EMERGENT AFRICA
SCIENCE TECHNOLOGY PROFESSIONAL COMMUNITY

Emergent Africa

Fellowship Handbook & CONSTITUTION

Membership rules and regulations and the organisational constitution





REVIEW COPY

Source edition 2.1.1.0

emergentafrica.org

How this handbook takes effect

This handbook brings together fellowship practice, membership regulations and the constitution. It explains how applications are assessed, how members participate and how the organisation makes and records decisions.

Authority and publication status

This review copy revises the supplied edition’s membership and fellowship wording. Page 32 contains the adoption record for the supplied edition. Approval of the revisions can be recorded separately by Emergent Africa’s authorised governing body.

Part Three is constitutional text, not a certified copy of an existing registered constitution. Before issue to Fellows as operative rules, the adopting body must reconcile it with the organisation’s actual registered name, legal form, governing instrument and jurisdiction. This document does not establish incorporation or charitable status.

Priority	Governing document
1	Applicable law and binding regulatory requirements
2	The organisation’s registered or otherwise legally controlling governing instrument
3	This constitution, once validly adopted and aligned with that instrument
4	Adopted membership regulations, this handbook and published programme terms

Controlled edition

Document code EA-FH-001. Prepared 5TH October 2024. Policy owner: the Secretariat. Approving authority: the lawfully constituted governing body. Review: within twelve months of adoption and earlier when law, governance or membership arrangements change.

Terms granted in a valid admission letter remain effective unless lawfully varied. Read this handbook with the current membership schedule and the terms confirmed in your admission letter.

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Welcome to the fellowship

Welcome to Emergent Africa. The fellowship brings together people whose work contributes to science, technology, research and enterprise, with an African focus and international participation. Membership works best when recognition is supported by useful participation, responsible conduct and records others can verify.

This handbook explains what your membership means, how to use your designation, how to contribute and how to raise a concern. Read the membership sections first, then the conduct rules. The constitution explains how decisions are made and how those making them are held accountable.

Your first thirty days

When	Action
On receipt	Check your name, grade, number, effective date and validity against the admission letter. Report any mismatch before using the credential.
Within 7 days	Confirm acceptance as directed in your admission letter. Choose whether to publish your biography, photograph and professional link.
Within 14 days	Confirm that the official verification record matches the issued documents and save your handbook and membership records.
Within 30 days	Identify one learning or service interest, update your conflict declaration and respond to an orientation invitation where offered.

Finding support

Contact the Secretariat through the official correspondence channel on your admission letter or through emergentafrica.org. Include your full name, membership number and a short description of the issue. Use the escalation routes on page 30 for sensitive concerns.

Fellowship is a professional membership grade. It does not by itself create an employment relationship, academic award, professional licence, immigration entitlement or authority to act for Emergent Africa.

Purpose and member benefits

Purpose

Emergent Africa’s fellowship is intended to support the quality, visibility and practical use of scientific and technological work. It provides a setting for professional exchange, responsible recognition and contributions that address identifiable needs in Africa and beyond.

The core member package

- An official admission letter and fellowship certificate stating the admitted grade and recorded effective date.
- A unique membership number and an official method of confirming current standing.
- A digital membership card and fellowship badge, issued from the same member record.
- A professional directory entry, including optional biography and photograph only where the Fellow agrees.
- This handbook, membership notices and access to the member services expressly included in the published schedule.

Opportunities to participate

Fellows may express interest in professional discussions, mentoring, knowledge sharing, events, working groups and other announced activities. Each activity notice states availability, eligibility and capacity. The Secretariat must confirm a benefit before advertising it.

Separate decisions and honest expectations

Fellowship does not guarantee publication, a grant, employment, a contract, a speaking engagement, a judging or editorial appointment, or an award. Each has its own criteria and decision process. Sponsors and donors receive no preference in selection or assessment.

Information about journals, partners, events and membership numbers must be supported by current records. The organisation must describe its own status accurately and must not imply accreditation, royal patronage or endorsement by another institution without a documented basis.

Membership grades and eligibility

Ordinary fellowship

Fellow grade recognises substantial professional contributions relevant to the organisation’s objects. Applicants demonstrate what they personally contributed, the responsibility they held and the evidence supporting the claimed outcomes. Assessment considers the discipline and career context rather than job title, wealth or publication totals alone.

Area	What the case must establish
Contribution	Identifiable work in research, science, technology, professional practice, enterprise, education or related service.
Achievement	A sustained pattern of responsible work and evidence of useful results, learning or influence appropriate to the field.
Responsibility	The applicant’s own role, judgement, leadership or professional service, separated from the work of a wider team.
Conduct	Accurate information, fair attribution and willingness to meet the code and declare conflicts.

Other membership arrangements

An Honorary Fellow may be admitted for a recorded contribution under a separate, published honorary procedure. The admission record and credential identify the distinction. The adopted schedule states eligibility, term, benefits, designation and voting rights for each other grade.

Fair access

Applications are considered without unlawful discrimination. Equivalent forms of evidence, reasonable access adjustments and relevant career interruptions are considered fairly. Fellowship is normally an adult professional grade; student or youth participation requires its own suitable arrangements.

Admission takes effect through a recorded decision and official written confirmation. Statutory membership or ownership rights arise only where the controlling legal instrument provides for them.

Admission and independent assessment

Admission is supported by an application or nomination, documented review, a decision within delegated authority and an accurate member record. The Secretariat manages the file. Reviewers assess the professional case, and the authorised body makes or confirms the decision.

