP RIGHTS

Section 1. Voting

Regular members with proof of payment of annual dues shall be entitled to one (1) vote at any regular or special meeting. Voting shall be by show of hands, unless a secret ballot is requested by at least $\frac{1}{3}$ of paid up members present at the meeting. Voting by proxy shall not be allowed.

Section 2. Privileges

Members with proof of payment of annual dues shall be entitled to some or all of the following privileges depending on the membership category:

- Eligibility to receive full support/discounts on conference registration and accommodation fees at Biennial conference.
- Provide a platform to present your research to the audience of entomologists and create networks with researchers from across Africa and around the world at AAIS's Biennial Conference.
- Access to the AAIS online membership directory where you will find experts in nearly every field of entomology - a valuable tool for making important career connections.
- Publicity for your organisation through sponsorship of discussion forums, technical visits, workshops, courses, seminars, symposia and the biennial conference.
- Participation in specialist groups with representatives of industry, academia and government, as well as other individuals of similar interest as the AAIS.

Non-payment of annual dues shall attract sanctions as stipulated in Article XII (Sanctions, subsection 2).

ARTICLE VII.

MEETINGS

Section 1. Biennial Meetings

The Association shall hold biennial (once every 2 years) meetings at such times and places as may be designated by the Executive Committee and specified in the notice thereof, for the purpose of conducting such business as may be properly brought before the meeting. The agenda of the meeting shall include: Reports by the Executive Committee, presentation of audited accounts or financial statements, appointment of an Auditor; or any other business approved by the Executive Committee. Quorum of a business meeting shall be $\frac{1}{3}$ paid-up

members present at the meeting.

Section 2. Conference Registration Fee

A registration fee, in an amount to be determined by the Executive Committee in consultation with the local organising committee shall be paid at the biennial meeting by all members and non-members who attend.

Section 3. Special Meetings

Special meetings of the Association shall be held at any time at such place or virtually as may be specified by the President with at least two other members of the Executive Committee.

ARTICLE VIII.

FINANCE

Section 1. Funding

The Association's revenue shall be derived from member's subscriptions, donations and fundraising activities. All monies/funds received and paid to the Treasurer shall be deposited in the Association's bank account.

Section 2. Disbursement of funds

All disbursements shall be authorised by the Executive Committee with supporting documents and cheques signed by the Treasurer and one other authorised signatory. Funds may only be used to finance the activities of the Association and to promote the objectives laid down in Article II of this constitution.

Section 3. Accounting procedures

- All funds shall be properly and timely accounted for by the individuals incurring such expenditures.
- All financial transactions should be recorded in a standard format and kept properly.
- The financial year of the Association shall be from the 1st January to 31st December.

Section 4. Auditing

- 4.1 The financial records of the Association shall be audited annually and presented to the Executive Committee online and next at the General Assembly for approval.
- 4.2 An independent Auditor shall be appointed for a two year tenure by the General Assembly following nomination by the Executive Committee.
- 4.3 All the Association's accounts, records and documents shall be open for the Auditor's inspection at any time following a reasonable request. The Treasurer shall produce an account of receipts and payments and a statement of assets and liabilities made up to the reporting period which shall not be less than six weeks and not more than three months before the date of the General Assembly.
- 4.4 The Auditor shall examine such annual accounts and statements and ascertain that they

are correct and such expenditures were carried out in accordance with the values, laws and procedures of the Association.

4.5 A copy of the Auditor's report together with such accounts and statements shall be furnished to all members at the same time as the notice convening the General Assembly is sent out.

4.6 Should the Executive Committee have reasonable cause to believe that any member is not properly accounting for the Association's funds, the Executive Committee may query the member and give a timeframe for the member to respond to the query. If not satisfied, the Committee may suspend the member and take appropriate action(s) as stipulated in Article XII (Sanctions, subsection 1).

ARTICLE IX.

NATIONAL REPRESENTATIVES

There shall be National Representatives of the Association serving as ambassadors for purposes of fostering mutual interests. The Representatives shall be appointed by the Executive Committee during its management term or whenever the Committee deems it necessary.

