

ADMINISTRATIVE REGULATION  
FOR  
CHARITY ASSOCIATION  
OF  
CHAIN of LOVE  
For  
HUMAN and ENVIRONMENTAL DEVELOPMENT

3 March 2012

# ADMINISTRATIVE REGULATION for CHARITY ASSOCIATION of CHAIN of LOVE for HUMAN and ENVIRONMENTAL DEVELOPMENT

## **Article 1: Establishment**

A Charity Association called Chain of Love for Human and Environmental Development has been established in 5 December 2011.

## **Article 2: Naming**

The Charity Association established under this administrative regulation is named as Chain of Love for Human and Environmental Development, but after this would be named as “Charity Association”.

## **Article 3: Objective**

The following are the objectives of the Charity Association.

- To improve the health and educational status of the people in Tigray Region
- To promote socio-economic empowerment of vulnerable groups of the society, mainly women, youth, children, people with disability, and the elderly.
- To promote multiple use of water resources in areas where the association works and in places where there is high scarcity of water so as to enhance sustainable livelihoods of households; and mainly to minimize the hardship that had affected women and children in fetching water from far places.
- To promote sustainable natural resource management and conservation of bio-diversity in Tigray Region.

## **Article 4: Budget Year**

The budget year of the Charity association would be from January 1 to 31 December.

## **Article 5: Meaning**

1. "Charity Association" means the charity association established under this administrative regulation and named as Chain of Love for Human and Environmental Development.
2. "Agency" means the agency of charity associations and organizations established under the proclamation No. 621/2001.
3. "General Assembly" comprises all the initiator members together with other members who got acceptance by this administrative regulation and is the highest body of the Charity Association.

## **Article 6: Regular members**

1. Comprises the initiator members and other members who got acceptance by the decision of the general assembly according to this administrative regulation.
2. Any Ethiopian person, male or female, who could fulfill the following criterion, could be a regular member.
  - a. She/he who accepts the objective and goal of the charity association.
  - b. One whose age is above 15.
  - c. One who accepts and fulfills the administrative regulation of the charity association together with the timely ethical regulations issued by the general assembly.
  - d. One who could pay the frequent payments and contributions agreed by the members of the general assembly.
  - e. One whose right is not legally protected.

## **Article 7: Honorary Members**

1. Organizations or individuals which are non members of the charity association, together with those who strived hard to implement the objective of the charity association, and those persons who are assigned in sectors where the Charity Association exercises its activities and are

considered as productive and exemplary to others would be members of honor in accordance to the decision of the General Assembly.

2. The members of honor would not have the right to elect nor be elected in the Charity Association.
3. The members of honor would not have any obligations to pay membership and other fees outside their own keen initiative.

### **Article 8: Rights of Members**

1. All regular members have an equal right.
2. The membership of the Charity Association is a right that cannot be transferred to successors as well as to others.
3. Any regular member of the Charity Association has the right to: -
  - A. Perform any kind of works that would help achieve the objectives and mission of the Charity Association.
  - B. Elect and be elected and also get any information that would strengthen the activities of the Charity Association.
  - C. Attend at the General Assembly meeting, give suggestions on the activities of the Charity Association and also give vote and.
  - D. In case a decision on his termination of membership is to be given, has the right that his case be looked over by the Executive Board.

### **Article 9: Obligation of Members**

Any member has the obligation to: -

1. Pay his membership fee on time.
2. Pay any debt before he is leaves out from the Charity Association.
3. Be responsible for Administrative regulation of the Charity Association, memorandums and decisions issued by the General Assembly.
4. Has to respect the objectives of the Charity Association and the obligations he should be obliged to, and protect the material resources of the Charity Association and also give the required service from him.
5. Has the obligation to attend in the regular and extraordinary meetings of the Charity Association.

## **Article 10: Contributions of Members and Other Payments.**

1. The period of time for the contribution to the Charity Association and other payments and the amount of money to be contributed has to be decided by the General Assembly.
2. Any member who doesn't pay at the payment period decided by the General Assembly would be penalized according to the decision of the General Assembly.
3. Any member who failed to pay the penalty decided by the General Assembly, the General Assembly could lift her/his right to vote or other rights until he/she pays his /her debt.

