REFUGE HOUSE

**R.H.A**

 **CHARITABLE ORIENTATION ORGANIZATIONS**

**PURPOSE**:

* Is an association that is set up for the purpose of providing sustainable human development through social and economic activities of the country or region where it is established. It involves a top-down paternal (caring) effort with little participation by the "beneficiaries". It includes activities directed toward meeting the needs of the poor; distribution of food, clothing, medicine; provision of housing, schools needs also their spiritual well being as a whole. It may also undertake relief activities during a natural or man-made disaster.

**BENEFITS**:

* An association is exempted from the payment of Business Tax
* The association will be exempted from the payment of any other tax or duty levied by the Government
* Every Person who makes a donation to this association will be eligible to have such donation treated as tax-deductible for income tax purposes

**REQUIREMENTS (MANDATORY):**

* *Proposed Name and Address of association* = Refuge house association Cameroon
* *E-mail:* *refuge.house@ymail.com**; Box 8810 Yaoundé; Tell: 237- 75-14-63-87*
* *Name, address and occupation of each Director and member*
* ***EXECUTIVE MEMBERS OF REFUGE HOUSE ASSOCIATION.***
* **PRESIDENT**: **Ashu Rita Eyong-** Pharmacy attendant in Yaoundé= 237-77-42-74-85
* **ID Number 1033374511 issue on 26th March 2003 at Mendong Yaoundé**
* **COORDINATOR** : **Mundia Ashu Peters**- Clergy Yaoundé = 237-70-63-67-06
* **ID Number 1075599274 issue on 30th January 2007 at 8e Yaoundé**
* **CHAIR PERSON**: **Obitakar Desmond Clinton**- Business Consultant Yaoundé 237-98-42-27-47 ID Number 106774051
* **SECRETARY**: **Etengeneng Oben Elisabeth**- Administrator Yaounde = 237-77-58-12-92 ID Number 107223950 issue on 21st December 2006 at Mamfe
* **AUDITOR: Ayah Mary Adangwa**- Accountant N.F.C Yaoundé =237-77-80-46-52
* **ID Number 10**
* **PUBLIC RELATION OFFICER**: **Ashu Elvis Ashu**- Marketing Manager – Yaoundé = 237-77-29-85-16 ID Number 10
* **HUMAN RESOURCE MANGER**: **Besong Abel Mondia**- Lawyer – Yaoundé = 237-77-42-60-06 ID Number 10
* **TREASURER:** **Ashu Anastasia Takem**- Teacher- Yaoundé = 237-79632473
* **ID Number 10**
* ***MEMBERS***
* Enow Elvis Atem- Yaoundé
* Ako Ayuk Tommy- Yaoundé
* Akum Joyce- Yaoundé
* Mbole Joan- Yaoundé
* Awah Benjamin- Yaoundé
* ***Résumé or brief biography of each director and member***
* **President:** Ashu Rita holds a bachelors degree in social sciences from the University of Yaoundé 1. She hails from Manyu Division. She is married and a mother of 1.
* **Chair person**: Obitakar Desmon, holds a master degree in Business law from the University of Yaoundé 2. Master degree in Business Administration and management from the University of Seinajuki Finland. Married a father of 1.
* **Coordinator:** Mundia Ashu , holds a degree in Theology. Option in Pastoral Care and Counseling. Bsc in Mathematics. Married a father of 1
* **Secretary**: Etengeneng Oben holds a masters1 in geography from the University of Yaoundé 1, she is the administrator of Oxford Nursery and Primary School Biyem- Assi Lac Yaoundé. Marriage and a mother of 1.
* **Auditor**: Ayah Mary holds a BA degree in law from University of Yaoundé 2 and Diploma in Accounting. Working with N.F.C as Customer care Yaounde.
* **Public Relation Office**: Ashu Elvis holds a Diploma in marketing and Business from University of Siantu Yaoundé.
* **Human Resource Manager**:Beson Abel Mondia holds masters 1 in law( company law) from the University of Yaoundé 2.
* **Treasure**r: She is an advanced level holder. Presently Teaching at Oxford Nursery and Primary School Biyem-Assi Lac Yaoundé.
* ***A clear mission statement*** - Refuge house implements programmes and campaigns
to cater for the needy.
	+ ***Aims, Objects and Purposes of the Organization:*** - It activities are directed toward meeting the needs of the poor, distribution of food, clothing or medicine; provision of housing, schools needs also their spiritually well being. It may also undertake relief activities during a natural or man-made disaster.
* ***Organization Structure*** :-President-Chair person- Coordinator-Secretary- Public Relation Officer-Human Resource Manager- Treasurer- Auditor
* ***By Laws/Policies***: See below.
* ***Types of programmed of activities intended to carry out***: Humanitarian activities. Socially and Spiritually.
* ***Projected financial statement***: We have a budget of 100.000.000( One hundred Million) FCA

**MODUS OPERANDI & PROJECTS**

Refuge house is an association which aims to bring refuge and care to the less privilege especially to pregnant women, abandon children and aged people. Refuge house have on each individual in particular and the broader community in general.

