



CPA AFRICA REGION

CONSTITUTION OF THE AFRICA REGION OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION

**CONSTITUTION OF THE AFRICA REGION OF THE
COMMONWEALTH PARLIAMENTARY ASSOCIATION**

**AS ADOPTED BY THE ANNUAL GENERAL MEETING OF THE
REGION ON 27TH MAY, 1985 AND AMENDED BY THE ANNUAL
GENERAL MEETING OF THE REGION ON 7TH JUNE, 1989, 25TH
MAY 1994, 20TH MAY 1997, 16TH AUGUST, 2000, 8TH AUGUST,
2001, 5TH AUGUST, 2002, 20TH JULY, 2009 AND 17TH JUNE, 2011.**

**THE CONSTITUTION OF THE AFRICA REGION OF THE
COMMONWEALTH PARLIAMENTARY ASSOCIATION**

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PREAMBLE

We, the Parliamentarians of national Parliaments and Provincial/State/Territorial legislatures of member countries of the Commonwealth on the continent of Africa, **who**, irrespective of gender, race, or religion are committed to:

promoting respect for Human Rights and Freedoms and the pursuit of the ideals of Democracy and good governance;

building understanding and unity among countries of the Region and the Continent; **and**

promoting the interests and perspectives of Africa within the Commonwealth and beyond;

have established the Africa Region of the Commonwealth Parliamentary Association.

PART I **PRELIMINARY**

ARTICLE 1 **Name of Association**

The name of the Association shall be “The Africa Region of the Commonwealth Parliamentary Association” (hereinafter referred to as “the Region”).

ARTICLE 2 **Adoption of Constitution**

The Constitution of **the Region** shall be adopted on the date that the **General Meeting** shall determine.

ARTICLE 3 ***Interpretation***

In this Constitution, unless the context otherwise requires –
“Annual Regional Conference or Plenary” means Annual Regional Conference;

“Assistant Regional Secretary” means the Assistant Regional Secretary in terms of Article 49 of this Constitution;

“Branch Representative” means a representative nominated according to Article 53;

“Chairperson” means the Chairperson of the Regional Executive Committee elected by the Regional Annual General Meeting in terms of this Constitution;

“Senior Regional Representative” means the Chairperson of the Regional Representatives’ Sub-Committee;

“CPA” means the Commonwealth Parliamentary Association;

“CWP” means Commonwealth Women Parliamentarians in the Region);

“Executive Committee” means the Regional Executive Committee established under this Constitution;

“General Meeting” means the Regional Annual General Meeting;

“National Branch” means a Branch formed in the national legislature of a country in the Region;

“Observer” means a person invited by the Executive Committee to attend a meeting/conference or seminar in accordance with the provisions of this Constitution and has no voting rights;

“Officer” means an office bearer in the Region;

“President” means the President of the Region elected by the Region in terms of this Constitution;

“Region” means the Africa Region of the Commonwealth Parliamentary Association;

“Regional Representative Sub-Committee” means a Sub-Committee composed of Representatives from the Sub-Regions who are also Members of the CPA International Executive Committee;

“Regional Secretariat” means the Regional Secretariat established under Article 49 of the Constitution;

“Regional Secretary” means the Regional Secretary in terms of Article 49;

“Sub-National Branch” means a Branch formed in a provincial, state or territorial legislature of a country in the Region;



“the Association” means the Africa Region of the Commonwealth Parliamentary Association;

“Sub-Region” means the geographical subdivisions into which the Africa Region is divided for CPA administrative purposes;

“Treasurer” means the Treasurer of the Region elected by the Region in terms of this Constitution;

“Vice-Chairperson” means the Vice-Chairperson of the Regional Executive Committee elected by the **Executive Committee** in terms of this Constitution;

“Vice-President” means the Vice-President of the Region who shall be the nominee of the Branch which is to host the next but one Regional Conference; and

“Vice-Treasurer” means the Vice-Treasurer of the Region elected by the **General Meeting** in terms of this Constitution.

ARTICLE 4

Regional Headquarters

The Regional Headquarters shall be in any place within the Region as may be determined by the General Meeting.

PART II

AIMS, OBJECTIVES, ACTIVITIES AND MEMBERSHIP TO THE ASSOCIATION

ARTICLE 5

Aims and Objectives

The aims and objectives of the Region shall be to:

- (a) Promote the interests and perspectives of Africa within the Commonwealth and beyond;
 - (b) **Promote knowledge and education on social, economic, cultural, constitutional and legislative systems obtaining in various member countries and beyond;**
 - (c) Promote gender equality and equity at all levels of human development;
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- (d) promote respect for fundamental rights and freedoms of the individual;
- (e) promote peace, democracy and good governance in all member countries;
- (f) promote transparency and accountability in the operation of the Region's organs and bodies in all member countries; and
- (g) do all that is necessary for the realisation of the aims and objectives of this Constitution.

ARTICLE 6 **Activities**

The activities of the Region shall include the following:

- (a) hold an **Annual Regional Conference, as far as is practicable**, at least once a year in a place the General Meeting shall determine;
- (b) arrange for meetings, seminars, conferences, sports and cultural events at both regional and inter-regional levels;
- (c) facilitate study tours and exchange visits among parliamentarians in Member countries;
- (d) publish journals, newsletters, pamphlets and reports on various issues and activities relevant to the aims and objectives of the Region:

Provided that the **Regional Secretariat** shall maintain and disseminate the published information to the **CPA Secretariat** and other Regional Secretariats and branches of the Region;

- (e) raise funds for the implementation of the projects that are in line with the aims and objectives of the Region; and
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- (f) **invite**, at its discretion and on such conditions as it may decide, other organisations or persons to address it or participate in any of its activities.

ARTICLE 7 **MEMBERSHIP**

- (1) Membership of the Association shall be open to Branches which have been-**

- (a) formed within Legislatures, which qualify under paragraph (2) and are in countries recognized as members of the Commonwealth by Commonwealth Heads of Government, dependencies of such countries and countries in association with such countries, and**
- (b) constituted in accordance with paragraph (3).**

- (2) A Legislature shall qualify if-**

- (a) it is recognized by domestic law as an Assembly competent to enact national, state, provincial or territorial legislation, or to enact legislation in a dependency;**
- (b) its Members sit by due process of domestic law; and**
- (c) it functions as a parliamentary body.**

- (3) (i) A Branch may be constituted following a written application submitted by a Legislature to the Regional Secretary.**
- (ii) The application shall declare that it has been adopted either by the Legislature or by its Members at a meeting summoned for the purpose.**
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- (iii) A Branch may be constituted by a decision of the **General Meeting** or, in the case of new Branches formed as a consequence of the subdivision of a territory to constitute additional Legislatures, by a decision of the **Executive Committee** subject to confirmation by the **General Assembly**.
- (iv) In determining whether to constitute a Branch, consideration shall be given to the existing Branches in, or associated with, the country from which the application to form a Branch is submitted.

ARTICLE 8

Abeyance of Membership of National Branch or Sub-National Branch

- (1) The Executive Committee may place membership of a National Branch or Sub-National Branch in abeyance, where it is satisfied that, the legislature in which the National Branch or Sub-National Branch is formed has ceased to function as a Parliamentary body:

Provided that, before taking **the decision to put the membership of a National or Sub-National Branch in abeyance**, the Executive Committee shall take all reasonable steps to consult the National Branch or Sub-National Branch.

- (2) The Executive Committee may re-instate the membership of a National Branch or Sub-National Branch which has been placed in abeyance.
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ARTICLE 9
**Suspension of Rights of Membership of
National Branch or Sub-National Branch**

- (1) The Executive Committee-
 - (a) may suspend the rights of membership of a National Branch or Sub-National Branch which is more than twenty four months in arrears in paying its prescribed annual membership fee or meeting its other prescribed financial obligations to the Region;
 - (a) shall rescind such suspension on payment by the National Branch or Sub-National Branch of the arrears or other financial obligations **to the Region**.
- (2) **A Branch that is in arrears for a minimum period of twelve months in paying its prescribed annual membership fee shall not be allowed to bring in observers to conferences or seminars.**

ARTICLE 10
**Notice of Suspension or Abeyance of Membership of
National Branch or Sub-National Branch**

Where the rights of membership of a National Branch or Sub-National Branch have been suspended or placed in abeyance, the Regional Secretary shall give notice in writing of the decision to the National Branch or Sub-National Branch.

ARTICLE 11
Right of Appeal

- (1) Where rights of membership of a National Branch or Sub-National Branch have been suspended or its membership placed in abeyance, the National Branch or Sub-National Branch-
-

- (a) may request the Executive Committee to review its decision; and
 - (b) shall have a right of appeal to the General Meeting.
- (2) **An appeal under sub-clause (b) of clause (1) shall be submitted, in writing, to the Regional Secretary and shall be considered at the next General Meeting provided it is received by the Regional Secretary at least sixty days before the meeting.**

ARTICLE 12

Termination of Membership

- (1) **The General Meeting may terminate the membership of a Branch on the recommendation of the Executive Committee where a Branch-**
- (a) **ceases to be a Legislative Assembly recognized by the relevant domestic law;**
 - (b) **is in a country which is no longer recognized as a member of the Commonwealth by the Commonwealth heads of State or Government and the CPA International; or**
 - (c) **fails to adhere to the aims and objectives of the Association.**
- (2) **A Branch may terminate its membership to the Region by notice in writing to the Regional Secretary and the termination shall take effect from the date that the General Meeting accepts such termination.**
- (3) **Where membership of a Branch is terminated under clause (2), obligations accrued to the Branch up to the date of termination shall be binding on the Branch and shall be discharged by the Branch.**
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PART III
BRANCHES
ARTICLE 13

Functions of National Branch and Sub-National Branch

- (1) The main function of a National Branch and Sub-National Branch is to implement decisions of the General Meeting.
 - (2) A National Branch or Sub-National Branch shall provide the **Regional Secretariat** with the following:
 - (a) a copy of the National Constitution;
 - (b) a copy of the Branch Constitution which shall not be inconsistent with this Constitution;
 - (c) a current list of the National Branch and Sub-National Branch membership indicating both life and associate members and the composition of the Branch Executive Committee;
 - (d) dates of national or independence days where applicable;
 - (e) copies of Standing Orders and list of Sessional Committees of Parliament and their powers and functions;
 - (f) annual and other relevant reports on activities carried out by the National Branch or Sub-National Branch; and
 - (g) any other information that is parliamentary in nature as may be requested by the **Executive Committee**.
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PART IV

REGIONAL BODIES AND ORGANS

ARTICLE 14 Regional Bodies

- (1) The following Regional bodies with their respective Sub-Committee are hereby established:
- (a) Annual Regional Conference;
 - (b) Annual General Meeting; and
 - (c) Executive Committee with the following sub-committees:
 - (i) **Coordinating Committee;**
 - (ii) **Regional Representatives Sub-Committee;**
 - (iii) **Programme Planning and Finance Sub-Committee; and**
 - (iv) **Commonwealth Women Parliamentarians Steering Committee.**
- (2) The Region may constitute new bodies.

