Federation of African Societies of Chemistry

FASC

The Constitution

Article 1

Name, Legal Form, Legal Headquarters, Duration

- Recognising the significant contribution that the development of chemical sciences makes towards the fulfilment of regional and national development objectives;
- Appreciating the ongoing effort that has been made by national chemical societies in promoting education, research and development in various fields of chemical sciences in their respective countries;
- Stressing the importance of promoting regional cooperation and networking amongst existing African chemical societies to facilitate experience sharing and information exchange in the field;
- Underlining the significance of developing regional centres of excellence and a network that promotes the development of science and technology capacity in the region, as indicated in NEPAD's science and technology initiative.

a. A not-for-profit African federation, entitled "**Federation of African Societies of Chemistry**", is hereby created, hereinafter referred to as the "Federation" in accordance with the Ethiopian law (hereafter referred to as the **"Law"**). The Federation will also use the abbreviation: "FASC"

b. Its legal headquarters is established in Addis Ababa, Ethiopia.

c. The term "Chemical Societies" designates in this document not-for-profit societies whose aim is to promote science and technology in the field of chemistry and related sciences.

d. The life of the Association/Society is not delimited. Each member society remains an independent body.

Article 2

Objective

The objective of FASC is to promote the advancement of chemical sciences and the practice of chemistry that could be instrumental to the fulfilment of the development aspirations and objectives of the people in Africa.

FASC seeks:

a. to promote and maintain effective communication throughout the community of chemists and chemical scientists in Africa.

b. to promote collaborative activity among member societies and among the individual members of these societies.

c. to maintain and promote high professional, educational and ethical standards.

d. to disseminate chemical knowledge.

e. to maintain a policy on safeguarding the environment and promoting sustainable development.

f. to act in an advisory, consultative and representative capacity in relation to African institutions and regional initiatives.

g. to promote cooperation with other international organisations and similar regional and international networks.

FASC pursues these objectives mainly by the following means:

a. By holding or assisting in the holding of symposia and other scientific meetings and schools, in order to exchange ideas and information, by offering opportunities and by encouraging discussions related to all fields in the chemical sciences.

b. By cooperating with other organisations on scientific issues related to chemistry.

c. By establishing working groups for studying subjects related to chemical sciences.

d. By collecting and disseminating relevant information on the activities of the member societies.

e. By cooperating with other international scientific organisations (e.g. IUPAC, AAPAC, RSC, ACS, etc.) and by collaborating with other societies in joint meetings.

f. By instituting and conferring awards related to the objectives of the Federation.

g. By establishing and observing By-Laws.

h. By following any other course of action that is in accordance with the objectives of the Federation.

i. By promoting publications in all fields of the chemical sciences.

Article 3

Members

Any independent African society, national or multi-national (up to three), which is active in the field of chemistry, can apply for admission to the Federation, with the exception of societies which:

a. are involved in political activities or have links with a political party, or

b. discriminate between persons on the basis of their political beliefs, religion, race, or sex, or

c. include, in their principal activities, the conduct of negotiations on their members' behalf on subjects relating to salaries or conditions of employment, or

d. distribute profits to their members.

Only one delegate per country has voting rights in FASC.

Individual membership is permitted and encouraged, especially for those countries that do not have chemical societies.

Categories of membership:

There will be five classes of membership

a. Full members

Full membership is limited to a maximum of three major societies per country.

b. Associate members

Associate membership can be granted to other societies whose aims and activities warrant election. They will not have voting rights.

c. Honorary members.

Honorary membership can be granted to individual persons, in recognition of eminent services rendered to the Federation. Honorary members have the right to attend meetings of the General Assembly but do not have voting rights.

d. Individual members

Individual membership in FASC is allowed for any individual member of a Chemistry Society operating in Africa. Where no Society is operating in a country, the application will be evaluated by the FASC Executive. Individual members will have no voting rights.

e. Young affiliate member

Any students studying for a postgraduate degree in Chemistry or an allied area at an African University can become a Young Affiliate member. A requirement is that they belong to a Chemical Society in Africa. Where no Society is operating in a country, the application will be evaluated by the FASC Executive. Young affiliate members will have no voting rights.

