



INTERNATIONAL DAY OF THE AFRICAN CHILD AND YOUTH
JOURNEE INTERNATIONALE DE L'ENFANCE ET DE LA JEUNESSE AFRICAINES
INTERNATIONALE DAG VAN HET KIND EN DE JEUGD VAN AFRIKA
DIA INTERNACIONAL DEL INFANTE Y JUVENTUD AFRICANAS
INTERNATIONALER TAG DER AFRIKANISCHEN KINDHEIT UND JUGEND
IDAY - www.iday.org

INTERNAL REGULATIONS

IDAY – INTERNATIONAL

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1. GENERAL DISPOSITIONS

1.1. SCOPE OF APPLICATION

The present internal regulations are established in conformity with the statutes of IDAY-International. They are equally applicable to and imposable on all members of the Association as the statutory dispositions.

1.2. AIM

2.1- Completing and specifying the statutory dispositions of IDAY-International and determining the way they apply to the association's daily operations.

2.2- They can only be modified by the General Assembly by a simple majority vote.

1.3. HEAD OFFICE

Article 2 specifies that the head office of the aisbl cannot be relocated outside Belgium. The founding members and those who have signed the statutes deeply regret this disposition linked to the absence of a European or international status for non-profit seeking organisations. They consider that this clause cannot be called upon to prevent a transfer of IDAY-International's head office somewhere else in Europe or in Africa, even if this implies a modification of the statutes.

2. FINANCIAL MEANS

2.1. ACCOUNT STATEMENT

IDAY-International is compelled to balancing its accounts each year. The Management Committee is responsible for finding the necessary funds for the implementation of its programme, while avoiding sponsoring by companies that do not respect ethical international standards and that could harm IDAY. It may accept voluntary contributions from its members on top of membership fees.

2.2 SUBSIDIES FROM IDAY-INTERNATIONAL

Subsidies granted by IDAY-International for June 16annual activities upon application by the members will be paid in 2 instalments at a rate laid out hereunder. The first instalment will be paid prior to the activity and the second one after the events upon presentation of an Evaluation report seconded by debit notes specifying clearly:

- The name of the association benefiting from the transfer and its address
- The name of the person representing the association, email address and telephone number.
- The reason of the debt: name and date of the subsidised project or activity for which expenditures have been made.
- The name of the account holder (if different from the beneficiary association)
- Account number

- In Belgium: 12 figures
- European: IBAN & SWIFT
- Other: IBAN or account number, name and address of the bank, SWIFT
- The amount and currency (N.B.: amounts in other currencies will be converted in EUR at the rate applying on the date of payment).

The percentage of the funds paid prior to the activity depends on each coalition's experience:

- ❖ Coalitions who have never organised June 16: 50%
- ❖ Coalitions who have organised June 16 once: 75%
- ❖ Coalitions who have organised June 16 at least twice: 80%

The list of expenditures will be accompanied by evidence of payment (bills, register tickets or equivalent).

The subsidies will be justified afterwards (max 2 months after the events subsidised) with copies of the bills or tickets, dated and explained (name and date of project) including press clips and pictures.

The associations having received subsidies must keep in their books the original of the justifying documents, available for verification by the delegate of IDAY-International.

All documents pertaining to the subsidies and costs charged to IDAY-International must be addressed to the Secretary General, who approves them and transfers them diligently to the Treasurer.

3. MEMBERS

3.1. CHARTER

In application of Article 5.3. on Active Members, it is recalled that for an organisation to participate in a coalition, and for that coalition to be part of IDAY, the Charter must have been signed and respected.

3.2. MEMBERSHIP OF COALITIONS

The coalitions will be officially recognised as members of the IDAY network upon approval of their application by the Management Committee, which will submit it to the Board of Directors for approval by the General Assembly. The Management Committee can ask to postpone its recommendation after a visit to the candidate coalition and the organisation by the candidate of the commemoration of the International Day of the African Child at least once.

The coalition must comprise of at least 5 civil society organisations (CSOs) which have all signed the IDAY Charter.

- Step 1:
 - Send the statutes of the organisations that want to be part of the coalition.
 - Send a motivation letter in the name of the member organisations (reason for applying for membership to IDAY? what are the objectives and expectations?)

- Step 2: Meeting of the coalition in its country with a member of IDAY-International (if possible).
- Step 3: Possibility to fill in the application form for a subsidy from IDAY-International for the organisation of June 16 events.
- Step 4: The following year, submission of applications with recommendation of the Management Committee to the General Assembly of IDAY-International.
- Step 5: Decision of the GA on the approval or refusal of membership to the applicants.

