

REPUBLIQUE DU CAMEROUN  
PAIX-TRAVAIL-PATRIE

REPUBLIC OF CAMEROON  
PEACE-WORK-FATHERLAND



# CONSTITUTION OF RURAL DEVELOPMENT CENTRE CAMEROON (RUDEC CAMEROON)

## CHARTER OF THE RURAL DEVELOPMENT CENTRE CAMEROON

**RUDEC** Cameroon is a non political, non religious and non profit making association. **RUDEC** Cameroon envisions a society wherein every individual has the opportunity to grow and contribute to the socio-economic development of the community. We endeavour to achieve our goals through activities that promote sustainable development of the community in Belo, Cameroon. These activities involve strong participation from local community members with the guidance and valuable assistance of **RUDEC** and its volunteers.

**With the consideration that:**

- 1) Agriculture is the back bone of our economy
- 2) Agriculture is top among our effort in the fight against poverty which is a global challenge
- 3) 80 % of our people still live in the rural areas and solely depend on agriculture for survival.

- 4) Our environment is and will remain the only natural habitation for humanity and if care is not taken mankind will be eliminated from his environment.
- 5) Health is the basic requirement for a productive and progressive community and can only be achieved through what people eat, the environment they find themselves in and a mental well-being.
- 6) Principles remain the principal requirements for any positive change with respect to agriculture and environment.

## **OUR OBJECTIVES**

- To help the underprivileged (orphan children, youth, families without resources) receive an education, job training and small business development, health and nutritional assistance
- To enhance crop and livestock production and productivity,
- To enhance environmental friendly practices in communities through tourism development,
- To improve on the health condition of community members.
- To promote Information technology outreach in communities
- To mitigate poverty through socio-economic empowerment of marginalized groups with women as one of the focus groups
- To use sports as a tool for development.

## **TO ACHIEVE THESE RUDEC CAMEROON INTENDS TO:**

IEducate communities on the principles and practices of good agriculture and environmental protection for a sustainable economy and development.

IPartner with groups, organizations of like passion for complementation and exchange of ideas and assistance.

lThe means of fulfilling the mission and purpose of the RUDEC Cameroon, RUDEC Cameroon envisions a society wherein every individual has the opportunity to grow and contribute to the socioeconomic development of the community. We endeavor to achieve our goals through activities that promote sustainable development of the community in Belo, Cameroon. These activities involve strong participation from local community members with the guidance and valuable assistance of RUDEC and its volunteers

## **EVERY MEMBER OF RUDEC CAMEROON MUST ABIDE BY THE FOLLOWING PRINCIPLES.**

- 1 The quality of members in RUDEC CAMEROON and their access to responsibility is more of obligation and sacrifice.
- 2 The quality of membership in RUDEC CAMEROON and his / her access to the post of responsibilities as determined by his /her character and altitude in the Association and active participation in the activities of the association.
- 3 The quality of members and leaders of RUDEC CAMEROON is obtained by merit and is measured in strict respect of the terms of this charter at every level of the organization.
- 4 The prime element of satisfaction of RUDEC CAMEROON and its members is in the positive changes in communities brought about by our actions.

## **Charter adopted by the general assembly of RUDEC CAMEROON in their second ordinary session on the 10 / 01 / 09.**

### **RURAL DEVELOPMENT CENTRE CAMEROON (RUDEC CAMEROON)**

#### **PREAMBLE:**

We the members of Rural Development Centre Cameroon ( RUDEC Cameroon ) a nonprofit making association commit our self to work in the interest of humanity without distinction as to race, sex, and religious background with due respect of the law. We pledge to work closely with other associations, foreign representatives /institutions, NGOs and the Cameroon Government in promoting the principles and practices of quality agriculture, social wellbeing and environmental protection.

We agree to join forces in the attainment of the United Nations objective in making the world a better place to live in with sufficient food and conducive environments. We therefore commit ourselves to achieve our objectives through

our activities and implementation of policies consistent with our objectives we agree to work with respect to the laws governing the functioning of associations.

