

YANAC – YOU ARE NOT ALONE CAMEROONIANS

6/10/2023  
IRELAND  
ANTEM ROLAND EYONG

# CONSTITUTION



## YANAC

The birth of YANAC came into existence on the 26<sup>th</sup> of April 2023. YANAC stands for You Are Not Alone, Cameroonians. The group's main objective is to support a dead member's bereaved family via a designated next of kin to lessen and reduce funeral cost.

YANAC is a community-based initiative managed and run by Cameroonians living in Ireland.

YANAC main goal is to lessen the financial burden towards funeral cost arrangements, and repatriation of member's corpse to Cameroon or its final resting place by providing an agreed financial package to the deceased next of kin.

Members do not pay any periodic premium, but members only contribute to the occurrence of death within the YANAC community.

In order to carry out administrative functions and their associated costs such as filing of annual returns, bank charges, cost of running physical meetings, and other incurred legitimate expenses, YANAC members may require paying a one-off maintenance fee from time to time.

The creation and existence of YANAC is to reach out to Cameroonians in Ireland with strong emphasis on: **“You are not alone, Cameroonians”; we are here for you – we got your back - we act, and we care.**

To summarise YANAC's stance, Cameroonians living in Ireland must be aware that - **To be a lonely Cameroonian is to be alone with oneself, whereas in the company of Cameroonians is to be alone together.**

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## PREAMBLE

- YANAC is a secular and apolitical non-governmental Organisation. YANAC stands for "YOU ARE NOT ALONE, Cameroonians".
- We can only go further and improve if we stand for one another in solidarity by pulling our little resources together.
- YANAC is an assurance group which ensure that Cameroonians in Ireland Are Not Alone and will never be alone.
- In solidarity, we can move mountains through our coming together to constitute a force not to be reckoned with.
- We uphold oneness in solidarity to enhance our brothers and sisters' keepers in Ireland.
- With the ever-increasing diaspora population in Ireland, we can impact a Cameroonian life and a bereaved family in the event of a YANAC member's death by lessening the financial funeral burden.
- Though faraway from Cameroon but in-line with our custom and tradition, we can give our deceased brother or sister a befitting burial in or out of Ireland in accordance with their wishes.
- YANAC aims to reduce individual and/or family expenses to a reasonable and acceptable amount in the event of the death of one of its members.
- Based on a thorough reflection and collective consultation of the Cameroonian community, it was decided to incorporate today, Friday the 9<sup>th</sup> of June 2023, YANAC as a Company Limited by Guarantee (CLG).
- YANAC is duly registered with the Company Registration Office (CRO) in Ireland with company registration number **745262** dated, **Wednesday, the 19<sup>th</sup> day of July 2023** with its mailing address located at **11 Carroll Village, Long Walk, Dundalk, Co. Louth, A91 N677**.
- We Cameroonians in Ireland are very proud of our cultural heritage and would love to pass it on to our children's children.
- To do this, we have adopted this constitution and pledged to act together in solidarity.

## FOUNDING PRINCIPLES

1. Membership fees are unique and payable upon registration by an individual.
1. To enhance members' commitment to YANAC, the group will introduce Membership Top-up Mechanism (MTM) when individual total contribution maintenance reaches an agreeable minimum.
3. YANAC members are only expected to contribute to the event of the death of a registered member within the group.
4. A maintenance fee is required to administer and run the group activities.
5. The administrators may request donations from members to meet an imminent budget requirement.
6. The founding and the **Internal Bureau of YANAC Affairs (IBYA)** members (in collegiality) have the right of veto to block any decision of the management board going against one of the founding principles.

## ARTICLE 1.: CREATION

- i. YANAC was hereby created on **Wednesday, 19<sup>th</sup> of July 2023**, in Ireland, as a social, secular, and non-political NGO. Its head office is based in Dundalk, Louth. Its range of action covers the entire Irish territory.
- ii. YANAC is created amongst the undersigned and those who will subsequently become members. The organisation shall be governed by the **Irish Companies Act 2014 provision** as a **CLG – Company Limited by Guarantee** with **Company Registration no 745262**.
- iii. The YANAC Constitution was enacted by its members on Sunday, 17<sup>th</sup> of September 2023, after the ratification meeting that took place on the same date.

## ARTICLE 2.: NAME

The organization officially registered address is in Dundalk County Louth, and it is registered under the name of **YANAC** an acronym for **“YOU ARE NOT ALONE CAMEROONIANS”**.

## ARTICLE 3.: MISSION STATEMENT

- i. YANAC puts its members first by ensuring slogan and motto: **YOU ARE NOT ALONE, CAMEROONIANS – we got your back, we care, and Together in Solidarity, we are Stronger** and ensuring that active members reap the benefits they deserve.
- ii. YANAC's main objective or mission is to help organize the planning surrounding the death of a member. In particular, the repatriation of the corpse from the place of death to the last resting place, as desired by the deceased, and/or the execution of their last wishes if they differ from the repatriation (for example, cremation or other non-specify burial of mortal remains). Repatriation may be from a place other than Ireland (based on provided info at the time of death) in the event of death.
- iii. YANAC provide funds through member's contributions to cover the funeral cost of a deceased member as well as moral support to the next of kin and the bereaved family.
- iv. YANAC also motivate every Cameroonians to be part of the group.
- v. We encourage Cameroonians not to live in isolation but to belong to YANAC within the Irish community to avoid past cases that have occurred in Ireland with our mortal remains.
- vi. People's nationalities are often discovered only after their death, and they often do not know or have anyone in the community.
- vii. It is often very shameful to face this kind of situation, hence the importance of being a member or supporter of a group such as YANAC.

