

**CONSTITUTION  
OF THE**

**AFRICA  
ACADEMY**

**FOR ENVIRONMENTAL HEALTH**

**Approved Rev01**

# **CONSTITUTION OF THE AFRICA ACADEMY FOR ENVIRONMENTAL HEALTH**

## **1 DEFINITIONS**

- 1.1 **INSTITUTION:** An organisation that is responsible for the capacity building in environmental health and is as such recognized in the respective country of origin.
- 1.2 **ENVIRONMENTAL HEALTH:** It encompasses all the external and internal factors that can have an effect or influence human health. It include the science and application of techniques that mitigate negative environmental and socio-economic impacts on human health.
- 1.3 **IFEH:** International Federation of Environmental Health.

## **2 NAME AND OBJECTIVE**

- 2.1 The name of the Academy shall be “The Africa Academy for Environmental Health”.
- 2.2 The Academy is a body of academic institutions, organisations representing environmental health professionals and expert practitioners for the advancement of the science and practice of environmental health in Africa to represent academic institutions and the Africa Group of IFEH and to promote the interest and uphold the status of environmental health training in Africa.
- 2.3 For the purpose of co-ordination and administration, the Academy is centered in the Republic of South Africa.

## **3 MEMBERSHIP**

- 3.1 Membership shall be confined to any recognized institution responsible for environmental health training in Africa and recognized national environmental health professional bodies/associations in Africa.
- 3.2 Membership shall be approved by the Africa Group of IFEH.
- 3.3 Individual academics and expert professionals may become associate members by invitation and approval of the Africa Group of IFEH.

## **4 CAPACITY**

- 4.1 The academy shall be an association of self-governance in terms of the law of the country it is based in and can perform all acts which are necessary for, or incidental to, the achievement of its aims.
- 4.2 No profit or gains shall be distributed to any person and the funds of the Academy shall be utilized solely for investments or for the objectives for which they were established.
- 4.3 The Africa Group`of IFEH shall approve all funds accrued by the Academy.

## **5 AIMS**

- 5.1 To advance the discipline of environmental health training in Africa.
- 5.2 To represent key stakeholders in environmental health training in Africa.
- 5.3 To strive to improve the standard of environmental health training in Africa
- 5.4 To promote the national continental and international recognition of environmental health.
- 5.5 To be a point of reference to professional advice on environmental health training.
- 5.6 To facilitate contact with other international environmental health training institutions and bodies/associations that share values compatible with the aims of the Academy.
- 5.7 To promote exchange of environmental health academics and professionals within Africa and abroad.
- 5.8 To promote sharing of best practices in environmental health within Africa and abroad.
- 5.9 To promote and facilitate collaborative environmental health research and training.

## **MANAGEMENT OF THE ACADEMY**

### **6.1 THE BOARD**

- 6.1.1 Subject to the provisions of the Constitution, the management of the Academy shall be vested in the Board.
- 6.1.2 The board shall consist of elected persons from each member organization of the Academy and not more than two members representing professional associations and endorsed by the Africa Group of IFEH.
- 6.1.3 The Africa Group: IFEH shall approve board members, in consultation with national associations of environmental health from which countries the board members originate.
- 6.1.4 An executive committee shall be elected tri-annually by the Board and shall consist of the following office bearers:
  - 6.1.4.1 Chairperson
  - 6.1.4.2 Vice-Chairperson
  - 6.1.4.3 Executive Director
  - 6.1.4.4 Two additional members
- 6.1.5 The board shall have the power to co-opt a maximum of two members to fill any vacancies until the next election.
- 6.1.6 The Board shall have power to appoint secretarial and other staff reporting to the Executive Director and to remunerate them accordingly. Such staff shall hold office during the term of the Board and shall perform such duties as the Board shall require them to perform.
- 6.1.7 Staff shall be legible for re-appointment by the incoming Board.
- 6.1.8 The Executive Committee shall frame by-laws, to be consistent with the Constitution, for the conduct of the business and the management of the affairs of the Academy.

