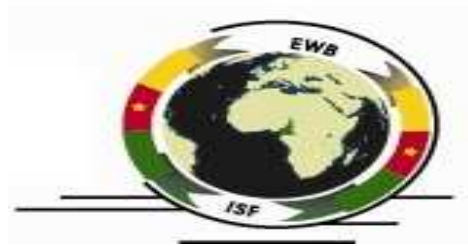


INGENIEURS SANS  
FRONTIERES  
CAMEROUN



ENGINEERS  
WITHOUT BORDERS  
CAMEROON

**INGENIEURS SANS FRONTIERES  
ENGINEERS WITHOUT BORDERS  
-I.S.F.-E.W.B.-**

# **INTERNAL REGULATIONS**

## **INTERNAL REGULATIONS ENGINEERS WITHOUT BORDERS – INGENIEURS SANS FRONTIERES**

### **PREAMBLE**

Governed by the Cameroonian law n. 90/053 of the December 19<sup>th</sup>, 1990, about the freedom of association, and with the worry to work for structural reduction of poverty and the support needed in terms of organisation, technical and financial, for local communities, «Engineers Without Borders» shortened «EWB» aims to help disadvantaged communities to improve their quality of life by setting up engineering projects which are environmental friendly, economically sustainable and socially adjusted.

This goal will be reach though:

- The advocacy/ mobilisation «Advocacy»
- The interface Research/Education
- Technical, organisational and institutional support of structural groups
- Capitalisation and popularization of technical and scientific information
- Specific training

The EWB headquarter was established in Yaoundé, Mfoundi department, B.P BP 14320 Yaoundé, Email: isf\_cameroun@yahoo.fr. The headquarter is transferable to any other province capital if it is necessary. For a better visibility, seminars, workshops and conferences will be organised, radio and TV interviews as well as newspaper publications to inform the vast majority of population about EWB's activities. Contracts will be concluded with Medias and EWB thus mean to combine all its efforts in the development of the four (04) principal organs, known as General Assembly, an Executive Bureau, a Management Council and Technical Committees. These organs are governed by this Internal Rules disposal, which is destined to the internal administration and which is drawn on EWB status of the July 11<sup>th</sup> 2003.

### **1- GENERAL ASSEMBLY (GA)**

#### **1.1- GA's meetings**

##### **1.1.1- Executive Bureau (EB) coordinator role**

The executive coordinator is in charge of:

- Fixing GA's meetings date and inform members at least one month before the meeting,
- Insuring link with the Technical Committees.

##### **1.1.2- EB Secretary role**

The EB secretary is in charge of:

- Insuring a regular communication with members
- Preparing, working with the Coordinator and the General Secretary Assistant, GA meetings' agenda and making available for participants any useful information to treat the key points on the agenda.
- Preparing and distributing GA meetings reports.

##### **1.1.3- Secretariat session**

- The GA elects among its members a Secretariat Session.
- The Secretariat Session is rotary among different GA members. The Secretary Session writes a report immediately after the meeting passes it on others members for possible objection and modifications. Modifications are transmitted to the EB Secretary who will write the final report and will distribute it, to all members within 15 days.
- Official languages during GA meetings are French and English. After approval, reports will be translated in English or in French to be sent to the Management Council.

#### **1.2- Voting right and eligibility**

- Have the right to vote active members with their obligations updated.

- Are eligible members whose, on the election date have worked for at least 6 months for EWB.

### **1.3- Election and ad interim vacant position**

- Elections are organised under the Coordinator's responsibility.
- Subjects are voted verbally while individuals are elected by secret and written ballot, except if the GA has decided to do otherwise in certain cases.
- Except the case of opposite specification, the GA decides by voting by simple majority. Abstentions are not included in the number of vote calculation.
- If none candidate get a vote by simple majority during the first ballot turn, a second turn is organised between the two candidates who had most votes during the first turn. In this ballot, the candidate with most of votes is elected. In the case of dead heat, the result will be determined by drawing lots.
- In the case of a dead heat related to a decision which should be made by the GA, which is not related to a member who must be elected, the proposal is treated again during the first following meeting. If the vote results cause a dead heat again, the proposal is considered as rejected.
- In case of vacancy in an EB position, a member of the GA is named to be the substitute.
- In case of vacancy within the MC, the candidate who occurred to be in the second position during the previous election and filling the necessary conditions is designated to be the successor.
- If there is no successor as specified above, the position will be fill in by organising partial elections, except if the vacancy occurs to happen 6 months before the ordinary elections.

