



STATUTES OF ASSOCIATION

OF

CHANGE COMMUNICATIONS

AUGUST 2010

STATUTE OF ASSOCIATION

SECTION I: PREAMBLE

- Having observed that, development projects in the environmental and socio-economic sectors, particularly in the rural areas tend to be conceived and designed without integrating the communication component,
- Given that, even whenever a thought is given to the communication component, development actors mistakenly seek the services of journalism practitioners who quite often are not necessarily professional development communicators,
- Given the tested fact that, behavioural and attitudinal change constitutes an imperative prelude to any development,
- Acknowledging the equally tested fact that, such a change more often than not can only be brought about by a skilful use of development-support communication techniques,
- Mindful of the fact that, past and contemporary experiences indicate that, the absence, or poor handling of development communication has often contributed greatly to the failure of projects in the environmental and rural development sectors,
- We the founding members have resolved to set up a communication service organisation capable of bringing about planned change in attitudes and behaviour of people, by blending communication systems based on their culture and traditions with conventional media in order to facilitate/accelerate processes and stages in development initiatives.



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SECTION II:

Article 1: Formation

An organisation shall be formed in accordance with law N° 90/053 of 19 December 1990, amended by law N° 99/011 of July 1999 on Freedom of Association and Non-Governmental Organisations in Cameroon.

Article 2: Name

The organisation shall be known as “CHANGE COMMUNICATIONS FOR ENVIRONMENTAL AND RURAL DEVELOPMENT ASSOCIATION” abbreviated “CHANGE COMMUNICATIONS”.

Article 3: Emblem

The emblem of the association is represented by the Bannerman's Turaco, a bird found only in the Western Highlands of Cameroon and nowhere else in the world.

Article 4: Motto

The motto of the association shall be: “*Communications for Change, Change for Development*”

Article 5: Seat

5(1): The head office of the association shall be located in Biyem-Assi, Yaoundé-Republic of Cameroon.

5(2): The head office of the association can however be transferred.

5(3): The association can open new offices when need arises.

Article 6: Nature

“CHANGE COMMUNICATIONS” (Change Comms), shall be an apolitical and not-for-profit organisation.

Article 7: Jurisdiction

The geographical coverage area of the activities of the association be the national territory of Cameron and beyond.



Article 8: Duration

The association shall exist in perpetuity.

Article 9: Objectives and Goals of Association

9(1) Objective

The principal objective the Association is to create a framework for reflexion, research, conception, designing and carrying out of communication activities for planned change in the domains of environment, climate change and rural development.

9(2) Goal

The main goal of the association is to contribute to development in the domains of environment, climate change and rural initiatives, by using communication as an instrument for changing people's attitudes and behaviours as well as mobilizing them to participate in development processes.

SECTION III: LIFE SPAN OBJECTIVES

Article 10: The association shall exist forever without altering objectives.

SECTION IV: CONDITIONS FOR MEMBERSHIP AND WITHDRAWAL

Article 11: Membership:

Membership shall be open to any one regardless of ethnic origin, sex or nationality, political, religious and philosophical convictions. Conditions for membership are:

- A handwritten application addressed to the Coordinator
- A signed membership contract
- Be practitioner or somebody trained in development communications or in any related field
- Be somebody with proven/justified interest in the activities of the organisation



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- Respect of the statutes and by-laws of the organisation
- Payment of membership fee of CFA 25.000 and other yearly contributions

Article 11: Loss of Membership

Loss of membership can be voluntary or through resignation, sacking/expulsion or death.

11(1) Resignation

The resigned member submits a letter to this effect three months to the end of the fiscal year. Dues to or obligations from the resigned are deliberated in a General Assembly session.

11(2) Expulsions

The person expelled is notified by the Management Committee, and the final decision is taken by the General Assembly. The victim is given two months to prepare his/her defence. Matters related to his/her rights are examined in a General Assembly session.

11(3) Deaths

The rightful heir is given the dues of the deceased, and is also responsible for the deceased obligations.

SECTION V: RIGHTS AND OBLIGATIONS

Article 12: Rights

12(1): Any registered member can:

- Consult all the documents with authorization from the coordinator,
- Take part in major decision-making processes
- Be elected to any office according to the by-laws
- Use the services and installations of the association according to the by-laws
- Voluntarily withdraw from the association

12(2) Obligations

Each member commits himself/herself:

- To respect all the laws(s) governing associations in Cameroon and all the rightful decisions taken by the General Assembly, and the Management Committee
- Not to be member of a similar association

- To respect all the commitments of the association
- To respect the working agenda/calendar of the association

12(3) Fines

The faults/offences committed by its members and their corresponding fines are examined and determined either according to the by-laws, or in a General Assembly Session.

SECTION VI: OFFICIALS AND FUNCTIONS

Article 13: ASSOCIATION

The association is made up of two main organs, namely the General Assembly and Management Committee.

13(1): The General Assembly

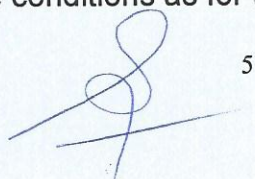
It is the supreme decision-making organ. It is made up of its members. Its decisions are binding on all members. Its main functions are the control of the functioning of the association, and ensuring that the objectives of the association are met.

