

# **EAST AFRICAN COMMUNICATION ASSOCIATION (EACA)**

## **CONSTITUTION**

### **ARTICLE 1 - NAME**

The name of the association shall be the East African Communication Association (abbreviated EACA, hereafter referred to as “the Association”).

### **ARTICLE 2 – OBJECTIVES OF THE ASSOCIATION**

- 2.1 To promote Communication Studies as an academic discipline in East Africa
- 2.2 To provide a forum where scholars, researchers and others involved in communication studies and practice can meet and exchange information and ideas about their work
- 2.3 To promote the study, criticism, research, teaching, and application of the creative, professional and scientific principles of communication
- 2.4 To strive to improve communication research, policy and practice
- 2.5 To contribute, by means of appropriate research and critical scholarship, to the development and improvement of the education and training of communication professionals

### **ARTICLE 3 –MEMBERSHIP**

#### **3.1 Categories of membership**

The Association shall have three categories of membership:

- a) Full Membership, which shall be open to any person or institution active in the fields of communication studies, research, as well as practice, consistent with the aims and purposes of the Association. Full members may participate in all activities of the Association and may vote on all issues.

Full individual members shall be persons actively engaged in communication studies, research and/or practice, consistent with the aims and purposes of the Association;

Full institutional members shall be national institutions such as universities or research organisations whose purposes are consistent with those of the Association.

- b) Honorary Membership, which may be bestowed on individuals who have made meritorious contributions to communication studies, research and/or practice or the mission of the Association over an extended period of time. Honorary Members may participate in all activities of the Association but may not vote on any issue.
- c) Student Membership, which shall be open to all registered students studying in Communication Studies or a part-discipline thereof and who do not qualify for the other two categories of membership.

### **3.2 Admittance to membership**

- a) Applicants for membership shall apply in writing and pay one year's membership subscription in advance. The Treasurer shall report all applications for membership to the next Executive Board meeting which will accept or reject each of them by a simple majority of members present.
- b) In the event of a refusal, the unsuccessful applicant may appeal to the next AGM where a simple majority of members may decide either to confer membership or uphold the initial refusal.
- c) Refusal by the General Assembly shall be final.
- c) Any individual full member of EACA may nominate a person for honorary membership by way of a motivated proposal to the EACA President. Nominations for honorary membership must be recommended by the Executive Board, comprising the current President and two members with an ordinary majority, before being submitted to the AGM for approval. Approval is granted when at least a two-third majority of the individual full members present at the meeting vote in favour of the nomination.

- d) Members may resign their membership by writing to the Treasurer at any time but shall remain liable for the payment of the subscription due for the full calendar in which they resign. Resignation shall be effective immediately for members in good financial standing.
- e) Membership expires without notice if members do not pay their due subscriptions for two consecutive years.

## **ARTICLE 4 - FINANCES**

### **4.1 Membership fees**

- a) Membership fees, as determined by the Executive Board and approved by the AGM, shall be paid annually, before or on 31 March.
- b) Honorary members do not pay membership fees.
- c) A joining fee, as determined annually by the AGM, shall be payable on admittance of a member to all membership categories (excluding honorary members).

### **4.2 Control over finances**

The Executive Board shall decide on the application of funds with due notice to and the approval of the AGM. Two persons will have signing rights to the bank account of EACA. Both persons must sign cheques as payment for products and/or services provided to EACA.

## **ARTICLE 5 - GOVERNANCE**

The activities of the Association shall be governed by:

- 5.1 The AGM of its members
- 5.2 An Executive Board as elected by the AGM
- 5.3 The President of the Association

## **ARTICLE 6 - THE ANNUAL GENERAL MEETING (AGM)**

6.1 The power of the Association resides in the membership meeting in General Assembly. The General Assembly shall define the Association's major activities and

decide on the work programmes and other proposals put forward by the Executive Board. Its resolutions shall be made by simple majority.

6.2 It shall receive and decide upon the budget, accounts and management report which will be presented regularly by the President with the comments of the Executive Board.

6.3 It shall decide on its internal regulations, the level and scope of membership fees and on all matters not assigned to other committees.

6.4 It shall elect the President, the Executive Board and all such committees as it may establish, using a first past the post electoral system.

6.5 The AGM shall be held annually, but at least once every second year, at a time and place as decided on by the previous AGM, or the Executive Board.

6.6 Thirty percent (30%) of the number of full members shall form a quorum.

6.7 Each Full Member of the General Assembly shall vote according to the following:

- a) Full individual members shall have one vote;
- b) Full institutional members shall have three votes.

Honorary and Student Members may participate in the deliberations of the General Assembly but may not vote.

