



# African Women For Empowerment e.V.

## Bylaws – Internal Policies

Women The Pride Of Africa

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## African Women For Empowerment e.V.

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#### Preamble

African Women for Empowerment (AWE e.V.) was founded by four Human Rights activist women living in Europe who had met on many occasions and started talking about creating an NGO in 2018.

In October 2019 their dream became reality as they in the course of their activism developed a strong passion for the disadvantaged and destitute people especially women, children and Persons living with Disabilities (PWDs). They soon realized how much potential they each had and most especially that bringing together their talents and resources in an organization would be of greater benefit to a larger community of people. Especially as they strongly believe that a brighter future for Africa can only be realized by a greater involvement, engagement and commitment of women.

The internal policies and regulations governing the functioning of **African Women For Empowerment e.V.** with headquarters in Munich are known as the **By-laws**.

These laws can always be amended by the General Assembly as defined in **Article Nr. 25** of Bylaws titled “**Amendments**”.

**Note! In case of conflict of facts or point of views in Bylaws, the constitution is binding!**

#### Article 1. Organisation

1. The name of the organization is, **African Women For Empowerment e.V.** and abbreviated, **AWE e.V.**
2. The name of the email account is; [info@awe-ev.org](mailto:info@awe-ev.org)
3. Paypal account is, [finance@awe-ev.org](mailto:finance@awe-ev.org)
4. For Projects, [project@awe-ev.org](mailto:project@awe-ev.org)
5. The name of the website is; [www.awe-ev.org](http://www.awe-ev.org)
6. The name on all other social media platforms carries either the full names or abbreviated name of the association. Facebook [@awe.ev](https://www.facebook.com/awe.ev) and Twitter [@awe\\_ev](https://twitter.com/awe_ev)
7. Motto is; “**ALL-Lives- Matter**”
8. The organization has a seal, which is the logo.
9. The **AWE e.V.** is a non-profit making association
10. The **AWE 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

#### Article 2. 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.



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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 3. Objectives

The objectives are realized through the following:

##### 03.1: Empowerment – Social Assistance – Humanitarian assistance

1. We educate and inspire women across Africa by providing them with a sense of self-esteem and pride.
2. We empower women and young girls by helping them to open businesses or help them or acquire vocations so that they can be self-reliant.
3. We plan, coordinate and implement humanitarian projects to better and improve the living conditions of needy and disadvantaged people in Africa must especially women and children.
4. We cater for disadvantaged kids and youths by providing them with basic necessities as well as ensuring that they acquire good education.
5. We undertake developmental activities in the communities to improve the quality of life.
6. 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.
7. Support social disadvantaged children and orphans to acquire education by purchasing school books, school uniforms, as well as paying their tuition fees
8. Help support hospital by supplying them with medical equipment.
9. Support communities to repair and maintain schools, hospitals and orphanages and well as providing the communities with drinkable water.
10. We rehabilitate people war traumatize people and also assist them to integrate themselves in the communities.
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.
12. We assist Africans and enable them to integrate smoothly into the European society.

##### 03.2 : Resource mobilization

1. Organize fundraising events and use the proceeds to finance the humanitarian



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- 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 and also on crowd funding platforms
4. Write letters to potential donors and solicit.
5. Write grant request.

**Remark:** *The proceed acquired by raised using the name the NGO must be transferred to the official bank account within a week!*

#### 03.3: Social and Political education

1. We learn about what the existing women's communities have been doing, see how we can fit into such initiatives and strengthen them.
2. Bringing together people's different perspectives and opinions and developing common solutions to help the people in Africa improve their living conditions and overcome the oppression.
3. Educate the people in Africa on how to look for peaceful solutions to the crisis.
4. Work on affiliation and healthy co-existence and collaboration among women's groups and individuals.
5. To promote Inclusiveness, appreciation of divergent opinions and ideologies
6. Work on getting the best among African women so that they can participate actively in decision making processes.
7. African Women for Empowerment promotes accountability and transparency in African communities.
8. Organize workshops to teach women about democratic processes, children rights, women's rights and human rights.
9. We promote the role of women in conflict management and conflict resolutions
10. We organize and coordinate public outreach activities to inform the public on the crisis and socio-political and economic situation in Africa, especially in war torn zones.

