



UEPA Union pour l'Étude de la Population Africaine

UAPS Union for African Population Studies

CONSTITUTION

OF THE

UNION FOR AFRICAN POPULATION STUDIES
(UAPS)

PREAMBLE

The Union for African Population Studies (UAPS) is a pan -African nonprofit scientific organization. Established through the initiative of the United Nations Economic Commission for Africa (UNECA) by the Third General Conference of African Demographers, Statisticians and Planners held in Addis Ababa in March 1984, the main aim of the Union is to promote the scientific study of population in Africa. From its inception, the Headquarters (Secretariat) of UAPS was located in Addis Ababa up to 1987 when it moved to Dakar, Senegal. Since November 2006, the headquarters has been located in Accra, Ghana.

Membership of UAPS is open to all African and Africanist scholars and other professionals working in the field of population and development in Africa. Membership is also open to research centers, institutions of higher learning, and development-partner institutions that the Union collaborates with to accomplish its goals and objectives.

Article 1

Purpose and Composition

1. There is constituted an Association of researchers and of specialists in African population issues with the following appellation: Union for African Population Studies (in abbreviation: UAPS) hereinafter referred to as the Union.
2. It shall be a non-profit organization, non-political and secular, consisting of individual and institutional members having as its aim the furtherance of the scientific study of population and related fields in Africa.

Article 2

Objectives:

The Union shall:

1. Foster networking among persons and institutions engaged in the study and application of evidence on population and related fields in Africa.
2. Stimulate interest in African population matters among governments, national and international organizations, scientific bodies and the general public in African countries.
3. Develop and promote scientific capacities for undertaking research and studies dealing with population issues in Africa.
4. Facilitate the dissemination of research and other information on population in Africa through activities such as scientific meetings, conferences and publications of the Journal of African Population Studies.

Article 3

Headquarters

The Union's headquarters is located in Accra, Ghana. The Union's headquarters may be relocated to another city in an African country, through a decision by Council or the General Assembly. In the case of the former, the Council shall report to the General Assembly at the next General Meeting.

Article 4

Membership

The Union shall consist of ordinary, student, associate, honorary individual members and institutional members whose applications shall be accepted according to the rules laid down in Article 17.

1. Ordinary members

Ordinary members registered in the manner laid down in Article 17, shall be persons who have made contributions to the scientific study of population through their research, writing, teaching or otherwise.

2. Student Membership

Graduate students undertaking programmes in the scientific study or training on population shall be admitted into membership

3. Associate members

The Council may grant associate membership to non-population professionals who have contributed to the promotion of African population issues.

4. Honorary members

The General Assembly may grant, on recommendation of the Council, honorary membership to eminent individuals who have significantly contributed to the improvement of the well-being of the people of Africa.

5. Institutional members

The General Assembly may grant, on recommendation of the Council, institutional membership to national and international organizations involved in population related work in Africa.

Article 5

Organs of the Union

1. The organs of the Union shall be:
 - The General Assembly
 - An elected Council
2. The Union shall operate a Secretariat located at its headquarters.

Article 6

General Assembly

1. The General Assembly shall be the supreme organ of the Union. It shall comprise members as defined in Article 4.
2. A meeting of registered members of the Union shall be convened every four years in the manner laid down in Article 8. Members of the Union attending such a meeting shall constitute a General Assembly.
3. Should circumstances make it impossible to convene a General Assembly within four years of the previous assembly, proposals which would otherwise have been submitted to the General Assembly will be submitted for a postal and/or electronic ballot. A General Assembly shall be convened as soon as may be practicable thereafter.

Article 7

Powers and obligations of the General Assembly

The General Assembly shall:

1. Determine the overall direction and the general policies of the Union;
2. Adopt the Constitution of the Union and the internal regulations and approve their amendments;
3. Approve the administrative and financial reports of the outgoing Council;
4. Determine the rates of membership and annual dues on the advice of Council;
5. Elect members of the Council in the manner laid down in Article 18;
6. Confer membership upon institutions on the advice of the Council;
7. Approve the conferment of honorary awards;
8. Establish ad hoc committees to deal with other specific issues of the Union

Article 8

Meetings of the General Assembly

1. Meetings of the General Assembly shall be convened on the authority of the Council at intervals laid down in Article 6
2. The Secretary General shall give notice in writing to each member of the Union at his/her registered address of the date and place of the General Assembly not less than four calendar months before the beginning date.
3. The accidental omission of notification for a meeting shall not invalidate the actions of the General Assembly.
4. The Secretary General is responsible for developing the agenda for the General Assembly.