## **SECTION 1: NAME**

The name of the Association shall be Rural Development Centre Cameroon abbreviated (RUDEC Cameroon) created by the members under provision of Law N0 90 / 053 of 19 December 1990 and Law No 99 / 014 of 22<sup>nd</sup> December 1999 to govern associations and non governmental organizations in Cameroon.

## **SECTION 2: HEAD OFFICE**

The head office of the association shall be located in Belo. North West Region and can be transferred out of Belo upon decisions of the executive bureau. However, local regional branches may be created when need arises.

## **SECTION 3: AREA OF OPERATION**

RUDEC CAMEROON activities would cover the whole of Cameroon and beyond. It would also collaborate with other international organisations and RUDEC branches in other countries.

## **SECTION 4: STATEMENT OF PURPOSE.**

The purpose of RUDEC Cameroon envisions a society wherein every individual has the opportunity to grow and contribute to the socio-economic development of the community. We endeavor to achieve our goals through activities that promote sustainable development of the community in Belo, Cameroon. These activities involve strong participation from local community members with the guidance and valuable assistance of RUDEC and its volunteers

## **SECTION 5: OBJECTIVES**

- To help the underprivileged (orphan children, youth, families without resources) receive an education, job training and small business development, health and nutritional assistance
- To enhance crop and livestock production and productivity,
- To enhance environmental friendly practices in communities through tourism development,
- To improve on the educative health condition of community members.
- To promote Information technology outreach in communities

- To mitigate poverty through socio-economic empowerment of marginalized groups.
- To use sports as a tool for development.

## **SECTION 6: ADMINISTRATIVE STRUCTURE.**

The Administrative structure shall be composed of an executive bureau and general assembly made up of 25 members.

aThe executive bureau.

It shall comprise (8) members with (4) elected and (4) appointed.

**ELECTED MEMBERS:** the elected members of the executive bureau shall be:

lThe President

lThe Secretary general

lFinancial Secretary

lPublic Relations Officer

lYouth ambassador

**APPOINTED MEMBERS.**

lProject director.

lProject and Administrative adviser

lLegal adviser

l Technical adviser.

## **SECTION 7: FUNCTION OF THE EXECUTIVE BUREAU**

### **1 PRESIDENT**

lThe president shall be an individual elected by the members of the association for a term of office of three years (3) years. He shall be eligible for re-election.

lHe / she shall ensure the sustainability and realization of the association's projects and objectives.

lHe / she shall be in charge of coordinating the activities of the association and represent it wherever or whenever necessary except otherwise he shall delegate his power to the public relations officer.

lWhen the office of the president becomes vacant as a result of death, resignation physical incapacity or through a vote of no confidence by the general assembly the secretary general shall automatically act as an interim president for not more than fifteen days (15) days until a new president is elected.

## **2. SECRETARY GENERAL.**

He / she shall closely assist the president in the running of the association and may also carry out functions delegated to him / her by the president.

He / she shall also be responsible for the keeping of the official documents of the association and relevant information.

He /she shall be elected for a term of office of two years (2) years and shall be eligible for re – election. When the office of the secretary general becomes vacant as a result of death, resignation due to physical incapacity or through a vote of no confidence the president of the association upon request from the general assembly shall appoint an interim secretary general for not more than (15) days until a new secretary general is elected.

## **3 FINANCIAL SECRETARY:**

He / she shall be responsible for the keeping of the balance records of the association's expenses and shall also carry out all financial transactions related to the association with a triplet signature of the president, secretary general and financial secretary.

He / she shall be elected for a term of office of two years (2) years he / she shall be eligible for re – election.

When the office of the financial secretary becomes vacant as a result of death, resignation, physical incapability or through vote of no confidence the president shall upon request from the general assembly appoint an interim financial secretary for not more than two weeks (14)days until a new financial secretary is elected.

## **4 PROJECT DIRECTOR:**

The project director shall ensure the proper execution of all projects set forth by the association.

He / she shall present the project reports to the general assembly during their ordinary session for clarification purposes.