ARTICLE 15 Regional Organs

- (1) The following regional Organs are hereby established:
- (a) **Speakers and Presiding Officers;**
 - (b) **Commonwealth Women Parliamentarians;**
 - (c) Society of Clerks-at-the-Table; and
 - (d) **Regional Secretariat.**
- (2) The Region may constitute new organs.
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PART V

GENERAL MEETING, CONFERENCES AND SEMINARS

ARTICLE 16

Annual Regional Conference

- (1) As far as practicable, there shall be an **Annual Regional Conference**.
 - (2) There shall be conference guidelines to be adopted by the General Meeting which shall come into effect on the date that the General Meeting shall determine.
 - (3) The **Regional Secretary** shall give not less than ninety days notice in writing to each Branch of the venue and dates of **Annual Regional Conference**.
 - (4) The following shall be entitled to attend an **Annual Regional Conference**:
 - (a) Members of the Executive Committee;
 - (b) National Branch or Sub-National Branch delegates:

Provided that Members of the Executive Committee shall be in addition to the National Branch or Sub-National Branch delegates;
 - (c) the immediate past President of the Region; and
 - (d) other persons who may be invited to attend as the Executive Committee may decide.
 - (5) The number of delegates of National Branch or Sub-National Branch to attend an **Annual Regional Conference** shall be determined by the General Meeting as provided in the conference guidelines.
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- (6) **Branches shall include female and male parliamentarians in their delegations and shall strive to ensure equal representation of women and men in the Region.**
- (7) **It shall be a responsibility of each Branch to -**
 - (a) **submit resolutions of the Annual Regional Conference to their respective legislatures;**
 - (b) **communicate the resolutions to their respective Governments;**
 - (c) **facilitate the implementation of such resolutions;**
 - (b) **submit a report to the Secretariat on the steps taken and results obtained in the implementation of the resolutions; and**
 - (c) **submit the report referred to in (d) to the Regional Secretariat within six months after the Annual Regional Conference at which the resolutions were passed.**
- (8) **The Regional Secretary shall place summary of action taken reports of the Resolutions from Branches on the Agenda of the subsequent Annual Regional Conference.**

ARTICLE 17

Determination of Branch to Host Next Conference or Seminar

The **Annual Regional** Conference shall, in consultation with Branches, determine the next Branch in line to host the next **Annual Regional** Conference or Seminar:

Provided that, where, after all necessary consultations, no Branch is willing to host the next **Annual Regional Conference** or Seminar, **the Regional Secretariat**, in consultation with members of **the Executive Committee**, and upon agreement by the majority of members, shall determine the venue, date

and financial contributions to be borne by individual members in **organising** the Annual Regional Conference or Seminar.

ARTICLE 18
Regional Seminars

- (1) **As far as practicable**, there shall be a Regional Seminar to be hosted by one of the Branches in the Region.
- (2) The number of delegates of National Branch or Sub-National Branch to attend the Regional Seminar shall be determined by the General Meeting.
- (3) **The Executive Committee** and the immediate past President of the Region **may** attend the seminar.
- (4) **The Executive Committee** may, in consultation with the host Branch, invite observers to the Seminar.

Article 19
**Expenses of Hosting Annual Regional Conferences
and Seminars**

- (1) **The host Branch shall be responsible for expenses relating to the organisation of the Conference or Seminar, and shall provide transport for all delegates to conduct business connected with the Conference or Seminar:**

Provided that travel costs to and from the host country shall be borne by the Parliament or Institution where each official comes from.

- (2) **Unless where the host Branch indicates otherwise, delegates shall be responsible for expenses relating to their meals and hotel accommodation.**
- (3) **Social functions such as receptions and tours shall be at the discretion of the host Branch.**
- (4) **The host Branch shall prepare a budget for the hosting of a Conference or Seminar.**
- (5) **The Regional Secretary shall advise the host Branch, on the basis of the prepared budget, to make an application to the Commonwealth Parliamentary Association Secretariat for financial assistance.**
- (6) **The Executive Committee, in consultation with the host Branch, shall determine the Observer Fee and Spouses' or Accompanying Persons' fee for a Conference or Seminar.**

ARTICLE 20
Annual General Meeting

- (1) There shall be an Annual General Meeting which shall have ultimate authority to determine the policy and management of the Region.
 - (2) (a) the General Meeting shall be held on the occasion of every **Annual Regional Conference**; and
(b) the Executive Committee may convene a special General
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Meeting at any time during the duration of the **Annual Regional Conference** to consider a matter of urgent importance to the Region.

ARTICLE 21
Special General Meeting

- (1) **With a quorum of one-third of the total Membership of the Region, the Executive Committee may convene a Special General Meeting at any time to consider a matter of urgent importance to the Region.**

ARTICLE 22
Composition of General Meeting

The General Meeting shall consist of the following members:

- (a) the President;
- (b) the Vice-President;
- (c) the immediate past President;
- (d) members of the Executive Committee;
- (e) all delegates present at the **Annual Regional Conference** in accordance with Conference guidelines; and
- (f) any other person who may be invited by the Executive Committee to attend the General Meeting as an Observer.

ARTICLE 23
Functions of General Meeting

The functions of the General Meeting shall include the following:

- (a) formulation of policy and management of the Region;
 - (b) determination of the annual membership fee and other financial obligations of the members of the Region;
 - (c) determination of the sub-regions of the Region and the allocation of each Branch to a sub-region; and
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- (d) determination of the number of delegates, observers and officials to be sent to the **Annual Regional Conference**, from each National Branch as prescribed under the guidelines.

ARTICLE 24
Notice of General Meeting

- (1) The **Regional** Secretary shall send a notice in writing to all Branches notifying them of the dates and venue of the next **General Meeting**:

Provided that the notice of the meeting and documents relevant to the meeting shall be sent to the Branches not less than **sixty days** before the date of the meeting.

- (2) Notice of any business that a Branch may propose to bring before the General Meeting shall be submitted in writing to the Regional Secretary not less than **ninety days** prior to the date of the General Meeting:

Provided that, where the Branch is not represented at the meeting, the proposed business shall lapse.

ARTICLE 25
Agenda of General Meeting

The Agenda of the General Meeting shall include-

- (a) Consideration and Adoption of the Agenda;
 - (b) minutes of the previous meeting;
 - (c) matters arising from the minutes;
 - (d) consideration and Adoption of the report of the Regional Executive Committee;
 - (e) consideration and Adoption of reports from Sub-Committees;
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- (f) consideration and Adoption of the statement on the management and financial position by the Treasurer;
- (g) consideration and Adoption of business proposed by the Regional Executive Committee;
- (h) Presentation of Summary Reports of Branches' Action Taken on **Resolutions of the Annual Regional Conference**;
- (i) offer and acceptance of future venues for Regional Conferences; and
- (j) election of office bearers.

ARTICLE 26
Quorum of General Meeting

The quorum of the General Meeting shall be one-third of the total number of the Branches in the Region.

ARTICLE 27
Decisions of General Meeting

- (1)** All decisions of the General Meeting shall be by consensus:

Provided that, where consensus cannot be reached, decisions shall be by a simple majority of the Members present and entitled to vote.

- (2)** In the event of an equality of votes on a resolution of the meeting, the presiding officer shall have a casting vote.
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**PART VI
EXECUTIVE COMMITTEE**

**ARTICLE 28
Executive Committee**

- (1) There shall be an **Executive Committee** which shall be accountable to the General Meeting.
 - (2) **The Executive Committee** shall consist of-
 - (a) the Chairperson;
 - (b) the Vice-Chairperson;
 - (c) the President of the Region;
 - (b) the Vice-President;
 - (e) the Treasurer;
 - (f) the Vice-Treasurer;
 - (g) the Regional Representatives;
 - (h) a Representative of each National Branch in the Region;
 - (i) **Chairperson, Vice Chairperson and Sub-Regional Representatives of the Commonwealth Women Parliamentarians (Africa Region);**
 - (j) **Convener of the CWP Business Meeting;** and
 - (k) **Chairperson of the Speakers' and Presiding Officers Conference.**
 - (3) A maximum number of eight Sub-National Branches in a country shall send one **delegate** to participate in the deliberations of the Executive Committee.
 - (4) **The Executive Committee** shall meet at least once a year before the **Annual Regional Conference** and may hold consultative meetings at the time of meetings of –
 - (a) **the Annual Regional Conference;**
 - (b) the General Assembly of the CPA; or
 - (c) the Regional Conference or Seminar.
 - (5) The Regional Secretary shall notify members of the date, time and venue of the meeting of **the Executive Committee:**
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Provided that, the notice of the meeting and all documents relevant to the meeting shall be circulated to members at least thirty days prior to the date of the meeting.

- (6) The Regional Secretary, in consultation with the Coordinating Committee, may convene a Special Executive Committee Meeting at any time to consider a matter of urgent nature
- (7) The quorum for a meeting shall be one-third of the members of the Executive Committee.

ARTICLE 29

Powers and Functions of Executive Committee

The powers and functions of the Executive Committee shall include the following:

- (a) management of financial and administrative affairs of the Region;
 - (b) formulation of policy proposals for consideration and adoption by the General Meeting;
 - (c) organisation of **Annual Regional Conferences** and General Meeting;
 - (d) implementation of the decisions of the General Meeting;
 - (e) supervision of the Secretariat;
 - (f) organisation of conferences, meetings, seminars, exchange visits, programmes and study tours; and
 - (g) management of projects that are in line with the aims and objectives of the Region.
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ARTICLE 30
Decisions of Executive Committee

- (1) The decisions of the Executive Committee shall be by consensus:

Provided that, where consensus cannot be reached, the decision shall be by a simple majority vote of all members present and voting.

- (2) **In the event of an equality of votes on a resolution of the meeting of the Executive Committee, the presiding officer shall have a casting vote.**

ARTICLE 31
Coordinating Committee

- (1) **There shall be a Coordinating Committee.**
- (2) **The Coordinating Committee shall consist of the following—**
- (a) **President of the Region;**
 - (b) **Chairperson;**
 - (c) **Treasurer;**
 - (d) **Senior Regional Representative;**
 - (e) **Chairperson of the Commonwealth Women Parliamentarians; and**
 - (f) **Regional Secretary (Ex-Officio).**
- (3) **The Coordinating Committee may co-opt any other member of the Executive Committee to assist it in the execution of its functions.**
- (4) **There shall preside at any meeting of the Coordinating Committee –**
- (a) **the Chairperson of the Executive Committee;**
 - (b) **in the absence of the Chairperson, the Coordinating Committee shall elect one of their number to preside at the meeting.**
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ARTICLE 32

Powers and Functions of Coordinating Committee

- (1) **The Coordinating Committee shall-**
 - (a) **Make decisions on issues that would normally go before the Executive Committee but, due to time constraints, require a decision before the Executive Committee sits; and**
 - (b) **act as an advisory organ to the Executive Committee.**
- (2) **The Coordinating Committee shall report to the Executive Committee on any steps taken in terms of Clause 1.**

ARTICLE 33

Decisions of Coordinating Committee

The decisions of the Coordinating Committee shall be by consensus:

Provided that, where consensus cannot be reached, the decision shall be by a simple majority of all members present and voting.

