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## **PREAMBLE**

The internal rules and regulations governing the functioning of SCEW known as the By-laws; and are not the constitution of SCEW. This implies that they can always be amended by the General Assembly as defined in **Article 26** of Bylaws titled amendments by a simple majority of registered members voting.

**\*In case of conflict of facts or points in Bylaws, the CONSTITUTION is binding\***

## **The Genesis**

SCEW is a human rights organization that was born during a Conference in Brussels organized by stakeholders from the English-speaking region of Cameroon that took place from 31st March - 2nd April 2017.

It is an association that is made up women across the European Continent, whose origin is Southern Cameroons (English speaking regions in Cameroon). The association was born out of need.

Since the wake of the crisis in October 2016, the French Cameroon government has been persecuting the people from Southern Cameroons. Many have sought for refugee in neighboring Nigeria, while thousands have fled into the forest within the territory because the French Cameroun military has set their homes and villages in flames. Some thousands are wounded, others arrested and thrown in prisons and many have been killed because they advocated for their rights to self-determination. The most affected in this armed conflict are women and children.

The women saw it as a collective responsibility to get together and organize themselves, so that they can face the challenges together.

The primary goal is to collectively set up a road map, plan, and strategize on how to sensitize the world about the abuse of women and children rights in the English-speaking region of Cameroon by the regime of Cameroon. The aim is to get support from international organizations to help us in our efforts to ensure that the lives of women and children in the English-speaking region in Cameroon are protected.

In addition, we carry out humanitarian actions to relief the pains of war affected persons and engage ourselves to seek for peaceful solutions to end the armed conflict.

## **Article 01. Organisation**

1. The name of the organization is **“Southern Cameroons European Women e.V.”** and abbreviated as **“SCEW e.V.”**
2. The headquarter of SCEW is **Duisburg Germany**
3. Motto is **“Unity is Strength”**
4. The organization has a seal which is the logo that carries the emblem of SCEW e.V.
5. SCEW e.V. is a non-profit making association.
6. The SCEW e.V. has a calendar year which starts from 1<sup>st</sup> of January and ends on the 31<sup>th</sup> of December.
7. SCEW e.V. has an email [info@scew-taks.org](mailto:info@scew-taks.org), a twitter account [@scew-taks](https://twitter.com/scew-taks) a Facebook Page [@scewtaks](https://www.facebook.com/scewtaks) and a Website in making.



Unity Is Strength

# SOUTHERN CAMEROONS EUROPEAN WOMEN e.V. SCEW

31<sup>st</sup> March 2020

## Article 02. Goals

The association is not geared towards profit. The association pursues exclusively and directly non-profit purposes in the sense of the section "Tax-privileged purposes" of the German tax code.

In particular, the association pursues the following UN-Millennium goals;

1. To eradicate extreme poverty and hunger
2. To achieve universal primary education
3. To promote gender equality and empower women
4. To reduce child mortality
5. To improve maternal health
6. To develop a global partnership for development

## Article 03. Objectives and areas of Operation

The objectives are realized through the following:

### 03.1: Social and Political education

1. Bringing together people's different perspectives and opinions and developing common solutions to help the people in South Cameroon improve their living conditions and overcome the oppression.
2. Bring together Southern Cameroonian women across Europe and other nationals of good will in order to seek common solutions on how to liberate homeland.
3. Commit ourselves actively in the Struggle for self-determination by seeking for peaceful solutions.
4. Work on affiliation and healthy co-existence and collaboration among women's groups and individuals.
5. Unite women from different fronts and empower ourselves.
6. Work on integration of women in the various liberation entities or key organs within those entities.
7. To promote Inclusiveness, appreciation of divergent opinions and ideologies and also promote the internationalization of the revolution
8. Work on getting the best among us so that we can participate actively in decision making processes.
9. SCEW serves as a Laboratory for women willing to practice basic Leadership skills in decision making and taking responsibility
10. The Southern Cameroon European women see it a duty to focus, take stock and call for accountability and transparency with objectivity, candid, honest and constructive criticism.
11. Our responsibility is to take lead role especially in finance sector, be unifiers, use diversity as a resource and apply a soft approach in building bridges and opening dialogues.
12. Organize workshops to teach women about democratic processes and human rights.



