

**ARTICLES
OF**

THE CHILDREN AND YOUTH HOME

July 2008

PART I : GENERAL PROVISIONS

An association for the welfare of Cameroonian youth is hereby established between the undersigned and the adherents to the present Articles of Association. The said Association shall be non-political and non-profit-making, with a view to contributing to the welfare and promotion of Cameroonian children and youth.

PART II: HEADQUARTERS-DURATION-OBJECTIVES-MEMBERS

Article 1: headquarters and Acronym

- The association shall be headquartered in Bafou, Nkong-ni Sub-division, Menoua Division. Other branches may be opened in other localities in the country, following a resolution of the General Assembly.

- The association shall be known as: «**THE CHILDREN AND YOUTH HOME**».

Article 2 : Duration

The Children and Youth Home shall have an unlimited duration, save in case of pre-empted dissolution.

Article 3: Objectives

Overall objectives: Facilitate the social integration of children and the youth.

Specific objectives:

- serve as a resource centre for children and youth;
- provide information and leisure to children and youth;
- provide rural youth learning documents;
- provide material and psychological support to youth and children in need;
- provide adolescents better guidance and help them make it in life;
- support the social reintegration of destitute youth;
- address issues relating to juvenile delinquency;
- mobilize resources with a view to providing various forms of assistance to youth in need;
- build the capacities of parents, children and youth on Communication and Information Technologies (ICTs);
- facilitate the social reintegration of youth wishing to undertake income generating activities.

Article 4 : Membership

- (1) : Members of the Children and Youth Home shall be any physical or corporate person of good morality, a social worker or persons ranking as such and adherents who accept to comply with the provisions of these Articles.

(2) : The Children and Youth Home shall have the following members:

- founding members
- honorary members
- adherents
- donors

(3) : Adherents shall be members in good standing and who take part in the activities of the association.

(4) : Founding members shall be those who took part at the statutory meeting of the association.

(5) : Honorary members shall be physical or corporate persons that distinguish themselves by their special contributions to the association.

(6) : Donors shall be physical or corporate persons that provide significant financial and material support to the association.

Article 5 : Members' rights

- Participation at general assemblies;
- Voting rights;
- Election to the different duty positions under conditions defined in the internal regulations and these Articles.

Article 6 : Members' obligations

- Respect the Articles of Association and the internal regulations;
- Payment of annual contributions as stipulated in the internal regulations.

Article 7 : Loss of membership status

The status of membership could be lost by:

- dismissal;
- resignation.

Article 8 : Dismissal of a member

This shall be decided by 2/3 of members present at the General Assembly, on the proposal of the Executive Bureau, where the behaviour of the member is likely to jeopardize the functioning of the association.

Article 9: Sanctions

(1) : There shall be various sanctions including:

- written warning;
- suspension;
- dismissal;
- legal proceedings.

(2) : The internal regulations shall define reprehensible behaviour and the corresponding sanctions.

PART III : ORGANIZATION AND FUNCTIONING

The main organs of the association shall be:

- the General assembly (GA) ;
- the Executive Bureau (EB).

SECTION 1 : GENERAL ASSEMBLY (GA)

Article 10: Duties of the General Assembly

The General Assembly shall be the supreme deliberations and decision-making organ. It shall comprise all members who are regularly registered and in good standing. It shall meet once every six months in ordinary session. It shall be responsible for:

- defining the general policy of the Children and Youth Home;
- electing or dismissing members of the Executive Bureau;
- determining annual contribution rates;
- examining and approving financial and accounting documents;
- amending the Statute;
- deciding on the opening of new branches;
- adopting the agenda of meetings;
- deciding on the closure of branches or the dissolution of the association.

The Extraordinary General Assembly may be convened by the President or at least 2/3 of members.

Article 11 : Organization and functioning of the General Assembly

(1) : The General Assembly shall be convened by the President who, for ordinary and extraordinary meetings, shall prepare the agenda and communicate it to the Bureau of the GA at least 10 days to the date of the meeting. Convening notices shall be accompanied by the meeting agenda.

(2) : The ordinary or extraordinary meetings of the GA shall be chaired by the President or the Vice-President.

(3) : To be valid, the General assembly must be attended by at least 2/3 of members. Patron members may attend as observers.

(4) : Members who are unavoidably absent may be represented by proxies. Each member shall have only one proxy. Proxies shall be registered at the Bureau of the GA at the beginning of the meeting.

(5) : The deliberations of the General Assembly shall be by simple majority. In case of a tie, the President shall have the casting vote. Only members in good standing shall participate in the vote. Voting shall be by secret ballot.