The admission sequence

- The applicant supplies a professional profile, evidence of relevant work, an explanation of personal responsibility and a declaration of interests. Obtain at least one independent professional reference where practicable; record any justified alternative.
- The Secretariat checks whether the file is complete and meets the grade criteria. It verifies identity proportionately and seeks clarification when the evidence is unclear.
- Two suitably experienced, unconflicted reviewers assess the evidence and record separate reasons. A disagreement or specialist issue goes to an additional reviewer or the Membership Committee.
- The Membership Committee records a recommendation. The Council, or a decision maker expressly authorised by it, records the outcome, reasons, conditions and actual decision date.
- Once the applicant accepts the admission terms, the Secretariat issues the admission letter, assigns a unique number and activates the verification record.

Independence and evidence

No person approves their own admission. A founder, officer, reviewer’s relative, business partner or sponsor follows the same evidence requirements and an unconflicted review. Reviewers distinguish demonstrated results from projections and record only verifiable references, achievements and review activity.

Outcomes and review

The written outcome may admit, defer for clarification or decline. It explains the principal reasons and any route for reconsideration. An applicant may seek a procedural review within thirty calendar days; reviewers who made the challenged decision do not decide the review. The service targets are on page 30.

Credentials and the fellowship title

Using your designation

An active ordinary Fellow may use **Fellow of Emergent Africa**. The letters **FEA** may be used only after the designation is validly adopted and expressly authorised in the Fellow's admission letter. An Honorary Fellow uses the full honorary title unless a separate honorary abbreviation has been formally authorised.

Use your own professional name with the authorised letters after it. The title identifies membership of Emergent Africa. It must not suggest an academic degree, government appointment, regulated professional registration or an endorsement of your employer or product.

One record across every credential

The certificate, admission letter, card, badge and verification record must show a consistent name, grade and membership number. The register also records the effective date, applicable expiry or review date and current standing. A replacement corrects the same record; it does not silently create a new admission date.

Standing	Use of title and badge
Active	Use the authorised designation and current badge within these rules.
Expired or resigned	Describe a past period accurately where relevant. Stop presenting the designation or badge as current.
Suspended	Follow the written conditions. Do not present suspended membership as active.
Withdrawn	Stop using current membership marks; any historical description must reflect the recorded outcome.

Verification and corrections

Share only a working official verification link. A QR code must open the correct live record; it does not independently prove membership. Report a broken link, incorrect date or duplicate number to the Secretariat. Do not edit a certificate, invent a signature or seal, alter the status or remove verification information.

Your personal identity and regulated qualifications remain separate from this membership credential. Keep copies of issued documents and the terms that applied when you joined.

Rights and member responsibilities

What you can expect

- Clear admission and renewal terms, accurate credentials and a way to confirm your standing.
- Respectful treatment, reasonable access arrangements and fair consideration of your contributions.
- Published information about eligibility, included benefits, governance and material policy changes.
- A route to correct your data, raise concerns, receive reasons for decisions and seek an independent appeal where provided.
- Participation and voting rights that match your admitted grade and the adopted constitution.

What you agree to do

Keep professional claims and contact information accurate. Observe the code of conduct and any activity terms you accept. Use the fellowship title correctly, declare conflicts, protect confidential material and respect others' intellectual property. Meet agreed commitments or explain promptly when you cannot.

Respond to a reasonable request for membership verification, an annual standing update or a fair investigation. Notify the Secretariat of a material change affecting your eligibility, the accuracy of your record or a role you hold for the organisation. Disclose relevant professional restrictions when they affect an assigned activity; the response must be proportionate to the actual risk.

A voice without retaliation

You may question policy, propose improvements and make a concern in good faith. Respectful criticism, a disagreement with an officer or a report to a competent authority is not misconduct merely because it is uncomfortable or may affect reputation. Knowingly false accusations, harassment and deliberate interference with a fair process may be addressed under the code.

Scope of authority

Membership alone does not authorise you to collect money, sign an agreement, appoint a judge, issue a credential, open a chapter or speak for Emergent Africa. These responsibilities need a separate written mandate with a defined scope and end date.

Participation and professional growth

Choose a useful contribution

Fellows are encouraged to share knowledge, support others and maintain their professional skills. Contributions may include a technical discussion, a mentoring conversation, a practical article, research collaboration, professional service or help with a community activity. Participation should fit your competence, time and the needs of the activity.

A simple annual record

Keep a short record of learning and service. Note what you did, what you learned, how you applied it and what evidence or reflection supports it. This edition sets no common hours quota. Any future requirement must be published in advance, justified and allow reasonable adjustments.

Mentoring and collaboration

Agree the purpose, duration, confidentiality and boundaries of a mentoring relationship at the start. Respect the other person’s choices and avoid pressure for employment, money, authorship or personal favours. A mentor does not provide legal, medical, investment or other regulated advice unless separately qualified and engaged to do so.

For a joint project, agree roles, ownership, publication credit, data access and costs before work begins. Obtain the necessary ethical, institutional or contractual permissions. Do not promise funding, a publication outcome or an institutional partnership on the organisation’s behalf without authority.

Appointments and expenses

Judging, editing, speaking and committee service require separate appointment and conflict checks. Only actual service may be described as completed service. Expenses are reimbursable only where approved in writing in advance, supported by receipts and claimed within the stated activity rules. Fellowship itself is not a promise of travel funding or professional indemnity insurance.

Tell the organiser early if you need an access adjustment, cannot attend or can no longer complete an assignment. A prompt handover protects the people relying on your work.

Continuing membership

Membership term

The standard term is twelve calendar months from the recorded effective date, unless an express life or other arrangement applies. Your admission letter and the official register record the term and standing of your membership.

The Secretariat sends a renewal notice at least thirty calendar days before expiry. It gives at least sixty calendar days’ notice of a material change to renewal terms.

