Bylaws on the Structure, Functions and Operations

of

Working Groups of the Ethiopian Academy of Sciences
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Preamble

Noting that the Ethiopian Academy of Sciences (hereafter the Academy) is a membership-based organization;

Recognizing that the Fellows of the Academy have the right and duty to contribute to the attainment of the mission and objectives of the organization;

Appreciating the need to put in place the organizational platforms and functional arrangements to facilitate the engagement of Fellows in the activities of the Academy;

Noting the need to formulate the legal framework governing the establishment, relations and operations of the existing and future Working Groups of the Academy;

Now therefore the Academy has issued the following Bylaws on the structure, functions and operations of Working Groups of the Academy.

1. Objectives

The objectives of these Bylaws are to:

1.1 Formally define the broad structure and functions of the Working Groups of the Academy;
1.2 Provide guidelines of operation to the existing and future Working Groups of the Academy;
1.3 Specify the relations between the Working Groups and other organs of the Academy; and
1.4 Enable the Academy to tap into the knowledge and expertise of its Fellows in its endeavour to attain its mission and objectives.

2. Organizational Structure

2.1 The Academy recognizes the following six Working Groups that are formed on the basis of disciplinary clusters created to organize Fellows of the Academy;

- Agricultural Sciences Working Group;
- Engineering and Technology Working Group;
- Health Sciences Working Group;
• Natural Sciences Working Group;
• Social Sciences and Humanities Working Group;
• Fine Arts Working Group.

2.2 Depending on the need and availability of sufficient number of Fellows in other disciplinary clusters or justified demand for re-division of existing disciplinary clusters into sub-specialties, the Board may recommend or endorse the establishment of other Working Groups in the future;

2.3 A Working Group shall have a minimum of five members;

2.4 Working Groups can establish sub-committees for specific purposes as the need arises.

3. Functions and Responsibilities of the Working Groups

The main functions and responsibilities of the Working Groups shall be the following:

3.1 Promoting the Development of the Science/s in Their Respective Sector

3.1.1 Identifying novel scientific approaches, including those crossing disciplinary boundaries, and preparing concept notes and research proposals on critical issues of national significance;

3.1.2 Sharing best practices and new perspectives, and infusing innovative ideas and solutions to current, emerging and anticipated challenges;

3.1.3 Fostering collaboration with local partners on a medium or long-term project of national relevance;

3.1.4 Organizing workshops, symposia, conferences, regular public lectures, and round table discussions;

3.1.5 Nominating Fellows, Associate Fellows, Honorary Fellows, and recipients of EAS merit awards;

3.1.6 Strengthening links among constituent Fellows and between these Fellows and their respective Working Groups.

3.2 Promoting and Supporting EAS

3.2.1 Participating in the preparation of EAS strategic plan and annual work plan and budget;

3.2.2 Contributing to print and online publications, including newsletters, proceedings, journals, and the EAS web page;
3.2.3 Undertaking, in consultation with the Board and the Secretariat, any other activity that will promote the Academy and help it achieve its objectives.

3.3 Others

3.3.1 Preparing a detailed annual implementation plan for the Working Group in consultation with constituent Fellows;
3.3.2 Preparing activity reports and sharing them well in time;
3.3.3 Implementing decisions of the Board and the General Assembly, as appropriate, in collaboration with the Secretariat.

4. Formation and Composition of Working Groups

4.1 Fellows of each disciplinary constituency shall establish their respective Working Groups and elect their Chairpersons, Secretaries and any other officer(s) that might be required to execute their assigned duties;
4.2 The composition of the Working Groups shall, to the extent possible, ensure gender and disciplinary representation;
4.3 The Board shall endorse the membership of each Working Group;
4.4 The Working Groups shall be accountable to the disciplinary constituent fellows and the Board.

5. Term of Office and Service

5.1 Each member of the Working Group shall serve for a period of three years, and is eligible for re-election for another term;
5.2 At least one-third of the Working Group shall serve in the next term to ensure smooth transition;
5.3 Members of Working Groups and sub-committees of Working Groups shall serve on a voluntary basis;
5.4 Members who have served for two consecutive terms will be eligible for re-election after an interval of one-term after termination of their last service.

6. Meetings

6.1 The Working Groups shall hold general meetings of their respective constituent Fellows once a year to review performance reports, approve work plans and discuss any other programmatic and/or critical issues pertinent to the Group;
6.2 The Working Groups shall hold their regular meeting at least quarterly at a venue convenient to their members;

6.3 The quorum of both the Working Groups and their respective sub-committees shall be attained when a simple majority of members are present at the meetings;

6.4 Decisions and deliberations at the meetings of both the Working Groups and their sub-committees shall adhere to democratic principles and standard procedures;

6.5 The Working Groups shall submit a copy of the approved minutes of their meetings to the EAS Secretariat for archiving and references.

7. Financing of Working Group Activities

7.1 Source of Finance for Working Group Activities

The major sources of finance will be:

- Annual budgetary allocation by the Academy;
- Fund-raising by the Working Group and/or the Secretariat;
- Sponsorship or grants secured by the Working Groups;
- Income generated from activities of the Working Groups;
- Donations from EAS Fellows or other individuals and/or organizations outside the Academy.

