

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

REGION DU CENTRE

DEPARTEMENT DU MBAM ET INOUBOU

ARRONDISSEMENT DE MAKENENE

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

CENTRE REGION

MBAM AND INOUBOU DIVISION

MAKENENE SUB-DIVISION

STATUTES AND INTERNAL RULES
Makenene Participatory Dynamics for Development
(DYPAMAK)



Review of April

2017

ASSOCIATION DECLARATION RECEIPT

N°057/RDA/J04/SAAJP/BAPPCT

The undersigned **S.D.O. of Mbam and Inoubou Division**, hereby issues to Mr TCHEUBEBA Benjamin, Coordinator of the association named “Makene Participatory Dynamics for Development” (DYPAMAK), an association declaration receipt in compliance with Law No. 90/053 of 19 December 1990 on freedom of association.

Name of association: Makenene Administrative Plateau Dynamics for Participatory Development: DYPAMAK

Goal: Work for the sustainable development of Makenene

Slogan: Act and walk together.

Headquarters: Administrative Plateau, **Makene:** District

Administrative Structure

No.	Surnames and Names	Capacity	Occupation	Residence
01	Tcheubeba Benjamin	Coordinator	Translator	Yaoundé
02	Pigname Jean Théodore	Deputy Coordinator	Guidance Counsellor	Yaoundé
03	Fomou Nyamsi Ghislain Aimé	Secretary-General	Environmental Expert	Yaoundé-Melen
04	Bakop Athanase	Deputy Secretary-General	Elections Administrator	Bafia
05	Soumaga Jaccard	Treasurer	Pump Attendant	Yaoundé-Awae
06	Heutchou Germain	Auditor	Senior Translator	Yaoundé-Nsimeyong
07	Atchouheu Issa Dieudonné	Deputy Auditor	Student	Yaoundé-Mballa II
08	Batchanga Achille	Moderator	Teacher	Yaoundé-Cité Verte

Documents appended to the declaration:

- ❖ 2 (two) copies of the internal rules and regulations;
- ❖ 2 (two) copies of the constitutive General Assembly Report.

In witness whereof, this association declaration receipt, which makes the Makenene Participatory Dynamic for Development a legal entity, is hereby established and issued so it may serve its intended purpose. /.

Bafia, on -----

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The S.D.O.

CC

- MINATD/YDE
- CRG/YDE
- D.O. - Makenene
- COMSPECIAL-Makenene
- CONCERNED/DOS
- CHRONO/ARCHIVES

**REPORT OF THE EXTRAORDINARY GENERAL ASSEMBLY OF THE
MAKENENE ADMINISTRATIVE PLATEAU DYNAMIC FOR DEVELOPMENT
ON THE AMENDMENT OF THE STATUTES AND INTERNAL RULES AND
REGULATIONS**

Held on 23 April 2017 in Makenene

On 23 April 2013, an extraordinary general assembly of the association named Makenene Administrative Plateau Dynamic for Development (DYPAMAK) with declaration number **057/RDA/J04/SAAJP/BAPPCT of 23 October 2013**.

The following four items were on the agenda:

- 1) Welcome address;
- 2) Prayer;
- 3) Modification of the appellation;
- 4) Modification of the Statutes and internal rules and regulations.

Meeting progress

1. Welcome address

The session kicked-off with a welcome address from Mr **Benjamin Tcheubeba**, **Coordinator of DYPAMAK**. He thanked every member who graced this general assembly with their presence, considering the important matters to be discussed therein, and gave back the floor to Mr **Ghislain Fomou**, **Secretary-General of DYPAMAK** for the next item on the Agenda - the prayer.

2. Prayer;

After Mr **Ghislain Fomou** had finished, he gave the floor to Mr **Roland Aimé BOMI** for a prayer. The latter thanked God for bringing everybody to the meeting, called on His presence during the whole session, and asked on God to lead everyone back home safely at the end of the meeting.

1. Modification of the appellation;

The appellation of the association found in Section 1 of its statutes with declaration number **057/RDA/J04/SAAJP/BAPPCT of 23 October 2013** was modified from *Makenene Administrative Plateau Dynamic for Development* to **“Makenene Participatory Dynamic for Development”** abbreviated **DYPAMAK**.