ARTICLE 34

Attendance at Executive Committee Meetings

- (1) **At a meeting of the Executive Committee other than at the time of **Annual Regional Conference** -**
 - (a) **where the Chairperson or Vice-Chairperson is unable to attend, the Branch of which the Chairperson or Vice-Chairperson is a member shall nominate an alternate to attend the meeting in place of the Chairperson or Vice-Chairperson; and**
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- (b) where a Regional Representative or a Branch Representative is unable to attend –
- (i) the Branch of which the Representative is a Member shall nominate an alternate from its membership to attend the meeting; or
 - (ii) where the Branch is unable to make a nomination, a stand-by Branch of the Region shall nominate one of their members to attend the meeting.
- (2) An alternate nominated under paragraph (i) of sub-clause (b) of clause (1) shall be a member of a Branch which enjoys full rights within the Association as well as a member of the Legislature in which that Branch was formed.
- (3) Where the Chairperson and the Vice-Chairperson are unable to attend a meeting of the Executive Committee, the President or Vice-President shall chair the meeting.
- (4) In the absence of a delegation from the stand-by Branch, delegates to the **Annual Regional Conference** from the Branches shall nominate one of their number as an alternate to attend the meeting.
- (5) A member of the Executive Committee who, without notice in writing, fails to attend three consecutive meetings shall cease to be a member of the Committee and the Branch to which that member belongs or Stand-by Branch shall be required to nominate a replacement.

PART VII
CONFERENCES AND SEMINARS FOR REGIONAL BODIES

ARTICLE 35
Regional Speakers' and Presiding Officers' Conference

- (1) There shall be a Regional Speakers' and Presiding Officers' Conference (hereinafter referred to as the "Speakers'
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Conference”) with authority to determine its own rules and procedures.

- (2) The rules and procedures determined at clause (1) shall not be inconsistent with this Constitution, decisions of the Annual General Meeting and the Executive Committee.

ARTICLE 36

Conference of Commonwealth Women Parliamentarians in the Region

- (1) There shall be a Regional Conference of Commonwealth Women Parliamentarians with authority to determine its own rules and procedures.
- (2) The rules and procedures determined at clause (1) shall not be inconsistent with this Constitution, decisions of the General Meeting and the Executive Committee.
- (3) **The CWP Regional Conference shall be held every year and shall be hosted by one of the branches.**
- (4) **Where the CWP fails to secure a branch to host an Annual Regional Conference, then in that particular year, the Conference shall be held alongside the Annual Regional Conference:**

Provided that where the CWP Regional Conference is to be held alongside the Annual Regional Conference, Members of the CWP shall arrive at the venue of the conference earlier than other members of the Regional Conference.

ARTICLE 37

Regional Society of Clerks-at-the-Table

- (1) There shall be a Regional Society of Clerks-at-the-Table.
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- (2) The seminar of the Society of Clerks-at-the-Table shall be held alongside **the Annual Regional Conference** with authority to determine its own rules and procedures.
- (3) The rules and procedures determined at clause (1) shall not be inconsistent with this Constitution, decisions of the General Meeting and the Executive Committee.
- (1) Each Branch shall send its Clerk or Deputy Clerk or Assistant Clerk with one Parliamentary official with the exception of the host Branch which may be represented by not more than six delegates.

PART VIII OFFICERS OF REGION AND REPRESENTATIVES

ARTICLE 38 Officers of Region

The officers of the Region shall be the President, the Vice-President, the Chairperson of the Executive Committee, the Vice-Chairperson of the Executive Committee, the Treasurer, the Vice-Treasurer; CWP Chairperson and the Regional Secretary.

ARTICLE 39 Election of President and Vice-President

- (1) A Branch hosting **the next Annual Regional Conference** shall have its Speaker or Presiding Officer of the Elected House nominated to be elected President.
 - (2) A Branch which is to host the next but one **Annual Regional Conference** shall have its Speaker or Presiding Officer of the Elected House nominated to be Vice-President.
 - (3) Where a Branch that is to host the next **Annual Regional Conference** fails to do so, its Speaker or Presiding officer shall
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- be disqualified from being nominated to be elected President; instead, a Branch that hosts the **Annual Regional Conference** shall have its Speaker or Presiding Officer nominated to be elected President.
- (4) The President shall hold office from the end of the **Annual Regional Conference at which he or she is elected** until the end of the next **Annual Regional Conference** or until the next President assumes office.
 - (5) **The tenure of Office of the President and Vice President of the Region shall commence at the end of the Regional Conference held before the next Regional Conference to be hosted by such President.**

ARTICLE 40

Functions of President and Vice President

There shall preside at the Annual General Meeting -

- (a) **the President of the Region;**
- (b) **in the absence of the President, the Vice President;**
- (c) **in the absence of the President and the Vice President, the Chairperson or Vice-Chairperson of the Executive Committee; or**
- (d) **in the absence of Chairperson and Vice Chairperson the Executive Committee shall elect one of their number to preside at the meeting.**

ARTICLE 41

Chairperson and Vice Chairperson of Executive Committee

- (1) There shall be a Chairperson and a Vice-Chairperson of the Executive Committee.
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- (2) The Chairperson of the Executive Committee shall be elected by the Annual General Meeting and shall hold office for a term of three years.
- (3) **The Vice Chairperson shall be elected by the Executive Committee and shall hold office for a term of one year.**
- (4) **The Vice Chairperson of the Executive Committee shall be elected at the first meeting of the Committee after a General Assembly.**
- (5) **To qualify for election as Vice-Chairperson of the Executive Committee, a person shall be -**
 - (a) **a Member of the Executive Committee; and**
 - (b) **a Member of a Branch in a Sub Region of the Association other than the Sub Region from which the Chairperson of the Executive Committee comes from.**
- (6) The Chairperson or the Vice-Chairperson may be re-elected for another term of office.

ARTICLE 42

Functions of Chairperson and Vice Chairperson

1. The Chairperson shall be the Executive Head of the Region.
 2. Notwithstanding the generality of clause (1), the Chairperson of the Executive Committee shall-
 - (a) act as President of the Region whenever the offices of both the President and the Vice-President are vacant;
 - (b) provide policy guidance to the Regional Secretary;
 - (c) be the official spokesperson of the Region on all matters affecting the policy of the Region;
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- (d) co-ordinate the work of, and provide policy guidance to, the sub-committees of the Executive Committee;
 - (e) perform any other function that may be delegated to the Chairperson by the Executive Committee; and
 - (f) oversee the implementation of the Region's Strategic Plan.
3. **In case of a Vacancy in the Office of the Chairperson of the Executive Committee, functions of the Chairperson shall be exercised by the Vice-Chairperson until a new Chairperson is elected by the Annual General Meeting.**

ARTICLE 43
Chairperson to Preside at Meeting

- (1) There shall preside at any meeting of **the Executive Committee-**
- (a) the Chairperson of the Committee;
 - (b) in the absence of the Chairperson, the Vice-Chairperson;
 - (c) in the absence of the Chairperson and the Vice-Chairperson, the President or Vice President shall preside at the meeting; or
 - (d) In the absence of the President and the Vice President, the Executive Committee shall elect one of their number to preside at the meeting.

ARTICLE 44
Treasurer

- (1) There shall be a **Treasurer** who shall be elected by the General Meeting:
-

Provided that a person elected Treasurer shall be a Member of a Branch of the **Region** which enjoys full rights within the **Region** and also a Member of the Legislature in which that Branch was formed.

- (2) The Treasurer shall hold office for a period of three years and may be re-elected for another term of office.
- (3) The Treasurer shall be responsible to the Executive Committee and the General Meeting for the management of the finances of the **Region**.
- (4) Upon being elected Treasurer, a branch representative **shall not** continue to be a Branch representative.
- (5) **In case of a Vacancy in the Office of the Treasurer, functions of the Treasurer shall be exercised by the Vice Treasurer until a new Treasurer is elected by the Annual General Meeting.**

ARTICLE 45 **Vice-Treasurer**

- (1) There shall be a **Vice Treasurer** who shall be elected by the General Meeting on the nomination of the Executive Committee:

Provided that a person elected Vice Treasurer shall be a Member of a Branch of the **Region** which enjoys full rights within the **Region** and a Member of the Legislature in which the Branch was formed.

- (2) The Vice Treasurer shall hold office for a period of three years and may be re-elected for another term of office.
- (3) The Vice Treasurer shall –
 - (a) assist the **Treasurer** in the execution of his or her duties



and shall act as Treasurer in the absence of the Treasurer; and

- (b) be the Vice Chairperson of the Programme, Planning and Finance Sub-Committee of the Executive Committee.
- (4) Upon being elected Vice-Treasurer, a Branch Representative may not continue to be a Branch Representative.

Article 46
Election of Officers of the Region

In electing Officers of the Association, special consideration shall be given to-

- (a) **gender representation; and**
- (b) **regional representation.**

ARTICLE 47
Notice of Vacancies

Whenever a vacancy arises in the Office of Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, CWP Chairperson or CWP Vice Chairperson, the Regional Secretary shall give notice in writing, of not less than 60 days to all Branches prior to the Annual General Meeting.

ARTICLE 48
Qualifications for Office and Participation in Activities of Region

- (1) Subject to clause (2), no person shall be entitled to be appointed or continue as an Officer of the Region, a Member of the Executive Committee or its Sub-Committees, a Regional Representative, or as a delegate to a conference or other meetings of the Region, unless the person is a Member of a
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Branch which enjoys full rights within the Region and also a Member of the Legislature in which that Branch was formed.

- (2) Where a Legislature is dissolved for the purposes of general election, its Members at the time of dissolution shall be deemed to meet the requirements of clause (1) until the results of such election are declared or until the conclusion of the Meeting or Conference in which they are participating, whichever is the later.
- (3) **The Chairperson, Treasurer, Vice Treasurer, CWP Chairperson and Regional Representative, upon being elected in their respective positions, shall relinquish their positions as Branch Representatives.**

ARTICLE 49 **Regional Secretariat**

- (1) There shall be a **Regional Secretariat** which shall form the Regional Headquarters.
- (2) The Clerk or Secretary of the national Parliament hosting the Secretariat or any person designated by the Parliament shall be the **Regional Secretary**.
- (3) The Regional Secretariat shall consist of -
 - (a) the Regional Secretary;
 - (b) the Assistant Regional Secretary;
 - (c) staff seconded by the host or other Parliaments; and
 - (d) staff appointed by the Secretary on such terms and conditions as may be determined by the Executive Committee.

ARTICLE 50 **Functions of Regional Secretary**

- (1) Subject to the general directions of **the Executive**
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Committee, the Regional Secretary shall be the Chief Executive Officer of the Region and shall be responsible for coordination and management of the day to day affairs and activities of the Region.

