



Cameroonian Association of Edmonton  
Association des Camerounais d'Edmonton

**Motto:** Run for the team

**Core values:** - Integrity  
- Solidarity  
- Respect

# INTERNAL RULES

**First Edition**

**April 25, 2015**



---

## Table of Contents

ARTICLE 1: PREAMBLE.....	4
ARTICLE 2: OBJECTIVES .....	4
ARTICLE 3: THE BUDGET.....	4
Section 1: Budgetary or Fiscal Year.....	4
Section 2: Term of financial activities .....	4
Section 3: Payment of Financial Dues.....	4
Section 4 : Disbursement of Funds .....	5
Section 5: Bank account.....	5
ARTICLE 4: ACTIVITIES .....	6
Section 1: Fund Raising and donations .....	6
Section 2: Realization of Activities .....	6
Section 3: Participation in Activities .....	6
ARTICLE 5- CONDUCT DURING MEETINGS.....	7
Section 1: Chairperson/moderator .....	7
Section 2: - Decisions taken at General Assemblies .....	7
ARTICLE 6- REPORT/FINE AND THE DOCUMENTS.....	7
Section 1: Minutes of various meetings except committees.....	7
Section 2: Minutes validity.....	7
Section 3: Archiving.....	7
ARTICLE 7: DISCIPLINARY CODE .....	8
Section 1: Lateness to Meetings .....	8
Section 2: Disturbances during Meetings .....	8
Section 3: Disturbances during the meeting – Cases of disrespect, quarrels,.....	8
insults, fighting.....	8
Section 4: Unjustified Absences from Meetings.....	9
ARTICLE 8: COLLECTION OF FUNDS FROM ACTS OF INDISCIPLINE .....	9
Section 1: Observation of acts of Indiscipline .....	9
Section 2: Payment of Fines.....	9
ARTICLE 9: COMMITTEES / SUBCOMMITTEES .....	10



---

Section 1: By-Laws/Internal Rules Committee .....	10
Section 2: Sponsorship Committee.....	10
Section 3: Entertainment & Cultural Events Committee .....	10
Section 4: Strategy Committee .....	11
Section 5: Education & Kids Recreation Committee.....	11
Section 6: Website Information & Magazine Committee.....	11
Section 7: New-Comers Committee.....	12
Section 8: Collaboration Committee.....	12
Section 9: Work in Committees .....	12
ARTICLE 10 : RELATIONS WITH OTHER ASSOCIATION OF .....	13
CAMEROONIANS IN EDMONTON .....	13
Section 1: Regional Cameroonian Associations in Edmonton .....	13
Section 2: Other Cameroonian associations in the province or in Canada .....	13
ARTICLE 11: ELECTORAL CODE.....	14
ARTICLE 12: ASSISTANCE / SOLIDARITY SUPPORT .....	14
Section 1: Birth and Marriage .....	14
Section 2: Death of CAE-ACE member or his/her relatives .....	15
Section 3: Group Insurance.....	16
Section 4: Visitations.....	17
Section 5: New Comers .....	17
ARTICLE 13: OTHERS .....	17
Section 1: Volunteering.....	17
Section 2: Promoting our community and its members.....	17
Section 3: Subcontracting .....	18
Section 4: Partnerships .....	18
ARTICLE 14: APPROBATION.....	18
GLOSSARY.....	20
AMENDMENT HISTORY .....	21
SIGNATURES.....	22



---

## ARTICLE 1: PREAMBLE

These Internal Rules of the Cameroon Association of Edmonton - Association des Camerounais d'Edmonton, CAE-ACE, are intended to strengthen the by-laws. They are applicable to all the members and visitors of the association without any restrictions.

## ARTICLE 2: OBJECTIVES

The objectives of the internal rules and are:

- 1) Facilitate the application of the by-laws of the CAE-ACE
- 2) Fix the modalities for financial, disciplinary and electoral processes of the CAE-ACE
- 3) Facilitate the application of rules regarding solidarity in CAE-ACE.

## ARTICLE 3: THE BUDGET

### Section 1: Budgetary or Fiscal Year

The budgetary or fiscal year of the new executive board of CAE-ACE shall start on the 1st of January of the first year of their mandate/election and shall end on the last Saturday of January of the second year of their mandate (cf. Article 13, Section I of the by-law).

