



23/AVR 2019

**Bylaws of
Beacon of Light Association (BeLA)**



23/AVR 2019

This Document is property of **BeLA**.

Usage, modification, distribution is strictly limited to authorized people under her Team.

PREAMBLE

Beacon of Light Association (BeLA) is an association which works to Promote and Protect Human Rights, especially the rights of women and Youth and to use Education, Capacity Development and Sports to Rescue, Transform and Empower People to build better and safer communities.

1. We the Members of BeLA 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.



ARTICLE I. NAME OF ORGANIZATION

The name of the Association is **Beacon of Light Association** and abbreviated as **BeLA**.

23/AVR 2019

The Head Quarters of the Organisation shall be in the **City of Bamenda Cameroon**.

Foncha Street, Nkwen
Bamenda Cameroon.

ARTICLE II. PURPOSE

This Association is created exclusively for not for profit, educational, and scientific purposes, including, for such purposes, the making of partnerships with organizations that qualify as creating Impact in the areas of Interest and work of the Association.

The Association's main purpose is to Promote and Protect Human Rights, especially the rights of Women and Youth in every community where the Association Operates

The specific objectives and purpose of this organization shall be:

1. Promoting Capacity Building, Education and Entrepreneurship as a source of livelihood.

We are dedicated to improving on access to education for more women and youths promoting capacity Development and helping young people gain relevant skills which can enable them create sustainable enterprises to better their livelihoods and contribute to the economic development of their communities. This will be through partnering with international organizations to provide scholarships to women and youth, organizing workshops and seminars, and partnering with educational institutions to provide trainings.

We believe economic empowerment is the key to economic independence, community development and the creating of betters, safer and more engaged communities.

2. Promoting Sports for Social Acceptance and Integration

We believe in the ability of sports as a tool which can be used to effectively bring people together, regardless of social status, background or any other differences. Therefore, we shall be organizing sporting events and activities with the purpose of bringing together people in order to promote our core activities pertaining to human rights promotion and capacity building, as well as to help those who have been victims of trafficking, violence or radicalization to reintegrate as confident, engaged and informed members of society.

3. Promotion and Protection of Human Rights

We shall work on spreading the awareness and education of Human Rights in a bit to reduce its prevalence, and to identify, rescue, transform and improve the lives of those who have suffered as victims so that they can successfully reintegrated into society and will be imparted with the knowledge with which they can Impact other Lives.

Consequently, we shall conceive and implement projects such as seminars and workshops, aimed raising awareness about each person's basic human rights, Empowering people with tools and resources with which they can protect their rights and rescuing and rehabilitating victims of Gender Based Violence, Human Trafficking, Sexual and Reproductive Rights as well as other human right violations.



ARTICLE III. PROGRAM ACTIVITIES

To facilitate the achievement of the purposes of the organisation, its program activities shall apply to Four Areas of Involvement with the following terms of reference:

Section 1. Promotion and Protection of Human Rights

Championing actions and proposing Sustainable solutions to the various forms of Human Rights abuse in our communities.

With the increasing rate of Gender Based Violence, Human Trafficking amongst and other forms of Human Rights Violations in our communities, BeLA is committed to working on spreading the awareness and education of Human Rights in a bit to reduce its prevalence and to identify, rescue, transform and improve the lives of those who have suffered as victims so that they can successfully reintegrated into society and will be Imparted with the knowledge with which they can Impact other Lives.

We believe in solving the problem from its source which is at the level of raising Awareness and Sensitizing populations... and we are dedicated to working for the mitigation of the effects of these vices.

Section 2. Sports for Social Integration

Using the unifying spirit of Sports to spread Awareness, foster Social Acceptance and build unity and equality in every Community.

One of the biggest reasons why people feel alone, depressed and prone to victimization and radicalization is the lack of social acceptance or integration where they find themselves. In response, our Association will tap into the great Unifying spirit that sports has been known to bring all over the world to bring together people from communities and engage them in activities that will educate, empower them and pave a way for friendship, collaboration and social acceptance across different demographics.