### **03.2: Culture and Arts**

1. Promote our shared cultural identity and strengthen our sense of patriotism, through shows on social media platforms or events.
2. Organize festivals and cultural events in which we invite family members, friends, acquaintances, other Africans and interested persons in to publicize our cultural diversity, the Anglo-Saxon culture, the traditional heritage of Southern Cameroon and Africa in general.

### **03.3: Humanitarian Assistance - Empowerment – Social Assistance**

1. Plan, coordinate and implement humanitarian and developmental projects to better and improve the living conditions of the people in South Cameroons.
2. Help provide humanitarian assistance to the needy and social disadvantaged people.
3. Undertake developmental activities and community works in Southern Cameroon.
4. Support sick persons and war victims such as IDPs, refugees, political prisoners, casualties e.g. by covering the costs of medical treatment and providing them with basic necessities.
5. Provide Financial and material support for orphans.
6. Support social disadvantaged children acquire education by purchasing school books, school uniforms, as well as paying their tuition fees
7. Help support hospital by supplying them with medical equipment.
8. Support communities to repair and maintain schools, hospitals and orphanages.
9. Provide for people who have lost their belongings as a result of the war.
10. Help empower women by openings businesses for them or acquire vocations so that they can be self-reliant.
11. Advice, counsel and help ourselves (members) in all matters concerning everyday life, e.g. help to look for a job, an apartment, training, school/ university, residence permit, be our sisters keeper, support each other during personal crisis, to overcome difficulties etc.

### **03.4: Diplomacy and advocacy**

1. Contact politicians, aid organizations, media, communities, organizations (such as the EU, UN, Amnesty International and Commonwealth) and all people who are engaged in peace processes request them to support the association to achieve her goals.
2. Organize of information campaign or events in which e.g. politicians, representatives of world peace organizations, the media, celebrities, acquaintances, friends and sympathizer and advocate for support.
3. Attend UN-human right sessions and advocate for peaceful solutions to stop the armed conflict in Southern Cameroon.
4. Write letters and memos to international organizations and request that they intervene and help stop the crisis in Southern Cameroons.
5. Engage ourselves in peace building processes.

### **03.5 : Finance and Resource mobilization**



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1. Organize fundraising events and use the proceeds to finance the humanitarian projects of the association
2. Solicit for donations from churches, friends, colleagues, family members etc. in our various regional communities.
3. Initiate fundraising actions on our social media platforms.
4. Write letters to potential donors and solicit for grants.
5. All the funds that are raised using the name of SCEW e.V. must be approved by the GA and all the proceeds transferred to the Bank account of the association within three days.

## **03.6: Communication and Media (Public outreach)**

1. Inform and update members and sympathizers about happenings in homeland.
2. Organize demonstration to sensitize the general public about the crisis in our homeland
3. Organize and participate in street events and inform the general public about the crisis in Southern Cameroons
4. Undertake actions on our social media platforms to raise awareness about the crisis in our homeland and the socio-political and economic situation in Africa in general.

## **03.8: Network**

01. Cooperate and network with all Southern Cameroonian associations and international women's associations.
02. We network with Grassroots in our homeland and in Nigeria and other 3<sup>rd</sup> world countries.
03. Network with human rights organizations and all other peace organizations worldwide that sympathizes with us.
04. We carry out research and find out about the resources of the existing women's communities in Southern Cameroons, and jointly consider how these communities can be effectively empowered, so that they can provide for themselves.

## **Article 04. NON-Profit making regulations**

1. The association is selflessly active and does not pursue its own economic interest.
2. The goal of the association is not aimed at making a profit.
3. Members of the association do not receive any allowance from the association's funds.
4. Nobody should benefit from donations of the association or from a disproportionately high remuneration.
5. All members holding offices are volunteers. Any decision to amend these articles of association must be submitted to the ministry of finance before registering it in the court.
6. The members of the association do not receive any association assets upon leaving or dissolving the association.
7. The funds of the association must only be used in achieving the goals of the association as stated in Article 3.



8. The association fulfills its task mainly through donations from its members or third parties. In addition to this, funds can also be generated to a small extent through non-commercial events.
9. All specified funds are to be used for as specified. Only on approval from the Funder can the donation be directed to another project.

