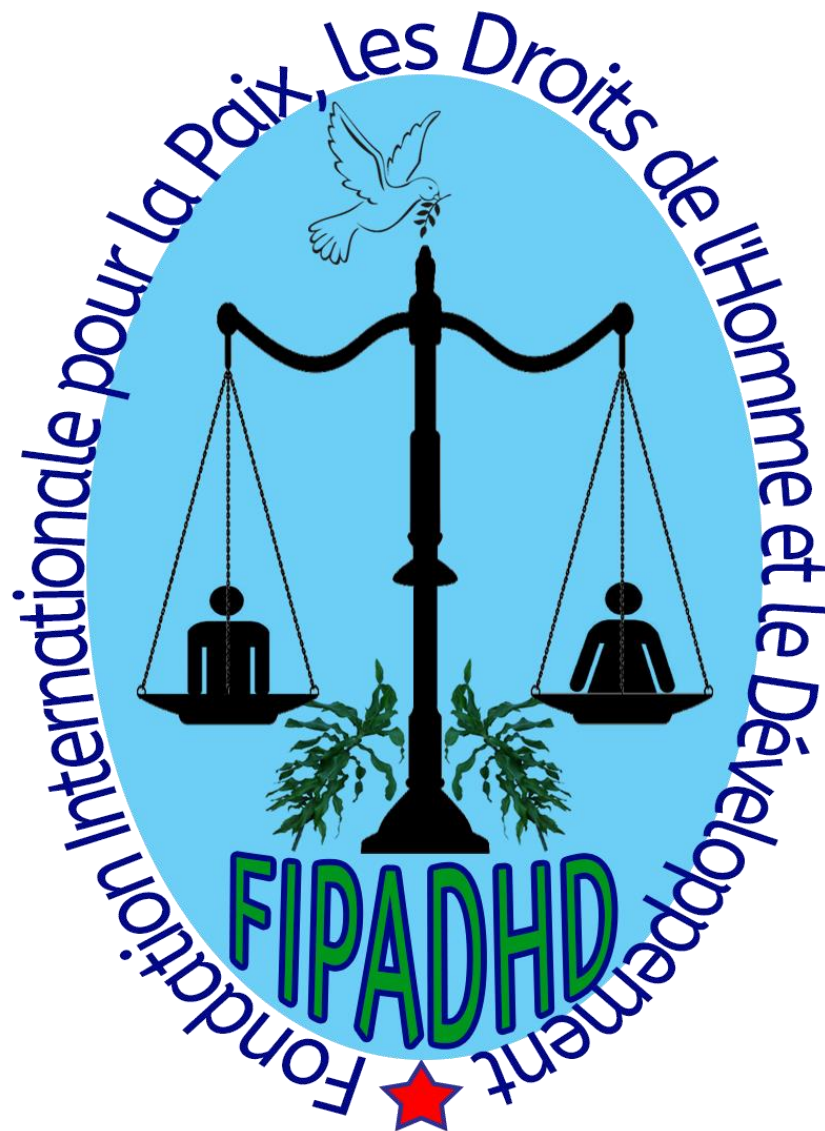


**International Foundation for Peace,  
Human Rights and Development**

(IFPHRD)



*Liberty-Dignity-Tolerance*

**INTERNAL  
REGULATIONS**

## **General provisions**

These internal regulations apply to the statutes of 03 March 2005 , 4 May 2009 and 17 April 2010 as amended on 08 April 2020 by the IFPHRD General Assembly.

### **Chapter 1: Powers**

#### **Article 1: Additional powers**

In order to achieve its objectives, IFPHRD may:

- Borrow, collect or obtain funds, according to any procedure approved by the association, in particular to honour debts, commitments, guaranteed contracts or to meet any obligations subscribed or to be subscribed by the association;
- Make calls, advertisements or other lawful actions in order to raise funds or make known its existence, mission or activities;
- To proceed to all the recruitments that the association needs;
- Undertake all necessary actions to achieve the objectives of the association;
- Initiate steps to acquire NGO status and obtain consultative status with the United Nations, the African Commission on Human and Peoples' Rights.

### **Chapter II: Members**

#### **Article 2: Admission Requirements**

- 1- In addition to the conditions laid down in the Staff Regulations, persons who do not enjoy all their mental faculties and civil rights may not be admitted as members of the organisation
- 2- Categories of members

The categories of members are:

- \*Active member: Members with voting rights, having paid their membership fees and annual dues;
- \*Friendly member: member who has only paid his membership fees and does not have voting rights;
- \*Honorary members: Natural or legal person who supports the activities of AIKAPPRODHOMP.

- 3-Rights and obligations

- \*All members are required to subscribe to the objectives and general policy of the organization and to promote by all means in their power the achievement of the goals and objectives set by the Board of Directors.
- \*All members have the right to use associative documents (reports, books) for research, training and capacity building purposes.
- \*All members have the right to the assistance of the association in the event of happy or unfortunate events and when circumstances require it.

