



CONSTITUTION OF THE EASTERN AFRICA LAND ADMINISTRATION NETWORK (EALAN)

PREAMBLE

The Eastern Africa Land administration Network (EALAN) is a platform through which member institutions share and exchange ideas, skills, experiences, knowledge, plans and programmes on land administration and management within the Eastern Africa region through training, education, research, practice and dissemination. In this regard, and as defined by the United Nations¹, Eastern African countries include (in alphabetic order): Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Malawi, Mauritius, Mayotte, Mozambique, Réunion, Rwanda, Sechelles, Somalia, South Sudan, Uganda, United Republic of Tanzania, Zambia and Zimbabwe.

ARTICLE I NAME

The name of the Network is “Eastern Africa Land Administration Network” (EALAN)

ARTICLE II OBJECTIVE

The main objective of the network is to become a platform for sharing and exchanging ideas, skills, experiences, knowledge, plans and programmes in land administration and management through training, education, research, practice and dissemination in Eastern Africa.

Specific objectives of EALAN are to:

- i. Provide a network of support and contact for member institutions and professionals in land related activities in Eastern Africa;
- ii. Provide a forum for exchange of experiences, ideas and data on land related issues of regional concern;

¹ <http://esa.un.org/wup2009/unup/index.asp?panel=5#Africa>

- iii. Establish staff exchange, joint research projects, staff development projects, and other programs pertaining to the Network objectives;
- iv. Establish student exchange, joint academic programs, field-based education, distance learning, executive education programs, and other programs pertaining to land administration and management;
- v. Establish regional/ international fora to benchmark and discuss common challenges and opportunities within land administration and management;
- vi. Promote networking with other organizations dealing with land administration and management;
- vii. Promote capacity development within the Network.
- viii. The Network shall work closely with Government institutions/ministries responsible for land matters in each Member State;
- ix. Undertake other programs as determined by the members of the Network at Annual Workshops;
- x. Advocate for better land administration and management at policy level.

ARTICLE III MEMBERSHIP

Membership is open to institutions, organizations and individuals dealing in land administration and management within Eastern Africa. Members are required to register with the EALAN.

a) Classes of Membership

EALAN is comprised of the following membership categories: Full Members, Affiliate Members, Honorary Members, Corporate Members and Student Members.

- i. **Full Members:** National/regional institutions/organizations dealing with land administration and management in Eastern Africa.
- ii. **Affiliate Members:** land sector professionals and institutions/organizations undertaking professional activities but not fulfilling the criteria for full membership.
- iii. **Honorary Members:** individuals/institutions/organizations that have assisted the development and promotion of the land administration/management profession at the national, regional and international levels; as proposed by the Secretariat and approved by the Annual General Meeting (AGM).
- iv. **Corporate Members:** Institutions/Organisations or agencies which provide technical/commercial services related to the profession of land administration and management.
- v. **Student Members:** Undergraduate and graduate students undertaking land administration related studies at member institutions.

b) Rights and privileges

Full Members have all the rights and privileges of membership. Other membership classes have all the rights and privileges of membership, except the right to vote or hold office. Students have subsidised membership fees.

c) Procedures for Admission

Founding institutions (see annex) are automatic members of EALAN.

Institutions/organizations/individuals wishing to join EALAN shall submit an application to the Secretariat for examination and consideration for admission by the AGM.

d) Prohibitions

Applicants (Institutions/organizations/individuals) who do not meet the criteria for membership shall not be admitted to the Network.

The Network shall not engage in any discriminatory practices.

e) Cessation of Memberships

- i. A full member may be suspended or expelled for breaching the objectives and activities of the Network.
- ii. A full member who is absent from two consecutive AGMs without valid explanation will be subject to review of membership rights by the Secretariat and may lose membership at the subsequent AGM.
- iii. A full member who does not pay dues for three (3) successive years without valid explanation will have their membership terminated.
- iv. A member who violates the Network's bylaws will have their membership reviewed.
- v. A member may voluntarily terminate membership by written notification to the Secretariat; whereby membership termination will be announced at the following AGM.
- vi. Individual membership is non-transferrable.

ARTICLE IV ORGANS

The network shall have the following organs: Annual General Meeting, Chairmanship, Secretariat and Commissions.

a) Annual General Meeting

The Annual General Meeting (AGM) is composed of all full members. Other members (affiliate & honorary) may attend the AGM by invitation.

The tasks of the AGM are to:

- i. Approve programs and strategic plans of the Network;
- ii. Approve new memberships;
- iii. Approve new partnerships;
- iv. Confirm expansion of the Network;
- v. Approve cessation of memberships;

- vi. Approve budgets;
- vii. Elect Network leaders;
- viii. Approve dissolution of the Network;
- ix. Receive, discuss, and approve annual reports by the Secretariat;
- x. Approve and amend constitution and bylaws.

b) Chairmanship

The Chairman is elected on annual rotational basis at the AGM.