## **Article 05. Membership**

1. Membership is open to all Southern Cameroonian Women living in Europe and concerned nationals, age at least 16 years old, of good will and moral standing.
2. Membership is acquired by submitting a written application, paying of the annual levy and registration fee.
3. Application for membership is submitted to the executive committee.
4. All members must possess European numbers. Exceptions are vetted and approved by general assembly.
5. Membership is terminated:
  1. In case a member dies.
  2. Personal decision to leave the association.
  3. A member can be expelled from the association due to reasons of misconduct such as; the use of profanity and violence, Physical or Verbal attacks toward other members, aggressive and disrespectful attitude, tarnishing the reputation of other members and the association, embezzlement, misappropriation of funds and constant violation of the laws and ethics of the association.
  4. A member, who does not pay her membership levy for over a year, loses her membership.
  5. New members are vetted and cross checked about their genuine intentions to join the organization by the GA

## **Article 05.b SCEW supporters**

These are persons who geographically do not live in Europe or who do not fulfil the criteria as stipulated in article 5 to become a member, but are willing to support morally, financially, by picking up duties and by sharing their know-how and expertise in achieving the goals of the association.

These are; the advisory board (Matrons and Patrons), Volunteers and Representatives

1. The person is at least 16 years of age.
2. The person can acts advisory or takes specific responsibilities or implement executive orders as assigned by the GA.
3. The person has read the Bylaws and agrees to comply with the policies.
4. The person fills signs and submits a registration form to SCEW.



6. The person attends the meeting as negotiated with the association.
7. The person participates in voting only in cases that are approved by the GA.
8. Termination of cooperation is by submitting a written notification. It goes in to effect as stated in the letter of resignation. If not, the GA determines when to terminate the cooperation.

## **Article 06. Meetings**

1. The meetings, General Assembly (GA) is held Bi-weekly every Thursday. Emergency meetings can be called by the Exco.
2. The frequency of the meeting can be made weekly, for example to organize an event.
3. Meeting runs from 8pm till max.10 pm (except otherwise as decided by the GA).
4. The Secretary or a member of the secretariat notifies the members by means of mail or other communications means latest 3 days before each meeting session, reminding them about the time and venue.
5. The Chairlady leads the meeting, moderate discussions, and ensure that the meeting runs smoothly.
6. The agenda of the meeting is proposed by the secretary (Vice-Chairlady) and upgraded during the GA by the members.
7. The proceedings and Resolutions in every meeting are written down and documented.
8. Any registered member can request for an emergency meeting by indicating to the exco.
9. The Chairlady can delegate the chairing of the meeting to the Vice-Chairlady or to any other registered member.
10. Extraordinary sessions or meetings can be called by the Chairlady after consultation with the executive committee.
11. An extraordinary meeting is convened when urgent matters arise and need urgent intervention. The urgency is determined by the executive committee.

## **Article 07. General Assembly (GA)**

1. The General Assembly is the **supreme decision-making organ** of the association as stipulated in **§§7 Article SCEW- Constitution**.
2. The GA is responsible for all tasks and approves all Resolutions.
3. Resolutions /decisions are reached either by **consensus** or by **vote**
4. All members have equal right of expression with respect and in accordance with the constitution of SCEW
5. The General Assembly takes Resolutions with a simple majority.
6. The GA approves the **quorum**. *Number of members who must be present in a meeting for the proceedings to be valid (Representative majority)*
7. The GA approves changes in the constitution and Bylaws.
8. The GA elects members into various functions.
9. The GA approves the creation of Functions, Positions and Committees.
10. The GA approves the participation in events and all activities.



11. The GA approves the amount of membership levy, Penalty etc.
12. The GA approves all matters concerning finances e.g. budgeting and expenditure
13. At the end of each year, the GA creates a Finance Committee consisting of to three persons whose duty it is to audit the financial report.
14. The GA adopts the minutes.
15. The GA takes initiative in all matters that foster the progress of the association .e.g. administers the Website and Social Media platforms, looks for sponsors, creates connections, searches for location for events, organizes events, designs Flyers, helps in carrying out secretarial duties etc.
16. The GA assigns a volunteer(s) to assist any member who needs help to accomplish a task.
17. Approves the admission of new members.
18. The GA takes disciplinary measures and dismisses any member who violates the rules and regulations of the association. The GA can expel any member out of the association who violates the laws and ethics of the association e.g; the use of profanity and violence, Physical or Verbal attacks toward other members, aggressive and disrespectful attitude, tarnishing the reputation of other members and the association, embezzlement of funds and dishonesty.

