

Proposed Internal Rules and Regulations of the Association of Anglophone Alumni of Polytechnic Yaoundé ASPY Alumni

PART I: GENERAL PROVISIONS

Rule 1: Authority of the Internal Rules

1. These Internal Rules and Regulations shall guide the practical implementation of the Constitution of ASPY Alumni.
2. They shall be binding on all members, officers, committees, and organs of the Association.
3. Where there is any conflict between these Internal Rules and the Constitution, the Constitution shall prevail.
4. These Rules may be amended in accordance with the procedure for amending the By-Laws, as provided in Article XIII of the Constitution.

Rule 2: Core Values

The Association shall be guided by the following values:

1. Ubuntu and solidarity
2. Integrity and accountability
3. Professional excellence
4. Service to members and society
5. Non-partisanship
6. Respect for diversity
7. Transparency in governance
8. Mentorship and intergenerational support

These reflect the Constitution's preamble and Article II, which emphasize fellowship, mutual support, excellence, leadership, service, engineering, innovation, entrepreneurship, and social development.

PART II: MEMBERSHIP RULES

Rule 3: Application for Membership

1. Any person seeking membership shall submit an application to the Secretary General or through an approved digital membership platform.
2. The application shall include:
 - full name;
 - contact details;
 - year of admission or attendance at Polytechnic, where applicable;
 - degree/programme or department, where applicable;
 - membership category requested;
 - proof of eligibility, where required;
 - payment of applicable registration or annual dues.
3. The Executive Committee shall review applications and may seek clarification before admission.
4. The Secretary General shall maintain an updated membership register.

Rule 4: Membership Categories

In line with Article IV of the Constitution, the Association shall have the following categories:

1. Regular Members
2. Founding Members
3. Associate Members
4. Honorary Members

Rule 5: Rights of Regular Members

Regular Members shall have the right to:

1. attend and participate in General Assembly meetings;
2. vote in elections and other decisions of the Association;
3. stand for elective office, subject to eligibility requirements;

4. propose amendments to the Constitution or By-Laws;
5. participate in committees and programmes;
6. access non-confidential records of the Association;
7. benefit from approved mentorship, welfare, networking, and professional development programmes.

Rule 6: Rights of Associate and Honorary Members

1. Associate and Honorary Members may attend meetings and participate in activities of the Association.
2. They may serve on committees where their expertise is useful.
3. They shall not vote or hold elective office within the governing bodies of the Association, in accordance with Article 4.7 of the Constitution.
4. They may be invited to advise the Board, Executive Committee, Senate, or committees.

Rule 7: Duties of Members

Every member shall:

1. respect the Constitution, By-Laws, and decisions of the Association;
2. pay all approved dues and subscriptions when applicable;
3. promote the good name and reputation of the Association;
4. avoid conduct prejudicial to the Association;
5. participate in activities, meetings, and programmes where possible;
6. support ASPY, Polytechnic, and alumni initiatives consistent with the Association's objectives;
7. update their contact information with the Secretariat;
8. treat fellow members with dignity and respect.

Rule 8: Membership Dues

1. Annual dues shall be proposed by the Executive Committee and ratified by the General Assembly, in line with Article 4.6.

2. Dues may vary by membership category, country of residence, employment status, or other criteria approved by the General Assembly.
3. The Financial Secretary shall publish annual dues notices at the beginning of each fiscal year.
4. Members shall be given reasonable payment options, including bank transfer, mobile money, or any approved digital payment system.
5. A member who has not paid dues within the prescribed period may be classified as financially inactive.

Rule 9: Financial Standing of Members

1. A member shall be considered in good financial standing if they have paid all approved dues and obligations for the current fiscal year.
2. Only Regular Members in good financial standing may:
 - vote in elections;
 - stand for elective office;
 - initiate formal motions before the General Assembly;
 - sign petitions for extraordinary General Assembly meetings.
3. The Executive Committee may recommend flexible payment arrangements where necessary.

Rule 10: Termination and Reinstatement of Membership

1. Membership may cease by resignation, failure to meet financial obligations, or expulsion, as provided in Article 4.8 of the Constitution.
2. A member who resigns may reapply for membership.
3. A member suspended for non-payment may be reinstated after payment of outstanding dues or upon an approved waiver.
4. A member expelled for misconduct may only be reinstated by the General Assembly upon recommendation of the Board or Executive Committee.

