



**Constitution
of the
African Association for the Study
of Indigenous Knowledge
Systems (AASIKS)**

Registration No.: 134-561 NPO



African Association for the Study of Indigenous Knowledge Systems (AASIKS)

CONSTITUTION

Article 1: NAME

The name of the association shall be the **African Association for the Study of Indigenous Knowledge Systems**, hereinafter “**AASIKS**”.

Article 2: PRINCIPLES OF ESTABLISHMENT OF AASIKS, ITS NATURE AND ACTIVITIES

AASIKS is established on the following principles:

- a. The processes and products of African Indigenous Knowledge Systems, hereinafter “AIKS”, have contributed significantly to socio-economic development, yet hardly has that been recognised and documented;
- b. Study of African Indigenous Knowledge Systems (AIKS) as an important pathway to further unearth Africa’s contributions and provide basis for sound advocacy for African Indigenous Knowledge Systems (AIKS) to be given due visibility in all areas of academic, social, cultural and industrial development;
- c. For too long, the African Indigenous Knowledge Systems (AIKS) have not been well rated, regarded and utilised as those from other regions of the world, leading to a need to promote the authenticity, increase the visibility and equitable comparisons of the African Indigenous Knowledge Systems (AIKS), through research and advocacy.
- d. AASIKS shall be a not-for-profit organisation, incorporated in South Africa. The organisation shall be international in its scope of membership but focused mainly on African Indigenous Knowledge Systems (AIKS) in Africa within the wider study and practices of Indigenous Knowledge Systems (IKS) in other parts of the world.
- e. AASIKS shall be a universal body capable, in its own name, of contracting, acquiring, encumbering and realising assets, of incurring obligations, and of suing and being sued. The organization shall continue to exist notwithstanding any changes in the composition of its membership or office-bearers.
- f. The liability of members of AASIKS for the obligations of AASIKS shall be limited, in each case, to any unpaid membership dues of the member concerned.

- g. The activities of AASIKS shall be directed solely towards the promotion of the vision, mission and objectives set forth in this constitution.
- h. AASIKS shall maintain a financial year that ends on 31 March each year. The organisation shall conduct its financial transactions by means of a banking account.

Article 3: VISION

To promote African Indigenous Knowledge Systems (AIKS) and the roles it plays in Africa's identity, development and contributions to the world.

Article 4: MISSION

To foster access, research and documentation of African Indigenous Knowledge Systems (AIKS) and safeguard the sharing of AIKS with the rest of the world.

Article 5: OBJECTIVES

The central objectives of AASIKS shall be the advancement of research into African Indigenous Knowledge Systems (AIKS) education by:

- (a) Fostering research into all aspects of African Indigenous Knowledge Systems (AIKS) and promoting a sense of community among AIKS researchers;
- (b) Promoting documentation and archiving of African Indigenous Knowledge Systems (AIKS) and practices in retrievable format in all African communities and knowledge centres;
- (c) Undertaking advocacy for African Indigenous Knowledge Systems (AIKS), seeking representation in relevant policy-making bodies to encourage the enactment of national and regional policies and laws and the reform and renewal of such instruments;
- (d) Encouraging the application of African indigenous Knowledge Systems (AIKS) in national life within African communities;
- (e) Providing visibility to African Indigenous Knowledge Systems (AIKS) within the broader corpus of global Indigenous Knowledge Systems (IKS) and liaising with other Indigenous Knowledge Systems (IKS) bodies;
- (f) Organising meetings, conferences, for presenting and sharing of research and experiences on African Indigenous Knowledge Systems (AIKS);
- (g) Assisting in the development of research skills of people interested in entering the African Indigenous Knowledge Systems (AIKS) field, and developing further knowledge and expertise by organizing summer research schools, workshops, seminars, short courses, other fora and exchange visits for the same purpose;
- (h) Providing avenues for publishing research findings on African Indigenous Knowledge Systems

(AIKS) locally, regionally and internationally and making such research on African Indigenous Knowledge Systems (AIKS) accessible to policy makers, practitioners and other applicable entities;

- (i) Promoting the integration of African Indigenous Knowledge Systems (AIKS) into the curriculum at all levels of the education Systems, building channels for debate encompassing different Indigenous Knowledge Systems (IKS) research paradigms and encouraging healthy discussions and researches around key issues in AIKS;
- (j) Contributing to efforts at developing capacity of educational personnel including teachers and school administrators and expanding their understandings of the importance of African Indigenous Knowledge Systems (AIKS) in the content and delivery of quality education as a life-long endeavour;
- (k) Collaborating with other associations with similar interests and pursuits in other regions of the world with a view to enhancing global understanding and application of Indigenous Knowledge Systems (IKS);
- (l) Undertaking any other business compatible with the vision, mission, objectives and purposes of AASIKS as determined by the membership from time to time.

Article 6: MEMBERSHIP

- (a) Subject to the other provisions of this constitution, membership of AASIKS shall consist of any person, institution and industrial or commercial concern engaged in the study, practices and interests in Indigenous Knowledge Systems (IKS) especially within the Africa context;
- (b) There shall be various categories of membership of AASIKS, namely:
 - i. *Ordinary (individual) members*, being persons eligible for membership of AASIKS who do not fall into any other category of membership;
 - ii. *Student members*, being persons registered as fulltime students at institutions of higher learning;
 - iii. *Associate members, or fellows*, being persons who have been recognised as such by a general meeting of AASIKS for having made distinguished contributions to Indigenous Knowledge (IK) research;
 - iv. *Institutional members*, being institutions and industrial or commercial entities involved in African Indigenous Knowledge Systems (AIKS) practices and/or research;
 - v. *Life-time members*, being an individual, associate or institution eligible for membership of AASIKS with a reputation that can be substantiated in the field of African Indigenous Knowledge Systems (AIKS).
- (c) Application for *ordinary, student, associate, institutional, or life-time membership* of AASIKS shall be made in writing to the secretariat. The application shall then be subject to approval by the

Executive Committee. The Executive Committee may delegate to any of its members or to the manager of the secretariat the responsibility of approving applications for membership;

