



ANNEX III RULES OF PROCEDURE

ARTICLE I - CONDITIONS OF ADMISSION

- 1) Any person who fulfils the conditions laid down in the statutes and who adheres to them may be a member of the Association.
- 2) Members shall be admitted in accordance with the conditions laid down in Article 6 of the Statutes.
- 3) A register of membership shall be kept for this purpose by the Secretary General of the Association in conjunction with the General Treasurer.

ARTICLE II - MEMBERS

- 1) The Association shall consist of ex-officio members, honorary members and benefactor members. The rights and duties attached to membership are those provided for in Article 6 of the Statutes.
- 2) The membership card serves as an annual membership fee.
This is set as follows:
Schoolchildren and farmers: 100 CFA francs
Students: 500 F CFA
Adults: 1000 F CFA
Support card from 5000 F CFA
- (3) The Bureau shall issue to registered members a membership card valid for the current calendar year.
The proceeds from the sale of the cards are distributed as follows:
Cards at 100 F – 25 F for the BN, 75 F for the section
Cards at 500 F – 300 F at BN, 200 F for the section
Cards at 1000 F – 700 F at BN, 300 F at section
Cards at 5000 F – 50% at the BN, 50% at the section
- 4) The presentation of this card is mandatory for the participation of members in the General Assemblies of the Association and in all meetings organized by it, unless special dispensation is granted by the National Office.
- 5) Membership is lost by resignation, exclusion pronounced by the General Assembly.

The Bureau may also, if necessary and depending on the circumstances, impose a sanction on the member on the proposal of the body concerned.
No member may be sanctioned without being heard, except in cases of force majeure.

ARTICLE III - THE NATIONAL OFFICE

1) Responsibilities of the National Office

The Bureau meets at least quarterly.
To be valid, its deliberations must be taken by at least half of the members present.
In the event of a tie, the President shall have the casting vote.

The National Office

- Ensure the strict application of the provisions of the statutes and the rules of procedure
- Coordinate all activities of sections and cells
- Review and approve the Sections' annual programs prior to implementation
- Assist the sections in the implementation and completion of their annual programs
- Propose an annual action plan to the General Assembly and ensure its execution
- Serve as the Association's single point of contact with organizations in general and funding sources in particular.

Any request for financial or material assistance must be submitted to the National Office. The latter is responsible for taking all the necessary steps.

2) Members' responsibilities

The responsibilities of the members of the National Board are as follows:

(a) The President

- Preside over General Assemblies and Board meetings
- Ensure compliance with the statutes and rules of procedure as well as the execution of the decisions taken by the Bureau
- Represent the Association in court and in all acts of civil life.
- Supervise and control the Association's correspondence
- Order expenses. No withdrawal of funds may be made from an account of the Association unless it results from a bill bearing the signatures of the President or (Deputy General Treasurer)

(b) Vice-Presidents

- Assist the President in the performance of his duties and replace him in the event of absence or impediment, while retaining all attributes that are related to his duties

(c) The Secretary-General

- Ensure the administrative correspondence of the Association
- Centralize the Association's mail, ensure its registration and distribution
- Establish and ensure the routing of invitations to General Assemblies and Board meetings
- Maintain the register of memberships in relation to the General Treasurer
- Draw up the minutes of the meetings of the Board and the General Assemblies and ensure their distribution
- Maintain the special register of minutes of meetings or General Assemblies and issue copies or extracts if necessary

(d) The Under-Secretary-General

- Assist the Secretary General and replace him/her in the event of his/her absence or incapacity, retaining all the attributes that are attached to his/her functions

(e) The General Treasurer

- Manage the Association's funds regardless of their origin (grants, donations, dues, etc.)
- Ensure payments and make withdrawals from the Association's current account
- Centralize contributions and entry fees and issue corresponding receipts
- Draw up membership cards
- Present an annual financial report to the Ordinary General Assembly of the Association

f) The Deputy General Treasurer

- Assist the General Treasurer and replace him/her in case of absence or incapacity while retaining all the attributes attached to his/her duties

(g) The Secretary in charge of Press and Liaison

- To ensure that the media, national and international bodies are informed of the Association's activities
- To develop relations between the Association and structures pursuing the same goal
- Manage the Association's press and documentation
- Supervise the editorial board of the Association's Bulletin

(h) The Assistant Secretary for Press and Liaison

- Assist the Secretary in charge of Press and Liaison and replace him/her in case of absence or incapacity, retaining all the attributes attached to his/her functions

(i) The Secretary in charge of Animation

- Initiate and coordinate all the activities of the Association
- Define and implement the ongoing training of members within the framework of the Association's concerns

j) The Assistant Secretary in charge of Animation

- Assist the Secretary in charge of Animation and replace him/her in case of absence or incapacity, keeping all the attributes attached to his/her functions

(k) The Secretary-in-Charge of the Organization

- Ensure the material organization of all the Association's events
- Define and implement a policy for the implementation of the Association's decentralized structures

(l) The Assistant Secretary in charge of the Organization

- Assists the Secretary in charge of the Organization and replaces him/her in case of absence or incapacity, retaining all attributes related to his/her functions

ARTICLE IV SECTIONS AND CELLS

(a) Composition and functioning

The sections and cells are branches of the Association. As such, they are governed by the statutes and these rules of procedure. However, in view of their specificity, they may draw up rules of procedure which are based on this document without contradicting it.

In any case, the Internal Regulations of the sections and cells must be approved in advance by the National Office.

(b) The National Office supervises and coordinates the activities of the sections, which in turn supervise and coordinate the activities of the cells.

THE GENERAL ASSEMBLY