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CONSTITUTION OF Cameroon Association of Australia (Sydney Chapter)

1. Preamble

We the people of the Cameroonian community of NSW hereby adopt this constitution and pledge to abide by its provisions.

Note: *No part of this constitution shall violate the NSW Associations Incorporation Act, 1984 and should take into considerations any amendments.*

2. Vision

The Vision of CAA is to promote unity, harmony and understanding within the Cameroonian community and the wider Australian public to enhance a better quality of life for our people.

3. Mission

Promoting good relations and understanding between Cameroonian People and the wider Australian community

To encourage the pursuit of education and employment amongst community members and especially the youth.

To promote cultural diversity within the Cameroonian community and the Australian community at large.

To provide assistance and advocacy to registered members and friends of the CAA community.

To empower members to understand the Australian Service delivery system to access services available confidently and independently.

Encourage collaboration and partnership with International Cameroonian organisations and other Educational institutions to promote Cameroonian culture.



4. Generals Articles

Article 1

a) Nature and Denomination

The name shall be Cameroon Association of Australia (Sydney chapter) abbreviated CAA. Cameroon Association of Sydney is a non-for profit making, apolitical and Cameroonian community association.

b) Head Office

Its head office shall be situated at Sydney, Australia.

Address: Unit 6/82 Roslyn Gardens Road, Elizabeth Bay New South Wales 2011.

Article 2: OBJECTIVES

Working within New South Wales and Australia to support the Cameroonian community while promoting Cameroon's culture in NSW and Australia through Cultural exchange and exchanges between Australia and Cameroon.

- a) To identify community needs and be able to developed ways to meet those needs, some of which includes the provision of services and business opportunities.
- b) The promotion of peace through provision of information to empower the people, eliminate dependency, enhance self-sufficiency and to restore self-worth and dignity.
- c) To encourage members of the CAA community (Children, Youth and Women) to gain access to resources in the Australian society in order to facilitate their settlement in the community and become active members of the Australian community.



- d) To encourage understanding and strengthen co-operation with service providers in NSW, and other group within Australia to help improve service planning, co-ordination, advocacy and service delivery with special emphasis on new arrivals, emerging communities and other high need groups.
- e) To strengthen relationships amongst Cameroonian people in Australia and around the world and to promote the principle of respect for one another
- f) To encourage children from Cameroonian descent to learn and maintain their Languages and cultures while promoting intercultural exchanges.

Article 3: ORGANISATION

The Organisation shall not perform activities, which are not permitted by Australian laws

General Body:

The General Body will only be made of registered members(\$300 annual registration fees per member) of the Cameroonian community in Accordance with Article 5

- a) General Body will meet as required by the Constitution.
- b) **Executive** is the governing Body of the Association.
- c) The **Executive** will be formed by the General **Membership Of The Association** and it will be answerable to the general **Membership**
- d) The Board and its committee members will present an annual report to the General Body ones every year.
- e) Elections for Board members will be held every two years and the president will call these elections.



f) **The Executive Board** will be made of eight members, all of which must be elected and who must represent the interest of the group and are willing to represent the community.

- President
- Vice President
- Secretary General
- Vice Secretary General
- Treasurer
- Assistant Treasurer
- Public relations officer 1
- Public relations officer 2

The **General Body** shall choose five members to form a **committee** in order to accomplish the goals and objectives of CAA in accordance with Article 2.

The Board will work with the general Body to:

- a) Develop, plan, and implement programs and activities, and provide procedural guidelines for such programs and activities and perform such acts that may be necessary for the achievement of the long-term vision and goals of the community.
- b) Administer the day-to-day affairs of the Association.
- c) Implement the decisions of the General Body.
- d) Be responsible for the caring and maintenance of the Community's facilities, property and other related affairs including the management of finances of the Association.
- e) Inform the community of the Association's activities, challenges, and accomplishments.
- f) The Board will meet once every month before the general meeting is held.

Special Ruling

A majority of the Executive members may request the Secretary to call a special/emergency meeting on three (3) days' notice or less.



Article 4: MEMBERSHIP AND WITHDRAWAL

i. Membership

- a) Membership of CAA shall be open to all persons of good standing without discrimination of creed, sex, political leaning and ethnicity. Admission into membership shall be upon payment of a membership fee of \$20.00. Members must abide to the constitution of CAA.