Article 9

Council

1. The Council of the Union shall consist of a President, a Vice-President, a Secretary-General, a Treasurer and five other elected members, each representing Central, Eastern, Northern, Southern and Western Africa.
2. Members who have held office as President shall function as Honorary President of the Union at the end of their mandate, and shall be members of Council in a consultative capacity.
3. The President and the Vice-President shall not be of the same linguistic community.

Article 10

Duties and obligations of the Council

The Council shall:

1. Be the supervisory organ of the Union. It shall supervise the activities of the Secretariat, subject to the directives of the General Assembly. It shall approve and adopt a Manual of Financial and Administrative Procedures under which the Secretariat will operate.
2. Mobilize resources for the activities of the Union;
3. Approve annual programmes of activities and their provisional budgets which will be implemented by the Executive Director.

4. Ensure implementation of policies defined by the General Assembly. It shall submit activity reports and accounts to the General Assembly for approval.
5. Hold its ordinary meeting at least once a year, which will be convened by the President, at his/her initiative or at the request of two thirds of the Council members.
6. Appoint independent auditors who shall examine the books, vouchers and accounts of the Union. The Council shall review the audit report, which shall be presented to the General Assembly for approval.
7. Appoint and dismiss the Executive Director according to the labour laws of the host country.
8. Appoint non-voting ex-officio members of the Council from key stakeholders when necessary.
9. Constitute committees to deal with internal matters or external relations concerning the Union.
10. Establish scientific panels to study specific areas in the field of population studies.
11. Extend the mandate of a committee/panel or revise its terms of reference, based on circumstances.

Bureau of Council:

There shall be an Executive Bureau of the Council comprising the President, Vice-President, Secretary-General, and Treasurer.

Functions of the Bureau:

The Bureau shall perform functions of the Council in between meetings as well as when and if deemed necessary and report to the Council.

Article 11

Powers and obligations of Council Members

President shall:

1. Preside over all meetings of the Council and the General Assembly.
2. Be responsible for the Union. He/she is assisted by other Council members and the Secretariat.

3. Act on behalf of Council in signing legal documents and contracts (e.g. contract for the Executive Director) or in case of emergency when decisions need to be made quickly.
4. Ensure that Council, Bureau and General Assembly meetings take place as required by the Constitution or agreed upon by the Council.
5. Support the Secretariat to mobilize resources for the Union.
6. Delegate duties to any member of Council as he/she deems necessary.
7. Work closely with the Executive Director to ensure that activities of the Union are implemented according to approved work plans and budgets.

Vice-President shall:

1. Deputize for the President in his or her absence
2. Be the chair of the African Population Conference and other scientific activities of the Union.
3. Undertake any other duties or activities delegated to him/her by the President and/or the Council.

Secretary-General shall:

1. Be the custodian of minutes of the General Assembly, Council and other official meetings.
2. Communicate with members on issues relating to the Union or oversee such communications from the Secretariat.
3. Assist the President to implement decisions of the Council and the General Assembly.
4. Prepare reports on the activities of the Union in collaboration with the Secretariat.
5. Undertake any other duties or activities that will be assigned by the President, Council and/or the General Assembly.

Treasurer shall:

1. Supervise the accounts and finances of the Union.
2. Prepare and present financial reports of the Union to the General Assembly.
3. In collaboration with the Executive Director, in exceptional cases be signatory to cheques in the absence of the responsible program officers.

4. Undertake any other duties or activities that will be assigned by the President, Council and/or the General Assembly.

Regional Representatives shall:

1. Promote activities of the Union within the region they represent.
2. Mobilize members in their respective regions and update them of development in the Union.
3. Collect membership dues in their regions, when the need arises, and forward the amounts to Headquarters.
4. Create, maintain and update regularly a data base of members within their regions.
5. Facilitate networking and collaboration among members and with national and regional population associations within their regions.
6. Identify and register new members subject to the ratification of the Council;
7. Represent UAPS in national and regional population activities in their regions.
8. Ensure communication and co-ordination of activities of the Union within their regions.
9. Report to Council all regional population activities.
10. Undertake any other duties or activities that will be assigned by the President, Council and/or the General Assembly.

Article 12

Committees/Panels of the Union

The Council, on the advice of the General Assembly, shall establish committees and scientific panels.

The established Committees/Panels shall:

1. Take office immediately upon appointment.
2. Operate within the rules established by the Council.
3. Submit through its chair technical and financial reports on its work to the Council.

Article 13

Meetings and Conferences of the Union

Through the Council, the Union shall:

1. Organize scientific meetings on specific subjects dealing with African population issues. Such meetings shall be open to all members of the Union. Other persons may be invited, or upon their request, permitted to participate on conditions laid down by the Council
2. Appoint an Organising Committee for each conference or seminar, and delegate powers to this committee to raise funds, determine the content of the conferences, advertise the events, select presentations and participants, and determine the venue.
3. Make rules to govern the preparation and presentation of communications relating to the conferences. Such rules shall regulate the selection of papers for each conference.

