

CONSTITUTION OF WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT ASSOCIATION (WEEE-AFRICA)

ARTICLE 1 — NAME AND ADDRESS OF THE (ASSOCIATION)

- 1.1 The name of the association is “Waste Electrical and Electronic Equipment Association-Africa” or “WEEE AFRICA” in short.
- 1.2 The head office of the association will be situated in Johannesburg, South Africa.
- 1.3 The association may open up branch offices in other Countries within Africa as and when deemed necessary.
- 1.4 The founding partners organization are; e-Waste Association of South Africa (eWASA) of South Africa and Recykla International of Kenya. They are Life Members of WEEE-AFRICA ;
- 1.5 Organization is essentially a pan-African organisation set up to act as a scheme for operational issues related to WEEE management;
- 1.6 The WEEE-AFRICA organisation owns the ‘WEEE-AFRICA’ trademark and assumes responsibility for and control of the handling, defence or settlement of any dispute relation to its use;

ARTICLE 2 — OBJECTIVES

1. Promote the interests of members for WEEE AFRICA among Government, Producers’{ Original Equipment Manufacturers and Importers and Exporters of All electronic products} community, WEEE processing industry, Donor organizations, Non-governmental organizations, General public and other organizations that may impact on the development and general wellbeing of the WEEE industry;
2. Create increased public awareness in E-waste recycling equipment and E-waste solutions through publications, advertisements, endorsements, seminars, conferences, advertising and promotional campaigns of every nature;
3. Assist Governments and the Industry on all issues related to Waste Electrical and Electronic Equipment recycling industry technologies including E-waste policy formulation, standards, taxation, settlement of misunderstandings;
4. Encourage ethical business practices and tendering procedures by maintaining good moral and honorable standards among the members of the Waste Electrical and Electronic Equipment recycling industry;
5. Mediate or assist the settlement by arbitration of disputes between the members of the association, the public in general and consumers/producers of Waste Electrical and Electronic Equipment and any other organizations directly or indirectly affected by Waste Electrical and Electronic Equipment (E-waste);
6. Promote better business practices and professionalism in the Waste Electrical and Electronic Equipment recycling industry by maintaining good ethical and moral standards and by encouraging the adoption of good engineering practices and standards (quality

products, design, installations and maintenance) among the members of the Waste Electrical and Electronic Equipment recycling industry;

7. Protect E-waste recyclers (both formal and informal) in all aspects especially by encouraging the standardization in business operations procedures, access to recycling equipment and their accessories etc;
8. Apply for, acquire and hold charters, privileges, monopolies, licenses, concessions, patents and other rights or powers from Government or any other statutory body and to exercise, carry on and work any powers, rights or privileges so obtained;
9. Lobby the Governments on legislation that is relevant and conducive to the growth of the Waste Electrical and Electronic Equipment (E-waste) recycling industry.
10. Engage on behalf of producers and importers/exporters for the collection and high-quality recycling of waste electrical and electronic equipment and consumables or accessories;
11. Engage on behalf of producers and importers/exporters in the implementations of compliance schemes ie Extended Producer Responsibility (E.P.R) , Distributor Extended Responsibility (D.E.R) ,etc; Manage received disposal contributions, contact organization of the various trade associations regarding the course of implementation of the legislation and consultative body with other product foundations about the compliance policies to be pursued;
12. Organizes collection and recycling for Producers (both Original Equipment Manufacturers and Importers/Exporters) members of the association. To collect waste electrical and electronic equipment from products that has been marketed by its members as much as possible after disposal and to recycle it responsibly;
13. Aims for the highest possible recycling result by further improvement of the treatment process and by innovation of recycling technology. Regaining more materials for use in new products and to prevent toxic materials from entering the environment. The ultimate goal is a closed cycle for electronics (in support of Sustainable Value Additions), upscaling Green employment and Green Economy.