The budget of CAE-ACE must allocate estimated amounts for activities of the association as well as for solidarity events that could benefit members. This budget should be presented, discussed and adopted during the Annual General Meeting, A.G.M.

### Section 2: Term of financial activities

The financial activities (contributions and financial obligation of members and all other activities related to disbursement of funds) of CAE-ACE shall be for a period of one year starting from 1st January to December 31st.

### Section 3: Payment of Financial Dues

The payment of financial dues by members is done through the Treasurer or any other Executive Board member of the CAE-ACE in exchange of a receipt duly signed by the Treasurer.



---

This payment can be made either in cash, by cheque or via online money transfer or PayPal Payment via the CAE-ACE website. It is the responsibility of the member who pays his dues by cheque or online to make sure, CAE-ACE's Treasurer delivers to him a receipt as proof of payment.

Any payment made by PayPal payment shall be majored with the PayPal fee (1% of the amount); so that the CAE-ACE does not bear the incurred fee and loss money.

As the only principal source of funding of the CAE-ACE is membership, the deadline to renew the membership for members in good standing of previous year is set up to **February 28 of each year** (cf Bylaw Article 3, Section V).

The late membership renewal stated in the Bylaw Article 3, Section V does not apply to new members that were not registered in the previous year.

#### **Section 4 : Disbursement of Funds**

The disbursement of funds is done in accordance with the Bylaw of the association and based on the budget, under the strict supervision of the Treasurer and the President of the CAE-ACE.

#### **Section 5: Bank account**

- 1) A bank account is opened under the name of the CAE-ACE at RBC, Royal Bank of Canada.
- 2) The number of the account is available for all members. Any member willing to know the CAE-ACE account number should ask to the Treasurer or the General Secretary.
- 3) The Treasurer and the President are responsible for the following up of the CAE-ACE bank account. They will be making sure that CAE-ACE bank account statements is delivered every months and, should make sure there is no discrepancies.  
In case of discrepancies, they will take action right away to correct the situation and eventually, inform the whole Executive Board.
- 4) Signatories on the account should, before signing/issuing any cheque, make sure of the availability of the necessary funds in the account to pay the cheque.
- 5) Any member carrying a mission of collection of the funds for CAE-ACE must achieve it in all honesty and transparency otherwise; he/she exposes himself/herself in disciplinary measures edited in the bylaw and the internal rules.



- 6) ACE-CAE will use all means possible to retrieve funds that have been misused by individuals. The Treasurer is in charge of this operation with at least one statutory auditor after consent of the Executive Board.
- 7) Withdrawals from the bank account will be approved by any 2 out of the 3 official signatories on the account
- 8) All evidence of expenditures and receipts must be submitted no more than 5 days from the date of transaction to the Treasurer.
- 9) All funds of CAE-ACE must be used for the realization of the objectives of the association.
- 10) The persons in charge of funds (especially the Treasurer) of the CAE-ACE will make detailed and precise reports of their management every month and let the Executive Board know and the General Assembly once every quarter.

In addition, the Treasurer shall present every month at the General Assembly the financial statements of all the transactions occurred in the course of that month.

## ARTICLE 4: ACTIVITIES

### Section 1: Fund Raising and donations

The Executive Board reserves the right to organize a fundraising or ask for donations within or outside the community to help finance some association activities.

### Section 2: Realization of Activities

The activities of the association shall be done based on the budget; any un-budgeted activities must be approved by the General Assembly by ordinary resolution.

If there is any problem or the delay, the Executive Board will contact all members in good standing via either an online poll or a pool during the General Assembly, related to the project in order to collect their opinions. The decision to realize the project will be based on the results of the poll which will be published to all.

The purpose and the time of the poll will be clearly announced. The majority of the poll will be the same as in the General Assembly (50+1 voice).

### Section 3: Participation in Activities

All members of the association and, particularly the Executive Board members must work without reservation towards the success of all the activities of the association.



## ARTICLE 5- CONDUCT DURING MEETINGS

### Section 1: Chairperson/moderator

The meetings are led by a chairperson/moderator appointed in advance by the President, or the *General Secretary*. The chairperson/moderator conducts debates during the meeting and reminds speakers with brief deliberations.