- Amendment 4.i.a.1:(Membership)

On Sunday 28/01/2018, Based on certain irregularities displayed by certain members of the association, the general body of the CAA had a consensus vote and unanimously agreed that, membership of the CAA will hence forth be based upon the payment of an annual membership fee of \$300.00 per member, instead of the initially decided \$20.00.

Members shall pay at least half (\$150.00) of the annual membership fees by the end of June to be considered as a member.

- b) If a member of CAA conducts himself or herself in a way that betrays the CAA constitution, or commits a major crime, the board will consider a possible revocation of membership of the individual.
- c) Members who have been suspended or expelled from the group can be re-admitted after a period of 3 months provided they are able bring two members of the CAA community to attest their good conduct. The board will then determine if it is appropriate to accept their readmission into the community.
- d) Only Members of CAA shall be eligible for voting or nominating and electing the members of the Board, accepting the nomination of the membership of the Board, and participating in the proceedings of General Body
- e) Spouses of registered members automatically become members themselves, and as such, are eligible to participate in elections.

Article 5: ELECTIONS & SERVING TERMS OF EXECUTIVE BOARD MEMBERS



- a) The president and committee shall appoint an Election Commissioner 30 days prior to the Election Day.
Election Commissioner shall be a member of the community as long as he/she supports the Values and Objectives of CAA. In addition, the Board shall appoint three members from the community to assist with conducting of Elections. This committee shall not exceed seven members in total .
- b) Each elected bureau will have a maximum of 2 years term of service after which there will be an election of a new bureau.
- c) Elections shall be conducted at the end of the term, on the last meeting day of the two years term.
- d) Voting shall be conducted in person or text message or a phone call on the day of vote casting.
- e) The Election Committee shall open and count the ballots in front of everyone when the poll is closed to maintain transparency and winners shall be announced on the same day of vote casting.
- f) No member will hold more than one (1) position in the Board.
- g) The Board will conduct an ad hoc election to fill a space in case of a vacancy or resignation for the remainder of term.

- Amendment 5.g.1:(Voting rights)

On Sunday 28/01/2018, Based on certain irregularities displayed by certain members of the association, the general body of the CAA had a consensus vote and unanimously agreed that, only members who have made at least \$150.00 of their annual membership contribution would henceforth be eligible to participate in any voting process of the CAA. Members unanimously agreed that any registration made by members of the association is non-refundable.



Article 6 QUALIFICATIONS

Board members are elected based on the following criteria:

- a) Must be a person of Cameroonian decent
- b) An Australian citizen or a permanent resident.
- c) Has good knowledge and understanding of the Cameroonian people and the culture.
- d) Practices and obeys the laws of Australia.
- e) Has the capacity and capabilities to fulfil the objective set in Article 2.
- f) Candidates for the Board must be living within Australia

Article 7: GENERAL RULE

- a) RESPECT of community members and of this constitution shall be of the highest priority amongst everything else
- b) Late comers at any meeting are liable to pay the sum of \$5.00
- c) During meeting hours, the moderator appoints every person intending to talk. No member is permitted to talk except when given permission by the moderator.



- d) Any member who interrupts another person while they are talking will be given a warning. A second interruption will result in the member being fined the sum of \$5.00.
- e) Notorious members who disturb the proper functioning of the meeting might be expelled from the group.
- f) No idea or opinion is stupid. Consequently, we welcome any type of idea. Please speak out but remember to be respectful to others.
- g) On behalf of CAA, the board may accept any gifts from foreign donors in accordance with the pursuant to the provision of this document. However, no gift shall be accepted if it is conditioned or limited in such a manner as to require the disposition of the income or property for any purpose other than the purpose set forth in Article 2, or in violation of any local, state, and federal laws.
- h) CAA will carry a public liability insurance and members of the board shall not be liable for the actions of others and from any potential claims against CAA.
- i) Association funds or properties will not be used for the benefits of individual members and board members shall not receive salaries.
- j) Legal documents of CAA shall be safely stored and the president, secretary and his designee shall have access to the storage facility at all times. The Board may request disclosure of certain information from those members when required.
- k) Community members who engage in inappropriate behaviours or goes against the constitution will be warned and the board might investigate a hearing to determine a course of action if the behaviour or actions persists. Such hearings will be chaired by the president.
- l) The general rules shall be observed by all members prior to any meeting in order to keep members up to date with the rules.



