

Nº 63 /E.29/1111/VOL.8/ALPASDECLARATION RECEIPT

THE SENIOR DIVISIONAL OFFICER FOR MEZAM, the undersigned, do hereby acknowledge receipt for the declaration of an Association from the promoters of said Group Denominated "SUSTAINABLE ECOSYSTEM DEVELOPMENT ASSOCIATION" abbreviated "SEDA" represented by MR. ACHE WILLIAM ANUBOFEH, C.E.O / President, Holder of National Identity Card Nº 000082394 issued on 06/10/2016 at NW01 for legal recognition of same in conformity with the Provisions of Law Nº 90/053 of 19th December 1990.

The Main Objectives of the Association are:

- To promote the practice of eco-friendly agricultural activities, mitigating the effects of land degradation and ensuring healthy dieting habits,
- To curb youth unemployment through promoting social entrepreneurship, promote gender equity among vulnerable populations and mitigate gender based violence in crisis stricken areas,
- Accelerate the awareness and need for the practice of WASH (Water Sanitation and Hygiene) Programs, and ensure a clean, green, stable and habitable environment within our cities and local communities,
- To promote empowerment and social outreach programs intended to train or mentor the underprivileged in order for them to acquire skills and knowledge in domains such as agriculture and other social development initiatives that can help improve their social and economic wellbeing.
- To promote sustainable agricultural practices, motivate youths and women in grassroots communities to be engaged in agriculture as a way to fight poverty and unemployment, thereby ensuring food security and reducing hunger, malnutrition and promotion of entrepreneurial and leadership skills for sustainable livelihood.
- To enhance sustainable development by educating the local population on the need to protect the environment and better manage their natural resources so as to prevent the adverse effects of climate change and nature degradation.

The Head Office of the Association shall be in Alakuma Mankon – Bamenda II Sub Division, Mezam Division in the North West Region of the Republic of Cameroon, and shall have the following as its *Top Executive Members*:

NAME	OFFICE	OCCUPATION	ADDRESS
ACHE WILLIAM ANUBOFEH	PRESIDENT / C.E.O	STUDENT	TEL: 680 15 40 66, BAMENDA
ABAKA Escalus Kennedy ASEH	SECRETARY GEN.	STUDENT	TEL: 681 79 66 92, BAMENDA
PENN NELSON AKOH	TREASURER	PASTOR	TEL: 675 36 99 53, BAMENDA
TEBI SULIVETTE ATUH	FINANCIAL SEC.	STUDENT	TEL: 676 06 48 04, BAMENDA
MOTI CONRAD AWAH	PUBLIC RELATIONS	TEACHING	TEL: 675 32 22 30, BAMENDA
ETALI GENESIS AKWAJI	ADVISER	DEVELOPER	TEL: 678 17 26 17, BAMENDA

SECTION I: That the executive is hereby requested to notify the Senior Divisional Officer for Mezam within two (02) months in case of any modification in the **Constitution, Name or its Executive Members**, and shall strictly function in line with the Objectives cited above.

SECTION 2: That any attempt to violate the Provisions of the above cited law shall be faced with severe administrative measures as per the rules and regulations in force.

IN TESTIMONY WHEREOF, this Declaration Receipt is issued to serve whenever and wherever necessary ./-

28 OCT 2021

BAMENDA, THE _____
THE SENIOR DIVISIONAL OFFICER FOR MEZAMDISTRIBUTION

- MINATD/Y'DE
- GNWR/B'DA
- THE D.O.B'DA II SUB DIV.
- MEMBERS CONCERNED
- FILES/CHRONO/ARCHIVES

MASSANGO METOUGUE Narcisse
Administrateur Civil
Diplômé de l'ENAM

Simon Emile MOOH
ADMINISTRATEUR CIVIL PRINCIPAL
HORS ECHELLE

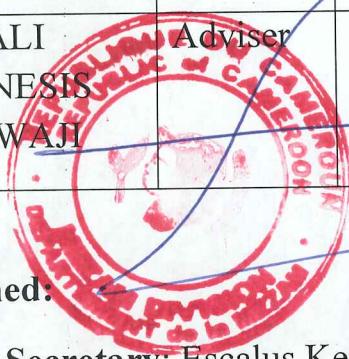
SEDA,
Alakuma-Bamenda,
05/01/2021.