Full or associate member societies will have legal status. If a Society, which otherwise fulfils the conditions laid down for full or associate membership of the Federation, does not have legal status, it can designate an individual for membership of the Federation. This individual can be either the President or one of the full-time officers, for example, the Secretary-General, of the said society.

Admission and Termination:

a. Upon application, membership is granted by the Executive Committee (EC) and approved by the General Assembly.

b. Termination of membership may be effected by a simple majority decision of the General Assembly in the event that:

- Membership fees are unpaid for three years after the due date.
- No response has been received to repeated communications from the Secretariat over a period of one year.
- a member society or a member has violated the Constitution and/or seriously harmed the Federation.

c. The membership of a society or a member terminates when:

- It is dissolved.
- It notifies its withdrawal in writing to the Secretary of the Federation at least three months before the end of the calendar year.
- It has not paid the annual dues for three consecutive years.
- It has violated the Constitution and/or seriously harmed the Federation.

The General Assembly has the power to expel any member whose activities it considers incompatible with the aims of the Federation. The termination of membership will be proposed by the executive committee, after having heard the arguments of the member concerned (orally or in writing). The vote on the expulsion of a member will be secret.

Duties of members:

a. Support the objectives of the Federation.

b. Pay the annual dues prior to the annual meeting of the General Assembly.

c. Submit on a regular basis, relevant information concerning one's own activities to the Secretary.

d. Publicise on a regular basis the activities of the Federation, including the distribution of the FASC publications, to the individual members of the Adhering Organisation.

Article 4

Organs of the Federation

The Executive Committee

a. The Executive Committee shall fulfil the purpose of the Federation as defined in Article 2 and advise the General Assembly on the general policy of the Federation.

b. The Executive Committee shall be responsible for managing the assets and property of the Federation.

c. The Executive Committee shall be responsible, under delegated authority from the General Assembly, for managing the scientific, educational and professional activities of the Federation.

d. The Executive Committee may, in accordance with the Rules for Standing Committees approved by the General Assembly, establish and abolish Standing Committees on matters for which it has delegated authority.

e. The Executive Committee may appoint *ad hoc* task groups on matters as defined in the object of the Federation.

f. The Executive Committee shall be composed of the President, the Treasurer, the Secretary, the Vice President, the Immediate Past President, and one member from each of the five geographic regions of the African continent (north, south, central, east and west). These regions are defined in the by-laws. All the above will have voting rights.

g. The Executive Committee shall also include the Editor of the African Journal of Chemistry Education, the Editor of the FASC newsletter and the Chair of the current FASC Congress as non-voting members. Their role will be to report on their activities. They will not have voting rights.

h. The host Chair of the upcoming FASC Convention and GM, and an ACRICE member, will also attend Executive Meetings as non-voting members to report on their status.

i. The Executive Board may co-opt up to three extra non-voting members to assist the functioning of the Board. These will be elected by the Board members in order to add expertise and advice to the Board.

j. The Executive Committee will elect these members.

k. The Executive Committee will appoint an administrative secretary who will run the FASC office. The terms of this appointment will be listed in the By-laws.

l. The Administrative Secretary of FASC will be a non-voting attendee of the Executive Board. The administrative Secretary will be responsible for organising meetings, taking the minutes, and sharing the agenda items for the AGM and EXCO meetings.

m. The Executive Committee should communicate with all members during their term of office through electronic means.

n. The Executive Committee should, as far as possible, hold a meeting at a minimum every 6 months (via electronic communication).

o. Where voting is necessary, a simple majority is required, provided that at least 50% of the elected members and members appointed by the Board who are present and voting are in favour. Where possible, issues should be decided by consensus.

p. The decisions of the Executive Committee shall be recorded in the minutes, signed by the President, and kept by the Secretariat at the registered office.

