

# **ASSOCIATION OF AFRICAN ESSENTIAL DRUG PURCHASING CENTRES**



**ACAME**

## **RULES AND REGULATIONS**

## **CHAPTER I – GENERAL PROVISIONS**

Article 1: These rules and regulations define the applicability of the statutes that they complement. Should any dispute arise about their content, the provisions of the statutes prevail

Article 2: Change of the name of the Association or transfer of its headquarters shall be decided upon only by a three-quarter vote of its active members present at the extraordinary General Assembly called thereon

## **CHAPTER II – PRINCIPLES ET OBJECTIVES**

Article 3: In order to meet its objectives, ACAME in the addition to the provisions of article 5 of the statutes, develops its action by means of formal meetings, conferences, seminars and colloquiums. It can also organise or participate in trainings, contribute to or promote research activities or actions required for the achievement these objectives.

## **CHAPTER III – MEMBERSHIP**

Article 4: Any private individual or corporate body fulfilling the conditions provided for in articles 7, 8 and 9 of the Statutes, can be member of the Association.

Application for active membership is forwarded to the Permanent Secretariat which submits it to the next General Assembly.

Membership is effective from the date of its acceptance and is notified to the interested person by the Permanent Secretariat.

Honorary membership is not subject to any application by the person interested.

An ACAME membership card is issued for all active members of the Association.

Article 5: Adhesion of ACAME members to any other organisation is allowed in so far as the objectives of this organisation do not conflict with those of ACAME.

## **CHAPTER IV – ORGANISATION AND ATTRIBUTION**

Article 6: Without prejudice to articles 14, 15 and 16 of the statutes, the General Assembly can endow itself with commissions in relation to its objectives, particularly for issues concerning promotion, supply and consumption of essential generic drugs

The commissions are working tools of the Permanent Secretariat.

## **THE GENERAL ASSEMBLY**

Article 7: The General Assembly can be, as a matter of right, in session, if at least one-third of its active members are in attendance. In case of absolute necessity, a member of the Assembly can be represented by another member provided that the latter is given power of attorney to do so

Article 8: Calling of the General Assembly is notified to members at least sixty (60) days prior to the holding of an ordinary session and at least thirty (30) days prior to the holding of a special session.

Article 9: Should the Association's active members wish to call an extraordinary General Assembly, they are required to file with the Permanent Secretariat an application signed by at least  $\frac{3}{4}$  of the active members who have paid off their membership fees.

In addition, the application shall include the agenda. The Permanent Secretariat shall convene, via the appropriate channels, the special General Assembly within the space of two weeks following the filing of the application

Article 10: Discussions during the Assembly shall be conducted in order, discipline and mutual respect

The Chairperson of the Executive Board shall police the discussions.

Article 11: The General Assembly can be organised into working commissions during its sessions

The General Assembly can also designate ad hoc commissions to consider specific issues

Decisions are made by mutual agreement or by vote.

Article 12: Votes are secret or by show of hands

a) Secret vote: this concerns substantive matters such as the election of the board's members or actions that are likely to seriously bind the Association.

The vote is won by absolute majority at the first round or by ordinary majority at the second round. Should the number of voters be an odd number, absolute majority shall mean half of this number rounded-off to an integral number immediately superior plus one.

b) Vote by show of hands concerns form or procedural matters such as motions and pre-meeting activities

This is won by simple majority.

In case of a decision, only the vote of active members who have paid off their membership fees is taken into account.

In case of tie-vote during the second round, only the vote of the session Chairperson is tie-breaking.

Article 13: The principle of powers of attorney is valid only for assemblies. They are received and checked by the Permanent Secretariat prior to the discussions. They are hand-written, duly signed and dated by principals.

Only members who have paid off their membership fees are entitled to give or receive power of attorney.

In any event, no member shall hold more than two (2) powers of attorney.

Article 14: a) Before the opening of any general Assembly, the Permanent Secretariat shall check mandates

However, observers can be admitted as a result of requests granted by the Executive Board

Depending on the nature of issues to be discussed, the General Assembly can require in-camera proceedings

b) In the event of a special assembly, in-camera proceedings are compulsory

### **THE EXECUTIVE BOARD**

Article 15: The Executive Board includes the Chairperson, the Deputy chairperson and the Permanent Secretariat.

Article 16: The Executive Board performs the duties of the assembly during the recess period.

Decisions made as a result of the implementation of the provisions in the above paragraph shall be ratified by the next General Assembly. In any case, these decisions remain valid.