Article 14

Secretariat of the Union

The Secretariat shall:

1. Be the implementing organ of the policies and activities of the Union under the general guidance and supervision of the Council
2. Be managed by an Executive Director
3. Prepare annual plans and budgets for approval by the Council
4. Prepare and submit bi-annual and annual financial reports to the Council
5. Produce Newsletters and other relevant publications of the Union
6. Manage the membership database of the Union
7. Provide logistical and coordination support to all UAPS conferences and related events
8. Support publication and distribution of the African Population Studies Journal and other UAPS publications

The Executive Director Shall:

1. Be responsible for the day-to-day administration of the Secretariat, including responding to correspondence with members and other stakeholders.
2. Coordinate and provide leadership in fund-raising activities for the Union.
3. Oversee and take responsibility for the management of the Union's financial resources in accordance with the Union's manual of procedures.
4. Oversee management of UAPS' projects, resources and budgets, including timely reporting to the Council.
5. Attend meetings of the Council and its bureau but with no voting rights.
6. Manage and supervise all secretariat personnel and oversee financial matters, information technology, external relations and communications, and other administrative functions
7. Initiate, facilitate and negotiate collaborative partnerships with relevant organizations and stakeholders.
8. Report regularly to Council and members on the finances and programs of the Union as determined by Council.
9. Ensure safe custody and efficient use of all the property of the Union, including cheques, and office equipment.
10. Represent the Union in meetings and other engagements both in and outside the headquarters.
11. Liaise with the President and other members of Council on policy issues of the Union, including development of proposals to potential donors, and overseeing their implementation.
12. Ensure that the Union complies with all statutory and legal requirements of the host country.
13. Undertake any other duties or activities that will be assigned by the President, Council and/ or the General Assembly.

Article 15

Period of Office for the Council

1. The Council shall be elected by registered members in the manner described in Article 18
2. The President shall serve for a period of four years and shall not be eligible for any other office thereafter.
3. The Vice-president shall be elected to serve for a period of four years and shall succeed to the office of President when the latter's term of office expires.
4. All other members of the Council shall be elected to office for a period of four years and shall be eligible for re-election only once.
5. Casual vacancies through death, resignation or otherwise shall be filled in the following manner:
 - i. A vacancy in the office of the President shall be filled by the Vice-President. Provided that he/she does not serve more than half the former President's term, he/she shall be allowed to serve a further term;
 - ii. A vacancy in the office of the Vice-President shall be filled by a Council member until the election of officers during the next General Assembly;
 - iii. Vacancies in both offices of President and Vice-President occurring at the same time shall be filled by members of Council until the election of officers during the next General Assembly;
 - iv. A vacancy in the office of Secretary General and Treasurer shall be filled by an appointment of a member of the Union by the Council until the next election of officers;
 - v. A vacancy of the Editor-in-Chief shall be filled by appointment of one of the Associate editors or a member of the Union by Council
 - vi. A vacancy on the Council created by the absence or death of a regional representative may be filled by co-option through consultation between Council and regional associations or members of the Union in the region. A co-opted member shall serve until the next election of Council members and shall be eligible for election as Council member.

Article 16

Voting rights

1. Members of the Union whose dues are up- to- date have the right to vote
2. All members of the Union who are eligible to vote shall have equal voting rights.

3. Votes at a General Assembly may, in the first instance, be taken by a show of hands. Any five members may demand, after the results have been announced, that a ballot be taken.
4. The General Assembly may use postal and/ or electronic ballots to vote on urgent issues where decisions need to be made before the next physical meeting of the General Assembly, as determined by the Council.
5. The Council may use postal or /and electronic ballots to obtain the Union's members decision on specific issues.
6. When postal and/or electronic ballots are used, the Council will be required to mail ballots six weeks before the final date of return of ballots. The results of such ballots shall be communicated by mail to all members of the Union.

Article 17

Election and suspension of members

1. All applications for membership shall be presented to the Secretariat, which shall present them to Council for approval. Candidates whose nominations are approved by the Council become members as from January 1 of the year for election.
2. Candidates whose nominations are rejected shall be notified and the reasons for rejection given. Rejected candidates can appeal to the Council for review of the decision.
3. All candidates admitted to membership of the Union shall become registered members upon payment of annual membership dues.
4. The Council may, for good and serious reasons and by a two-thirds majority, suspend a member from the privileges of membership. Such suspension shall take immediate effect.
5. Rejected or suspended members could, if they so wish, make a final appeal to the General Assembly, whose decision shall be final.

