



ISPA-DRC

INTERNAL REGULATIONS

TITLE I: GENERAL PROVISIONS

CHAP I: OF THE APPOINTMENT AND THE SEAT

Article 1:

No one may modify or use the name "Internet Provider Association-DRC", ISPA-DRC in acronym, its logo and or any other distinctive sign characterizing the ISPA without having received a mandate from the Management Committee.

Article 2:

No one, outside the General Assembly, is authorized to modify the mission that ISPA-DRC has assigned to itself.

CHAP II: MEMBERS AND THEIR OBLIGATIONS.

Article 3:

No one has the right, unless expressly limited by law, to introduce any discrimination whatsoever with regard to the membership of members.

Article 4:

The quality of the members is verified by: the completion of the membership form, the presence at the various activities organized by ISPA-DRC and the payment of contributions.

Article 5:

1. Only the Chairman of the Management Committee commits ISPA-DRC to third parties;
2. Any other member of the ISPA-DRC may contact third parties and may only engage ISPA-DRC if he has the mandate of the Management Committee.

Article 6:

Four successive unjustified absences from the various activities organized by ISPA-DRC result in the application of the sanctions provided for in these Rules of Procedure.

Article 7:

The monthly contribution rate is set at:

- Three hundred dollars for full members;
- Thirty dollars for co-founding and member members;
- Plus Three hundred dollars for honorary members.

Article 8:

Any contribution collected constitutes an acquired right of the ISPA-DRC and cannot be refunded.

CHAP III: THE MODE OF DESIGNATION OF PEOPLE CALLED UPON TO MANAGE ISPA-DRC

Article 9:

The election is the only way of appointing the members of the ISPA-DRC Management Committee to the positions: President, Vice-President and the Executive Secretary.

Article 10:

The conditions of eligibility for the position of President, Vice-President and Executive Secretary of ISPA-DRC are:

1. Be either delegate of an effective member, co-founding member or member (having totalled at least three years in the association);
2. Enters into a contribution rule;
3. Propose a program of action contributing to the advancement of the ISPA-DRC.

Article 11:

An Electoral Commission will be made up of honorary members chosen by the General Assembly; in the event that no honorary member is available, the task may be entrusted to the auxiliary staff.

Article 12:

Only the candidate who has met the conditions provided for in Article 10 of these Rules of the Internal Order and who has submitted his action program to the electoral commission within the time set is eligible.

CHAP IV: THE ROLE OF THE VOTE

Article 13:

The principle is to vote for the weighted votes as follows:

- a vote for fifty votes for the effective members;
- one vote for ten votes for co-founding members;
- one vote for five votes for members and honorary members.

Article 14:

The vote is secret and by a simple majority of the votes cast.

Article 15:

In the event of a tie, the draw will be made.

Article 16:

Voting cannot be done by proxy.

CHAP V: OF THE MANDATE AND ITS END

Article 17:

The term of office of the members of the Management Committee is three years renewable.

Article 18:

If it is impossible to organize the elections, the Management Committee remains in place until the installation of the new Committee.

CHAP VI: OF THE HIERARCHY

Article 21:

The order of hierarchical dependence of the organs is determined in the statutes.

Article 22:

Respect for hierarchical dependence is required in the transmission of activity reports between organs, services, cells, programs and also in human contacts.

Article 23:

The bodies, support services, programs and projects of the ISPA-DRC hold ordinary or extraordinary meetings in accordance with the statutory provisions.

TITLE II: THE FUNCTIONING OF ORGANS.

CHAP I: OPERATION OF THE GENERAL ASSEMBLY

Article 24:

The Plenary Assembly is sovereign and its decisions are binding on all members.

Article 25:

To sit and decide validly, the meeting must bring together at least half of its members; if the quorum is not reached, the meeting is postponed and will be held at a later date that will be communicated to the members by the Management Committee without taking into account the quorum this time.

Article 26:

The Plenary Assembly brings together all effective, co-founder, member and honorary members.

Article 27:

The activities of the General Assembly are coordinated by a Presidium headed by the President of the ISPA-DRC assisted by the other members appointed by the plenary.

Article 28:

The draft agenda is prepared by the Praesidium and submitted to the plenary for approval.

Article 29:

The Presidium ensures the police of the debates.

Article 30:

All decisions taken in plenary session are recorded, by the Executive Secretary, in the minutes signed by the members of the Praesidium.

CHAP II. OPERATION OF THE BOARD OF DIRECTORS

Article 31:

The Board of Directors is composed of the Management Committee and the delegates of the effective members.