LIST OF EXECUTIVE MEMBERS OF
SUSTAINABLE ECOSYSTEM DEVELOPMENT ASSOCIATION

Nº	Names	Position	ID Card Number	Telephone Number	Address	Profession	Signature
1.	ACHE WILLIAM ANUBOFEH	President/ CEO	00008294	680154066	Alakuma- Bamenda	Student	
2.	ABAKA ESCALUS KENNEDY ASEH	Secretary General	101150752	681796692	Alakuma- Bamenda	Student	
3.	PENN NELSON AKOH	Treasurer	101482913	675369953	Alakuma- Bamenda	Pastor	
4.	TEBI SULIVETTE ATUH	Financial Secretary	117434525	676064804	Alakuma- Bamenda	Student	
5.	MOTI CONRAD AWAH	Public Relations Officer	NW0625615 1PBM0MB80 051	675322230	Alakuma- Bamenda	Teacher	
6.	ETALI GENESIS AKWAJI	Adviser	116167473	678172617	Mankon- Bamenda	Developer	

Signed:

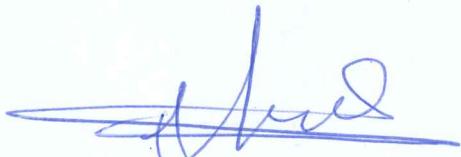
The Secretary: Escalus Kennedy Aseh.



MASSANGA METONGUE Nacisse
Administrateur Civil
Diplômé de l'ENAM

29 OCT 2021

The President: Ache William A.



MINUTES OF CONSTITUENT ASSEMBLY MEETING OF SUSTAINABLE ECOSYSTEM DEVELOPMENT ASSOCIATION.

Date and Time: 08/08/2020 at 2:30pm

Venue: Alakuma-Mankon Bamenda,

Attendance: We had a total of 23 attendees, all being youths of both sexes within the ages of 18 and 35

A rundown of the program;

A welcome message from the Host (**Ache William Anubofeh**), who after giving his welcome message, proceeded with self-introduction after which the attendees followed suit.

The host then gave a presentation on the purpose of the meeting which was to create an association called **Sustainable Ecosystem Development Association**, and equally deliberate on some major socio-environmental issues plaguing human wellbeing and related settlement which include but not limited to: **climate change, waste management, land degradation, youth unemployment, gender based violence, social discrimination**. He then proposed an interactive discussion on how we can go about resolving these issues. The attendees applauded the initiative and then began suggesting various ways in which these problems can be tackled. Members came up with ideas such as; the need for creating a group which will act in strategizing and planning management techniques, the need for an in-depth research on the topic of concern, etc.

Other Matters:

Proposals included issues like;

- The next meeting to hold on the **15th /08/2020** at same venue,
- The formation of **coordinating board** (the president/CEO, Secretary General, Financial Secretary, Treasurer, and Adviser etc.),
- The mission and vision of the group,
- The invitation of more people for the next meeting,

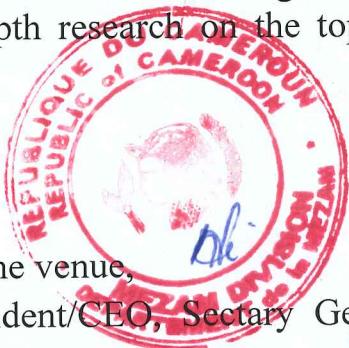
Conclusions:

Resolutions taken included:

- All Members of the group should come with a preconceived mission and vision for the group,
- Attendance of the next meeting should be obligatory for all.

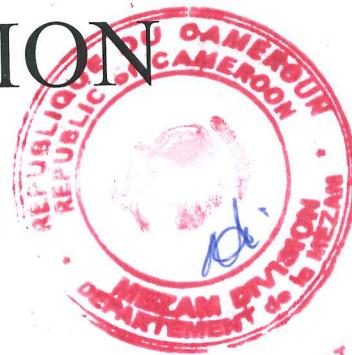
The meeting ended at 4.00pm with some refreshments offered by the host and President.

Minutes Secretary: 



ARTICLES OF ASSOCIATION

SUSTAINABLE ECOSYSTEM DEVELOPMENT ASSOCIATION (SEDA)



2021

1. We the Members of CESDA owe to this Constitution our humble respect – declaring this – as members without any distinction of race, sex, colour, religion possess inalienable equal and secret rights.
2. All members shall have equal rights and obligations.
3. All activities of this association and the working shall be in accordance with the Constitution and as such it shall remain the legislative and judicial arm of the organization.
4. We therefore call on all the members to pledge their loyalty and respect to this arm. This shall be the only document to control all the affairs of the association both internally and externally.