- 6.1.9 The Board has the power to amend or repeal by-laws at any time and such amendments shall be submitted to the following General meeting for ratification.
- 6.1.10 The Africa Group of IFEH and all members shall be notified of such amendments to the by-laws.
- 6.1.11 The Board shall meet not less than bi-annually and shall set for such meetings and regulate its own proceedings.
- 6.1.12 The Chairperson, or the Vice-Chairperson in the absence of the Chairperson, shall preside at meetings. In absence of Chairperson or Vice-Chairperson, the Board members present shall elect a member to preside.
- 6.1.13 The quorum shall constitute at least fifty percent (50%) of the Board members present at the meeting and decisions shall be taken by majority vote. In the event of an equality of votes, the chairperson or member presiding shall have a casting vote.
- 6.1.14 Minutes shall be kept of all the meetings of the Board, Executive Committee and any committees.
- 6.1.15 All decisions and actions taken by the Board shall be submitted to the next Africa Group of IFEH meeting for ratification.

## **6.2 EXECUTIVE COMMITTEE OF THE BOARD**

- 6.2.1 The Executive Committee of the Board shall be constituted as per clause 6.1.4.1 to 6.1.4.4.
- 6.2.2 The quorum at the meeting of the Executive Committee shall be the Chairman, Executive Director and one additional Board member.
- 6.2.3 The Executive Committee shall act on behalf of the Board to deal with urgent matters in between Board meetings.
- 6.2.4 All decisions and actions taken by the Executive Committee shall be submitted to the next Board meeting for ratification.

## **7 FINANCIAL ADMINISTRATION**

- 7.1 All assets, property and funds of the Academy shall be vested in the Board. The Board shall have the power and discretion to buy, to acquire, to hire, to sell or to donate fixed and moveable assets, to enter into contracts, to collect, lend, and borrow funds and to accept donations in furtherance of the Academy's objective, in a transparent manner.
- 7.2 The funds of the Academy shall be applied solely to the promotion of the aims of the Academy. Accounts shall be kept of all moneys received and expended by the Academy and of the assets and liabilities of the Academy. The Board shall have the power to open banking and other accounts and make such investments as it deems fit. The executive Director shall be responsible to the Board for sound administration and transparent management of the funds and assets of the Academy and the implementation of decisions of the Board and/or Executive Committee.
- 7.3 An Auditor shall be appointed by the Board and shall audit the accounts of the Academy annually. No member or officer of Board may act as the Academy's auditor.

- 7.4 Only persons duly authorized by the Board shall sign documents required to be signed on behalf of the Academy.
- 7.5 A Chairperson's report on the activities of the Academy as well as a financial report on the income, expenditure and assets of the Academy shall be submitted to each Annual General meeting for approval.
- 7.6 An audited financial statement must be submitted to the Africa Group of IFEH for ratification.

## **8 AMENDMENTS OF CONSTITUTION**

- 8.1 Any Board member who is competent to vote may propose in writing to the Executive Committee any amendments to the Constitution. The Board shall then recommend to the Africa Group of IFEH amendments to the Constitution.
- 8.2 The Africa Group of IFEH shall approve amendments to the Constitution through a simple majority vote.

## **9 DISSOLUTION AND LIQUIDATION OF THE ACADEMY**

- 9.1 The Academy may be liquidated and its affairs wound up, or amalgamated to another body, in which event the Academy shall be obliged to give or transfer any surplus assets after settling of its debts and liabilities, to some other company, society or association with objective similar to its own. The Board shall recommend to Africa Group of IFEH the manner in which these assets are to be applied.
- 9.2 In the event of the Academy being dissolved, liquidated or amalgamated into another body the Academy shall be obliged to give or Transfer any surplus assets after settling of its debts and liabilities to some other company, society or association with objectives similar to its own. The Board shall recommend to the Africa Group of IFEH the manner in which these assets are to be applied.
- 9.3 The Africa Group of IFEH shall give final approval for the dissolution of the Academy.