### 3.1.: ACCOUNTABILITY AND TRANSPARENCY

- i. The after-death benefit package of a YANAC member will be made directly to the next of kin after receiving a copy of the death certificate and other required documents without passing through a third party.

### 3.2.: RESPECT AND INTEGRITY

- i. Members privacy will be at the heart of everything YANAC does, and it will be treated as a top priority to safeguard members' protection.
- ii. Members Personal information will be protected and not made public.

### 3.3.: INCLUSIVITY

- i. Each member of YANAC is extremely important, and a member should never be left out of the group.
- ii. All voices and opinions matter to encourage a sense of belonging and enhance full participation as all members stands on equal footing.
- iii. YANAC encourage all Cameroonians living in Ireland to register with the group because death is inevitable irrespective of your present condition.
- iv. YANAC provide a platform to foster, encourage and build a sense of belonging amongst its members towards a common goal of **"YOU ARE NOT ALONE CAMEROONIANS - WE GOT YOUR BACK"**.

## ARTICLE 4.: MOTTO-AIM/GOAL-VISION

### 4.1.: MOTTO/SLOGAN

The organisation's motto and slogan shall be **"You Are Not Alone - Cameroonians"** which denotes **Together in Solidarity we are Stronger – We got your back, & We Act, & We Care.**

### 4.2.: VISION

We seek a society where everyone irrespective of their financial status can walk through the grief both financially and emotionally to overcome the trauma inflicted by death thus easing the process of recovery from losing a loved one.

## ARTICLE 5.: ABOUT YANAC

- i. YANAC stands for You Are Not Alone, Cameroonians. The group was created on the 26<sup>th</sup> of April 2023, and managed by Cameroonians living in Ireland. It is a community-managed bereavement social insurance group. The group help to relieve and subsidise funeral expenses for a bereaved Cameroonian family and supports the family financially and morally during adverse circumstances.
- ii. The Cameroon community runs YANAC in Ireland through its appointed board of officers.
- iii. A 75% no-confidence vote is required to oblige an officer or a director member(s) to resign or step down from the board at any given time.

### 5.1.: YANAC FOCUS

- i. Cameroonians living in Ireland have come up with this YANAC bereavement insurance fund to look after one another.



ii. YANAC put Cameroonians living in Ireland in the centre of its bereavement solidarity fund. The group strongly believes that Cameroonians in Ireland cannot overcome funeral crises alone as per Cameroon's traditional demand.

iii. YANAC ensure that every Cameroonian living in Ireland has equal rights and opportunities.

iv. YANAC is calling on all Cameroonians living in Ireland to make the most out of this great opportunity by pulling away from unfriendly and expensive fund drive schemes to more friendly and less expensive bereavement social insurance funds run by Cameroonians.

## ARTICLE 6.: NATURE

i. YANAC board shall be made up of the Internal Bureau of YANAC Affairs, which comprise of the Directors, Management Executive Officers, Provincial Liaison Officers, and its members.

ii. **YANAC is a non-profit organization whose primary objectives are:** i). to provide a bereavement social insurance fund package to the next of kin, ii). ensure the well-being of bereaved family members, iii). enhance solidarity spirit amongst its members, iv). equip members towards empowerment, v). promote solidarity, altruism, and philanthropy to enforce members' welfare.

iii. YANAC shall be autonomous in its decision-making and shall not engage in any arrangement or partnership with any organisation whose activities would likely impede the group decision-making autonomy.

iii. **YANAC shall have its objectives centred around:** - i). Representing of its members' interests, especially current active members; ii). its members' welfare; iii). the protection of members' rights, iv). privacy, and confidentiality, v). promotion of equality, and vi). the vindication of injustice.

## ARTICLE 7.: OBJECTIVES

i. To bring together Cameroonians within all respective regions in Ireland without distinction of race, tribe, gender, sexual orientation, or religion in assisting with funeral costs and facilitating the journey of deceased members to their final resting places.

ii. Also, the doing of all such things which are incidental or conducive to the attainment of the above object.

iii. To provide a social networking platform through which members can share ideas and assist each other.

iv. To lessen the financial burden towards the funeral cost, arrangements, and repatriation of the member's corpse to Cameroon or its final resting place by providing an agreed financial package to the deceased next of kin.

- v. Members do not pay any periodic premiums. However, members only contribute to the occurrence of deaths within the YANAC community.
- vi. To work alongside the next of kin to facilitate the management of YANAC member mortal remains repatriation to Cameroon or to assist with their last wishes to the final resting place of their choice.
- vii. To encourage Cameroonians in Ireland to come together instead of living in isolation.
- viii. To reduce the financial burden associated with the funeral arrangement as low as reasonably practicable following the death of a member.

### 7.1.: BEAREAVEMENT SUPPORT

- i. YANAC will support the next of kin with **€10,000** (Ten thousand euro) to assist in handling the funeral expenses and the transportation of corpse back home.
- ii. The contribution to the occurrence of death within the YANAC community **is based on spreading the agreed set amount to the living members.**
- iii. To have a holding fund to facilitate swift action towards a member's death.
- iv. YANAC members will stand alongside the bereaved family to comfort them as they mourn their loved one.