This Organisation is created as an Association in accordance with the laws governing Associations in the Republic of Cameroon – Law N° 90/053 of 19/12/1990.

- We the Members of SEDA owe to this Constitution our humble respect – declaring this – as members without any distinction of race, sex, colour, religion possess inalienable equal and secret rights.
- All members shall have equal rights and obligations.
- All activities of this association and the working shall be in accordance with the Constitution and as such it shall remain the legislative and judicial arm of the organization.
- We therefore call on all the members to pledge their loyalty and respect to this association. This shall be the only document to control all the affairs of the association both internally and externally.

This Organisation is created as an Association in accordance with the laws governing Associations in the Republic of Cameroon – Law N° 90/053 of 19/12/1990.



Article 1: CREATION AND NAME

We the undersigned founding members hereby solemnly constitute ourselves into an association this Wednesday the **05th of January 2021** and those who will subsequently become members. This association shall be governed by this constitution and the laws on association in the Republic of Cameroon.

Our Association shall be called **SUSTAINABLE ECOSYSTEM DEVELOPMENT ASSOCIATION** abbreviated **SEDA**. SEDA shall exist for 99 years, and shall be governed by Law N° 90/053 of 19th December 1990 bearing on the freedom of associations in Cameroon.

Article 2: HEAD QUARTER AND AREA OF JURISDICTION

The Headquarter of the organization shall be located in **Alakuma Mankon – Bamenda II Sub Division**, Mezam Division. It can be moved to another part of Cameroon on the decision of the General Assembly of members. However, branches shall be open in all ten Regions of the Republic of Cameroon and even beyond the country as the means shall permit.

Article 3: VISION, MISSION, GOALS AND OBJECTIVES

a) Vision

Sustainable ecosystems with equitable distribution of resources for improved livelihoods within all parts and wholes.

b) Mission

SEDA has as mission *to reach cities and local communities through innovative advocacy improving livelihoods, ensuring natural and sustainable ecosystems with rights respect of all components.*

c) Goals

SEDA has as goals to;

- Catalyse transformative change within our cities and local communities,
- Materialize the sustainability of natural environment at local levels, limiting land degradation and mitigating the effects of climate change on nature,
- Promote governance policies (including rights respect of all persons living with disabilities, social balance, gender equity and biodiversity conservation) on development and speed up internal growth within local communities,

d) Objectives

In order to achieve the goal and mission of SEDA the following objectives have been set up for the organization;

- ❖ Promote the practice of eco-friendly agricultural activities, mitigating the effects of land degradation and ensuring healthy dieting habits,



- ❖ Curb youth unemployment through promoting social entrepreneurship, promote gender equity among vulnerable populations and mitigate gender based violence in crisis stricken areas,
- ❖ Accelerate the awareness and need for the practice of WASH (Water Sanitation and Hygiene) Programs, and ensure a clean, green, stable and habitable environment within our cities and local communities,
- ❖ To promote empowerment and social outreach programs intended to train or mentor the underprivileged in order for them to acquire skills and knowledge in domains such as agriculture and other social development initiatives that can help improve their social and economic wellbeing.
- ❖ To promote sustainable agricultural practices, motivate youths and women in grassroots communities to be engaged in agriculture as a way to fight poverty and unemployment, thereby ensuring food security and reducing hunger, malnutrition and promotion of entrepreneurial and leadership skills for sustainable livelihood.
- ❖ To enhance sustainable development by educating the local population on the need to protect the environment and better manage their natural resources so as to prevent the adverse effects of climate change and nature degradation.
- ❖ To encourage the rural communities to preserve and protect their bio-diversity and support them in the planting of environmentally friendly trees.
- ❖ To promote the fight against climate change by ensuring the protection, preservation, rehabilitation, restoration and efficient management of water tables, wetlands, water catchments, etc as well as all other fresh water sources and habitats for fauna and flora.
- ❖ To support and sustain other philanthropic initiatives in the social, cultural, educational, technological and economic development domains for improvement of welfare, facilitate knowledge-sharing between institutions and other organizations, identify, formulate, coordinate and implement community based projects and activities that improve the welfare and socio-economic condition of local communities.

FINANCIAL YEAR: The Financial year shall begin on the 1st of January and End on 31st December of each year.

