

REPUBLIC OF CAMEROON
Peace – Work – Fatherland



RÉPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

CNJC/CNYC

CAMEROON NATIONAL YOUTH COUNCIL (CNYC)

INTERNAL RULES AND REGULATIONS





Article 1.- These Internal Rules and Regulations specify and complete the Statutes of the CNYC.

CHAPTER I : TYPE OF MEMBERS AND THEIR MEMBERSHIP

Section I: Type of members

Article 2.

- The CNYC has two (02) types of members:
- active members;
- associate members.

Article 3.- Active members of the CNYC include all organisations or all legalised youth groupings in Cameroon who are formally recognised by the CNYC and have completed their financial contributions.

Article 4.-

(1) An associate member is any legal person, whether governed by public or private law, co-opted by a CNYC body and who commits to legally support by all means possible, youth projects and programmes implemented by the CNYC or with the help partners.

(2) Affiliated members may be:

- Government departments concerned with youth issues;
- international organisations alongside multi-lateral or bilateral cooperation;
- development partners;
- non-governmental organisations;
- non-governmental international organisations;
- civil society organisations legally established in Cameroon;
- any other organisation governed by private or public law.

Article 5.-

(1) The aforementioned active and associate members, act through their duly designated representatives.

(2) The representatives of active members are youths aged at least fifteen (15) years and at most thirty-five (35) years from the date of convocation of the Electoral Corps.



The representatives of associate members are individuals officially designated by their organisations.

Section II : **Conditions for membership**

Article 6.- Membership to the CNYC is free, voluntary and subject to the following conditions:

- be an association, an organisation, or a legalized/recognised youth group in Cameroon;
- have a visible and identifiable headquarter in Cameroon or abroad for the Cameroonian Diaspora;
- have leaders of good character, who have not been associated with any embezzlement or misappropriation of property;
- pay the membership fee of ten thousand (10,000) francs in a single instalment;
- pay its annual membership fees, which amount to fifteen (15,000) francs;
- produce an activity report on the life of the organisation.

Article 7.- The membership file for active members includes:

- a membership form for the CNYC duly filled in and signed by the principal coordinator of the association;
- a commitment to respect the statutory and regulatory provisions of the CNYC signed by the principal officer of the association;
- the complete list of the association's members signed by the main coordinator;
- a recommendation signed by the principal coordinator of the organisation appointing a representative for a period of three (03) years;
- a bulletin Number No.3 of the certificate of non-conviction dated less than three (03) months of the representative;
- a certified photocopy of the original of the representative's National Identity Card;
- a curriculum vitae of the representative;
- a receipt for the payment of the membership fee, which amounts to ten thousand (10,000) CFA francs payable in an account opened with an approved banking institution;



receipt for the payment of the annual membership fee of fifteen thousand (15,000) CFA francs payable in an account opened with an approved banking institution.

Article 8.-

Associate members must fulfil the following conditions:

- be a development partner or any legal person under public or private law legally recognised in Cameroon;
- prove an identifiable headquarter or representation on Cameroonian territory or abroad for Cameroonians in the Diaspora;
- Demonstrate of commitment to contribute to the development of youth and to the smooth running of the CNYC through any material, moral or financial support.

Associate members are admitted through engagement with the General Assemblies of the CNYC bodies, on the proposal of their respective Executive Bureau.

This engagement is sanctioned by a letter duly signed by the President of the Executive Bureau of the CNYC grassroots structure concerned, a copy of which is submitted by hierarchical channel to the attention of the supervisory body.

- (1) To be admitted, associate members, except for public institutions and development partners, must show their commitment to contribute to the good functioning of the CNYC by any direct or indirect material, moral or financial support to programmes in favour of young people.
- (2) The list of associate members is published after each Ordinary General Assembly.

Article 9.- The payment of membership fees and active members' contributions shall be made to an account opened in an approved financial institution chosen by the Supervisory Authority.

Article 10.- The membership file referred to in article 7 above must be submitted against acknowledgement of receipt in two (2) copies, one original and one photocopy, to the Sub-divisional Delegation of the Ministry in charge of Youth Affairs and/or to the territorially competent Executive Bureau, which shall be responsible for organising the associations registered locally into Thematic Networks according to their respective fields of activity.



Article 11.- The definitive admission of an active member shall be subject to the full payment of the membership fee which entitles him/her to a membership card signed by the President of the National Executive Bureau.

Section III: Loss of membership

Article 12.-

Membership is lost for active members by :

- resignation of the association or its appointed representative;
- exclusion of the association or its designated representative ;
- dissolution of the association;
- termination of the collaboration in the case of associate members.

(1) For associate members, it is lost by:

- voluntary withdrawal;
- decision of the General Assembly that engaged him;
- decision of the administrative or judicial authority ;
- decision of the Supervisory Authority.

