



BY-LAW Reference: XXXXX

Committees Appointed by the AfAS
Executive Committee

Terms of Reference Format

Background:

The African Astronomical Society (AfAS) was relaunched in March 2019 in Cape Town, South Africa. The Executive Committee of AfAS is mandated by the African Astronomy Community to help realise the Mission and Vision of the Society as well as achieve its strategic objectives as set out in the AfAS Constitution. The African Astronomical Society (AfAS) is mainly a professional astronomical society promoting research, human capital development and outreach through promoting and facilitating activities aligned with its Mission, Vision and associated Strategic Objectives. Thus, the Executive Committee appoints, at the beginning of its term of office every three years, Committees to assist it with the implementation of its long-term strategy and Annual Operating Plan. This **BY-LAW** outlines the format of the Terms of Reference to be followed by all Committees appointed by the AfAS Executive Committee as mandated in the AfAS Constitution.

The By-laws shall be read as supplemental to the Constitution and construed accordingly. Should there be any inconsistency between the Constitution and the By-laws, the Constitution shall, in all cases, prevail.

1. Introduction

AfAS manages its policies and procedures through its Constitution, which allows its Executive Committee (ExCo) to create and amend By-Laws covering, e.g., Membership fees, Awards, and Terms of Reference for Committees of AfAS. Changes made to the By-Laws by the Executive Committee must be communicated to all AfAS Members for their comments prior to approval. The By-Laws should clarify the operational interpretation of the Constitution and must not contradict it, nor the laws of the country that hosts the AfAS Secretariat.

2. Strategic Objectives of the Committee

This section outlines the key Strategic Objectives of a Committee in terms of the mandate given to it by the Executive Committee at its formation or renewal.

3. Duties of the Committee

The general operational activities that the Committee will implement to achieve its Strategic Objectives to be detailed here.

4. Membership

The appointment of Committee members and their tenure to be outlined within this section, details to include:

- Eligibility of members
- Nomination and selection process
- Number of Committee members
- Tenure of members including re-appointment
- Termination of membership prior to end of tenure.

- Appointment of Chair/Co-Chair/Deputy Chair (as required)

5. Meetings of the Committee

The processes for convening and reporting on meetings of a Committee include:

- Responsibility for arranging meetings
- Frequency of meetings
- Meeting duration
- Drafting and issuing of the Agenda and any associated documentation
- Compilation and issue of minutes
- Meeting Quorum
- Meeting attendance by members, including termination due to non-attendance

6. Annual Operating Plan (AOP)/Funding

Committee submission of its AOP, inclusive of its annual funding requirements, to follow the format as determined each year by the Secretariat.

7. Approval & Amendments to Terms of Reference

The Terms of Reference of a Committee, including any amendments, are to be approved by the AfAS Executive Committee. The process for any amendments to the Terms of Reference is to be specified.