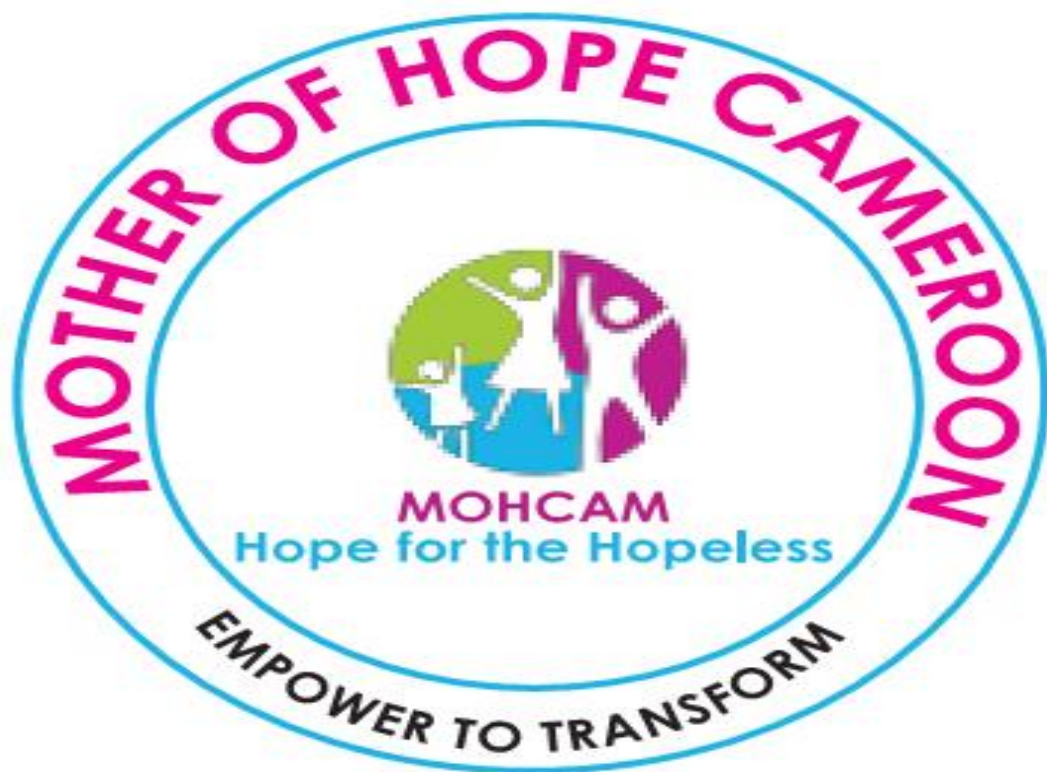


CONSTITUTION

OF

MOHCAM

(Mother of Hope Cameroon)



PREFACE:

In the context of efforts already deployed by several agents working for the promotion of the society (NGO's, State, Churches and Local Initiatives) a voluntary group already deeply concerned by their professional activities in the area of women and girl child empowerment at the based, has decided to create a non-profit making, Non-Governmental, Non-Religious and Non-Political Organization.

TITLE 1

ARTICLE 1: DESIGNATION:

The Mother of Hope Cameroon abbreviated as (MOHCAM) created in Cameroon is a Non-Governmental, Non-Profit Making, Non-Religious and Non-Political Organization.

The said organization conforms of Law No: E90/053 of 19:12:90 permitting the freedom of Association in Cameroon.

ARTICLE 2: GOALS:

MOHCAM sensitizes, empowers and transforms underprivileged women and girls to attain their full potentials in life while taking into consideration the relevant social, economic and ecological aspects to guarantee a sustainable human development.

ARTICLE 3: OBJECTIVES

Through studies, researches, training, technical, logistical, human and financial support and especially exchange of experiences in the field, the organization intends to:

- Empower women and girls' victims of gender-based violence.
- Ensure victims' rights and protection.

