



Address: P.O.BOX LG 61
Room 22, Degrift Hanson Building
University of Ghana, Legon, Accra
africanhumanitiesassociation@gmail.com

AFRICAN HUMANITIES ASSOCIATION BYLAWS, 2020

These Bylaws describe the policies, procedures and organisation under which the African Humanities Association (AHA) conducts its affairs.

GOVERNANCE STRUCTURE

1 THE AFRICAN HUMANITIES ASSOCIATION GENERAL ASSEMBLIES

The supreme organ of the African Humanities Association shall be the General Assembly.

1.1 Frequency and Calling of General Assemblies

- a) At least one General Assembly shall be held once every three years. Committee meetings will be called as and when needed.
- b) The President shall notify the members of an AHA General Assembly at least three months in advance.
- c) An Emergency AHA General Assembly may be called by petition of two-thirds of the members of the AHA in good standing.

1.2 Quorum

A quorum shall exist when one half plus one of members of the AHA in good standing is present. No decision on matters brought before the AHA General Assembly shall be binding unless decided by such a quorum.

1.3 Conduct of Business

- a) The President or the Vice President shall preside over the AHA General Assemblies.
- b) Proposals for major policy changes shall be submitted in writing (in e-version and/or hard copy) to the members the AHA at least two weeks before any General Assembly at which formal action shall be taken.
- c) Minutes shall be taken at the AHA General Assemblies and shall be kept on file in the office of the President.

2.0 THE EXECUTIVE COMMITTEE (EC)

There shall be an Executive Committee elected by the General Assembly, which shall be responsible for executing the functions of the

Association towards the realisation of its aims, objectives and mission.

2.3.1 Composition and Tenure of the Executive Committee (EC)

- a) Members of the EC that shall serve for a three-year term.
- b) Any member elected on the EC shall be eligible for re-election one more term.
- c) The EC shall comprise the following office bearers:
 - i. President;
 - ii. Vice President;
 - iii. Secretary
 - iv. Treasurer;
 - v. Two additional members
 - vi. Any member coopted by the EC as and when it sees fit.
- d) The EC shall appoint Secretarial assistance to help it in its day-to-day administrative functions.
- e) The membership of the EC shall be elected from AHA members in good standing, which shall comprise fully registered members who have paid up their membership fees and other dues agreed upon by the AHA General Assembly.
- f) The EC shall report to AHA General Assembly.

2.3.2 Duties and Responsibilities of the Executive Committee

The duties and responsibilities of the EC shall be to:

- (a) Steer the AHA to realise its mission, aims and objectives;
- (b) Mobilise and manage the resources and the equipment of the AHA;
- (c) Raise and receive funds and donations towards realising the objectives of the AHA;
- (d) Acquire and maintain equipment and assets of the AHA;
- (e) Implement the decisions of the AHA General Assembly;
- (f) Appoint an Administrative Secretarial support staff and other staff members as deemed necessary;
- (g) Establish sub-committees as and when necessary to help carry out its functions;
- (h) Coordinate the activities of the AHA and maintain contacts and update members regularly;
- (i) Prepare reports as and when necessary;
- (j) Perform any other function that may be necessary for the vibrancy of the AHA.

2.4 Duties and Responsibilities of Officers on the Executive Committee

2.4.1 The President:

- a) The President shall be the head of the Executive Committee;
- b) The President will serve one three-year term and be eligible for re-election once;
- c) The President will be responsible for overseeing the executive and administrative functions of the Association.
In executing this function, the President will,
 - i. Develop and articulate short-term, intermediate, and long-range goals and priorities for the AHA,
 - ii. Prepare and monitor annual personnel and non-personnel budgets,
 - iii. Initiate the selection and retention of employees,
 - iv. Administer a systematic programme of staff evaluations,
 - v. Develop and prepare periodic reports on the activities of the AHA, including: AHA accomplishments, staffing use and need, equipment usage and need, facility usage and need, and providing an annual list to the members of the AHA of all employees, committee chairs and committee members;
- d) Evaluate performance of the Executive Committee annually;
- e) Preside over meetings of the AHA GENERAL ASSEMBLY;
- f) Review and, when appropriate, approve proposals for funded projects, and applications for funding;
- g) Supervise and direct the operation of the Executive Committee; and
- h) Serve as *ex officio* member of committees as appropriate.

2.4.2 Vice President

- a) The Vice President will serve one three-year term and be eligible for re-election once.
- b) The Vice President will deputise the President and perform the functions of the President in the latter's absence.
- c) Preside over the AHA General Assemblies in the absence of the President.
- d) Coordinate the writing of applications for funding.
- e) Perform other duties as assigned by the President and/or the AHA General Assembly.