2. Modification of the Statutes and internal rules and regulations

Following several enriching debates, the new laws of the association were adopted in a General Assembly. Thus, the following provisions were modified and completed as follows:

➤ on the statutes: Sections 1, 4, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 48, 49, 50;

➤ on the internal rules and regulations: Section 1, 2, 3, 4, 9, 10, 11, 18.

The former Executive Committee of the *Makenene Administrative Plateau Dynamic for Development* will remain in office until another Executive Committee is elected in compliance with the statutes of the **Makenene Participatory Dynamic for Development**.

This meeting finally ended at 9 PM with all its members satisfied.

The attendance sheet of this General Assembly is appended to this document.

Done in Makenene on 23 April 2017.

The Coordinator

The Secretary-General

STATUTES

PREAMBLE

A group of young persons from the District of Makenene, Mbam and Inoubou Division, Centre Region, irrespective of gender, tribe, ethnic group, religion, and political affiliation.

- Based on republican ideals, the constitution, laws and regulations which govern freedom of association in Cameroon;
- Aware that human dignity must be preserved;
- Aware that the well-being of man is based on health, education, work and gender-inclusive participation in community management;
- Aware of the permanent stress vulnerable populations have to face each day;
- Aware that each individual should live in a decent environment;
- Aware of the fact that public goods and services should be managed by each and everyone;
- Aware of the fact that social inequalities are getting deeper nowadays;
- Aware of the necessity to preserve our environment for the well-being of present and future generations.

Decides

To put in place a platform of youths from various backgrounds through the creation of a constructive synergy named “**Makenene Participatory Dynamic for Development**” abbreviated DYPAMAK, as encouraged by government authorities and the need to contribute to the development of our country.

TITLE I: GENERAL PROVISIONS

CHAPTER 1: CREATION, APPELLATION, HEADQUARTERS, JURISDICTION, SLOGAN, MOTTO AND LOGO

SUB-CHAPTER 1: CREATION, APPELLATION AND HEADQUARTERS

Section 1: On this day, in an extraordinary General Assembly organized in Yaoundé, capital-city of the Republic of Cameroon, and according to these statutes, the appellation Makenene Administrative Plateau Dynamic for Development has been changed into “**Makenene Participatory Dynamic for Development**” and the rules governing the functioning of this association in compliance with Law **No. 90/053 of 19 December 1990** on freedom of association in Cameroon.

DYPAMAK is a non-confessional, non-profit, and apolitical association.

Section 2: Headquarters

Its headquarters are located at the Barrière neighbourhood, Makenene District, Mbam and Inoubou Division, Centre Region. However, it can be transferred.

SUB-CHAPTER 2: JURISDICTION AND LIFESPAN

Section 3: the work done by the association spans across the Republic of Cameroon.

Section 4: It is created for a period of 99 years

SUB-CHAPTER 3: SLOGAN, MOTTO, AND LOGO

Section 5: Its slogan is: “DYPAMAKand the answer in chorus is ***action and collaboration***”.

Section 6: Its motto is: Dynamism-Participation-Development

Section 7: Its logo is described as follows:



CHAPTER 2: VISION, MISSION, AND OBJECTIVES

Section 8: Vision

A fair, equitable, and sympathetic world where every member of society is part of sustainable development.

Section 9: Mission

- i. Support and assist vulnerable populations and social classes in their empowerment and defence of their rights.
- ii. Assist decentralized local government and public authorities in the execution of their daily duties and in reaching their development goals.

Section 9: Objectives:

Section 10: DYPAMAK has the following objectives:

- Enforce youth leadership and volunteering;
- Enhance the development of entrepreneurial initiatives;
- Ensure the rights of vulnerable populations are respected;
- Ease the adoption of environmentally friendly agro-pastoral practises;
- Promote and encourage children and youth education;
- Promote and facilitate good health of populations.

TITLE II: GENERAL PROVISIONS

CHAPTER 1: ORGANIZATION

Section 11: Bodies of the association

DYPAMAK comprises 3 (three) bodies:

- The General Assembly;
- The Executive Committee;
- The Coordination.