In its strategy, Refuge house will accentuate the following modus operandi and projects:

1. Refuge house-carry out campaign in schools making use of (class 4-6) to convey the message. Posters, working sheets, wristbands, T-shirts, caps, sporting events etc.

2. Refuge house-carry out campaign for adults making use of materials to convey the message. Posters, working sheets, wristbands, songs, T-shirts, caps, etc.

3. Advertising campaigns by posting posters in the relevant languages at strategic places.

4. Regular placing of articles and advertisements in daily newspapers, magazines, internet and any other relevant information sheets of companies, factories, farms, communities, etc.

5. Regular radio talks which include Public Service Announcements.

6. Television coverage.

7. Given the fact that Refuge house is not only a Social issue, but also a moral and Spiritual issue, churches, will be mobilized to convey the Refuge house-message.

9. Regular follow-up actions will take place in all cases.

10. The implementation of an evaluative, participatory research model to ascertain high quality, standards and effectiveness of the Refuge house-prevention campaign.

11. Participating in most of the meetings in Ministries of Social affairs, Public Health, Urban affairs and both Basic and Secondly Education.

12. Utilizing the electronic media, especially the computer and internet in the awareness campaign.

13. Project - "Adopt bodies, children and the aged; efforts should be made to support and rehabilitate them. This process should preferably take place in rehabilitation centers’ of Refuge Houses. It is expected for the Refuge house to cater for their needs.

14. Focus is on the rehabilitation of the above mention groups.

15. The meaningful addressing of environmental factors like poverty and unemployment in a responsible way that contributes to the condition of Refuge house in Cameroon.

17. In all of its actions, Refuge house will constantly strive towards the optimal co-operation with other relevant role-players in the field of Refuge or safety within Cameroon or abroad.

18. Satellite operational offices to extend Refuge house’ capacity to all regions in Cameroon. Refuge house already established an office in Yaoundé with two program facilitators. Refuge house is currently in the process of establishing a regional office in Mamfe, which will be the main base for the South West region.

**Vision**

We have a vision to improve the wellbeing of the less privileged; pregnant women abandoned children and age persons. We also educate the general public to the effect of alcohol consumption during pregnancy on the unborn baby.

**Mission Statement**

Bringing hope to the hopeless.