- Advance gender equality and fight against poverty.
- Educate women and girls on sexual reproductive health rights.
- Train women and girls on information and communication technology.
- Encourage and promote the development of personal skills amongst women and girls.
- Organized workshops and seminars, partly in cooperation with other organizations.
- To scout for funds to assist their economic activities for a better livelihood.

ARTICLE 4: HEAD QUARTERS:

Headquarters: Bamenda, Mezam Division

TITLE II

ARTICLE 5: QUALITY OF MEMBERS

This organization is open to everybody who has the moral and physical will to change the present situation of unprivileged women and girls found in disadvantaged positions.

ARTICLE 6: VALIDATION OF MEMBERSHIP

Every member is required to contribute 25.000francs CFA per year to help in supporting the organization's running cost. Membership cards shall be provided for with columns for yearly contribution.

ARTICLE 7: CATEGORIES OF MEMBERS

The Organization Comprises.

- i) **Founding Members:** Any person or body who contributed morally and physically in the birth of this organization shall be known and referred to as founding members.
- ii) **Active Members:** Those persons or bodies who adhere to the constitution, pay their annual contributions and participate in the activities of the organization shall be known and referred to as Active members.

- iii) **Supporting members:** Any person who is of good moral and physical composure who didn't participate in the birth of the organization but contributes morally in its development shall be known and referred to as supporting members.

TITLE III

ARTICLE 8: ADMINISTRATION

The organization is administered by:

- i. Board of Directors
- ii. Executive Committee
- iii. Auditor
- iv. The coordinator

ARTICLE 9: BOARD OF DIRECTORS.

It is compose of founding and active members of the organization. It is a decision taking body. They meet in a plenary session each year and or base on need.

The Board of Directors

- i. Approves the statutes and also the internal regulations of the organization or its modification.
- ii. Defines the policies of the organization and sees to it that they are effectively applied by the executive organs.
- iii. Elect the chairman of the Board from among its members for a period of two years subject to renewal.
- iv. Takes decisions by a simple majority of members present.
- v. May invite observers who shall have consultative powers but shall not be allowed to participate in elections.
- vi. Shall be elected during General Assembly meeting for a period of 2 years renewable. Any founding or active member may be represented by proxy. The Board members are limited to 10 persons.
- vii. Appoints the Director of the organization

- viii. Approves annual programs of the coordinator

The Chairman

Roles of the chairman of the Board of Directors

1. To convene and preside over meetings of the Board of Directors.
2. To promote and safeguard the constitution and Internal Regulations of the organization. His mandate is renewable.
3. Arbitrates in case of conflicts within the Board.
4. In case of absence, he could be represented by another member.
5. He summons annual General meetings.
6. He safeguards the respect of the statutes and the internal regulations.
7. He takes decision(s) in case of disagreement among members.

ARTICLE 10: EXECUTIVE COMMITTEE:

1. The Executive committee is the executive organ of the organization. It is made up of (5) five active members elected by the active and founding members for a period of (2) two years renewable, except the Director who is part of this committee.
2. The Executive committee meetings shall be presided over by the Director or his representative.
3. The Executive committee meets twice a year to evaluate the activities of the organization and proposes alternatives.
4. Alongside the Director, He evaluates the annual objectives and proceeds with necessary readjustments for approval by the Board of Directors.
5. Determines the means of action and assures the administration of human, financial and material resources and also the recruitment and dismissal of senior staff.

ARTICLE II: AUDITOR

An independent Auditor shall be appointed by the Board of Directors to control the organization's finances and reports to the Guiding (executive) committee in the presence of the General Assembly.

ARTICLE 12: DUTIES OF THE COORDINATOR

The coordinator appointed by founding members is fully responsible for the proper functioning of the organization in line with its objectives. He shall:

- ❖ Convene meetings of the Executive Committee.
- ❖ Be responsible for the execution of the decisions of the Executive committee and in this direction, he makes sure that he does animation and follow-up of the various activities.
- ❖ Ensures that there exists a liaison between the Guiding and Executive committee.
- ❖ Represents the organization at third party meetings.
- ❖ Render accounts to the Executive and or Guiding committee.
- ❖ In case of delay or absence, he shall be represented.
- ❖ Prepares the budget to be approved by the Board of Directors.
- ❖ Manages finances.
- ❖ Coordinates training, information, judicial, sanitary, social, economic and cultural affairs.
- ❖ Proposes studies, researches and evaluations.
- ❖ Elaborates and realizes projects.