## **Article 08. Description of Functions**

### **8.1. Chairlady (CL)**

1. The Chairlady has the BIG VISION of the association in focus. She is the overseer of projects and does the follow-ups of all assignments.
2. Chairlady has representative functions. She represents the association or delegates a representative in external Events and Activities e.g Conferences, Galas, workshops and public appearances in Media.
3. She carries out administrative functions e.g. signs contracts, letters, documents and does the enrollment of new members into the association as agreed by the GA
4. She is the first signatory of all legal documents. Except otherwise can this duty be delegated to a member in the executive committee.
5. She creates contacts with persons of influence, network with other organizations, look for sponsors, network, create partnership and collaborate with other associations.
6. The Chairlady keeps a close contact and collaborates with all sponsors, cooperation partners and persons of goodwill.
7. The Chairlady moderates and ensures the smooth running of the meetings.
8. She does follow up on all correspondence .e.g email exchanges, Letters and Memos, writings, drafts, concepts etc.
9. The Chairlady ensures that all documents carrying important information are well preserved; such as official Letters, original Registration forms as well as the original copies of minutes, Resolutions etc.
10. The Chairlady can delegate certain duties to members in the executive Committee or any volunteer in the GA.
11. She ensures that peace, harmony and respect for one another reigns in the association.





## **8.2. Vice Chairlady (VCL)**

1. The Vice-Chairlady represents the Chairlady in all functions.
2. She carries out administrative functions e.g. signs contracts, letters, documents and does the enrollment of new members into the association as agreed by the GA.
3. She is the second signatory of all legal documents. Except otherwise can this duty be delegated to a member in the executive committee
4. She assists in carrying out secretarial duties e.g email exchanges, drafting of concepts, Letters/Memo writings etc
5. She assists the Chairlady to moderate the meetings.
6. The Vice-Chairlady keeps close contacts with persons of influence, network with other organizations, look for sponsors, create partnership and collaborate with other associations working hand in hand with the Chairlady.
7. The vice-Chairlady keeps a close contact and collaborates with all organizations Worldwide.

## **8.3. Secretary General (SG)**

1. The SG builds a team (Secretariat).
2. Together with her Team, they plan, coordinate and work all incoming and outgoing correspondence. e.g writing letters and drafts concepts.
3. She and her Team carry out duties as delegated to them by GA, Exco or the Chairlady.
4. She and her team prepare and organize the meetings, send out invitation to the members and writes down the minutes.
5. She carries out administrative functions e.g. signs contracts, letters, documents and does the enrolment of new members into the association as agreed by the GA.
6. The SG documents the digital copies of the minutes and the Resolutions or delegates this duty to a member in the secretariat.
7. She creates contacts with persons of influence, network with other organizations, look for sponsors, create partnership and collaborate with other associations

## **8.4. Spokeslady**

1. Speaks on behalf of the association
2. The spokesperson builds a communication team that manages all social media platforms that belongs to SCEW.
3. Together with her team, she plans and coordinates all the activities on Social media platforms.
4. The Spokeslady and her Team communicate to the public only what has been debated and agreed upon by the GA.
5. The Spokeslady creates and maintain good functioning public relations with partners and other organizations.
6. She represents the association in public appearances e.g. Media.