Renewal and current standing

Renewal confirms continuing standing, current details, conflicts and acceptance of the applicable rules. The Secretariat records the decision and the new term. Where a substantive eligibility issue needs review, the authorised body considers it before confirming renewal.

At expiry, stop using the current title and badge unless renewal is confirmed. Readmission requires current information and proportionate checks. Record earlier periods of membership as they occurred.

Cancellation and resignation

A new Fellow may request cancellation within fourteen calendar days of admission confirmation. Mandatory consumer rights take priority.

A Fellow may resign by written notice. The Secretariat records the effective date and updates the public status. A valid past record remains on file and conduct during membership may still be examined through a fair process.

Code of professional conduct

Thiscode appliesto Fellows,officers and volunteers in fellowship activities, including online spaces. It also applies to outside conduct where there is a clear, evidenced connection to professional fitness, public safety or a responsibility held for Emergent Africa. It is not a general power to police lawful private beliefs.

Integrity and competence

Give accurate information and distinguish fact, opinion and uncertainty. Accept work within your competence and seek appropriate help when needed. Take responsibility for your own contributions, correct material errors and do not misrepresent qualifications, memberships, authorship, achievements or completed service.

Respect and inclusion

Treat people with dignity across disciplines, countries, languages and career stages. Bullying, sexual harassment, coercion, unlawful discrimination, threats, stalking and retaliation are prohibited. Do not misuse seniority, access to opportunities or institutional influence to obtain personal advantage.

Public interest and safety

Consider foreseeable harm to people, communities and the environment in work carried out for the organisation. Follow the applicable safety, ethical and research permissions. Report a serious risk promptly through the appropriate route. Where immediate danger exists, seek local emergency assistance before relying on an internal membership process.

Fair exchange

Use confidential information only for the purpose for which it was provided. Credit the work of others. Respect data protection and intellectual property. Do not exploit an unpublished idea, a review file or a member contact list for personal or commercial gain.

Speaking and acting responsibly

Represent your authority accurately, identify personal views and avoid unsupported statements about others. Cooperate with a fair concern or appeal process. A breach is determined from evidence through the procedure on pages 17 to 19, with a proportionate outcome and a right to seek review.

Conflicts and improper influence

Declare before you act

A conflict exists when personal, financial, professional or family interests could affect, or reasonably appear to affect, impartial judgement. Declare interests on joining, update them annually and make a fresh declaration before each selection, review, procurement, funding or disciplinary assignment.

Relevant interests may include a family relationship, employment, financial investment, a business partnership, a close collaboration, a supervisory relationship, a dispute or a direct interest in an outcome. Past relationships can remain relevant. Declare uncertainty to the responsible chair rather than deciding privately that an interest is harmless.

How the conflict is managed

- Record the interest and identify the affected decision or information.
- An unconflicted chair decides the safeguards and records the reasons.
- Exclude the person from affected papers, discussion and voting where necessary. Do not count that person towards the quorum for that item.
- Use another reviewer, officer or external adviser if impartial decision making cannot otherwise be secured.

Gifts and improper influence

Cash, cash equivalents, secret commissions and inducements linked to a favourable decision are prohibited. Decline gifts or hospitality that could influence a decision or create an obligation. Declare other relevant gifts and hospitality in the interests register and obtain approval under the financial policy. The same rules apply to modest gifts.

Sponsorship and procurement

Sponsorship requires a written agreement. Membership, scores, authorship and awards remain independent. Seek proportionate competing information, disclose related parties and document value and authority. No one may authorise their own reimbursement, contract or benefit.

The conflict record is held privately. Publish a proportionate disclosure where it is necessary to explain the independence of a decision, without exposing unrelated personal information.

Research and knowledge integrity

Evidence and attribution

Fellows must not invent results, manipulate evidence deceptively, plagiarise or claim another person’s contribution. Describe methods and limitations honestly. Agree authorship according to actual contribution, acknowledge assistance and disclose relevant funding and interests. Correct the scholarly or professional record when a material error is established.

Ethical and responsible research

Obtain the permissions required for work involving people, animals, protected materials, communities or sensitive information. Plan consent, safety, data access and retention before collection. Share outputs responsibly, respecting legitimate confidentiality and intellectual property. Quality and responsible practice matter more than an unsupported claim of impact.

Reviewing and editorial independence

Accept a review only when competent and able to complete it. Declare conflicts, keep entrusted material confidential and support conclusions with reasons. Protect privileged access from misuse. Publication, peer review, citation and award decisions are independent of membership administration.

Artificial intelligence and automated tools

A person remains responsible for the accuracy, sources, fairness and confidentiality of work submitted under their name. Disclose material use of automated tools where relevant to methods, authorship or assessment. Check generated statements and citations against real sources. Do not upload confidential applications, manuscripts or personal data to an external tool without authority and appropriate safeguards.

An automated score or recommendation must not be the sole basis for a fellowship admission, disciplinary outcome or other significant decision. An accountable human reviews the evidence and records the reasons. Any person affected may ask how material automation was used and challenge a substantive error.

These rules are informed by the research integrity themes in the ALLEA 2023 Code. They apply alongside the requirements of the relevant institution, funder, journal and jurisdiction; they do not replace research ethics approval.

Privacy and member records

Collect only what is needed

Explain the purpose, lawful basis, recipients, retention and rights before collecting personal information. Ask only for evidence necessary to administer membership, assess a claim or perform an agreed activity. Protect private addresses, identity documents, signatures and sensitive information with restricted access.

Use applicable data protection law, including the Nigeria Data Protection Act 2023 where it applies. Marketing, an optional public biography and a photograph have separate choices. A refusal to publish a photograph must not prevent admission. Any minimal public verification record needs an identified lawful basis and a clear notice.

