



**MANYU ELEMENTS CULTURAL ASSOCIATION
(M E C A)**

GERMANY

THE NATIONAL CONSTITUTION

PREAMBLE

We the Manyu elements from the Republic of Cameroon, residing in Germany, conscious of the need to protect and promote the socio-economic and cultural development of Manyu Division, willing to foster the spirit of unity, love and solidarity among Manyu elements both in Germany and elsewhere, considering the need to encourage the collective use of our resources to promote culture and foster development, do hereby establish the Manyu Elements Cultural Association (MECA). We also hereby lay these rules and regulations as a guide for the purpose, objectives and structure of this association.

SECTION ONE

ARTICLE I GENERAL PROVISIONS

- I The name of the Association shall be
MANYU ELEMENTS CULTURAL ASSOCIATION
MECA – GERMANY
- II Its motto shall be “ Unity, Love and Solidarity “
- III Its emblem shall be an encircled native gong bearing the full name of the Association.
- IV The seat of the Association shall be in Berlin, Germany.

ARTICLE II OBJECTIVES OF THE ASSOCIATION

- I Encourage and promote Unity, love, solidarity, collective responsibility and cooperation amongst Manyu elements.
- II Initiate, Encourage and participate financially and materially, with other MECA branches, national and international organisations in other parts of the world in the realisation of development projects in Manyu division.
- III Revive and promote the Manyu culture among members.
- IV Encourage mutual cooperation with other Associations and Organisations.
- V MECA Germany shall remain an apolitical and non-profit making organisation.

SECTION TWO

ARTICLE 1

MEMBERSHIP

A – Qualification of Membership

- I Membership to MECA Germany is open to all Manyu elements (by birth or by marriage) residing in Germany.
- II To be considered a member of MECA Germany, an eligible candidate must register with one of the MECA branch Associations in Germany. Once registered, the candidate shall always be a member of MECA Germany until membership is forfeited.
- III To be considered an active member of MECA Germany, a registered member must be active in his/her branch Association. Each MECA branch shall clearly stipulate in their rules and regulations and advise members of the requirements for active membership.
- IV All branch members are expected to be registered into MECA Germany within the first three months after attaining active branch membership.

B – Rights and Privileges of Membership

- I All registered members of MECA Germany shall possess MECA Identity Cards issued by any of the MECA branches in Germany.
- II Members shall have the right to attend and to participate in MECA Germany annual conventions, meetings and activities.
- III Members shall benefit from MECA Germany finances where necessary.
- IV Members shall benefit the protection of their membership rights.

C – Moral Conduct of Members

- I Any MECA Germany member whose conduct becomes incompatible with or detrimental to the spirit, goals and purposes, objectives, policies or rules and regulations of the Association shall be subjected to disciplinary action deemed necessary or appropriate by the Association.
- II Depending on the severity of the misconduct, one of the following sanctions shall be implemented by the NEC:
 - (a) A written warning by the National President.
 - (b) Suspension from MECA Germany activities for up to 2 years by the National President. All suspensions must be approved by a 2/3 majority of the NEC.
 - (c) Expulsion from the Association by the National President. This shall require the approval of $\frac{3}{4}$ majority of the Council of Chiefs.
 - (d) Other acts of misconduct that clearly interfere with or violate MECA Germany policies will be fined. Disciplinary measures in form of fines will be executed by the branch Associations in the interest of MECA Germany.
 - (e) Any member who losses his/her membership with the branch Association shall automatically lose his/her membership with MECA Germany.
 - (f) All disciplinary decisions on members by branch Associations will be submitted to the NEC for approval. A disciplined member can appeal a branch Association's decision to the NEC. The appeal must reach the secretariat of the NEC within 6 weeks after the publication of the initial sanction, else the branch Associations decision will be considered as legal and binding.

D Restoration of membership

- I Members who withdraw from the Association or lose their membership for being inactive over a year must reapply to the branch Association and pay a registration fee to regain membership.
- II Membership to an Association can be restored at expiry of the period of expulsion of a member. Such a member shall be notified in writing by the Association at least 30 days prior to the end of the expulsion period.

SECTION THREE

ARTICLE I: FINANCE
MECA Germany will derive its finances through the following sources:

I Registration

Each branch has a yearly responsibility to register each of its members at the National level of MECA Germany.