Tasks of the Chairman are to:

- i. Chair all the AGM Meetings;
- ii. Liaise with the Secretariat on planning and scheduling of the AGM;
- iii. Represent EALAN at Policy level meetings;
- iv. Liaise with the Executive Secretary on the management of the Secretariat.

c) Secretariat

The Secretariat is the executive organ of the Network.

It is coordinated by an Executive Secretary elected from among the full members during the AGM and holds office for a period of three (3) years.

The Office of the Secretariat is located among the member institutions on the recommendation of the AGM.

The Head Office of the Network shall be based in the country where the Secretariat is located.

Tasks of the Executive Secretary are to:

- i. Prepare the agenda and schedule for AGMs in consultation with the hosting institution;
- ii. Compile, maintain and disseminate minutes of all AGMs;
- iii. Prepare the network budget to be submitted to the AGM;
- iv. Monitor and arrange for evaluation of Network projects;
- v. Be one of the signatories to the network bank account;
- vi. Act as the focal point for the Network in coordinating its activities and relationships with other institutions/organizations;
- vii. Coordinate all activities of the Network including fundraising;
- viii. Prepare annual report for tabling at the AGM;
- ix. Prepare books of accounts;
- x. Liaise with the commissions;
- xi. Convene an AGM if the Chairman is incapacitated;
- xii. Perform any other activities mandated by the Network.

d) Commissions

The AGM may appoint different commissions from time to time according to the emerging needs of the Network

ARTICLE V FINANCE

Sources of funding are from:

- i. Members' annual subscriptions;
- ii. Donations and contributions;
- iii. Income generating activities.

ARTICLE VI AMENDMENT OF THE CONSTITUTION

Amendments to this Constitution shall only take place at the AGM by a quorum of two-thirds of Full Members.

ARTICLE VII BYLAWS

a) Annual General Meeting:

- i. The AGM is held once a year;
- ii. The quorum for the meeting is 50% of Full Members;
- iii. An extra-ordinary meeting may be convened for emergency purposes. Such extra-ordinary meeting will need at least 1/3 of the Full Members;
- iv. If the Chairman is unable to call an AGM, any Full Member, supported by at least a third of the Full Members, may call or cause the AGM to be convened. Participants may elect a Chairman for the meeting.
- v. The location of the meeting should not be in the same country consecutively without compelling reasons;
- vi. The host for the AGM is responsible for arranging the necessary facilities and accommodation for the members in attendance;
- vii. The Chairman for each AGM is nominated from the host institution;
- viii. The Executive Secretary in consultation with the host institution prepares the Agenda and Convenes the AGM;
- ix. Each Full Member has one vote.
- x. The AGM approves expenditure that may be needed for Network expenses.
- xi. The Network is a non-discriminatory entity.

b) Languages

The official language of the Network for the purpose of meetings is English

c) Financial Management:

- i. All the finances are managed by the Executive Secretary, who is answerable to the AGM.
- ii. Executive Secretary is answerable for financial mismanagement
- iii. Amount of subscription fee is approved by the AGM
- iv. Practical management of the finances is detailed in an annex document approved by the AGM
- v. All finances and property must only be used for the network's purposes.
- vi. Finances must be kept in the network's bank account. All cheques must be signed by two (2) out of three (3) signatories approved by the AGM.
- vii. AGM shall appoint auditors on an annual basis
- viii. Audited annual accounts must be presented to the AGM for approval

ARTICLE VIII ARBITRATION

Any conflicts or disagreements among members of the network shall be resolved by amicable agreement or referred to professional arbitration.

ARTICLE IX DISSOLUTION

The dissolution of the Network may be effected only by a special resolution of the AGM, and such resolution shall be ratified by at least two thirds 2/3 of the Full Members. Such dissolution may only be effected after satisfaction of all debts and liabilities and any property remaining shall be given or transferred to an institution/organization operating in the Eastern Africa regional level, dealing with land administration and management, as decided by the AGM.

ARTICLE X APPROVAL OF THIS CONSTITUTION

This constitution is deemed to be provisionally operational when endorsed by the AGM and is fully operational when ratified by accredited authorities of the respective member institutions/organizations.

This constitution was endorsed and approved by the AGM Meeting on 17th July 2013, at the AGM held in Musanze, Rwanda.

This constitution was ratified by the undersigned EALAN member institution upon signature from the Chairman, EALAN as follows.

Chairman, EALAN

Date

Member Institution:

**Representative, EALAN
Member Institution**

Date

Annex I

Founding Members are as on 17th July 2013

Eastern Africa Founding Member Institutions	Contact Person & E-Mail	Telephone	Country
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