Accuracy and security

The Secretariat maintains one authoritative register with a unique number, grade, decision reference, dates and status history. Correct errors through a logged amendment. Limit staff and supplier access by role, use secure transfer and storage, and remove access when a role ends. Report a suspected loss, unauthorised disclosure or account compromise immediately to the Secretariat for incident assessment and legally required notification.

Retention defaults for adoption

Record	Default review or retention rule
Unsuccessful applications	Delete after 12 months unless an appeal, legal obligation or documented hold requires longer.
Admission and standing	Retain during membership; retain supporting files for 6 years after it ends, subject to necessity and law.
Financial records	Retain for 7 years, or the period required by the relevant law if different.
Minimal historical verification	Review necessity every 3 years after membership ends; retain only justified fields, with an accurate past status.

A documented dispute or legal hold pauses relevant deletion. At release, reassess necessity and delete or anonymise securely. These are internal defaults, not a statement of every statutory retention period.

Ask for access, correction, applicable deletion or restriction through the official privacy route. Acknowledge within five working days and respond within the applicable legal deadline, aiming for thirty calendar days where lawful. Explain any lawful limitation and available regulator complaint route.

Brand use and public communication

Your membership statement

You may identify an active fellowship accurately in a biography, CV, email signature or professional website. Link to the official verification record where practical. Use only the title and letters authorised for your grade. Keep a past membership statement clearly historical when active standing has ended.

Logos, badges and official statements

Use the current member badge supplied by the Secretariat without changing its grade, number, dates or verification link. Do not add a crown, government emblem, accreditation claim or another institution’s logo. Permission to display a membership badge does not authorise a corporate endorsement, product certification or a chapter identity.

Only a person with a written communications mandate may issue an official statement, use institutional letterhead for another purpose or negotiate media comment on the organisation’s behalf. Identify personal views and respect agreed confidentiality. Correct a materially inaccurate public statement promptly through the appropriate channel.

Ownership and publication rights

Fellows retain ownership of their pre-existing work. Membership does not transfer an invention, manuscript, software, image or commercial method to Emergent Africa. A separate written agreement must set any project ownership, publication licence, remuneration or permitted reuse.

Directory consent permits the agreed profile material to be used for the directory and associated member administration. Obtain separate permission for a testimonial, advertising campaign or substantial reuse. Respect third party copyright and image permissions in presentations, posts and learning material.

Member spaces

Use member contacts and online groups for the stated professional purpose. Unsolicited mass promotion, scraping, sale of contact details and repeated unwanted messages are prohibited. Group moderators may remove inappropriate material and use proportionate interim restrictions; a lasting disciplinary sanction follows the formal process.

A Fellow who spots counterfeit credentials or unauthorised brand use should preserve the relevant link or document and notify the Secretariat. Do not publish another person’s private data in an attempt to prove the concern.

Raising a concern or complaint

Use the right route

A service concern covers administration, access, credentials or communication. A conduct concern alleges a breach by a member, officer or volunteer. An appeal challenges a decision already made. The Secretariat routes the issue and refers concerns about an officer to an unconflicted authority.

What to send

Write to the Secretariat using the routes on page 30. Give the issue, relevant dates, people involved, documents or links, any immediate risk and the outcome you seek. Share only relevant information. You may ask for a confidential route or report anonymously. Investigation depends on the available evidence and procedural fairness.

Handling the concern

- Acknowledge receipt within five working days and identify the responsible contact.
- Triage within fifteen working days: scope, urgency, conflicts, evidence preservation and whether an external authority or another institution should be involved.
- Resolve a straightforward service error promptly. Offer informal resolution only where appropriate and voluntary; do not use it to suppress a serious safeguarding or integrity allegation.
- Refer a substantiated case to the formal procedure when a possible code breach requires investigation. Notify the parties of the next step and any access arrangements.

Protection and confidentiality

No one may retaliate against a person for a good faith concern or cooperation with an investigation. A concern is not dishonest merely because it is not upheld. Information is shared only as necessary for fair handling, safety or a legal duty; absolute secrecy cannot be promised.

External rights

An internal complaint does not prevent a report to a regulator, law enforcement agency, court, employer or research institution where appropriate. The internal process must not require a person to surrender a statutory right. Provide progress updates at least every twenty working days while a case remains open.

Disciplinary procedure and outcomes

A fair investigation

An unconflicted investigator defines the allegation, gathers relevant evidence and records both supporting and contrary information. The member receives the allegation, the rules said to be breached and sufficient evidence to respond fairly. Normally allow fourteen calendar days for a response and reasonable extensions for access needs or a substantial file.

Independent decision

A panel of three unconflicted people determines the case. The investigator and a person who decided an earlier substantive stage must not vote on the panel. Give at least ten working days' notice of a hearing, access to the material to be considered and an opportunity to present evidence, challenge material evidence and be accompanied or represented.

The panel decides whether a breach is more likely than not on the evidence. A serious allegation requires evidence adequate to support that conclusion. It records findings, reasons and any sanction. Aim to send the outcome within twenty working days after the hearing or close of the evidence, explaining a justified delay.

Available outcomes

Finding or risk	Proportionate response
No breach established	Close the allegation; correct any inaccurate standing and consider a restorative step.
Remediable breach	Advice, a written warning, correction, training, restitution where appropriate or a defined condition.
Serious or repeated breach	Restriction of a role, a suspension of up to twelve months, or withdrawal of fellowship with reasons.
Urgent protective need	A time-limited interim restriction with reasons, an opportunity to challenge and review at least every thirty calendar days.

An interim restriction is not a finding of guilt. Consider severity, harm, intent, prior relevant conduct, cooperation and mitigation. The Council records and implements a panel outcome within its lawful authority without replacing the panel's findings for an undisclosed reason.