We believe in the ability of sports as a tool which can be used to effectively help those who have been victims of trafficking, violence or radicalization to reintegrate as confident, engaged and informed members of society.

Section 3. Education, Entrepreneurship and Capacity Development

Educating and Enhancing the economic abilities of Young People to create sustainable livelihoods for themselves and their communities.



As Unemployment continues to rise and the quality of Education continues to decline, women and youth continue to find themselves as those most affected by the impact of poverty, idleness and helplessness that gradually sets in. This is why we are dedicated to improving on access to education for more women and youths, promoting capacity Development and helping young people gain relevant skills which can enable them create sustainable enterprises to better their livelihoods and contribute to the economic development of their communities.

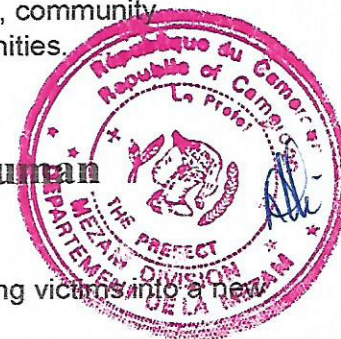
We believe economic empowerment is the key to economic independence, community development and the creating of better, safer and more engaged communities.

Section 4. Fighting Gender Based Violence and Human Trafficking

Putting an end to Gender Based Violence, Human Trafficking and ushering victims into a new world of possibilities.

1 in every 3 women in the world have suffered some form of Gender Based Violence in their lives. Similarly, the number of young people who have fallen prey to trafficking both within the country and abroad continues to increase every day. As an association, we've dedicated ourselves to conceive and implement projects aimed raising awareness about each person's basic human rights, Empowering people with tools and resources with which they can protect their rights and rescuing and rehabilitating victims of Gender Base Violence and Human Trafficking.

We believe that, when people feel safe, they can be whatever they want to be and they can do whatever they want to do.



23/AVR 2019

ARTICLE IV. MEMBERSHIP

Section 1. Eligibility for Membership

1. Application for voting membership shall be open to any natural person who supports the purpose statement in Article II of the Bylaws.
2. Membership is granted after completion and receipt of a membership application.
3. All memberships shall be granted upon confirmation by the Membership Committee and payment of their annual dues.
4. The Membership Committee shall be voted by the General Assembly.
5. Members shall be liable to attend meetings, presentations and or reports per the approved period by the General Assembly

Section 2. Rights of Members

Each member shall be eligible to VOTE or to appoint one voting representative to cast the member's vote in elections of association issues.

Section 3. Non-voting Membership

1. The board shall have the authority to establish and define non-voting categories of membership.

Section 4. Resignation and Termination

1. Any member may resign Wilfully by filing a written resignation with the Secretary General of the Association.
2. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued.
3. A member can have their Membership terminated if they–
 - a. Become mentally incapacitated.
 - b. Are involved in tarnishing the image, dignity and interest of the organization
 - c. Fail to pay the annual subscription of a new year
 - d. Become inactive towards the development of the organization for up to one year
 - e. Misappropriate the Association's money.
 - f. Become absent in three (3) consecutive meetings of the general assembly without prior notification or acknowledgement from the Executive.
 - g. Violate the rules and regulations of the organization, or disregard the rules of the Association, involve in tarnishing the reputation, image and anti-organisational activities, or involve in anti-activities related to the Association's Constitution.
4. A member can have their membership terminated by a majority vote of the membership upon recommendation from the Executive, approved by the Board of Directors.

Section 5. Regaining Membership

Membership can be regained through an apology, re-application, payment of debts (if owed) and signing of undertakings with the organization through the President.



23/AVR 2019

ARTICLE V. GENERAL PROVISION AND MISSION STATEMENT

BeLA is an association of passionate people who believe in a safer world as a requirement for everybody to learn develop and thrive.