CHAPTER II: FUNCTIONING

SUB-CHAPTER 1: THE GENERAL ASSEMBLY (GA)

Section 13: The General Assembly comprises DYPAMAK's active members who fulfil all the necessary requirements. It is the final decision- and general policy-making body of DYPAMAK.

Section 14: The General Assembly holds biannual ordinary sessions in Makenene organized by the Executive Committee. However, in case of emergency, this meeting can be organized in

any city across national territory, convened either by the President of the Executive Committee or 2/3 of the GA.

Section 15: Where the President and Vice-President are unavailable, the rapporteur appoints a session president whose role is limited to ensuring discipline.

Section 16: The General Assembly shall have the final say on matters pertaining to the life of the association. As such, shall be in charge of:

- Defining the main guidelines of the association;
- Amending the statutes and internal rules and regulations;
- Electing members of the Executive Committee. Modalities for electing members laid down in the internal rules and regulations;
- Monitoring the work of the Coordinator
- Adopting the Action Plan and budget;
- Revocation of any membership of the Executive Committee for gross misconduct (embezzlement, noted incompetence, theft...) applicable by an absolute majority of duly registered members;
- Withdrawing membership by an absolute majority of duly registered members for serious misconduct;
- Work done by the General Assembly shall be open to everyone;
- Decisions taken by the General Assembly shall not be challenged.

Section 17: (1) Major decisions which can impact the life of the association shall be taken by 2/3 of the GA members. Such decisions shall be valid as long as the 2/3 quorum of duly registered members has been reached. The President shall have a casting vote in case of a tie.

(2) Decisions on daily matters of the association shall be taken by those in charge at every level.

(3) In case of a crisis, the President of the Executive Committee shall take special decisions, where the association faces an existential risk, where the objectives do not comply with the initial vision.

Section 18: The President of the Executive Committee and the Coordinator alone shall have the right to speak for the association in any venue. However, they shall also delegate some members or staff of the association.

SUB-CHAPTER 2: EXECUTIVE COMMITTEE (EXCO)

Section 19: The Executive Committee is the administrative organ of **DYPAMAK** and it

comprises elected members.

Section 20: The Executive Committee comprises:

- (1) A President;
- (2) A Vice-President;
- (3) A Rapporteur who coordinates organizational activities;
- (4) An Auditor;
- (5) Three Advisers

Section 21: (1) The Executive Committee is elected for a 4-year term renewable.

(2) Members of the **EXCO** shall be elected by simple majority of votes through a list system identifying various positions.

Section 22: Attributes of the Executive Committee

The Executive Committee shall take all administrative decisions of DYPAMAK. In this light it shall:

- Prepare General Assembly meetings;
- Draw the Action Plan and budget;
- Monitor the work of the Coordinator;
- Gather and discuss items to present on the agenda of General Assembly meetings.

Section 23: Attributes of Executive Committee members .

(1) The President shall:

- Represent the association in all its endeavours and legal matters;
- Ensure the strict implementation of statutes and internal rules;
- Convene and preside at meetings of the Executive Committee and those of the General Assembly;
- Ensure an annual report of the association is drawn.

(2) The Vice-President shall:

- Assist the President in his duties and deputise for him in case of unavailability;
- He is the interim President in case of duly noted presidential vacancy.

(3) The Rapporteur shall:

- Manage administrative affairs of DYPAMAK;
- Implement the action plan of DYPAMAK;
- Draw activity reports;
- Be the custodian of the association's archives;

- Monitor every work session.

(4) The Auditor shall:

- Audit the accounts of DYPAMAK at the end of every budgetary year;
- Assess all the capital assets of DYPAMAK.

(5) The Advisers shall:

- Assist the President in assuming his duties.

SUB-CHAPTER 3: THE COORDINATION

Section 24: The Coordination shall be the operational organ of DYPAMAK. It shall be placed under the authority of the General Assembly.