PART III: MEETINGS AND PROCEDURES

Rule 11: General Assembly Meetings

1. The General Assembly shall meet at least once every fiscal year, as required by Article 5.3.
2. The Executive Committee shall prepare the agenda in consultation with the Board of Directors.
3. Notice of the General Assembly shall be issued at least twenty-one days before the meeting, in accordance with Article 5.4.
4. The notice shall include:
 - date;
 - time;
 - venue or virtual platform;
 - agenda;
 - documents for review;
 - voting procedure, where applicable.

Rule 12: Extraordinary General Assembly

1. An Extraordinary General Assembly may be convened by:
 - the Board of Directors;
 - the Executive Committee; or
 - at least 30% of Regular Members.
2. A request by members shall be submitted in writing to the Secretary General and shall state the purpose of the meeting.
3. Only matters stated in the notice shall be discussed unless the General Assembly decides otherwise.

Rule 13: Quorum

1. The quorum for a General Assembly shall be one-third of Regular Members in good financial standing.

2. Where quorum is not met, a second meeting may be convened within fourteen days.
3. At the reconvened meeting, members present or participating virtually shall constitute quorum, provided proper notice was given.
4. For constitutional amendments, removal from office, dissolution, and other major decisions, the voting threshold stated in the Constitution shall apply.

Rule 14: Digital Participation

1. Meetings may be held physically, virtually, or in hybrid format, as permitted by Article 5.5.
2. The Executive Committee shall approve reliable digital platforms for meetings and voting.
3. Members participating virtually shall have the same rights as those attending physically, subject to verification of identity.
4. Digital meeting records, chat logs, attendance reports, and voting results shall be archived by the Secretary General.

Rule 15: Meeting Conduct

1. Meetings shall be chaired by the President or, in the President's absence, the Vice President.
2. Members shall speak only when recognized by the Chair.
3. Personal **attacks, abusive language, harassment, or disruptive** behaviour **shall not** be tolerated.
4. The Chair may issue warnings or request the temporary removal of a disruptive participant.
5. Decisions shall generally be reached by consensus, failing which a vote shall be taken.

Rule 16: Minutes and Records

1. The Secretary General shall keep accurate minutes of all General Assembly and Executive Committee meetings.
2. Board minutes shall be kept by a designated Board Secretary or any person appointed by the Board.

3. Minutes shall include:
 - date and venue;
 - list of attendees;
 - agenda;
 - summary of discussions;
 - decisions taken;
 - action points and responsible persons;
 - voting results where applicable.
4. Minutes of the General Assembly shall be archived at the Permanent Secretariat, as required by Article 5.6.

PART IV: GOVERNANCE RULES

Rule 17: Relationship Between Organs

The Association shall operate through the following organs, as reflected in the Constitution:

1. General Assembly — supreme governing authority.
2. Board of Directors — strategic oversight and institutional continuity.
3. Senate — coordination and consultation body between the Board and Executive Committee.
4. Executive Committee — day-to-day administration.
5. Standing and Special Committees — programme implementation and technical support.
6. Permanent Secretariat — administrative and operational continuity.

Rule 18: Executive Committee Meetings

1. The Executive Committee shall meet at least once every quarter.
2. Emergency meetings may be convened by the President or by at least half of the Executive Committee members.
3. The Executive Committee shall prepare:

- annual budgets;
 - operational plans;
 - activity reports;
 - membership reports;
 - financial reports.
4. Decisions of the Executive Committee shall be recorded and reported to the Board where necessary.

Rule 19: Duties of Executive Officers

President

The President shall:

1. provide leadership to the Association;
2. preside over General Assembly and Executive Committee meetings;
3. represent the Association externally;
4. coordinate the work of the Executive Committee;
5. ensure implementation of General Assembly decisions;
6. present an annual activity report.

Vice President

The Vice President shall:

1. assist the President;
2. act in the President's absence;
3. coordinate assigned programmes or committees;
4. support membership engagement and institutional partnerships.

Secretary General

The Secretary General shall:

1. maintain official records and archives;
2. issue notices of meetings;

3. keep minutes;
4. maintain membership and mailing lists;
5. manage official correspondence;
6. support election documentation and membership verification.

Financial Secretary

The Financial Secretary shall:

1. maintain detailed financial records;
2. issue receipts for payments;
3. oversee banking operations;
4. prepare periodic financial reports;
5. support budget preparation;
6. ensure financial transparency and accountability, as stated in Article 8.8.

Rule 20: Board of Directors

1. The Board shall supervise the Executive Committee and ensure compliance with the Constitution and By-Laws, in accordance with Article 6.2.
2. The Board shall meet at least twice per year.
3. The Board may review:
 - strategic plans;
 - budgets and major expenditures;
 - institutional partnerships;
 - audit reports;
 - risk and compliance issues;
 - long-term projects.
4. The Board may initiate audits where necessary.
5. The Board shall not interfere in daily administration unless there is a governance, financial, or constitutional concern.