7. She assists in carrying out secretarial duties e.g email exchanges, drafting of concepts, Letters/Memo writings etc
8. She carries out administrative functions e.g. signs letters, contracts, official documents, statements and all documents from her department.
9. She creates contacts with persons of influence, network with other organizations, look for sponsors, create partnership and collaborate with other associations

#### **8.5. Financial Treasurer**

1. Manages the incoming and outgoing revenue of the association as approved by the General Assembly.
2. Money collected in cash during fundraising events, during the meetings and from donors etc is taken to the bank within a week.
3. Reports during every meeting the actual amount on the bank account.
4. She assists in carrying out secretarial duties e.g email exchanges, drafting of concepts, Letters/Memo writings etc
5. She carries out administrative functions e.g. signs letters, contracts, official documents, concepts and all documents from her department.
6. She creates contacts with persons of influence, network with other organizations, look for sponsors, create partnership and collaborate with other associations
7. She documents the financial records, Letters, Memos, Drafts, Pictures, Videos and the digital Registration forms
8. The Treasurer assists the financial secretary in all the functions

#### **8.6. Financial Secretary**

1. The Financial Secretary builds a Team that manages all incoming and outgoing revenues of the association.
2. She keeps the detailed records of all incoming and outgoing revenues of the association.
3. Together with her Team, she plans and implements all fundraising actions and all activities geared towards mobilizing funds for the association.
4. The Financial Secretary collects funds during meetings and gatherings and hand to the Treasurer to be transferred into the bank account of the association
5. The Financial Secretary presents every quarter of the year the financial status of the association to the General Assembly in the form of a Financial Statement/Report
6. She assists in carrying out secretarial duties e.g email exchanges, drafting of concepts, Letters/Memo writings etc.
7. She carries out administrative functions e.g. signs letters, contracts, official documents, concepts and all documents from her department.
8. The Financial secretary documents all financial records.
9. The Financial Secretary creates contacts with persons of influence, network with other organizations, look for sponsors, create partnership and collaborate with other associations.
10. She Assists the Treasurer in all functions



### **8.7. Department Head (DH)**

1. A Department is headed by any member who has been in the association for more than six months.
2. The Department Head is approved and voted by a simple majority in the General Assembly.
3. She builds up her department with volunteers.
4. The internal structures of the Department are formed by the members in the department and presented to the GA.
5. The members in the Department determine the form of Leadership or the duration of a Department Head. (It should not be more than two years!).
6. The Department Head prepares plans and invites members to the meetings.
7. She moderates and ensures the smooth running of the meetings.
8. She writes down the proceedings of the meetings and documents the projects executed by the department.
9. Reports and updates the GA on progress and challenges of work in her department.
10. She assists in carrying out secretarial duties e.g email exchanges, drafting of concepts, Letters/Memo writings etc
11. She carries out administrative functions e.g. signs letters, contracts, official documents, concepts and all documents from her department.
12. At least a member of the executive committee must be represented in every department, except otherwise decided by the General assembly.

### **8.8. Committee Head (CH)**

1. A committee can be initiated by any member who has been in the association for more than six months.
2. The Committee is approved by the General Assembly.
3. The Committee Head is voted by a simple majority of member in the committee.
4. The CH prepares plans and invites members to the committee meetings.
5. She moderates and ensures the smooth running of the committee meetings.
6. Write down the proceedings of the committee meetings and documents the projects executed by the committee members.
7. Reports to the GA the progress of the committee work.
8. At least a member of the executive committee must be represented in every committee except otherwise decided by the General Assembly.
9. The function of the CH ends when the task of the Committee is accomplished or when the committee is closed.

### **8.9. Postbox Management**

SCEW letters are delivered under the address of an Exco member or in a Post office box.

1. All letters received must be reported to the Exco and brought to secretariat within 2 Days.
2. In case the person who attends to letters is on vacation, hospitalized or obstructed, the person must inform the exco.
3. All original letters are put in a SCEW file and well kept.



4. All letters are scanned and sent to exco members as well as to persons delegated to work on the letters.
5. A scanned copied is kept by a member in the exco. Or in a digital system such as cloud. Only Exco members have access to the server.
6. Post box:- The post box is emptied once a week.

