



## **Rules of Procedure of the non-profit association Africa's People Africa's Power e.V.**

### 1. General

The rules of procedure regulate the activity of the association on the basis of the statute. It applies in addition to the statute and separately contractual arrangements. The rules of procedure are adopted by the General Meeting.

### 2. General Meeting

The General Meeting is the highest decision-making body of the Association. It meets at least once a year and is invited in writing by the Executive Board as stipulate in the statute. The chairman/-woman opens the General Meeting and determine its decision-making capacity. The General Meeting elects for each meeting a chairperson from among its members. A written protocol will be prepared about the meeting .

Elections to the Board are made directly, secretly and individually. The election is conducted by an election leader, who is elected by the General Meeting. The ballots shall be kept at least 12 months after the election.

### 3. Board

#### 3.1 Responsibilities

The Board of Directors manages the work of the Association between the General Meetings. It is accountable to the General Meeting and is composed of the Chairperson of the Association, the Deputy Chairperson and the Treasurer. The Board manages the operational work of the association and decides in particular on financial and personnel matters.

Its duties include, in particular

- Establishment of the annual financial
- Ensuring the Financing and open up of new Sources of Finance
- Accounting of the Association
- Establishment of a semi-annual tresure's report
- Issuing of donation certificates
- Commercial and organizational safeguarding of the association work
- Acquiring orders in the area of the association's objective
- Commercial and organizational preparation and implementation of development projects
- Human Resources Management
- IT and Public Relations
- External representation

Each two representatives of the Management Board represent the association in the legal sense. The Management Board may give individual members of the Association power of attorney. The power of attorney must be distributed in writing under the indication of duration and scope by the chairperson and his/her deputy.

#### 3.2 Board meetings and responsibilities

The Board meets regularly, at least once in two months. The meetings are open to members of the association. The chairperson invites to the meetings with announcement of the agenda and direct the meetings of the board. On the meetings a written report has to be done.

In principle, the Board votes with the simple majority of its members. Decisions about remuneration for the implementation of an association project by a member of the board must be decided unanimously by the board.

The remuneration is based on the scope of services and the marketable rates and the financial situation of the association..

At the beginning of its term of office, the Board establishes binding responsibilities and competences.

#### 4. Contributions

Members of the Association pay membership fees according to the applicable contribution rules. The contribution order are adopted by the General Meeting. An authorization to collect the contributions is to be issued by the members.

#### 5. Period of notice for leaving the association

Members of the Association may terminate membership in the Association with a notice period of at least one month at the end of the year. Notice must be made in writing to the Board.

#### 6. Income from conducting studies

Revenue from activities for other organizations and groups is primarily used for the costs incurred in the implementation. If surpluses remain, it is used

- a) to cover the cost of ongoing association work and to strengthen the structures and the further development of the association and
- b) to promote concrete development projects

#### 7. Acquisition of financial resources / recruitment of orders

In order to safeguard the work of the association, financial resources must be acquired on an ongoing basis. This is achieved through the acquisition of funds from public institutions and foundations for the implementation of development projects as well as through the acquisition of contracts for the implementation of development projects respectively by advising of other organisations.

In addition to project-related funds, the aim is to obtain institutional funding for the structural development and financing of the association.