#### 03.4: 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 Africa.
4. Write letters and memos to international organizations and request that they intervene and help stop the crisis in Africa.
5. Engage ourselves in peace building processes.



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6. We advocate for democratic processes all over Africa in which women have a significant role to play.
7. Inform and update members and sympathizers about happenings in Africa.
8. Organize demonstration to sensitize the general public about the socio-political and economic situation in Africa.
9. Organize and participate in street events and inform the general public about the problems the African women and youths are facing
10. Undertake actions on our social media platforms to raise awareness about the socio-political and economic situation in Africa in general.

#### 03.5: Network

1. Cooperate and network with international women's associations.
2. Create links with Christian and cultural women`s group in Africa.
3. Network with human rights organizations and all other peace organizations worldwide.
4. We carry out research and find out about the resources of the existing women's communities in Africa and jointly consider how these communities can be effectively empowered, so that they can sustain themselves.

#### 03.6: Culture and Arts

1. Promote our shared cultural identity and strengthen the sense of “African Awareness”, through shows on social media platforms or events.
2. We promote and finance the works of young aspiring African artists.
3. Organize festivals and cultural events in which we invite family members, friends, acquaintances, other Africans and interested persons in to show-case the African culture.

#### Article 4. Non-Profit making regulations according to German –EU laws

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.



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#### Article 5. Areas of operation

1. Empowerment (Sustainable aid)
2. Humanitarian assistance
3. Social assistance
4. Advocacy
5. Communication and Media
6. Public outreach and exhibition
7. Community development
8. Political education and vocational training
9. Fundraising and resource mobilization
10. Networking with persons and organizations

#### Article 6. Membership

##### 6.1. Requirements to be a member

1. Membership is open to all African women across the globe, aged at least 16 who stand for **PEACE**, **DEMOCRACY** and **SOCIAL JUSTICE**, who are willing support the organization in achieving her goals, who have moral standing and respect for humanity.
2. Anybody who wishes to become a member but doesn't fulfil the criteria as stated in Article 6.1, has the option to inscribe as a volunteer, representative or become a member in the advisory board ( Patron /Matron).
3. Membership is acquired by submitting a written application and paying the annual levy and registration fee.
4. New members are vetted and approved by the general assembly.
5. All new members must complete their registration fee after their manifestation of interest to join **African Women For Empowerment e.V.** and their acceptance notice from the executive.
6. After receiving their acceptance letter, all new members must present an initial project and ideas that advance the achievements of the goals of AWE e.V. Failure to do so, would lead to an automatic annulation of membership and subsequent reimbursement of fee.
7. New members have a three-month trial period. This gives the new member the opportunity to get to know the work, the goals and the activities of the association and, on the other hand, it gives the association the opportunity to recognize whether the member is suitable to support the work and goals of the association.

#### The association offers two kinds of membership statuses

##### 6.2. Active Members (AM)

1. An AM is officially registered
2. An AM pays her membership fee on regular basis
3. An AM has a voting right

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4. The participation in meetings and events is obligatory
5. An AM has a position or a duty and picks up responsibility in areas of her competence
6. An AM must have a project that she manages and coordinates
7. An AM funds the association and her project on a regular basis
8. An AM lobbies funders, donors and investors

#### 6.3. Passive Member (PM)

1. A PM is officially registered
2. A PM pays her membership fee on regular basis
3. A PM has no voting rights
4. A PM acts advisory to the association
5. Participation in meetings and events is optional
6. Picking up responsibilities and duties is optional
7. Funding of projects of the association is optional
8. On request and by fulfilling the criteria as stipulated in Article 6.2., a PM can acquire the status of an AM.

#### 6.4. Membership is terminated when:

1. A member passes away.
2. A member submits a written letter of resignation.
3. A member misconducts herself or violates the rules and regulations and gets expelled from the association. e.g the use of profanity, violence, acting with insolence, physical or verbal attacks towards 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.

**Remark:** *A member who doesn't hold an office can resign at any time. The membership fee and any other financial contribution are non-refundable.*

### Article 7. Advisory board members (Patrons/Matrons), Volunteers and Representative

#### 7.1. Criteria

1. These are persons of goodwill who support the ideologies of the association and are willing to support the members to achieve the goals, but does not fulfil the criteria of becoming a member.
2. A person who's willing to become a member of the advisory board (Patron/Matron), Volunteer or Representative signs a written agreement with the organization.