Article 13.-

(1) The resignation required by an active member shall be made by simple motivated request, addressed by through hierarchical procedure to the President of the National Executive Bureau of the CNYC at least one (01) month before the effective date of its entry into force.

(2) The Executive Bureau shall take note of this and inform the General Assembly by any means in writing.

(3) Resignation has no effect as long as the applicant remains liable to the CNYC. In this case, the Executive Bureau shall notify the person concerned of the rejection of his/her resignation and shall state the reason for it.

Article 14.- The resignation or definitive exclusion of an active member leads to total forfeiture of his rights.

Article 15.-

(1) Resignation of a delegate from his/her function(s) whatever his/her level of representation at the CNYC shall be addressed to the hierarchy of the organisation that designated him/her, which



the hierarchy of the organisation that designated him/her, which shall forward same to the President of the National Executive bureau who, upon acknowledgement, shall inform the General Assembly.

(2) In the event of exclusion or resignation of a designated member from his functions, the designating organisation shall remain a member of the CNYC and may, if necessary, appoint another member who shall not, however, replace the resigning or excluded member in his position of responsibility.

CHAPTER II :

THE ORGANISATION AND FUNCTIONING OF THE STRUCTURES

Section 1: Organisation and Functioning of National Structures

Paragraph 1: The General Assembly

Article 16.- The General Assembly is the deliberative organ of the CNYC. It is composed of active and associate members. Only active members take part in the deliberations.

Article 17.- At the national level, the CNYC may hold three (03) types of General Assemblies:

- the Elective General Assembly ;
- the Ordinary General Assembly;
- the Extraordinary General Assembly.

Article 18.-

(1) The Elective General Assembly shall be held every three (3) years, i.e. after each term of office for the appointment of new officers of the National Executive Bureau and the National financial secretaries.

(2) It is convened and chaired by the statutory Minister or His representative.

(3) It is composed of four (04) Delegates per Region, notably: the President, the Secretary General of the new Regional Executive Bureau, the two (02) Regional Delegates elected at the same time as the members of the Regional Executive Bureau and the delegate, Former President of the outgoing Executive Bureau who is a candidate to the election.



- (4) Each Delegate to the Elective General Assembly has only one (01) vote.
- (5) The delegates to the Elective General Assembly may not be persons disqualified in accordance with the provisions of Article 30 of the Penal Code, or persons ineligible in accordance with the provisions of the Articles of Association statutes, regulations and the Electoral Code of the CNYC.
- (6) The members in charge of conducting the electoral operations during the Elective General Assembly are designated by an act of the Minister in charge of youth affairs.
- (7) The deliberations of this Assembly shall be taken by an absolute majority of the votes validly casted.

Article 19.-

- (1) The Ordinary General Assembly shall meet at least once (01) a year, summoned by the President of the National Executive Commission.
- (2) It shall be chaired by a bureau elected at the opening of the meeting and composed of a chairman and two (02) secretaries.
- (3) The Delegates shall be notified of the convocation of an ordinary session of the General Assembly at least fifteen (15) days before the said session.
- (4) The convocations to an Ordinary General Assembly must be accompanied by the President's moral report, the Secretary General's activity report, the Treasurer General's financial report, the Auditors report and possibly the independent auditors' report.
- (5) The National Ordinary General Assembly is composed of forty-three (43) members, notably: the Presidents, Secretaries General, General Treasurers of the Regional Executive Bureau, the members of the National Executive Bureau and the Auditors of the National Bureau.
- (6) Three (03) officials designated by the Minister in charge of youth affairs, shall participate as Government Commissioners.
- (7) Associate members do not take part in the deliberations.



- (8) The Ordinary General Assembly may only validly decide on the items on the agenda and when at least three quarters (3/4) of its members are present. If this quorum is not reached, the Ordinary General Assembly shall be postponed within the next forty-five (45) days. In this case, it can validly deliberate regardless of the number of members present.
- (9) The agenda of the Ordinary General Assembly includes the following items:
- attendance confirmation;
 - election of session bureau members;
 - adoption of the agenda ;
 - presentation of the moral report of the President;
 - presentation of the Secretary General's administrative report ;
 - presentation of the financial statement by the Treasurer;
 - approval of the yearly account by auditors;
 - review and approval of the draft action plan and budget ;
 - Examination of the proposed admission of associate members.
- (10) The agenda of an Ordinary General Assembly may only be amended at the request of two-thirds (2/3) of the members present.
- (11) Any member of the Ordinary General Assembly may be represented by another with a written and authenticated designation. No member may hold more than one designation.
- (12) Decisions and resolutions of the Ordinary General Assembly (OGA) are taken by an absolute majority of the members present or validly represented and having the right to vote.
- (13) In the event of a tie during deliberations, the voice of the Chairman is decisive.