The President, the Vice-President and the Past President

The General Assembly shall elect the President, who must have served on the Executive for one term of office before taking the office of President. The President shall serve for a single term of two years (or as determined by the dates of the GMs) and may be re-elected for a second consecutive term of office as President (maximum of 2 terms).

a. **The President** shall be Chairperson of the General Assembly and Chairperson of the Executive Committee and may delegate responsibility for acting as Chairperson.

b. **The President** shall be entitled to represent the Federation before courts and to act on behalf of the Federation vis-à-vis any third parties. The President may delegate this mandate.

c. **The Vice-President** shall serve for a single term of two years (as determined by the dates of the GMs) and may be re-elected for a second consecutive term of office as Vice-President (maximum of 2 terms).

d. **The Immediate Past President** shall serve for two years (or a second term should the President be re-elected for a second term) as a member of the Executive Committee. A portfolio of the Immediate Past President will be to liaise with international chemical societies.

The Treasurer

The Treasurer shall be elected by the General Assembly for appointment as Treasurer of the Federation. The Treasurer shall serve for a single term of two years (as determined by the dates of the GMs) and may be re-appointed for further consecutive terms of office as Treasurer (maximum of 2 terms).

The Treasurer shall serve as a member of the Executive Committee.

The Secretary

The Secretary shall be elected at the General Assembly for appointment as Secretary of the Federation. The Secretary shall serve for a single term of two years (as determined by the dates of the GMs) and may be re-elected for a further consecutive term of office as Secretary (maximum of 2 terms).

The Secretary shall serve as a member of the Executive Committee.

The election procedure

The Executive shall be elected by the following process

a. Nominations for the positions of President, Vice-President, Treasurer and Secretary will be made by a nominated representative of the member Societies from the countries to which the nominee belongs. No country can be represented by two members from the same country for the above positions at any one time.

b. The full Executive, which includes regional members, should at any one time have no more than two members from any one country.

c. No member shall be eligible for election as President or Vice-President unless he/she has served on the Council for two years.

d. The election of the regional elected representatives will take place at the same time using the same process. Only those member societies within a region can nominate a regional representative.

e. Voting will be done electronically.

f. Ballot papers will be sent to all member societies that have paid their dues.

g. The ballot papers will be sent to the Societies electronically one month (31 days) before the GM.

h. Completed ballots will be sent to the FASC Secretariat two weeks before the GM.

i. The Past President is automatically a part of the Executive and, together with the Secretariat, will be the scrutineers of the ballots.

j. The results of the election will be announced at the GM by the current President.

The Regional Representatives

a. **Regional structure**: The five geographic regions of the African continent (North, South, Central, East and West) will each be represented by one member on the Executive Committee.

b. **Regional lists**: Within each region, Member Societies shall be listed in alphabetical order.

c. **Rotation and designation**: For the term of each Executive Committee member, the first-listed eligible Member Society in each region shall designate one person as the Regional Representative to the FASC Executive Committee. For each subsequent term, the designation shall be made by the next eligible Member Society on the regional list. Upon reaching the end of the list, the rotation shall recommence from the beginning.

d. **Paid-up membership:** A Member Society shall be deemed eligible only if it is a paid-up member at the time of designation. If the Member Society whose

turn it is to be the representative on the Executive is not a paid-up member at the time of designation, it shall forfeit its turn for that term, and the designation shall pass to the next eligible Member Society on the regional list.

e. **No modification of rotation**: For ease of administration, the rotation shall not be modified on the ground that a Member Society is already represented on the Executive Committee through another capacity.

f. **At-large co-opted representatives**: The Executive Committee may co-opt a limited number of at-large representatives in order to include members from countries without a Chemical Society, and they will all have voting rights on the Executive Committee. The terms of office, duration, and rights (including voting rights) of the regional representatives are set at a two-year term, non-renewable representation. Such co-optation shall not affect regional seats or the rotation mechanism set out in this Article.