- a) Eligible candidates for MECA Germany membership shall be required to pay a registration fee of 10 € to their branch Associations, this will entitle them to the MECA Identity Cards.
- b) Each registered member shall pay an annual membership dues of 5 € through his/her branch Association, this dues will in turn be forwarded to the National Treasury of MECA Germany before the annual National Convention meeting.
- c) It is the responsibility of branch leaders to collect all annual membership fees or levies from their members and branch Associations.
- d) The NEC finances shall be collected in full on or before the MECA annual Convention. Branch leaders shall submit their required contributions prior to their annual branch leaders summit meeting, from where the contributions will be placed directly into the MECA Germany Treasury.
- e) All contributions shall be accompanied by a list of all registered members for record purposes.
- f) Registration remains open after the annual Convention as well as payment of all other MECA Germany finances which shall be channelled by the branch leaders to the NEC Treasury.
- g) The finances of the NEC shall be used to fulfil the responsibilities of the Association and to fund approved projects as shall be defined by the NEC and the Council of Chiefs or MECA branch leaders.

II Expenditure

- a) All expenditures on behalf of MECA Germany shall be documented in the form of pay Vouchers raised on the items, or valid receipts of payments in the name of MECA Germany.
- b) A cash book with a record of all financial transactions shall be maintained by the National Treasurer.
- c) Disbursement of finances for all major activities and projects of MECA Germany Must obtain the approval of both the NEC and the Council of Chiefs or national consensus reached at any of the national meetings.
- d) Attendance of delegates at all mini-summit and Council of Chiefs meetings shall be financed by the branch associations. The venue for such meetings shall be made available by the hosting branch association, while the delegates will cater for feeding and refreshments through the mini-summit or meeting dues. The host branch may be exempted from such contributions if it opts to also provide feeding and drinks for the meeting delegates.

III Bank Account

- a) MECA Germany shall maintain a bank account with the President, Treasurer and/or Financial Secretary as signatories.
- b) All cash withdrawals shall require the signatory of at least 2 of the three members mentioned above.
- c) Receipts showing all financial transactions from/into the bank account shall be presented by the Treasurer during all NEC and Council of Chiefs meetings.

- d) A statement of account on MECA finances shall be presented during every MECA Annual Convention.

IV Fund-raising

- a) In addition to other sources mentioned above, MECA Germany shall also raise funds through individual donations or financial assistance from other major national and international organisations.
- b) The NEC of MECA Germany is also empowered to organise fund-raising events at branch levels with the assistance of branch associations. All profits obtained from such events will be debited into the account of the national treasury.
- c) Branch associations may be requested to financially assist the national association, especially in cases of urgent necessity. Such demands will be presented in form of written requests specifying reasons for financial assistance.

V Auditing

- a) The National Treasury and Financial accounts of MECA Germany shall be subject to auditing at any time deemed necessary.
- b) All expenditures in the name of MECA Germany must be carefully documented by the financial secretary, and all excess finances or unused funds from such expenditures shall be deposited in the account of MECA Germany.
- c) All fines collected from members as well as any funds or material worth from other donor organisations to MECA Germany shall be made public to all branch associations within 6 months from the date of reception.
- d) At the end of the term of office of the NEC, the council of chiefs shall be required to audit the Association's accounts as part of their responsibilities.

SECTION FOUR

ARTICLE I: ORGANISATION AND STRUCTURE OF MECA GERMANY

MECA Germany shall be composed of four major organs:

- The National Executive Committee (NEC)
- The MECA branch Associations
- The Branch Leaders or Council of Chiefs
- The National Assembly

I The National Executive Committee (NEC)

The NEC shall serve as the executive body of MECA Germany. It will execute all all policies and assignments, and coordinate all activities of MECA Germany.

A- COMPOSITION OF THE NEC

The NEC shall comprise 7 elected members: The President, the Vice President, the Secretary General, the Assistant Secretary General, the Financial Secretary, the Treasurer and the Publicity / Cultural Secretary.

(a) The National President

- He shall be the chief executive officer of MECA Germany.
- He shall preside over all meetings of MECA Germany and the NEC.
- Protect and enforce the constitution of MECA Germany.
- Act as liason officer between all MECA Germany branch Associations.
- Act as liason officer between MECA Germany and other MECA Foundations.
- Act as liason officer between MECA Germany and other Cultural Associations or organisations.
- Provide semi-annual reports or updates to MECA chapters on the progress of MECA Germany activities

(b) The National Vice President

- The Vice National President shall assist the National President in executing the policies of MECA Germany and in the absence of the National President, act on his / her behalf.
- If for some reasons the National President is unable to perform his / her duties, the vice President shall assume all functions of the National President until the election of of a new National President.

(c) The General Secretary

- The General Secretary shall assume all secretarial functions of MECA Germany
- He/She shall record and take charge of all minutes of MECA Germany and NEC meetings as well as all related activities of the Association.
- He/She will maintain a record of attendance for all members at MECA Germany and NEC activities.
- Responsible for all correspondences and /or exchange of information (in collaboration with the National President) between the NEC, the branch Associations, other National MECA bodies around the world as well as all other organisations.