## **Article 09. Executive Committee (Exco-Team)**

1. Members in the executive committee (Exco-Team) are voted by the GA for 2-years term.
2. All registered members who have been in the association for at least six months are eligible to be a member of the executive committee.
3. In case of a vacancy, a member shall be nominated during the regular meeting and voted upon.
4. The Exco-Team collectively shares the secretarial duties and can also task members with certain duties when necessary. e.g letter writing, email correspondence, drafts, filling of forms, application to event organizers etc.
5. All official documents are signed by at least two members in the Exco-Team.
6. The Exco-Team shares the task of keeping records and documentation.
7. The Exco-Team carry out tasks assigned to them by the General Assembly.
8. The Exco-Team takes decision on emergency cases as defined by the General Assembly.
9. Atleast a member of the Exco-Team must be represented all departments and committees of the association.
10. It is advisable for a member in the Exco-Team NOT to pick up a position or any major responsibility in other organizations that pursue similar GOALS and OBJECTIVES.
11. Should a member in the Exco-Team decides to pick up a position or any major responsibility in another organization that pursues similar GOALS and OBJECTIVES, she must share this decision with other exco members before picking up the new responsibility.
12. The Exco-Team collectively decides if the decision to hold key positions in other organizations should be tolerated.
13. In the case in which there are indications of **conflict of interest**, the exco member will be asked to step down from her position, but still maintain her full membership status.
14. In case the Exco-Team fails to arrive a solution as stated in Article 09.12 &13 the matter should be taken to the General Assembly.

## **Article 10. Organigram (Internal Structures)**

1. General Assembly
2. The Executive Committee (Exco-Team)
3. Secretariat
4. Communication Department
5. Humanitarian Department
6. Department of Diplomacy
7. Department of Finance and Resource mobilization



8. Network Department (SCEW and Collaborators)
9. Department of culture and Arts

## **Article 11. Department of Communication (PR) - Social Media Platforms**

**AIM:** *The purpose is to raise awareness about the situation of women, children and the vulnerable in Southern Cameroons. It is to report on the activities, events and humanitarian projects carried out by the association. The administrators work in close collaboration with the spokespersons.*

1. **Email account:** All the correspondence is handled with professionalism. Only the executive committee has access to this or as agreed by the GA
2. **Website, Facebook Twitter Account & other social media platforms:** The duty of the Volunteers is to administer these platforms e.g. by sharing recent happenings and information, write-ups, edit, upload pictures and videos of events and all matters that help raising awareness.

## **Article 12. Department of humanitarian Assistance**

1. The humanitarian Team (HT) is in charge of coordinating, planning, implementing and managing all matters relating to humanitarian activities.
2. It is the duty of the HT to decide which project to undertake and also make an estimated budget.
3. The HT decides when to initiate a Fund drive.
4. The HT presents the projects and the budget to the GA.
5. HT reports on the progress and challenges of the projects during the meetings.
6. The HT work in close collaboration with Partners in Europe, USA, on GZ and G1
7. Any project sponsored whether partially or fully with SCEW funds must, be done in the name of SCEW or in Collaboration with SCEW and not in the name of another group or individual.
8. No individual projects will be sponsored by SCEW
9. All projects must be officially implemented.  
(See guiding lines for Humanitarian Team)

## **Article 13. Department of Diplomacy**

(See 03.4)

## **Article 14. Department of Networking and Collaboration**

(See 03.8)

## **Article 15. Department of culture and arts**

(see 03.2)



## **Article 16. Resignation/ Dismissal / Handing over Office**

### **16.1. Resignation**

1. A member in the Executive Committee (Exco-Team) can resign at any time by handing a written letter of resignation (with name, signature and date) to the secretariat [info@scew-taks.org](mailto:info@scew-taks.org).
2. The notification about the intention to resign must be submitted **ONE MONTH** before the resignation takes effect. Except otherwise decided by the GA.
3. An Exco member who resigns from duty has a period of a month to hand over all issues concerning the association to the secretariat or designated persons e.g, codes, passwords, bank card, files, documents, drafts, concepts, pictures, videos etc.

### **16.2. Dismissal**

1. An executive member can be removed from her position due to reasons of misconduct such as; the use of profanity and violence, Physical or Verbal attacks toward other members, aggressive and disrespectful attitude, tarnishing the reputation of other members and the association, embezzlement, misappropriation of funds and constant violation of the laws and ethics of the association.
2. The dismissal of a member in the Exco-Team takes effect as approved by the GA.
3. The member leaving the Exco-Team is obliged to hand over all legal documents, e.g. codes, Bankcards, keys, Passwords, drafts, concepts, videos, pictures etc to the secretariat [info@scew-taks.org](mailto:info@scew-taks.org) or to a designated member of the exco.

