

CACAARI CONSTITUTION

PREAMBLE

1. The agricultural research institutions in Central Asia and the Caucasus Region:
 - Aware of the problems and challenges facing the development of agriculture in the Region,
 - Conscious of the responsibilities, which they must assume if they are to contribute to the process of social and economic development in the Region,
 - Convinced that the role and impact of the respective institutions can be enhanced through effective collaboration and consultation among them

have decided to establish a regional association of agricultural research institutions and agricultural research for development stakeholders in the pursuit of their common objectives.

ARTICLE I NAME

2. The name of this association is "Central Asia and the Caucasus Association of Agricultural Research Institutions" (CACAARI), hereinafter referred to as the Association.

ARTICLE II SEAT

3. The Association has its seat and permanent Secretariat in Tashkent, Uzbekistan in the ICARDA Regional Office for Central Asia and the Caucasus.

ARTICLE III OBJECTIVES

4. The overall objective of the Association is to foster agricultural research for development in Central Asia and the Caucasus Region.
5. More specifically, the objectives of the Association are:
 - to provide a platform for dialogue on critical issues related to agricultural research and innovation and collaborative action through national, regional and international partnerships for agricultural research for development;
 - to advocate and foster actions for increased and improved investment (financial and in human skills) and information and knowledge sharing in the Central Asia and Caucasus region for agricultural research and innovation for development;
 - encourage the establishment of appropriate capacities in agricultural research and development in accordance with identified regional, bilateral or national needs and priorities;
 - assist in strengthening of organizational and management capability of institutions and organizations for agricultural research and development; and
 - strengthen cross-linkages between national, regional and international research and development centers and ARD stakeholder organizations, including civil society organizations, universities, farmers' organizations, women's

organizations, non-governmental organizations, professional societies, private sector organizations in agriculture, etc. through involvement in jointly-planned research, training, education and extension programmes.

ARTICLE IV FUNCTIONS

6. Association undertakes the following activities:
 - convene Steering Committee to discuss the Association's administration, general and specific programmes, policies, strategies and priorities;
 - organize working groups, meetings and seminars to discuss agricultural research and development priorities, specific problems or sponsor technical studies, training courses, workshops and research programs/projects in the CAC region;
 - collect, collate and disseminate information pertaining to agricultural research and development;
 - maintain and enhance links with agencies, institutions, or organizations and other entities undertaking similar activities within and outside the Region; and
 - promote and support, including providing management, for regional collaborative agricultural research and development among member institutions/organizations.

ARTICLE V MEMBERSHIP

7. Membership of the Association is open to agricultural research institutions/organizations, universities, farmers' organizations, women's organizations, non-governmental organizations, private sector organizations in agriculture, etc in Central Asia and the Caucasus Region (Azerbaijan, Armenia, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan and littoral countries) and other international research institutions/organizations having interest and activities in the agricultural sector of the region. In countries where agricultural research is handled directly by a government ministry/organization, the relevant ministry/organization will be eligible to become member of the Association. Membership in the Association is sought by approval from the Chairman after submitting an application to the Executive Secretary. The membership of the Association is confirmed by the Steering Committee of the Association.
8. Any member institution/organization desiring to withdraw from the Association notifies the Executive Secretary in writing, and such withdrawal shall take effect three months from the date of receipt of the notice by the Executive Secretary.

ARTICLE VI SOURCES OF FUNDS

9. Sources of funds consist of:
 - Membership fees (for amounts of membership fees and payment procedures see Annexure 1),
 - Fees, if any, collected from participants of any technical meeting, training or research organized by the Association,
 - Proceeds from the sale of publications and items issued by the Association, and
 - Grants and donations from governments, national, regional or international organizations and development banks, and others.