Article 20.-

- (1) The Extraordinary General Assembly may be held if need be on the initiative of:
- the Supervisory Minister;
 - the President of the Executive Bureau;



- (2) Notices of an extraordinary session of the General Assembly, in French and English, shall be sent to all members at least fifteen (15) days before the assembly.
- (3) The participants in the Extraordinary General Assembly shall be the same as those provided for in paragraph 5 of Article 19, above.
- (4) Three (03) officials from the Supervisory Ministry, designated by the Minister, shall participate in deliberations as Government Commissioners.
- (5) The issues to be treated at the Extraordinary General Assembly must be clearly stated in the notice summoning it.
- (6) Decisions and resolutions of the Extraordinary General Assembly shall be taken by an absolute majority of the members present or validly represented with voting rights.
- (7) The place, date and agenda must be communicated to the members at least fifteen (15) days before the Extraordinary General Assembly
- (8) No modification may be made to the agenda of an Extraordinary General assembly.
- (9) When the Extraordinary General Assembly is summoned on the initiative of 2/3 of its members, the signatory of the convocation must provide proof of the initiative of the 2/3, by informing the President of the Executive Bureau, who must give his opinion within fifteen (15) days of the referral. In case of refusal to convene the said assembly by the President of the Executive Bureau, the signatory of the convocation shall refer the matter to the Supervisory Minister who shall have fifteen (15) days to decide on the appropriateness of convening the said assembly.

Article 21.-

- (1) Only the Extraordinary General Assembly is competent to amend the statutes and the Internal Rules and Regulations. In this case, a written and draft amendment must accompany the convocation.
- (2) The effective presence of 2/3 of the members composing the Extraordinary General Assembly is necessary for the validity of the deliberations.



Article 22.- Only active and associate members who are up to date with the CNYC, i.e. who have paid all their contributions for the current year, may participate in an Elective, Ordinary or Extraordinary General Assembly.

Article 23.- Associate members shall appoint their representatives to every General Assembly. They shall be admitted upon presentation of a formal document.

Article 24.- The right to vote at a General Assembly shall be reserved for those members present or represented. Postal voting is prohibited.

Article 25.- A member present at any General Assembly shall be entitled to one vote.

Article 26.- Every General Assembly shall act by decisions, resolutions or recommendations.

Paragraph 2: The National Executive Bureau

Article 27.- The National Executive Bureau is the management organ which ensures the application of the texts and the proper functioning of the CNYC.

Article 28.- The National Executive Bureau shall be composed as follows:

- president;
- first vice-president;
- second Vice President ;
- third Vice-President in charge of the Diaspora ;
- a Secretary General ;
- a deputy secretary-general;
- a General Treasurer ;
- a deputy treasurer ;
- 03 advisers.

Article 29.-

- (1) The President of the National Executive Bureau of the CNYC is responsible for :
- the implementation of the CNYC policy;



- the implementation and follow-up of the resolutions and recommendations of the General Assembly;
- the implementation of programmes and action plans, as well as the annual budget as decided by the General Assembly;
- representing the CNYC in all civil and legal proceedings;
 - authorisation of expenditure ;
 - monitoring the implementation of the missions assigned to the deconcentrated structures;
 - the presentation of its moral report at each session of the General Assembly.
- (2) He/she shall summon the meetings of the National Executive Bureau and the General Assemblies, and shall propose, together with the Secretary General, the agenda of these Assemblies.
- (3) The President may grant a delegation of competence and/or signature to the Vice-Presidents or the Secretary General in certain areas within his competence.
- (4) The President shall be assisted in the performance of his/her duties by a Chief of Staff, a Secretary, a Communication Officer, a Translation Officer and a Protocol Officer, all of whom shall be appointed by decision of the President of the National Executive Bureau.

Article 30.- In the event of the President's temporary incapacity, one of the Vice-Presidents, in order of precedence, shall act as interim President.

Article 31.-

(1) In the event of a vacancy, prolonged absence or permanent impediment of the President, duly noted by the Bureau, one of the Vice-Presidents, according to the order of precedence, shall act as interim President and elect a new President.

(2) The vacancy is established by the Supervisory Authority upon notification of the Executive Bureau in case of :

- resignation or permanent exclusion ;
- death ;
- forfeiture of rights by the competent authority.



(3) Prolonged absence is understood as any unjustified absence or unavailability of the President for a period exceeding ninety (90) consecutive days.

Article 32.- The first Vice-President shall assist the President in the exercise of his functions and shall replace him in case of impediment in the order of precedence. Furthermore, under the authority of the National President, he is in charge of the coordination of the activity of the CNYC branches (Regional, Divisional and Sub divisional).

