

# INTERNAL REGULATIONS

## TITLE I: SCOPE

### **Article 1: Definitions**

Association: GivHOPE Africa

Statutes: The Statutes of the Association

Rules: The Rules of the Association

### **Article 2:**

This Internal Regulation is to determine the conditions and rules for the implementation of the Association's Clauses.

**Article 3:** Partner with all good wills, associations, international institutions, government and the private sector for the withdrawal, rehabilitation and socioeconomic reintegration of street children (Boys/girls), school dropout girls, internal displaced persons from the war zones, women at risk and improving their living conditions, its particular focus being to empowering, reinforcing and building their capacities in order for them to become income generators of small businesses, go into apprenticeship or vocational training for those who cannot go back to school and job placement in order to help them stand on their won feet.

### **Article 4: Members Equality**

The Association guarantees all active members in good standing the same rights and obligations under the Association's Clauses.

## PART II: MEMBERSHIP

### **Article 5: Procedures for membership**

- a- Any active member of the Association must contact the Executive Desk, and send him/her an application for membership in accordance with the procedures in force.
- b- She/he must properly complete and sign the form provided for this purpose in which he/she agrees to comply with the provisions of the Articles of the Association.
- c- Membership of a distinguished member is represented by a correspondence from the Executive Coordinator of the Executive Desk and approval of the General Assembly's members convened to 2/3.
- d- Memberships are registered in chronological order by the Secretary General in a special register provided for this purpose in which resignations are also recorded, any radiation or any other reason resulting in the loss of membership.
- e- The above-mentioned register must be well maintained because it provides the list of active members in accordance with the provisions in these Clauses.

### **Article 6: Membership Fee**

- a- The membership fee is paid only once.
- b- However, anyone who loses his/her membership for any reason besides the radiation is required for reinstatement, to pay again his/her membership fee in the amount set at the date of his/her reintegration.
- c. The membership fee is set at ten thousand (10,000) CFA francs and it is not refundable.
- d- It is paid in full in cash upon accession or at the latest within a month.
- e- Any stakeholder's participation during the year is only effective if the new member pays his/her fees in addition to the fees payable under the membership fee. These contributions are due at the beginning of the year.

## **TITLE III CONTRIBUTIONS \***

### **Article 7: Active members**

- a- Active members pay mandatory monthly and annual contributions allocated to the functioning of the Association and to cover services provided by the Statutes.
- b- The amount of the monthly contribution is fixed at 10,000 (ten thousand) CFA francs.
- c- The total annual contributions set at 25,000 CFA francs (Twenty five thousand) are due and payable from January 1 to March 30; the deadline in payment is set as of April 1<sup>st</sup> of the year.
- d- However, a new member joining during the year shall pay his monthly contribution in the month of accession, after additional month granted to him/her for the payment of membership fee.
- e- He/she has three (3) months from the date of its accession to fulfill his/her annual contributions.
- f- Beyond three months, the new member pays a penalty of late payment.
- g- Any delay in payment leads to a late contribution fee payment of 10,000 FCFA nonrefundable.
- h- The above-mentioned monthly contribution must obey the usual rules of tontine including the timing of individual beneficiaries that will be predetermined though optional and voluntary bases.

\* \$ 1 = 500 FCFA

### **Article 8: Distinguished Members**

Distinguished members may possibly pay an amount at their convenience.

**Article 9:** The funds collected will be lodged in a savings account at a local bank opened by the Executive Coordinator and in her absence two signatures (That of the Treasurer and her deputy), will jointly sign each time a request or need for money is presented.

## **TITLE IV: LOSS OF MEMBERSHIP AND DISCIPLINE**

### **Article 10: Loss of Membership**

Membership of the Association is lost by:

- a- Death;
- b- Voluntary withdrawal;
  - Voluntary withdrawal must be notified in writing to the Executive Coordinator of the Executive Desk at least two months before the end of the current year.
  - The withdrawal made by a letter from the Executive Coordinator of the Executive Desk addressed to the Member concerned, is confirmed by the founding members.
  - It takes effect only from the following year.
- c- The exclusion or expulsion: exclusion or expulsion is proposed by the Executive Coordinator on advisory opinion of the General Assembly meeting to 2/3 for serious offenses such as corruption, theft, embezzlement, abuse of trust, misuse of authority, use of toxic substances, drunkenness, consumption and selling of drugs, drunkenness on duty, under judicial investigation (suspension until the final outcome of the investigation), characterized by damage to the interests or values of the Association which are: Love, Integrity, Justice, Solidarity, Fidelity, Mutual Respect, Humility, Humanity, Altruism.

### **Article 11: Discipline and Litigation**

- a- All cases relating to the discipline and the disputes between the Association and a Member shall be subject to the Executive Desk for an opinion to the Independent Disciplinary Committee Panel (IDC) referred to in Clauses 21 and 22 of the current Statutes.
- b- The Independent Disciplinary Committee Panel, responsible for ensuring compliance with the laws governing the Association rules on cases of dishonesty, indiscipline and others and suggests depending on the severity of the misconduct, sanctions to Executive Desk or Executive Coordinator.
- c. The Independent Disciplinary Committee is composed of 3 members hereinafter designated by the Executive Coordinator:
- A President;
  - A rapporteur;
  - A member of the Association whose integrity is recognized.
- d- The Independent Disciplinary Committee may call upon any founder member or expert or ultimately to the General Assembly meeting to 2/3, because of its expertise to adjudicate on cases brought before it.
- e- The independent Disciplinary Committee is seized by the Executive Coordinator.
- f- The disciplinary record must contain a detailed report.
- g- The deliberations of the Independent Disciplinary Committee are the subject of a report signed by all the members and addressed to the Executive Coordinator who, as appropriate, submits it for sanction to the General Assembly meeting to 2/3.
- h. Any person contravening the provisions of the Statutes and Internal Regulations of this is exposed, without prejudice to the repayment of amounts wrongly received if any, and potential lawsuits, penalties proposed by the Executive Coordinator, after notice of the General Assembly joined to 2/3.
- i. All cases of serious mismanagement duly recorded, including those relating to embezzlement are sanctioned by the Executive Coordinator after consultation with the General Assembly members met at 2/3.

## **TITLE V: FINAL PROVISIONS**

### **Article 12: Monitoring by the Executive Coordinator**

- a- The Executive Coordinator may, if necessary, designate Inspectors to carry out all appropriate checks on the management of the Association by the Executive Desk.
- b- At the end of each financial year, the auditors of the Association conduct an audit of the accounts and report to the Executive Coordinator.

### **Article 13: Entry into force**

This Association's Internal Regulations enter into force after deliberations by the General Assembly meeting at 2/3 and validation of the Executive Coordinator.

Yaoundé, September 30, 2020

**The President**



*Hélène Pieume*  
Fonctionnaire Retraitée  
de la Banque Mondiale  
Executive Coordinator