



CODESRIA

CODESRIA BY-LAWS

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ARTICLE 1

Requirements for membership

- (1) To become a member of the Council for the Development of Social Science Research in Africa (CODESRIA), an individual or institution shall submit an application to the Executive Secretary.
- (2) The application for an individual membership of CODESRIA shall comprise of:
 - (a) A completed application form;
 - (b) A curriculum vitae;
 - (c) One peer-reviewed publication or published work of art;
 - (d) Evidence of affiliation to a research center or institution of higher education, if relevant.
- (3) The application for institutional membership of CODESRIA shall comprise:
 - (a) A completed application form;
 - (b) The most recent annual report;
 - (c) Evidence of accreditation in an African country and demonstration of engagement with African research;
 - (d) Two recommendations from members who have been in good standing for at least three years; and
 - (e) The name of the designated representative of the institution.
- (4) The Executive Secretary shall acknowledge receipt of a membership application and indicate to a prospective member when the decision about membership will be taken by the Executive Committee.
- (5) The Executive Secretary shall vet an application for compliance with the eligibility criteria and may communicate with a referee to confirm information about the prospective member.
- (6) The Executive Secretary shall submit a report about the application with a recommendation to the Executive Committee.
- (7) The Executive Committee shall consider the application and recommendation within three months and make a decision that must be conveyed immediately to the prospective member by the Executive Secretary.
- (8) In the case of institutional members, the decision by the Executive Committee shall be ratified by the next General Assembly; however, membership rights, duties, responsibilities and privileges take immediate effect upon approval by the Executive Committee.

ARTICLE 2

Membership dues

- (1) All individual and institutional members of CODESRIA shall pay membership dues by the 31st day of March each year.
- (2) Individuals and institutions admitted to membership of CODESRIA shall pay their dues no later than three (3) months after receipt of confirmation of their membership from the Executive Secretary.
- (3) Membership dues shall be paid each year and an individual or institutional member that fails to pay the dues for two years shall lose the privileges of membership.

ARTICLE 3

Associate membership

- (1) An associate member shall have the same rights, privileges and duties as a regular member, except that an associate member shall not vote during the General Assembly or be a member of the Executive Committee.
- (2) If and when an associate member fulfils the requirements for regular membership, the associate member may apply to be admitted to full membership by the Executive Committee.
- (3) The admission of associate individual members to full membership shall be subject to confirmation by the Executive Committee. The decision of the Executive Committee shall be communicated to the applicant by the Executive Secretary.
- (4) The application for admission of an associate institutional member to full membership shall be subject to ratification by a simple majority of the members present and voting at the next General Assembly. The decision of the General Assembly shall be communicated to the applicant by the Executive Secretary.

ARTICLE 4

Resignation

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

ARTICLE 5

Sanctions for breach of membership duties

- (1) The Executive Committee may sanction, suspend or expel a member from CODESRIA for failure to uphold and abide by the duties of CODESRIA membership as specified in Articles 8 and 12 of the CODESRIA Charter as well as other provisions in the Charter, Bye-Laws and Code of Ethics of CODESRIA.
- (2) The sanctioning of a member shall be by a simple majority of members of the Executive Committee present and voting.
- (3) Sanctioned members can appeal the decision of the Executive Committee at the General Assembly. A notice of appeal shall be sent to the Executive Committee for submission to the General Assembly at least three months before the General Assembly.

ARTICLE 6

Electoral Panel

- (1) A five-member Electoral Panel shall be appointed by the Executive Committee to oversee the elections which shall be by secret ballot.
- (2) The panel shall comprise:
 - (a) One former CODESRIA President; and
 - (b) Four highly respected members of CODESRIA in good standing who shall be appointed with due regard to disciplinary, regional, linguistic, gender and generational considerations.

ARTICLE 7

Procedure for the election of the President, Vice-President and other members of the Executive Committee

The procedure for the election of the President, Vice-President and other Members of the Executive Committee shall be as follows:

- (1) At least twelve months before the General Assembly at which a new Executive Committee is to be elected, the Executive Committee shall appoint the five-member Electoral Panel.
- (2) The Electoral Panel shall:
 - (a) Solicit by electronic and any other means the nominations of candidates for membership of the Executive Committee;
 - (b) Receive and process nominations on the basis of a clearly defined timeframe;
 - (c) Ensure that the nomination of a candidate for membership of the Executive Committee is made by a member in good standing, supported by the recommendation from two other members in good standing. At least one of the three should be from outside the region of origin of the nominee;

- (d) Request nominations to be made on a form provided for the purpose and accompanied with the curriculum vitae and two publications of the candidate;
 - (e) Scrutinise, assess and validate the nominations with the set criteria for qualification for the position after the period specified in the solicitation notice;
 - (f) Develop the short list of the candidates who are qualified for membership of the Executive Committee, taking into consideration, the core CODESRIA value of disciplinary, regional, linguistic gender and generational diversity and ensuring that there are not more than three nominees from the same region or two from the same country.
 - (g) Circulate the final short list to each member in good standing and invite them to cast their votes for the candidate by electronic means within the specified time.
- (3) The Electoral Panel shall collate, validate and rank the candidates in accordance with the number of votes cast after they have received the results of the votes cast.
 - (4) The election of the 10th member of the Executive Committee shall be subjected to further rounds of voting until a clear result is achieved.
 - (5) On the election of the 10 members of the Executive Committee, the next five candidates with the greatest numbers of votes will be declared alternate members of the Executive Committee.
 - (6) An appeal against the electoral process and the decisions of the Electoral Panel can be lodged with the Executive Committee.