Rule 21: Senate

1. The Senate shall serve as a strategic coordination and consultation body, as provided in Article VII.
2. It may deliberate on:
 - long-term strategy;
 - institutional partnerships;
 - major projects;
 - matters affecting the reputation or stability of the Association.
3. The Senate shall not override the powers of the General Assembly, Board, or Executive Committee.
4. Senate recommendations shall be recorded and transmitted to the relevant organ for action.

PART V: ELECTION RULES

Rule 22: Election Calendar

1. Elections shall be conducted not later than twenty-eight days before the expiration of the outgoing mandate, as provided in Article 9.1.
2. The Executive Committee shall publish an election calendar at least sixty days before the election date.
3. The election calendar shall include:
 - nomination period;
 - campaign period;
 - publication of eligible voters;
 - voting date;
 - complaint period;
 - announcement of results.

Rule 23: Electoral Committee

1. An independent Electoral Committee shall be established for each election.

2. The Electoral Committee shall consist of three to five Regular Members in good standing.
3. Members of the Electoral Committee shall not be candidates in the election.
4. The Electoral Committee shall:
 - receive nominations;
 - verify eligibility;
 - organize voting;
 - ensure secrecy of the ballot;
 - announce provisional results;
 - receive and resolve electoral complaints.

Rule 24: Eligibility for Office

A candidate for elective office shall:

1. be a Regular Member;
2. be in good financial standing;
3. have accepted the Constitution and By-Laws;
4. not be under suspension or disciplinary sanction;
5. submit a written declaration of candidacy;
6. satisfy any additional criteria approved by the General Assembly.

Rule 25: Voting Procedure

1. Voting shall be by secret ballot, in accordance with Article 9.4.
2. Voting may be physical or virtual through an approved platform, as provided in Article 9.2.
3. Candidates shall be elected by simple majority vote, as provided in Article 9.3.
4. In the event of a tie, a run-off shall be conducted between the tied candidates.
5. Election results shall be recorded and archived by the Secretary General.

Rule 26: Campaign Conduct

1. Candidates shall campaign respectfully and truthfully.

2. Vote buying, intimidation, defamation, harassment, or misuse of Association resources is prohibited.
3. Official Association platforms shall provide equal access to all candidates where campaign communication is permitted.
4. Electoral complaints shall be submitted to the Electoral Committee within forty-eight hours of the incident or publication of results.

PART VI: FINANCIAL RULES

Rule 27: Financial Year

1. The financial year shall run from 1 January to 31 December, in accordance with Article III.
2. Annual financial reports shall be prepared at the end of each fiscal year.
3. The first fiscal year shall begin from the date of the first election of the Executive Committee, as stated in Article 3.2.

Rule 28: Bank Accounts and Funds

1. The Association shall operate bank, mobile money, or digital financial accounts approved by the Executive Committee and Board.
2. All Association funds shall be deposited into approved accounts.
3. No officer shall keep Association funds in a personal account except under emergency conditions approved by the Executive Committee and reported to the Board.
4. All income and expenditure shall be recorded by the Financial Secretary.

Rule 29: Signatories

1. The Association's accounts shall have at least three approved signatories.
2. Any two of the approved signatories shall authorize withdrawals or payments.
3. The President and Financial Secretary shall ordinarily be signatories.
4. The Board may approve additional or alternative signatories for accountability and continuity.

Rule 30: Budgeting and Expenditure

1. The Executive Committee shall prepare an annual budget and operational plan.
2. The General Assembly shall approve annual budgets, financial reports, and audited accounts in line with Article 5.2.
3. Major expenditures above a threshold determined by the General Assembly shall require Board approval, consistent with Article 6.2.
4. Emergency expenditures may be authorized by the President and Financial Secretary but must be reported to the Executive Committee and Board.

Rule 31: Financial Reporting

1. The Financial Secretary shall present quarterly financial updates to the Executive Committee.
2. A full annual financial report shall be presented to the General Assembly.
3. The report shall include:
 - income;
 - expenditure;
 - assets;
 - liabilities;
 - bank balances;
 - outstanding dues;
 - project-specific funds.
4. Members shall have the right to request summary financial information, subject to confidentiality and data protection rules.

Rule 32: Audits

1. The Board may initiate audits where necessary, as provided in Article 6.2.
2. The General Assembly may require an annual audit or financial review.
3. Auditors may be internal or external, as approved by the Board or General Assembly.