#### 7.2. The functions are;

1. Act as the UNIFIER in times of crisis
2. Advise AWE-Team to do the right thing especially in line with the constitution /Bylaws.
3. Share innovative ideas with AWE-Team.



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4. Help the AWE-Team analyse and evaluate their actions.
5. Criticize members of AWE constructively and call them to order whenever they go wrong.
6. Make recommendations on how AWE can optimize their strategies and approaches.
7. Get AWE connected to other organizations and persons of influence.
8. Educate the AWE-Team in areas where they are lacking.
9. Share their expertise with AWE and pick up duties in areas of competence.
10. Support AWE morally, physically or financially
11. Carry out duties as assigned to them by the General Assembly
12. Termination of partnership is by submitting a written notice.

#### Article 8. Meetings

1. The general assembly meets 4 times a year at a chosen date and time.
2. The general assembly also holds teleconferences as agreed by the members.
3. The Chairlady or Vice Chairlady notifies all members by means of mail or other communications channels, latest a week before the meeting session, reminding them of the date, the time, the venue and the topics of discussion.
4. The Chairlady and the Vice Chairlady organize the meetings
5. The Chairlady opens and closes the meeting
6. The Chairlady moderates discussions and ensures the smooth running of the meeting.
7. The Chairlady can also appoint a member to moderate the meeting.
8. Minutes are taken down during every meeting by the Vice Chairlady or by someone assigned by the Chairlady or Vice chairlady.
9. Minutes are sent to members latest a week before the next meeting
10. Minutes after adoption are signed by the writer and documented as stated in Article 16.
11. The Resolutions taken during the meetings are recorded as follows: e.g ***Ref/(number-Month-Year) e.g Ref/001-05-2019***
12. Any member who is at least six month in the association is eligible to request a meeting. The member requesting a meeting informs the Board through a written notification and the Chairlady calls the meeting.
13. Urgent meetings can be held if approved by  $\frac{3}{4}$  of the members. This request is made when urgent matters arise and need urgent action e.g by great loss, urgent administrative issues, escalation of the crisis in a war torn zone, challenges in implementing projects etc.
14. Meetings with other organs such as with the Advisory board, Representatives, Cooperation Partners, sponsors, investors, supporters, beneficiaries, volunteers etc. can be convened when need be or they can be invited to attend the General Assembly (GA) and to give a report. The proceedings and Resolutions are documented as stipulated in Article 7. 10 and 11.

#### Article 9. Functions of the General Assembly (GA)

1. The General Assembly is the **supreme decision-making organ** of the association as

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stipulated in **§§7 Article AWE e.V. Constitution** and by the **German Law (BGBI. I S. 419)**.

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 rights of expression.
5. The General Assembly takes Resolutions with a simple majority.
6. The GA approves the **quorum**. *Three-quarters of the members of the association must be present at any of its meetings to make the proceedings of that meeting 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 all project proposals for humanitarian assistance, empowerment and community development (see guidelines)
11. The GA deliberate on /approves the participation in events and all other activities (see guidelines)
12. The GA deliberate on/ approves the amount for membership levy, Penalty etc.
13. The GA deliberate on/approves all matters concerning finances e.g. budgeting and expenditure.
14. The annual plan is discussed and approved by the GA.
15. At the end of each year, the GA creates a Finance Committee consisting of at least three persons whose duty is to audit the financial report.
16. The GA adopts the minutes.
17. 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.
18. The GA assigns a volunteer(s) to assist any member who needs help to accomplish a task.
19. The GA approves the admission of new members.
20. Patrons/Matrons, Representatives, Partners etc. are vetted and approved be the GA.
21. The GA takes disciplinary measures and dismisses any member who violates the rules and regulations of the association.

#### Article 10. Description of Functions

##### 9.1. Chairlady (CL)

1. The Chairlady has the BIG VISION of the association in focus. She is the overseer of projects, assignments, duties and all activities in the association.
2. She coordinates the works and activities of the association.
3. She does the follow-ups of all assignments or designate this duty to someone else
4. Chairlady has representative functions. She represents the association in external Events and Activities e.g Conferences, Galas, workshops and public appearances in the Media.