To achieve the above mentioned objectives the WEEE AFRICA may perform and carry out such functions as are permitted under the Laws and may, in particular:

- a) Raise funds in cash and/or in kind through member's contributions for the establishment and furtherance of the WEEE AFRICA;
- b) Negotiate and enter into contracts with any person, corporation or institution for hiring labour or for the acquisition of materials, or equipment's in pursuance of the objectives of the WEEE AFRICA;
- c) Employ or engage such technical and administrative staff and labour services as shall be necessary for the establishing and maximizing the efficient running of the industry;
- d) Secure permits and licenses from relevant authorities as necessary for the establishment and operation of the organization;

ARTICLE 3— VISION AND MISSION

- 1) To act as the directing and coordinating authority on best operations practice in Waste Electrical and Electronic Equipment (E-waste) recycling;
- 2) To establish and maintain effective collaboration with the United Nations, Specialized Agencies, Producers, Governmental health administrations, Professional groups, Academia and such other organizations as may be deemed appropriate in attainment of sustainable E-waste management;
- 3) To assist Governments, International Organizations and Producers upon request, in strengthening Waste Electrical and Electronic Equipment (E-waste) recycling business segment and attainment of sustainable E-waste management;
- 4) To provide a platform for producer responsibility organisations to take on the challenge of electrical and electronic waste in Africa by fostering ideas and sharing best practices whilst optimising environmental performance through a proper management of WEEE;
- 5) To furnish appropriate technical assistance and, in emergencies, necessary aid upon the request or acceptance of Producers ,Governments or any other entities both Public or Private ;
- 6) To provide, promote or assist in providing sustainable E-waste management methodologies while mainstreaming Climate Change adaptations attainment of Sustainable Development Goals (SDGs), sustainable productions and consumptions;
- 7) To stimulate and advance work scaling up sustainable E-waste management aligned with Circular economies/Industrial symbioses/Closed loop/ to mitigate E-waste related environmental pollutions and associated health risks;
- 8) To promote, in co-operation with Producers and other specialized agencies where necessary, the prevention of Waste Electrical and Electronic Equipment (E-waste) accidental injuries both human and environment in nature (i) to promote, in co-operation with other specialized agencies where necessary, the improvement of working conditions and other aspects of environmental hygiene;
- 9) To promote co-operation among Producers, Innovators/Inventors ,Scientific and professional groups which contribute to the advancement of Waste Electrical and Electronic Equipment (E-waste) management ;
- 10) To propose conventions, agreements and regulations, and make recommendations with respect to international E-waste management best business practice;
- 11) To provide leadership on matters critical to Waste Electrical and Electronic Equipment (E-waste) sustainable management and engaging in partnerships where joint action is needed;
- 12) To shape the Waste Electrical and Electronic Equipment (E-waste) research agenda and stimulating the generation, translation and dissemination of valuable knowledge;
- 13) To set norms and standards in sustainable E-waste management, promoting and monitoring their implementation. To design set of standards with respect to the collection, sorting, storage, transportation, preparation for re-use, treatment, processing and disposal of all kinds of WEEE;
- 14) To articulate ethical and evidence-based policy options in E-waste management;
- 15) To provide technical support, catalyzing change, and building sustainable institutional capacity in Waste Electrical and Electronic Equipment (E-waste) management;

- 16) To provide leadership, strengthen governance and foster partnership and collaboration with countries both in Africa and Globally , the United Nations system, International Organizations, Academia and other stakeholders in order to fulfill the mandate of the WEEE AFRICA in advancing the global Waste Electrical and Electronic Equipment (E-waste) agenda;
- 17) To develop and sustain WEEE AFRICA as a flexible, learning organization, enabling it to carry out its mandate more efficiently and effectively;

ARTICLE 3 — MEMBERSHIP

The Association shall have 5 {Five} categories of membership: Individual Members, Corporate Members, Associate Members, Honorary Members and Life Members.