Article 4: MEMBERSHIP

Membership shall be open to any person(s), either sex, irrespective of age, race, colour, and nationality who are willing and have proven their devotedness to

contribute to the development and execution of the mission and vision of SEDA. Potential members shall be expected to fulfil the following conditions:

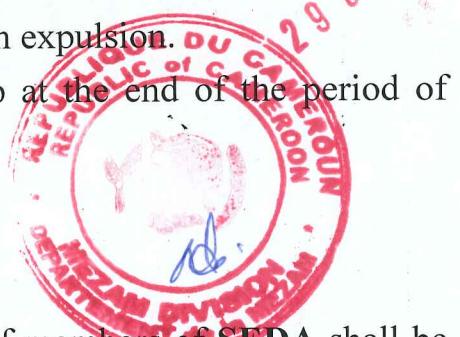
1. Express the desire to become a member of SEDA by depositing an application for membership to the General Assembly through the governing body
2. Pay a non-refundable one-time membership registration fee as specified in the internal rules and regulations.
3. Sign an admission form including the constitution of SEDA.
4. Commit to regular activities with the association.

Article 5: RIGHTS OF MEMBERS

Any duly registered member in the updated register of SEDA shall;

1. Have the rights to run for elections.
2. Honour their obligations with the association.
3. Abide by the decisions taken by the association.
4. Have the right to benefit from capacity building and exchange opportunities offered by the association. This shall be same for social support services of the association.
5. Be expected to pay the annual contribution agreed by the General Assembly.
6. Have the right to vote and be voted in a democratic manner into the Board of Directors (BOD) of the organization. Voting shall be one member, one vote and by proxy
7. Defend his or herself in the end of a suspension or an expulsion.

A member has the right to withdraw from the group at the end of the period of his/her commitment thereto.



Article 6: MEMBER OBLIGATIONS

Any duly registered member in the updated register of members of SEDA shall be obliged to: -

- 1) Attend all meetings duly convened for its members, participates fully without discrimination in decision-making and abide by the decisions duly arrived at by the majority of members.
- 2) Pay any statutory dues resulting from a non-compliance with the articles of association, internal rules and regulations etc.
- 3) Commit to offer his / her services to the association both professionally and otherwise.
- 4) Make use of the services and facilities of the group in accordance with the commitment s/he made at the time of registration as a member and in strict

- conformity with the objectives of the association.
- 5) Not to become a member of another organization with similar objectives

6.1 Categories of Membership

Membership is classified into three categories:

- **Founding Members:** These are the members who took part in the constituent assembly meeting of the association.
- **Ordinary Members:** These are members who have fulfilled all the conditions laid down for membership.
- **Honorary Members:** This category of members is made up of persons, a group of persons or an organization that in one way or the other contributes for the association to undertake her activities successfully and is willing to become a member.

Article 7: WITHDRAWALS OR TERMINATION OF MEMBERSHIP

Membership in the organisation may be lost as a result of one or more of the following reasons:

- Expulsion
- Death or incapacitated
- Voluntary after a written notification is submitted to the association, which must not be less than 30 days. In this case the General Assembly shall examine the request and take a decision through majority vote.

7.1 Expulsion of Members

A member may be expelled due to one or more of the following reason:

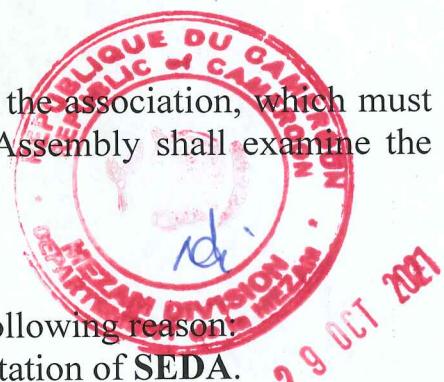
- 1) Involvement in criminal act that may tarnish the reputation of SEDA.
- 2) Engagement in action (s) contrary to the constitution of the association and who is warned at least once but continues to act in disregard of the warning.

The BOD shall decide on the expulsion and suspension of a member after a notice of two periods of two months, which shall be written and must specify the reasons thereof. However, for a written decision to expel or suspend a member to be valid, more than half of the BOD must be present and the decision shall be validated or repealed by at least $\frac{3}{4}$ majority of the voting members present during the general assembly which shall not be less than 66% of all membership.

