

INTERNAL RULES AND REGULATIONS

Introduction

In pursuance of Article 9 of the constitution of the Network of African Youths for Development-Cameroon (NAYD-CAMEROON), Internal Rules and Regulations shall complete the provisions of the constitution.

Chapter One

Article 1: Administration and Functioning

The Network of African Youths for Development-Cameroon (NAYD-CAMEROON) shall discharge its functions through the following organs:

- The General Assembly
- The Executive Committee
- The Board of Directors

Chapter Two

The Network of African Youths for Development-Cameroon (NAYD-CAMEROON) shall be supervised by the Board of Directors.

Article 2: Eligibility in the Board of Director

The Board of Directors shall be made up of 5 members chosen from duly registered member associations of the network, with proven moral integrity and experience in youth development activities. In addition they shall be expected to make an annual contribution One Hundred Thousands Francs CFA (100, 000frs CFA).

Article 3: Category of Membership

-Founding Members

Founding members are those whose signatures appear on the June 30th 2007 constituent assembly of NAYD-CAMEROON.

-Ordinary Members

This opened to any associations/individuals that joined NAYD-CAMEROON after the date of the constituent assembly.

-Board of Directors

They are 5 members of NAYD-CAMEROON duly constituted by the Executive Committee in consultation with the General Assembly. The BODs shall elect among themselves a Chairperson, Vice Chairperson and any other position deemed necessary.

-Board Trustees/ Patrons/ Honorary Members

This is opened to elderly persons of proven moral integrity, with an interest in youth development activities. Members of the General Assembly shall nominate such members. Every nominee on acceptance of this membership status shall provide support to the network be it financial, material, technical or otherwise.

Chapter Three

The Chairperson of the BODs may invite any person deemed desirable to attend Board meetings on an advisory capacity.

Article 4

The Country Coordinator shall ensure that the secretariat services of the BODs are performed.

Article 5

The duties of the BODs shall include amongst others include general supervision of the activities of the network; organizing fundraising and capacity building programmes for the network; and equally serve as consultants and advisers of the network.

Article 6

The BODs shall meet at least twice a year in ordinary session convened by the chairperson of the BODs. An extra-ordinary session may be convened by the Board's chairperson or at the request of two-thirds of its members. Members must be notified at least fifteen days before the date of the meeting.

Article 7

The BOD's meeting shall be validly constituted when absolute 2/3 of its members are present at the meeting. If a quorum is not reached, the chairperson shall convene another session, which must hold at least forty-five days after the aborted session.

Article 8

Voting rights shall exclusively be reserved for full members who have duly paid their registration and annual dues. Each member association shall have one vote. Proxies shall be accepted and the verification of accreditation and proxies shall be done at the beginning of the session.

Article 9

Voting shall be secret ballot. Decisions shall be taken by a simple majority of the votes cast. In the even of a tie, the chairperson shall have the deciding vote or another voting round shall be done.

Article 10

The BODs shall have the powers for the management and administration of NAYD-CAMEROON. They shall carryout the following functions:

- Examine and approve the plan of action for each year
- Adopt the budget and approve the accounts
- Approve the management of the Executive Committee (EC)

The BODs shall also authorize the drawing up of: the staff regulations and stipulate in accordance with the rules and regulations of NAYD-CAMEROON; the terms and conditions of recruitment and promotion; conditions and rates of remuneration as well as fringe benefits to be granted to the staff; and appoint and dismiss senior staff.

Occasionally, the BODs may delegate some of their functions to the EC.

Chapter Four

MANAGEMENT

Article 11

The management of NAYD-CAMEROON shall be entrusted to the Executive Committee (EC).

Article 12

The EC shall implement the decisions of the BODs, report to them on management, functioning and situation of NAYD-CAMEROON. It shall be responsible for all communications about the network and submit to the BODs for approval; draft the programme for the use of funds and budget for each year; operating the account, inventory, balance sheet as well as end of year reports.

Chapter Five

Article 13

Member associations of NAYD-CAMEROON shall respect the Constitution, Internal Rules and Regulations and commitments that emanate from them. Defaulters of the above mentioned document shall be exposed to the following sanctions:

- Call to Order
- Reprimand
- Suspension
- Expulsion

A call to order shall be issued to any member association who fails to regularize her annual financial contributions within a period of three months from the date due. It will equally be issued to any member who shall fail to attend the different meetings duly convened by the network.

The BODs shall issue a reprimand to: any member who shall within a period of 6 months fail to settle her annual financial contribution as decided by the general assembly; and any member who shall fail to attend more than two consecutive meetings of the network.

Suspension shall be within the general assembly as concerns defaulters who may seriously jeopardize the superior interest of the network vis-à-vis vision and mission of the network. The general assembly may pronounce Suspension under the following conditions:

- Failure to pay the annual contribution one year after it was due and thirty days after a warning notice from the BODs issued without a response.
- In the event of a vacancy resulting from suspension or dissolution of the network by the competent authority.
- In the event of massive written resignation of member associations.

The General Assembly shall pronounce expulsion notably:

- When a member association shall fail to settle her contribution for more than two years from the time it was due.
- By resignation
- By dismissal (or gross misconduct)

Chapter Six

MISCELLANEOUS

Article 15

The budgetary period of the network shall be once a year. It shall begin January 1st and end on 31st December of each year.

- No sanction shall be meted out to a member association that is summoned for an alleged offense before the General Assembly without allowing such a member the means to exercise her right of defense.
- In the event of embezzlement of funds of the network, the agent or representative shall be criminally liable.

Done on: **23rd February 2008**

At: **Yaoundé, Cameroon**