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5. She carries out administrative functions e.g. signs contracts, letters, documents and does the enrollment of new members into the association.
6. She is the first signatory to all legal documents. In certain situations, this duty can be delegated to a member of the executive committee.
7. The chairlady coordinates all the work and activities of the association and does the follow-up to ensure that the tasks are well implemented.
8. The Chairlady has the vision and goals of the association in focus and ensures that all actions and activities are geared towards achieving the goals.
9. She creates contacts with persons of influence, networks with other organizations, looks for sponsors, creates partnerships and collaborates with other associations.
10. The Chairlady keeps a close contact and collaborates with all sponsors, cooperation partners, Patrons, Beneficiaries and persons of goodwill.
11. She ensures that peace, harmony and respect for one another reigns in the association.
12. The Chairlady moderates and ensures the smooth running of the meetings
13. She works on all correspondences .e.g email exchanges, Letter and Memo writing, drafting of concepts.
14. The Chairlady does the documentation of important files such as Letters, original Registration forms as well as the original copies of minutes and Resolutions
15. The Chairlady can delegate certain duties to members of the Executive Committee or to volunteers in the GA

#### 9.2. Vice Chairlady

1. The Vice chairlady assists the Chairlady to coordinate all the work and activities of the association and does follow-up to ensure that the tasks are well implemented.
2. The Vice Chairlady assists the Chairlady in ensuring that all actions and activities are geared towards achieving the goals of the association.
3. She coordinates, organizes the meetings and sends out invitations to the members.
4. She takes down the minutes or delegates this to some other member.
5. She carries out administrative functions e.g. signs contracts and other documents
6. The vice-Chairlady creates contacts with persons of influence, network with other organizations, looks for sponsors, creates partnerships and collaborates with other associations.
7. The Vice-Chairlady keeps close contact and collaborates with all organizations Worldwide.
8. The Vice Chairlady carries out certain secretarial duties e.g writing letters and drafts concepts.
9. She carries out duties as delegated to her by the Chairlady.
10. The vice Chairlady documents the digital copies of the minutes and the Resolutions
11. The Vice-chairlady represents the chairlady in all functions.

#### 9.3. Financial Treasurer (FT)

1. The FT manages the incoming and outgoing revenue of the association as approved by the General Assembly



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2. The FT takes money collected in cash during fundraising events, during the meetings and from donors etc to the bank within a week.
3. She gives a report of the actual amount in the bank account during every sitting.
4. She writes Letters of thanks to donors and members of association
5. She is in charge of submitting request for grants
6. She issues out donation certificate for tax declaration to donors and members of the association
7. Does the tax declaration on behalf of the association
8. She carries out certain secretarial duties e.g email exchanges, drafting of concepts, Letters/Memo writings etc
9. She carries out administrative functions e.g. signs contracts and other documents
10. She creates contacts with persons of influence, networks with other organizations, looks for sponsors, creates partnerships and collaborates with other associations.
11. She documents the financial records, Letters, Memos, Drafts, Pictures, Videos and the digital Registration forms.
12. The Treasurer assists the financial secretary in all the functions

#### 9.4. Financial Secretary (FS)

1. The FS keeps detailed records of all incoming and outgoing revenues of the association
2. The Financial Secretary collects funds during meetings, gatherings, and hands to the Treasurer to be transferred into the bank account of the association.
3. Every quarter of the year, the Financial Secretary presents the financial status of the association to the General Assembly in the form of a Financial Statement/Report.
4. She carries out certain secretarial duties e.g email exchanges, drafting of concepts, Letter/Memo writings etc.
5. The Financial secretary documents all financial records
6. The Financial Secretary creates contacts with persons of influence, networks with other organizations, looks for sponsors, creates partnerships and collaborates with other associations.
7. She Assists the Treasurer in all functions

#### 9.5. Committee Head (CH)

1. A committee can be initiated by any member who has been in the association for at least six months
2. The Committee is approved by the General Assembly.
3. A simple majority of members in the committee votes the committee head.
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. She writes down the proceedings of the committee meetings and documents the projects executed by the committee members.
7. She reports the progress of the committee work or task to the GA.
8. The function of the CH ends when the task of the Committee is accomplished or when the committee is closed.