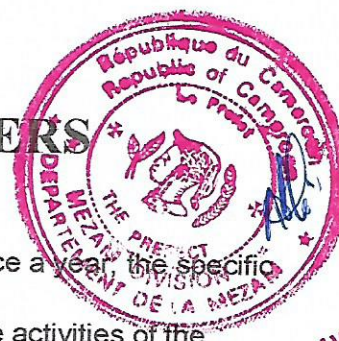
Our Vision is a world where everyone feels safe and empowered to excel and Impact their communities.

Our Mission is to Promote and Protect Human Rights, especially the rights of women and Youth and to use Education, Capacity Development and Sports to Rescue, Transform and Empower People to build better and safer communities.

ARTICLE VI. MEETINGS OF MEMBERS

Section 1. Annual Meetings

1. An annual meeting of the members shall take place at least once a year, the specific date, time and location of which will be designated by the chair.
2. At the annual meeting the members shall receive reports on the activities of the association, and determine the direction of the association for the coming year.
3. Meetings shall be chaired by the President/Chief Executive Officer (CEO) who is the head of the administrative unit, (s)he can however delegate power to any other member of the Executive bench to perform his/her function



23 AVR 2019

Section 2. Special Meetings

1. Special meetings may be called by the chair, the Executive Committee, or a simple majority of the board of directors. A petition signed by five percent (5%) of voting members may also call a special meeting.
2. Special Meetings can Include Meetings such as Electoral Meetings, Project Meetings, Constitutional Amendment meetings, etc.

Section 3. Notice of Meetings

1. Printed notice of each meeting shall be given to each voting member, by mail, not less than two weeks prior to the meeting.
2. Notice can also be sent by Email from the Official Email address of the Association.

Section 4. Quorum

A quorum for a meeting of the members shall consist of at least Fifty plus one percent (50+1%) of the active members.

Section 5. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. General Powers

1. The affairs of the Organisation shall be overseen by its Board of Directors (BOD).
2. The BOD shall plan and be responsible for the Strategic Direction of the Organisation.

Section 2. Number, Tenure

1. The BOD shall consist of at least five (5) members elected by the General Assembly for a 3 years term
2. A Chairman will be elected by the members of the BOD from among themselves to lead the BOD.
3. The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified.
4. All members of the Board of Directors must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors shall be held unless a quorum of the members is present as provided in Article VI, Section 4 of these bylaws.
5. The Board will hold meetings as often as necessary and as called up by the Chairman of the Board or by a minimum 20% majority of the members of the BOD.



23/AVR 2019

Section 3. Responsibilities

The BOD shall plan the Organisation's activities, organize the Executive of the Organisation and carry out supervision over its activities.

The will carry out the following:

6. Approve the annual budget of the Organisation,
7. Approve the annual financial report,
8. Approve the order of use and disposal of assets of the Organisation,
9. Approve the order of formation of fixed and working assets of the Organisation
10. Approve projects of the Organisation and respective budgets for the subsequent year
11. Decide issues concerning investments of assets of the Organisation
12. Annually appoint an auditor,
13. Elect Chairman of the BOD from among its members,
14. Form and dissolve committees, working teams and other structural units,
15. Perform other tasks in accordance with the bylaws.

Section 4. Quorum

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be

the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 5. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 6. Confidentiality

Directors shall not discuss or disclose information about the Organisation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Organisation's purposes, or can reasonably be expected to benefit it. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Organisation, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

Section 7. Removal.

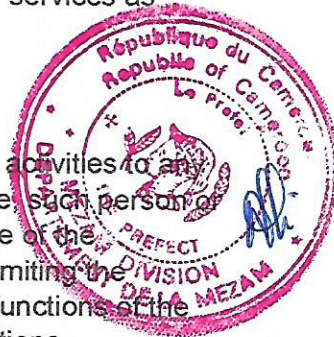
Any member of the Board of Directors may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Board of Directors and approved by the General Assembly if in their judgment the best interest of the organisation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. A member of the Executive Committee who has been removed as a member of the Board of Directors shall automatically be removed from office.