## ARTICLE 8.: MEMBERSHIP

- i. Membership is voluntary.
- ii. Members of associations, groups, and families will register as individuals.
- iii. Members must pay a **one-time non-refundable Registration fee – See YANAC BYLAWS or check with YANAC Management Team.**
- iv. Members must be based in Ireland - must have an Irish address, PPS, and a residential permit if applicable and members residing out of Ireland – must provide proof of PPS and their last Irish address, or evidence of living in Ireland for a minimum of 5 years before relocation.
- v. Every member must adhere to the YANAC membership guide and constitution, accept its bylaws, and undertake to respect them honestly.
- vi. An individual can only become a member through registration.
- vii. Members must provide full names, next of kin, phone numbers, email addresses and dates of birth etc. as they appear on their official documents at-registration.

- viii. An individual will become a member of YANAC as soon as a registration number is assigned and published.
- ix. No member should have two registration numbers.
- x. It is the responsibility of each member to ensure that they do not have double registration numbers.
- xi. Membership to the YANAC scheme is open to Cameroonians living in Ireland without distinction of race, tribe, sexual orientation, or religion.
- xii. Membership is open to all Cameroonians living in Ireland, their spouses, and partners.
- xiii. YANAC Membership must undergo a vetting process to achieve membership status – The vetting process is to ascertain the "living in Ireland qualification for membership".
- xiv. If you are living in another country and can prove that you have lived in Ireland for a minimum of 5 years, then you are a qualified member.
- xv. Membership is open to Friends of Cameroonians living in Ireland that are willing and able to abide by YANAC bylaws; such member will need to be endorsed by a minimum of 10 unrelated Cameroonians in Ireland.
- xvi. Cameroonians visiting Ireland could become a member during their stay in Ireland, and membership will be revoked during their exit.
- xvii. A visitor living in Ireland for over 5 years shall no longer be considered a visitor.
- xviii. After 5 years, if a visitor is still in Ireland by default, such a visitor will automatically be converted to a permanent member of YANAC.
- xix. YANAC administration manages and updates its members' lists and information on its portal.
- xx. YANAC will not accept a new registration or changes of a member's details after the announcement of the death of a Cameroonian in Ireland.
- xxi. Automatic qualification - children of Cameroonian descent born in Ireland (must have an Irish birth certificate and PPS number).
- xxii. Automatic qualification - all Irish Cameroonians irrespective of where they live.

## 8.1.: TYPES OF MEMBERS

YANAC is made up of two types of membership affiliations which are qualified and visitor members. Please see below for further clarification.

### 8.1.1.: QUALIFIED MEMBER

- i. Qualified membership is open to Cameroonians living in Ireland with a primary residential address in Ireland and those who can provide proof that they lived in Ireland for at least 5 years.

ii. Upon registration, a qualified member will undergo a 180-days/6 months' probation period, after which they will become entitled to after-death benefits.

xxi. Newly registered members will only be entitled to death benefits after six (6) months of registration.

xxii. Newly registered members must contribute to a member's death during probation.

xxiii. A newly registered member death benefit will be fully activated depending on which of the above immediate two clauses come first (Cl. xxi or xxii). - *"It means a member that has not yet completed the 180-day probation period, and who contributes to member's death automatically becomes a qualified member"*.

xxiv. Members will contribute to ad hoc activities for the development of YANAC if deemed necessary by 75% of the General assembly.

xxv. It is the responsibility of parents to register their children who are below 18 years.

xxvi. If a **child or children of less than 18 years of age lost their parents and become orphan(s)**, such child/children death benefit(s) coverage will continue without contribution until they turn 18 years of age.

xxvii. For the registration fee to be effective, the payee must be 18 years and above.

#### 8.1.2.: VISITOR MEMBER

i. Visitor membership is open to people on a temporary stay in Ireland and have their primary residential address outside of Ireland.

ii. A visitor's status is active immediately upon registration without any pre-underlying medical conditions and subject to vetting process by IBYA before being endorsed as a qualified visiting member.

iii. They will contribute to deaths during the duration of their active status and are only covered if they die within Ireland.

iv. Their membership terminates at the end of their stay in Ireland, and it is the Visitor's or their next of kin responsibility to inform YANAC about the change of their status from active to inactive.

v. For an inactive Visitor to become active, they must re-apply for YANAC visitor membership again.

vi. A visitor membership is active from day one and is eligible for a benefit immediately upon registration.

vii. A Visitor is a Cameroonian visiting Ireland for a maximum continuous stay of 5 years or less.

viii. A Visitor registration fee is **€100**.

## 8.2.: YANAC MEMBERSHIP BENEFITS

- i. Members can register their entire family who are living in Ireland.
- ii. As time passes, members are exposed to an enormous Cameroonian population in Ireland with huge benefits.
- iii YANAC will raise **€10,000** to assist a designated next of kin towards a member's funeral.
- iv. To enhance transparency, YANAC only pays to the next of kin after receiving a copy of the death certificate and other requested documents.
- v. The above amount will be paid to the next of kin/family of a deceased upon the occurrence of a YANAC member's death.
- vi. All YANAC members are on equal footings.
- vii. Where YANAC cannot raise the above-required amount due to unforeseen circumstances or adverse conditions - whenever the situation is much more stable, such an incident will trigger a revisit to raise the shortfall amount to pass on to the next of kin.
- viii. YANAC will also inform the family about funeral homes and repatriation arrangements.
- xi. Members must be up-to-date and active at the time of death regarding all financial obligations to validate their after-death benefit entitlement by the YANAC board.
- x. There is no after-death benefit for inactive members who are not meeting their financial obligations e.g., financial records that are not up to date.
- xi. Qualified members are covered anywhere in the world.
- xii. Meanwhile, visitors' members are only covered if death occurs within Ireland.