Where the office of the project director become vacant as a result of death, resignation, physical incapacity or through a vote of none confidence the president shall upon request from the general assembly appoint an interim project director for the term of office not more than two weeks (14) days until a new project director is elected.

## **5 PUBLIC RELATION OFFICER**

He /she shall be responsible for the sensitization of the public on the association's objectives and activities; he / she shall be responsible for the circulation of the association's circular.

He/ she shall represent the association wherever need be upon request of the president who shall delegate his power to him / her.

He /she shall be appointed by the president of the association.

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## **6 YOUTH AMBASSADOR:**

RUDEC Cameroon would have youth ambassadors in its board to be representatives of the children and youth which are one of our focus groups in the communities. He/she would be responsible to bring up projects about the youth/children and his/her opinion would be highly respected. This ambassador would be from 10 years to about 17 years.

## **7 ADVISER:**

He / she shall be responsible for the general advise and functionality of project(s) realization set forth by the association.

## **8 TECHNICAL ADVISER:**

He / she shall provide technical guide on the realization of the project and successful implementation of the association's plans.

## **9 THE LEGAL ADVISER:**

He /she shall provide legal assistance for the smooth running of the association. He / she shall be appointed by the president.

## **SECTION 8: GENERAL ASSEMBLY**

The general assembly shall be the decision making body of the association. It shall compose of (15) members (4) from the executive bureau who shall be, the president, secretary general, financial secretary, project director. The general assembly shall meet every (3) months in ordinary session upon convention by its president lasting for not more than two weeks (14 days). However, the president can summon an extraordinary session of the general assembly or 2/3 of the members of the general assembly.

## **SECTION 9: MEMBERSHIP**

The Association is composed of members, individuals or institutional persons interested in its purpose /objective.

## **SECTION 10: FOUNDING MEMBERS.**

These are people who subscribe to the present article of association during the constitutive assembly of the association.

They are members submitted to the same membership obligation as active members.

### **SECTION 11: ACTIVE MEMBERS**

To be an active member the following conditions must be fulfilled.

lBe a physical person or an institution showing particular interest in RUDEC Cameroon and who personally may enlighten its objective and contribution to its purpose and objectives as defined in sections 3 and 4 of this article.

lParticipate if necessary and at anytime in the activities of RUDEC Cameroon.

lPay membership and subscription fees of 10,000CFA.

lMembers will have to contribute amounts determined by the general assembly depending of the needs of the project(s) in hand.

### **SECTION 12: SYMPATHISING MEMBER**

A sympathizing member is any physical person or institutions recognizing the efforts of RUDEC Cameroon and who cannot for any reason satisfy the conditions to be accepted as an active member.

- Must be of high moral and ethical standards capable of influencing the life of others toward the objectives set forth in this article.

### **SECTION 13: MEMBERSHIP TERMINATION**

Membership shall be terminated;

- By resignation, death or any physical incapability
- Any member identified in fraud and theft would be dismiss
- By expulsion pronounced by the executive bureau for the disrespect of the present article of association or any other serious reason.
- The concern member shall beforehand be invited to give explanation to the general assembly.

### **SECTION 14: RESOURCES**

#### **13.1 FINANCES**

#### **13.2 Resources shall come from:**

- Registration fee of members
- Compulsory annual contribution
- Grants
- Donations

#### **14.2.1PRESENTATION OF FUNDS**

RUDEC Cameroon's funds shall be deposited in a good bank account opened for that purpose whose signatories shall be three members and at least 2 minimum signatories are require to withdrew money . To be valid,



any authorization for withdrawal must be co-signed by the director and one of the other two signatories.

### **14.2.2 MANAGEMENT OF FUNDS**

Receipts, property and other possessions of RUDEC Cameroon shall be used solely for the pursuit of her objectives as stipulated in article 2.1 of the present Articles of the Association and may not be transferred directly or indirectly in the form of individuals, premiums, bonuses or other advantages for the benefit of RUDEC Cameroon staff.

