Constitution

1. NAME

The name of the association shall be the Namibia Educational Research Association, hereinafter referred to as the Association and abbreviated as NERA.

2. NATURE OF THE ASSOCIATION

The Association shall be a non-profit-making, professional organisation concerned with the promotion of educational research in Namibia.

3. AIMS

- To encourage, coordinate and facilitate research on education
- To identify research areas and priorities, paying special attention to current problems of significance to education in Namibia
- To publish and facilitate the publication of materials contributing to the advancement of educational research in Namibia
- To maintain a database of educational research in Namibia
- To promote the application of research findings to educational policies
- To provide for the exchange and dissemination of educational research by holding conferences, seminars and workshops.
- To encourage the development of research capacity and promote a culture of research in educational establishments
- To promote networking among individuals and institutions engaged in educational research
- To cooperate with other bodies, both national and international, with similar aims as the association.

4. MEMBERSHIP

Membership can be either individual or institutional

There shall be four categories of membership

**Full membership**

*Full membership shall be open to those individuals with an interest in educational research. Full members will pay an initial registration fee on first joining and an annual subscription fee*

**Associate membership**

*Associate membership shall be open to students and other persons interested in receiving publications and attending conferences of the Association. Associated members shall pay a reduced annual subscription fee and will have no voting rights*

**Institutional membership**

*Institutional membership shall be open to institutions and associations interested in educational research. Institutional members will receive two copies of publications and have two votes at general meetings. Institutional members will pay an initial registration fee on first joining and an annual subscription fee.*

**Honorary membership**

*Honorary membership shall be conferred on persons who have made outstanding contributions to the field of educational research in Namibia. Honorary membership shall be conferred on such persons at the AGM of the Association at the recommendation of the Executive Committee. Honorary members will not pay a subscription fee.*

The amount of the registration fee and annual subscription shall be determined by the Executive Committee each year.

The Executive Committee may suspend the membership of any person who fails to pay the annual subscription fee.

The financial year of the Association shall be from 1 January to 31st of December.
5. THE EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of nine elected members: six office bearers and three ordinary members.

The office bearers shall consist of Chairperson, Vice-chairperson, Secretary, Vice-Secretary, Treasurer and Editor.

The Executive Committee shall be elected by the annual general meeting and shall hold office for one year. Members of the Executive Committee shall be eligible for re-election.

Any vacancies on the Committee occurring during the course of the year shall be filled by the Committee until the next annual general meeting of the Association.

The Committee shall have the power to co-opt additional members.

The quorum for a properly constituted meeting of the Committee shall be not less than four elected members.

The committee shall meet at least eight times during the course of the year.

The responsibilities of the Committee shall be:

- To ensure that the aims of the Association are carried out;
- To formulate any necessary regulations within the framework of this Constitution. Such regulations shall be submitted to a general or special meeting of the Association for ratification and/or modification;
- To administer the funds of the Association: accepting donations and grants on behalf of the Association; opening bank and investment accounts; establishing regulations on fees payable by members; keeping proper books of accounts; presenting annual estimates and audited accounts;
- To supervise the publishing activities of the Association;
- To arrange and assume responsibility for conferences and meetings of the Association;
- To liaise and cooperate with other professional bodies with similar aims and interests.

6. MEETINGS

Notice of each general meeting of the Association shall be sent to members not less than 21 days prior to the date of the meeting. The notice of the meeting shall give the purpose, time and venue of the meeting.

The Annual General Meeting of the Association shall be held during the month of February each year.
The Agenda for the Annual General Meeting shall include:

- Confirmation of the minutes of the previous general meeting.
- Presentation of the chairpersons report
- Consideration of the audited accounts for the previous year
- Election of the Executive Committee
- Appointment of auditors
- Such other matters which have been submitted to the Secretary at least one week before the meeting or have been raised by the Executive Committee
- Any other business, with the approval of the Chairperson

Special General Meetings of the Association may be called at any time by:

- at least one quarter of the voting members;
- the Executive Committee
- in the absence of a quorum of the Executive Committee, by the Chairperson.

The quorum for the Annual General Meeting and for Special Meetings shall be a quarter of the total registered voting members. If, after the first attempt to conduct the Annual General Meeting, there is still no quorum, those present shall constitute a quorum.

7. AMMENDMENT OF THE CONSTITUTION

The Constitution of the Association may be amended by a two-thirds majority of the members present at a general meeting or a special meeting summoned for this purpose. Full notice of the proposed amendments shall be provided to all members at least 21 days before the meeting which is to consider the amendments.

8. DISSOLUTION OF THE ASSOCIATION

The Association may be dissolved by a three-quarters majority of the members present at a meeting of the Association specifically called to consider the dissolution. Full notice of the proposed dissolution shall be provided to all members at least 21 days before the date of such a meeting. All assets and liabilities of the Association shall be disposed of according to the wishes of the members present at that meeting.