## 8.3.: TERMINATION OF MEMBERSHIP

Membership of YANAC can be terminated by:

- i. The death of a member.
- ii. A member can terminate their membership through written notification to the YANAC board.
- iii. YANAC reserves the right to terminate the membership of any member(s) whose actions violate any of the terms and conditions of the membership agreement.
- iii. Expulsion of the group by IBYA at the request of its members due to breach of YANAC Bylaws.

iv. Dishonesty of a YANAC member, fake memberships, false death announcements, gross misconducts, and non-acceptable practices.

#### 8.4.: MEMBER DESIGNATED BENEFICIARY

- i. Members are required to designate a next of kin at the time of registration.
- ii. The next of kin may not necessary be a registered member.

#### 8.5.: DEATH CONTRIBUTION

- i. Member's death contributions must be received within the timeframe given by the YANAC board after the official death announcement is made.

#### 8.6.: DEFAULT/FAILED DEATH CONTRIBUTION

- i. If a member does not pay their contributions within the designated timeframe from the date of the announcement, a late penalty fee of €10 per day and up to a maximum of €70 will apply automatically after the due date plus the normal contribution amount.
- ii. Any member accumulating up to €70 (a week fine) of late penalty fees will lose their membership.
- iii. In order to regain membership, the applicant will start all over again by going through the registration and vetting process. The accrued fine, including the owed bereavement contribution amount plus the new registration fee, must all be paid before re-admission.

#### 8.7.: DEATH REPORTING PROCEDURE

- i. Upon the occurrence of a member's death, the representative or anyone should notify the YANAC board through the online notification system or by any means deemed appropriate.
- ii. An official announcement will go live.
- iii. A call for contributions will be made after review as validated by the YANAC board.

#### 8.8.: REGISTRATION FEE

- i. Qualified Membership Fee (Cameroonians living in Ireland or Cameroonians that have relocated to other countries with greater than 5yrs residency) – **See YANAC BYLAWS or check with YANAC Management Team.**
- ii. Visitor Membership (a Cameroonian visiting Ireland) **€100 per person.**

## ARTICLE 9.: ORGANISATION

The organs of YANAC shall be made up of:

General Assembly (GA);

Board of Directors (BOD) – Executive & Non-Executive.

Internal Bureau of YANAC Affairs (IBYA)

Management Executive Officers (MEO);

Provincial Liaison Officers (PLO).

### 9.1.: GENERAL ASSEMBLY (GA)

- i. Shall be the medium which brings together all members of YANAC.
- ii. It shall be the supreme body of YANAC - decision taken at the GA meetings shall be final.
- iii. Shall comprise of qualified members in Ireland and Cameroonians visiting Ireland.

#### 9.1.1.: POWERS OF THE GENERAL ASSEMBLY

The General Assembly is sovereign.

- It approves the general policy guidelines and implements and maintains the Board lines of action.
- It elects the members of the Board.
- It approves the budget.
- It appoints the External Auditor on a proposal from the Board of Directors.
- It may establish working committees.
- Decisions of the General Assembly shall be adopted by a simple majority of the voters. Each member has one vote. In the event of a tie, the chairman's vote shall be preponderant.

### 9.2.: VOTING/ELECTION

- i. Voting shall be by a show of hands unless the GA majority (50% +1) requests a secret ballot.
- ii. In such a case, the chairperson of the meeting shall appoint two (2) tellers to distribute and collect the ballot papers, compile the results, and communicate them to the President.
- iii. Unless otherwise provided by law or regulation, any question put to the vote shall be decided by a simple majority (50% + 1) of the votes cast.

### 9.3.: VACANCY

In the event of a vacancy (sickness, death, resignation, relocation out of Ireland) on the Management Committee, the member shall be replaced by the same procedure per the election schedule.

### 9.4.: QUORUM

- i. The quorum of the Board of Directors shall be 50% of its members present.
- ii. The decisions of the Board of Directors shall be made by a 3/4 majority vote of the members who are present.
- iii. The quorum of the General Assembly shall be 1/4 of the registered members and decisions shall be agreed on by ½ of the members sitting in the General Assembly.
- iv. Considering the geographical constraints of Ireland, the quorum required for the validation of resolutions passed at an annual general meeting is the lowest of 25% of the GA members.

### 9.5.: ANNUAL GENERAL MEETING (AGM)

- i. The AGM shall be announce and convened by the Board of Directors, who are responsible for setting the date, time, and place.
- ii. A notice for AGM shall be sent to all YANAC members at least ninety (90) days before schedule meeting date.

#### 9.5.1.: POWER OF ATTORNEY (POA)

- i. Power of attorney is permitted for members residing more than 100 km from the place of general meeting.
- ii. The proxy limit for a voting member is one vote.

#### 9.5.2.: ANNUAL GENERAL MEETING AGENDA AT FINANCIAL YEAR END

AGM agenda contents but not the least as follows:

- (a) Adoption of the reports and / or proceedings of the last General Assembly.
- (b) Adoption of the financial statements.
- (c) Adoption of the report of the External Auditor.
- (d) Adoption of the operating budget.
- (e) Election of directors, if any.
- (f) Appointment of the Auditor for the following year, on the proposal of the Board.