ARTICLE VII

THE STEERING COMMITTEE

10. There is a Steering Committee of the Association, which consists of 14 members representing different groups of Agricultural Research for Development stakeholders as follows:
 - i. Eight members representing the eight national ministries/organizations responsible for agricultural research in the CAC region
 - ii. One member representing educational institutions (universities and colleges) in the CAC region (elected by member educational institutions through electronic of face-to-face meeting),
 - iii. One member representing the Consortium of Farmers' Organizations in Central Asia and the Caucasus (CFO-CAC) (Chairman of the CFO-CAC or a person delegated from the CFO-CAC),
 - iv. One member representing the Consortium of Non-governmental Organizations in Central Asia and the Caucasus (CNGO-CAC) (Chairman of the CNGO-CAC or a person delegated from CNGO-CAC),
 - v. One member representing the women' organizations in agriculture in Central Asia and the Caucasus (elected by member women's organizations through electronic of face-to-face meeting),
 - vi. One member representing the private sector organizations dealing with agriculture in Central Asia and the Caucasus (elected by member private sector organizations through electronic of face-to-face meeting), and
 - vii. One member representing all the international research centers and development organizations working in Central Asia and the Caucasus (elected by member international research centers and development organizations through electronic of face-to-face meeting).
 - viii. The Chairperson for the Steering Committee is elected by a majority vote from the Steering Committee for a period of 2 years and limited to only one term. The Executive Secretary of the Association is the Election Officer responsible for the election of the Chairperson. The position of the Chairperson should be rotated between all members of the Steering Committee.
 - ix. The Executive Secretary of CACAARI is ex-officio, none-voting member and Secretary to the Steering Committee responsible for all minutes and records pertaining to the Steering Committee and its meetings.
11. The terms of members of the Steering Committee in i and vii would be as per those decided by the organizations or a caucus of organizations they represent.
12. The terms of members of the Steering Committee in ii, iii, iv, v and vi are a maximum of two terms of 2 years each and the nomination to CACAARI Steering Committee for their representation shall be through a caucus of stakeholder organizations or by the consortiums they represent in the region.
13. All the 14 members of the Steering committee have only one vote each.
14. The Steering Committee may invite observers to its proceedings.
15. The Steering Committee meets at least once every year and be convened by the Chairperson.
16. All decisions by the Steering Committee are taken by a simple majority vote, except for those decisions relating to amendments to the Constitution provision for which is provided in Article XV Section 39, and those related to the dissolution of the Association where at least 10 votes out of 14 will be required for carrying the motion. In the case of equality of votes, the Chairman has a casting vote.

ARTICLE VIII

DUTIES OF THE STEERING COMMITTEE

17. In fulfillment of its objectives, the Steering Committee determines the policy of the Association, approves the Annual Programme of Work and Budget, the Three year Business plan and the 10 year CACAARI Strategy for improving agricultural research and innovation in the region formulated through appropriate consultations and put up by the Executive Committee, reviews progress, and exercises other powers conferred upon it by the Constitution.

ARTICLE IX

EXECUTIVE COMMITTEE

18. There is an Executive Committee of the Association composed of five officers, namely, a Chairperson, one Executive Secretary and three elected members. The Chairperson of the Committee is the CACAARI Steering Committee Chairperson and the three members, other than the Executive Secretary, are elected by the Steering Committee from among the 14 member institutions/organizations for a period of two years and shall not be eligible for immediate re-election to the same office after two terms. Members of the Executive Committee shall cease to be members of the Executive Committee if they are not members of the Steering Committee. Each member of the Executive Committee except the Executive Secretary has one vote in the Executive Committee.
19. The Executive Secretary, appointed according to Article XI Section 26, is an ex-officio member of the Executive Committee and responsible for all minutes and records pertaining to the Executive Committee and its meetings. In case the post of the Executive Secretary falls vacant the next senior staff member of the CACAARI Secretariat or a staff member of the Secretariat's host Institution shall be deputed to act as Executive Secretary to the Association upon approval of the Chairperson of CACAARI Steering Committee.
20. If the office of the Chairperson becomes vacant for any reason, the remaining members of the Executive Committee shall elect one of its own members to fill the vacancy till such time the Steering Committee appoints another Chairperson. A position of member of the Executive Committee which falls vacant shall be filled by the unsuccessful candidate who had the highest number of votes in the election of the Executive Committee at the preceding Steering Committee. Persons who become members of the Executive Committee under this provision will remain in office until the next Session of the Steering Committee.

ARTICLE X

DUTIES OF THE EXECUTIVE COMMITTEE

21. The Executive Committee manages the affairs of the Association in accordance with the Constitution and the policies and directives adopted time to time by the Steering Committee.
22. The Executive Committee reports to the Steering Committee through an Annual Activity Report, which includes information on implementation of the approved programme of work, budget, expenditure and financial accounts for the year and the progress made in fulfilling the objectives of the Association.
23. The Executive Committee meets at least twice every year and is convened by the Chairperson.