- (d) The Secretariat shall keep a register of the members of AASIKS in each category, indicating:
- i. The date on which each member became a member in the category concerned;
 - ii. The date and basis on which any member ceased to be a member;
 - iii. The postal address, and e-mail address where supplied, of the member for purposes of the dispatch to the member of AASIKS publications and notices; and
 - iv. Particulars in respect of each member of the date of payment and amount of any applicable membership subscription as hereinafter provided.
- (e) The register of members shall be open to inspection upon reasonable request. In the event of any dispute, the register, if certified correct by the Secretary, shall be *prima facie* proof of the correctness of its contents. It shall be the responsibility of members to keep the Secretariat informed of their respective current addresses;
- (f) Subject to article 9(c) below, every member of AASIKS shall be entitled to one vote at any general meeting attended, and shall be eligible for election to committees and positions as office-bearers of AASIKS;
- (g) Voting by members must be in person, and not by proxy;
- (h) In the case of *institutional members*, the institution concerned shall designate in writing one person who shall represent it at meetings and be eligible for election as stated above. The institution may substitute the designated person in writing, at any time, whereupon the substitute shall fill the position of her or his predecessor on any committee or in any office to which the predecessor had been elected;
- (i) All members are equally entitled to receive such publications of AASIKS as the Executive Committee shall decide to produce for circulation to members.

Article 7: OFFICERS

The officers of AASIKS shall be the President, President Elect, Secretary, Assistant Secretary, Treasurer and Editor-in-Chief. The tenure of these officers shall be two years, non-renewable. The tenure of the Editor-in-Chief shall be three-years renewable only once upon satisfactory performance.

a. ***President***

The President shall be the executive head of the association and shall preside at meetings, call special meetings, appoint such committees not provided for in the constitution, and, jointly with the Secretary sign all written contracts and other obligations of the organisation. The

President shall provide leadership, act as a representative of the AASIKS and oversee accountability of the Association.

b. ***President-Elect***

The President-Elect shall ensure continuity between the current leadership team and the upcoming. S/he shall learn the roles, procedures, responsibilities, and standards that all AASIKS Presidents should have. The President-elect shall provide essential support for the President and possibly other members of the team, i.e. assisting the Secretary and Treasurer in some of their tasks. The President-Elect shall assume the duties and responsibilities assigned to the President in his or her absence. The President-Elect will chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. S/he may also act as chair for any subcommittee established by the Association. S/he shall perform other functions as delegated from time to time by the President.

c. ***Secretary***

The Secretary shall be responsible for all secretarial duties of the Association. S/he shall be signatory to all official documents of the Association. S/he shall prepare and submit the annual report of the Association, keep the minutes of all meetings, handle all correspondence, and jointly with designated members of Executive Committee, sign all written contracts and other obligations of the Association. S/he shall maintain attendance records and a register of members, assist the President in preparing an agenda for each meeting, generally organise, record and maintain information pertaining to the activities of AASIKS and have custody of the Association's documents. S/he shall keep an up-to-date copy of the Constitution. The Secretary shall be the spokesperson of the Association,

d. ***Assistant Secretary***

The Assistant Secretary shall assist and assume the duties of the Secretary in his or her absence.

e. ***Treasurer***

The Treasurer shall take responsibility for managing the finances of the association under the direction of the President. S/he shall keep accurate accounts of receipts and expenditure, conduct all the financial transactions of the organization by means of a banking account, comply with the approved accounting manual of AASIKS, prepare an annual budget for the Association and supply a financial statement at each meeting, and ensure annual external auditing of AASIKS's accounts. S/he shall maintain a fiscal calendar year, keep inventory of assets of AASIKS, supervise the financial affairs of AASIKS and prepare financial reports for the Executive Committee and the AGM. S/he shall perform such other duties as may be required by the AGM or the Executive Committee.

f. ***Editor-in-Chief***

The Editor-in-Chief, working through an editorial board, shall be responsible for publishing approved publications of the association especially its official journal.

(a) General Assembly

The General Assembly of AASIKS shall be made up of all registered members who have paid their dues up-to-date. The Assembly provides overall guidance for the organisation of the Association and the implementation of its activities. It is the forum for electing officers and shall meet once a year in ordinary session;

(b) Governing Board (the Board)

The Governing Board is the policy-making organ of AASIKS. The Governing Board shall transact all official business for AASIKS. It is made up of all officers of the Association, two Regional representatives each of the membership from eastern, western, northern, central and southern Africa and a representative from the African Diaspora. The two Regional representatives may not be from the same National Chapter. Beyond overseeing the Executive Committee, the Board shall determine the main lines of work and approve the programme and budget of AASIKS. Furthermore, the Governing Board shall be the body, which approves membership fees and any new members wishing to join the Association;

(c) Executive Committee

The President, President-Elect, Secretary, Treasurer and the immediate-Past President shall constitute the Executive Committee. The Executive Committee, being the management committee, shall take on the power and authority that it believes it needs to achieve the vision, mission and objectives of the organization. The duties of the Executive Committee shall be to execute all programmes, projects and directives, approved by the Governing Board. The Board shall ensure that the financial and fiscal directions of the association are in line with the Constitution;

(d) Strands and Research Interest Groups (RIGs)

AASIKS shall encourage members to engage in researches that advances its vision, mission and objectives. Members' research focus shall be grouped generally into broad categories of related areas of interests that will be known as Strands; each Strand shall represent a category of research interest common to its members. Within each Strand, AASIKS shall encourage Research Interest Groups (RIGs) that reflects a specific and unique research interest. The number of RIGs can be independent of the number of Strands. Each Strand shall be run by a Coordinator who shall serve for a two-year period, (first as Co-Chair and the following year as the Chair of the Strand), and a Co-Coordinator as Co-Chair;

(e) National Chapters of AASIKS

- i. In order to further the vision, mission and objectives of AASIKS throughout Africa, the members of AASIKS in general meeting may accept the affiliation to AASIKS of a National Chapter of AASIKS in any country in Africa;
- ii. The membership of a National Chapter in each country in Africa shall be limited to persons, institutions and industrial or commercial concerns who/which are members of AASIKS. A National Chapter of AASIKS shall be an autonomous association with its own constitution. The affiliation of a National Chapter of AASIKS may only be accepted if its

constitution has, with the consent of the AASIKS Executive Committee, been tabled at a general meeting of AASIKS and approved as compatible with this constitution;

- iii. A National Chapter shall not be able to contract on behalf of AASIKS, or in any way to alienate or encumber any asset of AASIKS. AASIKS shall have no claims upon any of the assets of, and no liability for any conduct of or obligations incurred by a National Chapter; and
- iv. No National Chapter shall have any claims upon any of the assets of, or any liability for any conduct of or obligations incurred by AASIKS;
- v. Branches of a National Chapter may be formed to sustain the research interests of members in different parts of the country, state or province concerned. Such branches shall report to the relevant National Chapter;
- vi. Each National Chapter shall annually submit to the AASIKS Executive Committee a written report on its activities, including a financial statement;
- vii. The members of AASIKS in general meeting may terminate the affiliation of a National Chapter at any time by the procedure, *mutatis mutandis*, that is required to adopt an amendment to this constitution.