\*All members are entitled to participate in the activities of the association and may enjoy any benefits whatsoever.

\*All members are entitled to a membership card, an identification badge, a personnel number issued by IFPHRD.

### **Article 3: Deletion**

The Board of Directors may, by a decision taken by a 2/3 majority of the members present and voting, remove a member for conduct prejudicial to the interests of the organization, namely:

- Violation of statutory texts
- Discipline characterized
- Misappropriation of any property belonging to the association
- False testimony

### **Article 4: Voting rights**

- 1- The right to vote is granted to any active member, i.e. up to date with all its financial commitments;
- 2- Supporting members acquire voting rights only after a period of six months following the acquisition
- 3- Only active members are eligible for membership on the Board of Directors, as National Executive Director or in thematic groups of the Association.

## **CHAPTER III: ORGANIZATION AND**

### **FUNCTIONING. Section I: THE DOCTOR**

#### **INSTANCES**

#### **Article 5: THE COMMITTEE OF FOUNDING MEMBERS**

It meets for urgent matters affecting the life of the association when convened by its coordinator.

#### **Article 6: THE GENERAL ASSEMBLY**

It meets once a year at the call of the President General. Notices of meetings must be sent to members no more than one month and no less than two weeks before the scheduled date, accompanied by the agenda. Decisions are taken by a simple majority of the delegates present or represented at the General Assembly. The quorum necessary to open the meeting shall be a simple majority of the delegates convened. Proxies are taken into account when drawing up the vote count. No delegate may hold more than one proxy. The proxy is only valid if it bears the delegate's membership card number and is authenticated by the National Executive Director.

### **Article 7: THE BOARD OF DIRECTORS**

It meets twice a year at the end of each semester, in June and December. It is composed of 9 members elected by the General Assembly for a renewable period of 3 years. The Bureau of the Board of Directors consists of a President, a Vice-President and a Secretary. The functions of the members of the Board of Directors are incompatible with those of members of the General Presidency. However, a member of the Board of Directors may be called upon for occasional tasks as General Chairman.

### **Article 8: THE GENERAL PRESIDENCY**

It meets four times a year at the end of each quarter at the invitation of the President General. It is responsible for the management and administration of IFPHRD's business and property; it examines and approves membership applications, determines the powers of technical and administrative staff, examines cases of suspension, disqualification, exclusion and self-exclusion to be submitted to the Disciplinary Board, organizes the implementation of the structure at international and national level, submits to the Administrative Board for approval any proposal to amend the Statutes and the proposals for appointments of the officers of the working groups. The General President is elected for a renewable period of 4 years. Only members with a regular and consecutive activity of at least six (06) years may be eligible for this position.

### **Article 9: NATIONAL EXECUTIVE DIRECTIONS**

They meet at the end of each month at the invitation of the national executive directors.

### **Section II: Powers of the umbrella**

#### **bodies Article 10: The committee**

#### **of founding members**

- It rules on urgent cases affecting the life of the association at the request of the President General
- It may meet ex officio if necessary and when circumstances require.

#### **Article 11: The General Assembly**

It is composed of the members of the Board of Directors, the General Presidency, 3 members of the National Executive Director and the National Executive Director.

- It gives its opinion on the activities of the Association
- Approve or disapprove of the Association's policies
- Sits the general president among the candidates offering the best profile for the execution of the specifications
- Amends the statutes and internal regulations
- Determines the composition of the Board of Directors

#### **Article 12: The Board of Directors**

- Meetings of the Board of Directors are chaired by the Chairman of the Board.
- Monitor the activities of the General Presidency
  - Signatory in the IFPHRD holding account

- Verifies and approves the management of the association
- defines the specifications of the general presidency
- Establishes the agenda of the Board of Directors and the General Assembly in consultation with the President General
- Approve the contribution rates and their possible revision

### **Article 13: The General Presidency**

-It is composed of a general president, a general secretary, a financial secretary, a manager, a cooperation officer, a communicator, working groups.

-The **General President** represents IFPHRD in civil and legal proceedings and orders expenditures in the operating account; coordinates IFPHRD's activities; appoints its collaborators.

-**The Secretary General** shall act as interim President in case of incapacity. It receives from the President General delegation of authority to coordinate certain activities that contribute to the achievement of IFPHRD's mission and objectives. He is responsible for personnel.

- **The person in charge of financial and administrative operations**, He transfers the funds received into the IFPHRD bank account (deposit account), prepares the financial report and presents it to the General Assembly, prepares the draft budget in collaboration with the President General, co-signs the operating account.

#### **-The Accountant:**

He is required to:

- Check the conformity of invoices
- Checking the accounts
- Record and process all accounting facts
- Maintains regularly updated accounting documents and presents them - upon request
- Establishes an IFPHRD chart of accounts
- Produce all financial reports

He or she works closely with the person in charge of administrative and financial operations.

-The **manager**, is responsible for the custody and security of the funds made available to him for specific projects, maintains an advance fund, the amount of which is fixed by a statutory text of the President General, and executes the expenses duly ordered

-The **cooperation manager is** responsible for liaising with IFPHRD's partners.

