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# HOPE DAY CAMEROON -HDC-

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## INTERNAL REGULATIONS



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# FULL TEXT OF THE INTERNAL REGULATIONS

## Preamble

These internal regulations are established and executed in accordance with the statutes of the **Hope Day Cameroon** association. They constitute the fundamental law governing conduct within the association.

In the Hope Day Cameroon association, **discipline** is the primary basic element. It is of particular importance for the moral formation of its members. By joining this association, every member commits in writing to observe these prescriptions, which represent the mark and governance of a worthy education.

These internal regulations are intended to supplement the association's statutes and to fix various points not specified, particularly those related to the internal administration of the association. These regulations are transmitted to every member of the association, the Humanitarian Action and Development Service, as well as to every new member. They apply to all members and are annexed to the association's statutes.

## **TITLE I: General Provisions**

**ARTICLE 1:** The Hope Day Cameroon Association is open to persons referred to in Article 1 of its statutes who accept the statutes and these internal regulations.

**ARTICLE 2:** Any political, trade union, or religious pressure is prohibited within the Hope Day Cameroon Association.

**ARTICLE 3: Engagements on behalf of the association** No one has the right to enter into engagements on behalf of the association without having received a mandate to do so.

## **TITLE II: Associative Life**

**ARTICLE 4: Meeting Schedule** Bi-monthly meetings are held every **first and third Sunday at 4:00 PM prompt** at the association's headquarters or online. However, these times may be modified depending on circumstances.

**ARTICLE 5: Chairing of Sessions** At the beginning of each session, the assembly designates a session chair for the occasion.

## **TITLE III: Acquisition and Loss of Membership**

### **ARTICLE 6: Membership**

**Eligibility Criteria:** The following may become members of the association:

- Any person enjoying their civil and moral rights.
- Any person who has participated in at least **4 activities** of the association as a volunteer.

#### **Membership Process :**

- **Step 1: Submission of Application:** The candidate must notify their desire to join via a written request addressed to the board or the online form available on the association's website.
- **Step 2: Recruitment Interview:** The Secretary General organizes an interview between the candidate and at least 2 members of the recruitment team (composed of the President, Vice-President, and Secretary General).
- **Step 3: Validation by the General Assembly:** If the interview is favorable, the candidacy is submitted to the General Assembly for approval.
- **Step 4: Formalization of Membership:** After validation, the new member must read and accept the internal regulations and statutes in writing, and provide the Secretary General with a copy of their ID (CNI) and a letter of membership request confirming they have read and approved the HDC regulations and statutes.
- **Step 5: Case of Rejection:** In case of refusal, the candidate is notified in writing. They may still participate as a volunteer.

## ARTICLE 7: Exclusion

**Causes for loss of membership:** A member ceases to belong to the association in the following cases:

- Voluntary resignation (written request addressed to the board).
- Expulsion (for non-payment, serious misconduct, or decision of the general assembly).
- Death.
- Dissolution of the association.

**Reinstatement after resignation:** Any member who has resigned must repeat the full membership application procedure (file + fees). A second request for reinstatement is automatically rejected unless deemed exceptional by the board. Any request for a break or hiatus will be considered a voluntary resignation.

## ARTICLE 8: Membership Status

- **Active Members:** Those who have submitted a written request, adhered to the statutes/regulations, and paid their membership fee and annual dues.
- **Founding Members:** Anyone who contributed to the creation of the association.
- **Honorary Members:** Persons who have rendered, are rendering, or are likely to render eminent services to the organization.
- **Volunteers:** Individuals or entities who support the organization in achieving its objectives without being active members. They are neither voters nor eligible for office

## **TITLE IV: Rights, Obligations, and Sanctions**

**ARTICLE 9: Rights of Members** Active or benefactor membership confers the right to participate in the deliberations of the General Assembly.

**ARTICLE 10: Obligations/Duties of Members** Active members have the duty to:

- Pay various dues.
- Participate in all meetings.
- Respect the decisions of the Board and the General Assembly.
- Report unavailability in advance.
- Participate in HDC events or activities unless an exception is approved by the Censor.
- Assume assigned tasks and responsibilities unless incapacitated (must be reported).

