

THE CONSTITUTION OF THE ASSOCIATION OF SCHOOLS OF SOCIAL WORK IN AFRICA

(Revised: October 2018)

Article 1 – Name& Body Corporate Identity & Continued Existence

1. The name of the association shall be the Association of Schools of Social Work in Africa.
2. Its shortened name will be ASSWA (hereafter referred to as the Association).
3. As a Body Corporate, the Association shall –
 - a. Exist in its own right, separately from the members;
 - b. Continue to exist even when its membership changes and there are different office bearers;
 - c. Be able to own property and other possessions;
 - d. Be able to sue and be sued in its own name.

Article 2 – Purpose& Objectives

1. The purpose of the Association shall be –
 - a. To promote the interests of social work education in the region.
2. The objectives of the Association shall be –
 - a. To provide opportunities for consultation and exchange of ideas, educational resources, faculty and students;
 - b. To serve as a body for channeling resources to social work educational institutions in the region;
 - c. To promote inter-regional, regional and international co-operation in social work education.

Article 3 – Membership

The Association shall consist of not less than 12 members.

Section 1 – Full members

Educational institutions in the region which provide formal professional educational and training in social work and social development.

Section 2 – Affiliate Members

Agencies which exist to promote social work and social development education, or research directly related to social work and social development shall be affiliate members.

Section 3 – Individual Members

The following shall be individual members:

1. Full-time and part time social work and social development educators in the region;
2. Social work and social development practitioners who are interested in social work education;
3. Social work and social development educators located in other regions but interested in the affairs of this region.

Section 4 – Honorary Members

The Executive Management Committee may confer honorary membership on an individual who has made an outstanding contribution to social work and social development in this region.

Section 5 – Membership Requirements

The Executive Management Committee shall from time to time determine the procedure and requirements for membership applications in all categories of membership.

Section 6 – Duties of Members

Members of all categories must safeguard and promote the interests of the Association, pay their annual dues and act in accordance with the Constitution and Resolutions of the Association.

All members of the Association must abide by decisions that are taken by the Executive Management Committee in line with the ASSWA Constitution.

Article 4 – Membership Fees

The Executive Management Committee shall from time to time determine the membership fee for each category of membership.

Membership will automatically terminate upon non-payment of membership fees for two years in succession.

Article 5 – Associational Structure

Section 1 – Office

The principal office of the Association shall be that of the President.

Section 2 – General Assembly

1. The General Assembly shall:
 - a. Determine policy for the Association;
 - b. Elect the Executive Management Committee;
 - c. Receive reports from the Executive Management Committee;
 - d. Transact such other business as promotes the purpose of the Association.
2. The General Assembly shall consist of one representative from each institution/country holding full membership.
3. Provisional, Individual and Affiliate Members may speak during the General Assembly but will have no vote.
4. A General Assembly will be held every two years at a time and place designated by the General Assembly Notice of such meeting shall be given 90 days before the meeting.
5. Thirty percent of its full members will constitute a quorum for the General Assembly.
6. Decisions will be taken by a majority vote of all members present at the meeting. In the event of a tied vote the chairman shall have a casting vote.

Section 3 – Executive Management Committee

1. The Executive Management Committee shall manage the Association and consist of not less than six office bearers at any given time.
2. The Executive Management Committee shall consist of:
 - a. The President, who is *ex officio* a Vice President of the International Association of Schools of Social Work;
 - b. The Vice President;

- c. The Treasurer;
 - d. The Secretary;
 - e. Four Regional Representatives;
 - f. Two ex officio members (as appointed by the President from time to time to represent ASSWA at the headquarters of international, regional and/or sub regional bodies, including but not limited to the UN, AU, EAC, SADC).
3. The Executive Management Committee shall:
- a. Implement the policies of the Association and act on behalf of the Association in the interval between regional assemblies;
 - b. Fill any vacancies in its membership for the duration of the unexpired term;
 - c. Approve the budget and provide for the preparation of annual financial statements and annual auditing of the books of the Association;
 - d. Settle disputes amongst members of the Association;
 - e. Undertake such other action as promotes the purpose of the Association;
 - f. Meet regularly, with a maximum interval of four months between any two meetings. The Executive Management Committee may conduct their meetings using online communication applications;
 - g. Keep a proper record of minutes of Executive Management Committee meetings. These must be kept in password-protected online files, to which all executive members have automatic access and ordinary members on request;
 - h. Keep a proper record of minutes of all members meetings; These must be kept in password-protected online files, to which all executive members have automatic access and ordinary members on request.
4. Meetings held by Executive Management Committee shall be held in accordance with the following rules:
- a. The chairperson shall chair all management committee meetings. If the chairperson is unavailable, then the Executive Management Committee members who are present will choose an alternative chair prior to the start of the meeting;
 - b. Fifty percent of its members shall constitute a quorum for meetings of the Executive Management Committee;
 - c. Decisions will be taken by a majority vote of all management committee members present at the meeting. In the event of a tied vote the chairman shall have a casting vote;

