

The Rwanda Association of Environmental Health (RWAEH) Overseas Working Group

The Constitution of the Rwanda Association of Environmental Health (RWAEH) Overseas Working Group

1. Name of the Association

The Association shall be known as ***Rwanda Association of Environmental Health Overseas Working Group***.

2. Aims of the Association

To promote and support the furtherance of Environmental Health in Rwanda, in particular through the environmental health course at Kigali Health Institute and through the Rwanda Association of Environmental Health.

3. Membership

(1) Membership of the Association shall be open to:

- (i) individuals (over the age of 18 years) who are interested in furthering the work of the Association and who have paid any annual subscription laid down from time to time by the Executive Committee, and
- (ii) any body corporate or unincorporated association that is interested in furthering the Association's work and has paid any annual subscription (any such body being called in this constitution a "member organisation").

(2) Every member shall have one vote.

(3) Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Association; and may appoint an alternative to replace its appointed representative at any meeting of the Association if the appointed representative is unable to attend.

(4) Each member organisation shall notify the name of the representative appointed by it and of any alternative to the secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.

(5) The Executive Committee may unanimously and for good reason terminate the membership of any individual or member organisation: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Membership shall be open to all, irrespective of their race, colour, ethnic or national origin, sex, appearance, marital status, disability, sexual orientation or religious belief.

5. Membership Fee/ Subscription

All members shall pay an annual fee to be determined at the Annual General Meeting and a joining fee to be determined at the Annual General Meeting.

6. Executive Committee

- i. The Committee shall be elected to carry out the business of the Association.
- ii. It will be made up of a Chairperson, Vice Chair person, Secretary, Treasurer plus 10 members.
- iii. The Committee members shall meet as necessary during a calendar year to carry out its work and duties given to them by the Annual General Meeting and meetings of the Committee.
- iv. The Minutes of Committee meetings shall be available to all members of the Association.
- v. Vacancies on the Committee that arise during the year shall be filled by elections at the Annual General Meeting.

7. The Annual General Meeting

- i. There shall be an Annual General Meeting held once every year at which the Committee will report on its work, present a statement of accounts, and then resign.
- ii. The AGM shall elect a new Committee and vote on recommendations and on any amendments to the constitution.
- iii. Nominations for the Committee should be given to the Secretary not less than 14 days before the AGM; however if no nominations are received for posts or general member positions, nominations can be accepted at the AGM.
- iv. The Secretary will notify all members of the date of the meeting not less than 14 days before the AGM.

8. Other General or Ordinary Meetings

- i. A Special General Meeting open to all members will be held if 25% of members or more submit in writing, to the Secretary, a request for such a

meeting. The Secretary shall arrange for the meeting to take place within 14 days.

ii. The Secretary will notify the date of all Meetings not less than 5 days before the meeting.

9. Quorum

i. No Special General Meeting or Annual General Meeting shall be valid if fewer than 5 or more of members are present.

ii. No Executive Committee Meeting shall be valid if fewer than 5 members of the Executive Committee are present.

10. Voting

i. Voting at Meetings shall be by a show of hands, unless otherwise resolved.

ii. A simple majority of votes shall prevail.

iii. In the event of equality of votes, the Chairperson of a meeting shall have a second or casting vote.

11. Financial Records

i. The Treasurer shall open a bank account in the name of the Association. The account shall have two signatories, nominated by the Committee [one to be the Treasurer].

ii. The Treasurer shall keep proper financial records and produce annual accounts, which will be presented at the AGM.

iii. The Treasurer shall submit the accounts for audit at the end of each financial year.

12. Changes to the Constitution

i. The Constitution may be altered at an Annual General Meeting or at a Special General Meeting.

ii. Any suggested changes must be handed to the Secretary at least 14 days before the AGM.

iii. Changes must be agreed by 75% of the members present at the Annual General Meeting or at a Special General Meeting .

13. Dissolution

i. The Association may only be dissolved at a Special General Meeting called for that purpose. The meeting must be advertised 14 days before the date of the actual meeting.

ii. A proposal to dissolve the Association shall take effect only if agreed by 75% of the members whether present or not.

iii. Funds and possessions will be disposed of according to the wishes of the meeting or as contained in the rules.

ENDS