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#### 9.6. Project manager /coordinator (PM)

1. Any member who has been in the association for at least six months is eligible to be a project manager.
2. Project management is voluntary
3. The PM is responsible for initiation, organization, monitoring and the implementation of projects as approved by the GA e.g Humanitarian projects, event management etc
4. She reports on the progress of the project to the GA as agreed by the GA.
5. The PM documents the project and submits this to the Executive Committee to be archived.

#### 9.7. Spokeslady

1. Speaks on behalf of the association
2. She only communicates to the public that which has been debated and agreed upon by the GA
3. She creates and maintains good functioning public relations with partners and other organizations.
4. She represents the association in public appearances e.g. Media
5. The spokesperson builds a team with others who are capable of articulating themselves in other European languages, in order to represent the association across Europe and the world.

#### 9.8. Moderator

1. Is appointed by the Chairlady during the meetings.
2. Helps the Chairlady to ensure the smooth running of the meeting e.g. by coordination

#### 9.9. Delegate

1. She represents the association in Conferences, workshops, external committees etc. as defined by the GA
2. She works according to the directives of the GA and reports to it.

#### 9.10. Co-optation

1. A third party from the GA through balloting to be consulted whenever the Exco cannot reach a consensus.
2. This function is rotary

#### 9.11. Representatives

1. These are appointed persons of trust who follow up and coordinate the implementation projects in Communities in Africa, and represent the Association when necessary.

#### 9.12. Postbox Management

1. SCEW letters are delivered under the address of an Exco member or in a Post office box.
2. All letters received must be reported to the Exco and brought to secretariat within 2 Days.



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3. In case the person who attains to letters is on vacation, hospitalized or obstructed, the person must inform the exco.
4. All original letters are put in an AWE e.V. file and well kept.
5. All letters are scanned and sent to exco members as well as to persons delegated to work on the letters.
6. 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.
7. Post box: - The post box is emptied once a week.

#### Article 11. Function of the BOARD (Executive Committee)

1. The GA votes members of the Board (executive committee) for a 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 GA and voted.
4. The Executive committee 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 two Executive members
6. The executive committee shares the task of keeping records and documentation
7. They carry out tasks assigned to them by the General Assembly
8. The executive committee takes decision on emergency cases as defined by the General Assembly.

#### Article 12. Communication (PR)

**Administration of Social Media platforms e.g Website, Facebook, Twitter, Instagram etc**

1. The purpose is to raise awareness about the situation of women, children, youths and the vulnerable in Africa. It is to report on the activities, events and humanitarian projects carried out by the association.
2. The Spokeslady heads this department and works in close collaboration with the administrators.
3. The administration of the AWE e.V. Website, Email account, Facebook, Twitter Account, Betterplace and Whatsapp and all other social media platforms, is **voluntary**.
4. **Email account:** All the correspondence is handled with professionalism. Only the Board and designated persons as agreed by the GA have access to the mail account.
5. **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, to edit, upload pictures and videos of events and all matters that help raise awareness

#### Article 13. Resignation



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1. A board member can resign at any time by handing a written notice to the GA or to any member of the board.
2. The resignation takes effect from the time specified in the letter. If the time is not specified, the General Assembly will then decide when.
3. An executive member can be removed from her position if she portrays misconduct such as; the use of profanity and violence, Physical or Verbal attacks towards 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.

#### Article 14. Handing over office

1. Handing over office has duration of 3 months from the time of notification in which all legal, executive and administrative proceedings of the association are smoothly handed over.
2. All legal documents, codes, PINs and Passwords are handed to the board or a person or committee designated by the board.
3. The predecessor on all matters in which she was in charge detailedly briefs the successor.
4. For the integrity of the Association, all internal secrets, contents of letters, innovative ideas, strategies, names of Donors and Sponsors etc are handled with high discretion.