ARTICLE XI

EXECUTIVE SECRETARY AND ASSOCIATION SECRETARIAT

24. The Secretariat of the Association is headed by the Executive Secretary.
25. The Association has an Executive Secretary who is appointed as a full-time employee of CACAARI. He/she reports to Chairperson and to the Steering Committee.
26. The Executive Secretary is appointed by the Steering Committee through an open, advertised process of applications with appropriate terms of reference initially for a period of two years. The term of the Executive Secretary may be extended further on a yearly basis by the Steering Committee on the recommendation of the Executive Committee for a maximum term of a total of 6 years from the date of joining or till the age of 70 years. The Executive Secretary should have suitable qualifications and experience in the field of agricultural research and development.
27. The Secretariat is located in the Regional Office of ICARDA for Central Asia and the Caucasus in Tashkent till the Steering Committee decides otherwise.
28. ICARDA is the host Institution for the Association and provides technical, administrative and logistical support and guidance to the Association's Secretariat till the Steering Committee decides otherwise.
29. The Executive Secretary may appoint staff and consultants, including an Assistant Executive Secretary through an open, advertised process of applications with appropriate terms of reference and appointment process, and only after approval of the Executive Committee.
30. Consultants and staff appointed by CACAARI follow all ICARDA Office rules and regulations and are provided similar provisions of the host Institution as its own staff.

ARTICLE XII

DUTIES OF OFFICERS

31. The Chairperson presides at all meetings of the Steering Committee and the Executive Committee.
32. The Executive Secretary performs all duties of the Chairperson in the absence of the latter, and such other duties as may be assigned to him/her by the Chairperson.
33. Executive Secretary is the Chief of the Secretariat of the Association. He/she is responsible for the affairs of the Association and execution of all activities approved by the Steering Committee, including preparation of programme of work and budget, monitoring of progress, and arrangements for meetings of the Steering Committee and Executive Com- mittee. He/she receives fees, subscriptions and any other financial contributions to the Association, account for all money received and make payments in accordance with policies established by the Steering Committee and the Executive Committee. He/she annually submits audited accounts to the Steering Committee at its Annual Meetings. He/she may be assisted in his/her duties by the Associations other staff or those deputed to the Association by the host Institute.

ARTICLE XIII

RULES AND REGULATIONS

34. The General Rules of Procedure and Financial Regulations are prepared by the Executive Committee and approved by the Steering Committee of the Association. Amendments to the Rules and Regulations may be adopted by a simple majority vote at any session of the Steering Committee. In case of conflict or dispute, wherever such rule or regulation is not

offering any resolution or clarity to the issue, the rules as applied by the host Institute in a similar case will be applied.

35. The Executive Secretary is responsible for utilization of the approved budget of the Association and maintains full accounts, records and documents. Duly audited accounts are presented at the Steering Committee for approval.

ARTICLE XIV QUORUM

36. The quorum at all meetings is more than 50% of the membership.

ARTICLE XV AMENDMENT OF THE CONSTITUTION

37. Amendment of the Constitution are considered only at a meeting of the Steering Committee.
38. The Association may amend this Constitution by a two-thirds majority of the votes cast, provided that such majority is more than half of the membership of the Steering Committee.
39. No proposal for the amendment of the Constitution are included in the agenda of any meeting of the Steering Committee unless notice thereof has been dispatched by the Executive Director to members at least 60 days before the opening of the meeting. This clause may be waived by a majority vote by the Steering Committee under extraordinary situations that are recorded by the Steering Committee.

ARTICLE XVI DISSOLUTION

40. The Association can only be dissolved by a resolution approved at a Steering Committee. The procedure to be followed for the dissolution of the Association shall be the same as detailed in Article VII Section 16 and Article XV Sections 38 and 39.

ANNEXURE 1 MEMBERSHIP FEE AMOUNT AND PAYMENT PROCEDURES

1. According to the decision of the Steering Committee on October 15, 2009 membership fees starting 2010 are:
 - a. for agricultural organizations of Central Asia and the Caucasus (research institutes, government bodies, non-governmental organizations, educational institutions, farmer organizations, women's organizations and private sector organizations) – USD 100 annually from each member organization
 - b. for international member organizations – USD 3000 annually from each member organization
2. Membership fees for each year are to be submitted till December 20 of the previous year.
3. Membership of organizations that failed to submit membership fees till December 20 is suspended for a year, until the submission of the membership fee for the following year.