4. Audit findings shall be presented to the Board and summarized to the General Assembly.

PART VII: COMMITTEES

Rule 33: Establishment of Committees

1. The Executive Committee may establish Standing or Special Committees in consultation with the Board, in accordance with Article XI.
2. Committees may include:
 - Entrepreneurship Committee;
 - Mentorship Committee;
 - Welfare Committee;
 - Projects Committee;
 - Think Tank Committee;
 - Technology Committee;
 - Mobilisation Committee.
3. Additional committees may be created based on need.

Rule 34: Committee Membership

1. Committee members shall serve voluntarily unless otherwise approved.
2. Members may be appointed based on competence, interest, experience, or availability.
3. Associate and Honorary Members may serve on committees in advisory or technical roles.
4. Each committee shall have a Chairperson and, where necessary, a Secretary.

Rule 35: Committee Reporting

1. Each committee shall submit periodic reports to the Executive Committee.
2. Committee reports shall include:
 - activities carried out;
 - challenges;

- expenditure, if any;
 - recommendations;
 - next steps.
3. Committees shall not commit the Association to financial or legal obligations without approval from the Executive Committee.

Rule 36: Specific Committee Functions

The functions of committees shall be determined by the Senate.

PART VIII: WELFARE AND MUTUAL SUPPORT

Rule 37: Welfare Fund

1. The Association shall establish a Welfare Fund to support members during approved circumstances.
2. The Welfare Fund shall be financed through:
 - member contributions;
 - donations;
 - fundraising;
 - dedicated welfare subscriptions;
 - grants.
3. The Welfare Committee shall manage welfare requests under the supervision of the Executive Committee.

Rule 38: Welfare Support (For solidarity purposes and not funding avenues)

Welfare support shall be considered for:

1. death of a member FCFA 10,000;
2. death of an immediate family member (Parent, sibling or child) FCFA 5,000;
3. Marriages and joyful celebrations: members are encouraged to invite the association to these ceremonies.

Rule 39: Welfare Procedure

1. Requests for welfare assistance shall be submitted to the Welfare Committee.
2. The Committee shall verify the request and make a recommendation to the Executive Committee.
3. Payments shall be made according to approved welfare limits.
4. Emergency assistance may be approved by the President and Financial Secretary, subject to later reporting.

PART IX: ETHICS AND DISCIPLINE

Rule 40: Code of Conduct

Members shall not engage in:

1. fraud or misappropriation of Association funds;
2. harassment, discrimination, or intimidation;
3. defamation of the Association or its members;
4. unauthorized representation of the Association;
5. misuse of Association platforms;
6. political or partisan activity in the name of the Association;
7. conduct prejudicial to the interests or reputation of the Association.

This aligns with Article 4.8, which allows expulsion for conduct prejudicial to the Association's interests or reputation.

Rule 41: Complaints

1. Any member may submit a written complaint to the Secretary General, President, Board, or disciplinary body designated by the Executive Committee.
2. Complaints shall state:
 - the facts;
 - persons involved;
 - evidence, where available;
 - remedy sought.

3. Anonymous complaints may be considered only where supported by credible evidence.

Rule 42: Disciplinary Process

1. No member shall be sanctioned without being informed of the complaint and given an opportunity to respond.
2. The Executive Committee may investigate complaints or appoint a disciplinary panel.
3. Possible sanctions include:
 - verbal warning;
 - written warning;
 - suspension from activities;
 - suspension of voting rights;
 - removal from committee assignment;
 - recommendation for expulsion by the General Assembly.
4. Expulsion shall require General Assembly approval, consistent with Article 4.8.

Rule 43: Removal of Officers

1. An elected officer or director may be removed for misconduct, incapacity, negligence, or violation of the Constitution, in accordance with Article X.
2. The process shall include:
 - written charges;
 - notification to the officer;
 - opportunity for defence;
 - secret ballot;
 - two-thirds majority vote of the General Assembly.
3. The Board may recommend temporary suspension of an officer pending the General Assembly decision where urgent action is necessary to protect the Association.

PART X: COMMUNICATION AND DATA MANAGEMENT

Rule 44: Official Communication Channels

1. The Association may use email, website, WhatsApp, Telegram, social media, newsletters, or other approved platforms.
2. The Secretary General shall maintain the official mailing list.
3. Official notices shall be sent through at least one verified communication channel.
4. Sensitive information shall not be shared on informal platforms without authorization.