- 1) Membership shall be open to registered corporate bodies, individuals, NGOs, Consultants, academic institutions, and other organizations that subscribe to this constitution;
- 2) Associate Membership shall be open to any individual persons or organizations that have demonstrated strong commitment to Waste Electrical and Electronic Equipment (E-waste) provided that they fulfil their other obligations to the association. Associate members will enjoy all the rights of full members except voting and holding office. An associate member can apply for full membership upon completion of 2 {two} years as an associate member. He/She shall then be subjected to payment of membership and subscription as indicated in Article 11;
- 3) Honorary Membership shall be open to well-wishers of the Association and any such Member who may be recommended by the Governing Council of the Association-tbt;
- 4) All Members with the exception of Honorary Members shall pay a Membership fee and an annual Subscription to be decided at an Governing Council (Ex-Com) General Meeting from time to time;
- 5) The Annual Governing Council (Ex-Com) General meeting, by majority vote and on the recommendation of the Governing Council, shall impose such conditions and requirements for qualification for, admission to, and termination of one or more classes of membership, etc;
- 6) Life membership is only applicable to Founding Member organization, namely e-Waste Association of South Africa (eWASA) and Recykla international.
They are entitled to;
 - a. Attend all the Governing Council meetings;
 - b. Attend all the Assembly meetings;
 - c. Elected as President or Vice President of the Governing Council;
 - d. Attend all conference and workshop organized by WEEE –AFRICA;
 - e. Participate in all matters relating to decision making for WEEE-AFRICA at Governing Council;
 - f. Attend all conference ,workshop or training organized by WEEE-AFRICA;
 - g. Act as signatories of WEEE-AFRICA;
 - h. Have Veto power at Governing Council

- i. Waver of membership fees;
- j. Representatives of WEEE-AFRICA in all matters pursuant of WEEE-AFRICA vision, mission and objectives;

ARTICLE 4— AFRICA GENERAL SECRETARIAT

i. OFFICE OF THE SECRETARY-GENERAL (OSG)

The Director General is responsible for the overall management of the association and acts as its legal representative. He coordinates all administrative aspects of the association's activities to ensure the most effective and economic use of its resources.

- **Legal Affairs Unit**

Provides legal advice and assistance to the East Africa General Secretariat on issues related to the functions, structure and activities of the association;

- **Internal Audit Unit**

Supports the activities of the association with the aim of ensuring the effective, economic and efficient use of resources in achieving the overall goals, strategies and priorities set in the Strategic Plan;

- **Ethics Office**

Reinforces and promotes Waste Electrical and Electronic Equipment (E-waste) ethics policies and ensures that they are clearly.

ii. STRATEGIC PLANNING AND MEMBERSHIP (SPM)

The Strategic Planning and Membership department anticipates and analyzes strategic challenges and their implications for the association in the fast evolving Waste Electrical and Electronic Equipment (E-waste) and develops forward-looking strategic proposals for the WEEE AFRICA management team with a view to ensuring that the organization meets the objectives assigned by the membership.

SPM's mission

- a) Anticipate and analyze strategic challenges and their implications for the association in the fast evolving Waste Electrical and Electronic Equipment (E-waste) and develop forward-looking strategic proposals to the WEEE AFRICA management team with a view to ensuring that the organization meets the objectives assigned by the membership;
- b) Plan and coordinate the corporate and strategic activities with a view to ensuring their accordance with membership objectives;
- c) Develop and maintain sound relations with Member States, Sector Members and other entities, the UN and other international organizations;
- d) Provide expert advice on Waste Electrical and Electronic Equipment (E-waste) and promotion strategies, and develop and implement the association's corporate communication plan in cooperation with the WEEE AFRICA Working Groups and with the view to promote WEEE AFRICA leadership in the field of Waste Electrical and Electronic Equipment (E-waste);

- e) Organize and provide secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from member states and Sector Members;
- f) Initiate and coordinate the preparation of draft strategic plans;

iii. HUMAN RESOURCES MANAGEMENT (HRMD)

The Human Resources Management Department (HRMD) advises the Director General on human resources matters. The Department strives to provide comprehensive strategic and operational advice in these areas, while ensuring consistency with WEEE AFRICA overall strategy, policies, regulations and rules, as well as being in harmony with policies promulgated by Members Countries on the Waste Electrical and Electronic Equipment (E-waste).

HRMD endeavors to effectively and efficiently manage the human capital and physical assets of the WEEE AFRICA ; creating and facilitating a stimulating and supportive work environment and encouraging organizational creativity and a performance oriented culture based on results. HRMD maintains an open and productive dialogue with the WEEE AFRICA Staff Council through statutory joint staff/management bodies and regular discussions on topics of mutual interest.

