RULES OF PROCEDURE

(Modified in GA on June 18, 2019)

**ARTICLE 1**: The presence of each director on **the Board of Directors** is mandatory. If for any reason a director cannot attend a meeting of the Board, he must inform the BE, orally or in writing, at least 24 hours before the meeting, except in cases of force majeure. Three consecutive unexcused absences will cause the absentee to resign. The CA will ask to hear it before pronouncing its exclusion. However a special derogation will be granted to the Honorary Members of the association. At General Meetings, members unable to attend shall be entitled to be represented by a member of their choice by means of the proxy voting form attached to AG's notices. However, only up-to-date members of their dues can participate in GAs. Where circumstances so require, meetings of the Board and the AG may also be held by videoconference.

**ARTICLE 2**: Any member who is late for a meeting takes seat without greeting the audience.

**ARTICLE 3**: No member must leave a meeting or a demonstration before the end of the session or without the agreement of the chairperson.

**ARTICLE 4**: Any attempt of serious disorder during meetings may lead to loss of membership in accordance with Article 15 of the Statutes.

**ARTICLE 5**: From the date of deposit of the present rules and until further order the amounts of the membership fee and the annual fees are fixed at:

|  |  |
| --- | --- |
| **2019 Membership Application** | **2019 annual fee** |
| Students | 5000 FCFA | Active student member | 10000 FCFA |
| Residents | 10000 FCFA | Active member | 20000 FCFA |
| Non-residents | 20000 FCFA(30€) | Sympathizing member | 20000 FCFA |
|  | Benefactor member | 50000 FCFA et + |

**ARTICLE 6**: Only the administrators and / or elected members of the office can claim the reimbursement of the expenses incurred within the framework of their functions and on justifications, according to a fixed daily and kilometric to be determined according to the place of displacement.

 **ARTICLE 7**: Any member who performs a remunerated activity with the prior approval of the Executive Director or the President shall pay 5% of the amounts collected to the OFFAP Association.

**ARTICLE 8**: Any action of a member contrary to the protection of the environment and in particular to the conservation of the biological diversity will be ground of exclusion firm and definitive.

**ARTICLE 9**: Any new membership as a member will be subject to approval by the Board. This will inform the candidate of his decision, which if accepted will pay his first annual fee and two passport photos.

**ARTICLE 10**: Any member who no longer participates in the GA and who no longer pays his dues is automatically excluded after two contribution reminders and a warning letter.

**ARTICLE 11**: No member has the right to speak at a meeting without permission of the Presiding Officer, nor to interrupt his colleague while he is speaking.

**ARTICLE 12**: The present statutes and rules of procedure adopted by the General Assembly can only be amended by the latter.