The outcome states the appeal deadline and how standing changes while an appeal is pending. Publish only what is necessary, accurate and lawful; protect those who raised the concern and keep the full case file private.

Appeals and independent review

Your right to challenge a decision

A person affected by an admission refusal, disciplinary finding, sanction or other decision carrying an express appeal right may request review within thirty calendar days of written notification. The notice states the appeal route and the decision reference. A reasonable extension may be granted for a documented access difficulty or other justified reason.

Grounds

- A material procedural failure, denial of a fair opportunity to respond or an unmanaged conflict.
- A conclusion not reasonably supported by the evidence or a disproportionate sanction.
- Material new evidence that could not reasonably have been supplied earlier.

State the decision, grounds, supporting material and requested outcome. An appeal is not rejected simply because the original decision maker disagrees with it. The Secretariat acknowledges it within five working days and preserves the relevant file.

An independent panel

Three unconflicted people who did not investigate or decide the original case hear a disciplinary appeal. A procedural admission review uses independent assessors appropriate to the issue. External members may be appointed where internal independence or expertise is insufficient. The appellant is told the panel membership and may raise a reasoned conflict concern.

The review may examine the record, request clarification or hold a further hearing. Give both sides a fair opportunity to address material new evidence. Aim for a reasoned outcome within thirty working days of a complete appeal file, with an explanation and progress updates if more time is necessary.

Possible outcome and implementation

The panel may confirm, vary or overturn a decision, remove or reduce a sanction, or remit the matter to a differently constituted panel. A more severe sanction requires prior notice and an opportunity to respond. The Secretariat updates the register and relevant documents promptly and tells the parties what has changed.

The independent appeal is the final internal stage unless the controlling governing instrument requires another step. Statutory rights and external review remain available. A Fellow’s resignation does not convert an unresolved allegation into a finding.

Activities and community safeguards

Chapters and interest groups

A chapter or working group requires Council approval, named responsible officers, a purpose, reporting arrangements and written limits. It cannot form a separate legal entity, open an account, solicit donations or sign a partnership in the organisation’s name without express authority. Report activity and finances through the Secretariat.

Events and mentoring

Before registration, organisers state the purpose, access arrangements, cancellation terms and expected conduct. Identify a contact for safety or harassment concerns. Obtain appropriate permissions before recording or distributing participant images or presentations. Participation involving children or adults at risk requires suitable safeguards and locally required approvals.

Awards, judging and publications

Use a separate documented appointment for a judge, editor or assessor. Explain the assignment, evidence, criteria, conflicts and deadlines. Assess the work independently of membership, sponsorship and the candidate’s status. Issue completed-service letters only for work actually performed.

If Emergent Africa operates or partners in a publication, disclose the publisher, editorial responsibility, review process and submission terms. Membership gives no promise of acceptance, editorial office or exemption from ordinary review. Link a journal or conference claim to the actual publication or event record.

Financial and operational authority

Spend or incur an obligation only within a written budget and delegation. Follow travel, procurement, safeguarding and data procedures for the activity. An organiser must explain any insurance or liability arrangement that is relevant to participants; membership itself is not insurance coverage.

Ending an assignment

Return entrusted records, stop using role-specific authority and complete a reasonable handover when an appointment ends. Retain or delete material according to the agreed record policy. A credential for membership does not extend a separate role beyond its recorded term.

Who is responsible for governance

The constitution assigns responsibilities so recognition, service delivery and financial decisions can be checked. The lawfully constituted governing body remains accountable for legal duties. A committee or officer acts within an express delegation.

Body or role	Responsibility under the adopted framework
Fellows' General Assembly	Receives reports, elects the elected Council positions and decides reserved constitutional matters within the organisation's lawful membership powers.
Governing Council	Sets policy, oversees resources and risk, appoints committees and approves admission powers and controlled publications.
Membership Committee	Oversees eligibility and independent assessment, records recommendations and maintains consistency across disciplines.
Ethics and Conduct Committee	Routes concerns, appoints unconflicted investigators and decision panels, and oversees procedural safeguards.
Independent Appeal Panel	Reviews a challenged outcome without involvement in the original investigation or decision.
Secretariat	Maintains the register, communications, documents, consent records, meeting records and member service administration.
Treasurer and finance oversight	Maintains budget and reporting controls, reconciliations and independent authorisation of payments.

Transparency and accountability

Publish the actual leadership and role holders, the adopted governing documents, a current membership schedule and an annual activity and financial report at an appropriate level. Protect confidential case and personal data. Record decisions, conflicts, delegated authority and reasons for significant exceptions.

The terms Council, Assembly and Committee describe the framework. They do not appoint individuals or replace a registered board by publication of this handbook. Part Three takes effect only through the adoption and legal alignment described on page 2.

Constitution of Emergent Africa

Constitution text for review. Read with the authority hierarchy on page 2 and the source adoption record on page 32.

Article 1 Name and legal identity

1.1 The organisation shall operate under the name Emergent Africa, subject to its actual registered name and controlling governing instrument. The legal identity, form, jurisdiction, registration details and registered office shall be recorded in the adoption record and maintained in the official governance register.

1.2 This constitution shall govern the organisation only to the extent validly adopted and permitted by applicable law and the controlling instrument. It does not create a legal entity, charitable status, shareholding, trusteeship or corporate membership right merely by being issued.

1.3 Income and assets shall be applied to the objects. No surplus shall be distributed to a person merely because they are a member. Reasonable payment for actual authorised services and properly incurred expenses is permitted, subject to law and conflict controls.

Article 2 Objects

2.1 The objects are to advance responsible scientific and technological work; support research quality and professional learning; encourage practical innovation and enterprise serving public needs; recognise evidenced contributions fairly; and connect people and institutions across Africa and internationally.