ARTICLE 13: INTERNAL REGULATIONS

The practical resolutions of the application of the present statutes are defined by the internal regulations.

TITLE IV:

ARTICLE 14: GENERAL ASSEMBLY

All members and interested bodies shall meet annually at a General Assembly to assess annual activities and make suggestions to the Board of Directors.

During the General Assembly election of Board members shall be reserved to founding and active members only.

TITLE V:

ARTICLE 15: RESOURCES

Shall be made up of financial, human and material resources and shall result from the right of adhesion contribution and the products of activities of the organization. It is also made up of grants, gifts, subventions and legacies.

Secretary

TITLE VI:

ARTICLE 16: MODIFICATION

The Board of Directors shall decide all modifications of the present statutes with a 2/3 majority of its members.

ARTICLE 17: DISSOLUTION OF THE ORGANIZATION

The dissolution of the organization shall be announced by the Board of Directors convened in an extra-ordinary session with a 2/3 (two third) of its members. A liquidation committee shall take charge of the devolution of the organization's property.

BAMENDA 23/03/2014

BOARD MEMBERS OF MOTHER OF HOPE CAMEROON (MOHCAM)

Nº	NAMES & SURNAME	FUNCTION	SIGNATURE
1	Mbah Samuel Tebeck	Chairman	
2	Anwi Atoh Ruth	Secretary General	
3	Mbah Adah Muyang	Coordinator	
4	Soh Adaline Nde	Members	
5	Nji Magdaline Enih	Treasurer	

End.

INTERNAL REGULATIONS OF MOHCAM.

TITLE 1

ARTICLE 1 GENERAL DISPOSITION:

The present internal regulations define the general practical dispositions of the organization in conformity with article 13 of the constitution.

TITLE 2

ARTICLE 2: NOMENCLATURE, TARGETS AND OBJECTIVES

The nomenclature of the organization could be modified only after the deliberations of the founding members in an ordinary session.

ARTICLE 3: TARGET GROUPS

- Women and Girls (particularly the underprivileged)
- Women and Girls living in disadvantaged areas where social facilities are difficult to come by.
- Youths who have been laid off their previous jobs who desire to re-integrate in their zone of origin to carry out economic activities
- Modern and traditional authorities, religious organizations acting in neglected zones or having a direct influence on the choice live stiles and or behavioral change in the area.
- Non-governmental and governmental organizations working with the communities in sectional or multi-sectional areas of development.

ARTICLE 4: OBJECTIVES

The organization intends to:

- Empower women and girls' victims of gender-based violence.
- Ensure victims' rights and protection.
- Advance gender equality and fight against poverty.
- Educate women and girls on sexual reproductive health rights.
- Train women and girls on information and communication technology.
- Encourage and promote the development of personal skills amongst women and girls.
- Organized workshops and seminars, partly in cooperation with other organizations.
- To scout for funds to assist their economic activities for a better livelihood.
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TITLE 3

ARTICLE 5: CATEGORIES OF MEMBERS.

The organization is made up of three categories: Founding members, Active members and Supporting members.

ARTICLE 6: ADMISSION OF ACTIVE MEMBERS

Anyone having good morals who desires to become an active member of the organization should send a handwritten application to the organization. The application should comprise the following.

- a) Name, Surname and a complete address
- b) Place and date of birth
- c) Profession and place of residence
- d) Field of studies and diplomas obtained
- e) Professional experiences in development practice.

The applicant shall be informed within three months from the date of receipt of the application. If the application is confirmed, the applicant shall

comply with all the financial obligations of the organization before becoming a member.