Article 33.-

- (1) The Second Vice-President shall assist the National President in the exercise of his functions.
- (2) It ensures, under the supervision of the National President, the coordination and follow-up of the activities of the Thematic Networks of the CNYC.

Article 34.-

- (1) The third Vice-President in charge of the Diaspora shall assist the National President in the exercise of his/her functions.
- (2) Placed under the authority of the National President, the third Vice-President in charge of the Diaspora ensures the coordination and follow-up of the activities of the youth associations and movements of the Diaspora. In addition, he is also responsible for seeking partnerships at international level.

Article 35.- The Vice-Presidents shall send their monthly activity reports to the President of the National Executive Bureau.

Article 36.- The Secretary General manages the administration of the CNYC. In this capacity, he/she shall be responsible for:

- the conception, writing and distribution of correspondences;
- preparing and covering meetings;
- the presentation of the activity report at each session of the General Assembly;
- the drafting and transmission of quarterly activity reports to the supervisory authorities;
- keeping the administrative, financial and accounting records of the CNYC;
- coordinating and monitoring the activities of the Commissions.



Article 37.- The Deputy Secretary General shall assist the Secretary General in the exercise of his/her functions. He/she may receive a delegation of signature from the latter.

Article 38.-

(1) The General Treasurer is the guardian of the financial and material assets of the CNYC. In that capacity, he shall be responsible for:

- the collection and preservation of the CNYC's funds;
- monitoring of contributions;
- managing equipment;
- the keeping of accounting and financial documents;
- presenting his/her moral report during every session of the General Assembly;
- the preparation of expenditure items;
- of the ticket office.

(2) The General Treasurer General may act as the registrar of advanced accounts impress fund manager.

Article 39.-

(1) The Deputy General Treasurer General shall assist the General Treasurer in the execution of his/her duties.

(2) He/she is responsible for the management of the material and the keeping of the material accounts of the CNYC under the authority of the General Treasurer.

(3) He/she keeps and preserves material accounting documents.

(4) He participates in the preparation of the administrative and financial reports prepared by the Secretary General and the General Treasurer respectively.

Article 40.- The Advisers are responsible for:

- to carry out specific tasks entrusted to them by the President of the Executive Bureau;
- to give opinions on all matters in which they are consulted;
- to ensure that discipline is respected.

Article 41.-

(1) Any member who resigns, is expelled or dies may be replaced by another member of the Region to which he belongs, during a General Assembly.



- (2) The cases of replacement of a member mentioned in paragraph 1 above, shall be done through an election among the members of the General Assembly from his/her Region.
- (3) In case of a tie, the voting may be extended to the other members of the General Assembly.

Article 42.- In case of necessity, the mechanisms for completing an incomplete Bureau shall follow the same procedures as those described in paragraphs 2 and 3 of Article 41 above.

Paragraph 3: Commissions

Article 43.-

- (1) The National, Regional, Divisional and Sub divisional Executive Bureaus shall have the following Commissions:
 - Commission on Economic Development and Environmental Protection;
 - Health and Social Development Commission;
 - the Commission on Educational, Sports and Cultural Development;
 - the Commission in charge of the promotion of peace, human rights and social cohesion;
 - the Commission on Administrative, Legal Affairs and Internal Rules and regulations;
 - the Diaspora Commission.
- (2) Under the authority of the Secretary General of the Executive Bureau concerned, each Commission shall be headed by a coordinator appointed by decision of the President of the Executive Bureau concerned.
- (3) The coordinators referred to in paragraph 2 above shall be chosen from among the members of the Executive Bureau concerned.
- (4) For the accomplishment of his/her missions, each Coordinator is assisted by three (03) members and one (01) secretary.



(5) The members and Secretaries shall be appointed by decision of the President of the Executive Bureau concerned, on the proposal of the coordinators of the Commissions according to their competence.

- (6) The members and Secretaries designated in paragraph 5 above must be chosen from among the leaders of the associations, organisations and youth movements that are members of the CNYC.

Article 44.- Under the authority of a coordinator, the Commission for Economic Development and Environmental Protection is responsible for the:

- development of information mechanisms on job offers in public and private structures;
- Promotion of corporate culture among young people;
- capacity building for association leaders in entrepreneurship;
- promotion of youth participation in environmental issues.

Article 45.- Under the authority of a coordinator, the educational, Sports and Cultural development Commission is responsible for:

- promoting the involvement of young people in the fight against STIs/HIV/AIDS and social ills;
- the development of communication and sensitisation mechanisms for behavioural change among young people;
- the promotion of sexual and reproductive health rights of girls and young women;
- promoting the participation of young people in the prevention of harmful substances use and abuse.