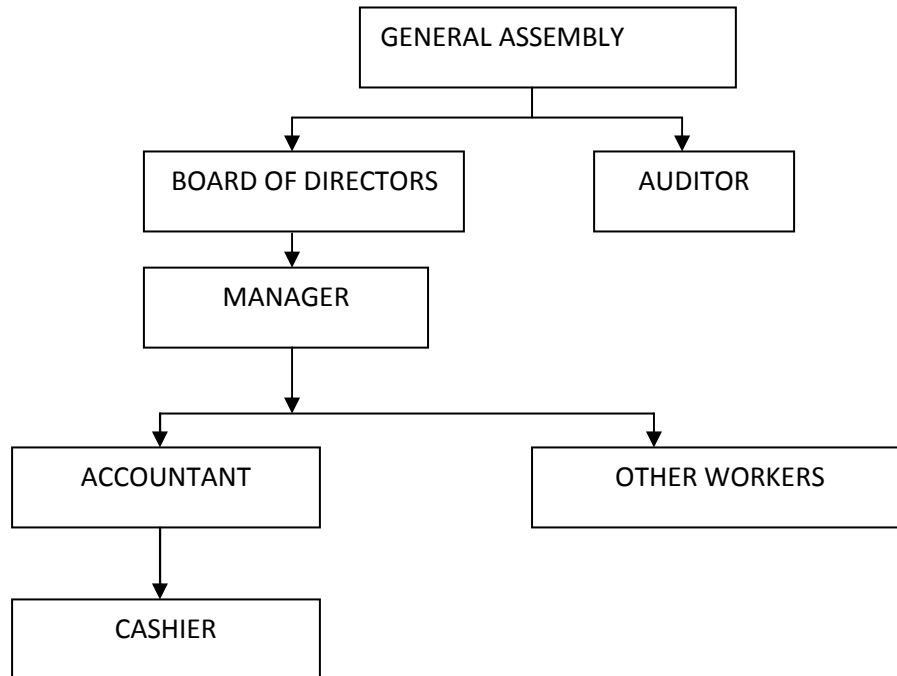
## **Article 11: Conditions for Termination of Membership**

Termination of a member of Charity Association is possible: -

1. When the member passes away.
2. When the General Assembly decides the termination of his/her membership from the Charity Association.
3. If he/she is found participating in activities that touches the dignity and identity of the Charity Association, and if this is proved with concrete evidence, and finally decided by the General Assembly.
4. If he/she does not have willingness to participate actively in the activities to accomplish the objectives of the Charity Association, and when finally decided by the General Assembly.
5. When his/her membership is terminated by the decision of the General Assembly, due to the reason he/she did not pay contribution for one year.
6. When his/her capacity or right is removed by an authorized court and is removed from his /her membership.
7. When he/she requests in written to terminate his/her membership from the Charity Membership.

**Article: 12 Structure of the Charity Association** Board of Directors Manager, Auditor, Accountant, Cashier and other necessary staff.

1. The Structure of the Charity Association is: -



2. Any board member could not work as auditor or manager.

### **Article 13: The Power and Functions of the General Assembly**

1. The General Assembly, comprises the regular members indicated in this administrative regulation and will have the following power and functions according to the law and administrative regulation of the Charity Association.
  - a. The general assembly is the highest body of the Charity Association.
  - b. It formulates and makes amendments the administrative regulation of the Charity Association.
  - c. According to the administrative regulation of the Charity Association, it elects an auditor, decides his/her salary and removes him/her from post.

- d. It appoints and demotes board members, the chair person of the assembly, deputy chair person and the secretary.
  - e. Gives the last decision in transferring the head office of the Charity Association into another site, and in opening new branches.
  - f. It gives decision on dissolving the Charity Association and material inventory.
  - g. It ratifies the annual activity report, financial statement, audit report and annual budget of the Charity Association.
  - h. It ratifies annual plan and budget after evaluating the annual activity program.
  - i. It decides the policy and strategic issues of the Charity Association.
  - j. It gives decision on request for membership of the Charity Association.
  - k. It gives decision on firing out a member who does not fulfill his/her obligations according to Article 9 of the administrative regulation.
  - l. It decides membership fees, other payments and penalty fee rates.
  - m. It makes that the finance of the Charity Association be audited by an external auditor.
  - n. It issues regulation on the meeting procedure of the General Assembly.
  - o. It gives the final decision when the Charity Association needs to create unity, separation or change with other Charity Organizations and Associations
  - p. Gives decision on issues related to the Charity Association and which are not duties and responsibilities of other bodies.
2. When the General Assembly deems it to be necessary it can transfer all the responsibilities and duties given to it according to the Sub-article 1 of this Article, e, j, l, m to the management body of the Charity Association or transfer by delegation to the permanent or temporary committee.
  3. Unless and otherwise it has legal contradiction with other related laws, the General Assembly gives the final decision based on the meaning of this Administrative Regulation.

