



IEA AFRICAN EPIDEMIOLOGICAL ASSOCIATION INTERNAL REGULATIONS/BY-LAWS

1. Nature

The IEA African Epidemiology Association (IEA-AEA) is a Regional structure of the International Epidemiological Association, established in accordance with article 6 of the IEA By-laws.

2. Aims

Within the aims and objectives of the IEA encompassing, according to Article 1 of the Constitution, "the development and use of epidemiological methods in all fields of health", the aims of the IEA - African Epidemiology Association are in particular to facilitate communication among epidemiologists in Africa, to improve the quality of epidemiological research, to update ethical standards and credentials for epidemiology, and to foster the use of epidemiological research the domains of public health and of clinical medicine.

These aims are pursued by organizing IEA - African Epidemiology Association meetings, focused seminars and workshops, training and educational programmes and by offering consulting aids and support in areas of Africa with special needs.

The "Federation" type of structure explicitly recognizes the dynamic role of epidemiological societies active within Africa and intends to promote their collaboration within the IEA framework.

3. Composition

The IEA - African Epidemiology Association is composed of those epidemiological societies in Africa which voluntarily adhere to it.

4. Members and voting rights

Members of each affiliated society are *ex officio* members of the Association. They concur to the election of the IEA - African Epidemiology Association officers (Paragraph 7) via the organs of their society, which they in turn elect.

In addition, members of the Association resident in the African region who are also individual members of IEA vote for the election of the IEA Councillor for Africa, according to IEA constitution and by-laws procedures, and have right to vote at the business meetings.

The IEA - African Epidemiology Association is composed of those epidemiological societies in Africa, which voluntarily adhere to it.

The Board of the IEA - African Epidemiology Association may consider formation of IEA - African Epidemiology Association national Chapters where there is no national Society provided there are at least 5 IEA members on good-standing. These national chapters will be dissolved if a National Society is formed in that country.

5. Business meetings

IEA - African Epidemiology Association business meetings shall be held at the IEA African meetings, and not less frequently than every three years.

An announcement of an IEA-African Epidemiology Association meeting shall be made to the African members of the IEA and to the national societies within the Association at least 120 days before the scheduled date. The business to be transacted shall include the Officers' reports and any other items accepted by a majority of the present members and voting.

Special business meetings may be convened at any time by the IEA Councillor for Africa or a majority of the Board. Notice of this meeting shall be sent to the voting membership at least 70 days before the scheduled date for the meeting.

Motions are passed by a simple majority of members present and voting. At special business meetings at least 10% of all African IEA members must be present to pass a motion. Motions may also be passed by a mailed ballot among African members of the IEA by simple majority. One month should be allowed for the voting.

6. Board

6.1 The Board of the IEA African Epidemiology Association is composed of following members:

- The IEA Councillor for Africa,
- One representative of each affiliated society
- The IEA Executive Council members if resident in Africa (if any).
- Immediate Past IEA Councillor for Africa
- One early career epidemiologist (without voting rights)
- One representative of each country with a national chapter (without voting rights)
- The Chief Editor of the African Journal of Epidemiology (without voting rights)
- The Board may co-opt upto 3 members without any voting right.
- Organisations who are interested in Epidemiology and working in Africa (such as INCLEN, INDEPTH, WHO) will have observer status and will be represented by one representative without any voting right.

6.2 The IEA Councillor for Africa is the chairman of the IEA African Epidemiology Association Board

6.3 The representative of an affiliated society is designated by the society among its IEA members who are also current officers of the society.

6.4 The Board elects three officers among its members, namely the secretary, treasurer and the vice-chairman. The term of office is 3 years.

7. Voting

All voting at business meetings and in the Board will be taken at a simple majority of members present and voting.

8. Funding

Funds of IEA AEF are composed of:

- Funds from the IEA councillor's budget.
- Income gained through activities of the IEA African Epidemiology Association. Societies who join the Association contribute financially to the joint activities as agreed on an ad-hoc basis.
- Membership fee as retained by IEA

Financial liability of the joint societies is limited to the contributions agreed on in advance.

9. Conduct of affairs

The treasurer is responsible for financial matters related to the IEA income. The account and the budget have to be submitted to the IEA treasurer for approval and presented to the members at the general business meeting.

At every business meeting an activity report and plans for the next term are presented to the members for approval. The IEA African Epidemiology Association Chairman will present the approved activity report and plan to the IEA Executive Committee.

The treasurer presents the account and budget for the next year (or 2 years) at the

general business meeting.

10. By-laws

By-laws for the conduct of the affairs of the Association shall be made and/ or amended by a simple majority vote at a general or special business meeting of the organisation or by at least a two-thirds majority of all elected Board members.

1st adopted: Calabar, Cross River State, Nigeria: 13 March 2012
Amended at Abuja, Federal Capital Territory, Nigeria: 13 June 2013
Amended at Yaoundé, Cameroon: 04 June 2014

BY-LAWS

1. IEA-AEA CHAPTER

Preamble

Section 3 of the IEA African Epidemiology Association constitution states '*The IEA African Epidemiology Association is composed of those epidemiological societies in Africa which voluntarily adhere to it*'. However, it is often difficult to start a full-fledged national society in a number of countries. As IEA - African Epidemiology Association do not enroll any members, the only option available for aspiring members is to join IEA directly, which is often expensive. As a result it is proposed that IEA - African Epidemiology Association considers formation of IEA - African Epidemiology Association national Chapters where there is no national Society.

1. It shall be competent for the IEA - African Epidemiology Association to allow the formation of national chapter of the Organization in such other manner as may be desirable.
2. Such chapters may be allowed powers or independent action in local matters provided that such action is not in conflict with the general policy and the rules of the Organization.
3. Such chapter will be allowed to charge additional fees subject to approval of the IEA - African Epidemiology Association Board.
4. Such chapters shall elect a Steering Committee consists of a Chairperson, an Honorary Secretary/Treasurer, and 2 members annually at the annual general meeting of the chapter which shall be held prior to the annual general meeting of the IEA-AEA.
5. Reports of local action taken shall be submitted by the Honorary Secretary/Treasurer of the chapter to the Honorary Secretary and/ or Treasurer of the Organization.
6. Each chapter shall have a minimum membership of five full members.
7. The Chapter will be dissolved if a National Society is formed in that country.

Yaoundé, Cameroon: 04 June 2014