ARTICLE VIII. EXECUTIVE COMMITTEE

The Executive of the Organisation shall be made of the President or Executive Director, Vice President and or Secretary General, Financial Secretary, Treasurer and Legal Adviser. All executives must have the status of active members of the Organisation.

Section 1. Duties of the Executive

1. Use and dispose the assets of the Organisation in accordance with resolutions of the BOD and keeps account of the assets of the Organisation.
2. Organize the accounting of the Organisation in accordance with the Accounting Act and other legislation, and adopt internal accounting regulation of the organisation
3. Compile the annual report of the Organisation and draft budget and submit these to the Board for approval
4. A meeting of the Executive shall be competent, if at least 50% of the members are present.



5. A resolution of the Executive shall be adopted, if more than one-half of the members of the Executive who participate in the meeting vote in favour. If the votes are divided evenly, the vote shall be decided by the President's Veto.

Section 2. President/Executive Director/Chief Executive Officer

The President shall preside at all meetings of the membership. The President shall have the following duties:

1. The President's duties shall be directly aligned to those of the other board members. (S)he shall have the authority to chair the elections of top executive board members.
2. (S)he shall preside at all meetings of the Executive Committee.
3. (S)he manages, coordinates and controls all the activities of the association for better realization of the objectives of the Association in all domains and at all times.
4. (S)he shall submit a report of the operations of the program for the fiscal year to the BOD and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
5. (S)he shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.
6. Ensure compliance with the constitution, rules and regulations of the organization, defend and protect members' rights and ensure the smooth running of the organization.



Section 3. Vice President

1. The Vice President shall assist the President in his/her roles and will stand in for the President in situations where his/her presence is unavailable.
2. Working with the board of directors and under the supervision by the president, s/he shall plan, develop and enforce policies and objectives for the organization to uphold its values and meet requisite goals.
3. He/she vice shall create awareness initiatives to ensure the organization is visible to the community and those interested in assisting it. This may include assigning members to coordinate fundraisers, community events and other programs to create responsiveness to the organization.
4. He/she shall sit in for the President in the case of his or her absence and executive the role until her return. In the event of death h/she continue as acting president until the board of directors convenes a general assembly meeting to vote a new president in office

Section 4. Secretary General

The Secretary shall attend all meetings of the Executive Committee, and all meetings of members and will act as a clerk thereof. The Secretary's duties shall consist of:

1. Shall be responsible for the smooth running of the secretariat working in close collaboration with the President to meet the association's objectives

2. (S)he shall record all votes and minutes of all proceedings in a book to be kept for that purpose.
3. (S)he in concert with the President shall make the arrangements for all meetings of the BOD, including the annual meeting of the organization.
4. (S)he shall perform all official correspondence from the BOD as may be prescribed by the BOD or the President.
5. Shall work closely with the President to take care of matters that cut across all the internal and external services and the liaison offices.

Section 5. Treasurer

The Treasurer's duties shall be to:

1. Cater for every Financial transactions of the Organisation.
2. Present a complete and accurate report of the finances raised by the BOD at each meeting, or at any other time upon request to the BOD.
3. Assist in direct audits of the funds of the Organisation according to funding source guidelines and generally accepted accounting principles.
4. Perform such other duties as may be prescribed by the BOD or the President under whose supervision (S)he shall be.



23/AVR 2019

Section 6. Programs Coordinator

1. Shall oversee, monitor and evaluate all programs and projects of the association from conceptualization to implementation under the general supervision of the President
2. Shall take full part in the design and implementation of feasible projects of the association
3. Shall co-sign all partnership or projects with the President when need be
4. Shall forward report of all activities within 2days and as soon as 3-5 days immediately after the implementation of each project to the President and BOD.
5. Shall be responsible for receiving any humanitarian materials and report to the office for onward transmission to the appropriate quarters as stipulated.