It shall comprise 4 Senior Staff. When needed, the Coordinator can hire additional human resources. These include:

(1) A Coordinator who shall:

- Act as rapporteur of the Executive Committee;
- Represent DYPAMAK during the implementation of activities wherever necessary;
- Hire or appoint the following staff: Director of Administration and Finance, Programmes Director and Communication Officer for the implementation of the action plan at hand;
- Implement the guidelines of the General Assembly;
- Guide and coordinate the activities of DYPAMAK;
- Device means to raise funds;
- Place orders related to implementation expenditures for activities of DYPAMAK;
- Co-sign any fund withdrawal.

(2) A Director of Administration and Finance: He shall:

- Ensure financial and accounting monitoring;
- Ensure management of human resources.

(3) A Programmes Director shall: Manage technical aspects of activities in DYPAMAK. To that effect:

- Shall ensure implementation and monitoring of DYPAMAK's projects;
- Shall participate in the collection of funds to implement their activities;
- Shall execute spending related to implementation of activities.

(4) A Communication Officer shall:

- Act as spokesperson of DYPAMAK;
- Communicate on the life and activities of DYPAMAK.

CHAPTER III: VACANCY AND DEFICIENCY

Section 25: 1) Any position shall be considered vacant where:

- There is a prolonged unjustified absence of the holder from more than three GA meetings;
- The holder resigns;
- The holder passes away;

2) The vacancy of an elected member is noted by at least 2/3 of the General Assembly.

Section 26: 1) Shall be considered deficient:

- Any member who does not fully assume their responsibility;
- Any elected member who does not abide to the guidelines of the General Assembly;
- Any member who is not duly registered.

2) Such deficiency is noted by the President of the Executive Committee, or the GA in an ordinary or extraordinary meeting.

3) In case the Coordinator or the auditor is deficient, a member of the GA. is co-opted by the President of the Executive Committee to act in that position until the end of term.

Section 27: The resignation of a member of the Executive Committee in a formal letter, shall be read to the General Assembly and archived.

Section 28: Where 2/3 of the Executive Committee resigns, the GA shall declare the Executive Committee incompetent and create an *ad-hoc* committee to run daily activities and organize fresh elections within six months.

Section 29: This *ad-hoc* committee shall comprise three members - a President and two deputies who are de facto ineligible.

Section 30 : The *ad-hoc* committee cannot modify any fundamental law of the association.

TITLE III: RESOURCES OF DYPAMAK

Section 31: Financial resources of the association shall come from:

1. Members' registration fees;
2. Amounts received for services rendered to any third party;
3. From interests or products of goods and capital assets belonging to the association.

Section 32: Offices and signatures

DYPAMAK is liable to any third party for any commitment signed either by its President, or its Coordinator. Each of them can delegate their signature to any member of the association. Pertaining to banking transactions, the Association is liable under the principle of triple signature, described in detail in the financial regulation.

Section 33: The financial year of the association runs from September of year “n” to August of year n +1.

Section 34: The budget shall be voted during the first session of the financial year. Its draft shall be presented by the Coordination to the EXCO for assessment.

Section 35: DYPAMAK is in charge of all expenditures approved by the General Assembly and those under the jurisdiction of the Executive Committee or Coordination.

TITLE VI: TRANSITIONAL AND FINAL PROVISIONS

Section 36: DYPAMAK can adhere to networks that fall in line with their activities and can partner with other organizations. A partnership is signed to this effect.

Section 37: DYPAMAK can partner with any national or international organization in their line of activity.

Section 38: Internal rules and regulations provide implementation modalities of these statutes and items on internal administration. They are appended to these statutes.

Section 39: These internal rules and regulations and statutes shall be subject to modification or amendment.

Section 40: Any modification or amendment can only be done as decided by 2/3 of duly registered members of DYPAMAK.

Section 41: These statutes shall be binding on everyone. Any previous provision is repealed and offenders who do not abide to these statutes will be liable.

Section 42: These statutes shall be complemented by subsequent bylaws.

Section 43: In case 2/3 of the association decides it should be dissolved, all the material and financial assets of DYPAMAK will go to the Council of Makenene.

Section 44: These statutes enter into force from the date of their validation by the General Assembly and will be published wherever necessary.