## **2- EXECUTIVE BUREAU (EB)**

### **2.1- Mandate suspension**

A member's mandate ends:

- either resignation,
- either his repeated absence during two consecutive ordinary sessions without notice,
- either by dismissal made by the Coordinator after a vote of that organ with the majority of the 5/6, after a serious mistake or intolerable activities within the EB,
- either by death of the person concerned.

### **2.2- EB meetings**

- The EB holds 3 ordinary meetings per year, which one is held the previous day of the ordinary GA. EB meetings can only be hold if all members are present. The EB can hold an extraordinary meeting under the request of the Coordinator or two members.
- The Coordinator determines the time and place of the meeting. A meeting under the members request is held at last one month after the Coordinator made or received the request.
- The Coordinator calls the meeting by a written notification to members. EB members' convocation in ordinary session must be done two and in extraordinary session one month before the predicted date for the opening session. This deadline can be brought to 15 days in case of urgency.
- The Coordinator is considered as fainting when he does not call at least two EB sessions per year. In this case, 3/6 of members of that bureau can ask him to call one, by proposing an agenda.
- The Secretary establishes each meeting agenda by consulting the Coordinator. Each EB member can ask the Secretary to add a subject in the agenda.
- The Coordinator can, depending on the questions registered in the agenda, invite any natural person or corporate body, in consequence of its competences, to take an active part in that bureau activity, with an advisory voice.
- The Secretary sends the agenda as well as the additional documents to the bureau's members. In case of urgency, the documents are sent at least two weeks before the bureau's meeting.
- The Secretary informs simultaneously the GA and the MC about the agenda of the EB meeting.
- EB decisions are subject of a report recorded in a register placed in the EWB headquarter in Yaoundé, after it has been co-signed by the Coordinator and the session Secretary. These reports are confidential.
- This report mentions present or represented members' names and surnames, those excused or absent as well as those invited.
- It is read and approved during the next EB meeting, before its enforcement. Decisions regarding activities will be listed and signed by EB members at the end of the meeting in process in order to serve immediately.

### **2.3- Information right**

The EB is in charge, if necessary, to provide rapidly to EWB members every information and data that they can reasonably demand in order to fulfil their duties.

### **2.4- Advisory power**

- The EB gives to the GA the opportunity to give advices on each decision that the EB intent to take concerning:
  - EWB activities cessation or an important part of it;
  - Reductions, significant expansion or other changes in EWB activities;
  - Significant changes in the EWB organisation or in the distribution of power;
  - The pilot study contain of the annual plan before it is sent to the GA to be adopted;
  - The pilot study contain of the annual budget before it is sent to the GA to be adopted;
- Advices are demanded at the moment they can have an essential scope on the decision that has to be taken.
- The EB presents in writing the decision that has to be taken by the GA. It is presented an overview about the reasons of the decision as well as an overview of their consequences that are predicted to fall upon members and following measures that are predicted to be taken.
- If GA advices do not tally with EB decision and if the MC approval is necessary to establish the priorities, GA advices are included in the MC decisional process as well as EB advices.

### **2.5- Approval right**

- The EB requires MC approval for any decision it takes regarding a regulation establishment, modification or withdrawal about:
  - EWB action programme
  - EB elections
  - Administrative and financial manual procedure
  - EB reports examination
  - Every subject related to members personal data
- The approval is not necessary insofar as those subjects content has been already regulated during members' registration or fixed in agreements regarding work conditions.

### **2.6- Initiative right**

The EB can make propositions outside GA through new information and communication technologies. Such proposition is made in writing and comes with an explanation. The EB takes a decision about the proposition only when only at least one consulting on the subject had been made during an official meeting.

After the consultation, the EB informs the GA and the MC in writing, as rapid as possible, if and what measure it decision will correspond to the proposition.