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| **Article** | **Content** |
| **Article 1: Preamble** | **What is the By-Law about? What will it contain?****- Is about the Wholeness of mankind. Physically, Socially, Mentally and Spiritually.****-Refuge house implements programmes and campaigns to cater for the needy** **-Establishments of health and educational centers** **-Establishment of refuge houses** |
| **Article 2: Name, Acronym and Logo** | **What is the name of the association? What is its official acronym? If available, how does its logo design look like?****-Refuge House known as RHA****- Logo as on the top page.**  |
| **Article 3: Applicable laws and legal status** | **Under what local and national laws is the association set up? Does it have official consultative status with the UN, or is it UN-accredited? Is it a member of any national, regional or international network/association/initiative?****-Exemption of taxes****- Still to affiliate with UN****Yes.** |
| **Article 4: Sphere of activities** | **What activities will the association undertake? What will be its spheres (or categories) of activities?****-Provision of food, medicine, clothing, education, shelter, schools needs Medical Centres and gospel to the targeted population.** **-Through the use of Campaigns programmes, T shirts, posters, radio announcement, Tv, informative talks with the local population, football competition, and brochures.**  |
| **Article 5: Location and Duration** | **Where is the registered office of the association located? What is its postal address? How long will the association be set up for - that is, is it for a limited period only, or is it unlimited?****-Yaoundé****- Box 8810 Yaoundé****-Unlimited** |
| **Article 6: Aims, Visions and Mission** | **What are the aims of the association? Have goals and objectives been developed? What is its vision statement? What will be the mission of the association, and who will be its target beneficiaries?****- It activities are directed toward meeting the needs of the less** **privileged -distribution of food, clothing or medicine and Medical Centres; provision of housing, schools and schools needs and spiritually. It may also undertake relief activities during a natural or man-made disaster**. **We also educate the general public to the effect of alcohol consumption during** **pregnancy on the unborn baby.**- **Yes goals and objectives have been developed**.  **-We have a vision to ameliorate the socio- economic and cultural wellbeing of the less privilege****- Our Mission is to Bring hope to the hopeless.** |
| **MEMBERSHIP** |
| **Article 7: Membership** | **Does the association have members? What is the membership structure of the association?****-Yes.****President****- Coordinator****-Chair person****-Secretary****- Public Relation Officer****-Human Resource Manager****- Treasurer****- Auditor****Ordinary Members** |
| **Article 8: Qualification** | **What are the qualifications of the association members? Why are such qualifications needed?****-We have Doctors, lawyers, professors, and social affairs workers, nurses, Administrators, Business Consultants Men of God, Accountants and Teachers.****-Because of the services we render to the population.** |
| **Article 9: Admission** | **How will members be invited and admitted to the association? What is the procedure?****-Opened application****-By interview** |
| **Article 10: Responsibility** | **What will be the expectations and duties/responsibilities of the association members?****-The President is the general overseer of the association activities.** **- the Chair Person chair the board meetings** **-The Coordinator coordinates activities and see to the smooth functioning of the association in and out of Cameroon.****-The Secretary takes down minutes and chairs meeting in the absence of the Chair person.****-The Treasurer keeps the financial record of the association and give monthly account of all transaction.****-Public Relation Officer breaches the association and the general public in matters or issues concerning the organization.****-Human Resource Manager is in charge of recruitments and wellbeing of His members.****- Auditor audits the financial record of the association.** |
| **Article 11: Consensus Building** | **How will consensus building be achieved among the members? How will decisions be taken on the association's activities? What are the procedures?****-Mutual trust amongst its members****-By the board members, however some decisions will be taken by the President and the Coordinator discretion.****-By convening extra ordinary meetings or by circulars** |
| **Article 12: Resignation** | **What is the procedure for a member to resign from the association's membership? Who should it be addressed to, and how is it accepted and processed?****-By writing resignation letters addressed to the president****-The President will convened a board meeting where by the letter will be scrutinized.** |
| **Article 13: Expulsion or Suspension** | **Under what circumstances can a member be expulsed or suspended from the association? Who will take the decision, and how will it be implemented? What process of redress will be available to the member?****-By not keeping to the norms of the organization.****-The President or the Coordinator will take the decision by issuing circulars or letters.****-The member will send in a letter of apology** |
| **ORGANIZATION** |
| **Article 14: Organizational Structure** | **What is the organizational structure of the association? What will be the position of the staff members responsible for different aspects of the association programmes?****The president****Coordinator****The chair person****The Secretary****Human Resource Manger****Public Relation Officer****Treasurer****Internal- Auditor.****See article 10 above.** |
| **GENERAL ASSEMBLY** |
| **Article 15: Procedures** | **Will the association have a General Assembly? Why is it needed? Who can participate in the general assembly? Is there a proxy policy? How will the proceedings be reported to the general public?****-Yes.****- To keep the members inform of the activities of the association and to plan for future activities.****- All members, general public and press & media men.** **- No****- By Seminars** **- By Press and Media** |
| **Article 16:Scope** | **What is the scope of the General Assembly? What will be the duties and responsibilities of the General Assembly?*** + **Everybody**
	+ **Contribute ideas and suggestion for the smooth running of the association.**
 |
| **Article 17: Decision-Making** | **How will the General Assembly decisions be taken? How and who can present proposals for decision-making, and what is the procedure/process for taking decisions?****-Will be looked upon.****-By a board meeting chair by the chair person.****-Consulting other board member by the Coordinator.**  |
| **Article 18: Quorum** | **What will be the minimum quorum needed to call for a General Assembly, for the proceedings to take place, and for decisions to be taken?****10 persons**  |
| **BOARD OF DIRECTORS** |
| **Article 19: Composition** |  **How many members will the Board contain? What will be their positions?** * + **The board will consist of five (5) Members.**