ARTICLE 7: OBLIGATION OF ACTIVE AND FOUNDING MEMBERS

- a) All members should be those with a calling or and who possess a professional or academic qualification leading to giving direct or indirect assistance to any of the programs offered by the organization and adheres to the membership rights.
- b) Executive members of benefiting groups
- c) Attend meeting of the organization
- d) Contribute to the survival of the organization by giving adequate information on personal researches, experiences or technical support which enters in the framework of the organization's objectives.

ARTICLE 8: RIGHTS OF ADHESION, CONTRIBUTIONS AND MEMBERSHIP CARDS:

- a) **ADHESION RIGHTS** of two thousand (2.000) francs cfa is paid at the time of admission of the members.
- b) **ANNUAL CONTRIBUTIONS** are fixed at twenty-five thousands (25.000) francs cfa for all categories of members except the supporting members, who may contribute any amount.
- c) **MEMBERSHIP CARDS** are issued to individual members free of charge in which all your contributions are entered.

ARTICLE 9: A MEMBER LOSES HIS TITLE THROUGH:

- Death or resignation;
- Exclusion proposed by the Executive Committee and announced by the Board of Directors.

Liable to exclusion from the organization are those:

- Who do not contribute their annual dues;
- Who carry out activities incompatible with the goals of article (3) three of the constitution;
- Whose behavior denotes ill will or characteristic absenteeism.

TITLE 4

ARTICLE 10: BOARD OF DIRECTORS

The agenda of the Board of Directors shall be communicated to members at least a month before the date foreseen for the meeting.

The minutes of the meetings of the Board of Directors shall be sent to all the committee members at most two months after the meetings.

ARTICLE 11: EXECUTIVE COMMITTEE

The activities of the members of the Executive committee with the exception of those of the coordinator are not remunerated. Members of the Executive committee are entitled to incentives. The Executive committee meets twice yearly in ordinary or extra ordinary sessions convened by the Coordinator.

A quorum of three fifth of the members is required before any deliberations. Decisions are taken by simple majority of the members present.

A secretary chosen among the members records the deliberations.

On the technical aspect, the committee has the following roles:

- a) Precise the responsibilities of the coordinator
- b) Evaluate the activities and make proposals to improve the organization
- c) Appraise the participation of the collaborators.
- d) Define and be able to terminate the engagement of senior personnel.

ARTICLE 12: THE CO-ORDINATOR AND HIS DUTIES.

The Coordinator of the organization shall be appointed by the Board of Directors. He/she must have been an active member for at least five (5) years concurrently.

In close collaboration with other members of the executive committee, the Coordinator shall:

- a) Draw up all documents which ought to be submitted to the Board of Director.
- b) Coordinate and control the different activities of the organization
- c) Represent the organization in all activities. He is qualified to appear in the court of justice in the name of the organization and is vested with extended functions to contract and conclude all agreements which are exclusively reserved to the competence of the Executive committee.
- d) Manage the secretariat
- e) Has the authority to take decision in case of disagreement among members of the Executive committee.
- f) The functions of the Coordinator are remunerated according to the rules in force in Cameroon.

ARTICLE 13: BUDGETARY YEAR

The budgetary year of the organization corresponds to the Calendar year (1st January to 31st December)

ARTICLE 14: REMUNERATIONS:

The members of the organization have the right to periderms and working materials in the discharge of their duties.

The amount has to be fixed within the budge.

ARTICLE 15: FINANCIAL CONTROL AND MANAGEMENT

All financing of projects and using of money have to be in conformity with the rules and regulations of the organization.

The financial resources should be deposited in financial institutions. The coordinator can without counter-signature sign withdrawals of up to (1.000.000) one million francs cfa within a month. For the withdrawals of sums above (1.000.000) one million francs cfa a counter-signature by the financial secretary shall be required.

