

AQUACULTURE ASSOCIATION OF SOUTHERN AFRICA

CONSTITUTION

1. NAME

1.1 The name of the association is **Aquaculture Association of Southern Africa**. Hereinafter referred to as AASA.

1.2 Body Corporate: The Association shall:

- Exist in its own right.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

2. MISSION STATEMENT

Representation of members in the promotion and development of aquaculture as an economically sound and environmentally acceptable industry.

3. VISION

For aquaculture to contribute in a sustainable manner to the social, economic and environmental wellbeing of Southern Africa and its inhabitants.

4. OBJECTIVES

- 4.1 To promote the interests of aquaculture in Southern Africa.
- 4.2 To establish and maintain communication and cooperation amongst members of the Association.
- 4.3 To serve as a forum for debate on the opinions of members of the Association.
- 4.4 To generate, collect and disseminate information on aquaculture production and research findings to members.
- 4.5 To support or organize seminars, workshops and symposia which have a bearing on aquaculture production and research.
- 4.6 To procure funds and to apply such funds for the furtherance of the stated objectives.
- 4.7 To identify problems and opportunities and bring these to the attention of relevant organisations.

5. RESPONSIBILITIES

- 5.1 The development and maintenance of an interactive website.
- 5.2 To maintain an open newsletter service with quarterly circulation.
- 5.3 To maintain membership of the World Aquaculture Society.
- 5.4 To organize and present a bi-annual aquaculture conference.

5.5 To provide representation on behalf of members.

6. MEMBERSHIP

6.1 Membership is open to any person, partnership, corporate body or research organization interested in research, breeding, producing or marketing of aquaculture products.

Classes of membership are as follows:

6.1.1 Association Membership: is for aquaculture associations/societies. Membership is under the name of the associations/societies. Membership allows for one vote on AASA constitutional matters and for full benefits to subsidiary members in relation to the newsletter service and reduced registration at association congresses or workshops.

6.1.2 Corporate Membership: is for firms, companies, organisations and institutions. Membership is under the name of the firm, company, organisation or institution. Membership allows for one vote on AASA constitutional matters and for one benefit in relation to the newsletter service and reduced registration at association congresses or workshops.

6.1.3 Individual Membership: is under the name of the individual and allows the individual to cast one vote on association constitutional matters and to receive one package benefit in relation to the newsletter service and reduced registration at association congresses or workshops.

6.2 Application for membership must be done on a form prescribed by the elected council of AASA.

6.3 Applications must be accompanied by membership fees and other payments as decided upon by the AASA Council.

6.4 Upon joining AASA, members must commit themselves to the objectives as stipulated in the constitution.

6.5 Membership will be accepted, rejected or terminated at the discretion of the elected council of AASA in terms of the constitution.

6.6 Membership fees are due annually, payable in January as per Invoice. Additional voluntary obligatory fees can be instituted by a simple majority vote at a bi-annual general meeting or special general meeting of AASA.

6.7 The treasurer of the elected council is responsible for collection of fees and must notify members 30 days in advance of the due date.

7. THE ELECTED COUNCIL

7.1 The matters of AASA are managed by a council representing affiliated interest group and the Association's general membership (see section 6).

7.2 The council consists of a chairman, secretary, treasurer and voted or nominated representatives of affiliated associations. If deemed necessary, the services of a professional treasurer and secretary shall be acquired. The office bearers of the council will be made up of not less than five [5] or not more than fifteen [15] members.

7.3 The council may co-opt additional members.

7.4 Each member of the council has one vote and the chairman has a casting vote in addition to his/her deliberative vote.

- 7.5 The council is responsible for the promotion of the objectives of AASA as laid down in the constitution.
- 7.6 The secretary is responsible for the maintenance of minutes of all meetings of AASA and for attending to aspects of correspondence.
- 7.7 The treasurer is responsible for the keeping of accurate records of AASA finances, assets and liabilities and shall produce a set of audited accounts for the Bi-annual General Meeting.
- 7.8 The term of council will be for a period of two years.
- 7.9 Day to day management of AASA will be carried out by an executive comprising of the chairman, secretary and treasurer. Additional council members may be co-opted.
- 7.10 Nominations for council positions will be made by participating AASA organisations and the wider membership. Nominations for the additional two council members should be made at least 30 calendar days before the bi-annual general meeting. A postal vote will be made.
- 7.11 Affiliation to AASA can be achieved by applying to council for representation. Interest groups with common aquaculture goals and objectives (i.e. researchers/educators, crocodile producers, marron producers, mariculture) are to form succinct groups who can nominate representatives to council.
- 7.12 The chairman is responsible for chairing council meetings and also for attending to society matters in general.
- 7.13 Minutes will be taken at every meeting to record the council's decisions. The minutes of each meeting will be given to all council members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings by the next meeting of the council and thereafter be signed by the chairperson and the secretary.
- 7.14 Minutes of meetings must be kept safely and always be on hand for the members to consult.
- 7.15 The council has the power to buy, hire or exchange any property that is needed to achieve its objectives. The property shall be registered in the name of the organisation.
- 7.16 If the chairperson does not attend a meeting, then members of the council who are present choose which one of them will chair the meeting. This must be done before the meeting starts. There shall be quorum whenever such a meeting is held.
- 7.17 The council must hold at least one [1] meeting each year.