Article 8: LIABILITY OF THE RESIGNED OR EXPELLED MEMBER

Any individual who ceases to be a member of the association for whatever reason(s) shall be held liable for a period of ONE year for all debts existing at the time he/she left the group.

Article 9: FINES



Offence committed by members and corresponding fines shall be specified in the Internal Rules and Regulations as decided on by the general assembly.

Article 10: FUNCTIONNING OF SEDA

The set-up of **SEDA** shall compose of the following Organs:

- The General Assembly
- The Executive Body
- Specialized Committees

10.1 General Assembly

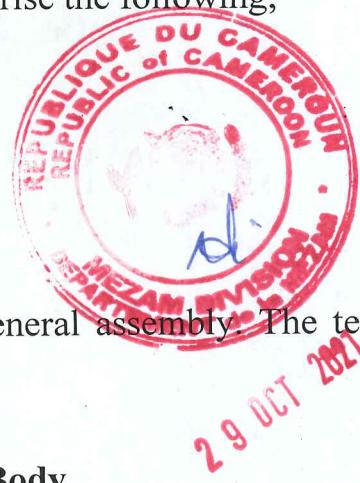
The General Assembly shall be made-up of all duly registered members of the association. Its deliberations shall be chaired by the president/CEO. In his/her absence, the members present and forming a quorum shall elect a presiding officer from amongst the executive members whose mandate shall cease at the end of the meeting.

10.2 The Executive Body

The Executive Body shall be the association's technical, advisory and supervisory organ. It shall be headed by a President and shall comprise the following;

1. President /Chief Executive Officer (CEO)
2. Secretary General
3. Treasurer
4. Financial Secretary
5. Public Relations Officer (PRO)
6. Adviser.

Members of the executive shall be elected by the general assembly. The term of office shall be **five years renewable once**.



10.3 Duties of Elected Members of the Executive Body

(i) The CEO/President

- Shall convene meetings and preside at all association meetings and shall provide Leadership in the internal and external business of the association.
- Shall summon extra – ordinary executive committee meetings when this is necessary.
- Shall sign all minutes and endorse all official documents of the association.
- Shall organize by-elections to fill up any vacant post(s) especially should those who hold the posts be either inactive or permanently absent for one reason or the other.
- The CEO/president shall be a co-signatory of the association's bank account.

- (ii) The Secretary General:** The Secretary General shall be expected to;
- a) Preside at meetings in the absence of the president,
 - b) Assist the president by delegation to perform other duties,
 - c) Take record of minutes and attendance of all association's meetings,
 - d) Keep a record of all the association members,
 - e) In consultation with the president draw up agenda of all meetings of the association,
 - f) Proclaim important decisions taken by the executive committee to the general assembly
 - g) Keep an inventory of materials and documents;

(iii) The Treasurer:

- Shall be responsible for the safe keeping of the association's funds
- Shall be a co-signatory of the association's bank account
- Shall keep the association's Saving Passbook which shall be made available to executive committee on request,

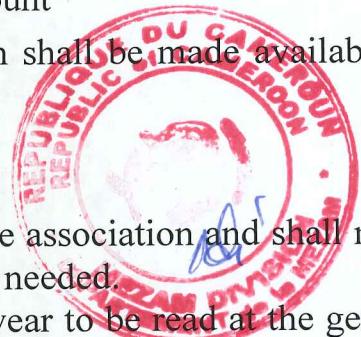
(iv) The Financial Secretary

- a) Shall keep a record of all financial transactions of the association and shall make these records available to the general assembly when needed.
- b) Shall produce a financial report at the end of every year to be read at the general assembly.
- c) Shall be a co-signatory of the association's bank account.

(v) The Public Relations Officer

- Shall make public and remind members of meeting dates and venues.
- Shall serve as the associations spokes persons
- Shall take care of any logistics when ever need arises.
- Shall organize all the social activities of the association.
- Shall ensure quality in the treatment of members and guests at the association meetings.
- Promote the association at events, in promotional materials, and on social media outlets
- Planning publicity strategies and campaigns.
- Writing and producing presentations and press releases, dealing with enquiries from the public, the press, and related organizations,
- Organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits.

(v) The Advisers



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- a) The Advisers shall be elderly person co-opted to the Executive board; they could be from the non profit sector and or other resource persons.
- b) The advisers shall be the returning officers during the associations' elections.

(vi) Auditors

- a) The auditor shall audit the accounts of the association as need arises. The auditor(s) shall be hired by the board of SEDA.