3.3 VISIBILITY

- **Logo**

The members are aware that only massive and quality action will have the expected political impact. With this in mind, they will display the IDAY logo on all their publications, their website and supports announcing IDAY-related activities.

- **Internet**

The coalitions will do their best to create a blog or website with the list of their members, the structure of the coalition, its programme and any relevant document. The blog/website will be listed on IDAY-International's website www.iday.org. The coalition's website will in turn put a link to IDAY-International's website. If a coalition does not have its own blog / website, it will provide all the aforementioned information to IDAY-International so that they can be published on the network's website.

4. GENERAL ASSEMBLY (GA): COMPOSITION AND VOTING PROCEDURE

4.1. COMPOSITION

4.1.1. African members must make up at least 50% of the GA. Should European members outnumber African members, the latter would retain a majority share of votes.

4.1.2. The GA comprises at least two and up to three representatives of sponsors. L'AG comprend au moins deux et au plus trois membres représentants les organismes finançant ses activités. They elect their representatives among themselves according to procedures of their own.

4.1.3. The quorum of a GA must represent at least 51% of the members to be valid. In "physical" GA, this quorum is calculated based on the members present or represented. In "virtual" GA, the quorum is calculated based on the contributions received by post, fax or email.

4.2. MEETINGS AND INVITATIONS

4.2.1. The GA meets at least once a year. A first meeting with the physical participation of delegates is held in a host country in Africa or Europe. It develops the IDAY strategy and nominates the members of the future Board of Directors who take office as from the start of the next fiscal year. A second meeting which can be virtual, may be called around November. During this second GA, the members examine the points listed at article 12.1. of the Statutes. The Management Committee will send the accounts of the previous year, the annual evaluation report of the previous year and the budget and membership fee proposals according to article 12.2 of the statutes.

4.2.2. The invitation includes:

- The day, date, time (and place in cases of physical meetings) of the meeting;
- The agenda, which includes at least the approval of the previous GA's minutes of the (see article 4.2.3.) and the points raised by the members in conformity with article 12.3 of the statutes.
- Annexed, the minutes of the previous GA and all documents necessary for the GA.

4.2.3. – The deliberations of the GA are recorded in minutes signed by the President and the Secretary of the meeting. The participants' list is annexed. These minutes are sent within one month following the GA to the members present for changes and comments. These amended minutes are sent within two months to all IDAY-International members. This version will be submitted to discussion and approbation as first item on the agenda of the next GA.

5. VACANCIES AND EXCLUSION

5.1- In cases of a vacancy in the Management Committee, replacement must be carried out within 3 months following the announcement or declaration of vacancy.

5.2- A post is considered vacant in the following circumstances:

- Repeated unmotivated absence from the meetings during 6 months.
- Resignation
- Exclusion
- Dissolution of the member organisation.

5.3- Any member of the national Coordination team who, without excuse, has not participated to three (3) consecutive meetings may be considered as having resigned.

5.4. - Article 8 of the statutes is complemented with the following motives:

- unjustified absence at two (2) consecutive GA;
- disobliging words toward another member of the Association;
- behaviour not in conformity with the ethic of the association;
- preference granted at the expense of the general interest of IDAY to one's family, tribe, region, country, organisation or linguistic group;
- failure to abide by the statutes and internal regulations.

5.5. – Exclusion may be pronounced by the General Assembly, by a majority vote of two third (2/3) of the members present, after having heard the explanations of the member against which the exclusion procedure has been engaged. In case the interested party is absent, it is excluded *at absentum*.

5.6. - Excluded members must transfer to the national Coordination team all documents and all items belonging to the association.

6. RIGHTS AND DUTIES

6.1. RIGHTS

All members of IDAY-International who are up to date regarding their statutory obligations have the right to:

- Participate in the GA with voting right,
- Elect or be elected at various responsibility position in the association,
- Benefit from the services and advantages of the association,
- Obtain from the organisation information regarding the activities of the association,
- Resign in conformity to the statutes,
- Be respected by all other members.

6.2. DUTIES

All members of IDAY-International commit to:

- Pay their annual membership fee and other financial obligations,
- Respect scrupulously the statutes and internal regulations,
- Defend the interests of IDAY,
- Be available for working loyally within IDAY,
- Foster a climate of trust, collaboration and friendship among the members,
- Respect their commitments toward the association,
- Promote by all means the goals of the association.

7. APPROVAL

The first version of the internal regulations of IDAY-International were submitted by the first Management Committee, composed of Jean-Jacques Schul, Billy Kalonji, Hélène Madinda, Jean-Pierre Neuenschwander, Michel Ducamp and Catherine Lievens, to IDAY-International's first General Assembly and approved by the General Assembly of November 2008.

Chairman
Jean-Jacques Schul

Executive Secretary
Catherine Lievens