#### Article 15. Voting of Resolutions and Members into Positions

1. For the proceedings of the meeting to be valid, the GA must agree on a **QUORUM**. *Three-quarters of the members of the association must be present at any of its meetings to make the proceedings of that meeting valid (Representative majority)*
2. A simple majority is needed for a Resolution to be valid.
3. In the case of a tie, the motion or suggestion is seen as rejected
4. Only registered members are entitled to vote
5. Each member has one vote.
6. Only the votes of those who are present in the meeting count.
7. Voting done on virtual platforms e.g via Teleconference is valid as agreed by the GA.
8. Voting rights cannot be transferred to another member
9. The voting of members into position is by secret ballot or open when the GA unanimously approves. 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 written down by the end of each voting session as stated in article 4.10.
12. An election inspector cannot candidate for the position in which votes are being casted.

#### Article 16. Code of Conduct

1. We should be living examples of genuine Democracy

African Women For Empowerment (AWE e.V.) Email: [info@awe-ev.org](mailto:info@awe-ev.org) or [project@awe-ev.org](mailto:project@awe-ev.org) Website: [www.awe-ev.org](http://www.awe-ev.org)  
 Vereinssitz: München Steuernr.: 143/210/10831 Vereinsregisternummer: VR 208375 Amtsgericht München  
 Bankverbindung: Postbank IBAN:DE43 7601 0085 0139 5508 58 BIC: PBNKDEFF PayPal: [finance@awe-ev.org](mailto:finance@awe-ev.org)  
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2. We must be equal partners. No single individual stands above the law!
3. We must listen to all opinions and accommodate diverse views
4. We should adopt a culture in which we debate, argue and discuss respectfully.
5. We must apply democratic processes in all our handling
6. We must consult and seek other opinions before taking decisions
7. We must speak out courageously and point out all the wrongs in our society without fear or favour or prejudice.
8. We must be the voice of the voiceless and defend the weak, the needy and the oppressed.
9. We must stand for humanity and for social justice
10. We must practice fairness and political correctness
11. We must implement decision making processes in which everybody is involved
12. We must be transparent and tolerant in whatever we do
13. Integrity must be our utmost goal. We must back our words with actions and be accountable for our actions
14. We must create a welcoming atmosphere in which everybody can freely express his or her opinions and concerns.
15. We must set standards and structures, which are visible and accessible for all.
16. We must respect and apply the standards and structures that are put in place
17. We must be able to accommodate every individual regardless of her political or religious affiliations and ideologies
18. We must present an alternative suggestion if one disagrees to an idea.

**Note:** *This also applies to members of the advisory board (Patrons/Matrons), Representatives, and Cooperation partners and to all persons working in close collaboration with AWE.e.V.*

#### Article 17. Conflict management Conflict Resolution

1. First distant yourself from the situation and try to calm down.
2. The persons concerned should first endeavor to resolve the issue by themselves.
3. If 2. doesn't work, the matter is addressed in the GA.
4. If 3. doesn't work, the GA approves a Conflict management committee consisting of PATRONS/MATRONS, charged with the duty to resolve the conflict.
5. The Committee Head reports the outcome of the mediation during the next meeting.
6. Should this still be unsuccessful the BOARD and the Conflict management Committee decide on the next steps

#### Article 18. Data Protection

1. The privacy of members, donors, Patrons, sympathizers is observed in accordance with EU privacy laws.
2. Information, drafts and Resolutions adopted during the meeting and shared via mail and through other communication medium are confidential and exclusively for internal



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3. use. These documents are not to be shared to a third party without approval from the GA.
4. Sharing of the contacts of members, members of the advisory board (Patrons/Matrons), Donors, Cooperation partners, Representatives, Beneficiaries without their consent is not allowed.
5. Lists with names of members, donors, sympathizers are not to be shared externally.
6. WhatsApp: - Abstain from sharing information and messages posted by other members without their consent.
7. WhatsApp: Only matters relating to the AWE e.V. should be shared in the WhatsApp groups of the Association.

**Note:** *This also applies to members of the advisory board (Patrons/Matrons), Representatives, and Cooperation partners and to all persons working in close collaboration with AWE.e.V.*

#### Article 19. Documentation

1. This is aimed at ensuring quick references to all important correspondences 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, receipts and videos of beneficiaries, etc.
2. The Chairlady keeps or assigns a member to keep the original copies of all correspondence and a Board member of the (executive committee) keeps a digital copy.
3. Minutes and Resolutions are signed by the writer. The Vice-Chairlady keeps the original copy and a member of the Board keeps the digital copy.
4. The Chairlady keeps the original copy of the registration of new members and a member of the Board keeps a digital copy.
5. Pictures and videos of beneficiaries are documented by two persons of the GA
6. Documentation in the financial department is shared between the Treasurer and the financial secretary.