#### **Article 14: General Assembly Voting Procedure**

1. Any member in the General Assembly has only one vote during the process of voting.
2. All members of the Charity Association have an equal vote.
3. Unless and otherwise clearly stated and permitted by the General Assembly, every member has to be present in the meeting and vote by himself/herself.
4. The voting procedure would be accomplished in justice, free, and transparent way.
5. When any member of the Charity Association has a different idea from the General Assembly, his/her different idea should be recorded in the minute register.
6. When any regular member of the Charity Association believes that the decision passed by the General Assembly violates the law of the country/ constitution or the administrative regulation of the Charity Association, he/she can apply to the Agency.

**Article 15: Power and Functions of the Management Bodies of the General Assembly.**

It is comprised of the Chair person of the General assembly, Deputy Chair Person, and Secretary and has the following duties and responsibilities.

1. The Chair Person of the General Assembly
  - a. Summons the General Assembly meetings, and prepares agenda with the Secretary.
  - b. Guides the General assembly meeting as a chair person.
  - c. Monitors that the regulations issued as well as all decisions passed by the General Assembly are implemented accordingly.
  - d. She/he facilitates in sending the annual activity report ratified by the General Assembly, Activity and Audit Reports and Financial Statements to the concerned government bodies and as deemed necessary to beneficiaries and donors.
  - e. Prioritizes the issues to be presented to the General Assembly and hands over to the secretary to be kept as agendas.



2. Deputy Chair Person
  - a. In the absence of the chair person, he/she works as a chair person.
  - b. Implements all other works entrusted to him/her by the Chair person or the General Assembly.

### **Article 16: Meeting of the General Assembly**

1. The regular meeting of the General Assembly is to be conducted at least once a year summoned by the Chair person of the General Assembly. It has to be conducted within 60 days after the closing down the annual budget year.
2. In case as per this Article Sub-article 1, the Chair person could not summon the General Assembly within 60 days; the Agency, initiated by the petition of one or more members could summon the General Assembly meeting through the chair person or by himself/herself.
3. If the Meeting of the General Assembly is summoned as per this Article Sub-article 2, the Agency could nominate a candidate who would be elected as the chair person of the General Assembly for voting.
4. An extraordinary meeting of the Charity Association could be called at any time when the Board chair person or 10 % of the association members demand to have a meeting.
5. The members of the Charity Association should be informed about the details of the meeting, the location, and the date prior to 15 working days for the regular General Assembly meeting and not more than 5 working days for the extraordinary meeting.
6. If more than half members of the Charity Association are present it is considered as full quorum.
7. Without prejudice to the provisions of Sub-article 6 above, if the quorum is not full for two consecutive meetings, the chair person of the General Assembly will make the next meeting to be conducted with the number of members present at that time.
8. In the regular meeting of the General Assembly variety of cases are presented for discussions. However, a member who would like to present

his case in an agenda has to present it in written to the secretary, chair person and the chair person of the General Assembly.

### **Article 17: Voting and Decision Making Procedures**

1. The leadership of the Charity Association would be by the people elected in full participation of members.
2. When the General Assembly makes election, first it ensures that the quorum is full and then the election committee is elected and election is accomplished accordingly.
3. The election committee makes that election criteria are decided by the General Assembly and facilitates the election.
4. The General Assembly establishes the election committee that would facilitate the election of members who completed their service year, dissolved members, and for replacing the executive committee who quitted due to variety of reasons.
5. Members, who completed their service year and want to be reelected, have to be nominated to campaign and should be elected by vote. However, to be reelected for the third round, they have to get rest at least for one election period i.e. 4 Years.
6. The decisions of the General Assembly pass by the highest vote, when the vote is equal the chair person will have the decisive vote.
7. The meeting procedure of Charity Association should at any time follow the democratic principles.
8. The election committee could not present themselves as candidates for committee election. However, if the General Assembly shows its approval, it can present them as candidates after removing their responsibility as election committee.
9. The election committee has the responsibility to make the new elected members start their job within 30 days after the election.
10. The former elected persons should not intervene in any type of work other than what is decided by the General Assembly or handing over of property.
11. Issues which were not ratified and registered by the General Assembly do not have any validity.

