

STATUTES OF THE ASSOCIATION

"ÉTOILES DU CAMEROUN"

Article 1 : Name

An association governed by Law No. 90/053 of December 19, 1990, is hereby established among the persons adhering to these statutes, under the name "**ÉTOILES DU CAMEROUN**".

Article 2 : Registered office

The registered office is located in Douala, Ndokoti. It may be transferred to any other location within the national territory by a simple decision of the General Assembly.

Article 3 : Duration

The association is established for an unlimited duration.

Article 4 : Purpose and mission

The objectives of the "**ÉTOILES DU CAMEROUN**" association are:

- to promote solidarity, education, culture, and community support;
- to support young people and women in their social and economic initiatives;
- to contribute to the well-being of the population through educational, health, and cultural activities;
- to encourage a spirit of peace, tolerance, living together, and sustainable development.

Article 5 : Means of action

To achieve its objectives, the association may:

- organize training courses, seminars, conferences, and workshops;
- initiate or support social, educational, and cultural projects;
- collaborate with public and private institutions, both national and international.

Article 6 : Members

The association comprises: founding members, active members, and honorary members.

Article 7 : Loss of membership

Membership is lost through resignation, expulsion for serious misconduct or death.

Article 8 : Resources

The association's resources come from:

- membership fees
- members' contributions

Article 9 : Governing bodies

The bodies of the association are: the General Assembly, the Executive Board, and the Auditor (if applicable).

Article 10 : The General Assembly

the supreme decision-making body, brings together all members at least once a year.

Article 11 : The Executive Board

comprises: a President, a Vice-President, a General Secretary, a Treasurer, an Auditor, a Project Manager, and one or more Advisors.

Article 12 : Responsibilities of the members of the executive board

President

- Legally represents the association in all acts of civil life and before the authorities.
- Directs and coordinates the activities of the executive office and the General Assembly
- Is the guarantor of the association's institutions.
- Authorizes expenditures with the approval of the executive board
- Ensures strict adherence to the Association's rules
- May suspend a member who is acting improperly or failing to perform the tasks assigned to him/her.

Vice-President

- Assists the president in all his/her functions.
- Replaces him/her in case of absence or impediment.
- Supervises specific projects or committees as needed.

Secretary General

- Sets the agenda for meetings in agreement with the president.
- Draws up and finalizes, in agreement with the president, an annual schedule for hosting the meeting.
- Drafts meeting minutes and maintains administrative records.
- Handles the official correspondence of the association.
- Prepares meeting notices, activity reports and periodic assessments.
- Preserves official archives and documents.

Assistant Secretary

- Assists the Secretary General in the performance of his/her duties and can replace him/her in his/her absence.

Treasurer

- Is responsible for the ADD's finances
- Manages the association's funds and accounting.
- Prepares financial reports and budget forecasts.
- Makes authorized payments and keeps the accounting records.
- Reports on the financial situation at each board meeting.
- Proceeds with the settlement of expenses on the order of the president.
- Prepares a monthly financial report for the General Assembly as well as an annual financial report.

Auditor

- Handles and controls all accounting entries
- Verifies the conformity of expenses and revenues.
- Is responsible for receiving payment slips and having them recorded by a member of the finance committee.
- Presents an audit report to the annual General Assembly.
- Prepares the Association's financial statement at the end of each financial year.

Censor

- Ensures the maintenance of order and discipline within the Association
- Ensures payment of late payments and penalties
- Is responsible for the collation or for designating those who must do so

Advisors

- They are moderators of the Association
- They may advise or represent a member before the disciplinary board
- They provide strategic and technical support to the office.
- They participate in general discussions and guidelines.
- They may represent the association in certain external activities.

Project Manager

- Coordinates the planning, implementation and monitoring of projects.
- Writes project reports and ensures that objectives and deadlines are met.
- Works closely with the president, secretary and treasurer.

Article 13 : Election and term of office

Elections are held every two years at the end of the term. The outgoing President is responsible for appointing the members of the electoral commission to organize the elections. He/she will also handle the day-to-day business of the meetings.

Article 14 : On voting

- The ADD vote is single-member, one-round for each position and by relative majority.
- In the event of no nominations for certain positions, the elected president appoints members to those positions, and they receive the same benefits.

Article 15 : Dissolution

Dissolution is pronounced by an administrative authority or by 2/3 of the members of the association.

In the event of dissolution, the assets will be transferred to another organization pursuing similar goals.