The General Assembly (GA)

The General Assembly confirms the general policy and the priority actions that are designed to achieve the objectives of the organisation. The General Assembly shall determine the general policy of the Federation.

a. The General Assembly shall consist of one representative from each member Society. In the event that a country in Africa does not have a Society, a delegate of that country will also have voting rights. The choice of that delegate will be determined by the chemical sciences community of that country. The representative of a country without a Society or a member of a Society may be a member of the Federation Executive Committee. A member of the Executive Committee who is not otherwise a member of the General Assembly may participate with voting rights in the meetings of the General Assembly. Associated Organizations are entitled to send observers to participate in the General Assembly meetings without voting rights. All individual members and affiliate members may participate as observers at the General Assembly meetings without voting rights.

b. Nominations for the positions should be sent to all members and member societies of FASC by email 28 days before the election.

The election will be conducted by the Past-President of FASC, assisted as needed by volunteers from the non-voting members of the Executive Committee.

c. At the General Assembly the current President will

   i. report on the admission of new Members to the Federation.

   ii. confirm the election of the President, the Vice President, the Secretary, the Treasurer and all regional representatives.

   iii. establish and abolish Divisions and Working Parties.

   iv. report on fees payable.

   v. report on the annual budget.

   vi. Request approval of the audited accounts.

d. The General Assembly (GA) shall meet approximately every year via a virtual meeting (online platform) or in person (face-to-face), with the latter taking place at the location of the FASC Convention (biennial meetings) or at any other place specified in the letter of convocation."

e. The notification to attend the meetings is made by email. The convocation should be sent at least 28 days before the date of the meeting and specify the points of the agenda.

f. At the face-to face GA, the representatives of the geographical regions will be announced.

g. At the face-to face GA, the Editor of the AJCE and the Newsletter will be confirmed

h. At the face-to face meeting a maximum of three extra members may be seconded to the Executive by the Executive Board. They will not have voting rights at Executive Meetings. If no member of the Executive resides in Ethiopia, one of these positions will be allocated to a delegate from Ethiopia.

i. If requested by a simple majority of the Ordinary Members, a special meeting of the General Assembly may be held. The request for the meeting must be notified to the Secretariat, which shall inform all representatives in writing. The General Assembly must take place within the subsequent three months. A special meeting of the General Assembly may also be called by decision of the

Executive Committee.

j. Where voting at the General Assembly meetings is necessary, it shall be subject to the following:

   - There shall be one vote per Ordinary Member.
   - The Executive (President, Vice-President, Secretary, Treasurer, Past-President) will also have one vote each.
   - The Executive members cannot also vote as Ordinary members.
   - To be carried by a simple majority, a resolution shall require a majority of votes by Ordinary Members, present and voting, with the provision that this majority at the same time represents more than 50% of the individual members of those Ordinary Members present and voting. To be carried by a qualified majority, a resolution shall require a two-thirds majority of votes by Ordinary Members, present and voting, with the provision that this majority at the same time represents more than two-thirds of the individual members of those Ordinary Members present and voting. Where possible, issues should be decided by consensus. The President shall have a casting vote.

k. A quorum is constituted at a General Assembly if a simple majority of members are present and voting.

l. The decisions of the General Assembly shall be recorded in the minutes of the meeting, signed by the Chairman, and kept by the Secretariat at the registered office.

Divisions/Working Parties

a. Divisions and Working Parties shall be empowered to further the object of the Federation within their respective spheres of interest.

b. The General Assembly, on recommendation from the Executive Committee, may establish and abolish Divisions and Working Parties.

c. The Chairman of a Division/Working Party can be an ex officio member of the Executive Committee and may attend the General Assembly in a non-voting

capacity.

d. The Divisions shall operate in accordance with the Directives for Divisions.