## **Article: 18.The Power and Functions of the Board of Directors.**

The managerial board is accountable to the General Assembly and has the following power and functions.

1. It appoints, demotes or even fires out the General Manager of the Charity Association.
2. It controls and monitors all the decisions passed by the General Assembly as well as whether the plan of activities are implemented by the General Manager or not.
3. It accepts what the executive committee of the Association proposes to issue or amend the policy of the Charity Association and if it deemed necessary could supplement its own suggestion and presents it to the General Assembly for decision.
4. Makes sure that there are financial or material incomes for the implementation of the program of the Charity Association. Besides it proposes means of getting aid to develop the Association.
5. After making a survey study for the opening of branch offices, it presents it to the General Assembly for decision.
6. It evaluates the activity reports to be presented to the executive body of the Charity Association and presents it to the General Assembly by supplementing its suggestions.
7. It formulates rules and regulations by which workers of the Charity Association would be employed and administered.
8. Discusses on the short, middle and long term plan and budget of the Charity Association and presents it to the General Assembly for decision.
9. Issues rules and regulations manual of the workers.
- 10.. It issues rules and regulations for the meeting procedure of the Board.
11. It decides on the need for an extraordinary meeting summon of the General Assembly.

## **Article 19: Administrative Board Members**

1. The administrative Board would have 5-7 members.
2. The Board elects the chair person and vice chair person.
3. The General Manager of the Charity Association could act as the secretary of the Board without having the right to vote.
4. The Chair Person: -
  - a. Leads the Board's meeting as a chair person.
  - b. She/he presents the decisions passed by Board to the general assembly.
  - c. He presents the policies, strategies, and regulations of the Charity Association to the General Assembly for ratification.
  - d. In relative to the power given to the General Assembly and the Board, his/her accountability would be to the Assembly and the Board.
  - e. He/She passes an order to the General Manager that he/she should implement the decisions passed by the General Assembly and the Board.
  - f. He/She monitors the activity implementation procedure of the management of the Charity Association.
  - g. He/She passes an order to the General Manager that he/she send the activity performance ratified by the General Assembly and the audit report to the concerned bodies.
  - h. He/She presents the annual report except the audit report to the General Assembly regular meeting.
5. Deputy Chair Person
  - a. He/she represents the Chair person in his/her absence.
  - b. He implements the extra work assigned to him/her by the Chair person or the General Assembly.
6. Secretary: -
  - a. He/She is accountable to the Board
  - b. He/She prepares the agendas of the Board meetings together with the chair person.
  - c. He/She keeps the minutes of the Board meetings.
  - d. He takes care the registers and vouchers of the Board Office

## **Article 20: Meeting of the Administrative Board, Voting Procedure and Service Period of the Board Members.**

1. The regular meeting of the Board would be four times in a year, however, when it is necessary to have an extra ordinary meeting; the Board could call for a special meeting.
2. The extra ordinary meeting could be called by the Board chair person or by the Manager of the Charity Association.
3. If half of the Board members are present the quorum is considered as full, however, if the quorum is below half, a second meeting could be called. But still if the quorum is not full the meeting could continue with the number of members who are present.
4. Decisions are passed by the highest vote, but if the vote is equal the decision supported by the chair person would win.
5. The service period for the Board members would be for four years, however, one Board member could not be elected more than two times.
6. The Board members would serve without any salary, however, a compensation fees would be paid for expenses incurred when they go out for the Charity Association business.

## **Article 21: Function and Power of the Manager of the Charity Association**

The Manager of the Charity Association is accountable to the Board, and would have the following power and functions.

1. He/She can represent the Charity Association in any authority, he/she can fulfill any issues related to the activity of the Association, and he can give proxy/delegation/, can make any correspondence relevant to the Charity Association, and can make agreements.
2. He/She signs and activates with the accountant, the bank account and cheques or remittance in the name of the Charity Association.
3. He/She implements the decisions passed by the General Assembly and the Board.
4. He/She prepares and presents to the Board, the quarterly and annual activity and financial reports of the Charity Association.