Rule 45: Use of Association Name and Logo

1. No member shall use the Association's name, logo, letterhead, or platforms without authorization.
2. Official statements shall be issued only by the President, Secretary General, or any person authorized by the Executive Committee.
3. Partnerships, fundraising campaigns, and public communications must receive prior approval.

Rule 46: Data Protection

1. Member data shall be collected only for Association purposes.
2. The Association shall protect personal data from unauthorized access.
3. Membership lists shall not be sold, shared, or used for political or commercial purposes without consent.
4. Members may request correction of their personal data.

PART XI: PERMANENT SECRETARIAT

Rule 47: Role of the Permanent Secretariat

In line with Article XII, the Permanent Secretariat shall support the daily administrative operations of the Association.

Its responsibilities may include:

1. maintaining physical and digital archives;
2. supporting membership administration;
3. coordinating correspondence;
4. assisting in event organization;
5. supporting committees and governing bodies;
6. keeping records of assets and documents;
7. assisting with financial documentation;
8. ensuring operational continuity.

Rule 48: Staff and Administration

1. Secretariat staff may be recruited subject to approved budgets.
2. Recruitment, salaries, benefits, and dismissal procedures shall be approved by the Executive Committee and Board, in accordance with Article 12.3.
3. Staff shall work under the authority of the Executive Committee.
4. Staff shall maintain confidentiality and political neutrality.

PART XII: PARTNERSHIPS, PROJECTS, AND FUNDRAISING

Rule 49: Partnerships

1. The Association may enter partnerships with Polytechnic, ASPY, public institutions, private organizations, NGOs, professional bodies, and international partners.
2. Partnerships shall be consistent with the Association's non-profit, non-political, and non-partisan status under Article 2.1.
3. Major partnerships shall be reviewed by the Board or Senate where necessary.
4. Partnership agreements shall be documented in writing.

Rule 50: Projects

1. Projects may be proposed by members, committees, the Executive Committee, Board, Senate, or General Assembly.
2. Project proposals shall include:
 - objectives;
 - budget;
 - timeline;
 - expected impact;
 - implementation team;
 - risk assessment.
3. Major projects shall be approved by the appropriate governing body.
4. Project funds shall be separately tracked and reported.

Rule 51: Fundraising

1. Fundraising initiatives shall be approved by the Executive Committee.
2. Major fundraising campaigns shall be reported to the Board.
3. Funds raised for a specific purpose shall be used only for that purpose unless otherwise approved by donors or the competent organ.
4. Fundraising reports shall be made available to members.

PART XIII: CHAPTERS AND NETWORKS

Rule 52: Local and International Chapters

1. The Association may establish local, national, or international chapters to mobilize members.
2. Chapters shall operate under the Constitution and By-Laws of the Association.
3. Chapter leaders shall submit periodic reports to the Executive Committee.
4. Chapters shall not adopt rules inconsistent with the Constitution.

Rule 53: Professional and Sector Networks

1. Members may form professional networks in areas such as engineering, technology, entrepreneurship, academia, public service, finance, and consulting.
2. Such networks shall support career development, mentorship, and collaboration.
3. Professional networks shall not act as separate legal bodies unless approved by the General Assembly.

PART XIV: AMENDMENT OF INTERNAL RULES

Rule 54: Proposal of Amendments

1. Any Regular Member may propose amendments to these Rules, consistent with Article 13.1.
2. Proposed amendments shall be submitted in writing to the Secretary General.
3. The Secretary General shall transmit the proposal to the Executive Committee and Senate for review.

Rule 55: Adoption of Amendments

1. Proposed amendments shall be reviewed by the Senate before submission to the General Assembly, as required by Article 13.2.
2. Amendments shall be adopted by a two-thirds majority vote of Regular Members present or participating virtually at the General Assembly, as provided in Article 13.3.
3. Adopted amendments shall take effect immediately unless otherwise stated.

PART XV: TRANSITIONAL PROVISIONS

Rule 56: First Elections

1. The first elections may be coordinated by the acting President of ASPY with the assistance of two voluntary members designated for that purpose, as provided in Article 9.6.
2. After the first elections, all subsequent elections shall be organized under the election rules stated in these By-Laws.

Rule 57: First Membership Register

- 1. The first Executive Committee shall establish an official membership register within six months of assuming office.
- 2. Members shall be invited to verify and update their information.
- 3. The register shall distinguish Regular, Founding, Associate, and Honorary Members.

Rule 58: First Annual Budget

- 1. The first Executive Committee shall prepare a provisional budget within three months of assuming office.
- 2. The budget shall be submitted to the Board for review and to the General Assembly for approval where required.

The President

The Vice President

The Financial Secretary
