

## Japan Society for Africa Educational Research Bylaws

### Article 1. Name of the Organization

The name of this organization shall be changed to Japan Society for Africa Educational Research from Africa Educational Research Forum.

### Article 2. Executive Office

The executive office is established at an institution where the President belongs or at an institution appointed by the President.

### Article 3. Purposes

The Forum aims to contribute to the development and promotion of the field of Africa Educational Research and to advance studies and fieldwork about African education through regional and international networks and collaborations among the members.

### Article 4. Activities

In order to accomplish the aforementioned purposes, the Forum engages in the following activities:

- 1) Studies and fieldwork about education in and around SSA
- 2) Hosting conferences for research presentations
- 3) Publishing 'Africa Educational Research Journal'
- 4) Other duties essential to accomplishing the purpose of the Forum

### Article 5. Membership

1. The forum shall consist and be organized by the below members.
  - 1) Regular members: individuals who support the purpose of the Forum
  - 2) Student members: graduate and undergraduate students who support the purpose of the Forum
  - 3) Special members: individuals who are given rights of membership without payment of membership dues in case of special circumstances
2. The Board of Directors can approve individuals who support the purpose of the Forum and fulfill the following conditions as special members.
  - 1) Individuals who were regular or student members and work outside Japan. (including undergraduate and graduate students)
  - 2) Individuals over 65 years who were regular members and do not take a full-time position.
  - 3) Individuals who are approved exemption of the membership dues by the Board of Directors due to special circumstances

### Article 6. Membership dues

1. Members are responsible for annual membership dues: ¥5,000 for regular members, ¥2,000 for student members, free for special members. Membership dues are non-refundable.
2. The Advisor shall be exempt from membership dues.

#### Article 7. Entitlement of Membership

1. Members are entitled to:
  - 1) submit a paper to 'Africa Educational Research Journal'
  - 2) apply for presentations at academic meetings organized by the Forum
  - 3) participate in studies, fieldwork and other activities sponsored by the Forum
2. A person who defaults in payment of the membership dues shall be suspended entitlements written in clause 1.

#### Article 8. Admission and withdrawal

1. Individuals may become members by following the designated procedures for application and receiving approval from the Board of Directors.
2. Membership shall expire when:
  - 1) the person submits a notice of withdrawal to the President.
  - 2) annual membership dues in arrears for that year is unpaid.
  - 3) the Board of Directors decides to terminate the membership of members who act with malice and/or inflict damages to the Forum.
  - 4) the person dies.
3. A person who withdraws by reason of clause 2. 1) must pay membership dues completely until the year of withdrawal.
4. A person who withdrew by reason of clause 2. 2) can apply re-admission by following the procedures written in clause 1.

#### Article 9. Administrative Board

1. The Administrative Board shall be composed of the following officers:
  - 1) President (1)
  - 2) Vice President (1)
  - 3) Executive director (1)
  - 4) Administration officer (about 12 including President, Vice President, and Executive director)
  - 5) Advisor (few)
  - 6) Secretary (few)
  - 7) Auditor (2)
2. The Administrative Board shall be elected for a term of two years and may be re-elected for multiple terms.

#### Article 10. Election of the Administrative Board

1. The Administration Officers shall be elected from regular members.
2. The President, the Vice President, and the Executive director shall be elected by the members of the Board of Directors.
3. The Advisor shall be as a person who has provided special distinguished service to the Forum, elected by the Board of Directors and appointed by the President.
4. Upon decision by the Board of Directors, the President shall appoint the Secretary.
5. Upon election by the Board of Directors, the President shall appoint the Auditor.

#### Article 11. Responsibilities of the Administrative Board

1. The President shall represent the Forum, superintend the programs of the Forum and act as chairperson of the Board of Directors.
2. The Vice President shall assist the President. If a vacancy by the President occurs for any reason, the Vice President shall perform duties usually retained by the President.
3. The Executive director shall assist the President and the Vice President, superintend the programs of the Executive Office and perform daily affairs for the Forum.
4. The Administration Officers shall constitute the Board of Directors and discuss certain matters involving reforming the Bylaws and the management of the Forum, etc.
5. The advisor shall give advice to the President on important questions about the management of the Forum.
6. The Secretary shall assist the Executive Director mainly in finances and accounting of the Forum.
7. The Auditor shall audit the Forum's financial statements.

#### Article 12. Management of the Forum

Management of the Forum is based on the Bylaws. The Board of Directors shall administer the Detailed Provision.

#### Article 13. Meeting

1. The Board of Directors decides and approves matters as below.
  - 1) Plans and results of activities
  - 2) Budget and settlement, financial report by Auditor
  - 3) Election of the Administrative Board
  - 4) Amendment of the Bylaws
  - 5) Others
2. The President shall report decided matters by the Board of Directors at the Annual Membership Meeting.
3. The Annual Membership Meeting holds a regular meeting in each calendar year.

#### Article 14. Finances and Accounting

1. The management and activities of the Forum shall be funded by:
  - 1) Membership dues

- 2) Income associated with activities
  - 3) Donation
  - 4) Other additional income
2. The Forum's financial and accounting records shall begin on April 1 of the current year and end on March 31 of the following year.
  3. The executive director is responsible for the finances and the accounting of the Forum.
  4. The financial report provided by the Auditor, shall be approved by the Board of Directors.

Article 15. Award Provision

Academic award provision shall be prescribed separately.

Article 16. Amendment of the Bylaws

These Bylaws shall be amended upon approval by the Board of Directors. The amendment shall be reported at the Annual Membership Meeting.

Supplementary Provisions

1. The Bylaws shall be effective from April 18, 2008.

Supplementary Provisions (Amended on April 12, 2019)

The Bylaws shall be effective from April 12, 2019.