

CONSTITUTION
Of
POLITICAL SCIENCE ASSOCIATION

Preamble

Realizing the importance of political science in the political socio-economic development of the country, we the trustees of the Association do hereby adopt this constitution setting objectives and regulations of administration of the said Association whose purpose shall be the promotion of the study of political science, research, advocacy and policy dialogue.

Article 1: Name

The Association shall be known as the ‘Political Science Association’

Article 2: Principal Office

The principal office of the Association shall be located at the Department of Political and Administrative Studies, Chancellor College, University of Malawi or at such other place chosen by the Executive Council from time to time.

Article 3: Purpose

- 1) It shall be the purpose of this Association to contribute to political and socio-economic development of Malawi through promoting the study of Political Science, research, advocacy and policy dialogue.

Article 4: Political Neutrality

- 1) The Association is nonpartisan. It will not support political parties or candidates. It will not take positions nor commit its members to particular political positions not immediately concerned with its purpose.
- 2) Notwithstanding paragraph 1 above, the Association shall have the power of adopting resolutions or taking such other actions as it deems appropriate in support of academic freedom, and other freedoms by and within the Association and the political profession when in its judgment such freedoms have been clearly violated or threatened

Article 5: Objective

- 1) Promote greater utilization of political scientists as experts in the field of governance
- 2) Promote interchange among all institutions and individuals who analyse, study, teach, and contribute actively to the civic and political life in Malawi
- 3) Promote knowledge and understanding of local and international political affairs through teaching, workshops, discussion, conferences, and publications or such other means
- 4) Maintain and promote the status of political science as a noble profession
- 5) Safeguard the rights, and opportunities of its members in all matters affecting the profession
- 6) Encourage open debate and policy dialogue on political and public issues
- 7) Establish and foster closer relationship between political scientists and government officials, academic institutions, Civil Society, and the Media
- 8) Promote the study, research and publications related to but not limited to Malawi politics
- 9) Promote activities of associations of Political Science students in education institutions in Malawi.

Article 6: Membership (2013 amendment)

- 1) Membership shall be open to individuals and institutions that subscribe to the purpose and objectives of the Association
- 2) The Executive Council may approve or reject an application for membership in its discretion.
- 3) The Executive Council shall have the right to terminate membership provided that the concerned member shall be given the right to be heard before the final decision is made
- 4) Individual membership shall be classified as ‘Premium membership’, ‘Associate membership’, and ‘Honorary membership’
 - 4.1 Premium membership shall be open to persons who subscribe to the ideals and objectives of the Association. Such an individual shall be entitled to all the privileges of membership of the Association except holding positions in the Executive Council where limitations stipulated in this constitution apply.
 - 4.2 Associate membership shall be open to all undergraduate students who to subscribe to the ideals and objectives of the Association. Associate members shall be entitled to

all the privileges of membership of the Association except holding positions in the Executive Council.

4.3 Honorary membership: the Executive Council shall have power to confer honorary membership to distinguished members of the society both local and international. Such members shall enjoy all the privileges of membership to the Association except holding positions in the Executive Council.

- 5) The institutional membership shall be open to all non-partisan institutions that subscribe to the ideals and objectives of the Association. A representative an institutional member shall have voting rights but can not by virtue of being a representative hold position in the Executive Council.
- 6) Membership shall commence upon successful application and payment of membership fee as may be determined from time to time by the Executive Council and approved by the General Assembly
- 7) Membership shall be renewable annually upon payment of subscription fee as may be determined by the Executive Council and approved by the General Assembly

Article 7: The Patron

- 1) There shall be a patron of the Association who shall be appointed by the Executive Council
- 2) The office of the patron shall be advisory and the patron shall be responsible for offering guidance to the Association and shall at all times endeavour to promote the cause and objectives of the Association
- 3) The patron shall hold office for renewable two years terms provided that the Executive Council shall have powers to remove the patron from office at its own discretion whilst providing reason in writing for such action. The entire membership shall also be informed of the decision made the Executive to remove the patron in writing.

Article 8: Executive Council

- 1) The Executive Council shall include the following officers: the President, Secretary General, Publicity Secreatry, Treasurer, and three Councilors.

- 2) The Executive Council shall have charge of the general interests of the Association subject to the existing laws or such instructions as it may receive from the General Assembly or any special meeting of the Association. It may enact by-laws, appropriate money and appoint committees (and those to chair them) with appropriate powers. It shall have general responsibility for the publications and conference programmes of the Association including appointing of a member to chair the planning of the Annual meeting, and in general possess the governing power in the Association except as otherwise specifically provided for in this constitution.
- 3) The Executive Council shall have the powers to fill vacancies in its membership occasioned by death, resignation, removal from office or failure to elect such appointees to hold offices until elections are held at the next annual general assembly.
- 4) The Executive Council shall hold at least one meeting in each calendar year. The meetings of the Council may be called by the President or upon written request of any three members of the Executive Council. Notice of a meeting of the Council may be given by mail, phone, fax or email at least three days prior to the date fixed for such meeting, provided always that such meeting may be held without notice if all members of the Council are present.
- 5) Notwithstanding paragraph 4 above, the Executive Council may hold an extraordinary meeting to deal with any matter which it considers to be extremely urgent, the notice of which shall be no less than 12 hours.
- 6) The duties and powers of members of the Executive Council shall be as follows:
 - 6.1 The president is the principal administrative officer of the Association and shall report to the Executive Council and the membership. Among the president's powers are those to make appointments to the committees in consultation with the Executive Council on behalf of the Association. S/he in consultation with Publicity Secretary, shall have the power to speak on behalf of the Association. The president shall preside at the meeting of the Executive Council and have powers and duties of management vested in the office president together as may be prescribed by the Executive Council or the Association's by-laws.
 - 6.2 The Secretary General shall be responsible for implementation of plans and policies approved by the Executive Council for the accomplishments of the Association's

objectives and upon shall be responsible for their administration. He/she shall be advisor to the appointive committees in their work. She/he shall be responsible for all official correspondence of the Association. The Secretary General shall keep and maintain or cause to be kept and maintained adequate and correct accounts of the properties and official transaction of the Association. She/he shall make an annual report to the council and to general assembly.