Article 9: MEMBERSHIP SUBSCRIPTIONS

- (a) Annual membership subscriptions to AASIKS shall be determined by the Annual General Meeting (AGM), provided that:
 - i. The subscription for student members shall be set at an amount less than that for ordinary members;
 - ii. The subscription for institutional members shall not exceed twice that for ordinary members;
 - iii. No subscription shall be payable by honorary members; and
 - iv. The Executive Committee may resolve to waive, in whole or in part, the subscription payable by any particular member for any particular year.
- (b) Membership shall automatically terminate if the member is twelve months in arrears with payment of the applicable subscription. A new application for membership shall not be approved in such a case unless and until the arrears are paid, or have been waived by the Executive Committee;
- (c) No member shall be entitled to vote in any general meeting of AASIKS, or be eligible for election within AASIKS, unless that member's subscription is fully paid up; and
- (d) The total amount of membership subscriptions received by AASIKS shall, as a normal matter of

policy, be divided into three portions, the relative size of each being determined from time to time by the members in general meeting. Subject to the over-riding fiduciary responsibilities of the Executive Committee at all times, one portion of the membership subscriptions will be used to assist National Chapters to cover their expenses in furthering the vision, mission and objectives of AASIKS; another portion will be retained by the Executive Committee to cover the expenses of running AASIKS; and the third portion will be used to support the AASIKS journal.

Article 10: SUBSCRIPTION AND DONATIONS IRREVOCABLE

- (a) All subscriptions and donations to AASIKS are irrevocable and subject to the terms and conditions of this constitution; and
- (b) No donor may impose conditions on a donation that would enable the donor or a connected person (as defined in the South African Income Tax Act 58 of 1962 as amended (“the Income Tax Act”)) to such donor to derive any direct or indirect benefit from the application of such donation by AASIKS.

Article 11: TERMINATION OF MEMBERSHIP

- (a) A member may resign from AASIKS by written notice to the Secretariat; and
- (b) Membership shall terminate in terms of the provisions of 9(b) above.

Article 12: ANNUAL GENERAL MEETING (AGM)

- (a) The supreme governing body of AASIKS shall be the members in general meeting. This body may decide all matters not specifically reserved to a particular committee or office-bearer by this constitution, and may in any case adopt policy, consistent with this constitution, on any matter for the guidance of all committees and office-bearers;
- (b) Once a year, the Executive Committee shall convene an Annual General Meeting (AGM) of the members;
- (c) Unless the Executive Committee resolves that special circumstances require other arrangements in the interests of the members as a whole, the AGM shall be held during the Annual Continental Conference of AASIKS, in the same venue or locality;
- (d) Where the AGM is held during the Annual Continental Conference, it shall be sufficient for the Executive Committee to give notice thereof (not being less than 24 hours’ notice) by prominently posting information as to the time and place of the meeting and the agenda on a notice board readily accessible to all participants;
- (e) Where the AGM is not held during the Annual Continental Conference, the Executive Committee shall cause notice of the time and place of the meeting and of the agenda to be dispatched electronically or by post to all members at least twenty-one days before the date of the meeting;
- (f) A quorum at an AGM held during the Annual Conference shall be constituted by one quarter

(25%) of the members attending the Conference who are entitled to vote. A quorum at an AGM not held during the Annual Continental Conference shall be constituted by one quarter of the members of AASIKS entitled to vote. In either case, if there is no quorum within an hour of the time fixed for the commencement of the meeting, then the AGM shall stand adjourned for 24 hours. If, when the meeting is reconvened, there is still no quorum as aforesaid within fifteen minutes, then the members present who are entitled to vote shall form a quorum; and

(g) The AGM shall adopt policies and make decisions, which it considers reasonable and appropriate in furtherance of the vision, mission and objectives of AASIKS. Without limiting the scope of its responsibilities and powers, the AGM will specifically have the task of dealing with the following business (the positive including the negative, as the case may require):

- i. Confirm the minutes of the previous AGM;
- ii. Receive, approve and adopt the Executive Committee's report;
- iii. Receive, approve and adopt the financial report;
- iv. Deal with motions;
- v. Elect, as and when election is to occur in terms of article 16 below, the President-Elect, the Secretary, Treasurer and two Regional representatives, representing the western, eastern, central, northern and southern parts of Africa (provided that, where Regional representatives are nominated from more than one National Chapter in the region; the two Regional representatives elected may not both be from the same country's National Chapter);
- vi. Endorse, as and when succession is to occur in terms of article 16 below, the succession of the President-Elect to the office of President, or, failing such endorsement, elect a new President to succeed the outgoing President;
- vii. Endorse the appointment of the Editor-in-Chief of the AASIKS journal, and of the other members of the Editorial Board, as contemplated in 19(e) and 19(f) below; and
- viii. Consider proposals for future Annual Continental Conferences and select a venue (subject to revision by the Executive Committee if circumstances eventuate which, in the opinion of the Executive Committee, so require).

(h) The Executive Committee may at any time convene a special general meeting of the members of AASIKS, in which event the provisions applicable to notice and quorum in the case of an AGM not held during an Annual Continental Conference shall apply *mutatis mutandis*; and

(i) At any general meeting of AASIKS, the President or, in the absence of the President, the President-Elect shall preside. In the absence of both the President and the President-Elect, the members present and entitled to vote shall, if the meeting has been duly convened or reconvened in terms of this constitution and is quorate, elect one of their number to preside.