- m) We do not encourage any posting of **inappropriate videos** on the forum and neither do we encourage the use of **abusive languages** against each other because we have very young children amongst us as well as respectful seniors. Any member who violates this law will be fined the sum of \$25 and might be suspended or expelled from the group.
- n) The meeting will support all registered members assisting our monthly meetings with a sum of \$250.00.
- o) All members are required to attend every meeting with exception of members who might be ill or those who are surrounded by circumstances beyond their control. However, members are required to call the board to give notification of their absence in advance or be charged a fine of \$5.00
- p) In case of severe illness or death of a member, the bureau will have to decide on the kind of support that would be given to the victim. This same rule applies when there is good news in the community e.g member getting married.
- q) In any event, of a member giving of birth, members would contribute the sum of \$50.00 each to support the family.
- r) Members are only allocated a maximum of 2 minutes when talking. There will be a timekeeper to indicate your allocated time is over. Any member who violates this rule will be fined the sum of \$10.00.
- s) Non registered persons may attend the meetings but are not allowed to contribute verbally during the general assembly. Any disturbance from non registered persons will result to them being expelled from the meeting venue

Article 8: RESPONSIBILITIES



1) General Body

- a) The General Body of CAA is responsible, in determining the course of action of all issues presented through a consensus. The majority will determine the course of action.
- b) The General Body elects members of the Board of CAA in accordance with this constitution.
- c) A no confidence vote against elected members must be approved by a simple majority of the General Body present at the meeting.
- d) The General body shall elect or nominate a committee (5 members) who will assist with the proper functioning of CAA

B. Executive Board/ members

- e) The Board of directors are responsible for planning and developing the overall long-term vision and objectives of CAA as defined by the OBJECTIVES outlined in Article 2 of the Constitution. However, they must get approval from the General Body prior to implementing such plan.
- f) The board will provide an overview of all organizational all activities of the Association to its members when required.
- g) The board can be dissolved if the majority (3/4) of the General body determined that, the board is not performing its duties as outlined in Article 2 of the Constitution. In this Case, a simple majority can rule in favour of conducting a new election to form a new board.
- h) The Board will be responsible for resolving disputes among other branches of CAA



- i) The Board shall be responsible for the maintenance of the financial statements and records of CAA. They shall periodically request a review of the financial records by an outside expert to ensure accuracy and transparency. The President, Secretary General and Treasurer of the Board will assist and facilitate such reviews.
- j) The Executive Board is responsible for maintaining all documentations of CAA including but not limited to deeds of trust, donors list, members, fund raising and other financial records.
- k) The succeeding Executive Board shall honour and implement all written commitments of the previous Board with exceptions in cases where a good reason is put forward to the general house, to do otherwise.
- l) Any member of Executive Board who is absent without prior notification to the Board for four consecutive meetings shall automatically lose the office. The vacancy created shall be filled in accordance with article 5 of the Constitution.

5. Elected Executives

1) President of the Board

The President shall be responsible for conducting and presiding over meetings of the General Body and the Board.

The President will have the responsibility of presenting an Annual Report to the General Body.

The President and other Board members shall be responsible for implementing all resolutions passed by the General Body.

The President with at least two other Board members shall be responsible for signing all documentations on behalf of the Board.

The President shall implement all decisions made by the Board.

The president shall be responsible for making all logistical arrangements for reviews and Constitutional amendments either with the General Body or the Board of directors.



The President must inform Vice-President when he is unable to carry out any responsibilities.

2) Vice-President

The Vice-President shall automatically assume the responsibilities of the President, in situations where the President is sick, out of town, or unable to carry out the specified responsibilities, until the president returns.

3) Secretary General

The Secretary shall prepare every meeting agenda in conjunction with the President and other Board members, and shall facilitate all board and general meetings with the President's assistance.

The Secretary shall document the minutes of General Body and the Board meetings.

It is the duty of the Secretary to prepare a list of action items.

It is the duty of the Secretary to monitor the progress of the committee, collect their reports, and provide feedbacks to the Board.

The following items shall always be included in both the general and Board meetings:



- Reading of the minutes of the previous meeting
- Progress reports of the Committee.
- The action items covered between the current and previous meeting.