- (2) Notwithstanding the generality of clause (1), the Regional Secretary shall-
- (a) maintain close liaison with Branches in the Region, the CPA Secretariat and **other Regional Secretariats**;
 - (b) represent and act on behalf of the Region on such matters as the Executive Committee may delegate to the Regional Secretary;
 - (c) be responsible for the general administration and organisation of the Region's activities;
 - (d) be responsible for the direction and control of the Secretariat staff;
 - (e) act as Secretary to meetings of the Organs and Bodies of the Region;
 - (f) be responsible for the preparation and circulation of the notice, agenda and other documents relevant to the General Meeting or Annual Regional Conference in accordance with the provisions of this Constitution;
 - (g) be responsible for the preparation of summary records and reports of the deliberations of the Organs and Bodies of the Region;
 - (h) prepare proposals for work programme and draft budget for consideration and approval by the Budget Committee;
 - (i) facilitate the implementation of decisions of the Organs and Bodies of the Region;
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- (j) prepare regular statements, reports and financial statements relating to the Region and the Secretariat for consideration by the Programme Planning and Finance Sub-Committee; and
- (k) perform any other duties as may be assigned to the Regional Secretary by the Executive Committee.

ARTICLE 51
Functions of Assistant Regional Secretary

The functions of the Assistant Regional Secretary shall be to-

- (1) perform functions as delegated by the Regional Secretary; and**
- (2) act as the Regional Secretary whenever the Regional Secretary is absent.**

ARTICLE 522
Nominations for Regional Representative

Nominations for a Regional Representatives shall be made by individual Sub-Regions in consultation with the Branches in the Sub-Regions on rotational basis.

ARTICLE 53
Branch Representatives

Branch Representatives shall be nominated by the Branch for a term of three years and may be re-nominated for another term of office.

PART IX

FINANCIAL PROVISIONS

ARTICLE 54

Finances of Region

- (1) Sources of finance for **the Region** shall include the following:
 - (a) annual subscriptions;
 - (b) voluntary contributions, donations and grants from National Branches and Sub-National Branches, Governments, CPA Capital Working Funds and individuals within the Region and beyond;
 - (d) returns from investments made by **the Executive Committee** in fixed assets and deposits, bonds, securities, government stocks and other investments;
 - (e) fundraising ventures approved by **the Executive Committee**; and
 - (f) any other sources approved by the General Meeting.
 - (2) The financial year of the Region shall commence on 1st January and end on 31st December of each calendar year.
 - (3) **Each member country shall be liable to pay by 31st January of each year, the prescribed membership fee for the financial year and to fulfill other prescribed financial obligations, if any, related to its membership.**
 - (4) The **Executive Committee** shall prepare an annual budget which shall be presented to the General Meeting for approval.
 - (5) The Executive Committee shall open Regional Accounts at the Commercial Banks situated in the same place as the location of **the Secretariat**, with such signatories as the Executive Committee may decide from time to time.
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- (6) **The Regional Secretary shall keep proper books of account to be audited by the External Auditor who shall be the Auditor-General of the country where the Secretariat is based.**
- (7) **The Regional Secretary shall produce the Auditor's Report showing amounts and sources of funding received as well as moneys spent in the financial year for consideration and adoption by the General Meeting.**
- (8) **The Executive Committee may recommend annual subscriptions payable by Branches for each financial year for consideration and approval by the General Meeting:**

Provided that the General Meeting may, on the advice of **the Executive Committee**, defer annual subscriptions payable by the Branches.
- (9) **A Branch which, without reasonable cause, fails to pay annual subscriptions may have the right of participation in Regional Conferences and other activities suspended.**

PART X
MISCELLANEOUS

ARTICLE 55
REGIONAL SYMBOLS

There are hereby established the following Regional Symbols whose descriptions shall be determined by the Annual General Meeting:

- (a) regional logo; and**
 - (b) regional flag.**
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ARTICLE 56
Amendments

- (1) An amendment to this Constitution shall be done at the General Meeting and shall be supported by at least two-thirds of the branches present and voting.
- (2) A proposed amendment to this Constitution shall be submitted to the Regional Secretary by a Branch or the Executive Committee sixty days prior to the General Meeting at which the amendment is to be considered.
- (3) The Regional Secretary shall circulate the proposed amendment to all Branches not less than **sixty** days before the General Meeting **at which the amendment is to be considered.**

ARTICLE 57
Dissolution of Region

- (1) **An action to dissolve the Region shall not be taken unless it is supported by a resolution of the General Meeting passed by not less than three-quarters of the Branches of the Region at a special General Meeting specifically called to consider such a resolution.**
 - (2) A resolution to dissolve the Region may be proposed by a Branch or the Executive Committee:

Provided that the proposed resolution shall be circulated to all branches and members of **the Executive Committee** six months prior to the holding of a special General Meeting at which the resolution to dissolve the Region is to be considered.
 - (3) Where surplus funds or property exist after the dissolution of the Region and payment of the Region's debts, the surplus funds or property may be donated to -
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- (a) the Parliament of the Branch hosting **the Secretariat**;
- (b) a charitable body in the country of the host Branch; or
- (c) any other country within the Region that is nominated by the **Special General Meeting** called to consider the dissolution.

SCHEDULE I

THE GUIDELINES FOR REGION CONFERENCES AND MEETINGS PREPARATION

1. **Giving of Notice of Conference by Regional Secretary:** Advising on dates and venue not less than 90 days prior to conference or meeting.
 2. **Notice of any business proposed by Branches to the Regional Secretary** not less than 60 days prior to the date of such meeting.
 3. **The Regional Secretary to give at least 45 days notice of business proposed by Branches to all Branches and Agenda** of the meeting not less than 45 days.
 4. **Composition of the General Meeting:** The immediate past President of the Region, the **Vice-President** of the Region, Members of **the Executive Committee** and all delegates attending the **Annual Conference**.

[The Executive Committee as in Article 29].
 5. **Invitation of Observers** to be decided by **the Executive Committee** in consultation with the Host Branch.
 6. **Host Branch Responsibility:** the Host Branch, in line with **Article 20** shall, at least six (6) months prior to a conference, seminar or meeting notify all the delegates, of
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the expenses it shall meet relating to the hosting of a Conference, seminar or meeting.

7. Conference Programme

- a. Dates for Arrivals and Departures;
- b. Tours (at the discretion of the host Branch);
- c. Official opening;
- d. **General Meeting** and Plenary Sessions;
- e. Social function (at the discretion of the host Branch); and
- f. Closing Ceremony.

8. Production of a Summary Report and Daily Bulletin: These should be produced in consultation with **the Regional Secretary.**

9. Host Branch to provide staff as Rapporteurs for the following meetings:

- i. Sub-Committee (Regional Representatives, CWP Steering Committee Programme Planning and Finance Sub-Committee);
- ii Executive Committee;
- iii. **General Meeting;** and
- iv. **Annual Conference.**

The Rapporteurs will be responsible for the production of timely minutes/reports of each session in consultation with **the Secretary.**

10. Budget for the Conference: Host Branch to prepare budget and **Regional Secretariat** to advise the hosting Branch to apply to the **CPA** for financial assistance.

Host Branch to fix Observer fee and Spouses' fee, in consultation with the Executive Committee.

11. **Information Circular:** This should contain information on the conference facilities, weather, immigration and Customs, health, currency and banking.
 12. **Host Branch to set deadlines for receipt of the following documents:**
 1. **bio-data;**
 2. **flight details; and**
 3. **deadlines on confirmations, dates of arrival and departure.**
 13. **Host Branch to prepare Handbook, Name tags, Banners, Luggage Tags/Stickers etc.**
 14. **Gifts:** Host Branch may provide Gifts to delegates
 15. **Issuance of Invitation to Branches** should be based on Branch entitlement as follows:
 1. National Branch
 - (i) four Delegates; and
 - (ii) one Delegation Secretary.
 2. Sub National Branch
 - (i) two Delegates; and
 - (ii) one Delegation Secretary.
 16. **Flags.** Flags of participating countries should be flown during the conference.
 17. Host Branch to prepare **Spouses' Programme.**
 18. **Host Branch to provide Office equipment** (Computers with printers, heavy duty photocopier(s) and stationery for reproduction of meeting documents.
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SCHEDULE II

THE FINANCIAL REGULATIONS FOR THE AFRICA REGION OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION

1. GENERAL

1.1 Title

These regulations shall be cited as **the Africa Region of the Commonwealth Parliamentary Association's Secretariat Financial Regulations (2007)**. These regulations shall be read as part of the Rules and Regulations of **the CPA**. Should there be any conflict between **these** Financial Regulations and the Constitution of the Region the latter will prevail.

1.2 Scope of Implementation:

Financial Regulations shall provide the scope within which decisions relating to financial operations and administration shall be made. The Regulations provide the power authority and responsibilities of officers, at various levels in the **organisation** with regard to budget, receipt cash, custody of cash, payments, use of assets and control of expenditures.

Each officer is called upon to uphold the provisions of the Association's Financial Regulations. Failure to observe these Regulations shall be interpreted as a breach of Rules and Regulations. These Regulations are subject to amendment by the Executive Committee as and when they consider fit from time to time.

The responsibility to enforce the Financial Regulation is vested in **the Secretary**, who will do so when the prevailing circumstances shall be consistent with the requirements for the enforcement of the Financial Regulations.

1.3 The General Principles of Financial Administration.

1.3.1 The **Region** shall receive all financial resources it is entitled to receive, according to the policies and directives issued to **the Secretariat** by **the Executive Committee**.

1.3.2 The **Region** shall protect cash and other assets from loss arising from theft, waste, fraud, and negligence.

- 1.3.3 The **Region** shall use financial resources in accordance with the policy and directives issued by the Executive Committee from time to time.
- 1.3.4 The **Region** shall maintain accurate and up to-date financial record as a basis for preparation of financial reports.
- 1.3.5 The **Region** shall institute **measures** to evaluate the efficiency, economy and effectiveness of every segment, every individual, and any asset employed in the course of attainment of **the Region's** goals.
- 1.3.6 The **Region** shall encourage every individual to adhere to the rules, regulations, policies, and the budget of the **Region**.
- 1.3.7 The funds of the **Region** shall be in one or more Bank accounts, and the Executive Committee shall direct the **Region** to which bank or any financial institution the **Region's funds** shall be deposited.
- 1.3.8 All conveyances, transfers, contracts guarantees agreements, bonds, mortgages, charges, bills, of exchange, promissory notes, bank draft, **letters of credit**, securities, and other instruments **whatever** to which the **Region** is a party shall be executed on behalf of the **Region** by; -
- (a) **the Regional Secretary; and**
- (b) such other officer of the **Region** committed by **the Secretary** to do so on his/her behalf.
- 1.3.9 Cheques issued by the **Region** shall be signed jointly by two of the **authorised** officers.

Local Bank Account:

- **Regional Secretary**
- Chief Accountant
- **Assistant Regional Secretary**
- Secretariat Accountant cum Cashier

Foreign Bank Account:

- **Secretary**
 - Chief Accountant



- **Assistant Secretary**
- Secretariat Accountant cum Cashier

1.3.10 The Principal Signatories are **the Regional Secretary**, and the Chief Accountant. In their absence and with written authority, the **Regional Secretary** will appoint alternative signatories to sign the cheques.