8. COMPOSITION OF AASA COUNCIL

- 8.1 The council may comprise:
- 8.1.1 Producer association representatives with voting rights - one representative from each affiliating organization.
- 8.1.2 Co-opted members without voting rights - one representative from service organisations such as: Government departments, Agricultural unions, Regional bodies.
- 8.1.3 One co-opted researcher representative with voting rights.
- 8.1.4 Two additional members with voting rights, without affiliation to above mentioned bodies, chosen through majority vote by all accredited AASA members at the bi-annual general

meeting.

8.2 The selection of council shall precede the bi-annual general meeting.

8.3 The period of time on which a member can serve on council is restricted to ten years.

8.4 A chairman and vice-chairman of council will be selected by simple majority vote involving accredited AASA Council members at the bi-annual general meeting.

8.5 Nominations for the chairman must be made by a council member. Candidates do not have to be members of the council but must be paid-up members of the Association.

9. BI-ANNUAL REPORT

The chairman and the treasurer shall present a report to the Bi-annual General Meeting of AASA.

10. FINANCES

10.1 For banking purposes, signatures by any two of the following officers shall be required: the chairman, treasurer or secretary or alternatives nominated by the council.

10.2 A membership fee structure will be determined by council on an annual basis

10.3 Affiliating association or corporate members will contribute an agreed annual affiliating fee to AASA.

10.4 Individual members of affiliating organisations can decide and be responsible for payment of membership fees to AASA.

10.5 Alternatively, affiliating organisations themselves can make payment on behalf of their members for such fees through a single group payment.

10.6 Profits made from joint activities with affiliating organisations will be shared by agreement between the parties concerned. (to qualify as “non profit organization”)

10.7 An auditor shall be appointed at the annual general meeting. The auditor’s duty is to audit and check the finances of the organisation.

10.8 The treasurer’s responsibility is to control the day to day finances of the organisation. The treasurer must also keep proper records of all the finances.

10.9 The organisation’s accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within nine [9] months after the financial year ends.

10.10 Investments. Any funds of the organisation may only be invested with a registered financial institution according to the laws of government.

10.11 The accounts and minute books of the AASA shall be open for inspection by any member on application.

10.12 The financial year of the organisation ends February.

11. ANNUAL GENERAL MEETING

11.1 The annual general meeting must be held once every year, within six months after the end of the financial year.

11.2 The annual general meeting should deal with the following:

- Agree to the items to be discussed on the agenda.
- Note those in attendance and apologies.
- Read and confirm the previous meeting's minutes with matters arising.
- Chairperson's report
- Treasurer's report
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General
- Closure

11.3 Special General Meeting

A special general meeting will be called if a minimum of 20% of currently paid up members request such.

12. VOTING PROCEDURES

12.1 A quorum at a general meeting shall consist of 20% of paid up members.

12.2 A quorum at a council meeting shall consist of 50% of council members.

12.3 Each accredited member has one vote.

12.4 Provision is made for postal votes subject to the notification of the motion to all the members. Acceptance of postal votes closes 30 days after the dispatch of the motion.

13. AMENDMENTS TO THE CONSTITUTION

13.1 The constitution can be amended by a resolution. Amendments to the constitution can only be implemented at a bi-annual general meeting or a special general meeting provided that all members are notified of the proposed amendments at least twenty-one [21] days prior to such a meeting.

13.2 Such amendments can only be implemented by a two-thirds majority of the meeting.

13.3 No amendments may be made which would have the effect of making the organisation cease to exist.

14. DISSOLUTION / WINDING UP

14.1 The organisation may close down if at least two-thirds of the members vote at a meeting convened for the purpose of considering such a matter, in favour of closing down.

14.2 When the organisation closes down it has to pay all its debts. If there is still property or money available, it should not be paid or given to the members of the organisation. It should be given in some way to another nonprofit organisation that has similar objectives. The general meeting of the organisation can decide which organisation this should be.