

# COVENTRY BURUNDIAN COMMUNITY (CBC ) INTERNAL RULES

## 1. ROLE AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS.

### 1.1 CHAIRPERSON

- Be the chief executive official and shall have responsibilities of ensuring that all decisions and activities of the association be implemented
- Shall maintain peace and order in all meetings and gatherings
- Preside over executive committee meetings and general meetings and shall always have a casting vote
- He is the official contact person of the association
- Be a co-signatory of minutes of the proceedings of minutes
- Be a signatory to the association's bank account
- Shall carry out all its duties and responsibilities in consultation with the executives committee
- Shall discharge his/her duties as directed by the general body

### 1.2 VICE CHAIRPERSON

Advise the chairperson and fulfil his/her duties in case of the absence of the chairperson

### 1.3 GENERAL SECRETARY

- Shall be responsible for the conveyance of meetings as directed by the executive committee and in consultation with the chairperson
- Shall keep minutes of all meetings conveyed
- Shall be a co-signatory of minutes of proceeding of meetings
- Shall be responsible for the writings of all correspondences and receive all in-coming correspondence of the association
- Shall carry out other duties as directed by the chairperson and executive committee
- Be a signatory to the association's bank accounts
- Shall be a member of the education and training committee
- Shall discharge his/her duties as directed by the general body


#### **1.4 TREASURER**

- Shall collect all monies on behalf of the association
- Shall keep a proper financial record of all monies collected on behalf of the association
- Shall deposit all monies received on behalf of the association into the association into the association's bank account within two working days
- Shall produce a quarterly financial report and be responsible for the circulation of such financial report to all members of the association
- Shall be in custody of the association's bank documents and including paying in and withdrawal cheques books
- Shall authorise the disbursement of all funds and with the permission of the executive committee
- Shall discharge his/her duties as directed by the general body

#### **1.5 CULTURE AND SPORTS OFFICER**

- Shall be responsible for the organisation of all social events as approved by the association
- Shall arrange the hospitality at the meetings as approved by the executive committee
- Shall assist the secretary for the arrangement of venue for meetings
- Shall be the chairperson of the social events committee
- Shall coordinate the youth activities of the association in consultation with the executive committee
- Shall design programs and activities that will enhance the capacity of youths both with and outside the association
- Shall be the chairperson of the youth committee
- Shall develop programs and activities that promote cultural awareness and integration of Burundian children
- Shall organise children's social activities as approved by the executive committee

#### **1.6 PUBLIC RELATION OFFICER**

- Shall be responsible for the publicity of all social events of the association
  - Shall be responsible to raise the profile of the association and making the people and institutions both within and outside Coventry aware of the aims and objectives of the association.
  - Shall liaise with the organizing secretary in the promotion of the social events organized by the association.
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- Shall be responsible of the production of the publicity materials for the association and as approved by the executive committee.
- Shall discharge his or her duties as directed by the general body.

## II. RIGHTS AND OBLIGATIONS OF C.B.C MEMBERS.

We mean by membership any person interested in furthering the objectives of the association and will not be limited on the grounds of race, gender, age, religious persuasion or other opinions. The association shall be composed of effective members only.

### 1. RIGHTS

- Burundians (by birth, naturalization or by marriage to a Burundian) who wish to become members shall be required to give an annual minimum contribution of £20/pers or £30/married couple.

The deadline for contribution is the 31<sup>st</sup> March.

- Every member shall have one vote and be entitled to be nominated to the Management Committee.
- **Can be allowed to be voted on the position of CBC chairperson only a Burundian by blood (one of the parent is Burundian) who has been an effective member for 3 years minimum.**
- **Can be allowed to vote anyone who has paid his annual contribution of at least one year (this includes brand new members).**
- Any member that will be judged mentally incapable or has outstanding problems related to his health will not be able to be part of the instances directing the association.
- Members below the age of 18 however shall have no right to vote and cannot be elected on the management committee.
- Members shall have the right to resign from the association by notifying the Management Committee.
- A member of the association will have right to some privileges among others reductions at the time of the socio-cultural activities open to the public as well as to other privileges to be assisted morally and financially in social problems or social event.
- Access to social events such as New year celebration, Independence day, BBQ, etc... do not require membership. Everyone regardless of its state of membership or nationality will always be welcomed.

**PS: The financial supports are subject to the funds available**

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## OBLIGATIONS

- Every effective member shall be required to give an annual minimum contribution of £20/pers or £30/married couple.
- Any member has to attend election meetings
- Shall be present in all general meetings; called by executive committee. In case he fails to attend meeting he should notify the chairperson or the secretary as soon as possible.
- An executive committee member who fails to attend three consecutive meetings without reasonable explanation shall be suspended from his or her position.

## III. ELECTIONS OF MANAGEMENT COMMITTEES

### 1. Executive Committee.

The President of the Executive Committee shall be elected at the General Assembly by secret ballots, He must win by absolute majority for the first time or by simple majority on the second vote; then he will be given time to choose and present his comity to the general Assembly to be approved by the absolute majority for the first vote and simple majority on second time. In other cases, the new President shall resign.

No member shall have more than one vote. In case of a tie, the chairperson shall have a casting vote.

### 2. Board of trustees

- It shall be appointed by elected Executive Committee and presented to the General Assembly for approvable. The BOT is composed of five members.
  - Members of the Board of trustees will elect their chairperson
  - The BOT supervise and advise the EC.
  - The BOT receives any grievance from a CBC effective member and try to find the solution either within BOT only, either in consultation with the EC or request a GA when necessary.
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**IV. CLAUSES**

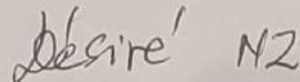
This internal rule shall be amended upon proposals put forward by at least two-thirds of fully paid-up-members of the Community. Such proposal shall be tabled in a general meeting.

The Internal rule is adopted on the ..... 11<sup>th</sup> ..... Day of SEPTEMBER in the Year 2024

Signed: .....  .....

Chairperson of CBC - SEMUHUMUZA KARIBWAMI

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Chairperson of BOT

 **Désiré NZIMANA**