Article 17: The President of the Association is the Chairperson of the Executive Board as well as the Chairperson of the General Assembly

### **THE PERMANENT SECRETARIAT**

Article 18: The Permanent Secretariat owes a duty to keep the register of the Association's activities. This register mainly includes minutes of the Board's meetings as well as proceedings of assemblies

The Permanent Secretariat is empowered to take all useful measures for the life of the Association

It sees to the application of the statutes as well as the rules and regulations. It coordinates and controls the Association's various activities, particularly the proceedings of commissions.

It represents the Association in all civil actions. It signs official correspondences by the Association.

It is the official body entitled to order expenses by the Association.

It has the capacity to appear in judicial proceedings on behalf of the Association.

The Permanent Secretariat centralises all documents of the Association, receives membership applications that it forwards to the Executive Board, keeps up to date the list of the Association's members

It organises and manages assignments of the secretariat: ordinary and confidential mails at both arrival and departure, drafts official correspondences.

The Permanent Secretariat examines and submits to the Executive Board adequate means to ensure membership fees inflow and increased resources for the Association. .

It countersigns documents for the withdrawal of funds deposited with financial and lending institutions or for expenditure commitments

It collects revenues and regulates in collaboration with the Chairperson expenditure of the Association pursuant to the annual budget endorsed by the General Assembly.

It keeps the accounts of the Association and prepares annual budgets and financial statements.

It takes care of petty expenses' cash the amount of which is determined by the Executive Board

## **CHAPTER V – RESSOURCES, MEMBERSHIP FEES AND MISSIONS**

Article 19: The amount of annual fees is fixed by the Executive Board and disseminated by the Permanent Secretariat.

The annual membership fees shall be paid off during the first quarter of the calendar year.

Any active member who fails to pay its membership fees cannot be a voter in time of election.

In the event of a delay of more than two (2) weeks, it cannot be eligible and is deprived of his right as a member of the Executive Board in due time

Article 20: Duties within the Association are free of charge.

However, active members of Association on assignment can benefit from travel and living expenses

The rate of these allowances is fixed by the Executive Board on an annual basis upon proposal by the Permanent Secretariat

Article 21: All members of the Association is required, once he/she is back from an assignment, to submit a report to the Permanent Secretariat

## **CHAPTER VI – SANCTIONS**

Article 22: Any serious violation of the statutes of the Association and of these rules and regulations is subject to a sanction.

Article 23: Depending on the seriousness of the violation, the following sanctions can be applied:

- Warning,
- Blame
- Suspension,
- Exclusion.

Suspension and exclusion are proposed by the Permanent Secretariat to the Executive Board; the final decision is made by the next General Assembly

However, in the event of serious offence, a member of the Association can be temporally suspended by the Executive Board upon proposal by the Permanent Secretariat till the next General Assembly shall deal with the issue.

Prior to any suspension or exclusion sanction by the General Assembly, the person concerned is first invited by the Permanent Secretariat to provide justification in writing and or to present his/her line of defence. In case of disobedience, this procedure is set aside.

The duration of the suspension is specified by the decision of the General Assembly, which is notified to the concerned person by the Permanent Secretariat

Delay in the payment of membership fees is sanctioned as provided for in these rules and regulations

## **CHAPTER VII – DISSOLUTION - REVISION**

Article 24: The decision to dissolve the Association is made only through a majority vote by  $\frac{3}{4}$  of the active members.



Article 25: In the event of dissolution, the General Assembly designates one or more liquidators vested with the responsibility to liquidate the property of the Association

The net asset will receive a settlement determined by the General Assembly, which will be as closer as possible to the objective of the Association

Article 26: These rules and regulations come into force from the day they are endorsed by the General Assembly.

They can be altered by a General Assembly upon a vote by  $\frac{3}{4}$  of the active members who have paid off their membership fees.

Article 27: Notwithstanding the statutory and regulatory provisions, the Executive Board can take all relevant provisional measures in exceptional circumstances.

### **CHAPTER VIII – OTHER PROVISIONS**

Article 28: All members willing to resign from the Association shall inform the Chairperson of his/her intention. The issue is referred to the Executive Board.

If the concerned person persists in his/her intentions, the Permanent Secretariat leaves the issue in the hands of the Executive Board for decision. Except for a case of absolute necessity, the concerned person shall perform his mandate till the meeting of the Executive Board

Article 29: Any member of the Association can refer any issue that he/she deems useful to the Permanent Secretariat for its consideration. This is done in writing.

Article 30 : The assets of the Association are solely liable for the commitments of the Association, without members being personally responsible for them, even those participating in its administration.

Adopted by the General Assembly, held in .....

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