Article 46.- Under the authority of a coordinator, the educational, Sports and cultural development Commission is responsible for the:

- development of training and retraining plans for youth associations and movements;
- promotion of civic values among young people;
- Promotion of sports and youth activities;
- Promotion of Youth Recreation;



- capacity building for young people in the production and protection of artistic and cultural works.

Article 47.- Under the authority of a coordinator, the Commission for the Promotion of Peace, Human Rights and Social Cohesion is responsible for:

- promoting the participation of young people in conflict prevention and resolution processes;
- the promotion of the values of living together in a bilingual and multicultural context among young people;
- the promotion of information and the protection of young people's fundamental freedoms;
- promoting a republican culture among young people and a sense of responsibility towards public institutions.

Article 48.- Under the authority of a coordinator, the Commission for administrative, legal affairs and internal rules and regulations is responsible for:

- the drafting of administrative and legal acts committing the CNYC;
- investigation and follow up, in liaison with the Supervisory Ministry, the litigation procedures within the CNYC;
- promoting good practices and legal culture within the CNYC;
- preparing all the necessary documentation, whenever the revision of the CNYC texts is envisaged, in liaison with the competent services of the supervisory Ministry;
- carrying out all legal work entrusted to it by the President of the National Executive Bureau of the CNYC or by the General Assembly.

Article 49.-

- (1) Under the authority of a coordinator, the Diaspora Commission shall be responsible for the:
- identification of the concerns of young people in the diaspora, to be used as advocacy with the competent authorities;



- mobilisation of youth of the diaspora, and ensure their effective participation in the work of nation building;
 - proposal of mechanisms to involve the diaspora in the national development process;
 - constitution and coordination of youth organisations of the Diaspora into poles according to the continents and to ensure their involvement in the activities of the CNYC.
- (2) For the optimal implementation of their missions, the Diaspora Commission may have poles according to a cartographic distribution that takes into account all continents.
- (3) For the animation of the poles mentioned in paragraph 2 above, the President of the National Executive Bureau of the CNYC shall proceed, on the proposal of the third Vice-President of the CNYC in charge of the Diaspora and the Coordinator of the Diaspora Commission, to the appointment of the Heads of Poles.

Article 50.- Each Commission Coordinator shall prepare a quarterly report to be sent to the President of the National Executive Bureau, via the Secretary General.

Article 51.-

- (1) The functions of coordinator, member and secretary of the Commissions shall be free of charge.
- (2) However, they may benefit from working facilities in the exercise of their duties.

Paragraph 4: Supervisory bodies

Article 52.-

- (1) The control of the action of the CNYC is carried out at the administrative, financial and accounting levels.
- (2) Internal financial and accounting control at national level is carried out by the National Auditors.



- (3) Administrative, financial and accounting control is ensured by the supervisory Ministry, and possibly by the associate members and/or donors.

Article 53.-

- (1) The Auditors are responsible for the internal control of the financial and accounting management of the CNYC.
- (2) They shall approve the revenue and expenditure incurred.
- (3) They shall present to each session of the ordinary General Assembly a report approving the accounts of the CNYC. To this effect, they are entitled to ask the staff involved in the management for all administrative and financial documents.
- (4) The Statutory Auditors No. 1 and No. 2 shall work in collaboration when accomplishing their duties.
- (5) The General Assembly or the Supervisory Authority may, where circumstances require, commit an external audit.

Section 2:

Organisation and functioning of deconcentrated structures

Article 54.-

- (1) The deconcentrated and basic structures of the CNYC are:
 - Regional Councils;
 - Divisional Councils;
 - Municipal councils;
 - Thematic Networks.
- (2) The deconcentrated structures defined in paragraph 1 above shall each comprise a General Assembly and an Executive Bureau.

Paragraph 1:

General Assemblies of the deconcentrated structures

Article 55.- The General Assemblies of the deconcentrated structures may be elective, ordinary or extraordinary.



(1) Elective General Assemblies shall be held every three (03) years, after each term of office, upon convocation by the supervising minister.

(2) The Elective General Assemblies referred to in paragraph 1 above shall be composed as follows:

A) Regional level:

- for regions with less than five (05) Divisions, the electorate shall be made up of eight (08) delegates per Division, notably: the President, the Secretary General of the Divisional Executive Bureau and the six (06) delegates elected at the same time as the members of the Divisional Executive Bureau;
- for Regions with at least six (6) Divisions, the electorate shall be made up of six (06) delegates per Division notably: the President, Secretary-General of the newly elected Divisional Executive Bureau and four (04) delegates elected together with the members of the Executive Divisional bureau;

B) Divisional level:

- for Divisions with more than five (05) Subdivisions the Elective General Assembly shall have six (06) delegates per Subdivision namely: the President, Secretary-General and four (04) delegates elected together with the members of the Subdivisional Executive Bureau;
- for Divisions with four to five (4 to 5) subdivisions, the Elective General Assembly shall be made up of Eight (08) delegates per municipality namely: the President, Secretary General of the newly elected Municipal Executive Bureau and six the (06) delegates elected together with the members of the Municipal Executive bureau;
- for Divisions composed of less than four (04) Subdivisions, it is made up of eleven (11) Delegates per Subdivision, including the President, the Secretary General of the newly elected Subdivisional Executive Bureau and nine (09) Delegates elected at the same time as the members of the Subdivisional Executive Bureau.