Article 13: NOMINATION OF OFFICE-BEARERS

- (a) For the purpose of 12(g)(v) above, office-bearers may be nominated by any two members or by a National Chapter;
- (b) All such nominations must be in writing and must contain the names and signatures of the members or National Chapter making the nomination, the signed consent of the person nominated and a short motivation for the nomination. Nominations by a National Chapter must be signed by at least two members of the National Chapter's executive committee authorised to do so;
- (c) All such nominations by members and by National Chapters must be received by the Executive Committee not less than 24 hours before the commencement of the AGM;
- (d) The AASIKS Executive Committee shall make at least one nomination in respect of every vacancy to which no other nomination has been received and may make nominations in addition to those received;
- (e) The names of persons nominated as above for election at the AGM shall be posted on the notice board referred to in article 12(d) above at least 24 hours before the meeting commences; provided that, where an AGM is held other than during the Annual Continental Conference, the names of persons nominated shall be furnished to members upon their arrival at the AGM. With the consent of two-thirds of the members present and entitled to vote at an AGM, late nominations may be accepted during the meeting at any time before the election takes place; and
- (f) In the event that it becomes necessary to elect a President at an AGM as contemplated in article 12(g)(vi) above, any nomination of a person eligible for such election shall be valid if made from the floor by a proposer and seconder (both being members entitled to vote) and accepted by the person nominated.

Article 14: MOTIONS AND DECISION-MAKING (OTHER THAN AMENDMENTS TO THIS CONSTITUTION)

- (a) A motion for consideration and adoption by a general meeting must be submitted in writing to the President or the Secretary by:
 - i. Any two members entitled to vote;
 - ii. A National Chapter, upon the signature of at least two members of its Executive Committee, authorised to do so; or
 - iii. The AASIKS Executive Committee.
- (b) Save as provided in article 14(f) below, any motion for consideration and adoption by an AGM held during the Annual Continental Conference must be so submitted at least 24 hours before the scheduled commencement of the AGM and must be included in the agenda for the AGM;
- (c) Any motion that, contrary to article 14(b) above, has not been timeously submitted or has not been included in the agenda for an AGM held during the Annual Continental Conference, may be put to the meeting for consideration and adoption provided that there is no objection to the

motion being so put from any member present who is entitled to vote;

- (d) Motions for consideration and adoption by a special general meeting or by an AGM held other than during the Annual Continental Conference must be submitted in writing to the AASIKS Executive Committee in sufficient time to be included in the agenda circulated to the members with the notice of the meeting. No motion not included in the agenda so circulated may be adopted at a special general meeting or at such an AGM;
- (e) Any motion duly put to a general meeting for consideration and adoption may be amended at the meeting, provided that the alteration proposed is not so fundamental as to destroy the intent of the original motion or to alter its effect to a major degree, whether qualitatively or quantitatively;
- (f) Motions put to any general meeting, other than motions for the recall of any member of the AASIKS Executive Committee, shall be decided by a simple majority on a show of hands, unless a member present and entitled to vote demands a ballot. In the case of a tie, the person presiding shall have an additional casting vote;
- (g) At each AGM held during a year in which the term of office of the President comes to an end in terms of article 16 below, the person presiding shall put to the meeting a motion to endorse the succession of the President-Elect to the office of President. If the motion is not adopted, the person presiding shall proceed forthwith to call for nominations for the office of President and thereafter to the election of a President;
- (h) Contested elections and motions for the recall of any member of the AASIKS Executive Committee shall be determined by secret ballot; and
- (i) The person presiding at any AGM or other general meeting shall appoint three members of AASIKS to supervise and count the votes cast, whether by show of hands or by secret ballot and to furnish her or him with the result thereof for announcement to the meeting.

Article 15: EXECUTIVE COMMITTEE

- (a) The Executive Committee of AASIKS shall consist of the following:
 - i. The President, the Secretary, the Treasurer and two Regional representatives (from the western, eastern, central, northern and southern part of Africa) elected at the Annual General Meeting (AGM) as provided in article 12(g)(v) above;
 - ii. The Editor-in-Chief of the journal of AASIKS appointed in terms of article 19(e) below;
 - iii. The President-Elect (at the times when this office exists);
 - iv. The immediate Past-President (at the times when this office exists); and
 - v. Such further members, unanimously co-opted by the persons referred to in article 15(a)(i) above, not exceeding a number determined from time to time by the AGM or by a special general meeting as being necessary or expedient for the effective achievement of the vision, mission and objectives of AASIKS.

- (b) The new Executive Committee shall take office at the conclusion of the Annual Continental Conference, except that where the AGM is held other than during the Annual Continental Conference, the new Executive Committee shall take office at the conclusion of the AGM;
- (c) The Executive Committee shall meet physically or by videoconferencing or teleconferencing at least twice a year, such meeting to be convened by the President or Secretary upon reasonable notice to all the members of the Executive Committee; and
- (d) Between general meetings of AASIKS, the Executive Committee shall, subject to the other provisions of this constitution, have the power to adopt and implement any decision reasonably necessary or expedient for the furtherance of the vision, mission and objectives of AASIKS which is not reserved to the members in general meeting.

Article 16: TERMS OF OFFICE

- (a) The President of AASIKS shall hold office for a period of two years, non-renewable. The outgoing President may not immediately be elected to any position on the new Executive Committee, but shall continue to serve on the Executive Committee for one year in the position of Past-President;
- (b) During each year immediately preceding the expiration of the term of office of a President, there shall exist the office of President-Elect, to which a member duly nominated in terms of article 13 above shall be elected by the appropriate AGM. Upon endorsement by the subsequent AGM in terms of article 14(f) above, and subject to article 15(b) above, the President-Elect shall succeed to the office of President;
- (c) Election to the office of Secretary shall be for a period of two years, non-renewable;
- (d) Election to the office of a National Chapter representative shall be for a term of two years, non-renewable. The elections should run in alternating years such that there is always one newly elected, and one previously elected National Chapter representative in any given year. The outgoing National Chapter representative may be elected to any other position on the new Executive Committee;
- (e) Members of the Executive Committee shall have vacated their positions during their term of office if they resign the position, cease to be a member of AASIKS, become incapacitated to such a degree that they cannot reasonably continue in office, are convicted of an offence involving dishonesty, or are recalled (whether individually or collectively) in terms of a motion duly passed by a majority vote of the members in general meeting;
- (f) If any position on the Executive Committee becomes vacant before the end of the term of office applicable thereto, the Executive Committee shall appoint a member of AASIKS to fill such vacancy for the remainder of the term; provided that, where any position involving a two-year term of office has become vacant during the first year, the next AGM shall elect a new incumbent for a two-year term from among members duly nominated therefor;
- (g) If the President is, for any reason, temporarily unable to carry out the functions of that office, s/he may in writing authorise the President-Elect, or failing the President-Elect another member of the

Executive Committee, to act as President in her or his stead, either for a specified time or until the authority is revoked. A copy of such authority shall forthwith be lodged with the Secretariat;

- (h) If any member of the Executive Committee is absent without reasonable apology for more than two consecutive meetings, the position concerned may be declared vacant and the Executive Committee may co-opt another member of AASIKS, who would have been eligible for election, in that person's place; and
- (i) The Editor-in-Chief of the AASIKS journal will be appointed for a two-year term in the first instance, which term may be renewed upon satisfactory performance by the AGM for one more term.