1.3.11 **The Financial Statement of the Region shall be prepared in compliance with the International Financial Reporting Standards.**

2. **DUTIES AND RESPONSIBILITIES OF THE SECRETARY.**

Duties responsibilities and authority of **the Regional Secretary**.

The Regional Secretary who is the Chief Executive Officer of **the Region** shall be responsible to the Budget Committee for the proper administration of finance as well as **non-financial** matters.

With regard to financial matters **the Regional Secretary** shall be responsible for designing and implementing a system of **administration** as well as shall ensure that:

- (a) **an** appropriate accounting system is instituted to ensure that the **Region's** transactions are recorded, **summarised** and reported as required; the accounting department is handled by qualified personnel; and the accounting procedures are available to the accounting personnel;
 - (b) **the Region's** budget is prepared and submitted to the Executive committee for approval before annual operations begin;
 - (c) **the Regional Secretary** does not fail to submit to the Executive Committee the income and Expenditure, the Balance sheet and Cash flow Statement within three months after the end of the financial year;
 - (d) **the Regional Secretary** should not fail to submit financial reports to the Budget Committee biannually;
 - (e) **contracts** and agreements entered on behalf of the Executive Committee **should be in the best interest of the Region; and**
-

- (f) **arrangements** are made to protect the physical assets of the **Region**.

Duties and responsibilities of the Finance and Administrative officer.

- 2.3.1 The Chief Accountant shall be responsible to **the Regional Secretary** for maintaining financial records, and providing expert advice on financial matters as well as designing and installing a sound system of internal control.
- 2.3.2 He/She shall be responsible for supplying quarterly financial statements to **the Regional Secretary** and other management team officials to help them in the evaluation of performance, and in **the** problem solving process.
- 2.3.3 He/she shall be responsible for coordinating and preparing the budgets and estimates.
- 2.3.4 He/she shall be responsible for the preparing of financial statements at the end of the financial year, and statutory returns thereon.
- 2.3.5 He/she shall be responsible for the administration of superannuation, insurance matters and investment.

3. **BUDGETING**

3.1 **The Budget and its phases**

- 3.1.1 The Annual Master Budget is a document showing in quantitative terms the plan of action designed by **the Secretariat** to implement operations necessary to attain the policies of the **Region**. It also shows the borders within which operations will take place, providing a basis for controlling the operations, and also providing a basis for coordination of the activities of the **Region**.
- 3.1.2 The budget therefore is designed to gauge the **efforts of the Secretariat and its staff Association by indicating to each** one of them the resources desired for smooth operations and the tasks to be attained.
- 3.1.3 Utmost care shall be taken in preparing the budget so that it may mirror the long-term objectives of the **Region** besides providing the basis for controlling the operations.
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3.1.4 A memorandum explaining the objectives, which are consistent with **the Region's** Mission, shall support every annual budget. It has also to provide physical and financial goals and targets in terms of production or service to be achieved during the year.

3.1.5 The phases in preparing **the Region's** budget will be:

- (a) **an** expression of the goals desired;
- (b) **a** review of the environment to assess the likelihood of changes in parameters which affect the Association's operations;
- (c) **a** review of the previous year's operations to assess their effects on physical as well as financial resources which will be needed for the coming year;
- (d) **a** review of **the Region's** policies to assess their relevance to the current and expected environment;
- (e) **formulating** programmes necessary to attain the goals desire, and indicating the resources needed to implement the programmes;
- (f) **obtaining** the **costs** of the resources employed in the operations; **and**
- (g) **expressing** the goals desired in financial terms in order to provide the financial implications of the plan s well as a basis for controlling the expenditures.

3.2 **Procedures for preparation of estimates:**

3.2.1 At least six months before the end of the financial year, **the Regional Secretary** shall request the Chief Accountant to submit budgets, basing on the operational priorities designed to attain the objectives.

3.2.2 Within a month he/she shall submit revenue and expenditure budget **for the coming year to the Regional Secretary**. Their budgets shall take into account:

- (a) **change** in the volume of activity of the expenditure item;



- (b) **the** effect of changed volume of activity on the Secretariat item demand for resources;
- (c) **the** reasons why the proposed change on revenue and expenditure items will **materialise; and**
- (d) **the** explanations to support the preference of resources they request, if a request is for alternative resources new resources or additional resources.

3.2.3 When the Chief Accountant receives budget, shall prepare the draft estimates to be submitted to the budget committee for review.

3.3 **The contents of the Budget:**

3.3.1 The budget shall include the following:

- (a) **summary** of the Region's objectives;
 - (b) **the** survey of the previous year's environment and how it affected the operations;
 - (c) **the** envisaged goals for the year for which the budget is prepared;
 - (d) **the** strategy, which will show how, the resources, will be deployed to attain the goals;
 - (e) **the** statement of the major policies to be followed when decisions are being made;
 - (f) **the** source of revenue and the amount from each source showing the comparison between last year's result and the expected result for the year under budget;
 - (g) **the** expenditure expected comparing it to the previous year's expenditure; **and**
 - (h) **the** preformed financial statements indicating:
 - (i) Income and Expenditure Account;
 - (ii) **the** Balance Sheet;
 - (iii) **the** cash budget; **and**
 - (iv) **the** cash flow statement.
-

3.4 The composition of the Budget Committee

3.4.1 There shall exist the Budget Committee comprising the following:

Treasurer	- Chairperson
Members of Programme Planning and Finance Sub-Committee	- Members
Secretary	- Secretary

3.4.2 The Scope, Power and Responsibilities of the Budget Committee

The Budget Committee shall do the **following**:

- (a) **review the annual plan and assess its consistency with the objectives of the Region;**
- (b) **review** the existing policies with a view **to** assessing their relevance **to** the changed environment;
- (c) **review** the proposed **itemised** activities with the view **to** assessing their propriety with regard to the proposed volume of operation in the budget, and whether the resources requested are proportional and **consistent** with **the Secretariat's** departmental activities;
- (d) **recommend** the budget to the Executive Committee; **and**
- (e) **review** the implementation of the budget.

3.4.3 In **exercising its** powers under these Regulations the Budget Committee may co-opt any Member of the Executive Committee with relevant knowledge and skills to **attend** meetings.

3.4.4 Procedures for Meeting

- (a) The Chairperson of the **Budget Committee** shall be **the Treasurer**.
 - (b) The committee shall meet biannually
 - (c) The quorum shall be at least half of the members.
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3.5 The Approval of the Budget

- 3.5.4 The **Treasurer** shall table the budget to the **Executive Committee** before it is presented to the **General Meeting** for final approval. If the **General Meeting approves** the budget, it shall be binding on the Secretariat. The **Secretariat** shall be allowed to use the resources provided in the budget, and it shall be accountable for the goals indicated in the budget.
- 3.5.5 No expenditure shall be incurred for the purpose of attaining the **Region's** goals unless it is within the provision of the annual estimates, or according to the supplementary estimates approved by the Executive Committee.
- 3.5.6 In exceptional circumstances where for any reasons the **the Annual** Conference fails to meet and approve the budget, **the Regional Secretary** shall incur expenditure which will be approved by the Executive Committee retrospectively, subject to the endorsement of **the Treasurer**.
- 3.5.7 The Secretariat shall present to the **Budget Committee** a budget that shows a surplus or over expenditure. **It** will thus be incumbent upon the Secretariat to indicate sources of funds from which expenditures will be made.

3.6. Year of charge

- 3.6.1 The **Region's** year begins from January 1st of every year and ends on December 31st of the same calendar year. Thus expenditure properly chargeable to the account of the year must, if possible, be **met** within that year and in no circumstance will payments of the current year be deferred. This is to avoid over expenditure. By the same **token, no** payment shall be made before it falls due for the purpose of **utilising** an anticipated saving.

3.7 Re – Allocation:

- 3.7.1 All expenditures have to be charged to the allocations approved in the budget. Should it be necessary to re-allocate financial provisions, **the** Regional Secretariat will explain the reasons to the Budget Committee.
-

Classification of Revenue

- 3.7.2 All income due and accruing in respect of a given year shall be credited to the appropriate item as provided in the budget.

3.8 Classification of Expenditure:

- 3.8.1 No charge may be made against any budgetary item except for the specific purpose for which a budget item was made. All expenditure chargeable to the accounts of the year must be charged against the proper budgetary allocation of the same financial year.

3.9 The Budgetary Report

- 3.9.1 The **Regional Secretary** shall report biannually the progress of the budget as approved by the Executive Committee giving summaries of funds raised and expenditures from every appropriation in the budget.
- 3.9.2 In order to report budgetary items which are no longer attainable, **the Regional Secretary** shall prepare a revised budget for the current year, and present it to the Budget Committee for its decision

4. FINANCIAL CONTROLS.

4.1 Efficiency and Economy in Expenditure:

- 4.1.1 All personnel charged with the task of **authorising** expenditures shall be charged with the responsibility of exercising care. Expenditure shall only be incurred as approved in the budget and for approved purposes. An approved expenditure shall not be made unless it benefits the **Region**.

4.2 Financial liability of Accounting persons With regard to Budget Allocations:

- 4.2.1 **The Secretary** is the Chief Accounting Officer. Together with the subordinates involved in approving and processing expenditures, he/she is charged with the task of incurring expenditures as provided in the budget. No
-

expenditures shall exceed these limits without the prior approval of the Budget Committee.

4.3 **The Vote Book.**

4.3.1 **The Region** shall maintain a Vote Book. A page shall be reserved for each budget estimate of expenditure with a distinct vote number. The Vote Book shall be used to record the approved estimates, total expenditure and the balance hitherto.

4.3.2 The particulars of the given vote number shall always be copied on the payment **voucher**. Any payment voucher which indicates a red balance will suggest an over expenditure. Such a payment voucher shall not be signed until it is referred to **the Treasurer** who will commit herself/himself to take the responsibility of over expenditure, and later explain to the Executive **Committee**.

4.4 **Cash Receipt and Recording.**

4.4.1 The Chief Accountant is charged with the responsibility of ensuring that all cash to which the **Region is entitled is** received and banked.

4.4.2 The Chief Accountant has the responsibility to see to it that internal controls over cash are proper and adequate.

4.5 **Cash Receipt**

4.5.1 Cash in the form of currency **shall be received by** the Secretariat Accountant cum Cashier who will count the amount received and then issue **the cash receipt**.

4.5.2 Unless otherwise as approved by **the Executive Committee**, all subscription fees accrued from member countries should be in USD equivalent.

4.5.3 The cash **receipt** shall be coded in such a way that it indicates the source of cash.

4.5.4 The receipt shall state the amount in words and numbers, and the Accountant cum Cashier shall sign it.

4.5.5 Cash received shall be deposited in the **Region's safe** to await banking on the following working day.

4.5.6 Cheques found in the mail shall be registered separately from the other **incoming** mail. The register shall provide for the following particulars:

- (a) **name** of the drawer;
- (b) **the cheque** serial number;
- (c) **the** date of the **cheque**;
- (d) **the cheque** amount; **and**
- (e) **the explanations about what the cheque** is received for.