HRMD Mandate

- a) Manages the administration of Staff Services at HQ and in the Field for all staff of the WEEE AFRICA , including short-term employees, consultants, experts and interns - such as appointments and contracts, benefits and entitlements, payroll and salaries, recruitment, staff development, staff welfare, post classification and organizational structure, pensions and insurance and e-Reporting. Provides human resource advice and service to WEEE AFRICA staff;
- b) Develops, harmonizes and streamlines policies, regulations and rules; develops competencies; manages training and performance appraisal systems, ensures job classification services and coordinates with the other National/Regional Secretariat through mechanisms such as the HR Network;
- c) Develops and implements strategy to create a workforce with high standards of competence, efficiency and integrity through a performance-management framework that fosters a culture of responsibility and accountability, recognizing high performance and encouraging individual staff development;
- d) Promotes a healthy and safe working environment for staff and visitors, cooperating fully with all staff and managers in applying all measures needed to maintain a healthy working environment;
- e) Provides data reports and statistical analysis to: Department Managers, Directors, WEEE AFRICA Membership.

iv. FINANCIAL RESOURCES MANAGEMENT (FRMD)

The Financial Resources Management Department (FRMD) leads, oversees and advises the WEEE AFRICA Working Groups and Assemblies on the conceptualization and

implementation of policies, strategies, plans, projects and approaches for the administration and delivery of finance, budget, accounts and procurement support services provided at WEEE AFRICA .

FRMD's Main Objectives

- a) To ensure sound financial management of the WEEE AFRICA , and to provide support and advice on financial and budgetary matters to senior management and Financial partners members (Donors) consistent with the WEEE AFRICA Financial Regulations and Rules. The department monitors the costs of products and services of the WEEE AFRICA , accounting procedures and cost accounting standards and exercises efficient and sound budget control;
- b) To provide periodical financial information to management, Working Groups, Assemblies and Financial partners members (Donors). The Department effectively manages and monitors all WEEE AFRICA accounts; coordinates and consults with the Bureaux and Departments of the Secretariat to provide expert advice on accounting practices. It manages WEEE AFRICA financial investments, improves cash management and ensures effective financial management systems across the Secretariats;
- c) To ensure purchase of goods and services, through full and open competition by promoting transparency in the award of contracts and providing leadership and guidance to departments in all matters of competitive sourcing. The Department also participates in developing advance acquisition strategies, identifying organizational policy, process, or procedural impediments to competition and recommends corrective actions;
- d) To represent the WEEE AFRICA in inter-departmental meetings and committees related to procurement, finance and budget issues;

v. NATIONAL AND REGIONAL SECRETARIAT

The Secretariat is responsible for most aspects of the planning and delivery of WEEE AFRICA events, which provide Country, Regional, Africa and Global community with ICT platform for stakeholders from across the Waste Electrical and Electronic Equipment (E-waste) recycling sector to connect, collaborate and create future Waste Electrical and Electronic Equipment (E-waste) recycling sustainable landscape . WEEE AFRICA events are unique events for E-waste recycling community, with a firm focus on sharing knowledge, networking, high-level engagement and strategic debate.

Core Activities

- a) Venue selection and negotiations with Host Country and contractors;
- b) Product definition: defining and scoping the event 'product,' often in consultation with industry event partners, the WEEE AFRICA Working Groups and Assemblies. Subsequent promotional marketing and sales, including production of material to reach the right audience and encourage National, Regional and global participation;

- c) Client relations including participants and VIPs. Also developing and execution of networking programmes, to facilitate optimal networking amongst all participants at events;
- d) Event operations including build-up, registration, security, freight, event logistics, dismantling, service providers management;
- e) Leadership Summit including Heads of States, Heads of Governments, CEOs;
- f) Forum: defining and scoping the programme, often in consultation with industry partners, advisory committee and more to ensure that discussions are timely, relevant and forward-looking. Speaker relations and on-site conference management;
- g) Media and public relations prior to and during event, to ensure right message is distributed to the right audience;
- h) Financial services;
- i) ICTs including social networking platform, applications, network design and management, databases, office services;
- j) Other administrative services including travel, personnel, headquarters logistics, etc.) ;
- k) General administration, policy definition and management;
- l) ICTs (applications, network design and management, databases, office services);
- m) Other administrative services (travel, personnel, headquarters logistics, etc.);

vi. CONFERENCES AND PUBLICATIONS (C&P)