Its more elaborate functions shall be:

- The election of the management committee
- The definition of the general policy of the association
- The admission or expulsions of any of its members
- The examination of the dues of those expelled or those who resign from the association.
- The modification of the statutes,
- The conception and drawing up of the by-laws
- Taking the decision to partner or not with another association, join a union or a federation.
- Taking any decision which commits the life of the association.

The General Assembly meets once a year in ordinary session. It is summoned by the coordinator or at least 2/3 of its regular members. When the quorum is not met, a second session is called after a forth night, and carries on deliberations in the presence of at least half of its regular members.

The General Assembly may also meet in extra-ordinary session as frequently as necessary under the same conditions as for the ordinary session.



13 (2) Management Committee

It is made up members elected by the General Assembly. It is made up of four (04) members namely:

- a coordinator
- projects supervisor
- a financial assistant
- a cashier
- a technical adviser

It is charged essentially with the day to day management of the association. Its specific functions are to:

- implement the resolutions taken by the General Assembly
- Take all necessary measures to ensure the safe-keeping of the funds and assets of the association.

Members of the Management Committee are elected by a simple majority for a 3 years term of office, renewable on the basis of how well they do their job.

13(3) Duties of Members of the Management Committee

13(3.1) Coordinator

He/she is the officer who:

- is in charge of the day to day functioning of the association
- manages the projects of the association
- runs a secretariat
- represents the association in civil matters
- networks with other organisations – governmental and non-governmental in the interest of the association
- acts within the limits set by the General Assembly
- signs all documents
- co-signs out funds from the bank in the interest of the association

13(3-2) Projects Supervisor

He/she is the officer:

- oversees the practical implementation of the projects of the organisation
- conceives and designs projects of, and for, the organisation in conjunction with the Coordinator.

13(3.3) Secretary

He/she is the officer who:

- Heads the secretariat of the Coordinator
- Writes, receives and files all administrative documents (correspondences, minutes of meetings, reports of activities, among others).
- Elaborates the annual balance sheet to be examined and adopted by the members of the management committee.

13(3.3) Finance Assistant

He/she is the officer who:

- Controls all financial operations
- keeps all account books including copies of receipts and all other documents on entries and expenditure, issued by cashier
- Reports to the General Assembly
- Co-signs out funds from the bank account of the association with the Coordinator.
- Can issue legalized notice of absence which permits the coordinator to sign out funds from the bank and vice-versa

13(3.4) Cashier

He/she is the officer who:

- is in-charge of cash payments
- issues out receipts, keeps counterfoils and all documents having to do with financial entries and expenditure
- hands copies of these documents to finance assistant

13(3.5) Technical Adviser

- He/she is designated by the General Assembly
- He advises on all matters concerning the organisation



SECTION VII: FINANCIAL TRANSACTIONS

Article 14: Fiscal Year

14(1) *The financial year of the association runs from January 1, to December 31.*

14(2) Funding: sources of funds for the association include:

- membership fee and yearly contributions
- contributions towards specific projects
- fines
- grants, subventions
- revenue generated from the activities of the "association"
- other sources not contrary to Cameroonian law and regulating in force.

14(3) Association's Bank Account

All financial transactions shall be done through an account to be opened in a credible bank or micro-finance institution based in any locality of Cameroon. At least two of the following officials, – the finance assistant, projects supervisor and coordinator, or one with an official procurement, have to co-sign out money from the account of the association on the basis of account documents duly prepared by the Finance Assistant.

14(4) Audit

The General Assembly or a member of the Management Committee can call for an audit of the account of the association at any time. The auditor may not be a member of the association.

SECTION VIII: AMENDMENTS, INTERNAL RULES AND REGULATIONS, DISSOLUTION, ADOPTION

Article 15: Amendments

These articles of organisation may be amended, changed or abrogated only in a General Assembly session by the decision of a two-third majority of members present and voting, provided that, the quorum was met at the time of the voting, and that, mention of the proposal to amend was made in the notice convening the session. Proposals to amend shall be submitted by the management committee, or by a written and signed motion of at least, one-third (1/3) of registered members.

Article 16: Internal Rules and Regulations

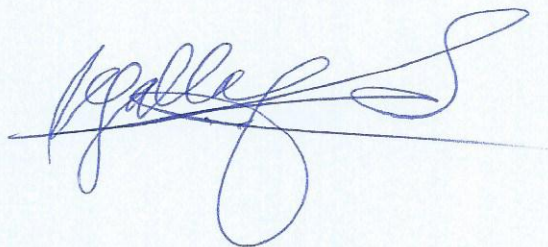
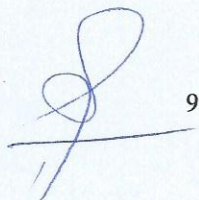
The management committee shall propose internal rules and regulations for the implementation of these Articles of association. All other matters not covered by these articles of organisation and internal rules and regulations shall automatically be covered by the relevant laws and regulations in force.

Article 17: Voluntary Dissolution

In the event of voluntary dissolution, the General Assembly declares the non-existence of the management committee and designates a liquidation officer.

Article 18: Adoption

The present articles of organisation were adopted by the General Assembly at its meeting of March 29, 2010 and went into force as from August 2010.

A large, stylized handwritten signature in blue ink, possibly reading 'Galle S', with a horizontal line underneath.A smaller handwritten signature in blue ink, possibly reading 'S', with a horizontal line underneath and the number '9' to its right.