## ARTICLE 11: Sanctions

- **Disputes, contempt, insults, quarrels, slander, or intoxication:** Fine of 5,000 FCFA.
- **Unjustified lateness to a meeting:** Fine of 500 FCFA.
- **Three consecutive unjustified absences from meetings:** Fine of 5,000 FCFA.
- **Fighting:** Temporary exclusion and a fine of 15,000 FCFA. If the fight causes property damage, the authors are responsible for compensation. Reinstatement requires payment of the fine and a General Assembly decision.

- **Late monthly dues:** Dues not paid by the 20th of the month incur a 500 FCFA fine per month of delay, applicable from the 21st and cumulative.
- **Other serious offenses:** May result in a Warning, Reprimand, or Permanent Expulsion.
- **Contribution Delays:** \* **Warning:** After 6 months of unpaid monthly contributions.
  - **Temporary Suspension:** After 10 months of unpaid contributions.
  - **Expulsion:** Becomes permanent if arrears are not settled within 2 months following suspension.
- **Failure in responsibilities:** Repeated failure (at least 3 times) can lead to the withdrawal of said responsibility.
- **Lack of participation:** Repeated unjustified absences (at least 3 times) from activities may lead to a review of active member status.

## **TITLE V: Duties of Board Members**

**ARTICLE 12: The President:** Ensures the regularity of the association's functioning, represents it in legal and civil acts, coordinates activities, and co-signs financial documents with the treasurer. Appoints the treasurer, advisors, and executive management members.

**ARTICLE 13: The Vice-President:** Assists the President and replaces them in their absence.

**ARTICLE 14: The Executive Secretary General:** Drafts correspondence, serves as archivist, manages incoming/outgoing mail, and is responsible for communication, public relations, and advocacy. Acts as interim president if both the President and VP are unavailable.

**ARTICLE 15: The Treasurer:** Manages the association's funds, handles collections and disbursements, and co-signs financial documents with the President.

**ARTICLE 16: The Auditor:** Controls fund movements, audits bank accounts and resources, and presents a detailed annual financial report.

**ARTICLE 17: The Censor:** Ensures discipline and the application of statutes/regulations. Manages protocol, logistics, and transport for association ceremonies. Replaced by the Secretary General if absent.

## **TITLE VI: Social Assistance**

**ARTICLE 18: Nature of Assistance** Every member shall benefit from moral, physical, and financial assistance for happy or unhappy life events.

### **ARTICLE 19: Happy Events:**

- **Marriage:** The association provides 50,000 FCFA for a gift. This cost is divided equally among members and must be paid within one month. The member must announce it at least one month in advance. Only one gift per union.

- **Birth:** The association visits the member. Each member contributes a minimum of 2,000 FCFA. Announcement must be made at least one month in advance.

**ARTICLE 20: Unhappy Events:**

- **Death of a member:** Association attends the wake (if local); fine for unjustified absence is 2,000 FCFA. The association provides 30,000 FCFA, and each member contributes at least 10,000 FCFA. A delegation of 7 people attends.
- **Death of Parent/Spouse/Child:** Association attends the local wake. The association provides 20,000 FCFA, and each member contributes at least 5,000 FCFA. A delegation of 3 people attends.

**ARTICLE 21: Beneficiaries** Aids are only available to members whose dues are up to date.

**TITLE VII: Adoption and Modification of the Internal Regulations**

**ARTICLE 22: Confidentiality** The membership list and member contact information are strictly confidential and must not be disclosed.

**ARTICLE 23: Ratification** These regulations are ratified by the Ordinary General Assembly.

**ARTICLE 25: Modification** May be modified during an Ordinary General Assembly upon proposal by the Board or President. A copy of changes must be sent to all members within 30 days.

**ARTICLE 26: Access to Regulations** A physical and digital copy is provided to every member and new members.

**ARTICLE 27: Annexes Clause** These regulations may be supplemented by annexes (Ethics Charter, Privacy Policy, Accounting/Disciplinary manuals) which hold the same legal value.

Done in Douala on the ..... **12/11/2025**