Article 17: DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- (a) The President shall:
 - i. Ensure observance of this constitution;
 - ii. Be the only person with power to sign for AASIKS (except in circumstances where this constitution requires more than one signature) in the absence of special written authorisation from the Executive Committee, where a signature of or on behalf of AASIKS is required;
 - iii. Preside at general meetings and at meetings of the Executive Committee at which s/he is present;
 - iv. Sign the minutes of meetings after confirmation thereof;
 - v. Ensure the execution of AASIKS's vision, mission and objectives and the implementation of the resolutions of the AGM and the Executive Committee; and
 - vi. Represent AASIKS in public and perform such other duties as are required by this constitution or may be required by decisions of the AGM or Executive Committee.
- (b) The Secretary shall, subject to the control of the Executive Committee:
 - i. Be responsible for AASIKS's correspondence;
 - ii. Draw up and see to the dispatch of the notices and agendas of meetings, of the AGM and the Executive Committee;
 - iii. Perform such other duties as may be required by the AGM or the Executive Committee; and
 - iv. Be the spokesperson for the Association
- (c) The Treasurer shall, subject to the control of Executive Committee:
 - i. Keep an inventory of the assets of AASIKS;

- ii. Supervise the financial affairs of AASIKS and prepare financial reports for the Executive Committee and the AGM; and
- iii. Perform such other duties as may be required by the AGM or the Executive Committee.
- (d) The Regional representatives shall, subject to the control of the Executive Committee, promote the development of research capacity and facilitate the interests of members in all countries in the region (west, east, central, north and south part of Africa) individually and collectively as;
- (e) The Past-President and the President-Elect shall, subject to the control of the Executive Committee, facilitate continuity within the leadership and activities of AASIKS in furtherance of its vision, mission and objectives; and
- (f) In each case, members of the Executive Committee may officially undertake such additional tasks and duties in furtherance of the vision, mission and objectives of AASIKS as the Executive Committee may approve.

Article 18: THE SECRETARIAT

- (a) Whereas the members of the Executive Committee may be located anywhere in Africa, there shall be a permanent administrative base of AASIKS called the Secretariat;
- (b) The Secretariat shall consist of a Manager and any other staff deemed necessary by the Executive Committee from time to time. The terms and conditions of service of the Secretariat staff shall be determined by the Executive Committee;
- (c) Subject to direction and control by the Executive Committee, the main functions of the Secretariat shall be to:
 - i. Keep a register of members as provided in article 6(d) above, and make it available for inspection as provided in article 6(e);
 - ii. Receive and acknowledge membership subscriptions and other monetary receipts, and deposit these in the AASIKS current account referred to in 21(1)(b) below;
 - iii. Send out reminders to members whose subscriptions are about to fall due;
 - iv. Send out notices and other documentation, including newsletters and conference announcements, to members;
 - v. Keep a separate database for journal subscriptions from non-members, and maintain appropriate accounting records in that regard;
 - vi. Report to and liaise with the Secretary, Treasurer and the Editor-in-Chief on a regular basis about the status and numbers of members, journal subscriptions, and other monies received and deposited;

- vii. Maintain an archive of all books of account (with supporting vouchers), records and other documents relating to AASIKS in respect of at least the four most recent years following the transactions, acts and operation to which they relate; and
- viii. Carry out any other functions the Executive Committee may from time to time finds necessary.

Article 19: OTHER COMMITTEES AND OFFICE-BEARERS OF AASIKS

(a) There shall be eight standing committees of AASIKS, in addition to the Executive Committee:

i. A Continental Conference Programme Committee (CCPC):

1. The Continental Conference Programmme Committee (CCPC) (shall include all the Strand Co-coordinators (with a chair and co-chair for each Strand)), the National Chapter Conference Organisers (NCCO) (the Chair and Co-chair and the Conference Committee of the National Chapter hosting), the Chair of Continental Program Committee (CPC) who is the President and her/his Co-Chair, the President-elect of AASIKS, and the Ex-officio members are the Past President and the Secretary. The National Chapter Conference Organisers (NCCO) shall be assisted in planning and conducting the Annual Continental Conference (ACC) by The Continental Program Committee working in conjunction with the National Chapter Conference Organisers (NCCO) and shall be responsible for the theme of the conference, organise the call for proposals, the proposals review processes, and the organisation of the conference program. Strand Coordinators (SC) shall assign assessors to assess proposals submitted for the Annual Continental Conference (ACC), facilitate the review of proposals, recommend accepted proposals, and form accepted proposal groupings for the conference sessions;
2. The National Chapter Conference Organiser's (NCCO) Chair and Co-Chair of the Annual Continental Conference (ACC) shall be selected by the Executive Committee in consultation with the National Chapter (NC) hosting the Annual Continental Conference (ACC); and
3. The Continental Conference Programme Committee (CCPC) shall be a sub-committee of the Executive Committee, appointed by the latter and convened by the Chair of the Conference Organising Committee (COC) of the National Chapter (NC) hosting;

ii. A National Organising Committee (NOC):

A National Organising Committee (NOC) shall be convened by the National Chapter Conference Organiser (NCCO) which shall include at least one representative of the Continental Conference Programme Committee (CCPC);

iii. an Equity and Ethics Committee (EEC):

The Equity and Ethics Committee (ECC) provides leadership and guidance to AASIKS on issues of equity and ethics including, but not limited to, gender, ethnicity,

socioeconomic status, disabling conditions, sexual orientations, language, national origin and religion;

iv. a Research Committee (RC):