4) Vice Secretary

The Vice-Secretary shall automatically assume the responsibilities of the Secretary, in situations where the Secretary is sick, out of town, or unable to carry out the specified responsibilities, until the Secretary returns.

5) Treasurer

The duty of the Treasurer will be to look after the financial transactions of the general meeting, including the annual budget and financial reports. Any transaction other than the fixed cost will be approved by the Board.

The Treasurer shall issue and collect receipts for moneys due and payable to CAA from any source provided the receipts and payments are consistent with Article 2 of this constitution. Receipts issued for non-cash donated items shall not exceed the market value of the item.

The Treasurer will make sure the financial records of CAA are up to date and will keep separate books for donations and special projects. He shall require the signature of three authorized Board members [any two to sign] in case of any donations.

The fiscal year of CAA commences on the fourth day of January and end on the last day of December in each year. At the end of each fiscal year, the Treasurer shall have CAA accounts and financial statement showing income, expenses, assets, liabilities, and net worth.

The Treasurer shall hand over all documents and accounts of CAA to the incoming Treasurer at the end of his serving term or upon leaving the office.

6) Committee

The committee will be composed of at least four individuals from the general membership of the meeting, excluding Board members. They shall work under the guidance of the Board.

The Committee may be established or dissolved by the Board on as need basis. The responsibilities of the committee shall be within the framework of this constitution.



The committee shall provide advice to the board where necessary. However, the board, led by the president, will determine what course of action is best for the group as long as the action is in line with article 2 of the constitution.

7) The Member

It is the duty of all members of CAA to safeguard the assets and facilities of the association.

It should be the number one priority of members of this association to respect each other, promote harmony and work towards progress of the entire community (Board members included).

All members of CAA shall observe the Association Code of Conduct, during every meeting.

Article 9: FINANCES

The Board shall open a bank account for CAA at a local bank in Australia.

- a) The Board shall open a bank account for CAA at a local bank in Australia.
- b) It is the responsibility of the board to manage this account and provide a financial record to the entire group when necessary
- c) The Board shall appoint a qualified accountant / Auditor to audit CAA accounts annually.

Article 10: MEETINGS AND QUORUMS

- a) The Board shall call an Annual General Body meeting during the month of December on a yearly basis. Notification of the meeting shall be posted on CAA's forum with the venue, date, and time clearly stated

The President shall chair the meeting or in the absence of the President, the Vice President shall chair the meeting and shall present the President's Report and deliver the concluding remarks.

- b) The agenda of the meeting shall be the following:



- 10.4. Opening Prayers.
- 10.5 The President's Report.
- 10.6 The Secretary's Report
- 10.7 The Financial Report by the Treasurer.
- 10.8 Next Year's budget by the Treasurer.
- 10.9 Comments, Question, Answers, and Acceptance of reports.

Article 11: AMENDMENTS

- a) Section(s) of this constitution may be altered or amended at a special General Body meeting specifically designed for this purpose. A month's written notice and an agenda including the text of the proposed constitutional provision as well as the text of any existing provisions proposed to be amended must be made available to the members of CAA.
- b) At least two third 2/3 (Majority) of the General body members will constitute the quorum for an amendment to the constitution.
- c) The Committee will have to review the proposed written amendments. The committee will provide written recommendations to the General Body.
- d) The original text of the constitution shall not be altered with the adopted amendments and shall be left in its original form.
- e) All amendments adopted shall be signed by the Board members and attached to the original document.

Article 12: RECOMMENDATIONS

Co-ordinating with other cultural groups within the Australian community to promote cultural awareness and cultural sensitivity.

Article 13: MEDIATION AND ARBITRATION

- a) Disputes between members of CAA, on matters concerning the Association that has not been resolved by the Board, will be referred to General Body for a consensus vote.
- b) The majority of the General Body will decide what course of action to pursue through a consensus vote



6. CERTIFICATION:

This constitution was unanimously approved by the General body of the Cameroon association of New South Wales. This constitution supersedes and nullifies all previous constitution/bylaws that may have been issued by the CAA.

Organisation Stamp:

Justice of the peace NSW

(Printed or typed name of notary officer)

(Signature of notary officer) (Seal of notary officer)