### Section 2: - Decisions taken at General Assemblies

The decisions are taken by simple majority of the voters (50+1 voice). Voters here are intended as members in good standing among for the current year (full member, Cf. Article 3, Section I of the Bylaw).

The Treasurer, the Director of Discipline and the *General Secretary* will always make sure that an updated list of registered members (members in good standing) is available all the time and, particularly during *General Assemblies* when vote need to be caste/made.

## ARTICLE 6- REPORT/FINE AND THE DOCUMENTS

### Section 1: Minutes of various meetings except committees

Minutes of the *Monthly Ordinary Assemblies*, *Annual General Meetings* and *Executive Board Meetings* are established summarizing main deliberations, proposals adopted, and the registration of any ballot results.

### Section 2: Minutes validity

The minutes are described as complete after endorsement at the next *General Assembly* and signed by the President and/or the *Secretary General*. These minutes should be distributed either through the registered members mailing list or registered members forum.

Members have the right to ask questions or make observations/comments if, after minutes distributions, they feel something was not said as it was supposed to be said.

### Section 3: Archiving

All the official documents of the CAE-ACE, bylaw, internal rules, minutes of *G .A.'s*, *Board Meetings*, *Committees*, or any other activities... will be organized and saved properly in the hard disk of the CAE-ACE.



---

At the end of their mandate, each board should ensure it send them to Alberta Archives for safety, and pass it to the newly elected board when it takes function.

## **ARTICLE 7: DISCIPLINARY CODE**

The meetings are led by a chairperson appointed in advance by the President. The chairperson moderates the meeting and reminds speakers with brief deliberations.

If the Director of Discipline is not there, the Chairperson appoints someone else to act as a chief whip during the meeting.

### **Section 1: Lateness to Meetings**

Lateness is 30 minutes after the start of the meeting time. The penalty for lateness is one (1) \$ per person.

### **Section 2: Disturbances during Meetings**

- 1) Disturbances during meetings shall under no circumstances be tolerated. During each meeting, the chief whip shall call to order both members and non-members.
- 2) Behavior considered as disturbance is at the discretion of the chief whip (Director of Discipline) who must give a verbal warning to the person responsible for such disturbance, indicating that he/she will receive a fine if such behavior continues.
- 3) The fine for the offender shall be five (\$5) dollars. Visitors who disturb during meetings shall be warned and if they continue to disturb the meeting, they shall be sent out immediately
- 4) Under any circumstances, General Assembly should not be used as place to deal with personal issues.

### **Section 3: Disturbances during the meeting - Cases of disrespect, quarrels, insults, fighting**

- 1) Disrespect from members during meetings is not tolerated and shall be punished in accordance with the Bylaw and the present Internal Rules of CAE-ACE.
- 2) All cases of disrespect, insults, fighting or quarrels from members as well as non-members shall be dealt with in accordance with Article II, Section 5-7 of the Bylaw of CAE-ACE.
- 3) All members who are victims of an act of indiscipline (insult, fighting,





---

disrespect, etc) during meetings or during CAE-ACE activities can inform the Executive Board (by mail) first, and later on bring it personally to the General Assembly (G.A.).

The Executive Board shall examine the soundness of the accusation and apply appropriate sanctions as stipulated by the Bylaw and Internal Rules of the CAE-ACE.

#### **Section 4: Unjustified Absences from Meetings**

Our wish is to have all members present during the meetings. In case of an absence, members must inform the chief whip or a any other member of the Executive Board.

An unjustified absence from a meeting of the association shall be sanctioned by a fine of two dollars (\$2). The only accepted justification is either a phone call or an email sent to the Chief whip or any other member of the Executive Board.

### **ARTICLE 8: COLLECTION OF FUNDS FROM ACTS OF INDISCIPLINE**

#### **Section 1: Observation of acts of Indiscipline**

If the chief whip observes any act of indiscipline, he/she informs the person concerned as well as the Executive Board which will in turn send a bill via mail, email or in hand to the offender.

#### **Section 2: Payment of Fines**

The offender has two (02) months to regularize the payment of the fine. In case of non-payment, the fine doubles in value during the current fiscal year until it is completely paid.