5. He/She issues the policy of the Charity Association and presents it to the Board after preparing the budget and activity plan.
6. He/She designs means by which the Charity Association could strengthen its income, and also designs and implements strategies that could enhance the objectives of the Charity Association.
7. He/She employs workers, and decides their salary and allowances and according to the administrative regulation that the Board issues.
8. He/She prepares and presents to Board, the activity positions and responsibilities other than the accountant and cashier.
9. He/She manages the daily activities of the Charity Association by coordinating and monitoring the activities of the accountant, cashier and other staff under his control.
10. He/She forwards managerial decisions in regard to the work progress of the Charity Association.
11. If the Manager is a member of the Charity Association, he/she would not have the right to vote to ratify his/her motion or activities implemented under his control when the General Assembly gathers.
12. He/She implements other activities entrusted to him/her by the Board that wouldn't contradict to the regulations of the Charity Association or the decisions of the General Assembly.

## **Article 22: The Function and Power of the Accountant of the Charity Association**

The Accountant, his/her accountability being to the manager of the Charity Association would have the following functions and power.

1. He/She controls the income and expenditure of the account of the Charity Association and also checks that it is recorded and kept correctly.
2. He/She controls that the in and out flow of cash and assets of the Charity Association is according to the accepted accounting principles.
3. He/She acts as a signatory together with the manager in bank account, cheques or Bank transfers of the Charity Association.
4. He/She monitors that the cash register books and other variety of documents are kept carefully.

5. He/She prepares cash register book that comprises debit and credit, assets and liability.
6. When the Charity Association is engaged in income generating activities he monitors that the required cash register books are kept and used.

### **Article 23: The Function and Power of the Cashier of the Charity Association**

The Cashier, his/her accountability being to the accountant of the Charity Association would have the following functions and power.

1. He/She collects the incomes of the Charity Association with legal receipts.
2. He/She deposits the collected money in the bank in the country and keeps the bank receipts carefully.
3. He/She can keep not more than 10,000 Birr for working capital and miscellaneous expenses.
4. He/She reconciles the monthly debit and credit accounts with the accountant.
5. He/She keeps the cheque of the Charity Association.
6. He/She makes expenditure when he/she is ordered by the joint signature of the Accountant and the Manager.

### **Article 24: The Power and Functions of the Auditor**

1. The Auditor of the Charity Association could not act as the manager of the Association or member of the Board.
2. The Auditor his/her accountability being to the General Assembly would have the following power and functions.
  - 2.1 He/She controls the accuracy of management of fund and property of the Charity and Association.
  - 2.2 He/She verifies that the work activity of the Charity Association is according to its rules and regulation.
  - 2.3 He/She prepares annual report as per the accepted criterion in Ethiopia and presents it to the General Assembly.

## **Article 25: Source of Income of the Charity Association**

Sources of income for the Charity Association are contribution from members, contribution from the people as per the decision of the General Assembly, from income generating activities and fund or materials donated from partners.

## **Article 26: On Amendment of the Administrative Regulation for the Charity Association**

1. The concept for amendment of this Administrative Regulation should first be requested and kept as an agenda by at least  $\frac{1}{4}$  members of the General Assembly.
2. The concept for amendment of this Administrative Regulation would be decided by the General Assembly. However, before the request for amendment is circulated it has to be presented to the chair person of the General Assembly, the Secretary or the Director.
3. The amendment of the Administrative Regulation would be valid if the concept for amendment is passed by  $\frac{3}{4}$  vote where the more than half members of the General Assembly are present.
4. If the Agency does not ratify the decision passed for the amendment of the Administrative Regulation, a meeting that would discuss on the issue for not ratifying it would be called.
5. The Administrative Regulation decided for amendment would not be effective unless it is ratified by the Agency.

## **Article 27: On Merging and Changing the Charity Association.**

1. The Charity Association could be divided to a variety of charity associations, or be merged with another charity association or changed to another type of charity of association only when it is decided by  $\frac{3}{4}$  vote of the General Assembly.
2. In the process of merging with another charity association, the negotiation committee should comprise of the Chair person of the General Assembly, the Secretary and the Manager of the Charity Association.



## **Article 28: When the Charity Association Dissolves**

1. The Charity Association dissolves when the General Assembly wins the decision by  $\frac{3}{4}$  votes.
2. The Manager of the Charity Association prepares an inventory six months before the date the General Assembly decides to dissolve elapses. He/She has to attach it with the decision and presents it to the Agency of Charity Associations.
3. The Charity Association or any concerned Government body could apply to possess the property of the Charity Association as it is indicated in the decision by the General Assembly to resolve the Charity Association.

## **Article 29: Effective Date**

This Administrative Regulation shall enter into force on the date of its ratification, (March 5, 2012) by the Agency of the Charity Associations and Organizations.