ARTICLE 8

Nomination of the President and Vice President

- (1) The Electoral Panel shall invite nominations for the position of President and Vice President of CODESRIA from among the ten elected members of the Executive Committee.
- (2) The Electoral Panel shall collate, validate and rank the candidates for President and Vice President upon receipt of the results of the votes cast,
- (3) The candidate who receives the highest number of votes cast in each category shall be declared President or Vice-President.
- (4) The names of the candidates who tie in a vote for the President and Vice-President shall be presented to members of CODESRIA for further rounds of voting until a clear result is achieved.

- (5) The Electoral Panel shall submit to the outgoing Executive Committee the list of successful candidates that consists of:
 - (a) The names of the candidates elected President and Vice-President;
 - (b) The names of other members of the Executive Committee.
- (6) The Executive Secretary shall prepare a list of elected candidates for the positions of President, Vice-President and members of the Executive Committee that shall have the full personal and academic details and the curriculum vitae of each elected candidate.
- (7) The Executive Secretary shall forward the list of elected members to the outgoing Executive Committee with the accompanying information.
- (8) The outgoing Executive Committee shall announce the outcome of the election to the members of CODESRIA at least three months before a General Assembly.
- (9) The incoming Executive Committee take office a day after the General Assembly.

ARTICLE 9

Vacancy on the Executive Committee

- (1) The Executive Secretary shall inform the Executive Committee when a vacancy occurs in the case of death or resignation of a member or where a vacancy occurs for any other reason.
- (2) The Executive Committee shall invite the alternate member with the greatest number votes to join the Executive Committee.

ARTICLE 10

Duties of Committees

- (1) The General Assembly shall constitute, when necessary, a committee to perform specific tasks, and shall specify the terms of reference for the Committee.
- (2) A committee shall submit a full and complete account of its activities to the General Assembly and, if so requested by the President, to the Executive Committee.

ARTICLE 11

Meetings of the Executive Committee

- (1) The ordinary meetings of the Executive Committee shall be held twice a year on dates and at venues to be determined by the Executive Committee.

- (2) The President of CODESRIA may convene an extraordinary meeting of the Executive Committee at the request of two thirds of the membership of the Executive Committee.
- (3) The President shall state the date, the place and the purpose of an extraordinary meeting in the letter of invitation to the meeting.

ARTICLE 12

President

- (1) The President shall preside at meetings of the Executive Committee and the General Assembly and shall perform the duties incidental to the Office of the President.
- (2) The President shall also perform other functions assigned by the Executive Committee or the General Assembly.
- (3) In the absence of the President, the Vice President shall preside.
- (4) The President shall report to the Executive Committee on any activities performed on behalf of CODESRIA.

ARTICLE 13

Vice President

- (1) The Vice President shall assist the President in the performance of the duties of the President.
- (2) The Vice President shall perform the duties of the President in the absence of the President.
- (3) The Vice President shall have the same powers, but shall be subject to the President in the performance of functions as President.

ARTICLE 14

Executive Secretary and Deputy Executive Secretary

- (1) The Executive Secretary of CODESRIA shall be the secretary of the Executive Committee and the head of the Secretariat of CODESRIA.
- (2) The Executive Secretary shall direct and oversee the general administrative operations of the Secretariat. He or she is accountable to the Executive Committee.
- (3) The Executive Secretary shall have custody of the official seal of CODESRIA which shall be affixed to each official agreement and other documents

executed on behalf of CODESRIA under the authority of the Executive Committee.

- (4) The Executive Secretary shall:
 - (a) Keep and preserve the minutes of meetings of the Executive Committee, the Scientific Committee and the General Assembly;
 - (b) Ensure that notices are given in accordance with this Bye-laws and the Charter of CODESRIA;
 - (c) Be the custodian of the records of CODESRIA;
 - (d) Keep the register of contacts of all the members of CODESRIA;
 - (e) Perform the functions incidental to the office of the Executive Secretary and any duties assigned to the Executive Secretary by the Executive Committee.
- (5) The Executive Secretary shall submit a six-monthly report to the Executive Committee.
- (6) The Deputy Executive Secretary shall assist the Executive Secretary in the performance of the functions assigned to him/her by the Executive Committee.
- (7) In the absence of the Executive Secretary, the Deputy Executive Secretary shall perform operational functions of the Executive Secretary.
- (8) In the absence of both the Executive Secretary and the Deputy Executive Secretary, the most senior Head of Programme shall be designated by the Executive Secretary to act on his/her behalf.

ARTICLE 15

Non profit organisation

- (1) CODESRIA shall not conduct its affairs or be operated for profit, and no part of the earnings of CODESRIA shall be to the benefit of any individual connected with the organisation. However, this shall not preclude reasonable compensation/fees for services rendered to or for CODESRIA.
- (2) CODESRIA shall not participate or intervene in any political campaign that includes the publication and distribution of statements on behalf of or in opposition to a candidate for public office.

ARTICLE 16

Amendments

These By-Laws shall come into force once they have been adopted and may also be amended by an absolute majority of the members of the Executive Committee.