Done in Makenene on -----

The President

INTERNAL RULES AND REGULATIONS

TITLE I: GENERAL PROVISIONS

Section 1: This internal rules and regulations define in compliance with the provisions of their statutes, membership requirements, eligibility requirements of Executive Committee members, and settling of disputes within DYPAMAK.

TITLE II: MEMBERSHIP REQUIREMENTS

CHAPTER I GENERAL CONDITIONS

Section 2: Any person with good conduct can become a member of DYPAMAK. DYPAMAK has 02 (two) types of membership: **Active members and sympathisers.**

Section 3: Active members

These are natural, duly registered persons who take part in activities of the association on a regular basis and comply with statutory provisions and regulations.

Section 4: Sympathisers

These are natural or legal persons who share the ideals of the association, but are not registered members of the association. They can attend GA meetings without voting rights and take part in activities of the association.

CHAPTER II: CAPACITY OF MEMBERS

Section 5: Members of DYPAMAK are distinguished as old and new members. This capacity is attributed to active members in compliance with the following provisions.

Section 6: Membership

- (i) Any person who out of solidarity, goodwill, without respect to gender, residing in Cameroon or abroad, mentally sound and concerned about the development of Makenene shall become a member.
- (ii) Membership fees amount to **5000 XAF** for new members. Members are entitled to a membership card and a copy of the statutes and internal rules and regulations.

Section 7: Contributions

Yearly contributions amount to **CFA F 25000 XAF**, payable in instalment. These contributions shall be used to run the activities of the association. Where necessary, short-term contributions may be introduced. Every member must contribute.

Section 8: Duties of active members

Active members shall have as duties to:

- Adhere to the vision and objectives of the association;
- Take part in activities;
- Pay all required fees;
- Be diligent and punctual during meetings;
- Behave properly towards oneself and towards fellow members.

Section 9: Rights of active members

- To elect and to be elected.
- To speak freely in meetings, but in a respectful and orderly manner.
- To take part activities: seminars, training courses...

Section 10: Withdrawal of active membership

This capacity can be lost through resignation, suspension, ban, destitution, or death.

(1) : Resignation

Resignation of a member is done by written letter to the Executive Committee. It can also withdraw such membership after one year of noted unjustified absence.

In case of resignation, an individual is entitled to his/her rights.

(2) Suspension

The Executive Committee shall announce a member has been suspended (for a determined period). for not complying with the provisions of the laws. Reasons for such suspension can be:

- Non-respect of the association's laws;
- Personal objectives conflicting with those of the association;
- Poor behaviour that may spatter the image of the association;
- All sorts of abuse and fraud;
- Non payment of requested funds;
- Lack of interest in activities;
- Indiscipline;
- Violence.

(3) Banning

The Executive Committee, shall consult the GA to be vested with the power to ban a member after three suspensions in a row, or in case of serious misconduct which could damage the functioning of the association as deemed by the Executive Committee.

(4) Destitution

This sanction is related to a position of responsibility. It shall be pronounced by the Executive Committee. Noted incompetence by the EXCO and mismanagement of DYPAMAK's resources, in addition to the above-mentioned causes can lead to destitution.

TITLE III: ELIGIBILITY REQUIREMENTS

CHAPTER 1: ELECTIONS

SUB-CHAPTER 1: ELECTORAL BODY AND ELECTORAL SYSTEM

Section 11: Electoral commission

Three months before the end of each EXCO term, an electoral commission comprising three morally upright members is setup by general agreement of the General Assembly to organize and supervise elections. Members of this commission cannot be candidates.

Section 12: System of election

- 1) Election into the various positions shall be held in a General Assembly. These shall be organized through a single-round plurality voting system where a simple majority wins the vote. The name of each leader shall appear at the top of each list.
- 2) Where there is a tie, the candidate with the oldest membership shall be the winner, and where there is still a tie the eldest candidate shall be the winner.

SUB-CHAPTER 2: CAPACITIES OF CANDIDATES AND VOTERS

Section 13: Shall be eligible to any position, any person fulfilling the following requirements:

- To have been a member for at least 08 (eight) years in a row, or a founding member for the positions of President and Coordinator;
- To have shown interest in the association through active and dynamic participation;
- To be at least 25 years at the time of the election;
- To be duly registered and not owing any contribution;
- To be of good conduct and mentally sound;
- To have the required skills;
- To be able to speak, read, and write French or English fluently.