Section 7. Legal Adviser

1. The Legal Adviser will be charged with advising on all matters that pertain to the Laws of the country and the Internal Rules and Regulations of the Association.
2. (S)he will advise the Association on matters which relate to the function of the Association.

Section 8. Technical Adviser

1. Under the authority of the Technical Adviser (s), shall provide all technical support and advise needed for smooth functioning of the programs and projects of the association
2. Shall provide technical input to all programs from Identification, design to implementation so as to ensure better results.
3. Any member voted out of post of responsibility out of good faith after its mandate, can be call upon by the Founder to join the Technical advisers

Section 9. Elections

1. All members of the executive board shall be elected by the General Assembly, considering commitment of the member to the objectives of the association.
2. Only registered members are eligible to stand for elections for any posts of responsibilities
3. Diversity must be respected and encouraged during the Electoral Process in terms of Gender, Culture and Race.
4. The term of office of an executive member is for a period of 3 years renewable once.

Section 10. Termination of Post of Responsibility

The duties of the executive members shall be terminated for at least one of the following reasons:

1. Non-renewal of term of office
2. Resignation or death
3. Penalty imposed for felony (fixed term of imprisonment with banishment and civic disqualification)
4. Physical or mental incapacity duly established by the board and or Executive
5. Going against the Constitution of the Association
6. Failing to carry out their duties



ARTICLE IX. FINANCES

Section 1. Source of Financing

1. The main source of financing of the association will be from annual Membership Dues and Registration of new members.

Section 2. Financial Year

The financial year of the Organisation shall be from January 1 to December 31 of each year.

Section 3. Bookkeeping

1. The cash-book, ledger and other bookkeeping records of the Organisation shall be maintained by the Treasurer under the supervision of the Board of Directors.
2. The Association will hire when necessary the services of an Accountant (Finance Expert) or the services of a Financial Advisory to assist with the work of the Treasurer.

23/AVR 2019

Section 4. budget

The treasurer shall propose a budget for the ensuing year for submission to the board of directors. The proposed budget shall then be submitted to the general assembly for its approval.

Section 5. Quarterly reports

The treasurer shall prepare quarterly financial statements and circulate to the board of director for possible revision.

Section 6. Bank account

1. BeLA shall open a bank account in any bank by choice of the general assembly with 3 signatories from the executive committee.
2. These signatories will typically include:
 - a) The president
 - b) The vice president
 - c) The financial secretary
3. Withdrawal can be done at least 2 of these signatories present.



23/AVR 2019

ARTICLE X. VOTING

Voting shall be done one (wo)man one vote basis

Article XI. amendments

SECTION 1. ARTICLES

1. Articles and bylaws of this constitution may be amended by a two-third majority (2/3) vote iof the general assembly members present and voting at the annual general meeting provides that written notice of the proposed amendment is given to each member thirty (30(days prior to the date of the meeting is to be held.
2. these articles can also be amended in a constitutional amendment assembly as specified as specified in article V1 of this constitution.

SECTION 2 . WAIVER

Articles and bylaws may be waived by a unanimous vote of members at the annual general meeting, provided that (4/5) of the total voting strength in attendance participate in the vote.

ARTICLE XII. DISSOLUTION

The association may be dissolved through the following means|:

- The will of the members through a majority of votes for dissolution.
- A text from the ministry of Territorial Administration

In the case of dissolution, the president of the association shall designate members to transfer the property of the association to any of the following:

- Another body with similar or charitable objectives
- A local council where the property is situated



Adopted today the 05th September 2019 in Bamenda

23/AVR 2019

By:

Yekpu Eleen Ndze

Tama Wango

Wirsiy Gotran Burinuy

Ndze Regina Kukiwin

Yembe Nfor

Kimfon Deric Ndze

Location Plan of BELA