10.4 Specialized Committees

There shall be two categories of specialized committees viz:

10.4.1 Standing (Permanent) Committees

The permanent committee shall be established by the General Assembly. Members shall be elected to these committees based on competence and commitment to the activities of the organization on individual basis.

10.4.2 Ad hoc Committee:

The General Assembly may constitute an ad hoc committee to carry out certain tasks. This could also be done by the head of the executive body (Executive Director). An ad hoc committee is dissolved as soon as a satisfactory report of activity for which it was created is presented to the body that created it.

Article 11 SOURCES OF FUNDS AND BANKING

- (a) The organization's finances shall be drawn from:

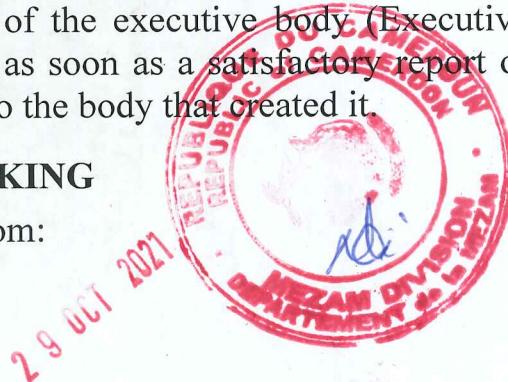
1. Registration fees of its members,
2. Annual subscription of its members,

- (b) The association's funds shall be kept either in a credit union or a bank. The signatories to the Association's Bank Accounts shall be the President/CEO, Treasurer and the Financial Secretary. However, two of the above signatories shall be enough to make withdrawals from the association's Bank Accounts with the signature of the President **compulsory**.

- (c) All funds received by the financial secretary shall be handed over to the treasurer within forty-eight (48) hours.

- d) The treasurer shall be required to deposit the same into the association's account within two working days after receiving it.

ARTICLE 11.1: EXPENDITURE



- i) All expenditure of the association shall be duly authorized by the General Assembly. At the general meeting the financial secretary shall present a budget for debate and approval.
- ii) The president/CEO may however, in consultation with the Executive Committee (headed by the Executive Director), authorize surplus budget expenditure or unbudgeted expenditure provided the amount in one year does not exceed ten percent (10%) of the annual budget of the association otherwise approved by 2/3 of the Board of Directors. The president/CEO shall justify the unbudgeted expenditure at the next general assembly meeting.
- iii) All approved expenditure on behalf of **SEDA** by any organ of individual acting shall be incurred in accordance with the objectives outlined in Article 3(d) of this constitution.
- iv) The president/CEO, the treasurer, and financial secretary shall be signatories to the association's account. To be valid, an authorization for withdrawal of funds must be signed by at least two designated signatories. All withdrawals must have the visa of the president/CEO of the association.
- v) The general assembly shall elect auditors to audit the books and property of the association and their report shall be submitted to the general assembly in the next general meeting.

Article 12: DISSOLUTION, JOINING A UNION OR FEDERATION

The decision to dissolve the association, to join a union or federation shall be taken by the Executive Board.

In the case of dissolution, the assets of **SEDA** shall be donated to another organization with similar objectives in Cameroon.

Article 13: INTERNAL RULES AND REGULATIONS

As the need may be, the Internal Regulations shall specify the modalities for implementing the present constitution. All other matters not specifically covered by the constitution shall be addressed by the Internal Rules and Regulations, provided that they shall not be contrary to the goals and objectives of **SEDA** and the laws in Cameroon and the countries in which **SEDA** shall be operating.

Article 14: AMENDMENTS OF THE ARTICLES OF ASSOCIATION

The present constitution maybe amended, changed or abrogated by the decision of the majority of duly registered members present in a meeting and voting, provided the quorum is attained at the time of voting. Any proposal to amend the Articles of Association must be submitted to the Executive at least one Month prior to the holding of a General Assembly Meeting.

The official revision of these articles of Association shall be after two years from the date they are adopted.

Article 15: GENERAL/MISCELLANEOUS PROVISION

These Articles of Association have been adopted in a General Assembly meeting of **05th January 2021**. The present rules shall bind all members of SEDA, Cameroon both present and future. The rules shall take effect as from the 05th of January 2021.

Done in Bamenda This 05th Day of January 2021

Signed for and on behalf of Members.

The Secretary General 

The CEO / President 

The Treasurer 

29 OCT 2021