The mission of the Conferences and Publications Department (C&P) is to provide WEEE AFRICA and its constituents with the linguistic and logistical expertise necessary for the WEEE AFRICA activities.

To this end, C&P provides the following key services:

- a) Conferences and meetings: Ensuring the availability of the necessary infrastructure and facilities for conferences, assemblies and meetings, in Kenya/South Africa or other locations worldwide, including the recruitment of teams of experienced conference interpreters in the official languages (English and French);
- b) Documentation: Ensuring the translation, production and dissemination (paper or electronic) of documents in the official languages (English and French);
- c) Publications and promotional material: Ensuring the production and dissemination of publications and promotional material, in all forms, in the official languages (English and French), including sales and marketing of WEEE AFRICA products;

In so doing, C&P seeks not only to maintain the highest degree of quality of service and timely delivery (service is a key concept and user satisfaction a priority), but also to ensure and constantly enhance efficiency, through ongoing review of working methods, monitoring and use of relevant technology and permanent cooperation and benchmarking with other international organizations and conference and language service providers.

vii. INFORMATION SERVICES (IS)

The Information Services Department (IS) is the focal point for the WEEE AFRICA information technology services, managing ERP, CRM, documents, information systems and infrastructure, service-desk, library, archives and information management services, safety and security (both physical and logical), to support staff both at Headquarters and in the Field, as well as delegates attending conferences, meetings and events world-wide. It also promotes ICT collaboration, partnerships and information-sharing and represents WEEE AFRICA in inter- departmental organization meetings and committees related to information technology and security management.

Strategic ICT Priorities

- a) Efficient working of the entire WEEE AFRICA (including field offices) and good management of WEEE AFRICA resources;
- b) Expediting the work of WEEE AFRICA participatory activities: Working Groups, forums and conferences;
- c) Maximizing the value of WEEE AFRICA information for the membership and the global telecommunication community, thereby promoting WEEE AFRICA and strengthening its public presence.

Objectives

- a) Optimize and integrate current information systems and services based upon a risk management framework (COBIT) and through multi-sourcing;
- b) Establish and centralize all functions related to systems development so as to avoid the risk of systems development becoming fragmented;
- c) Enhance staff competence and improve job performance through knowledge and use of information technology and resources;

ARTICLE 5— FINACING OF ACTIVITIES:

- a) Members and outside donors contributions e.g. Grants, Donor financing, Membership contributions;
- b) Private Philanthropy e.g. by Foundations or as adjunct to existing International Organizations.

ARTICLE 6— AFRICA AND REGIONAL COMMITTEES AND THEIR FUNCTIONS.

6.1 It consists of 6 {six} Regional Working Groups which are listed below;

1) Working Groups of Formal E-waste Recyclers.

The Working Groups of Formal E-waste Recyclers is composed of legalized members operating their E-waste facilities by adhering to E-waste recycling standards. The Working Groups deliberates on E-waste recycling issues (challenges and proposed solutions) which are National and Regional in nature as formal sector;

2) Working Groups of Informal E-waste Recyclers.

The Working Groups of Informal E-waste Recyclers is composed of members operating E-waste facilities not fully complied (work in progress towards formalization) with required requirements and E-waste recycling standards. The Working Groups deliberates on E-waste recycling issues (challenges and proposed solutions) which are National and Regional in nature as informal sector;

3) Working Groups of E-waste Technologies.