### **16.3. Handing over Office**

2. Handing over office due to elections takes place formally and immediately after elections (voting results are read).
3. A transition period of three months is given in which all legal documents and possessions of the association have to be handed over to the secretariat or to designated persons.
4. This implies the handing over all documents and materials related to the association both hardcopies and soft copies such as passwords, drafts, letters, keys, usernames, pictures, videos etc.

## **Article 17. Voting**

1. For the proceedings of the meeting to be valid, the GA must agree on a **QUORUM**.  
*The number of members who must be present in a meeting for the Resolutions to be valid (Representative majority)*
2. A simple majority is needed for a Resolution to be valid. In the case of a tie, the motion or suggestion is seen as rejected
3. Only registered members are entitled to vote
4. Proposals and recommendations can be made by non-registered members
5. Each member has one vote
6. Only the votes of those who are present in the meeting counts



7. Voting rights cannot be transferred to another member
8. The voting of members into position is by secret ballot, OR when requested
9. Voting on other matters during meeting sessions is by a show of hand
10. A member shall be appointed to act as the election inspector
11. Results and Resolutions are writing down as stated in article 6.7
12. An election inspector cannot candidate for position in which votes are beings casted.
13. Handing over office has a transition period of a month (beginning from the day of election) in which all legal documents, Bankcards, keys, Passwords etc must be handed to the secretariat or to the newly elected Exco-Team.

## **Article 18. Code of Conduct**

1. SCEW members are Living examples of Democracy Principles.
2. We are equal partners.
3. We practice a culture in which we debate, argue and discuss respectfully.
4. Members respect democratic processes
5. We consult and seek for other opinions before taking decisions.
6. SCEW members speak out courageously and point out the wrongs in our society without fear, favor or prejudices.
7. We are the voice of the voiceless and defend the weak and needy in our society.
8. We stand for justice, humanity, social and gender equality.
9. We implement decision making processes in which everybody is involved.
10. We practice political correctness. This means, we are fair, honest, transparent and tolerant in whatever they do.
11. SCEW members back words with actions and are accountable for their actions.
12. We create a welcoming atmosphere in which everybody can freely express her opinion and concerns.
13. We set standards and structures which are visible and comprehensive to all.
14. We respect the standards and structures that are put in place.
15. We accommodate every individual regardless of her political affiliations or ideologies
16. We are role models in building strong institutions.

## **Article 19. Conflict management Conflict Resolution**

1. It is prohibited for any SCEW member to use profanity against other members in public.
2. All exchanges, arguments, discrepancies, misunderstandings, conflicts etc. must be resolved in the house.
3. Each conflict is unique and the approach to resolve the conflict will be handled according to the provisions in Article 20: 4 -9
4. If presented to the GA, the GA initiates the process of conflict management.
5. If presented to the Exco-Team, the Team initiates the process of conflict management.
6. To avoid conflict of interest, the GA or the Exco-Team creates a committee with neutral persons to resolve the conflict.



7. The committee convenes a meeting with both parties in which the issue is addressed and efforts to resolve the conflict are made.
8. The committee brings the matter to the GA, in case the conflict is not resolved.
9. The GA decides on the way forward.

## **Article 20. Data Protection**

1. The data of members, donors, sympathizers, beneficiaries are processed and stored according to EU-data protection law. These include last name, first name, home address, Email address, pictures, videos etc
2. The association publishes the data of its members internally and externally only in approval with the general assembly, and excludes the data from members who have objected the publication.
3. All matters discussed during the meetings and during committee meetings are subject to data protection. This also includes documents e.g. minutes, concepts, letters, drafts, videos and photos.
4. The data protections provisions also apply to members are leaving the association. This person must return all of your belongings such as documents, photos, videos, drafts etc. that are in her possession within 4 weeks after leaving the association.
2. For members who have resigned the use of documents, concepts, videos, photos etc is permitted only by a written approval from the Executive Board.
3. Information shared via mail and Resolutions adopted during the meeting are confidential and exclusively only for internal use.
4. WhatsApp: The sharing of confidential information or exchanges of other members in other forums without their consent is strictly forbidden.
5. WhatsApp: Sharing of the contact number of a member without her consent is not allowed