### 9.5.3.: EXTRAORDINARY GENERAL MEETING (EGM)

- i. An Extraordinary General Assembly may be convened by 2/3 of the members of the Board or at the request of the GA with the lowest number of members by 25% of the total members of YANAC.
- ii. The notice of convocation must state the reason, place, date, and time of such meeting and must be communicated at least 14 days before the meeting.
- iii. EGM will only be convened in case of necessity or urgency.
- iv. The provisions of such meeting shall be in the guideline of Article 9 subsection 9.1 to 9.5.1 as deemed fit and applicable.

### 9.6.: MEETING VENUE & CHANNEL

- iii. The Board of Directors shall determine the AGM & EGM venue of the meetings on a rotational basis.
- v. President/Chairperson shall convene the meeting through the following channels:
  - a. Email
  - b. Telephone call/Text
  - c. Social media correspondence

## Article 10.: Tenure and Bureau/Officers

### 10.1.: Internal Bureau of YANAC Affairs (IBYA)

- i. The **Internal Bureau of YANAC Affairs** shall consist of five members council: two Directors and three Non-Executives Directors.
- ii. **IBYA** shall supervise affairs of the group between its various meetings, make recommendations to the group and perform other duties as specified in the constitution and bylaws.
- iii. **IBYA** shall be subject to the group's orders and none of its actions shall conflict with those taken by the group.
- iv. **IBYA** shall meet at the minimum on a bi-yearly basis and has overall responsibility for the smooth running of the group and will also meet frequently if necessary.
- v. All requests for the change must be presented to **IBYA**, who then will consider the information and make their decisions.
- vi. **IBYA** is responsible for appointing an ad hoc committee and invoking a **step-in of the committee** during adverse circumstances.

## 10.2.: BOARD COMPOSITION

- i. The Board Composition is made up of the Executive Directors, Non-Executive Directors, Management Executive Officers (MEO) and the Provincial Liaison Officers (PLO) which together form the strategic organ of YANAC.
- ii. YANAC Board is composed of 3 distinct organs – The Directors (5 members), Management (5 members) and Provincial (4 members) and Advisers (2 members). Twenty members all together, five of whom are elected by the GA, five permanent members, four PLOs and 2 Advisers by nomination.
- iii. The tenure of IBYA is permanent until death or gross misconduct.
- iii. Meanwhile, the tenure of the MEO is five (5) years and renewable once by a simple majority of the general assembly however, a MEO can retain the same position after two terms if 100% of GA cast their vote.
- iii. Once MEO are elected, they end their term.
- iii. The Board meets at least four times a year (quarterly meeting) to develop the strategies and defines the orientations and the axes of the development of YANAC.

## 10.3.: EXECUTIVE & NON-EXECUTIVE DIRECTORS (NED)

ED & NED is the guarantor of the founding principles and must ensure the realisation of the mission of YANAC.

Specifically, its responsibilities are to:

- i. Represent the organization.
- ii. Exercise governance over a long-term vision.
- iii. Ensure that elected MEO are doing their job.
- iv. Ensure that the mission of the organisation is adhered to and properly interpreted.
- v. Annually revise the YANAC activities to ensure compliance to the mission of the group.
- vi. Establish and implement the charter and policies of the organisation.
- vii. Evaluate the organisation's policies and make necessary changes if needed.
- viii. Identify gaps and make temporary changes to regulations as deemed fit.
- ix. Oversee the organisation's business and affairs by ensuring that resources are used optimally.
- x. Develop policies to mitigate risk.
- xi. Anticipate and manage crises.
- xii. Define criteria for membership.

- xiii. Participate in the development and implementation of the organisation's strategic and action plan.
- xiv. Ensure adherence of good practice within the group.
- xv. Develop and implement other measures to facilitate the acquisition of new sources for funding without resorting to the financial contribution of the members (outside the contribution key and any donations).
- xvi. Jointly sign YANAC's cheques with the appointed MED member(s).
- xvii. Determine the sanction on a member that defaults on their membership obligation likewise defaults on stipulated deadline funeral contribution date.
- xviii. Shall investigate allegations of fraud.
- xix. The Board of Directors shall operate based on the code of conduct which shall be defined in a separate document.
- xx. Other functions which the Board of Directors in its sole and absolute discretion considers to be reasonable, having regard to the purpose and mission of YANAC.

#### 10.4.: PERMANENT MEMBERS (PM)

- i. The permanent members are appointed from among and by the **College Council (CC)** of founding member(s).
- ii. Four (4) other PMs were appointed by the founding member to constitute YANAC College Council.
- iii. The founding member appointed 5 MEOs to stabilise YANAC group structure before the GA elections of the official five (5) MEOs of YANAC.
- iv. The permanence of a member is lost in case of death, resignation, or dissolution.
- v. The permanent member who is a legal person can only be represented by one individual (natural person) at a time.
- vi. In the event that the number of five permanent members is not reached, the General Assembly will elect the missing PM(s) to complete the vacant post(s) in the following order of priority or a suitable candidate without any priority:
  - From ex or current MEOs must be active member.
  - From ex or current PLOs must be active member.
  - From the pool of active members.

#### 10.5.: BOARD OF DIRECTOR'S RESPONSIBILITIES

The Board of Directors shall:

- i. Have control of and be responsible for the management of the affairs and property of YANAC.
- ii. Develop, implement, and monitor policies that will allow YANAC to carry out its mission.
- iii. Maintain effective partnerships and communication with the community, the members, and stakeholders.
- iv. Maintain fiscal responsibility, including raising capital, managing funds, and approving payments.
- v. Ensure transparency in all communications to members, stakeholders, and the public.
- vi. Evaluate the work of the Provincial Liaison Officers (PLO) ensuring compliance with strategic plans and policies.
- vii. Have authority to suspend or expel any member from YANAC on the following grounds:
  - Violating any provision of the Articles, Bylaws, or written policies of the organisation.
  - Fraud and misappropriation of YANAC fund
  - Carrying out any conduct which may be detrimental to YANAC as determined by the Board of Directors in its sole discretion.
- viii. Replace any officer who resigns or is unable to act or is absent for a prolonged period of time, until the following general meeting where an election shall be held to fill in the vacant position(s).
- ix. Create the appropriate committees to oversee the proper functioning of YANAC and to elect the members to the said committees.