1. The Research Committee (RC) shall develop, organize and/or implement various professional development activities for the AASIKS members. Such activities shall include selecting the Preconference Workshops to be offered at the Annual Continental Conference (ACC); conceptualizing, developing, and/or disseminating reviews of research and white papers on appropriate topics to diverse audiences; and facilitating the review process for the submission of proposals and proposal recommendation to the Governing Board; and
2. The Chair of the Research Committee (RC) shall be responsible for recommending to the Governing Board that members of the Research Committee (RC) have agreed to create a Strand and/or a Research Interest Group (RIG);

v. an External Policy and Relations Committee (EPRC):

The External Policy and Relations Committee (EPRC) shall be responsible for reviewing existing and/or controversial Indigenous Knowledge (IK), academic, social, cultural, industrial and any other policies that affect African Indigenous Knowledge Systems (AIKS) and work to inform AASIKS members about such policies. The committee shall commissions position papers based on Indigenous Knowledge Systems (IKS) research and on current and innovative findings which it shall distribute through the Publications Advisory Committee (PAC) and Research Committee (RC) to the membership, policymakers, and the community-at-large. These position papers may not necessarily reflect a unified position for AASIKS; rather, they are meant to offer various perspectives of Indigenous Knowledge Systems (IKS) researches to help policymakers and the public-at-large in the decision-making process. The Committee shall foster the development of partnerships and collaborations with other professional organizations/societies concerned with the quality of African Indigenous Knowledge Systems (AIKS) and its integration into school curriculum at all levels of the education Systems;

vi. A Publication Advisory Committee (PAC):

The Publications Advisory Committee (PAC) shall serve in an advisory capacity for all AASIKS-sponsored publications, including Journal of AASIKS, position papers, newsletters and research–practice documents. The Chair is the Editor-in-Chief of AASIKS journal that is produced twice a year for AASIKS members. The PAC shall coordinate publication efforts with the External Policy and Relations Committee (EPRC) and the Research Committee (RC), which involves policy recommendations, as well as overseeing the development and dissemination of publications specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations;

vii. A Membership and Election Committee (MEC):

The Membership and Elections Committee (MEC) shall seek new members from a variety of backgrounds and education arenas and retain active members by soliciting interest in committee membership throughout AASIKS, as well as for elected offices. In addition to developing a slate for annual elections, MEC shall be concerned with recruitment, retention, and responsiveness of AASIKS to members' interests; and

viii. An Awards Committee (AW):

The Awards Committee (AW) shall oversee the work of the individual Award Selection Sub-committees. The Sub-committees shall solicit nominations and identify recipients for each of the AASIKS awards. In addition, the Sub-committees shall discuss issues related to equity and efficiency in the selection process, and the appropriateness of each award considering the vision, mission and objectives of AASIKS. The Awards Committee shall recommend changes in awards or procedures to the Governing Board;

- (b) Paid officials or employees of AASIKS may, with the approval of the Executive Committee, serve on any of the committees in an advisory capacity, but will have no voting rights.

Article 20: APPOINTMENT OF EDITOR-IN-CHIEF

- (a) The Editor-in-Chief of the AASIKS journal shall be appointed according to the following procedure:
- i. The Executive Committee shall call for nominations by the members and make a selection from amongst those nominated;
 - ii. The candidate selected in this way will be presented as a recommendation to the AGM for endorsement and will take office upon such endorsement; and
 - iii. Between AGMs, should the position of Editor-in-Chief become vacant, the Executive Committee may appoint a person to act in that capacity, in the interim;
- (b) The Editorial Board of the AASIKS journal shall:
- i. Be convened and chaired by the Editor-in-Chief;
 - ii. Be appointed by the Executive Committee in consultation with the Editor-in-Chief, after calling for and considering nominations by the members;
 - iii. Be subject to change by the Executive Committee from time to time during the term of office of any Editor-in-Chief; and
 - iv. Hold office from the time of their appointment by the Executive Committee but subject to endorsement in due course by the AGM.

Article 21: POWERS AND RESPONSIBILITIES OF THE COMMITTEES

21.1 The Executive Committee

- (a) The Executive Committee shall have fiduciary responsibility for AASIKS, including the responsibility for the management and administration of its affairs;
- (b) The Executive Committee shall maintain a current account and such other accounts (if any) as it may determine at a registered bank in the name of AASIKS, all of which accounts shall be operated by the signature of any two of the following:
 - i. President;
 - ii. Treasurer; and
 - iii. Manager of the Secretariat;
- (c) The Executive Committee shall annually present a report to the AGM on its activities and on the activities and the state of affairs of AASIKS, including a financial report;
- (d) The Executive Committee shall specifically have the responsibility to:
 - i. Implement the resolutions of the AGM and deal with matters entrusted to it;
 - ii. Administer the assets of AASIKS, employ its funds judiciously and appropriately to promote its vision, mission and objectives , and ensure that its accounts be externally inspected at least once per financial year by an external inspector appointed by the AGM;
 - iii. Adopt policy positions of major importance between AGMs;
 - iv. Set the date of the Annual Continental Conference and such other conferences as it deems necessary to promote the vision, mission and objectives of AASIKS;
 - v. Appoint the National Conference Organiser and chairperson of the Continental Conference Programme Committee in consultation with the host institution;
 - vi. Set in place the procedures for the appointment of the Editor-in-Chief and the Editorial Board of the AASIKS journal; and
 - vii. Liaise with National Chapters in order to promote the development of research capacity in the region;
- (e) To realise its responsibilities the Executive Committee shall have the power, subject to the other provisions of this constitution, to:
 - i. Act on behalf of AASIKS whenever the AGM is not in session;
 - ii. Enter into such contracts as it may deem necessary to promote the aims, objectives and functioning of AASIKS;