ARTICLE X.

ADVISORY BOARD

There shall be an Advisory Board. Members of the Board may be nominated by the Executive Committee. They shall be prominent members of the scientific community in Africa or elsewhere and shall advise the Executive Committee in the promotion of the Association's interests and towards the achievement of its objectives.

ARTICLE XI.

COMMITTEES

Specified and detailed work of the Association shall be done by committees which shall be constituted on need basis by the Executive Committee. The President shall appoint a chairperson and members of each committee. The Chairperson of each standing committee shall appoint a secretary from the members. These appointments shall be subject to the approval of the President. Any bona-fide member of the Association is eligible to a committee or to chair it.

ARTICLE XII.

JOURNAL

The Association shall sponsor a Journal called *INTERNATIONAL JOURNAL OF TROPICAL INSECT SCIENCE (IJTIS)* or any other scientific journal that will promote its objectives. The Journal shall have an editorial board comprising of reputable scientists and shall be headed/lead by an Editor-in-Chief who **MUST** be a bona-fide member of the Association, and whose appointment shall be based on merit following the position being advertised and selection undertaken. The Editor-in-Chief shall not be part of the Executive Committee, thus shall be independent

and report to the Executive Committee and the Association.

ARTICLE XIII.

SANCTIONS

Section 1. Misappropriation of funds

With reference to Article VIII subsection 4.5, any member who misappropriate the Associations funds shall be liable to the following sanctions: a) be queried b) suspended from activities of the Association pending disciplinary hearing c) face disciplinary hearing d) if found guilty, requested to refund the misappropriated funds including interests as determined by the EC e) if the member does not comply with item “d”, shall be reported to his employer for further action f) if all the above fails, necessary legal action should be taken.

Section 2. Non-payment of membership dues

Any member who fails to pay the prescribed membership dues shall lose all membership rights and privileges as prescribed in Article V (Membership Rights) until renewal of membership.

Section 3. Abuse of membership privileges and rights

Any member who abuses the rights and privileges as prescribed under Article V shall, a) be queried, b) suspended from activities of the Association pending disciplinary hearing, c) face disciplinary hearing d) if found guilty, suspended for a certain period as may be recommended by the Executive Committee to the General Assembly for approval.

ARTICLE XIV.

DISSOLUTION

The Association shall be dissolved:

- A. if the Membership is less than three persons, or
- B. if a resolution to that effect is carried by a vote of members in good standing present at a General Assembly convened to consider the question. The property and other assets of the Association remaining after the payment of all expenses and other liabilities determined by an appointed auditor shall be handed over to some other African regional and national entomological societies as the majority of members present at such general assembly, by resolution, may decide.
- The liability of each Member to contribute toward the payment of debts and liabilities of the Association or the costs and expenses of winding up the Association shall be \$1.0.

ARTICLE XV.

AMENDMENTS TO THE CONSTITUTION

The Executive Committee or any member of the Association may initiate the process of amending in whole or part of this Constitution.

- A. Amendment in Part(s): The amendment in parts shall take the following steps:
- 1) Proposal: A proposal for amendment shall be detailed and seconded by at least 20 members. Such a proposal should be submitted to the Executive Committee for consideration and approval before presenting to the General Assembly.
 - 2) Notice of amendment: The approved proposal should be circulated to all the members at least 14 days before the General Meeting at which it will be considered.
 - 3) Amendment: The proposal shall be presented to the general assembly for final consideration and approval.
- B. Amendment in whole: if the need arises for the amendment in whole, it shall take the following steps:
- 1) The Executive Committee shall seek the approval of the General Assembly, to set up a constitution review committee.
 - 2) The committee shall within the timeframe, submit the proposed amended constitution to the Executive Committee for consideration and approval.
 - 3) The approved proposal should be circulated to all the members at least 14 days before the General Meeting at which it will be considered.
 - 4) Amendment: The proposal shall be presented to the general assembly for final consideration and approval.