#### 10.6.: BOARD OF DIRECTORS MEETINGS

- i. The Board of Directors shall meet at least 4 times a year (this could be physical as well as virtual), preferably at the end of each quarter.
- ii. Shall be called to validate, announce, and coordinate collection, and disbursement of funds.
- iii. Meetings of the Board of Directors may be called by IBYA or any 5 of the MEOs.
- iv. Various PLO may be invited to attend and participate in Board of Directors meetings but shall not have a voting right.
- v. Notices of Board of Directors meetings shall be given not less than 2 weeks prior to the meeting.
- vi. Propose annual programs and budgets to MEO for adoption in the GA.
- vii. Establish provincial stronghold relationships as required within the 4 provinces of Ireland.
- viii. Set up committees or working committees if need be.

#### 10.7.: MANAGEMENT EXECUTIVE OFFICERS (MEO)

#### 10.7.1.: MEO ELIGIBILITY

To be eligible for the Management Executive Officer position, a candidate must meet the following conditions:

- Be an active/adherent of YANAC.
- Have at least one year of service as an active/adherent of YANAC.
- Be nominated by the GA.
- Reside in Ireland.

#### 10.8.: MEO COMPOSITION

The number of MEO shall consist of not more than five (5) at any given time and shall include the President/Chairperson, Financial Sectary, Sectary General, Public Relation Officer and Bereavement Outreach Officer.

MEO shall consist of five (5) elected members by the General Assembly as listed below:

##### 10.8.1: PRESIDENT/CHAIRPERSON

They chair the Board of Directors and the Management Committee. They are, therefore, the CHAIRPERSON of YANAC.

The responsibilities of the President/Chairperson are as follows:

- i. Shall be the chief executive officer implementing the strategic plans and policies.
- ii. Subject to the authority of the Board of Directors, it shall have general powers of supervision and representation of YANAC.
- iii. Shall chair the meetings of the General Assembly.
- iv. Shall call General Assembly and Executive Committee meetings.

##### 10.8.2.: SECRETARY GENERAL

In case of the absence or unavailability of the President, they shall replace them in performing their duties.

The responsibilities are as follows:

- i. Shall be responsible for all internal and external communications.
- ii. Shall be the secretary of General Assembly and Board of Directors' meetings.
- iii. Shall keep the minute books and all documents of YANAC.
- iv. Shall publish minutes and notices of meetings.
- v. Writes the administrative report of each claim (death).

vi. Draw up, under the instructions of the Chairperson, the convening notices of Annual or extraordinary general meetings.

#### 10.8.3.: FINANCE SECRETARY

The responsibilities are as follows:

- i. Shall ensure that all financial transactions are properly recorded.
- ii. Shall collect all YANAC dues and any money owed to YANAC.
- iii. Shall present to the Executive Committee, General Assembly upon request, or every quarter, the bank statement and YANAC's financial report.
- iv. Shall make all disbursements authorised by the Board of Directors.
- v. Shall be one of the signatories to the Bank account.

#### 10.8.4.: PUBLIC RELATION OFFICER

The duties of the public relation officer shall be:

- i. To coordinate all matters relating to the interaction between the group and the public.
- ii. To promote and facilitate all forums geared towards disseminating of knowledge and matters to do with the interest of the YANAC.
- iii. To conduct the dissemination of all relevant information for the benefit of members of the YANAC.
- iv. To play a pivotal role in all fundraising and welfare activities of the group.
- v. To perform all other duties as IBYA may assign occasionally.
- vi. Pursue relationships with other relevant National and International Groups/Associations.
- i. To define, document, publish, and archive all relevant processes, policies, and procedures of YANAC in consultation with, and approval of the Board of Directors.
- ii. To develop, plan, and coordinate various activities of YANAC regarding project development.
- iii. To develop and communicate public relations policies of YANAC.
- iv. To work in collaboration with IBYA.

#### 10.8.5.: BEREAVEMENT OUTREACH OFFICER (BOO)

The responsibilities are as follows:

- i. Shall coordinate membership drives and activities in collaboration with various Provincial Liaison Officers.
- ii. Shall administer YANAC's membership in terms of prospection, growth, and retention.

iii. Shall be responsible for bereavement logistic and ensure everything is in place.

#### 10.8.6.: Provincial LIAISON OFFICERS (PLO)

i. Shall collaborate with YANAC Management Executive Officers to implement of the group objectives in the four (4) Irish Provinces (Connacht, Leinster, Munster, and Ulster) within the 32 Counties.

ii. Shall liaise with counties within the designated province for which they have been assigned by IBYA.

iii. To perform all such other duties as IBYA may prescribe from time to time.

iv. PLO shall be appointed by IBYA.

vii. The PLOs are to report to the MEO on issues in their various counties.

vi. Please see below Ireland's 32 counties within their respective provinces.