(6) : During extraordinary sessions, the General Assembly shall deliberate only on the issues on the agenda. Any amendment to the Articles of Association shall be made only at extraordinary sessions of the General Assembly. Proposals shall be made to the Executive Bureau at least 10 days to the General Assembly meeting.

(7): In case the quorum is not reached, the President of the association shall issues new notices within one month.

SECTION 2 : EXECUTIVE BUREAU (EB)

Article 12 : Composition of the Executive Bureau (EB)

(1) : The Executive Bureau shall be an organ elected by the General Assembly, in charge of the routine management of the Association. Its mandate shall be 3 (three) years, renewable. It shall meet once every six months.

(2) : The Executive Bureau shall be composed of:

- 1 President ;
- 1 Vice-President
- 1 Secretary-General;
- 1 Treasurer;
- 1 Auditor;

13 : Duties of the Executive Bureau (EB)

(1) : **President :**

- acts as mediator and moderator during meetings;
- co-ordinate and ensure the smooth functioning of the Association;
- convene and chair Executive Bureau and General assembly meetings;
- ensure the implementation of decisions of the General Assembly and compliance with the Article of Association;
- represent the Association in all civil matters;
- monitor administrative and financial management;
- act as interface between the Association and its different partners and donors and co-ordinate resource mobilization.

(2): **Vice-President**

- carry out all duties assigned to him by the President;
- replace the President where he is unavoidably absent.

(3: **Secretary-General**

- keep the documents of the association;
- draft the minutes of Executive Bureau and assembly meetings;
- preserve the accounting documents and records of the association.

(4) : **Treasurer**

- collect funds that are kept in an account open to this effect;
- execute expenditure ordered by the President and/or the co-ordinator;
- keep the management documents of the association.

(5) : **Auditor**

- ensure control and regularity of financial management;
- control the different financial flows of the association;
- verify bank books and financial transactions;
- Report to EB on the financial situation of the association.

PART IV : MANAGEMENT OF FUNDS

Article 16 : Resources

The financial resources of the association shall be membership fees and the annual contributions of members, point-in-time contributions of members or any funds received in accordance with the laws and regulations in force in Cameroon.

Article 17 : Expenditure

The association shall carry out expenditure as follows:

- functioning of organs of the association;
- implementation of programmes and activities of the association;
- Contribution to activities of general interest.

Article 18 : Opening and management of account

(1) : The association shall have a bank account opened at a local banking establishment.

(2) : Disbursement of funds shall be subject to the procedure of double signature. The signatures of the President, Treasurer and the Co-ordinator shall be deposited at the bank.

Article 19 : Financial year

The financial year of the association shall begin on 1 January and end on 31 December.

PART V : ELECTIONS : NATURE - ELIGIBILITY – ALTERNATE MEMBERS

Article 20 : Elections

(1) : Elections shall be conducted every three years during a General Assembly to be convened by the Executive Bureau.

(2) : In addition to the conditions provided for above, each candidate to the different positions must:

- have been member of the association for at least two years;
- have participated actively and remarkably in the activities of the association in the previous years.

Article 21: voting

(1): Any founding member or active member registered six months before the elections date shall have the right to vote.

(2) : Vote by proxy shall be allowed under the conditions defined in Article 11 (4).

(3) : Voting shall be by simple majority of the cast votes. However, an additional round may be organized in case of a tie between the candidates totalling the greatest number of cast votes. In case of a new tie, the out-going candidate shall lose.

PART VI: FINAL PROVISIONS

Article 22 : Amendment of Articles of Association

The Articles of the Association may be amended only by a resolution taken by 2/3 of members of the General Assembly, on the proposal of the Executive Bureau.

Article 23 : Dissolution and liquidation

- Apart from legal and administrative dissolutions provided for by the law, the activities of the association may only be ended by the will of its members, during an extra-ordinary General Assembly convened to this effect, following the quorums provided for above.

- The General Assembly shall determine liquidation conditions and appoint a liquidator who shall have all the powers within the time-limit granted to determine the assets and terminate the liabilities of the association. The remaining assets shall be devolved by resolution of the General Assembly to an organisation whose purpose is similar to that of the Association.

Article 26: Internal regulations

The Executive Bureau shall draw up the internal regulations which shall be submitted for approval by the General Assembly in case the adoption of the Articles of Association is not done concomitantly with the internal regulations.

Article 27: Adoption of the Article of Association

These Articles shall be adopted during the statutory meeting of 13 August 2008 at Bafou.

Rapporteur

Chair

Matsueteguim Tiojio Vouffo Pauline

**Ymele Nouazi Berthe Florence
Epse Yemefack**