6.8 The President of the Association is the Chairman of the AGM.

6.9 The Secretary General is secretary of the AGM.

6.10 A congress shall be held annually, or at least biennially. The AGM decides where and when the subsequent congress will be held, on the basis of proposals submitted by EACA members at the AGM.

6.11 Individual Members may be represented by proxies, provided that those proxies can present written and signed authorisation. No one person, however, may represent more than one Individual or Institutional Member in addition to themselves.

6.12 Institutional Members may be represented by delegates of their own choice, including Individual Members attending and voting in their own right, provided that those delegates can present written and signed authorisation from.

6.13 All meetings of the General Assembly shall be minuted for approval by the next meeting of the Assembly.

## **ARTICLE 7 - NOTICE OF THE ANNUAL GENERAL MEETING**

Written notice of the AGM must be given to all members with voting rights at least six weeks in advance.

## **ARTICLE 8 - EXTRAORDINARY GENERAL MEETING**

An extraordinary General Meeting may be called for by:

8.1 The Executive Board

8.2 The Executive Board, on receipt of a written application to this end, made by at least ten per cent (10%) of the full number of individual members (honorary and student membersexcluded).

8.3 Such an extraordinary meeting will discuss only the matter(s) it has been called for.

8.4 Written notice of an extraordinary meeting must be given to all members at least one month (30 days) in advance of the meeting.

## **ARTICLE 9 – EXECUTIVE BOARD**

9.1 The Executive Board shall comprise:

a) The President, Deputy President, Secretary General, Treasurer, Conference Convener and two other members.

b) The Past President of the Association as non-voting member for the first two years following the election of the new President who succeeds him/her.

9.2 It shall control the execution of the Association's business between AGMs and shall make its decisions by simple majority. In the event of a tie, the President shall have a casting vote.

9.3 It may make rules and regulations deemed necessary for the orderly day-to-day functioning of the Association.

9.4 It may conduct its business by post or electronically, shall minute its proceedings and report them to the next AGM.

9.5 The members of the Executive Board shall be elected by the General Assembly for one two-year term and shall be eligible for re-election only once.

9.6 In the event that any member of the Executive Board dies or resigns, the Board shall have the power to co-opt a substitute pending the next meeting of the General Assembly, which shall elect a new member for the remainder of the vacant mandate.

### **9.7 Meetings of the Executive Board**

- a) A meeting of the Executive Board may be called at the request of at least two members of the Board.
- b) Three members of the Executive Board form a quorum.
- c) Notice of a meeting of the Management must be given to all members at least one week in advance.

## **ARTICLE 10 – THE PRESIDENT**

10.1 The President shall represent the Association, chair all meetings of the General Assembly and ensure the regularity of its activities.

10.2 The President shall be elected by the General Assembly, shall take office immediately for one two year term and shall be eligible for re-election once only immediately.

10.3 Should the President die, resign or, in the view of a two-thirds majority of the Executive Board, be unable to fulfill the duties of office, the Board shall have the power to appoint an Acting President who shall immediately call an extraordinary meeting of the General Assembly at which a by-election shall be held to resolve the situation for the residue of the President's term.

10.4 During the first two years following the election of the new President, the previous President may sit ex officio as Past President in any Board or Committee meeting as a non voting member.

## **ARTICLE 11 - AMENDMENTS TO THE CONSTITUTION**

This constitution may be amended by a two-thirds majority of the members with voting rights present at the AGM. Members with voting rights must be informed of such proposed amendments at least sixty days before the General Assembly scheduled to consider them.

## **ARTICLE 12 - ASSETS**

The Executive Board may purchase or hire essential moving assets on behalf of the Association, on the understanding that, in the opinion of the Board, sufficient funds are available. These assets (such as computers, printers, fax machines, stationary, etc)

remain the property of the Association and, should the Association dissolve, the assets must be handed over physically to the final Executive Board that may then dispose of them at a public auction. The funds thus generated must be applied for the purposes of the Association, as determined in Article 2.

### **ARTICLE 13 - DISSOLUTION**

13.1 The Association may dissolve itself if at least two thirds of the members with voting rights present at an AGM, or an extraordinary meeting, pass a resolution to that effect by closed voting. The proposal to dissolve must be sent to the President who will disseminate it to the membership at least sixty days before the General Assembly or extraordinary meeting scheduled to consider it.

13.2 The President may only send the dissolution proposition out if it includes every measure necessary for the settlement of the Association's debts and the disposal for its assets.

13.3 In the event that the Association is dissolved, the last elected Executive Board will be responsible for tying up the affairs of the Association. Any remaining funds must be applied for the purposes of the Association, as determined in Article 2.