4.5.7 The Officer who opens the mail shall ensure that:

- (a) **cheques** are crossed and made payable to the **Region**;
- (b) **the** amounts in words and in numbers are the same. If these are not the same, the cheque should be returned to the drawer; **and**
- (c) **the** cheque is properly signed. If it is not properly signed it shall be returned to the drawer.

4.5.8 The cheques received shall be sent to the Finance and Administrative officer who will later forward the same to the cashier. On receipt of cheques, the Accountant cum Cashier shall issue the cash **receipt** for the exact amount stated in the cheque.

4.6 **Banking of Cash.**

4.6.1 The Accountant cum Cashier shall be responsible for banking cash received on the following working day. The cashier shall prepare the bank **pay-in slip** and enter all cash received on the previous working day. Such cash and the **pay-in slip** shall be forwarded to the appropriate bank where the **Region** has the account.

4.6.2 The Bank Teller shall acknowledge receipt of cash by stamping the duplicate **copy** of the **pay-in slip** that will be handed back to the Accountant cum Cashier. The Accountant cum Cashier shall bring it back and file it.

4.6.3 All cash received shall be banked intact. No part of cash receipt shall be used for payment before it is banked.

4.7 Control Over Cash Receipt and Unused Cheques:

4.7.1 All receipts issued shall be under the custody of **the** Finance and Administrative officer, who will keep them under lock and key.

4.7.2 Cheque and **cash receipts** issued shall be registered in the dispatch book where the cashier shall acknowledge receipt of the blank cheques and receipts.

4.7.3 The **cheques** and cash receipts shall be serially numbered, and their issue shall strictly follow the sequence of their serial numbers.

4.7.4 All cash **receipts and cheques** shall be accounted for. Any cancelled cheque or cash **receipt** shall remain attached in the respective book, and it shall be accounted for along with leaves used, before a fresh issue is made to the cashier.

4.7.5 The Accountant cum Cashier shall keep the unused cheques, the unused cash **receipt** and signed cheques awaiting collection, in the safe.

4.8 Control of Unbanked Cash:

4.8.1 Cash not yet banked shall be kept in the safe.

4.8.2 The Accountant cum Cashier, who shall ensure that the safe keys are securely preserved, shall keep all keys. Should any loss be sustained as a result of the Accountant cum Cashier's negligence in handling the cash received, it shall be recovered from the Accountant cum Cashier, and disciplinary action taken.

4.8.3 An appropriate fidelity Insurance Policy shall be taken by the **Region** to cover possible loss of cash.

4.9 Destruction of Cash Receipts and Cancelled Cheques:

- 4.9.1 All cancelled cheques, cash receipts and soiled or damaged cheques and receipts shall remain undestroyed for five (5) years. They are of interest to auditors, and they shall only be destroyed with the permission of the Chairman of the Executive Committee.
- 4.9.2 A certificate of destruction shall be prepared for such receipts and cheques. Destruction shall be effected by incineration in front of officers **duly appointed by the Regional Secretary.**
- 4.9.3 The certificate shall detail the serial numbers of the receipt books or **cheque books** destroyed. The officers witnessing the destruction of these forms shall ensure that the serial numbers appearing in the certificate are those destroyed.

4.10 Control Over Revenue:

- 4.10.1 Revenue shall be recorded immediately it is **recognised.**
- 4.10.2 Revenue resulting from the **Region** having rendered goods or services shall be **recognised** immediately such goods **or** services have been transferred to the customer.
- 4.10.3 The value of goods or services rendered shall be invoiced to the customer and a copy of the invoice shall be sent to the Chief Accountant.
- 4.10.4 The Secretariat, any member country which renders the services will be responsible for drawing an invoice.
- 4.10.5 The Accounts Sections shall be responsible for recording the invoice in the Sales Day Book.
- 4.10.6 The invoice shall be appropriately coded so that the revenue shall be properly classified to conform to the provisions of the budget.

4.11 Control Over Unused Invoices:

- 4.11.1 Invoices like **cash receipts and cheques** are accounting documents that should be strictly controlled. The procedures for their control are similar to those applicable
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to **cash receipts** and cheques, with regard to their movements, storage, and destruction.

4.12 Outstanding Cash Receivable:

- 4.12.1 Cash receivable shall be recorded in details in the subsidiary ledger to provide sufficient information about the debtor, the amount invoiced, cash received, and the balance.
- 4.12.2 A statement of accounts shall be sent at the end of each quarter to the debtors.
- 4.12.3 At the end of the financial year, the debtors schedule shall always be prepared and it shall always be made available to the external auditors.
- 4.12.4 All debts considered bad shall be written off with permission from the Executive **Committee**. Sufficient reasons shall be provided why a recommendation is made to have a receivable written off.
- 4.12.5 At the end of the year, an estimate of possible bad debts shall be made to provide a basis for updating the provision for bad debts.

4.13 Control Over Payments:

- 4.13.1 The **Region** shall pay for goods or services received or receivable according to the terms of the contract between the vendor and the **Region**.
- 4.13.2 Payment shall be made when:
 - (a) A valid claim has been received;
 - (b) An evidence is available that goods or services received were ordered; **and**
 - (c) Evidence that goods or services were received are available.

4.14 General Responsibility for Payment:

- 4.14.1 Any person making, allowing or **directing** payment without proper authority shall be held personally responsible for the amount of payment. Thus:
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- (a) **any** accounting person who is required to render services with regard to payment shall be held responsible for inaccuracies in the course of his services;
- (b) **where** the necessity for payment arises out of the negligence or misconduct on the part of the accounting staff, the amount so incurred shall be surcharged against such a person;
- (c) **any** penalty arising from **non-payment** of periodic payments such as rent, insurance, taxes, etc, or any losses arising **thereof** shall be charged against the officer responsible, and disciplinary action shall be taken for **non-compliance; and**
- (d) **officers** responsible for handling **and/or** signing payment vouchers, who certify the accuracy and **for any errors or losses that may arise from such payment** propriety of the payment in every detail therein, shall be personally responsible.

4.15 Payment Vouchers:

- 4.15.1 Every payment shall be supported by a voucher. The authority to sign payment **vouchers** is vested in **the Regional Secretary** who may delegate it to the Chief Accountant and **Assistant Regional Secretary**.
 - 4.15.2 Payment **vouchers** shall be completed in all respect, detailing the authority, appropriate coding of expenditure, full description of the transaction or reason for payment, quotation of numbers of bills or invoices, so as to ensure that correct identification of the payment is made even if supporting documents were lost.
 - 4.15.3 Original invoices, **bills, statements** etc relating to payment shall be attached to the original payment voucher, except where the volume, or weight of such attachments makes it impossible to do so. In that case, these documents shall be separately packed and cross referenced to the payment voucher
 - 4.15.4 Certificates necessary to complete the payment voucher shall be embodied in the voucher. The need for a certificate may arise in the following circumstances:
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- (a) certificate to authenticate the receipt of goods or services. In this case certificates shall indicate whether goods or services have been issued directly for immediate use or taken. The certificate shall include a reference to the appropriate Asset Ledger entry; **and**
- (b) **certificate** of indemnity, to include cases where the expenditure is not **supported by a** voucher.

4.15.5 Accounting **personnel** certifying vouchers shall exercise great care to ensure that the certificates they sign are in accordance with the facts, and **be** aware that they are liable to **a** surcharge in the event of an improper payment being made as a result of an incorrect certificate.

4.15.6 Payment voucher forms shall be protected from improper use.

4.16 Disbursement of Funds:

4.16.1 Subject to proper certification all certified claims against the Region shall be paid immediately

4.16.2 All payments shall be paid by cheque. Such cheques shall be crossed and made payable to the account of the payee.

4.16.3 Should the payee lose the cheque drawn in his/her favour, such a cheque shall not be replaced until its **non-presentation** to the bank has been established, and the bank **has been** issued with a stop payment **order** for the lost cheque.

4.16.4 The paying **officers** shall satisfy themselves that the person claiming the payment is a bona fide claimant or a person **authorised** to receive payment on behalf of **the Region's** creditor.

4.16.5 The responsibility for nugatory payments rests with **the Regional Secretary**. Such payments include:

- (a) **double** payment for goods or services;



- (b) **payments** in excess of approved prices, rates or scales; and
- (c) **payment** for goods **or** services not received.

4.16.6 Immediately the claim is paid, the paying officer shall perforate all **documents** supporting the payment using a stamp with the word "**PAID**". The perforation shall include the indication of the date when payment was effected, the cheque serial number, and date. The cheque serial number shall appear on every supporting document.

4.17 Imprests Disbursement and Retirement:

4.17.1 Imprests shall be classified as either **standing imprests or special imprests**. Standing **imprests** are renewable on the submission of valid payments from the imprest fund, while the special imprest is used for a single purpose

4.17.2 The holder of a standing Imprest shall maintain a cash book in which to record all **receipts**, payments and the balance at hand.

The standing **imprest** shall be replenished to the extent of expenditure accounted for. Standing **imprests** shall include Petty cash Funds and Branch cash.

4.17.3 The holder of **special imprest** is fully responsible for appropriate expenditure from that imprest. Special **imprest** shall not be used for the purpose other than for which it was approved.

4.17.4 To account for special imprests, documentary evidence shall be tendered to show that the expenditure was made in the interest of the **Region**.

4.17.5 Special imprests shall include Safari Imprests, and imprests issued to the **Region's officers** to acquire goods or services on behalf of the **Region**.

4.17.6 Imprests shall be accounted for within a period of fourteen days after the task for which the imprest was granted and executed, failure of which shall render the salary of the employee responsible to be subjected to



recoveries to make good the imprest amount outstanding.

4.18 Electricity and Water.

- 4.18.1 The Finance and Administrative Officer shall keep a proper record of the bills of the electricity and water payable by the **Region**.
- 4.18.2 The bill shall be paid only after verifications have confirmed that the amount therein is genuine.
- 4.18.3 Where the bill rises persistently over a number of months, the Chief Accountant shall notify the Budget Committee in the next meeting of the committee about this fact.

4.19 Wages, Salaries and Overtime:

- 4.19.1 Appointments shall be made against the staff establishment approved by the Executive Committee, and subject to the funds being available.
 - 4.19.2 The emoluments shall comply with the terms of employment as given in the letter of appointment.
 - 4.19.3 The copy of the letter of appointment shall be sent to the section responsible for the preparation of wages and salaries.
 - 4.19.4 Any correspondence which amends the amount of emoluments specified in the employee's letter of appointment shall be copied to the section responsible for the preparation of the wages and salaries.
 - 4.19.5 Overtime shall only be worked when it has prior sanction of the Chief Accountant.
 - 4.19.6 The Chief Accountant shall sanction the working of overtime after satisfying himself that the work for which overtime is requested could not be completed within normal working hours.
 - 4.19.7 The Chief Accountant shall be required to supervise workers doing overtime, and ensure that the volume of work done is commensurate with the time spent on it.
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- 4.19.8 Overtime worked shall be entered in the overtime sheets, and it will be signed by the supervisor and the head of department
- 4.19.9 The Chief Accountant shall maintain a record of the employee's liabilities to the **Region**, which shall be **up-to-date**.
- 4.19.10 Where a need arises to pay terminal benefits as a result of employment termination, care shall be taken to ensure that the **Region's** liabilities are recovered from such benefits.