C) Subdivisional level:

The Elective General Assembly shall be made up of one (01) representative per youth organisation;

D) Thematic Network:

The Elective General Assembly shall be made up of One (01) representative per youth organisation affiliated to the Network.

- (3) The outgoing presidents of the communal, divisional and regional bureau who are candidates for the election are automatically members of the Elective General Assembly at their respective levels.
- (4) The conditions and mechanisms for participating in elections shall be defined in the CNYC's Electoral Code

Article 57.-

- (1) The Ordinary and/or Extraordinary General Assemblies shall hold in the same conditions as those defined at the national level.
- (2) They shall be composed at the regional level of the Divisional Delegates as defined in Article 56 above, namely: the Presidents, the Secretaries-General, the Treasurers of the Divisional Executive Bureau, the members of the Regional Executive Bureau, the Regional Auditors, as well as one representative per associate member. Three (03) designated officials of the supervisory Ministry shall take part in the meetings as Government auditors.
- (3) At the Divisional level, they shall comprise of Delegates per Subdivision namely: Presidents, Secretaries-General, Treasurers of the Sub divisional Executive Bureaux, members of Divisional Executive Bureaux, Divisional Auditors as well as one (1) representative per associate member. Two designated officials from the supervisory Ministry shall take part in this work as Government Commissioners.
- (4) They are composed at the Sub divisional level of the members of the Sub divisional Executive Bureau, the coordinator of each Thematic Network duly constituted and one (01) representative per associated member. Two



(02) designated officials of the supervisory Ministry shall take part in the meetings as Government auditors.

Article 58.- The General Assembly of each dismemberment is responsible for:

- examining the moral and activity reports, and the financial balance sheet presented respectively by the executive board;
- adopting the yearly action plan proposed by the Executive bureau;
- voting on the annual budget;
- electing to the vacant positions on the Executive Bureau ;
- giving all necessary instructions for the smooth running of the structure.

Paragraph 2:

Executive Bureaus and Coordination of deconcentrated structures

Article 59.-

- (1) The Coordination of a Thematic Network is ensured by one (01) Coordinator, assisted by one (01) secretary, one (01) Treasurer and one (01) Public Relations Officer.
- (2) The functions of Coordinator, Secretary, Treasurer and Public Relations Officer are free of charge and may be combined with any other function within the bodies of the CNYC.

Article 60.-The Regional, Divisional, and Sub divisional Executive bureaux shall be as follows:

- one (01) President;
- one (01) Vice-president;
- one (01) Secretary-General;
- one (01) Deputy Secretary-General;
- one (01) Treasurer
- one (01) Deputy treasurer;
- two (02) Advisers.

Article 61.-

- (1) Members of the Executive bureau shall be elected during an elective General Assembly by slate vote for a period of three (03) years.



- (2) The combination of functions is not allowed in the CNYC.
- (3) The conditions for participation in elections, as well as the electoral mechanisms, are defined by the Electoral Code.

Article 62.-

- (1) Executive Bureaus and Networks Coordinations are respectively in charge of implementing and monitoring the decisions, recommendations and resolutions of the General Assemblies, setting out strategic guidelines, monitoring and implementing the sector plan of Thematic Networks, coordinating the actions of Youth Networks and Organisations, and disseminating specific information on their activities.
- (2) The President or Coordinator convokes and chairs the meetings. In the event of a tie during deliberations, the voice of president is decisive.
- (3) The Vice-President replaces the President in case of temporary or permanent impediment. In addition, he/she is responsible for the coordination and permanent monitoring of the Networks' activities.
- (4) The Secretary General or the minutes reporter is responsible for the maintenance of administrative documents, the designing, drafting and distribution of correspondences. They shall present an activity report during General Assembly sessions. They shall assist the President or the Coordinator in the performance of their duties and may supplement for the President or Coordinator if he or she is unable to attend.
- (5) The Deputy Secretary General shall assist the Secretary General in the performance of his/her duties. In addition, he replaces him in case of temporary or permanent impediment.
- (6) The Treasurer is responsible for the collection and safekeeping of funds, the follow-up of membership fees, the keeping of accounting and financial records at each level. He/she presents a financial report at each session of the ordinary General Assembly.
- (7) Advisers shall take care of all tasks entrusted to them by the President. Furthermore, they shall be in charge of



(7) Advisers shall take care of all tasks entrusted to them by the President. Furthermore, they shall be in charge of discipline and may process and manage at first resort, all internal litigations.