- iii. Appoint, pay and dismiss employees;
 - iv. Appoint such committees as it may deem necessary to promote the aims, objectives and functioning of AASIKS;
 - v. Make Regulations as to matters not provided for in this constitution and to amend, interpret or repeal such Regulations. Any such amendments in the Regulations shall be included in the next report of the Executive Committee to the AGM for the information of members;
 - vi. Decide on questions regarding co-operation with other academic and educational organisations;
 - vii. Make recommendations to the AGM on subscription fees;
 - viii. Authorise one or more of its members or employees in writing to sign documents on behalf of AASIKS; and
 - ix. Take any corrective action which may be appropriate where notice has been given to AASIKS by the Commissioner for the South African Revenue Services of his intention to withdraw any public benefit status of the organisation due to a failure to comply with any aspect of the Income Tax Act;
- (f) Should any notice received from the Commissioner for the South African Revenue Services per 21.1(e)(ix) above require an amendment to the Constitution, the Executive Committee must call a special general meeting of members for the purpose of enabling the members to consider and adopt an appropriate amendment;
- (g) Decisions of the Executive Committee at any meeting or video- or teleconference in terms of 15(b) above shall be by majority vote of those present, with the President having in addition a casting vote in the event of a tie. Members of the Executive Committee shall each have an equal vote; and
- (h) The Executive Committee may also make a decision without such a meeting or videoconferencing or teleconference if every member of the Executive Committee consents to the resolution containing the decision by signing it and lodging the original of the signed document or a telephonically confirmed facsimile thereof with the Secretary.

21.2 The Continental Conference Programme Committee (CCPC)

The Continental Conference Programme Committee (CCPC) shall have the following responsibilities to:

- (a) Decide on visiting speakers;
- (b) Determine the content of the programme;
- (c) Produce the conference proceedings; and
- (d) Appoint referees for the various submissions to the conference.

21.3 The National Organising Committee (NOC)

The National Organising Committee (NOC) shall have the following responsibilities to:

- (a) Make all logistical arrangements for the conference including publicity, booking of the venues and determination of costs; and
- (b) See to the day to day running of the conference during its operation.

21.4 The Editorial Board (EB)

The Editorial Board (EB) of the AASIKS journal shall have the responsibility of publishing a journal and newsletters of international repute at intervals determined by the Executive Committee.

Article 22: CREATION, DISSOLUTION, AND RENAMING OF STRANDS AND RESEARCH INTEREST GROUPS

Every year AASIKS shall announce a “call for proposals” for the Annual Continental Conference. Proposals shall be submitted to Strands for review processes and presentation on the program. A count of the presentations and publications of each Strand will be a measure of Strand members’ activities. Strands will also provide an informal forum for the interaction of conference attendees who are drawn together by a common interest in a unique indigenous knowledge field of study, teaching, practice or research. Each Strand shall represent a common category of research interest of its members.

Due to the wide and varied forms of indigenous knowledge, AASIKS will encourage the formation of Research Interest Groups (RIGs) within each Strand to facilitate such research and/or practice activities of Strand members. Each RIG shall reflect unique research and/or practice interests within a Strand. Time will be allocated on the Annual Continental Conference program for Strand and RIG members to meet. The number of RIGs shall be independent of the number of Strands created. RIGs shall be dedicated to members’ interests and commitments. RIGs shall serve the interests of the Membership and shall be proposed through petition of the members to the Research Committee. The Research Committee shall then offer recommendation to the Governing Board to approve, deny, maintain, or dissolve a RIG. The Governing Board shall, upon the Research Committee’s recommendations, act at the next Governing Board Meeting.

To create a RIG, a petition of ten (10) AASIKS members shall be sent to the Research Committee for consideration. The deadline for the submission of a petition shall be the 15th day of the month preceding the next Research Committee meeting. The petition must include the following: Name of the RIG; its purpose; the name of a long-term contact person; the description of chair selection and rotation; the administrative structure of the RIG; and the potential plans of action. Each RIG shall require to be reviewed every three years. Submission deadline for reviews shall be September 15th of the RIG’s third year. Review documents shall include all of the information in the original petition and a list of accomplishments since the RIG’s creation. The Research Committee may recommend dissolution of the RIG if it has limited membership (less than 10), has accomplished few goals, or has inconsistently submitted RIG reports to the Governing Board. RIGs are responsible for the recruitment and maintenance of their own membership; for communication among members; and for selection of their own projects, goals, and activities.

Each RIG will hold a minimum of one RIG meeting at the Annual Continental Conference (space, time, and advisement of location to be provided by the Continental Conference Program Committee). RIGs may meet as needed throughout the year using alternative formats. Established RIGs may access all AASIKS support structures by following its Policies and Procedures. For instance RIGs may suggest Keynote speakers or conference Strands by working through the Continental Conference Program Committee, may recommend publications by working with the Publications Advisory Committee, may monitor and enhance membership by working with the Membership and Elections Committee, etc. Each RIG shall be expected to provide a written report to the Research Committee, due 8 weeks in advance of each Governing Board Meetings. Each RIG shall be provided time during the Governing Board Meeting immediately following the Annual Continental Conference to present updates of actions or initiatives.

(a) Strand and RIG Creation, Dissolution, and Renaming.

- i. The Governing Board shall create, dissolve, or rename a Strand and/or a RIG;
- ii. The Chair of the Research Committee shall recommend to the Governing Board that a Strand or RIG needs to be created, dissolved, or renamed by majority vote of members of the Research Committee;
- iii. The Research Committee is charged with the responsibility of reviewing and recommending that a Strand or RIG be created, dissolved, or renamed; and
- iv. Members of AASIKS may petition the Research Committee to create, dissolve, or rename a Strand or RIG.

(b) Creation of a Strand or a RIG

- i. The Chair of the Research Committee shall recommend to the Governing Board that members of the Research Committee wish to create a Strand or RIG;
- ii. A member of AASIKS with voting rights shall sponsor and recommend that a Strand or RIG be created through a petition to the members of the Research Committee;
- iii. The sponsoring member who submits a petition to the Research Committee for its consideration must demonstrate that the proposed Strand or RIG will contribute to the advancement of AASIKS's vision, mission and objectives and must document sustained interests for a minimum of two years by at least 5% of AASIKS's members. Examples of sustained interest may include, but are not limited to, research publications, presentations, and meetings in Strands or RIGs by AASIKS's members; and
- iv. Upon approval by the Governing Board, the President-Elect shall appoint the Strand Coordinator(s).