Article 5

Finances

a. Source of funding: the financing required for the Federation's activities could be covered through:

- Membership contribution
- Project and programme financing
- Institutional and individual grants
- Conferences and workshops

b. The ordinary expenditure of the Secretariat and other expenses approved by the General Assembly (for example, special publications, translation of documents, and organisation of activities) will be shared among all the member societies by mutual agreement.

c. Each member society will be responsible for its own outlay.

d. The financial year will start on 1st January and end on 31st December.

Article 6

Amendments to the Constitution

a. A proposal for amendment to the Constitution may be made to the General Assembly by the Executive Committee.

b. An Ordinary Member may request the Executive Committee to make such a proposal to the General Assembly.

c. To be approved, any amendment to the Constitution shall be supported by a majority decision of the General Assembly.

Article 7

Dissolution of the Federation

a. The decision on a proposal to wind up the Federation rests with the General Assembly.

b. A proposal to dissolve the Federation must be submitted in writing to the Executive Committee six months before that meeting of the General Assembly at which the decision by qualified majority is to be taken. The result of the discussion by the Executive Committee must be notified to all members of the General Assembly at least five months before the said meeting of the General Assembly.

c. The net capital after liquidation shall be allocated to a non-profit aim concerned with advancing chemical and molecular sciences, by a qualified majority decision of the General Assembly meeting, which votes for dissolution.

FASC By-laws

By-law 1

Account in South Africa

FASC will use an account set up in South Africa to collect FASC monies (dues, conference profits, etc.) and pay any FASC invoices (e.g. website fees; IUPAC annual fees) as needed.

This will continue until the FASC Executive decides to move the FASC account to another FASC-affiliated country.

By-law 2

Annual fees

The fees relate to the following categories: Full Members, Associate Members, Honorary Members, Individual Members, Young Affiliates, as well as members/member societies paying the three-year subscription fee.

The currency of payments will be listed in US dollars.

Payments will be made to the FASC account held in South Africa.

Process for setting fees

1) The annual fees for the coming year will be determined at an Executive meeting held before September of every year.
2) The Treasurer will propose the new fees for the coming year, and after discussion, and by majority decision of the Executive, the new fee payments will be determined.
3) The new fees payment structure will be reported to the GA members
4) The process must be completed by 31st October of the year.

By-law 3

FASC Conferences and General Assemblies

1) Conference Rotation

The FASC General Assembly and Conference will be held biennially and, whenever feasible, rotated across the regions of Africa as follows: East, South, North, West, and Central. This rotation is strongly encouraged (but not mandatory) and should guide the planning of future events.

2) Monies from the FASC General Assembly and Conference

In general, these events will be held in conjunction with a local conference. The local organisers will pay 10% of the local conference profits to the FASC Treasurer for deposit into the FASC account.

By law 4

Regions and regional committees

1) The FASC regions are defined using https://bit.ly/4lw9SP9 (but Mauritius is part of the south)

2) Currently, there are only four regions that are active in FASC. Thus, the rotation of General Meetings will occur within these regions, for the present.

3) Each region will have a committee made up of member societies in the region.

4) This committee will comprise a Chair, a Vice Chair, a Treasurer, a Secretary, and a Past Chair, elected from the regional member countries.

5) Elections of the members to these committees will be for two years (or a second term of two years) and coincide with the FASC executive elections.

6) The same election processes as used for the FASC Executive elections will be used by the regions to elect their committees.

7) The committee can co-opt up to three other members, who will have no voting rights at committee meetings.

8) No more than two committee members can be on the regional committee from the same country.

9) Those countries not represented on the regional committee can attend regional committee meetings, but as non-voting representatives from their countries.

10) The members nominated to the committee will be determined by the member societies.

11) Each region will elect a member to represent the region at FASC Executive meetings. This will usually be the Chair of the regional committee.

12) The role of the member will be to represent the Region at FASC Executive meetings.

13) The role of the committee will be to organise and coordinate activities in the region and to appoint a regional newsletter/communication member who will communicate with the AJCE and newsletter editors.

14) The member will set up a committee made up of member Societies that will meet at least once a year.

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