Article 63.-

(1) Thematic Networks are basic structures of the CNYC.

(2) They are in charge of:

- coordinating and monitoring the activities of youth organisations registered with the Network;
- investigating and collecting information on the behaviour of young people and youth organisations of the network;
- organising animation activities of the network;
- identifying and keeping records of youth organisations and associations found in their jurisdiction;
- defining and implementing sectoral programmes and plans;
- disseminating specific information on the activities of the network's and on affiliated organisations;
- mobilising member youth organisations on an ongoing basis.

(3) The CNYC has ten (10) Thematic Networks, namely:

- education, training and literacy;
- Youth health, girls and women empowerment;
- employment and socio-economic insertion;
- agriculture and animal husbandry;
- communication, digital economy and ICT;
- human rights, culture of peace and conflict management;
- humanitarian action, volunteer service, volunteering and disaster prevention;
- protection of the environment, biodiversity and sustainable development;
- leisure, sports, arts, culture and tourism;
- participation and promotion of citizenship.

(4) Other Thematic Networks may be created, as appropriate.

(5) Any member organisation of the CNYC must belong to a Thematic Network.

(6) For a thematic network to exist and function, a minimum of five (05) youth organisations is required.



Paragraph 3: Decentralised structures control bodies

Article 64.- The auditing bodies of the decentralised structures are the Auditors, the Supervisory Authority and possibly the associate members.

Article 65.- The missions assigned to Auditors in decentralised structures shall be the same as those laid down in articles 52 and 53 of these Internal rules and regulations.

Article 66.- (1) Auditors may request for any administrative or financial document at any time in the performance of their missions.

(2) They shall obligatorily present a summarised report of the financial management of the CNYC, at each session of the General Assembly.

CHAPTER III: RESOURCES

Article 67.- The resources of the CNYC come from:

- registration fees of members amounting to ten thousand (10 000) francs per member, payable in one instalment during each legislature;
- the yearly contributions of active members to the tune of fifteen thousand (15,000) francs per member, payable in one instalment;
- participation fees in the electoral process, like electoral cautions;
- subsidies and possible support from the State;
- programme support, allocated by associate members and financial donors;
- fines imposed by relevant bodies;
- income from CNYC services;
- benefits from various activities of the partners jointly organised with the CNYC;
- donations and legacies.

Article 68.-

(1) The financial resources of the CNYC must be held in an account opened in the name of the CNYC in an approved banking institution. The opening of this account requires three (03) signatories: that of the President, Secretary-General and Treasurer-General.



(2) Any withdrawal of funds must be made on presentation of a duly signed disbursement voucher issued by the Supervisory Authority.

(3) In addition to the disbursement voucher, any withdrawal of funds shall require at least two (2) signatures, of which the signature of the President of the National Executive Bureau is mandatory.

Article 69.- At the level of the decentralised structures of the CNYC, in addition to the disbursement voucher issued by the supervisory Authority, any withdrawal of funds requires the logic of at least two (02) signatures, of which the signature of the President of the Executive Bureau concerned is compulsory.

Article 70.- The management and distribution of registration fees is based on the logic of the number of enrolled students in each Council. This allocation shall be done according to the following matrix:

- 80% of the registration fee to the relevant Subdivisional Executive Bureau (of which 40% goes to the functioning of the Thematic Networks);
- 10% to the Divisional Executive Bureau;
- 07 % to the Regional Executive Bureau;
- 03% to the National Executive Bureau.

Article 71.- The management and distribution of the annual membership fees shall be based on a pro rata basis of the fees made or paid in each Council. This allocation shall be done according to the following matrix:

- 80% of the membership fee goes to the relevant Municipal Executive Bureau (of which 40% goes to the functioning of Thematic Networks);
- 10 % to the Divisional Executive Bureau;
- 7 % to the Divisional Executive Board;
- 3% to the National Executive Bureau.

Article 72.- Candidacy fees paid for participation in the electoral process shall be distributed as follows:



80% of the membership fee goes to the Sub divisional Executive Bureau (of which 40% goes to the functioning of Thematic Networks);

- 10 % to Divisional Executive Bureaux;
- 7% to Divisional Executive Boards;
- 3% to the National Executive Bureau.

Article 73.- The distribution of the costs referred to in Articles 70, 71 and 72 above shall be made at each contribution level.

Article 74.- The National Executive Bureau shall prepare and present every three (03) months an administrative and financial report to be sent to the supervising Minister.

Article 75.- The offices of the decentralised structures shall submit a monthly administrative and financial report to the National Executive Bureau through the hierarchy chain, with the possibility of an advance copy.