#### Article 20. Cooperation partner

1. Cooperation partners in Africa must be licensed.
2. The Cooperation partner must submit his/her License before He/She is assigned to implement projects on behalf of AWE e.V.
3. Cooperation partners submit receipts or invoices of all implemented projects.
4. The Cooperation partner is tasked with the implementation, monitoring and coordination of projects on behalf of AWE e.V.
5. All NGOs in Europe and USA working in cooperation with AWE e.V., both legal and not legalized must send a written report and all the receipts of implemented projects to the financial department of AWE e.V.





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6. Cooperation can be cancelled when the Cooperation partner fails to meet up with the demands and expectations of the association.

#### Article 21. Compensation and Benefits

1. Members, Advisory board members, Representatives and Volunteers are compensated e.g for supervising the implementing of projects, or representing the Association on an event, or for running errands or attending a seminar, workshop etc. This includes transportation, shelter, food and drinks.
2. 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.
3. Solidarity and compassion is observed with members in case a member is bereaved or experiences a severe loss. e.g card or flowers.
4. The attendance of a ceremonious occasion of a member such as marriage, birthday party, Confirmation, Baptism, Born-House, knock-Door etc. is optional.

#### Article 22. Fees and Dues

1. To become a member of the association, an admission fee of **100 Euro** is required and the submission of a registration form to the Board.
2. The membership fee of the association is **10 Euro** per month.
3. New members are vetted and cross-checked about their genuine intentions to join the organization by the GA.
4. Passive members pay a one-time registration fee of **5€** and **2,50€** monthly membership fee.

#### Article 23. Disciplinary measures

##### 14.1. Lateness

Anyone who comes **30 minutes** after the start of a meeting session without informing the Board is considered late and shall be fined with **5 €**.

##### 14.2. Absenteeism

Absenteeism without any tangible reason is fined with a fee of **10€**

##### 14.3. Inactiveness

In case of inactiveness of a member e.g not participating in three meetings within a period of six months without concrete justification, the Board will hand the member a warning letter. Should this behaviour persist, the matter will be tabled in the GA.

##### 14.4 Debtors

1. Failure of a member to pay levy, penalty, debts or any binding fee, by 30<sup>th</sup> November in the calendar year will call for a decision from the General Assembly.
2. A member loses her membership status when she does not settle all outstanding debts by the 30<sup>th</sup> of November in the calendar year.



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3. A person who loses her membership as stated in Art.14.3 regains membership first by paying all outstanding debts and with the approval of the General Assembly.

#### Article 24. Refreshment for meeting

1. Food and drinks is provided during every come together following the rotary system.
2. Each member contributes the sum of **25 Euro** for food and Drinks.
3. On submission of a receipt the member responsible for refreshment is compensated.

#### Article 25. Amendments

1. The By-laws and amendments made in the Bylaws are enacted with approval of a simple majority of the General Assembly.
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 made during a meeting or is sent to the Board. 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 meeting for discussion and approval.

#### Article 26. Use of name and LOGO

1. The use of the name **African Women For Empowerment e.V.** and the Logo is exclusively for organizational activities

#### Article 27. Dissolving the NGO

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 **African Women For Empowerment e.V.** fall to **SCCG-Hamburg VR 23488 P.O.Box 65 21 51, 22372 Hamburg [www.sccg-hamburg.de](http://www.sccg-hamburg.de)** 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 28. Certification



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1. The Bylaws are approved during the meeting of, **30<sup>th</sup> September 2020** by a unanimous vote of the general assembly.
  2. A copy of the Bylaws is handed to all members and all new members.
  3. A copy is filed for the organization's records.
4. Approved on **30<sup>th</sup> September 2020** during the **African Women For Empowerment (AWE e.V.)** meeting Signed by;

Eleanor Hagen (Chairlady)

Celestine Dingkah (Vice Chairlady)

AWE e.V.