4.20 Auditing:

4.20.1 Internal Audit:

Given the size of the **Region**, there shall not be an internal audit unit. In these circumstances, **the Regional Secretary** shall ensure that efficiency and effectiveness with regard to financial **management** is achieved by insisting on the prescribed monthly reports, and adherence to budgetary provisions.

Given the absence of the internal audit function, the external audit procedures should be extended as far as possible in the area of efficiency and effectiveness of the operations.

4.20.2 External Audit:

The **finances** of the **Region** shall be **audited annually** by the External Auditor. The audit fees payable to the external auditor shall be based on the volume of work undertaken by the external auditors.

In order to reduce the size of this volume, the Chief Accountant shall ensure that: -

- (a) **the** books of account are **up-to-date** within three months after the end of the financial year;
 - (b) **the** debtors and creditors schedules are available;
 - (c) **fixed** asset register is **up-to-date; and**
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(d) **the** income tax liability is correctly determined.

4.21 Taxation: (If applicable to the Secretariat)

- 4.21.1 The Chief Accountant is responsible for the timely preparation of tax returns and prompt payment of tax liabilities, according to the provisions of the tax laws.
- 4.21.2 The income tax returns, for provisional and final assessment shall be prepared so as to comply with the laws so that a need shall not arise to pay tax penalties.
- 4.21.3 The returns for pay as you earn recovered from the employees shall be filed within three months of the calendar year as provided in the **Income** Tax Act.
- 4.21.4 Pay as you earn and payroll levy shall always be remitted within seven days together with returns as required by the law.
- 4.21.5 Stamp duty remittances and returns thereon shall be made promptly as the act specifies in order to avoid attracting penalties.
- 4.21.6 Penalties relating to failure or delays in remittances of tax liability or filing the tax returns shall be surcharged against the officer responsible for such delays.

4.23. Insurance:

- 4.23.1 All insurance matters shall be under the Chief Accountant, subject to the direction **of the Regional Secretary.**
 - 4.23.2 Heads of departments shall give prompt notification to **the Secretariat** Accountant cum cashier of new insurable risks and additional property which requires to be insured, and the type of cover required; or any alterations that need to be made in the existing risks.
 - 4.23.3 On receipt of notification, **the** Secretariat Accountant, shall notify **the** Chief Accountant who will take prompt action to ensure that adequate insurance cover is arranged with the insurance companies.
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- 4.23.4 The Secretariat Accountant shall once in a year notify **the** Chief Accountant **of the** details of all insurance policies affecting **the Region's properties**.
- 4.23.5 On receipt of the notification of insurance policies affecting **the Region's properties**, **the** Chief Accountant shall review them with a view **to** ensuring that all insurable risks are adequately covered by insurance.
- 4.23.6 **The Regional Secretary** shall ensure that adequate covers are available for all properties of the **Region** against thefts, losses, fire, accident etc. and that existing policies are current and valid at any given time.
- 4.23.7 The Chief Accountant shall keep a register of all insurance policies obtained by the **Region**, and this register shall always be **up-to-date**.
- 4.23.8 The Chief Accountant shall always take prompt measures to notify the insurance agency engaged by the **Region** about any losses suffered by the **Region**, with a view **to** obtaining indemnity.
- 4.23.9 All cash relating to indemnity whether for the **Region's** property or the loss suffered by **an** employee shall always be paid to the **Region** first, and subsequently the **Region** shall pay the employee involved, if the latter case is applicable.

4.24 Investments:

- 4.24.1 The powers of investment of the **Region's funds are vested** in the Executive Committee. This committee shall approve all investments recommended by the **Secretariat**.
- 4.24.2 All investments shall be in the name of the **Region**.
- 4.24.3 Liquidation of long- term investments shall always be approved by the Executive Committee where necessary.
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5. CONTROL OVER THE USE OF PROPERTY

5.1 Motor Vehicles

- 5.1.1 Each motor **vehicle/cycle** shall have a log book with **up-to-date** records of **the mileage** covered for each journey, time taken, and the purpose of the journey.
- 5.1.2 The log book shall be regularly inspected by the Chief Accountant and **he/she shall** initial every entry considered to be valid.
- 5.1.3 Each **motor vehicle** shall have a History Record showing the details of the repairs, services replacement of **parts/spares** etc. This record shall include the cost of each repair service and spare parts replacement. **The** Secretariat Accountant shall maintain the History Record.
- 5.1.4 Before any expenditure for repair, service or spare parts replacement of any motor vehicle **is** undertaken, its History Record shall always be consulted first.
- 5.1.5 Old spare parts shall be delivered to the stores and acknowledged. Such parts shall be cross referenced to the Issue Note of the new spare parts, or Local Purchase Order which requested for replacement of the old spare part. This is for verification purposes.
- 5.1.6 A driver for each **motor vehicle** is not charged with the assessment of the efficiency of **the** motor vehicle. However he will be charged **for assessments which arise** out of his negligence or willful acts.
- 5.1.7 Any **parked motor vehicle** shall have its ignition keys deposited with the Secretariat Accountant, and entries made in the register for ignition keys. Tools, tool kits and **equipment** acquired for repairs of motor vehicles shall be registered as fixed assets if they qualify, and at the same time registered in the register maintained.

Tools offered to a driver of a particular motor vehicle shall be entered in the History Record of the **motor vehicle**, and the driver concerned shall sign the entry in the History Record to acknowledge receipt of the tools.

- 5.1.8 **Repairs** shall always be undertaken by the **authorised** garage, and mechanics only.
- 5.1.9 In the event of an accident involving the **Region's** motor vehicle, notification shall be made to the insurance agency with a view **to** recover the loss suffered.
- 5.1.10 The expenses for major repairs, or repairs after an accident shall always be reported to **the Regional Secretary**.

5.2 **Control of Telephones:**

- 5.2.1 The **Region** shall pay for telephone bills of the approved lines. Trunk calls shall be made if they are made for approved purpose. To ensure this, a request will be made by filling in the form requesting for permission to make official trunk calls. Such requests shall be approved by the Chief Accountant, and shall be submitted to **the Regional Secretary**.
 - 5.2.2 The Chief Accountant shall ensure that the bill for each trunk call is reasonable. Any unusually high bill shall merit investigation to establish the reasons for such high costs, and it will be brought to the notice of **the Regional Secretary**.
 - 5.2.3 Before any telephone bill is paid it shall be verified by the respective individual in charge of the telephone line. Each officer in charge of the telephone shall maintain a Trunk call register in which a record of **trunk** calls made in the month is made. This register shall be attached to the telephone bill and submitted to **the Regional Secretary**.
 - 5.2.4 Any telephone expenses arising out of the use of telephone outside the official business shall be a liability of the officer in charge of the respective telephone line.
 - 5.2.5 The telephone operator shall be responsible for the trunk call made from the general line. No employee shall be permitted to make private trunk calls unless he/she shows the written permission from the Chief Accountant.
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5.3 **Photocopying:**

- 5.3.1 The **photocopier operator** shall keep a daily record of photocopies made every day.
- 5.3.2 Photocopying shall not be done by the operator unless the request is supported by a requisition for photocopying signed by the **Secretariat** Accountant.
- 5.3.3 The photocopying register shall be sent to the Chief Accountant for review.

5.4 **Repairs and Maintenance of Buildings:**

- 5.4.1 For each house rented or owned by the **Region**, there shall exist a History Record maintained by the Secretariat Accountant. The History **Record** shall contain the relevant details relating to decorations, repairs, paintings, partitioning, and extensions.
 - 5.4.2 For each building, there shall exist a record of furniture, machines and **equipment** available in each respective building.
 - 5.4.3 Furniture, machines and **equipment** shall first be received at the office in the warehouse in a normal way. Then they will be requisitioned and transferred to the intended house on the basis of an **Issue** Note which will be signed by the resident of the building acknowledging receipt of such articles.
 - 5.4.4 In order to update the inventory record of items in the given house, the copy of the Issue Note transferring the furniture machines and **equipment**, shall be sent to the Chief Accountant.
 - 5.4.5 Each asset whether existing in the residential building or in the office shall be identified with a specific number given to it, and it shall not be transferred without prior permission from the Chief Accountant.
 - 5.4.6 Periodic checks of buildings, and the assets in them shall be made by the Secretariat Accountant both in terms of record review and physical checks. If physical checks
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and records review reveal the variance, such a variance shall be reconciled and records amended accordingly.

5.4.7 The repairs to **equipment** and machines shall be carried out to conform to the time specifications offered by the supplier, or according to the timetable set. This timetable shall be consistent with the budgetary request made by the Secretariat Accountant.

5.4.8 When the occupant of a resident house is required to vacate the house of the **Region**, the Chief Accountant shall ensure that the house is vacated as soon as possible, **and furniture, machines and equipment are handed over as well.**

5.4.9 The handing over shall be witnessed by the officer selected by **the Regional Secretary**, and a certificate shall be signed by the vacating officer and the **incoming** officer. The certificate shall specify the **number of assets** in the house and their physical condition.

5.4.10 When **an** employee's **services are** terminated and such an employee is not traceable to hand over the house, the following steps shall be taken:

(a) A police **officer** shall be called to witness the breaking into the house.

(b) The Secretariat Accountant shall call a mason if the keys are not available to break the locks of the doors.

(c) A list of items found in the house shall be compiled by the Secretariat Accountant **with a witness**. Any items of the **Region** missing shall be reported immediately to the Police Station.

6. **CONTRACTS**

6.1 **Tenders**

6.1.1 Any tender above the amount of US\$ 75,000 shall be circulated to all **Member** Countries of the **Region**, and local **Parliaments** shall bear the cost of advertisement.

- 6.1.2 The notice calling for tenders shall be brief and explicit. The contents of the tender shall not be amended piecemeal once the tender has been made in public. Where it becomes necessary to amend the terms of the tender, the addendum will be made and circulated.
- 6.1.3 Adequate time shall be given to **tenderers** to enable them to make adequate preparation in the course of submitting the tender.
- 6.1.4 Where the samples of products offered are required, this should be included in the terms of the tender notice. Two or more samples of each product shall be supplied by the tenderer and the sample shall be retained as a basis for comparison with the products offered in the course of execution of the contract. And where necessary one of the sample or part of the samples shall be tested by suitably qualified consultants in order to analyse its contents, strength, quality, etc. and the analysis report shall form a basis for comparison with the goods offered by the tenderer in the course of execution of the tender.
- 6.1.5 All letters bearing the tender offer shall be marked in bold letters with the word "TENDER" by the tenderer.

6.2 **Receipt of Tenders:**

- 6.2.1 All tenders shall be received in sealed envelopes and they shall be deposited in the tender box before they are opened. Unless indicated otherwise. Envelopes containing the tender mail shall also be numbered chronologically to indicate which tender was received first, and which one was received last.