If the fine is not paid during the fiscal year after the penalty, the right to vote is withdrawn from the member in accordance with the Bylaw of the association. The offender still keeps the other rights as a member.

If the fine is not still paid, in case of any event contributions (joyful or sorrowful, feasts, etc), the CAE-ACE reserves the right to deduct the amount owed from his package of assistance. However, the Treasurer will explain all the amount owed to the concerned member so that he/she knows what is being retained and why.



---

If the current fiscal year finishes (on 31st December, for example) and certain members have still not paid their fines, all new payments for the following fiscal year, January 1st - December 31st, shall take into consideration unpaid fines.

This Section applies to all cases of indiscipline, including prolonged absences, even if the return of a member is during a different fiscal year.

## **ARTICLE 9: COMMITTEES / SUBCOMMITTEES**

The Board may from time to time delegate any, but not all, of their powers to committees/ subcommittees consisting of Members as they think fit (Cf Bylaw Article 9, Section VI).

A committee or subcommittee so formed in the exercise of its power so delegated shall conform to any rules imposed on it by the Board, the Bylaw and the present Internal Rules, and shall report every act or thing done in exercise of those powers no later than at the earliest Board meeting to be held next after it is done. The various committees shown below shall carry out the following duties:

### **Section 1: By-Laws/Internal Rules Committee**

If circumstances require, the Board shall create a Bylaw Committee, which will formulate appropriate action and propose necessary changes to the Bylaws or Internal Rules, not being inconsistent with these Bylaw, as it deems necessary to facilitate the functioning of the Association, subject to ratification by the members at the next A.G.M.

### **Section 2: Sponsorship Committee**

This committee shall:

- a) Seek for possible funding opportunities
- b) Organize Fund Raising via sport and cultural activities

### **Section 3: Entertainment & Cultural Events Committee**

This committee shall:

- a) Promote Cameroon cultures from North to South, East to West during meetings and event.
- b) Arrange for cultural activities
- c) Organize training sessions for cultural activities
- d) Propose the purchase of cultural objects for the CAE-ACE



- 
- e) Suggest activities to be lead by the CAE-ACE to promote Cameroon culture in Edmonton
  - f) Encourage all members of our community to promote Cameroon Culture everywhere.

#### **Section 4: Strategy Committee**

This committee shall:

- a) Look for ways to make CAE-ACE more visible
- b) Propose to the Executive Board ways to promote CAE-ACE
- c) Propose strategies to raise funds for special projects

#### **Section 5: Education & Kids Recreation Committee**

This committee shall:

- a) Manage the scholarship fund
- b) Manage different children's activities
- c) Propose ways to manage children during occasions and monthly meetings
- d) Propose ways to promote kids within the community and teach them basics values of the country culture
- e) Every second General Assembly, come-up with a program allowing our kids to learn about Cameroon.

#### **Section 6: Website Information & Magazine Committee**

This committee shall:

- a) Oversee the management of the CAE-ACE's website; [www.cae-ace.ca](http://www.cae-ace.ca)
- b) Manage the different discussion forums
- c) This committee will be created at the beginning of each mandate
- d) Monitor and manage the quality of contributions/posts on the forum as well as its contributors.
- e) Warning contributors with disrespectful contributions and if there is a récidive, he/she should be banned from the forum for a period of three (03) months. After the three months suspension, the person should be re-accepted on the forum only after the Board approbation
- f) Update as frequently as possible. The Board approves website information. All members are encouraged to suggest and provide articles, pictures stories etc, for the website.



- 
- g) Make sure that all the Executive Board members have their e-mail addresses CAE-ACE website domain (.....@cae-ace.ca).
  - h) These email addresses on the CAE-ACE website domain will follow the syntax : « first letter of the first name and the name». Exemple : jsimo@cae-ace.ca for the Chairman Julien Simo.
  - i) Make sure to hand over all informations related to the management of the website to the newly elected board, that will have the charge to set up the new committee for its mandate. This include the general forum and the Gmail registered members forum.
  - j) Organize as frequently as needed training to the Executive Board members to use the website and their email addresses.