## **Article 21. Documentation**

**AIM:** *This is aimed to ensure quick references to all important correspondence and documents e.g. Resolutions adopted during the meetings, minutes, concepts, contracts with other organizations and firms, Registration forms, incoming and outgoing letters to authorities, politicians, organizations and firms, pictures and videos of beneficiaries, receipts etc.*

1. The head of the Secretariat or Chairlady keeps the original copies of all correspondence or assigns a member in the Exco to keep the original copies.
2. Another member in the Exco is assigned to keep the digital copies of all correspondence, or a storage is installed in Cloud and the code known only to Exco members.
3. All correspondences of the association are channeled through the official email accounts and the registered address of the association.
4. Documentation in the financial department is shared between the Treasurer and the financial secretary





## **Article 22. Registration**

1. To become a member of the association, after the approval of the GA an registration fee of **10 Euro** is required and the submission of a registration form to the Executive Committee.
2. The Registration fee is paid once every year to reaffirm membership.
3. The annual contribution of the association is **5 Euro** per month (**60 €** per year)

## **Article 23. Dues & disciplinary measures**

### **23.1. Lateness**

1. Members coming after the beginning of the meeting should indicate the in the group.
2. Members coming into the meeting after it has started should quietly move in and wait until given the floor to greet the house.

### **23.2. Absenteeism**

2. Members who cannot attend the meeting should please indicate this to the house.
3. Members are urged to regularly attend the meetings and participate in decision making process.

### **23.3. Debtors**

1. A member loses her membership statue when she does not settle all outstanding debt by 30th November in the calendar year.
2. A person who loses her membership as stated [Art.5.4](#) regains membership firstly by reimbursing all outstanding debt and with approval of General Assembly.
3. Failure of a member to pay levy, penalty, debts or any binding fee, for a period of three months will call for a decision from the General Assembly.

## **Article 24. Solidarity**

1. In case of illness, the GA delegates a member to get in touch with the member who is sick and can visit him /her in accordance with the sick member
2. Solidarity and compassion is observed with members in case a member is bereaved or experience a severe loss
3. The attendance of a ceremonious occasion of a member such as marriage, birthday party, Confirmation, Baptism, Born-House, knock-Door etc. is optional

## **Article 25. Refreshment**

1. Refreshment during events and occasions are planned and organized by the organizing committee in accordance with the Resolutions of the GA

## **Article 26. Amendments**

1. The By-laws and amendments made in the Bylaws is enacted with approval of a simple majority of the General Assembly.



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2. Amendment in the Bylaws can be requested by any member who is at least six months in the association and is actively participating in events and meetings
3. The request is be made during the meeting or is sent to the executive Committee via email. This includes a clear indication of the Article and the number that has to be changed or redressed and the proposed formulation. Clearly indicate if a complete new category is to be created
4. The vice Chairlady writes this in the agenda and sends it out at least a week before the next meeting
5. The bit is then tabled during the meetings for discussion and approval

## Article 27. Use of name and LOGO

1. The use of the name SCEW and the Logo is exclusively for organizational activities

## Article 28. Dissolving the association

1. 3/4 majority of the members present in the general assembly is required for the decision to dissolve the association to be valid. The decision can only be made after prior notice in the invitation to the general meeting.
2. If the association is dissolved or if tax-privileged purposes cease to exist, the assets of SCEW e.V. fall to **SCCG-Bayern e.V., VR 207659 P.O.Box 310105, 80101 Munich** [www.sccgbayern.org](http://www.sccgbayern.org) who has to use it directly and exclusively for charitable, or church purposes.
3. All resolutions regarding the use of the association's assets in the event of dissolution must be submitted to the responsible tax office for approval before dissolving the association.

## Article 29. Certification

1. The decisions taken in general meetings and in board meetings must be recorded in writing and signed by the board.
2. The Bylaws is approved during the meeting of 28/05/2020 by a simple majority of general assembly.
3. A copy of the bylaws is handed to all members, advisory board members and supporters.
4. A copy will also be filed for the organization's records

Thecla Mbunwe (Chairlady)

Comfort Ambe (Vice-Chairlady)



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31<sup>st</sup> March 2020

Date 28/05/2020