IRELAND COUNTIES & PROVINCES		
No. Of Counties	COUNTY	PROVINCE
1	Galway	Connacht
2	Mayo	
3	Roscommon	
4	Sligo	
5	Leitrim	
1	Dublin	Leinster
2	Kildare	
3	Meath	
4	Wexford	
5	Wicklow	
6	Louth	
7	Kilkenny	
8	Westmeath	
9	Laois	
10	Offaly	
11	Carlow	
12	Longford	
1	Cork	Munster
2	Limerick	
3	Tipperary	
4	Kerry	
5	Clare	
6	Waterford	
1	Antrim	Ulster
2	Down	
3	Derry	
4	Tyrone	
5	Armagh	
6	Donegal	
7	Cavan	
8	Monaghan	
9	Fermanagh	
32 -Counties		4 - Provinces



### 10.9.: BOARD COMMITTEE

- i. The Board Committee shall consist of the IBYA, MEO & PLO
- ii. The decisions of the Board Committee shall be made by a 3/4 majority vote of the members who are present.

### ARTICLE 11.: REMUNERATION AND COMPENSATION

- i. Members of the Board Committee are not remunerated for their services.
- ii. However, they may be entitled to reimbursement of travel, lodging and meal expenses incurred in carrying out the mandates of YANAC, in accordance with the bylaws.

### ARTICLE 12.: EXTRAORDINARY MEETING

- i. An Extraordinary General Meeting can be called by members of IBYA and MEO in the event of a force Majeure or as may be deemed necessary given the circumstances.

### ARTICLE 13.: FRAUD

The following shall be considered fraud:

- i. Registration of a regular member whose principal address is not in Ireland or proof that they have lived in Ireland for at least 5 years.
- ii. Creation or attempted creation of duplicate registration.
- iii. Changing membership details (name, date of birth) after registration without the approval of the Board of Directors.
- iv. Falsification of documents of any kind.

### ARTICLE 14.: DOCUMENTS TO BE PROVIDED IN THE EVENT OF A DEATH

#### 14.1.: DEATH ON IRISH SOIL

A member who dies on Irish territory, the family or Next of Kin or interested Party must provide the following documents to the Board of Directors:

- i. The death certificate.
- ii. Photo.
- iii. Proof of registration.

**And any one of the following:**

- I. Proof of deceased primary address in Ireland and a copy of their PPS Card or
- II. Irish Resident Card or proof of Irish Citizenship.

#### 14.2.: DEATH OUT OF IRISH TERRITORY

In the event of the death of a member outside of Ireland, the family, or next of kin or interested party should provide the following supporting documents:

- i. The death certificate and/or any certification of death.
- ii. Photo.
- iii. Proof of registration.

**And two of the following (i,ii&iii) plus Point No. iv:**

- i. Copy of Driver's license or residence card/permit or passport.
- ii. Personal Public Service Number (PPS).
- iii. Air Ticket.
- iv. **Notice of assessment via a designated contact person to establish the nature/cause of death.**

#### 14.3 VISITOR DEATH

In the event of the death of a visitor member on the Irish Territory, the following supporting documents must be provided:

- i. The death certificate and/or any certification of death.
- ii. Photo.
- iii. Proof of Registration.
- iv. Relevant passport pages

#### 14.4.: NEXT OF KIN POSITION

Where the family or next of kin of a deceased member live in Ireland, YANAC is not responsible for the administrative formalities of a deceased member except if the next of kin request for an assistance.

## ARTICLE 15.: CONTRIBUTIONS

### 15.1.: BENEFIT AMOUNT

- ii. The death benefit shall be **€10,000** inclusive of any funeral expenses paid on behalf of the deceased.
- ii. Until the membership registration attains 1000 active members to achieve the above target amount of 10k, the death benefit shall be whatever can be raise by the current number of members.
- iii. Payment will be made by cheque/bank transfer directly to the deceased member's next of kin/family.
- iv. If the payment cannot be made by cheque/bank transfer, the Board of Directors will determine the best possible payment method.

### 15.2 INDIVIDUAL MEMBER QUOTA

- i. The benefit amount will be divided by the total number of YANAC members to determine the individual member quota.
- ii. The YANAC Board of Directors must receive all contributions from members within a (1) week after the official call for contributions.
- iii. The official death announcement shall be made when death has been validated by the Board of Committee in the event of default.

### 15.3. ADMINISTRATIVE FEES

- i. Maintenance and administrative costs shall be required by the Board of YANAC for the continuous operations of the group from time to time.
- ii. The maintenance and administrative fund shall be used to pay bank charges, filing of annual returns, accountant fees and other related costs to run the group.

### 15.4. FUNERAL CONTRIBUTION DEADLINE

- iii. Any member that does not meet the deceased member deadline contribution, shall pay a fine of €10 per day for the default payment to a maximum of seven (7) days equating to €70, and if no payment is received after the seventh day thereafter, such member shall be expelled from the group.

## ARTICLE 16.: AUDIT GENERAL

### 16.1.: OBJECTIVES OF AUDIT

The duties of the Auditor shall be:

- i. To oversee the financial reporting disclosure process.
- ii. To monitor documentation authenticity to facilitate the smooth running of YANAC's internal processes.
- iii. To monitor and update YANAC's system of internal control and compliance in accordance with statutory laws and regulations.
- iv. To work with an independent external auditor to facilitate disclosure of source documents when required.
- v. To interact with the IBYA & MEO to monitor and propagate ethics and compliance.
- vi. The audit committee will meet quarterly to discuss, improve, facilitate, and make proposals and recommendations to IBYA & MEO to improve processes and control for better transparency and functionality.