**The President****Coordinator****The chair person****The Secretary****Treasurer** |
| **Article 20: Eligibility** | **Who will be eligible to become members of the association's Board? What will their qualifications be?****\_ He / she must share a common ideology, and must be ready to render self-less services to meet the goals and aspirations of the association.*** + **He / she must be ready to deposit a caution fee of (500.000cfa) five hundred thousand francs**
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| **Article 21: Vacancies** | **How will vacancies in the Board's membership be handled? How will the position be advertised and recommendations/applications be processed?*** + **The others members will work relentlessly until a prospective board member who meets the demands of being a board member.**
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| **Article 22: Press statements.** | **Who will prepare Press Statements to reflect the proceedings and functioning’s of a Board meeting or association's activities? How will a Board's acceptance of media/press statements be sought?*** + **Public Relation Officer or the Coordinator**
	+ **Depends on the information the press requires.**
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| **Article 23: Resignation** | **If a Board Member wishes to resign from his/her position, how will it be handled? What is the procedure?****By writing resignation letters addressed to the president****-The president will convened a board meeting where by the letter will be scrutinized** |
| **Article 24: Removal** | **Under what circumstances can a Board member be removed (either expelled or suspended) from the association's Board? What is the procedure, and who has the authority to initiate such a procedure? What process of redress will be available to the Board Member?****By not keeping to the norms of the organization.****-The President or the Coordinator will take the decision by issuing circulars or letters.****-The member will send in a letter of apology** |
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| **AUDITOR** |
| **Article 25: Annual Audit.** | **Will the administration and finances of the association be audited? What is the procedure of the audit? How will findings of the audit be implemented?*** + **Yes.**
	+ **Internal and External auditor**
	+ **The culprit will be subjected to the laws that govern the association whereby he/ she will be bound to pay the damages either financially or materially.**
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| **STAFFING** |
| **Article 26: Definition** | **How are staff members defined within the overall structure of the association's organization? How are they different from Board members?*** + **By their functions**
	+ **They are not in decision making.**
 |
| **Article 27: Duties and roles of staff members** | **How many staff members will be working at the association (both full-time and part-time)? What will be their duties and roles within the overall functions and activities of the association?*** + **12 full-time members and 10 part-time members.**
	+ **To render services to the targeted population.**
 |
| **Article 28: Hiring and dismissal** | **How will staff members be hired? Under what circumstances will staff members be dismissed or suspended? Who is authorized to take such action?*** + **By application.**
	+ **By misconduct.**
	+ **By the President or Human Resource Manager by consulting other board members**
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| **RESOURCES** |
| **Article 29: Sources and uses.** | **What is the nature of (financial) resource needs of the association? What will be the primary sources of such resources (including private/personal sources).*** + **Technical, material and financial resources.**
	+ **Board Members contribution, free will donors, Partners and sponsors.**
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| **Article 30: Initial Capital and Assets** | **What will the initial capital needs of the association be? What kinds of assets (financial and non-financial) will be needed to start the association?****-Liability** **- Assets** |
| **Article 31: Funding Raising.** | **What policy will be put in place by the association for fund raising? What purposes will it be used for, and who will be responsible?*** + **By appeal letters.**
	+ **To meet our goals.**
	+ **The Public Relation Officer or the Coordinator**
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| **Article 32: Fiscal year/Financial Year** | **What is the duration, and starting month, of the association's fiscal/financial year?****-Duration (12) months and starting month is November**  |
| **Article 33: Applicable law and Court** | **Under what applicable law and court will the association be constituted? How will disputes and other legal matters be handled?****-Law that governs associations in Cameroon.****- By the association Lawyer.** |
| **Article 34: Dissolution.** | **Under what circumstances the associations can will be dissolved? What is the procedure for dissolution? Who will be responsible for dissolving the association?*** **It will not dissolve.**
* **If it has to dissolve then it is the Government.**
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| **ABOUT THE By-Laws** |
| **Article 35: Coming into force.** | **When do the By-Laws come into force? What is the procedure to ensure that the By-Laws are legally accepted and are also informed to all appropriate/concerned persons?*** + **The By- Laws were enforce when the association was officially legalized**
	+ **By general Assembly**
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| **Article 36: Validity, and extension of validity, of By-Laws** | **What is the period of validity of the By-Laws? What is the procedure to extend the validity of the By-Laws?****After five years** |
| **Article 37: Additions, modifications and amendments to Articles** | **What is the procedure for additions, modifications and amendments to be made to the articles in the By-Laws? Who is authorized to undertake the task?****-By simple opinion of board members.****- By the President and the Coordinator.** |