The Working Groups of E-waste Technology is composed of Members from the technology providers, recyclers (formal and informal) and Producers. The Working Groups deliberates on technology issues that enhance attainment of sustainable E-waste management which are National and Regional in nature;

4) Working Groups of Producers (with a focus on Extended Producer Responsibility (E.P.R) , Distributor Extended Responsibility (D.E.R) and Compliance Schemes)

The Working Groups of Producers is composed of Members who are Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Assembly deliberates on compliance schemes which are National and Regional in nature;

5) Working Groups of Chemical and hazardous Recyclers.

The Working Groups of Chemical and hazardous Recyclers is composed of Members who are Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Working Groups deliberates on recycling of dangerous fractions found in E-waste as well as their E-waste accessories which are Regional in nature

6) Working Group of WEEE Auditors

The Working Groups of **WEEE Auditors** is composed of Members who are WEEE Auditors, Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Working Groups deliberate, define and manage set of rules and procedures (standard) that guarantee harmonised conformity verification in towards sustainable WEEE management which are Regional in nature.

ARTICLE 7— NATIONAL COMMITTEES AND THEIR FUNCTIONS.

7.1 It consists of 6 {six} Regional Working Groups which are listed below;

i. Working Group of Formal E-waste Recyclers.

The Working Groups of Formal E-waste Recyclers is composed of legalized members operating their E-waste facilities by adhering to E-waste recycling standards. The Working Groups deliberates on E-waste recycling issues

(challenges and proposed solutions) which are National and Regional in nature as formal sector;

ii. Working Groups of Informal E-waste Recyclers.

The Working Groups of Informal E-waste Recyclers is composed of members operating E-waste facilities not fully complied (work in progress towards formalization) with required requirements and E-waste recycling standards. The Working Groups deliberates on E-waste recycling issues (challenges and proposed solutions) which are National and Regional in nature as informal sector;

iii. Working Groups of E-waste Technologies.

The Working Groups of E-waste Technology is composed of Members from the technology providers, recyclers (formal and informal) and Producers. The Working Groups deliberates on technology issues that enhance attainment of sustainable E-waste management which are National and Regional in nature;

iv. Working Groups of Producers (with a focus on Extended Producer Responsibility (E.P.R) , Distributor Extended Responsibility (D.E.R) and Compliance Schemes)

The Working Groups of Producers is composed of Members who are Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Assembly deliberates on compliance schemes which are National and Regional in nature;

v. Working Groups of Chemical and hazardous Recyclers.

The Working Groups of Chemical and hazardous Recyclers is composed of Members who are Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Working Groups deliberates on recycling of dangerous fractions found in E-waste as well as their E-waste accessories which are National and Regional in nature.

vi. Working Groups of WEEE Auditors

The Working Groups of **WEEE Auditors** is composed of Members who are WEEE Auditors, Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Working Groups deliberate, define and manage set of rules and procedures (standard) that guarantee harmonised conformity verification in towards sustainable WEEE management which are National and Regional in nature.

- a) The Head Office Secretariat is in charge of formulating, approving and adopting policies plan of actions adopted by the Assembly developed at Africa Working Groups;
- b) The Africa Working Groups serves as a Tertiary Progress Review Board for the actions of the Secretariat within Africa Region
- c) Regional Secretariat are in charge of implementing policies as well as approved plan of actions adopted by the Assembly developed at Africa Working Groups;
- d) The Regional Working Groups serves as a Secondary Progress Review Board for the actions of the Secretariat within the Region;
- e) National Secretariat are in charge of implementing policies as well as approved plan of actions adopted by the Assembly developed at Africa Working Groups;
- f) The National Working Groups serves as a Primary Progress Review Board for the actions of the Secretariat at the National /Country level;

ARTICLE 8—FUNCTIONS OF AFRICA GOVERNING COUNCIL

8.1 Functions

- a) To be legislative and supreme body of the Organization;
- b) To meet yearly (or as a matter of urgency more than once in a year) to approve and votes on matters ; of policy & finance of the organization, proposed budget, plan of actions and any other issues that will enhance operations of the organization to meet its objectives ,goals and mission;
- c) To review reports of the Sub-committee of the Governing Council as well as of Internal/external auditors on different assigned thematic areas, further deciding if there are areas of work requiring additional examination;
- d) Governing Council super-see the management and actualization of goal, mission and objectives of regional office;
- e) Governing Council appoints the Director General for 05 {five} Years with a maximum limit for 2 {two} term (Under special circumstances Governing Council can renew employment contract for Director General for another 1 {one} term of 5 {five} years being maximum) . The Director General is the head of the organization.
- f) Governing Council Members shall serve for **2 {two} term of 3 {three} years** and shall be eligible for re-election but shall serve for **1 {one} term of 3 {three} years** of office;
- g) The members of the Governing Council shall not draw any salaries but may be paid such allowances or honoraria as the AGM may decide;

