

West African Businesswomen's Network By-Laws

Support to the Sahel and West Africa Regional Programs Project



NATHAN
ASSOCIATES INC.
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SUBMITTED TO
USAID, West Africa Regional
Program

UNDER CONTRACT NO.
PCE-I-09-98-00016-00

SUBMITTED BY
Nathan Associates Inc.
Arlington, Virginia

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By-Laws

CHAPTER 1: GENERAL PROVISIONS

Article 1 Purpose

The purpose of the present by-laws is to establish the internal rules of WABNET.

CHAPTER 2: MEMBERSHIP, DISCIPLINE, VOTING AND QUORUMS

Article 2 Membership

WABNET has two types of members: women's associations and individual businesswomen with formally registered businesses. They belong to national networks, which in turn belong to WABNET.

Article 3 Discipline

All members of WABNET are expected to observe the rules of the network, to observe its rules and by-laws, and to respect its decisions and acts.

Article 4 Voting

Only delegates or their documented proxies may vote at General Assemblies. Vote is by raise of hands or secret ballot. Officers are elected by secret ballot.

In the Executive Committee when there is not a consensus, decisions are by simple majority. In case of a tie, the President casts the deciding vote.

Article 5 Quorum

The quorum required for meetings of the Executive Committee and/or the National Coordinators is a simple majority of voting members.

The quorum for the General Assembly is one third of the delegates. Delegates unable to attend may give their proxy to another delegate. In case of force majeure, a country prevented from sending a delegation may give its proxy to a delegate from another country.

Article 6 Accounts

The Executive Committee will establish a bank account in the name of WABNET in a bank of its choice. The signatories will be the President, the Anglophone Treasurer and the Francophone Treasurer.

Article 7 Dues

Dues are fixed by the general assembly, upon proposal of the Executive Committee and the National Coordinators.

Article 8 The Executive Committee

The Executive Committee will prepare an annual Action Plan together with a budget and a calendar for its implementation, and submit them to the General Assembly for approval.

The members of the Executive Committee may be asked to represent the Network whenever such representation is deemed appropriate.

The organization will cover travel costs and expenses when an officer of WABNET is on a mission for the organization in so far as the budget allows.

Article 9 The President

The president represents the Network to political, administrative and judicial authorities.

The Executive Committee decides the agenda, the place, date and time of meetings. The president distributes the information at least one month before the meeting.

Article 10 The Vice Presidents

The vice presidents assist the president in her functions. The first vice president assumes the role of president in case of absence or incapacity. If the first vice president is unavailable, the second vice president is in charge.

Article 11 Secretaries

The secretaries organize the activities of the network, and may act as moderators in meetings as necessary. They record proceedings prepare and distribute minutes from the meetings. The secretaries will distribute information to all the national networks. They are responsible in cooperation with the other officers for relations with national and international organizations and all partners of WABNET.

Article 12 Treasurers

The treasurers receive the funds of the network for deposit. They are responsible for the financial management of the funds. They can not spend without written authorization of the president or in case of incapacity, the vice president.

The treasurers prepare the financial report twice a year and submit an annual report to audit by the audit committee chosen by the General Assembly.

After the financial report is adopted, the report and the provisional budget approved by the executive committee are presented to the General Assembly.

Article 13 Internal Audit Committee

At least once a year, the audit committee, appointed by the Assembly General verifies the finances and operations of WABNET. The Audit Committee have access to all books and financial records, receipts and documentation at any time and should require the executive committee and its employees to provide any document and information that they deem necessary in the functions of their duties.

The Audit Committee reports directly to General Assembly.

Article 14 Resource-persons

The Network reserves the right to call upon resource persons in case of need.

Article 15 National

National networks shall be created in all 15 ECOWAS countries. Each country will elect its own executive committee.

Article 16 By-Laws

The present by-laws may be modified by the general Assembly upon proposal from the Executive Committee and the national coordinators. The Executive Committee is responsible for applying the by-laws.

Article 17 Book of Basic Network Documents

The charter, the by-laws, the records of registration, particulars of bank accounts and minutes of General Assembly will be registered in the network registry. All modifications will also be included.