### **Section 7: New-Comers Committee**

This committee shall:

- a) Welcome new comers to Edmonton
- b) Give advice on various available services for new comers
- c) Arrange for any services to help new comers
- d) Make new comer be familiar with their new environment and the community
- e) Make the new comer be familiar to our Bylaw and Internal Rules if he is willing to adheres to the cameroonian association

### **Section 8: Collaboration Committee**

This committee is lead by the person appointed by the President (cf Bylaw Article 6, Section 1) and shall :

- a) Develop strategies for better and friendly relationship between CAE-ACE and other associations in Edmonton and environs
- b) Ensure the liaison between the CAE-ACE and other associations in Edmonton and environs
- c) Create platform of exchange between CAE-ACE and other associations in Edmonton and environs
- d) Ensure a good representativity of regional associations from Cameroon in the CAE-ACE.

### **Section 9: Work in Committees**

A member who fails to carry out a task that he/she had accepted shall be sanctioned with a fine of three (3) dollars.



---

## ARTICLE 10 : RELATIONS WITH OTHER ASSOCIATION OF CAMEROONIANS IN EDMONTON

### Section 1: Regional Cameroonian Associations in Edmonton

CAE-ACE remains the association where any Cameroonian without any consideration of his/her village, province from Cameroon is taken into account.

However, CAE-ACE notes the creation of other Cameroonian sociocultural groups/associations within the city of Edmonton and environs. CAE-ACE will manage at its best to ensure the promotion of the Cameroonian culture in particular and the Cameroon in general with or by any other Cameroonian group/association in Edmonton and environs.

In order to accomplish this in the best way, the other Cameroonian sociocultural groups/associations shall :

- a) duly inform the CAE-ACE by email or mail about its existence, its denomination, its objectives, its meeting day of the month (taking into consideration the CAE-ACE's meeting day which is the last Saturday of every month),
- b) send to the CAE-ACE its Executive Board contact list,
- c) synchronize its activities with the ones of the CAE-ACE to allow the entire community to participate,
- d) encourage its members to get registered to the CAE-ACE and participate in its activities.

The above applies to existing and still-to-come other Cameroonian sociocultural groups/associations. Failure to fulfil the above conditions will lead CAE-ACE to not consider/recognize the group/association in question and all the consequences incurred shall be borne by the group/association.

Members of regional Cameroonian sociocultural groups/associations that are not CAE-ACE members will benefit services from the CAE-ACE only if they are members in good standing in their regional Cameroonian sociocultural group/association.

### Section 2: Other Cameroonian associations in the province or in Canada

The CAE-ACE will interact with other Cameroonian associations/groups and institutions in Alberta and Canada, with beneficial rewards to all Cameroonians.



---

When appropriate, the President may appoint a committee that will coordinate and strengthen activities with other associations, groups and institutions.

## ARTICLE 11: ELECTORAL CODE

For any information related to the election within CAE-ACE; see Article 11 and Article 12 of the Bylaw.

## ARTICLE 12: ASSISTANCE / SOLIDARITY SUPPORT

### Section 1: Birth and Marriage

**In the event of birth**, the Board shall be informed and the board shall subsequently inform the General Assembly.

CAE/ACE shall share the joy and show support through a \$10 mandatory donation by each member. The Board shall coordinate the collection of these contributions during the next meeting following the official announcement made at a G.A. meeting.

A cheque or e-transfer equivalent to the contributions shall be disbursed to the order of the benefiting family and as directed by the Board.

If necessary, with the consent of the family, CAE-ACE will delegate two (02) members to visit the newly borne and hand over the CAE-ACE contribution.

This contribution in case of birth will be handed over to the happily concerned family at the latest the next G.A. following the birth of the child.

**In case of marriage** in Edmonton, a \$20 mandatory donation by each member shall be organized by the Board and a cheque or e-transfer equivalent to the contributions shall be issued to the order of the family concerned and as directed by the Board.

This contribution for marriage will be hand over to the family concerned no later than one week before the date of the marriage.

For the two event, the Director of Discipline will be in charge of the collection of contribution, with the collaboration of the Treasurer. The beneficiaries will, of course, be members in good standing only.



---

## Section 2: Death of CAE-ACE member or his/her relatives

Death brings tribulation and the expectation is for CAE/ACE members to express their solidarity with the bereaved family.

- a) **Member in good standing**: In the event of the death of a CAE-ACE member in good standing, all registered members shall contribute \$25 each to support the bereaved family.