Article 32:

The Board of Directors meets upon convocation by the Chairman of the Management Committee whenever the imperatives relating to the smooth running of the activities of the ISPA-DRC are felt or at the request of an effective member.

CHAP III. OPERATION OF THE MANAGEMENT COMMITTEE

Article 33:

The Management Committee is assisted administratively and technically by a support staff composed of:

1. An Administrative and Financial Assistant
2. A Technical Assistant
3. A secretary

Article 34:

The various managers of the supplementary services play the roles of assistants to the Management Committee and their appointments are proposed by the Chairman of the Management Committee after consultation with the other members of the Management Committee on the Board of Directors for approval.

Article 35:

For its proper functioning of the ISPA-DRC recruits administrative and technical staff sanctioned by an employment contract, initiated by the ISPA-DRC, for an indefinite period.

CHAP IV: COMMISSIONS

Article 36:

For the purpose of processing specific subjects, ISPA-DRC is organized into two specialized commissions, namely: the Technical Commission and the Legal Commission.

Article 37:

The technical commission is composed of the delegates of the effective members and the members. It deals with any question related to technique and technology. With the approval of the Management Committee or the Board of Directors, it may use external expertise to solve a specific problem.

Article 38:

The Legal Committee takes care of all problems relating to the legal aspect. It is composed of the delegates of the effective members and the members. With the approval of the Management Committee or the Board of Directors, it may use external expertise to solve a specific problem.

Articles 39:

For matters not provided for in these Rules of Procedure, ISPA-DRC uses the constitution of ad hoc committees to discuss them and the conclusions resulting from them are communicated, as the case may be, to the Management Committee, the Board of Directors or the plenary of the General Assembly for approval.

CHAP. III. FINANCIAL MANAGEMENT

Article 40:

The control of the financial operations of the ISPA-DRC is exercised by a specialized agency under the supervision of the Financial Control Commission. This one-off commission will be set up by the Board of Directors and it will be composed of a maximum of three people.

Article 41:

The members of the Financial Control Commission are appointed on an ad hoc basis by the Board of Directors for a period of time related to the volume of work to be performed.

Article 42:

The conclusions of each of the Financial Control Commission are transmitted to the Board of Directors.

CHAP.V: OF THE MANAGEMENT OF ISPA-DRC PROJECTS AND BODIES

Article 43:

The design and execution of projects is done through programming deriving from the materials that can advance the Internet industry in the Democratic Republic of Congo.

Article 44:

The development of projects is carried out according to the guidelines set by the Management Committee and the implementing teams are appointed by the President of the Management Committee in consultation with the other members of the Management Committee.

Article 45:

1. The coordination of projects in their implementation phases will be under the supervision of the ISPA-DRC and their mission will be to manage project activities on a daily basis in accordance with the directives and guidelines defined by the ISPA-DRC
2. The recruitment of people called upon to take care of project management will be provided by ISPA-DRC.

Article 46:

The activities of each project are regulated by an Internal Regulation initiated by the ISPA-DRC Management Committee.

Article 47:

The execution of a project whose realization involves external partners will only be effective if a memorandum of understanding is signed between the parties involved.

Article 48:

Any coordination of a project is required to report on activities at a frequency set by the ISPA-DRC Management Committee.

Article 49:

It is recognized that the Management Committee convenes in a working session any person in charge and at the entire level of the project.

Article 50:

It is the obligation of any ISPA-DRC body to keep records and administrative documents usually required.

Article 51:

It is the obligation of any body, ISPA-DRC services to file activity reports according to the established hierarchy and the fixed periodicity.

TITLE III: OF THE DISCIPLINARY REGIME

Article 52:

The following facts are considered disciplinary breaches:

1. Any behavior contrary to the ideal of the ISPA-DRC;
2. Repeated and unjustified absences and delays at meetings and activities organized by ISPA-DRC;
3. The non-release of contributions;
4. Refusal to perform the assigned tasks;
5. Characterized negligence;
6. Insults, assaults, lack of respect and courtesy;
7. Embezzlement or embezzlement of funds or other goods of the office;
8. Slandorous denunciations and imitations;
9. Inciting members to hate other members;
10. Any behavior that affects or may affect the proper functioning or honor of ISPA-DRC.

Article 53:

Depending on the seriousness of the breaches committed, the applicable sanctions are:

1. The warning
2. The blame
3. The simple suspension
4. Suspension to exclusion
5. Exclusion

Article 54:

These Rules of Procedure shall enter into force on the date of its adoption by the General Assembly.