2.2 The organisation may pursue these objects through membership, knowledge exchange, events, mentoring, publications, awards, research cooperation and other lawful activities supported by an approved plan. It shall respect scientific independence, fair access and the responsible use of resources.

Article 3 Powers and limits

3.1 Within its lawful capacity, the organisation may receive grants and donations, enter agreements, employ or engage staff, hold property, organise activities and appoint committees. Each use of these powers must serve the objects and follow financial and governance controls.

3.2 No office holder or Fellow may commit the organisation outside their written authority. Borrowing, security over assets and related party benefits require an express lawful approval and any consent required by the controlling instrument.

Constitution membership provisions

Article 4 Grades and admission

4.1 The organisation shall maintain ordinary Fellowship and may maintain Honorary Fellowship and other grades. The adopted schedule shall state each grade’s purpose, eligibility, assessment, term, benefits and designation. Changes to reserved voting rights require constitutional approval.

4.2 Ordinary fellowship requires a documented professional case, independent assessment and a recorded decision by the Council or its expressly delegated authority. At least two unconflicted reviewers shall assess the evidence against the published criteria. No candidate may approve their own admission.

4.3 An admission shall be confirmed in writing after the member accepts the terms and meets any disclosed condition. The official register shall record a unique number, grade, decision reference, effective date, term and standing. Credentials shall agree with that record.

4.4 Honorary status shall be clearly identified. Other grade names, honorary abbreviations and life arrangements shall not be inferred from promotional wording. Existing lawful individual terms shall be honoured unless validly changed.

Article 5 Rights and obligations

5.1 Members are entitled to the benefits of their grade, fair administration, accurate records, the applicable information rights and a fair concern and appeal procedure. They shall accept the adopted rules, maintain accurate information, declare interests and act consistently with the code.

5.2 Each active adult ordinary Fellow has one vote in the Fellows’ General Assembly under this framework. Honorary Fellows and other grades may attend and be heard but have no vote unless an adopted constitutional amendment expressly grants it. The register shall distinguish these rights from any statutory corporate membership or ownership rights.

5.3 The standard term is twelve months unless the admission expressly provides otherwise. Renewal, resignation, expiry and readmission shall follow published regulations. Conduct proceedings may address a period of former membership without falsely presenting the person as an active Fellow.

5.4 A member may not be deprived of grade or standing as a disciplinary sanction without the fair procedure and appeal safeguards in Article 15. Administrative expiry shall be notified and recorded; it is not a finding of misconduct.

Constitution assembly and ballots

Article 6 General meetings

6.1 An Annual General Assembly shall be held within six months after the financial year ends. It receives the activity and financial reports, deals with elections and considers properly notified business. Provide at least twenty-one calendar days' notice with the agenda and access instructions.

6.2 The Council may call an extraordinary meeting and shall do so after a written request by ten per cent of eligible voting Fellows, stating the business. Send notice within twenty-eight days of a valid request. An ordinary extraordinary meeting requires fourteen calendar days' notice; an amendment or dissolution proposal requires twenty-eight days.

6.3 Meetings may be physical, online or hybrid if identity, participation and voting can be verified. State deadlines with a time zone and provide reasonable access arrangements. Keep minutes, the eligible voter count, conflicts and ballot results.

Article 7 Quorum and voting

7.1 For ordinary business, quorum is ten per cent of eligible voting Fellows rounded up, capped at ten and subject to a minimum of three. Where fewer than three are eligible, all must participate. For amendments and dissolution, participation must reach twenty-five per cent rounded up, with the same minimum of three or all where fewer than three exist.

7.2 Electronic and valid proxy votes count towards participation where their identity and eligibility are verified. A proxy must be authorised in writing for that meeting; a voting Fellow may hold no more than one proxy. Preserve a confidential ballot audit trail.

7.3 Ordinary decisions require more votes for than against; a tie fails. Constitutional amendments and dissolution require at least seventy-five per cent of valid votes cast and the special participation threshold. Abstentions do not count as votes cast. The chair has no additional casting vote.

7.4 Nominations and election rules shall be published before a ballot. Candidates receive a fair opportunity to present a statement at least seven days before voting closes. Use a secret ballot where an election is contested. An unresolved election tie requires a further ballot. An adjourned meeting may not bypass the applicable quorum or a reserved matter.

Constitution council and officers

Article 8 Governing Council

8.1 Subject to legal alignment at adoption, governance shall be exercised through a Council of five to nine voting members. A majority shall be ordinary Fellows elected by the eligible Fellows. Up to two voting members may be co-opted for needed expertise within the approved size. A paid chief executive may attend ex officio without a vote and is not counted towards quorum.

8.2 Council members serve three year terms and no more than two consecutive full terms, followed by a break of at least one year. A temporary vacancy may be filled until the next General Assembly; the appointment and its term shall be recorded. Election procedures shall support disciplinary, geographic and gender inclusion without sacrificing competence.

8.3 Council members must be legally eligible for office, accept their duties and disclose interests. The Council oversees strategy, resources, legal compliance, risk, membership policy and accountable reporting. It may not delegate away a statutory duty or disregard a power reserved to members by law.

8.4 An officer may resign in writing. Removal requires the procedure, notice and approval required by the controlling instrument and applicable law, with an opportunity to respond. A temporary protective restriction must not be presented as a final removal.

Article 9 Officers

9.1 The Council shall appoint from its voting members a Chair, who may use President as the approved role title, a Vice Chair, a Treasurer and a Secretary. These four offices shall be held by different people. Officer appointments last for the Council term remaining, subject to earlier lawful replacement.