RUDEC Cameroon shall not grant loans to member promoters, However it may compensate salaried promoters or employees in accordance with the labour regulations in force, and with the general rules of civil responsibility, for any prejudice caused or brought about through the exercise of their duties

### **14.3Accounts**

The management Board shall cause three accounts to be kept:

- a) of the sum of money received and expended by RUDEC Cameroon and the matter in respect of which such receipts and expenditure take place and,
- b) of the assets and liabilities of RUDEC Cameroon
- c) this account may be considered satisfactory only if the books and other account documents are kept in a way as to present a clear table of transactions, and to reflect objectively the state of affairs of RUDEC Cameroon
- d) the accounts shall be kept in RUDEC Cameroon office or at such place(s) as the management board thinks fit; and shall always be opened to the inspection of the management board members

The director and the financial manager shall establish a half yearly report on target activities within RUDEC Cameroon's objectives for ongoing projects. This report shall be presented to the management board by the director.

A balance sheet/financial statement shall be handed to the management board at least two weeks before the meeting, which will be presented to the General Assembly meeting accompanied by a report from the board as to the state of RUDEC Cameroon's affairs and the amount which they propose to carry to the reserve fund.

RUDEC Cameroon's financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December (12 months)

### **14.4 AUDIT**

#### **14.4.1 Internal Audit**

lAn internal Audit committee shall be constituted. It shall be made up of three persons – the Auditor, the financial management and one other competent person appointed from the General Assembly.

lTheir function shall be :

lTo propose to the management board an auditor in view of an external auditing of RUDEC Cameroon and to collaborate with them in the realization of its task

lTo control at any moment the Financial and material management of RUDEC Cameroon

lTo examine subvention agreements with financial institutions.

lTo advise the management board on all matters relating to RUDEC Cameroon's financial and material resources.

lRefusal by any officer in-charge to make available to internal Audit committee necessary documents for the accomplishment of its mission shall constitute a presumption of malpractice and liable to legal redress.

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#### **14.4.2 External Audit**

Independent external Auditors shall be appointed by the management board through tenders to control funds managed by RUDEC Cameroon. Any report of the auditor has to be submitted to the board, for discussion and approval.

#### **14.5 EQUIPMENT**

Any equipment acquired or donated to facilitate the activities of RUDEC Cameroon and assigned to individuals working for RUDEC Cameroon must: at all times remain the property of RUDEC Cameroon even after the completion of the assignment.

b) Only be employed by the furtherance of the objectives of RUDEC Cameroon

c) All RUDEC Cameroon equipment acquired or donated must be registered, labeled and the source indicated. The financial manager shall keep a list of these equipment.

d) Acquisition, exchange and alienation of property necessary for the fulfillment of the objectives of RUDEC Cameroon as per the constitution of mortgage of the management board, should be submitted to the General Assembly.

#### **SECTION 15: THE ASSOCIATION CHARTER**

The charter of the association shall be proposed by the executive committee and approved by the General Assembly.

It shall define the behavioral code of members and officials as well as the element of value to the association.

#### **SECTION 16: INTERNAL RULES**

An internal rule shall be proposed by the executive committee and approved by the General Assembly. These rules shall set forth-different points approved for in this article of association and made explicit to those provided.

#### **SECTION 17: AMENDMENT TO THE CONSTITUTION**

The amendment of this constitution may be proposed by the president or 2/3 of the General Assembly meeting in an ordinary session.

#### **SECTION 18: LIFE SPAN OF ASSOCIATION**

The association shall be of unlimited life span. However, incase the association is dissolved all its funds and assets shall not be the possession of any individual or group of members but shall be relinquished to other organizations and services with similar objectives and activities.

#### **SECTION 19: DISSOLUTION OF ASSOCIATION**

In case this association is dissolve, then all its properties would be share to any association of similar objectives with RUDEC Cameroon. If its properties could not be transfer then it can be sold and given to other charities of good faith.

#### **SECTION 20: RUDEC CAMEROON MOTO**

The moto of RUDEC CAMEROON is services for a healthy enviroment and people. This would be the guiding principles in all that we do in all communities.