6.3 **Consideration of Tender**

- 6.3.1 The bids of tenderers shall be considered by the Tender Board to decide who will be offered the tender.
 - 6.3.2 On the date and the hour at which the tender closes, there shall be received no more tender mail, and at that time the tender box, shall be opened by the Chairperson of the Tender Board in the presence of other Members and Tenderers who wish to attend.
 - 6.3.3 Each tender envelope shall be opened and recorded.
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- 6.3.4 The tender mail and the tender records are confidential documents, which should be kept out of the reach of those not concerned **with** the tenders.
- 6.3.5 Where it is necessary, the Tender Board shall retain the consultant to advise on technical issues relating to the goods or services to be offered by the tenderer.
- 6.3.6 In arriving at the decision to offer or not to offer the tender to the tenderer, the Tender Board shall consider a number of factors including the goods or services offered by the tenderer.
- 6.3.7 With respect to the tenderer, the following factors shall be taken into account:
- (a) **the** tenderer should be a person whose integrity is not questionable;
 - (b) **the** tenderer's financial position should be expected to be sufficiently strong during the entire period of the contract; **and**
 - (c) **the** tenderer should have sufficient production capacity to meet the requirements of the tender.
- 6.3.8 With respect to the goods or services offered the following factors shall be taken into account:
- (a) **the** quality of goods or services should be expected to comply with the wishes of the **Region**; **and**
 - (b) **the price of the goods or services.**
- 6.3.9 To enable the Tender Board to arrive at a sound decision, the following details shall be offered to the Tender Board Members with respect to each tenderer, and the terms offered:
- (a) **the** price the **Region** is prepared to pay, basing on expert advice available;
 - (b) **the** technical details of the contract on the basis of which the tender is offered;
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- (c) **the** tender aspects not included in the tender but which are part of the entire job;
- (d) **the** list of persons invited to bid for the tender, including their full addresses;
- (e) details of previous jobs performed by the bidders elsewhere;
- (f) their financial position, and the capacity of their facilities;
- (g) **the** price at which they wish to offer **the goods** or services;
- (h) **the** time they guarantee to complete the job, and the guarantee period they offer;
- (i) **the** copy of the advertisement made by the association when calling for the tender under consideration; **and**
- (j) **the** details with respect to penalties in the event of non-performance of the contract, down payments and retention period.

6.3.10 The minutes of the Tender Board Meeting shall be taken, and these minutes and all relevant documents shall be filed and retained for future reference.

6.3.11 As soon as the Tender Board has decided who shall be offered the tender, the tender Board Secretary shall notify the unsuccessful tenderers with regret letters, and also notify the successful tenderer so **as** to enable that person to draw up the contractual document

6.3.12 The Tender Board shall comprise the followings Members:

- | | |
|---|---------------|
| - Treasurer | - Chairperson |
| - Secretary | - Secretary |
| - Member of Executive Committee of the Host Country | - Member |

6.3.13 Where, in respect of relatively small works, the Tender Committee deems it necessary and in the interest of the **Region**, it may resolve to negotiate the contract rather



than call the tender. **A negotiated contract shall be in writing using the approved form or by variation Order or by Addition Order or by Omission Order** if contracts refer to existing contracts.

6.4 **Purchase Procedures:**

- 6.4.1 All purchases shall be made only when the budget approved by the Executive Committee allows, and funds are available.
 - 6.4.2 Purchases shall be in quantities that are economical to ensure that purchased goods shall not be stored for a long period to attract carrying costs, neither that they are in small quantities to necessitate frequent orders with resultant ordering costs.
 - 6.4.3 Purchases shall only be made when the Secretariat has made requisition for goods or services. This will result in a purchase **requisition** to be prepared by the Secretariat Accountant, and it is on the basis of the approved **purchase requisition** that a purchase transaction shall be undertaken.
 - 6.4.4 Each purchase transaction shall be evidenced by the Purchase Order, which will be sent to the approved supplier.
 - 6.4.5 The approved suppliers shall include suppliers nominated by **the** Secretariat, or those **whose** quotations have been received and approved.
 - 6.4.6 The purchase transaction shall be undertaken only when the price offered is known and accepted prior to the purchase order **being** prepared. Under no circumstances shall the **Region** issue a signed blank purchase order. The purchase order shall include all terms offered by the **Region** including the price.
 - 6.4.7 Where in the interest of the **Region** the prepayment is made for future delivery, the amount relating to the undelivered goods or services shall be among the list of debtors.
 - 6.4.8 For purchases exceeding USD 1,000 the Secretariat Accountant shall obtain at least three quotations, from
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among **which the** favourable offer shall be selected. Selection shall emphasise both high quality and low price.

6.4.9 All goods or services delivered shall be acknowledged by the recipient with a Goods Received Note. This document shall be a principal document for recording goods **received and the liability of the Region** to the supplier of goods or services, together with the suppliers invoice, and the copy of the purchase order.

6.4.10 All goods received shall first be delivered to the store room before they are issued to the user; and they shall be issued to users against the stores **requisition**.

6.5 Execution of Contracts:

6.5.1 All contracts such as construction, repairs of buildings etc. shall be in writing in an approved form.

6.5.2 Where the consultant is retained, for instance in architectural contracts, the estimates of the degree of completion shall form a basis for disbursements to the contractor.

6.5.3 The **Regional Secretary shall authorise** payment on the basis of fee notes and expenses submitted by the contractor. He shall **scrutinise** them carefully before payment is made.

6.5.4 Where the contract fee has been retained, such retentions shall not be paid until **the Regional Secretary** is satisfied that the contractor has fully discharged his/her contractual obligation.

6.6 Contract Records:

6.6.1 The Chief Accountant shall maintain the register of contracts **wherein** a minimum of the following information shall be available:

- (a) **serial** number of the contract;
 - (b) **name** and address of the contractor;
 - (c) **date** of contract;
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- (d) **reference** to appropriate authority for award of contract;
- (e) **brief** description of the nature of contract;
- (f) **date** of completion;
- (g) **amount** of contract;
- (h) **the** amount paid to date;
- (i) **security** retained and how it will be disposed off eventually; **and**
- (j) **remedy** in the case **of breach of the** contract.

7. MISCELLANEOUS PROVISIONS.

7.1 Records of Fixed Assets:

7.1.1 The Secretariat Accountant shall maintain a register in which fixed assets shall be recorded, and this register shall highlight the categories of fixed assets such as office buildings, residential buildings, office furniture, residential furniture, **office** machines, residential machines etc.

7.1.2 The details shall include:

- (a) **date** of purchase;
 - (b) **cost** of purchase;
 - (c) **the** name of the supplier;
 - (d) **reference** for: -
 - (i) **supplier's** Invoices, and Delivery Note;
 - (ii) **the** Goods Received Note; **and**
 - (iii) **title** documents;
 - (e) **location**;
 - (f) **Identification** Code Number;
 - (g) **depreciation** details;
 - (h) **disposal** details; **and**
-

- (i) **major** repairs extending the useful life of the asset.

The **asset register** value shall be equal to the general ledger value.

7.2 Board of Survey:

7.2.1 Every twelve months a survey shall be made by the appointed Board of Survey to dispense with unserviceable items of fixed assets. A proposal shall be submitted to **the Regional Secretary** suggesting which assets should be **disposed of**.

7.2.2 **The Regional Secretary** shall consider the Board's proposal and accept or refuse it.

7.2.3 **The fixed asset shall be disposed of by tender or auction whichever is considered by the Board to be advantageous to the Region.**

7.2.4 **The Regional Secretary's** decision to dispose of the fixed asset shall be certified by the **Executive Committee** before the disposal takes place.

7.2.5 The Board of Survey shall include:

- (a) **Assistant Secretary** - Chairperson
- (b) Clerk Assistant - Member
- (c) Chief Accountant - Member
- (d) Secretariat Accountant - Secretary

7.3 Accounting Policies:

7.3.1 Depreciation

Fixed assets shall be **depreciated** using the following rates:

- (a) Buildings 4%
- (b) Motor Vehicles 20%
- (c) Tools and office equipment 20%
- (d) Furniture and Fittings 10%

The rates shall be applied to the **original cost** of the respective assets, and it will be for twelve

months **starting from the date of the month following the date of acquisition.** Where such acquisition takes place in any part of the year, a fraction of the **Year's** depreciation shall be recorded.

7.3.2 Valuation of Debtors: (Subscription fee receivable)

A provision for bad debts shall be made at the end of every year on the basis of the ageing of debts as **follows:**

Age of Debt.	Provision Rate.
24-36 months	25%

7.3.3 Valuation of Debtors:

The **Region** shall use First in First out method to price stocks issued out, and the stock available at the end of the year shall be valued on the basis of lower of cost and net **realisable** value.

7.4 Custody of Document:

7.4.1 The following documents are classified as valuable and are to be preserved so as to prevent their loss, destruction or misuse, and the listed officers shall be accountable for such documents.

Document	Responsible Officer
Title Deeds	Chief Accountant
Guarantee	"
Vehicle Registration Cards..	"
Insurance Policies	"
Local Purchase Order Book..	Accountant/Cashier
Cheque Book.....	Accountant/Cashier
Receipt Book	Accountant/Cashier

Each Officer required to keep custody of documents, shall maintain a register in his custody **as** recorded.

7.5 Financial Statements:



7.5.1 **The Secretariat** shall **produce** the following statements at the end of each financial year:

- (a) Trial Balance;
 - (b) the Bank Reconciliation Statement;
 - (c) **certificate** in respect of the true cash balance as **reckoned** in the Bank Reconciliation Statement;
 - (d) **itemised** statement of actual income and expenditure comparing the budgeted item to actual results;
 - (e) **itemised** statement of capital expenditure compared to the budget provision;
 - (f) **a** statement of payable and receivables; **and**
 - (g) Income and Expenditure account.
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SCHEDULE III

RULES GOVERNING CONDUCT OF BUSINESS OF THE CONFERENCE

1. The Sittings of the Conference shall be held in public unless the Conference decides otherwise.
2. A member may speak when called upon by the **Chairperson**. Members may speak from either their places or from the rostrum, whichever the case may be, and address the **Chairperson**.
3. Members are requested to introduce themselves by name and by country each time they are called to speak.
4. No member may speak for more than once to any item of the Agenda unless special permission to speak a second time is granted by the Conference.
5. Speaking time may be limited. The length of time each member is given will depend upon the number of participants attending the conference and the interest in the subject under discussion. **However, time limits of 15, and 10 minutes are recommended for the mover and seconder respectively, and 5 minutes each for other participants.**
6. A speaker whose time limit expires before the completion of his speech may be granted an extension of time with the consent of the Conference. A speaker granted such an extension of time may speak for not more than five minutes.
7. A speaker shall not be interrupted except on a point of order. **She/he** may, however, with the permission of the **Chairperson**, give way during his/her speech to allow any other member to request elucidation on a particular point in that speech or to offer an explanation bearing upon a particular point in that speech.
8. The Chairperson may nominate two delegates to chair each session, after consultation with those so designated, to allow each member greater participation in the proceedings of the conference.