9.2 The Chair coordinates governance and orderly meetings; the Vice Chair acts when required. The Treasurer oversees budgets, accounts and financial controls. The Secretary maintains notices, minutes, the governance register and constitutional procedure. Staff may assist without acquiring the officers’ powers.

9.3 No founder or office holder has an automatic permanent office, personal veto or exemption from conflicts and term limits under this constitution. Any different legal right in an existing controlling instrument must be expressly resolved before this model is adopted.

Constitution meetings and delegation

Article 10 Council decisions

10.1 The Council shall meet at least quarterly. Normally, give seven calendar days' notice and the papers. An urgent meeting may be called with forty-eight hours' notice if the reason is recorded and members have a reasonable chance to participate. An emergency does not remove legal approval or conflict requirements.

10.2 Quorum is a majority of the current voting Council, rounded up, with at least three unconflicted voting members present for the item. A conflicted member is excluded from that item's discussion, vote and quorum as required. If a lawful quorum cannot be formed, refer the decision to an authorised unconflicted route; do not manufacture consent.

10.3 Decisions require a majority of votes cast; a tie fails. A written decision requires agreement of all eligible unconflicted voting Council members unless the controlling instrument lawfully permits another process. Record the proposal, evidence, options, conflicts, decision, reasons and any dissent.

10.4 Confidentiality shall protect legitimate interests without concealing governance accountability. Keep approved minutes and publish an appropriate summary of material policy decisions. No person may alter the approved record without a traceable correction.

Article 11 Committees and executive administration

11.1 The Council shall establish a Membership Committee and an Ethics and Conduct Committee, each with at least three suitable members and written terms. It shall appoint independent appeal panels separately. Committee members declare conflicts and serve defined, recorded terms.

11.2 Each delegation states the permitted decisions, limits, budget, reporting duty and end date. The Council retains oversight and receives reports. An investigator, original decision maker and appeal decision maker shall be separated for the same case.

11.3 The Secretariat administers membership, communications, records and activities within an approved budget and mandate. Chapters and working groups need written approval and may not bind the organisation, collect funds or establish a separate entity without specific authority.

11.4 External expertise may be commissioned where competence or independence is insufficient internally. The reason, appointment, cost and protection of confidential information shall be recorded.

Constitution finance and interests

Article 12 Funds and assets

12.1 Funds shall be held in accounts lawfully opened in the organisation’s name and used for its objects. The financial year ends on 31 December unless a different year is required by the controlling instrument or law and recorded at adoption. The Council approves an annual budget and monitors income, expenditure and reserves.

12.2 Maintain complete accounts, receipts, reconciliations and an asset record. Payments and commitments require authority within a written financial policy and a second independent authorisation. No claimant may approve their own payment. Cash handling and online access shall have proportionate segregation and oversight.

12.3 Prepare an annual financial report and obtain an audit or independent examination where required by law, the controlling instrument or a funding condition. Otherwise arrange proportionate independent financial review. Present the report to the Annual General Assembly within the annual reporting timetable.

12.4 Sponsorship and restricted funds shall be governed by written terms. A funder may not control a membership, publication, award or disciplinary decision. Contracts, borrowing and asset disposals must follow the required authority and conflict controls.

Article 13 Interests and private benefit

13.1 Council members, committee members, staff and assessors shall disclose relevant actual, potential and perceived conflicts. The Secretary maintains the interests register. An unconflicted chair determines and records safeguards; a conflicted person must not determine their own exemption.

13.2 A person shall withdraw from affected information, discussion and voting where necessary and shall not count towards quorum for that item. If all relevant officers are conflicted, obtain an authorised independent route consistent with the controlling instrument.

13.3 A related party transaction or payment to an officer requires a lawful basis, an independent decision, documented value and any required consent. Undisclosed commissions, decision-linked gifts and bribery are prohibited. Reasonable, authorised expenses do not confer a general entitlement to private benefit.

Constitution conduct and information

Article 14 Conduct and public responsibility

14.1 All members and persons acting for the organisation shall observe adopted conduct, integrity, inclusion, safety and conflict rules. They shall act within competence and authority, respect confidential information and intellectual property, and describe the organisation and their own contribution accurately.

14.2 Research, publication, selection and award activity shall use appropriate ethical safeguards and independent assessment. A lawful, respectful criticism or good faith report shall not be treated as misconduct merely because it may affect reputation. Retaliation is prohibited.

Article 15 Discipline and appeal

15.1 A conduct allegation shall be considered by an unconflicted route, with a defined allegation, relevant evidence and a fair opportunity to respond. A three person decision panel shall be separate from the investigator. The member may present evidence, challenge material evidence and be accompanied or represented.

15.2 Findings shall be determined on the balance of probabilities, supported by recorded reasons. Sanctions shall be proportionate and may include correction, warning, training, conditions, role restriction, suspension up to twelve months or withdrawal. Interim protection shall be time limited and reviewed at least every thirty calendar days.

15.3 An affected member may appeal within thirty calendar days. A three person appeal panel with no prior material involvement shall decide independently. The procedure shall preserve external legal rights, guard against retaliation and distinguish an allegation from a finding. The Council implements a lawful panel outcome and accurate standing changes.

Article 16 Records and information rights

16.1 Maintain accurate membership, governance, financial, decision and consent records with controlled access and a documented retention schedule. Personal information shall be processed under an identified lawful basis and applicable data protection requirements. Directory publication choices shall be recorded separately from mandatory administration.

16.2 Publish the current adopted constitution, material membership rules, actual leadership, the membership schedule and an appropriate annual report. Provide members with information reasonably needed to exercise their rights, while protecting personal data, lawful confidentiality and fair investigations.