Article 18

Election of Council Members

The following procedure shall govern election of Council members:

1. Election of the Council shall take place every four years during the three-months period leading to and during the General Assembly of the Union

2. If no General Assembly takes place within four years and Council anticipates further delay in convening a General Assembly, elections shall be conducted by postal or/and electronic ballot under the same conditions laid down in Article 16, section 4 and 5.
3. The Council shall elect a Nominations' Committee consisting of five members of the Union from the different sub-regions of Africa. The Committee shall be chaired by the immediate past president and the Executive Director shall act as its Secretary.
4. The Committee shall assume office at least six months before the next meeting of the General Assembly and shall compile a list of nominated Council members to vie for various Council positions, in consultation with members of the Council and other members.
5. The Nominations' Committee shall inform UAPS members of the commencement and timelines for nomination of Council members.
6. Nominations may be submitted to the Nominations Committee by any five members of the Union from three different countries.
7. The Nominations' Committee shall determine the final list of nominated candidates and preside over the counting of the cast votes.
8. Persons receiving the highest number of votes shall be declared elected. In the case of an equality of votes the Chairman of the Nominations' Committee shall have a casting vote in addition to his/her own vote.

Article 19

Finance

1. The resources of the Union shall be derived from:
 - i) Membership and annual dues paid by the members
 - ii) Subsidies, gifts, awards and bequests
 - iii) Proceeds generated from the sale of publications
 - iv) Conference registration fees
 - v) Grants from donors
 - vi) Any other sources which may be identified by Council/General Assembly

2. Members of the Union shall pay annual dues except if they are exempted by a resolution of the General Assembly.
3. At each Council meeting, the latest statement of accounts shall be presented, and reviewed.
4. The most recent audit report shall be discussed and approved by Council at its annual meetings.
5. The financial year of the Union shall correspond to the civil year.
6. The Council shall be responsible to the General Assembly for the finances of the Union. In turn, the Executive Director shall be responsible to the Council.
7. The Council may charge a registration fee to members of the Union and non-members attending a conference organized by the Union. The Union may accept donations, gifts or subsidies negotiated by the Council
8. As a non-profit organization, no funds of UAPS can be used to the benefit of any founder, council member, official, member or other person associated with the organization subject however to the provision that this would not preclude the payment to these persons of compensation for services rendered to or in the name of the Union within the scope of one of its objectives and as stipulated in the Manual of Administrative and Financial Procedures.
9. No member of the Council or Secretariat shall benefit personally from his/her position at UAPS.

Article 20

Publications

The Union shall:

1. Publish the proceedings of General Assembly, the statutes and a current list of members.
2. Publish at least two times a year (or as determined by the Council) a journal to be called **African Population Studies**.
3. Publish or collaborate with other organizations to publish matters appropriate to the objectives set out in Article 2. Such publications shall be regarded as special publications.
4. Publish a newsletter on a regular basis

5. Distribute publications to members of the Union who have paid their appropriate dues. The Council shall decide conditions under which special publications shall be made available to members.
6. Maintain a website where various publications and communications will be posted for members and other stakeholders.

Editor-in-Chief shall:

1. Be appointed by the Council.
2. Be responsible for editing and managing the journal of African Population Studies.
3. Collaborate with the Council to constitute an Editorial Advisory Board.
4. Appoint reviewers for papers submitted to the journal and other publications of the Union.
5. Undertake any other duties or activities that will be assigned by the President, Council and/or the General Assembly.

Article 21

Amendments

1. Any proposals for amendment to any part of this constitution shall be submitted in writing by not less than five members from at least three different countries and regions.
2. Proposals for amendment shall be circulated to members at least 90 days before the date fixed for the General Assembly or the day when members are expected to vote on amendments.
3. The General Assembly shall appoint a committee of five members to examine and modify (where necessary) proposed amendment for submission to the General Assembly.
4. The General Assembly shall vote on the amendment and it shall be approved if at least two thirds of the members present and voting favour the amendment.
5. After approval by the General Assembly the amendment shall be submitted to all members by postal and/or electronic mail. The Secretary General shall invite members to return ballot forms within a period of six weeks. The amendment shall become operative if a majority of the members voting cast their votes in its favour.

Article 22

The working languages of the Union shall be English and French.

Article 23

Dissolution

1. The Union may be dissolved by a two-thirds majority vote of the General Assembly.
2. In that event, the property, funds and records of the Union shall be assigned to any other continental scientific organization involved in population work in Africa. Such assignment must be made within three months following dissolution of the Union.