2.4.3 The Treasurer

- a) The Treasurer will serve one three-year term and be eligible for re-election once.
- b) The Treasurer's duties and obligations will include:
 - i. Administering, and keeping records of funds as directed by the Executive Committee;
 - ii. Preparing and submitting accountability reports to the Executive Committee, the AHA General Assembly and funders;
 - iii. Advising the Executive Committee and members on financial matters for the smooth functioning of the Association;

- iv. Performing any other duties and responsibilities necessary for the smooth and efficient management of the AHA finances as the AHA General Assembly may determine.

2.4.4 The Secretary

- a) The General Secretary will serve for one three-year term and be eligible for re-election once.
- b) The duties and responsibilities of the Secretary will entail:
 - i. Organising AHA General Assemblies and meetings of the Executive Committee in consultation with the EC;
 - ii. Recording and preserving minutes of the AHA General Assembly and of the Executive Committee meetings;
 - iii. Receiving, keeping and preserving all the documents produced by or served to the AHA; and
 - iv. Keeping records of all AHA activities and events.

2.4.5 Administrative Secretary

- a) The Administrative Secretary will perform the day to day administrative work and handle office routines for the smooth running of the Association; and
- b) Perform other duties and functions assigned by the President.

3.0 ELECTIONS OF MEMBERS OF THE EXECUTIVE COMMITTEE

All AHA elections shall be governed by provisions of the AHA Constitution or by a resolution of the AHA General Assembly, supported by at least a two-third majority vote.

3.1 Organisation of Elections

There shall be an Electoral Committee composed of:

- i. The Presiding Officer; and
- ii. Two Commissioners.

The Electoral Committee shall serve for a three-year term.

The Electoral Committee shall be responsible for organising and managing the elections of the Executive Committee.

The Electoral Committee shall manage the electoral processes from the call, nominations, voting, and the declaration of results.

The Inaugural AHA General Assembly shall elect members of the Electoral Committee, which shall organise the elections of the next Executive Committee.

Each subsequent AHA General Assembly shall constitute the next Electoral Committee, which shall in turn preside over the elections of the next Executive Committee or any other by-election in the course of its tenure.

Members of the Electoral Committee are eligible for re-election one more term.

In case any position other than that of the President falls vacant before the end of its tenure, either due to resignation or the demise of the office holder, or for any other cause, the President shall appoint a suitable member in good standing in an acting capacity.

In case the position of the President falls vacant, the Vice President shall take over in an acting till the next AHA General Assembly.

The Electoral Committee shall adopt or prepare the necessary guidelines to ensure a free and fair elections.

The Electoral Committee shall be responsible for the declaration of elections results.

3.2 Nominations for a Position on the Executive Committee

- a) Any member of the AHA in good standing shall be eligible for nomination for any position on the EC.
- b) An eligible member vying for any elective position on the EC shall be nominated by an eligible member from any of the national chapters.
- c) The nominator shall indicate the name of the nominee for a specific position on the EC.
- d) A nomination shall require endorsement of two other members in good standing, each from a different national chapter.
- e) A candidate for any elective position shall be considered duly nominated upon returning a signed nomination form along with the required nomination and endorsements as specified in (b) and (d) above.
- f) Candidates for the positions on the EC shall be nominated from different national chapters.
- g) Nominees shall be free to canvass support from the electorates across the all national chapters.

3.3 Election to a Position on the Executive Committee

- a) All members of the AHA in good standing shall be eligible to vote or stand for elections.
- b) Only duly nominated candidates shall be eligible for election for the position in which they are nominated.

c) The electorates shall comprise all members of the AHA in good standing, who shall be eligible to vote or vie for any elective position.

d) Elections shall be conducted on the principle of one member, one vote.

e) Each member's vote shall be polled as part of the cumulative popular votes.

f) Elections shall be done electronically following guidelines from the Interim Electoral Committee or a resolution of the AHA General Assembly.

g) The winner of election, for any given position, shall be the candidate who receives the highest simple majority of popular votes in an election across national chapters.

3.4 Resolution of Grievances

a) A voting member of the AHA who is aggrieved by the conduct or outcome of an election has a right to petition against the alleged electoral misconduct or an unfair outcome.

b) Such a petition in (a) above shall, with clear evidence, be addressed to the President of AHA.

4. SEAL OF THE AHA

The seal of the AHA shall be devised as may be determined by the AHA General Assembly, and the affixing of the seal shall be authenticated by the signatures of the President.

5. SERVICE OF DOCUMENTS TO AHA

Serving any documents to the AHA may be done by leaving such documents at the President's Office or sending them by registered post, or by any electronic means, to the President or General Secretary through an address approved by the Executive Committee.

6. AMENDMENTS AND PROCEDURE FOR AMENDMENTS

(a) Amendments to these bylaws require a two-thirds majority of the voting members of the AHA.

(b) Amendments shall be proposed at the AHA General Assembly meeting or through a memorandum.

(c) Written copies of the proposed changes shall be provided to the AHA membership two weeks in advance of a revision vote.

(d) Automatic review of these Bylaws shall be done every six years.