7.2 Criteria for Allocation of Finance to Working Groups

The amount of annual financial resources to be made available for execution of the planned activities of a Working Group shall be determined by:-

- An annual work plan and budget approved by the Board;
- Financial resources mobilized by the Working Group;
- Capacity and commitment of the Working Group to lead and coordinate the implementation of its planned activities, including projects proposed;
- Availability of sufficient financial resources for the Academy to make the requested budgetary allocations for implementation of the Working Group’s planned activities.
7.3 Procedures for Financing Working Groups

7.3.1 All Working Groups of the Academy shall submit their activity plans together with the budget required to implement the plan;

7.3.2 The plans, including project proposals, shall be submitted to the Secretariat in the month of January preceding the next Ethiopian Fiscal Year (EFY) so as to be included in the Academy’s annual plan and budget proposal to be submitted to the Government and/or donors;

7.3.3 Working Groups shall have their proposals approved by the Board before they engage in any kind of resource mobilization or implementation of planned activities;

7.3.4 The approved budget shall be communicated to each Working Group in June of the outgoing EFY to enable the Working Group to commence implementation of its approved activities as of July 8 of the new Fiscal Year;

7.3.5 All financial resources, irrespective of whether budgetary allocations by the Academy or financial resources mobilized by the Working Groups, shall be centrally administered by the Secretariat as per the financial policy and procedures of the Academy;

7.3.6 The Secretariat shall effect payments from the approved Working Group budget only upon the signed request of the Chairperson or Vice Chairperson of the respective Working Group;

7.3.7 The Secretariat shall maintain an up-to-date financial record of the income and expenditures of each Working Group and communicate the financial statements to the Working Group on a quarterly basis;

7.3.8 The Secretariat’s annual financial statements for each Working Group shall be discussed and signed by representatives of each Working Group endorsing the statements.
8. Relations of Working Groups with Their Disciplinary Constituent Fellows

8.1 Each Working Group will have a General Assembly constituting of all Fellows whose specializations fall under that specific sector;

8.2 Constituent fellows of Working Groups shall elect a Chairperson, Vice Chairperson, a Secretary and a minimum of two ordinary members to establish a Working Group;

8.3 The Working Groups shall decide on issues of planning and reporting to be submitted to the Board;

8.4 The meetings of the General Assembly of the Constituent Fellows of each Working Group will be forums for discussion and approval of annual plans and reports. It will also be used to update the Constituent Fellows on the activities, achievements as well as other outstanding issues pertinent to the Working Group and the Academy in general;

8.5 Working Groups can co-opt non-Fellow experts as non-voting members if and when the need arises in relation to their activities.

9. Relations of the Working Groups with the Board

9.1 Each Working Group shall submit an annual work plan, proposed budget, and semi-annual and annual implementation reports to the Board via the Secretariat;

9.2 The Secretariat shall communicate timely feedback from the Board on the annual work plan, budget proposed, and activity reports to each of the Working Groups in writing;

9.3 A Working Group can launch an appeal to the next body after having resorted to amicably resolve its disagreement to the Board’s decision on the recommendations, proposals or actions of the Working Group;

9.4 Joint meetings of the EAS Officers, Chairpersons of the Working Groups and the Secretariat shall take place biannually (for discussions on budget and annual reports). These meetings shall be held within the fortnight that immediately precedes the meeting of the Board.

10. Relations of Working Groups with the EAS Secretariat

10.1 The Working Groups and the Academy’s Secretariat will have a functional relation whereby the Secretariat focuses on facilitating and supporting implementation of Working Group plans;

10.2 The Secretariat shall designate focal person(s) from its Officers to liaise between the Academy and the Working Groups;
10.3 The Secretariat shall allocate a specific room in the Academy’s Headquarters to serve as a common office for all the Working Groups (for meetings and other activities); and each of the Working Groups shall be allocated a separate locker to keep their documents and office equipment.

11. Networking and Partnerships

11.1 Working Groups are encouraged and expected to foster networking and partnership among themselves and with like-minded organizations;

11.2 Formal agreements and/or memoranda of understanding for activities or projects initiated by Working Groups shall be signed by the Secretariat; the Secretariat shall support implementation of the agreement in consultation with the Working Group;

11.3 Each Working Group shall serve as the technical arm of the Academy to review, evaluate and forward suggestions on documents related to the field of specialization of the Working Group (regarding proposals, reports, etc.);

11.4 Working Groups can speak on behalf of the Academy only when the President of the Academy delegates them to do so;

11.5 Working Groups can hold their own views on issues pertinent to their sectors. They have, however, to abide by the decisions of the Board or the General Assembly where it is found necessary to take a position at the level of the Academy.

12. Amendment

The Bylaws can be amended based on a request from at least two Working Groups and/or the Board and approval of the proposed amendment by the General Assembly.

13. Effective Date of the Bylaws

13.1 The Bylaws shall come into effect after they are approved by the General Assembly of the Academy;

13.2 Six original copies of the Bylaws shall be signed by the President of the Academy and bear the seal of the Academy; and each Working Group is entitled to receive one original document.

Signature: [Signature]

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