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## **Constitution Review Working Group**

### **Terms of Reference**

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## **1. Background:**

The African Astronomical Society (AfAS) is now in its 5<sup>th</sup> year since its relaunch 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 a professional astronomical entity promoting research and associated infrastructure development, human capacity development and outreach through promoting and facilitating activities aligned with its Mission, Vision and associated Strategic Objectives.

At the AfAS General Assembly (GA) held in March 2022, it was resolved that the newly elected, incoming Executive Committee appoint an **“AfAS Constitution Review” Working Group**. This Working Group’s main task will be to critically review the current Constitution and recommend any proposed changes, if any, to the Executive Committee.

## **2. Objectives of the Working Group:**

- 2.1. To review the current Constitution of AfAS and determine whether it is aligned to the operations of AfAS.
- 2.2. To propose to the AfAS Executive Committee, any changes to the Constitution to ensure that the Constitution embodies the current realities of the Astronomy environment across the African continent.
- 2.3. To ensure that the Constitution, together with the proposed changes, facilitates the development of astronomy and its associated sciences across the African continent.
- 2.4. To ensure that the Executive Committee of AfAS is adequately empowered to perform its executive and management oversight roles.

## **3. Duties of the Working Group**

The Working Group will:

- 3.1. Engage with the Secretariat to obtain knowledge of the current operations of AfAS.
- 3.2. Review the current Constitution of AfAS to determine its relevance.
- 3.3. Invite inputs from the membership of AfAS, on the Constitution.
- 3.4. If appropriate, propose changes to the Constitution, with reasons, for consideration by the AfAS Executive Committee.
- 3.5. Complete the Review and submit any proposed changes, to the Executive Committee no later than 3 months from the date of the Working Group’s initial meeting.

## 4. Members

- 4.1. Members of the Working Group will be appointed by the AfAS Executive Committee, the selection process must ensure that there is an equitable representation of members relative to gender and the African Regions.
- 4.2. There will be 5 (five) members appointed to the Working Group.
- 4.3. All appointed members will be members of AfAS.
- 4.4. There will be no more than 1 (one) member from any country.
- 4.5. The Working Group will elect a Chair and Deputy Chair from amongst its members.
- 4.6. The Working Group will be dissolved once the Executive Committee has concluded its deliberations on the proposed changes.

## 5. Meetings of the Working Group

- 5.1. The Chair will convene meetings of the Working Group as and when necessary after considering the deadline for the completion of the Review.
- 5.2. The Secretariat, in consultation with the Chair and the other members of the Working Group, will arrange the meetings, and the duration of each meeting will be set by the Chair based on the agenda for a particular meeting.
- 5.3. The Secretariat, in consultation with the Chair of the *Working Group*, will draft the agenda for the meeting and issue the agenda no later than 1 (one week) prior to the meeting. The Secretariat will ensure that any documents that are required for any agenda items, will be issued together with the final agenda.
- 5.4. The minutes of each meeting will be drafted by the Secretariat who will have one of its members present at each meeting. The minutes of each meeting will be issued to all members no later than 1 (one) week after a meeting for review by the members. However, the Chair will be required to endorse the draft minutes prior to issue to all members.
- 5.5. The quorum for a meeting is 3 members. Members of the Working Group are expected to attend all its meetings.