Constitution change and continuity

Article 17 Amendments and regulations

17.1 A constitutional amendment requires twenty-eight calendar days' notice of the exact proposal, the special participation threshold in Article 7 and seventy-five per cent of valid votes cast. Obtain any further legal, statutory member or regulatory approval before the amendment takes effect.

17.2 The Council may adopt regulations consistent with this constitution. They may not change reserved voting rights, Council term limits, the objects or dissolution arrangements. Give notice of material changes, normally at least thirty calendar days in advance. Give at least sixty calendar days' notice of material changes to renewal terms.

Article 18 Dissolution

18.1 Dissolution requires the notice, participation and voting threshold for a constitutional amendment, plus any lawful approval. The resolution shall identify the lawful process, responsibility for records, discharge of liabilities and any restrictions on funds.

18.2 After liabilities are satisfied, remaining assets shall pass to one or more eligible bodies with compatible public benefit objects, as permitted by law and the controlling instrument. They shall not be distributed to members merely by reason of membership. Restricted funds shall be dealt with according to their binding terms.

Article 19 Interpretation

19.1 Council means the governing body constituted under this adopted framework, aligned with the controlling legal instrument. A working day excludes weekends and public holidays at the Secretariat's stated administrative location. A calendar day includes them. Notices shall state their deadline and time zone.

19.2 Must and shall create obligations; may gives discretion within the stated purpose. A stricter legal requirement prevails. Resolve an inconsistency by the hierarchy on page 2, record the interpretation and refer a reserved matter to the proper authority. An invalid clause does not invalidate a lawful, separable remainder.

Article 20 Adoption and transition

20.1 Record the adopting authority, resolution, legal alignment, required consents and effective date on page 32. This text appoints no person by itself. Existing lawful officers continue only within their actual mandate. Hold the first required Fellows' election within six months after adoption and align any legal office changes through the proper process.

Service targets and contact routes

These are internal service targets after adoption. A shorter legal deadline takes priority. Explain delays, give a revised target and provide a case update at least every twenty working days.

Request or stage	Target or deadline
Membership application receipt	Acknowledge within 5 working days.
Complete application decision	Aim for 30 working days from a complete file; explain if specialist review needs longer.
Renewal notice and changes	At least 30 calendar days before expiry / 60 calendar days before changed renewal terms.
New member cancellation	Request within 14 calendar days of admission confirmation.
Complaint acknowledgment / triage	5 working days / 15 working days.
Response to an allegation	Normally 14 calendar days, with a justified extension where needed.
Hearing notice / decision	At least 10 working days / aim for 20 working days after hearing or evidence closes.
Appeal / appeal outcome	File within 30 calendar days; aim for outcome within 30 working days of a complete file.
Privacy request	Acknowledge within 5 working days; applicable legal deadline, aiming for 30 calendar days where lawful.

Where to write

Use the confirmed organisational address on your admission letter or the official contact route at emergentafrica.org. Membership and credential issues go to the Secretariat. Conduct concerns go to the Ethics and Conduct Committee through the Secretariat; identify a confidential concern in the subject line.

A concern about the Secretary goes to the Chair; a concern about the Chair goes to another unconflicted Council member. If the internal route is conflicted or inaccessible, request an independent contact through the official organisational channel. Immediate safety needs and external legal reporting do not wait for an internal response.

Questions and essential terms

How is fellowship awarded?

Independent reviewers assess the professional case. The authorised body records the decision and confirms it in writing.

Does fellowship last for life

Only where a written life arrangement says so. The ordinary term is twelve months. Life status does not waive conduct rules or create a permanent role.

Can I use FEA immediately

Use it only when the designation is adopted, expressly authorised in your admission letter and your membership is active. A full honorary title is different from ordinary fellowship.

Can a Fellow become a judge or editor

A Fellow may express interest. Appointment requires a separate decision, relevant competence, independence checks and a defined assignment.

What if a rule changes after I join

The constitution sets out how members are notified of material changes. Existing lawful individual terms are honoured unless validly varied. Record any change separately from a replacement credential.

Essential terms

Term	Meaning
Active standing	The current register confirms membership for its recorded period, without a restriction that prevents the stated use.
Council / Secretariat	The adopted governing body / the team administering records, communication and member services.
Conflict / recusal	A relevant competing interest / withdrawal from affected access, discussion, decision and quorum.
Quorum	The minimum eligible participation required for a body to make a valid decision.
Independent appeal	Review by people not materially involved in the challenged decision.
Controlled edition	The version authorised for use, with an identified owner, adoption record and change history.

Adoption and governing identity record

This record relates to the supplied edition. Its details and sign-off are reproduced for reference. Approval of this review copy can be recorded separately by the authorised governing body.

Actual legal or registered name

Emergent Africa Foundation

Legal form and jurisdiction

Company limited by guarantee, Federal Republic of Nigeria

Registration number if applicable

Registered or principal office and official correspondence channel

1b Birrel Ave, Onike, 101245,Lagos, Nigeria, hello@emergentafrica.org

Controlling governing instrument and legal alignment record

Memorandum and Articles of Association (filed 2024), aligned with the Companies and Allied Matters Act 2020; alignment review logged 28 Oct 2024

Adopting body and resolution reference

Board of Trustees, Resolution BT/2024/011

Actual decision date

5 october 2024

Effective date

11 November 2024

Next review date

11 November 2024

Adoption checks

- [x] The lawful approval process and any member approvals are recorded.
- [x] Required legal alignment and any required filings are complete.
- [x] The membership schedule fees contact route and designation are confirmed.
- [x] Role holders and independent concern and appeal routes are appointed.

Authorised officer name and title

Prof. Chiamaka Eze

Signed Resolution BT/2024/011

Authorised signature or signed resolution reference

Date

5 october 2024