-The **communicator** is responsible for making IFPHRD's activities public.

-**Working groups:** These are specialized structures responsible for implementing IFPHRD's mission and objectives. They are created by the General Assembly as necessary and placed under the coordination of the President General. Each group is placed under the responsibility of a Group Leader. There are 4 of them:

- \*The Research, Education, Projects, Publication and Training Working Group
- \*The Civil and Political Rights Working Group
- \*The Working Group on Economic, Social and Cultural Rights
- \*The working group on environment, sustainable development and peace

A special text of the President General defines the attributions of the working groups.

#### **Article 14: National Executive Directorates**

Their composition reflects that of the General Presidency. However, they are headed by a National Executive Director. They are responsible for setting up associative structures in their locality after approval by the General Presidency. This time, the structures implemented will be referred to as follows: regional, departmental, district and municipal departments.

#### **Article 15: Discipline**

Disciplinary offences are:

Absences from meetings

Non-payment of membership fees and dues

Defamation, insult, slander, false denunciations against the association and its members

The misappropriation of the association's funds and equipment

Forgery of documents and signatures

The usurpation of securities not recognised by the Articles of Association

Violations of the provisions of the Statutes and Internal Regulations

#### **Article 16: Sanctions**

Any member of the association found guilty of one or more of the offences listed above is liable to the following sanctions:

Warning -Warning

-Blâme

-Suspension of functions for a period of between three and six months

-Suspension of the association for a period of between six and twelve months

-Expiry date

-Radiation

**Article 17:** Discipline is ensured by the Disciplinary Commission appointed by the Board of Directors for a three-year term.

#### **Article 18: Scrupulous compliance with decisions, instructions and recommendations.**

The decisions, instructions and recommendations of the umbrella bodies are binding in accordance with the principle of hierarchy set out in the organisation chart as follows:

⇒ The committee of founding members

⇒ The General Assembly

⇒ The Board of Directors

⇒ The General Presidency

⇒ National Executive

Directorates Orders must be executed to the letter.

#### **Section 2: Meetings**

**Article 19:** Meetings are part of IFPHRD's activities. No member may evade it under penalty of sanction.

\*Meetings include: statutory meetings and working sessions

\*The convening of meetings other than those of the General Assembly must reach the interested parties 72 hours before the scheduled date. Punctuality at all meetings is required.

\*No one may speak during a meeting without the agreement of the chairperson. Any person who requests the floor must make a request by a show of hands to the President, who shall grant or refuse it. This request may only be made if the previous speaker has finished his or her speech.

\*No one may speak more than once on the same question, unless a new element is introduced into the debate.

\*The chairman of the meeting may withdraw the floor from a member if he considers that: the intervention is too long, the intervention is likely to harm the self-esteem of a member or the integrity of the association, the intervention is not constructive or does not fit in with the agenda or the subject under discussion.

\*The Chairman of the meeting may ask a speaker to withdraw his or her remarks if he or she considers them to be derogatory or defamatory towards a member or the meeting.

\*Debates may be refocused on a point of order, procedure or information

\*Observers are admitted to the debates of the General Assembly and have no voting rights.

### **Chapter III: Elections**

**Article 20:** The election of the members of the Board of Directors and the President General shall be by secret ballot, by consensus or by show of hands, as the case may be.

### **Chapter IV: Accounting, use of funds and expenditures.**

**Article 21:** There is a deposit account and an operating account whose signatories are: the general president, the person in charge of financial and administrative operations and/or the president of the board of directors. In the event of the inability or proven absence of one of the two persons mentioned above, the cheque is co-signed by the person in charge of financial and administrative operations. In addition, the power of attorney issued by one of the co-signers and duly authenticated, will allow the beneficiary to sign a document whose validity will not be disputed.

**Article 22:** All accounting entries shall be entered in IFPHRD's cash book or bank book.

These two documents are mandatory and must be kept accurate and regular.

All expenses must be supported by an invoice. Any remittance of money by the association must be made against a receipt signed by the person receiving the money. These supporting documents are mandatory and must be kept in the accounts. The Accountant keeps the accounts of IFPHRD.

Every contribution, like every revenue, must give rise to a receipt in duplicate, one of which is given to the contributor or person remitting the amount and the other kept in the accounts.

IFPHRD's accounting documents (cash register, bank book, supporting documents, cheque book, account statement, etc.) must be accessible at any time of the year by any member of the association.

IFPHRD's financial year begins on <sup>1</sup> January and ends on 31 December.

**Article 23:** These internal regulations may only be amended at a General Assembly. Amendments are only valid if they are approved by half of the members present or represented.

**Chapter V: Transitional and final provisions**

**Article 24:** These Rules of Procedure shall enter into force upon their adoption by the General Assembly.

Done at Bafoussam, on 03 March 2005.

Amended and adopted by the General Assembly in Bafoussam on 08 April 2020.

**Pr Serges Frédéric MBOUMEGNE D**  
**General President**