Section 14: Drawing lists

Each list shall comprise at least 7 members, 5 of which at least

Section 15: Capacities of voters

Only active members who comply with the requirements of the association can vote.

SUB-CHAPTER 3: GUARANTEE

Section 16: A guarantee is an amount of money which shall be paid by each list in an election. This amount shall be set at **CFA F 100 000** non-refundable.

Section 17: It shall be paid by the head of each list. This amount shall be spent on all the expenditures arising from the organization of these elections. The balance is kept in the accounts of DYPAMAK.

TITLE IV: SANCTIONS

Section 18: Amount of various penalties

- A **CFA F 500** penalty for being 30 minutes late.
- Disturbance: **CFA F 500**
- Public insult: **CFA F 1500**
- Fighting **CFA F 10,000**
- Lack of regards for members: **CFA F 1000**
- Whoever shall bang a fist on the table, the ground, a chair or a bench will pay: **CFA F 5000**
- Barging in: **CFA F 200**

TITLE V: ARBITRATION

Section 19: Where there will be a dispute between members of the association, friendly settlement shall be privileged. Where such friendly settlement fails, the Coordination is the first organ that has jurisdiction to hear matters brought to its attention, and give a final decision within one (01) month. Where there still fails to be a solution, the unsatisfied party shall have a deadline of 10 days following this decision to appeal to the EXCO, which shall have one month to solve the dispute. Where the decision rendered at this level by the EXCO is unsatisfactory, this dispute can be introduced to the Bafia trial court.

TITLE VI: FINAL PROVISIONS

Section 20: Legal proceedings shall be engaged against any member who puts the association in jeopardy (embezzlement, destruction of property, theft, corruption, serious riot...).

Section 21: The provisions of these internal rules and regulations are completed by subsequent instruments.

Section 22: The provisions of this internal rules and regulations shall not be modified unless in a General Assembly by 2/3 of duly registered members.

Section 23: Any previous provisions contrary to those in these internal rules and regulations are repealed.

Section 24: The provisions of these internal rules and regulations shall enter into force once adopted by the General Assembly.

Done in Makenene on

The President

CONSTITUTIVE GENERAL ASSEMBLY OF DYPAMAK

Attendance sheet

No.	SURNAME AND NAMES	OCCUPATION	PHONE	SIGNATURE
01	Yendou Merlin	Employee	675 84 38 27	
02	Atchomi Aristide Narcisse		674 65 24 91	
03	Soumaga Jaccard	Pump Attendant	677 89 78 09	
04	Yonou Achille Armand	Trader	675 67 26 31	
05	Atchoheu Issa	Student	675 56 26 20	
06	Ngnabouen Lucas	Teacher	677 07 79 92	
07	Bakop Athanase	Elections Administrator	674 19 64 13	
08	Bassoli T. Justin		699 34 49 59	
09	Biamou Nathalie	Teacher	677 23 15 33	
10	Bomi Noa Roland A.		671 69 84 24	
11	Tcheubeba Benjamin	Translator	677 23 97 43	
12	Heucthou Germain	Translator	677 98 95 12/ 694 90 46 47	
13	Ndemou Yves Magloire	Fiscal Adviser	677 02 11 90	

CONSTITUTIVE GENERAL ASSEMBLY OF DYPAMAK

Attendance Sheet

No.	SURNAME AND NAMES	OCCUPATION	PHONE	SIGNATURE
01	Awougoup Benjamin		671 69 69 29	
02	Inguia Christophe		675 32 74 19	
03	Batchanga Achille		675 65 30 02/ 699 17 26 79	
04	Nguateu Guy Leopold		679 11 54 88	
05	Pigname Jean Théodore	C.O/Consultant	677 15 15 00/ 655 40 86 30	
06	Yobo Brillant Aime		694 53 61 26	
07	Tchoume Basile		675 96 95 96	
08	Fomou Nyamsi Ghislain Aimé	Environmentalist	676 16 08 58	
09				
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