If the member and his/her spouse dies on the same day, and are all members in good standing, CAE/ACE members shall contribute \$50 each.

If one member is in good standing and the other spouse is not in good standing, CAE-ACE members shall contribute \$40 each.

The Board shall mobilize all CAE/ACE members to show their last respect to the deceased in any celebration of life organized by the family or by the Board.

- b) **Member not in good standing**: In the event of the death of a member who is not in good standing, but has ever been a CAE-ACE member; members shall contribute \$15 each to support the bereaved family.
- c) **Immediate biological family member (Wife, daughter, son, and husband)**: In the event of the death of an immediate family member, CAE/ACE members shall contribute \$20 each to support the bereaved family.

If a member and an immediate family member dies on the same day, CAE/ACE members shall contribute \$45 each.

- d) **Parents (Father, mother)**: In the event of the death of a member's parents, CAE-ACE members shall contribute \$15 each to support the bereaved family.

If a member in good standing and a parent dies on the same day, CAE/ACE members shall contribute \$40 each.

If one parent (father or mother) of a member in good standing is no longer living, the Executive Board reserves the right to organize a fund raising amongst members to help a member in the event of death of one of his/her extended family members. CAE-ACE members shall contribute \$15 each.



---

Also, if the two parents (father and mother) of a member in good standing are no longer living, the Executive Board reserves the right to organize a fund raising amongst members to help a member in the event of death of two of his/her extended family members.

Each member shall contribute a minimum of \$15 for each death.

However, a member in good standing that has already lost his/her two parents can declare the death of an immediate family member as his/her father or mother.

Each member should declare the death of one father and one mother only.

- e) **Siblings (Sister Brother):** If a member of CAE-ACE loses a sibling, the Executive Board reserves the right to organize a fund raising amongst members to help the bereaved member.
- f) **Non Member (Cameroonian):** If a Cameroonian who is neither a member of CAE-ACE nor a member of any other group/association and living in Edmonton dies, the Executive Board reserves the right to organize a fund raising amongst the community to help the person concerned on solidarity bases.

The concerned family shall inform the Board as soon as possible and the Board shall in turn inform all members of CAE-ACE and the entire community. The Board shall use its discretion to the accomplishment of the above commitments.

All the above applies in the case the CAE-ACE does not have yet a group insurance or another possibility to manage the situation. Even in the case of the existence of a group insurance, the CAE-ACE board reserves the right to organize fund raising within the community and beyond.

However, for assistance of any kind, if the beneficiary owes CAE-ACE any money, the equal amount will be deducted on his/her financial support collected.

### Section 3: Group Insurance

CAE-ACE Board will use all means at its disposal to examine the possibility of acquiring group insurance for all registered members. A fraction (20%) of the registration fees should be allocated toward the insurance cost. All members should contribute the remaining 80% toward the premiums of their respective coverage.





---

Non registered members may qualify for the insurance but should pay full cost of their insurance premiums as determined by CAE-ACE and the insurance company.

#### **Section 4: Visitations**

The Executive Board must also organize visits to morally support members and their families during events such as accidents, sickness, and death. These visits should take place under agreement or with the consentment of the families, stating their availability to receive CAE-ACE members and up to how many people they can host.

#### **Section 5: New Comers**

The CAE-ACE must support new Cameroonians if they are in need and upon their request. The committee in charge of new comers shall evaluate each situation in collaboration with the Executive Board in order to find an appropriate solution.

### **ARTICLE 13: OTHERS**

#### **Section 1: Volunteering**

All CAE-ACE members are to volunteer in the CAE-ACE activities throughout the year.

However, if the financial situation allows it, compensation could be given to volunteers, based on their implication and commitment. This compensation is not necessarily financial and could be gift cards, pictures, appreciation certificates..... The cost of the compensation should not exceed the amount of \$25 per volunteer as stated in the Bylaw, Article 16.

#### **Section 2: Promoting our community and its members**

Our community is growing up and there are initiatives from some fellows. CAE-ACE shall promote as much as possible fellows' business activities.

Any service or product the CAE-ACE may need should be at first looked for within CAE-ACE members, and if there is no registered member that can supply the good or service, the search should continue at the level of the community and later on outside the Community. However, even at the lever of Community, priority will be given to people that can justify their registration in any Cameroon Association in Edmonton. The CAE-ACE reserves the right to verify such information with the group the person belongs to.