6.3 The Publicity Secretary shall be responsible for public relations function of the association. S/he, in consultation with the president, shall be responsible for speaking on behalf of the Association. He shall be responsible for such duties aimed at presenting the image of the Association and all other duties as shall be assigned by the Executive Council and the General Assembly.

6.4 The Treasurer shall be responsible for the financial affairs of the Association. The treasurer shall be responsible for formulating annual budgets and preparing financial reports of the Association. The treasurer shall submit the annual budget to the Executive Council for approval. The treasurer shall present annual financial statement to the Executive Council and to the membership at the Annual General Assembly; and any other duties that may be assigned by the Executive Council or the General Assembly.

6.5 The three Councilors will be responsible for any other duties as may be assigned by the Executive Council or the general assembly.

Article 9: Election of the Executive Council and tenure of office

- 1) All members of the Executive Council shall be elected during the Annual General Assembly through plurality system where the winner shall be determined by absolute majority of 50% + 1 of the votes cast
- 2) The President, General Secretary, Publicity Secretary, Treasurer, and three Councilors shall serve in their respective offices for a maximum of two terms of two years each.

Article 10: Vacancy in the Executive Council

1. The offices of the President, Vice President, General Secretary, Treasurer, and three Councilors shall fall vacant when the holder of the office resigns, fails to renew her/his

membership of the Association, dies, is declared bankrupt, is grossly incompetent, or seriously violates the professional ethics as stipulated in the code of conduct of the Association

Article 11: General Meetings

- 1) There shall be an Annual General Assembly whose Quorum shall not be less than half of the eligible voting members of the Association
 - 1.1 The Annual General Assembly shall be held each year in the month of March to review the work of the preceding year and elect officer bearers for the ensuing year
 - 1.2 The Executive Council shall call the meeting of members specifying in its notice calling for such meeting date, time, place, and agenda of the Annual General Assembly
 - 1.3 All meeting shall be held in Malawi at such times and places as the Executive Council shall determine
 - 1.4 An annual general assembly shall be called by at least 30 days notice in writing, email or by placing such notice in the local media, and on the Association's website

2. There shall be a Mid-Year Review Assembly whose quorum shall be no less than 25 percent of voting members of the Association.
 - 2.1 Mid-Year Review Assembly shall be held each year in the month of September to review the progress of business of the Association in the preceding half of year.
 - 2.2 The Executive Council shall call the meeting of members specifying in its notice calling for such meeting date, time, place, and agenda of the Mid-Year Review Assembly.
 - 2.3 A Mid-Year Review Assembly shall be called by at least 30 days notice in writing, email or by placing such notice in the local media, and on the Association's website

3. The Executive Council or any number of members not less that 10% of the voting members jointly requesting the Executive Council may call for an Extra-Ordinary General Assembly to transact urgent or special business of the Association

3.1 The Extraordinary General Assembly shall be called by at least 14 days notice in writing by placing such notice in the local media, emails, phone, and any other means specifying the date, time, place, and the agenda

3.2 A quorum for the extraordinary meeting shall be 25% of all eligible voting members.

4 At all Annual General Assemblies, Mid-Year Review Assemblies or Extra-Ordinary General Assemblies, accredited members may attend and vote on basis of one vote per individual or institutional member.

4.1 In the event of the meeting being equally divided, the President may call a further meeting or shall exercise a casting vote at his decision.

4.2 A resolution put to vote at the Annual General Assembly shall be decided by secret ballot.

4.3 For election of Executive Council, members may vote through e-mail, text message, letter, or fax at least 48 hours before the meeting at which the vote shall be cast.

4.4 No individual/institution shall be entitled to vote at any meeting unless all sums presently payable by him/her to the Association by the time of the meeting have been duly paid in full.

Article 12: Indemnity

- 1) In the event of any prosecution commenced against any office bearer of the Association for any decision done in proper discharge of his/her duty, such a person shall be defended and indemnified by and at the cost of the Association for all damages, costs, and expenses which may result from such prosecution and property and funds of the Association may be applied for such purpose

Article 13: Amendments

- 1) This constitution may be amended by the Association at the Annual General Assembly or Extraordinary General Assembly by two-thirds majority of all voting members present at such Annual General Assembly or Extraordinary General Assembly

Article 14: Notices

- 1) A notice given under this Constitution by the Association to any member shall be in English and in writing and sent by ordinary mail, or by electronic mail, by hand delivery, any other recognized mail such as courier, or telex to the member at his/her last address in Malawi or such address, representative or telephone number as may be notified by that member

Article 13: Common Seal

- 1) The Association shall have a common seal of the trustee under Trustees Incorporation Act of the laws of Malawi, which shall bear the name of the Association
- 2) The common seal shall be securely kept under the custody of the secretary to the Executive Council
- 3) The common seal shall be not fixed to any instrument except to deed and other documents required by law to be executed by the Association under seal and shall be so affixed and such documents shall be signed by the President and the Secretary General

Article 14: Dissolution

- 1) The Association may be dissolved by a decision of two-thirds of the registered voting members of the Association at an Annual General Assembly
- 2) If upon dissolution of the Association there remains, after paying off its debts and liabilities, any assets or property or cash, the same shall be given or transferred to some other Association having objectives similar to the objectives of the Association or to any charitable organization to be determined by the members at or before the time of dissolution.