8.2 Obligations

- h) The organization has established 6 {Six} General Assemblies. Each General assembly deliberates on issues related to its sector which are National, Regional and Africa in nature. The Chairperson and Vice Chairperson of each General Assembly is elected from amongst members of the Assembly and the election has due regard to the principle of rotation. The 6 {Six} assemblies are listed below;

1) General Assembly of Formal E-waste Recyclers.

The General Assembly of Formal E-waste Recyclers is composed of legalized members operating their E-waste facilities by adhering to E-waste recycling standards. The General Assembly deliberates on E-waste recycling issues (challenges and proposed solutions) which are Regional in nature as formal sector;

2) General Assembly of Informal E-waste Recyclers.

The General Assembly of Informal E-waste Recyclers is composed of members operating E-waste facilities not fully complied (work in progress towards formalization) with required requirements and E-waste recycling standards. The General Assembly deliberates on E-waste recycling issues (challenges and proposed solutions) which are Regional in nature as informal sector;

3) General Assembly of E-waste Technologies.

The General Assembly of E-waste Technology is composed of Members from the technology providers, recyclers (formal and informal) and Producers. The General Assembly deliberates on technology issues that enhance attainment of sustainable E-waste management which are Regional in nature as technology providers;

4) General Assembly of Producers.

The General Assembly of Producers is composed of Members who are Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The General Assembly deliberates on compliance schemes, Extended Producer Responsibility (E.P.R) and Distributor Extended Responsibility (D.E.R) which are Regional in nature;

5) General Assembly of Chemical and hazardous Recyclers.

The General Assembly of Chemical and hazardous Recyclers is composed of Members who are Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Assembly deliberates on recycling of dangerous fractions found in E-waste as well as their E-waste accessories which are Regional in nature;

6) General Assembly of WEEE Auditors.

The Working Groups of **WEEE Auditors** is composed of Members who are WEEE Auditors, Producers (i.e. Original Equipment Manufacturers, Electronic Exporters and Importers, online marketing platforms), E-waste Recyclers (formal and informal) and E-waste technology providers. The Working Groups deliberate, define and manage set of rules and procedures (standard) that guarantee harmonised conformity verification in towards sustainable WEEE management which are Regional in nature.

ARTICLE 9— ELECTION OF CHAIR AND VICE CHAIR FOR WORKING GROUPS AT NATIONAL, AND REGIONAL LEVEL

Each Working Group at various levels shall elect their own Chair and Vice Chair on the principle of rotation for 2 {two} term of 3 {three} years. The Chair and Vice Chair can offer himself/herself for re-election serving 1 {one} term of 3 {three} years.

- a) Elected Chair and Vice Chair of each Working Group at WEEE AFRICA shall be coopted on various assignments where they arise at Tertiary level–Africa . At Regional level they will be coopted on various assignments where they arise at Secondary level-Regional. At National level they will be coopted on various assignments where they arise at Primary Level –National;
- b) New Members shall be admitted to the Organization upon approval by a simple majority vote at the Governing Council at National, Regional and Africa levels.

ARTICLE 10—ELECTION OF CHAIR AND VICE CHAIR FOR GENERAL ASSEMBLY

Each General Assembly shall elect their own Chair and Vice Chair on the principle of rotation for 2 {two} term of 3 {three} years. The Chair and Vice Chair can offer himself/herself for re-election serving 1 {one} term of 3 {three} years.