ARTICLE 16: ADMINISTRATIVE AND FINANCIAL SERVICE

It is charge with:

- Accomplishing all the tasks lined to financial operations and accountability (financial controls, establishment of balance sheets, purchases and divers stock);
- Ensuring the management of all the assets of the organization;
- Giving reports of its activities to its members and the funding partners.

The List of Executive Members of MOHCAM and Contacts

No	Name	Position	Occupation	ID Card No.	Address	Signature
1	Mbah Adah Muyang	Executive Director	Teacher	111255053	BP229,Bamenda	
2	Aluma Thecla Foineng	Public Affair officer	Teacher	110162240	BP229,Bamenda	
3	Queeniva Biola	Administrative Officer	Student	115057650	BP229,Bamenda	
4	Butla Fongu Sama Joyceline	Financial Officer	Student	108653283	BP229,Bamenda	
5	Atoh Endah Ketural	Project Coordinator	Student	110165846	BP229,Bamenda	
6	Friwie Loveline Muma	Program Coordinator	Teacher	115057854	BP229,Bamenda	

End.

**MINUTES OF THE LAUNCHING OF MOTHER OF HOPE CAMEROON
(MOHCAM) AT THE FONCHA STREET NKWEN IN BAMENDA ON
WEDNESDAY, 23RD MARCH 2014.**

Present:

In attendance were six founding members out of eight as follows:

1. Mbah Adah Muyang
2. Anwi Atoh Ruth
3. Soh Adaline Nde
4. Nji Magdaline Enih
5. Endah Atoh Ketural
6. Tebo Zozian Mugete
7. Mr. Tebeck Samuel

Absent were:

1. Mme. Venessa
2. Mme. Cynthia

AGENDA:

1. Arrival of members
2. Welcome address by Mbah Adah Muyang
3. Deliberation and adoption of MOHCAM's documents
4. Election of : - Chairman
- Director
- Financial Secretary
5. General Remarks
6. Closing

Opening:

Mrs. Mbah declared the meeting open at 10:45 a.m. He welcomed the founding members to the meeting adding that the meeting was to deliberate and adopt the MOHCAM's documents.

He regretted that Mme Cynthia and Mme. Vanessa were absent. She further emphasized that the founding members are expected to work hard for MOHCAM considering that their maturity indicates a good start and a successful end.

Mrs.Mbah then appointed Mme Ruth to coordinator the meeting.
Deliberation and adoption of MOHCAM's documents:

a) Constitution of MOHCAM

After the deliberation and amendments in the constitution of MOHCAM, Mme Ketural moved for its adoption. This was seconded by Ma Magdaline.

b) Internal Regulations of MOHCAM

Similarly after deliberating and carrying out amendments in the internal regulations of MOHCAM, Mme Ruth moved for its adoption whilst it was seconded by Mrs Mbah.

Election of MOHCAM's Officials:

a) Chairman: Ma Magdaline

Mme Adeline proposed Mr. Tebeck as chairman. This was seconded by Mme Ketural.

b) Director: Mrs Mbah

Mme Zozian proposed Mrs Mbah as Director and it was seconded by Mr. Martin.

c) Financial Secretary: Mme Ketural

Mme Cynthia proposed Mme Endah Ketural as financial secretary and it was seconded by Mme.Adeline

GENERAL REMARKS

Mme Cynthia welcomed and supported the idea of MOHCAM adding that his presence as a founding member was not as an official of MOHCAM but private person. He expressed his gratitude for a job well-done.

The Director expressed that all contributions from the founding and active members should be paid within January to June.

The chairman, Mr. Tebeck appreciated the manner in which the founding members had deliberated since the beginning of the meeting till late.

The board then concluded that, the chairman,(Mr.Tebeck) the Coordinator (Mrs. Mbah) and the financial secretary (Mme Ketural) should open a bank account in Union Bank of Cameroon and deposit all the finances of the organization into the account. That, Article 15 of the internal regulations of MOHCAM shall be scrupulously respected.

The chairman then declared the meeting closed at 6:40 p.m.

Done at Bamenda, 30th August 2010.

End.