- d. All decisions taken must be minuted. For decisions taken by majority vote, dissenting views may be minuted on specific request.
 - e. Minutes shall be taken by the secretary. If the secretary is unavailable, then the Executive Management Committee members who are present will choose an alternative minute taker prior to the start of the meeting.
 - f. If deemed necessary, the chairperson, or any two members of the committee, can call a special meeting by giving the other Executive Management Committee members a minimum of 21 days notice. If one of the matters to be discussed concerns the appointment of a new management committee member, then a minimum of 30 days notice is applicable. Notices of special meetings must be given by email and include a proposed agenda.
 - g. The Executive Management Committee may, from time to time, set up sub-committees consisting of at least two members, who may, but need not, be members of the Executive Management Committee. Such sub-committees must report back on its activities to the Executive Management Committee at regular intervals.
5. The terms of office of the Executive Management Committee shall be five years:
- a. The President, Secretary, and two of the four regional representatives shall be elected at the same General Assembly;
 - b. Vice President, Treasurer and the other two of the four regional representatives shall be elected at the next General Assembly.
6. Re-election to the same office is permitted for one term only.

Section 4 – Elections

- 1. The Executive Management Committee shall appoint a nominations committee of three persons, one of whom shall be a member of the Executive Management Committee.
- 2. The Nominations Committee shall invite written nominations from among the full members for vacancies, check the eligibility of nominators and nominees and prepare a ballot and circulate to full members 45 days before the date of the election.
- 3. The elections shall be held at the biennial General Assembly or online.

Section 5 – Duties of the Executive Management Committee Members

- 1. The President –
 - a. Is the official representative of the Association and shall preside at meetings of the Executive Management Committee and General Assembly;

- b. Shall act as head of the Association in the direction of its business and shall sign on behalf of the Executive Management Committee any relevant contracts in the name of the Association;
 - c. Perform other duties which ordinarily devolve upon the President of a Non-Profit Association.
- 2. The Vice President –
 - a. Shall act as the President of the Association in the absence or disability of the President;
 - b. Shall in the event of resignation or death automatically be vested with the powers and duties of the President;
 - c. Shall perform such other duties as may be assigned by the President and/or Executive Management Committee.
- 3. The Treasurer –
 - a. Shall collect and receive funds for the Association. This includes invoicing members for, and following up on outstanding, membership fees;
 - b. Shall deposit funds in an authorized bank account in the name of the Association. The Executive Management Committee shall have the necessary authority to authorize & open bank accounts in the name of the Association;
 - c. Shall disburse funds upon authorization of the Executive Management Committee or President;
 - d. Shall render a finance report to the Executive Management Committee and General Assembly at their meetings or whenever requested;
 - e. Shall maintain and keep the financial records and documents, ensure that the books are properly written up and that annual financial statements are prepared, in terms of the Constitution, within eight months of the financial year end.
 - f. The Treasurer together with the Executive Management Committee are responsible to ensure that the annual financial statements are properly approved, and that income tax returns and other statutory returns are submitted when due or required.
- 4. The Secretary –
 - a. Shall record the proceedings of all meetings of the Association;
 - b. Shall be custodian of all the records of the Association;
 - c. Shall, in cooperation with the Treasurer, maintain and update a membership list at the end of every financial year.

- d. Shall perform such other duties which ordinarily devolve upon the Secretary of the Association.
5. The Regional Representatives –
 - a. Shall be the custodians of the Association at the region;
 - b. Shall ensure that the Association functions at the region;
 - c. Shall attend all meetings of the Executive Management Committee;
 - d. Shall extend membership in the region and maintain connections with membership in the region;
 - e. Shall perform such other functions as may be assigned by the Executive Management Committee or President.
6. Ex officio Members –
 - a. Shall represent the President to represent ASSWA at the headquarters of international, regional and/or sub regional bodies, including but not limited to the UN, AU, EAC, SADC .
7. The organisations financial transactions are to be conducted by means of a bank account. At all times, the Treasurer and one additional executive member must be resident in the country in which the Association’s bank accounts are held.

Article 6 – Powers of the Association

The Executive Management Committee may take on the power and authority that it believes it needs to be able to achieve the objectives of the Association, in line with this Constitution.

Article 7 – Amendments

1. This constitution can be amended by resolution of two thirds the voting members present at a General Assembly.
2. Proposed amendments must be circulated to members with the notice of the meeting of the Assembly.

Article 8 – Income & Property

1. The Association may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the Association. The payment must be a reasonable amount for the work that has been done.

2. Members or office bearers of the Association do not have rights over things that belong to the Association.

Article 9 – Financial Year of the Association

The financial year end of the Association will be on the 31 March each year.

Article 10 – Dissolution & Dedication of Assets

1. The dissolution of the Association can take place only in a General Assembly convened for such purpose and shall require a two-thirds majority vote of the members present.
2. The assets of the Association are permanently dedicated to the purposes set in Article 2 of this Constitution. Upon its dissolution, all the Association's debts must be settled. Any remaining assets must not be paid or given to members of the organisation. Instead, the General Assembly must decide to which organisation with the same or similar purposes the assets of the Association shall be assigned.

Signed on behalf of the Executive Management Committee at Nairobi on this 5th day of January 2019.



Dr. Gidraph Gachunga Wairire

PRESIDENT OF THE ASSOCIATION OF SCHOOLS OF SOCIAL WORK IN AFRICA