---

The fellow should offer his/her services/products as a gift (for free), or at a negotiated/lower price compared to the price that would have been paid if the service was offered by someone outside of the community.

CAE-ACE will hire service or buy products outside the community only if we cannot have that service or product within the community.

### **Section 3: Subcontracting**

CAE-ACE reserves the right to subcontract some services if it thinks there are not enough of volunteers to cover all the work to be done.

This applies to events and parties organized by the CAE-ACE.

The Direction of Projects, in concertation with the entire Board will clarify its expectations and define the rights and responsibilities of the CAE-ACE and the « subcontractor».

If necessary and if there are many sollicitors, the CAE-ACE reserves the right to choose via a call for tenders (appel d'offres). The organizing committee set up in place for the event will choose the final offer and communicate the process (criterias) that lead to their choice.

Also here, subcontractors will be looked among CAE-ACE members in good standing first and later on in the entire community if no member in good standing fulfills the condition or is interested, and later on outside the Community.

### **Section 4: Partnerships**

CAE-ACE will always look for partnerships with organisms, institutions, business services,..., in order to allow its members to benefit advantages/promotions from those organisms and institutions.

## **ARTICLE 14: APPROBATION**

The present internal rules come into effect as from its adoption by the General Assembly, and will be revised at least once every two year.

Refer to the "By-Laws" for any other disciplinary measures.



Cameroon Association of Edmonton  
Association des Camerounais d'Edmonton

**Motto:** Run for the team

**Core values:** - Integrity  
- Solidarity  
- Respect

---

**THIS INTERNAL RULE HAS BEEN READ AND ADOPTED BY THE GENERAL ASSEMBLY ON APRIL 25, 2015 IN EDMONTON, CANADA.**



---

## GLOSSARY

**A.G.M:** Annual General Meeting of the Society;

**CAE-ACE:** Cameroon Association in Edmonton-Association des Camerounais à Edmonton

**Committee:** group of person in charge to reflect on a specific matter/project with the aim to suggest solutions to the executive board;

**Executive Board:** The Board of Directors of the CAE-ACE who is responsible for the administration and organization of the society and its business;

**Fundraising:** events held to generate financial support CAE-ACE activities;

**M.O.A:** Monthly Ordinary Assembly;

**Volunteers:** CAE-ACE members who freely offer to take part in the organization of an activity or undertake a task.



---

## AMENDMENT HISTORY

STEPS AND DATES	BYLAW AMENDMENT AND INTERNAL RULES COMMITTEE MEMBERS
Original Internal Rule - April 25, 2015 in Edmonton, Alberta,	<ul style="list-style-type: none"><li>➤ Marcel Adzeme Essono (Lead)</li><li>➤ Stanley Ngwa (Lead)</li><li>➤ G�n�vi�ve Sindjui D.</li><li>➤ Roger Fodjo</li><li>➤ Paulin Tchouaga</li><li>➤ Georges Tchokote</li><li>➤ Raymond Kampoer</li></ul>
First Amendment in Edmonton, Alberta	



---

## SIGNATURES

<b>Signature (Witness):</b>	<b>Address:</b> 1540 Robertson Way	
<b>Print Name:</b> Stanley Ngwa	<b>City/Province:</b> Edmonton, Alberta	<b>Postal Code:</b> T6W 1H8

<b>Signature (President):</b>	<b>Address:</b> 130-101 Deer Valley Drive	
<b>Print Name:</b> Julien Simo (Acting President)	<b>City/Province:</b> Leduc, Alberta	<b>Postal Code:</b> T9E 0S3

<b>Signature (General Secretary):</b>	<b>Address:</b> #2, 4315-102 Avenue	
<b>Print Name:</b> Alphonse Ahola	<b>City/Province:</b> Edmonton, Alberta	<b>Postal Code:</b> T6A 0M5

<b>Signature (Treasurer):</b>	<b>Address:</b> # 202, 9710-82 <sup>e</sup> Avenue	
<b>Print Name:</b> Guy Benoît Monthe	<b>City/Province:</b> Edmonton, Alberta	<b>Postal Code:</b> T6E 1Y5