(c) Dissolution of a Strand or a RIG

- i. The Chair of the Research Committee shall recommend to the Governing Board that the members of the Research Committee wish to dissolve a Strand or a RIG;

- ii. The members of the Research Committee shall review periodically the activity level of each Strand or RIG to determine that existing Strands or RIGs continue to reflect the research interests of AASIKS's members and advance AASIKS's aims, objects and mission;
- iii. A recommendation to dissolve a Strand or RIG may be made by a majority vote of the Research Committee, when AASIKS members fail to support such Strand or RIG, as reflected by lack of sustained interest for at least two years, and/or the interests of its members no longer advance AASIKS's vision, mission and objectives;
- iv. A Strand or RIG may be recommended for dissolution by a majority vote of its active members; and
- v. Lack of sustained interests as reflected by participation on the program of the Annual Continental Conference and contributions to AASIKS's vision, mission and objectives is established in consultation with the Strand Coordinator(s) and/or member(s).

(d) Renaming of a Strand or a RIG

- i. The Chair of the Research Committee shall offer its Committee's recommendation to the Governing Board to rename a Strand or RIG;
- ii. A Strand Coordinator or member shall petition the Research Committee to rename a Strand or RIG; and
- iii. A Strand Coordinator or member who submits a petition to the Research Committee must demonstrate support for renaming the Strand or RIG by a majority vote of its active members.

Article 23: AMENDMENT OF THE CONSTITUTION

- (a) Notwithstanding the provisions of article 14 above, this constitution may be amended only by the procedure stated in this article 23;
- (b) This constitution can only be changed by a resolution. A motion or resolution to amend this constitution must be submitted in writing to the President or the Secretary at least fourteen (14) days before the meeting at which such changes to the constitution are going to be proposed by:
 - i. Any two members entitled to vote;
 - ii. A National Chapter (NC), upon the signature of at least two members of its Executive Committee, authorised to do so; or
 - iii. The AASIKS Executive Committee;
- (c) Such a motion so submitted must indicate the proposed changes to the constitution that will be discussed and be included in the agenda of any special general meeting or AGM of which notice is

thereafter given to members;

- (d) The motion shall then be tabled and discussed at the special general meeting or AGM concerned. Any annual general meeting may vote upon a motion, if the details of the change are set out in the notice referred to in (c) above;
- (e) Such a motion shall be capable of amendment at the meeting, provided that the alteration proposed is not so fundamental as to destroy the intent of the original motion or to alter its effect to a major degree, whether qualitatively or quantitatively;
- (f) After discussion the motion (and likewise any proposed amendment complying with 23(e) above), shall be put to the vote;
- (g) The person presiding at the meeting shall appoint three members of AASIKS to supervise and count the votes cast and to furnish her or him with the result thereof;
- (h) The result of the ballot shall be announced before the meeting is adjourned;
- (i) The motion shall not be passed, and this constitution shall accordingly not be amended, unless at least two-thirds of the unspoiled votes cast in the ballot are in favour at a meeting in which at least two-thirds of the members are present and a quorum is formed;
- (j) If passed, the amendment to this constitution shall take effect immediately unless the terms of the amendment itself provide otherwise or unless 23(k) below is applicable; and
- (k) If AASIKS has received any tax-exempt status, any amendment to this constitution, which would affect such status shall be submitted to the Commissioner for the South African Revenue Services and to any other relevant revenue authorities, and shall take effect only upon the necessary approvals being obtained. If the necessary approvals are refused, the amendment shall be resubmitted to a general meeting for further consideration.

Article 24: FUNDS

- (a) AASIKS shall not participate in any private business, professional or vocational activities of any of its members or employees or supply any of its members or employees with financial assistance, premises, continuous services or facilities which are required by any of them for practising a business, profession or vocation;
- (b) The funds of AASIKS shall be used solely for the promotion of the vision, mission and objectives of AASIKS or, if invested, shall be invested in compliance with section 30(3)(b)(ii) of the Income Tax Act;
- (c) AASIKS is to be administered in such a manner as to preclude any donor from deriving any monetary advantage from moneys donated to AASIKS;
- (d) The members of AASIKS shall obtain no share in the assets of AASIKS during its existence or at dissolution and no profits of AASIKS shall in any manner be paid or transferred to any person or body save as provided in 24(k) below;

- (e) Any remuneration (as defined in the Fourth Schedule to the Income Tax Act) paid to any persons by AASIKS shall be commensurate with the services rendered to AASIKS (with reference, if possible, to remuneration generally paid by similar organizations) and such service shall not economically benefit any person in a manner that is inconsistent with AASIKS's vision, mission and objectives as stated in article 5 above;
- (f) AASIKS shall not distribute any fund or property to any of its members or office-bearers, except as reasonable compensation for services rendered. Members or office-bearers of the organization shall have no rights over things that belong to the organization at any time.
- (g) Should AASIKS provide funds to any public benefit organisation or association of persons, including any Chapter of AASIKS, which may have been granted exemption in terms of Section 30 of the Income Tax Act, AASIKS shall place such conditions upon such funds provided so as to ensure that the funds will be utilized for the objects for which such funds were provided (being consistent with the vision, mission and objectives of AASIKS);
- (h) AASIKS shall not participate in the carrying on of any business undertakings or trading activities of a profit-making nature and shall specifically not have the power to:
 - i. Buy or otherwise acquire property of any nature for the purposes of leasing such property to any person or to carry on the business of letting property on a systematic basis;
 - ii. Enter into any transactions of a patently speculative nature in relation to property without having obtained the approval of the Commissioner of Inland Revenue (SA); and
 - iii. Carry on business including, inter alia ordinary trading operations in the commercial sense, speculative transactions and dividend stripping activities;
- (i) No loans may be made to a member of AASIKS, a donor or any of their relatives or to a private company or close corporation in which the above-mentioned members are shareholders or directors or members;
- (j) No building owned by AASIKS may be occupied free of charge by any person;
- (k) If AASIKS is dissolved, any assets of AASIKS shall be transferred to some other association(s) or organisation(s) having vision, mission and objectives similar to that of AASIKS and which enjoy(s) similar tax-exempt status under the Income Tax Act, or to the State; and
- (l) AASIKS shall not use its resources directly or indirectly to support, advance or oppose any political party.

Article 25: DISSOLUTION OF AASIKS

- (a) AASIKS shall be dissolved by a resolution at a meeting convened for the purpose of considering such matter if at least two-thirds of the members present and voting are in favour of closing down, such resolution shall be adopted in accordance *mutatis mutandis* with the procedures laid down; and

- (b) Any motion for the dissolution of AASIKS shall also state how the assets of AASIKS must be dealt with in accordance with article 24(k) above.