## ARTICLE 17.: AMENDMENT OF THE BYLAWS

- i. The Bylaws shall be amended by a two-thirds majority of the General Assembly Meeting
- ii. Where the set amount of €10,000 can no longer cover the cost of repatriating a member's corpse from Ireland to Cameroon due to inflation – such will trigger the amendment of the constitution to consider the new inflated cost.

## ARTICLE 18.: OPENING OF A BANK ACCOUNT

A bank account is opened with a financial institution in Ireland in the name of YANAC. The account number is known and made available to all members.

## ARTICLE 19.: FINANCIAL MANAGEMENT

- i. All checks issued by the YANAC must always carry a minimum of three or two of the following three signatures: Financial Secretary, Chairperson, and Director.
- ii. All expenses must be justified and accompanied by receipts.
- iii. All issuance fund outlay must be approved by the IBYA.

## ARTICLE 20.: ORGANISATION OF FUNERALS

- i. The declaration of death is made by the deceased member's next of kin/family or anyone who contacts YANAC Board Committee.
- ii. IBYA must validate, through official documents, the death or disappearance of the adherent/of a member.
- iii. The mortuary costs and the repatriation of the remains are paid by next of kin in collaboration with YANAC.
- iv. If YANAC has not incurred any expenses upon the death of a member, all funds collected are remitted to the designated next of kin.

## ARTICLE 21.: DISSOLUTION

- i. In the event of dissolution, YANAC's assets will be transferred to a chosen hospital in Cameroon to help desperate Cameroonian children.
- ii. All personal and confidential information will be destroyed beforehand.

## ARTICLE 22.: APPLICATION OF THE STATUTES

- i. The above Constitutional Articles were enacted and enforced on the 17<sup>th</sup> of September 2023 after its approval by the Extraordinary General Meeting convened for that purpose.
- ii. YANAC has officially been Incorporated in Company Registration Office Ireland.

## ARTICLE 23.: LOOPHOLE/Constitutional GAP

- i. IBYA shall step in during a scenario of ambiguity or inadequacy in the law or a set of rules on this constitution and its Bi-Laws.
- ii. IBYA shall address new occurrences where the **constitution** and **Bi-Laws** do not cover the outcomes in order to deal with the situation and also, to add the new findings in the addendum.

## ARTICLE 24.: ADVISERS

The responsibilities of the Advisers shall be:

- i. To attend Board Committee meetings and the General Assembly.
- ii. To ensure there is orderly conduct at the Executive Committee meetings.
- iii. To provide guidance towards proper conduct of the affairs of the YANAC.
- iv. To advise on previous procedures if required by the new committee.

v. To alert YANAC bureau if bad decisions seem to be taken.

vi. To perform all other duties as IBYA may assign from time to time.

## APPENDIX

### Glossary – Explanation

**Administrator** means a member elected by the General Assembly or permanent member appointed by the founding members' panel to sit on the Board.

**Association** means any group of individuals sharing a common purpose with YANAC,

**Group** means individuals formed for the purpose of registration with the YANAC but who do not identify themselves as an association.

**Founding member(s)** mean legal or natural persons who constituted YANAC.

**Member** means an individual registered with the YANAC.

**Adherent/member** means any person registered with YANAC as a member.

**Individual contribution** means the compulsory sum paid by an adherent for registration and bereavement contribution.

**Individual quota** means the amount to be obtained from each member per the total number of members in the YANAC Register.

**Contribution Key** is defined as the fixed amount paid by each adherent.

### Glossary - Key Words Analysis

**QUORUM:** A quorum is the minimum number needed to decide on behalf of YANAC

**SPECIAL ASSIGNED COMMITTEE:** Will examine complaints from people who feel the group has unfairly treated them.

**DEFUNCT:** No longer existing or functioning

**SOLIDARITY:** Agreement between and support for the members of a group such as YANAC. Unity or agreement of feeling or action, especially among individuals with a common interest; mutual support within the group.

**EQUIP:** To provide a person or member with assistance, advice, and ideas. To be there for one another when needs arises, thereby empowering them.

**EMPOWERMENT:** Authority or power given to all YANAC members the freedom and rights to do something, create, come up with projects, ideas, and be innovative. The process of becoming stronger and more confident, especially in controlling-one's life and claiming one's rights.

**ALTRUISM:** We members of YANAC act to promote someone else's welfare, even at risk or cost to ourselves. Unselfish regard for or devotion to the welfare of others. Sharing is caring for all YANAC families.

**PHILANTHROPY:** We at DESA desire to promote the welfare of others and expressed especially by the generous donation of money to good causes.

**MOTTO/SLOGAN:** You Are Not Alone Cameroonians & You Are Never Alone Cameroonians.

**DRAFT & FINAL CONSTITUTION:** YANA constitution was put together by Hon. Antem Roland Eyong

### [Glossary - Acronym/Abbreviation](#)

**YANAC:** You Are Not Alone Cameroonians.

**IBYA:** Internal Bureau of YANAC Affairs

**BOD:** Board of Director

**MEO:** Management Executive Officer

**PLO:** Provincial Liaison Officer

**GA:** General Assembly

**EGM:** Extraordinary General Meeting

**AGM:** Annual General Meeting

**NED:** Non-Executive Director

**ED:** Executive Director

**BOO:** Bereavement Outreach Officer

**PRO:** Public Relation Officer

**MTM:** Membership Top-up Mechanism



## SPECIAL Thank YOU!

Appreciations & acknowledgements are extended to everyone who have contributed directly and indirectly to this constitutional draft.