Article 76.- The Executive Bureau of the CNYC informs the Supervisory Minister of the various audits carried out by partner institutions in the framework of their support to youth organisations.

CHAPTER IV: DISCIPLINE

Article 77.- (1) Disciplinary provisions are related to both the internal functioning of the CNYC and its relationship with the Supervisory Ministry and partner institutions.

- (3)** The officials and members of the CNYC shall refrain from any act or behaviour which is not in conformity with its basic texts, the laws and regulations of the Republic, public morality, public order, the interests and image of Cameroon.

Article 78.- The following are considered as punishable offences and misdemeanours

a) Internally:

- violation of the obligation to maintain confidentiality;
- failure to pay contributions;
- disrespect of hierarchy;



- unauthorised giving of information;
- denunciation, disinformation and the spread of false news;
- all forms of violence (physical, verbal or psychological);
- violation of the provisions of the Statutes, the internal rules and regulations and subsequent texts relating to the policing of meetings;
- failure to attend meetings in a regular manner, or unjustified absence from statutory meetings;
- disturbances at meetings and demonstrations.

b) Externally:

- disturbance of public order;
- usurpation of title;
- the misappropriation of public funds and property;
- Non-compliance with laws and regulations in force, as well as conventions ratified or signed by Cameroon;
- the failure to respect Supervisory Authority institutions and the violation of agreements with development partners.

Article 79.- (1) The penalties applicable for external offences and misdemeanours are:

- the express dissolution of the CNYC;
- the temporary suspension of some or all of its officers or activities;
- the exclusion from the CNYC of one of the offending members or officials.

(2) The said sanctions fall within the competence of the supervisory Minister and the territorially competent administrative authorities.

(3) In addition, legal action may be taken against offending members.

Article 80. -(1) The penalties applicable for internal offences and misdemeanours are:

a. Sanctions for serious misconduct:

- Fines ranging from twenty thousand (20,000) to CFA one hundred thousand (100,000) francs;
- a warning;
- blame;



the temporary suspension of the association or its representative for a period of three (03) months, renewable once;

- exclusion in the event of serious misconduct affecting the life and/or stability of the C.N.Y.C., or undermining republican institutions.

b. Sanctions relating to the policing of meetings and demonstrations:

- fines ranging from CFA one thousand (1,000) to twenty thousand (20,000) francs;
- exclusion from the meeting room.

(2) The administration of the sanctions referred to in paragraph 1 above is the responsibility of the central and decentralised executive bodies of the CNYC.

(3) The president of the CNYC may designate an ad hoc disciplinary committee to examine pending cases after obtaining the assent of the Supervisory Authority, the general assembly or the Executive Bureau.

(4) Members of the ad hoc disciplinary committee mentioned in paragraph 3 above may be chosen among the members of the General Assembly, former members of the Executive Bureaux, Government Auditors or current members of the Executive Bureau.

(5) The mandate of the said committee ends with the submission of the report to the mandating authority.

Article 81.- Three (03) suspensions within a period of three (03) years shall result in permanent exclusion.

Article 82.- The Minister in charge of Youth Affairs may summon a disciplinary committee and/or take all appropriate measures in the context of preserving public order.

Article 83.- The right of defence is recognised for active members.

Article 84.- In the event of misconduct, the Executive Bureau shall meet to take precautionary measures pending a final decision of the General Assembly or Supervisory Authority.

Article 85.- (1) Sanctions shall be recorded in a report addressed to the National Executive Bureau.

(3) The Executive Bureau shall be in charge of enforcing and monitoring the implementation of the sanctions.

Article 86.- A discipline officer appointed by the Chairman of the meeting shall ensure the policing of meetings.

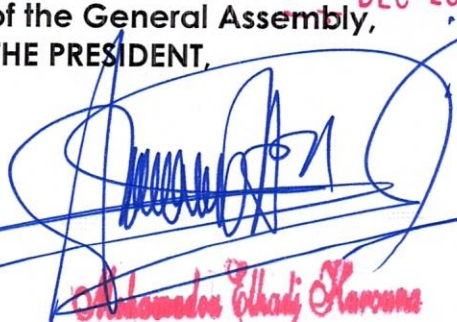
**CHAPTER V:
MISCELLANEOUS AND FINAL PROVISIONS**

Article 87.- Members of the CNYC shall exercise their right to vote through their Official Delegates. Each delegate has one vote.

Article 88.- (1) These Internal Rules and Regulations may be modified in accordance with the same rules and procedures as provided for in the Statutes.

(2) It takes effect as soon as it is adopted by the General Assembly.

Done and adopted in Yaounde, the **13 DEC 2021**
On behalf of the General Assembly,
THE PRESIDENT,


Aboumoudou Elhadji Karouma
Administrateur Civil