- a) Elected Chair and Vice Chair of each General Assembly will be coopted as coopted on various assignments where they arise;

ARTICLE 11 — RIGHTS AND OBLIGATIONS OF MEMBERS

11.1 Rights

Every *full* member of WEEE AFRICA shall have the rights to:

- a) Take part in the formulation and discussion of all policies of the Association and be elected to any organ, committee, commission or delegation of WEEE AFRICA ;
- b) Submit proposal or recommendations on any issue that may affect the normal functions and interests of the Association;
- c) Enjoy and play an active role in all activities of the Association;
- d) Business promotion by the association in various forums in accordance with rules and regulations governing such promotions;

11.2 Obligations

ALL members of WEEE AFRICA are obliged to:

- e) Observe and defend the Constitution of the Association;
- f) Uphold the motto of the Association and work to promote the everlasting values of WEEE AFRICA ;
- g) Exercise discipline, ethics, morality and professionalism in business conduct and maintain harmony with other members of the Association and the community in general;
- h) Initiate and participate in activities aimed at promoting the objectives of the Association;
- i) Subscribe to and observe the Association's Code of Ethics

ARTICLE 12 — CONSTITUTION AND POWER

- a. The Constitution shall be the Supreme Law of the Association and shall be binding to all members;
- b. The Annual Governing Council (Ex Com) General Meeting shall be the supreme organ of the Association;
- c. The day-to-day running of the Association shall be vested in the Governing Council Committee and secretariat;
- d. Any constitution amendment proposed shall first be submitted to the Governing Council for study and discussion. The Governing Council shall co-propose amendment to all the members at the beginning of the Annual Governing Council General Meeting for deliberations and determination.
- e. The Constitution shall only be amended at an Annual Governing Council General Meeting or at an extra-ordinary Annual Governing Council General Meeting on the recommendation of more than one half of the Governing Council.
- f. To pass a constitutional amendment a two-thirds majority of the members qualified to vote and present at the meeting shall be required.

ARTICLE 13- THE FUNCTION OF GOVERNING COUNCIL

The Association shall have Governing Council:

- 1) The Governing Council shall be the governing body of the Association subject to the provisions of this constitution and any other provisions made by the Association in accordance with this constitution. The Governing Council shall manage all the affairs of WEEE-AFRICA through a secretariat. The secretariat will supervise and coordinates all activities and programs including those of the Regional Working Group at Regional levels facilitating them to meet deliverables defined in key thematic areas, (as Enumerated on the Organization's Articles in

the Constitution or Memorandum and Articles of Association). Key thematic areas for interventions and plan of actions at the secretariat are identified at the Regional Working Groups for resource mobilization and implementations after approval and adoption by the Assembly;

- 2) The Governing Council shall appoints the Director General for 05 {Five} years with a maximum limit for 2 {two} term (Under special circumstances Governing Council can renew employment contract for Director General for another 1 {one} term of 5 {five} years being maximum)
- 3) The Governing Council shall consist of:
 - a. President
 - b. Vice-President
 - c. Secretary

Functions

1) **The President**

- a) Shall preside over all Governing Council and Annual Governing Council General Meetings of the Association;
- b) Shall convene all meetings of the Association in liaison with the Secretary and Secretariats;
- c) Shall have a casting vote in all Meetings when there is a tie, and he shall make the final decision *on* matters of procedures in all meetings;
- d) Shall be co-signatory to all the Accounts of the Association and any other legal documents of the Association;
- e) Shall represent the Association on important functions and perform such other duties as may be directed by the Governing Council;

2) **The Vice President**

To assist the President in execution of his duties and carry out the duties of the President in his absence.

ARTICLE 13— NATIONAL, REGIONAL AND AFRICA LEVELS MEETINGS

1 The Association shall have two (2) types of Meetings:

- a) Governing Council Committee Meetings
- b) Governing Council General Meetings which may be demanded by members or Governing Council to discuss a specific topic of great importance to the Association;

- 2 The Governing Council shall meet once and at any other times the committee deems fit to conduct Association's business ;
- 3 One half of voting member's present shall form a quorum. If the quorum is not realized after sufficient notice and publicity, the members present shall in the absence of the or President, Secretary elect a President and shall then proceed with the business before them, and their decisions and resolutions shall be binding to all members.

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