(d) The Assistant General Secretary

- The Assistant General Secretary shall assist the General Secretary in accomplishing his/her functions
- He/She shall serve as the Secretary of MECA Germany annual Conventions.
- He/She shall work with the General Secretary to publish the minutes and resolutions of annual conventions within a period of two months following each Convention.

(e)The Treasurer

- The Treasurer shall be the official custodian of all MECA Germany funds.
- He/She shall maintain proper records of all incomes and expenditures.
- Assist the NEC in coordinating fund raising activities for MECA Germany.
- Provide biannual financial updates to the National and branch offices of the Association.

(f)The Financial Secretary

- The Financial Secretary shall maintain proper financial records for MECA Germany.
- He/She shall assist the NEC in generating funds for MECA Germany
- He is responsible for collection of MECA Germany funds and /or debts as authorized by the NEC.
- Provide quarterly financial reports to the branch Associations and an annual financial report at the annual Convention.

(g)The Publicity / Cultural Secretary

- The Publicity / Cultural Secretary shall publicize and organise MECA Germany and NEC activities, meetings and cultural events.
- He/She shall be responsible for the propaganda and dissemination of the Manyu Culture, as well as all cultural activities of MECA Germany.

B FUNCTIONS OF THE NEC

- The NEC shall in conjunction with the Council of Chiefs formulate policies for MECA Germany. It shall however be responsible for executing the policies of the Association.
- All major NEC decisions affecting MECA Germany and/or requiring the participation of the branch Associations shall be approved by the Council of Chiefs. The Chiefs will be responsible for addressing such issues at their respective branch Associations.
- The NEC shall be free to request the services of non-NEC members on adhoc basis at any time to assist them in accomplishing their duties.
- The NEC shall also be free to request the services of adhoc Committee to perform Duties, conduct studies and/or make recommendations to the Association concerning activities, projects or all other ventures that are to be undertaken by the Association.
- The NEC shall coordinate all fund-raising activities for MECA Germany.

C VACANCY IN THE NEC

In the case of a vacancy in the NEC, the NEC shall substitute for the National Convention and elect a replacement from the same branch Association. The replacement must be approved by a 2/3rd majority of the NEC members.

D TERM OF OFFICE OF THE NEC

The NEC shall have a term of office of two years. Fresh elections into the NEC will be held at the end of the NEC's tenure. However, depending on the necessity, a NEC member can be replaced by the NEC through a 2/3rd majority vote. This decision will in turn recommend the consent of the branch Associations.

E THE NEC MEETINGS

- a) The NEC shall meet at least once and teleconference at least twice between annual Conventions to formulate strategies for executing MECA Germany policies, evaluate progress of the committees' responsibilities, discuss important policy matters and/or prepare for the next convention.
- b) The presence of 2/3 of the NEC members including the National President shall constitute a quorum for valid deliberations of the NEC. Except otherwise stated, all decisions met at the NEC meetings shall be carried by a simple majority of the members present at that meeting.

- c) All NEC meetings shall be scheduled (with an Agenda sent out to its members) at least a month prior to the meeting, to permit members make proper travel arrangements. All NEC meetings shall be funded by MECA Germany.
- d) The NEC shall require sound financial backings to cover transportation expenses for NEC members who participate in NEC meetings.
- e) In the case of an emergency, the NEC shall carry out all undertakings of the Association through Teleconferencing before scheduling a meeting if necessary.
- f) Any NEC member who fails to participate in at least 50% of all scheduled meetings and Teleconferencing per year shall be considered incapable of running the Association and shall be recommended for substitution by the NEC.

II The MECA Branch Associations

They shall constitute the basic organisational units of MECA Germany. MECA Germany members shall comprise primarily of members from the MECA branch Associations.

A COMPOSITION AND REGISTRATION OF BRANCH ASSOCIATIONS

- a) Any group of Manyu elements residing in Germany that desire to form a branch Association shall indicate their intention in writing to the NEC.
- b) The NEC shall in conjunction with the Council of Chiefs review the request and upon approval, register the group as an affiliate to the National Association- MECA Germany.
- c) The NEC shall provide a copy of the MECA Germany constitution to the newly created branch and also inform other branch Associations of its existence.
- d) Branches shall be free to formulate their own governing rules and regulations, however, those of MECA Germany shall take precedence. Such rules and regulations shall also not conflict with those of MECA Germany.

B FUNCTIONS OF THE BRANCH ASSOCIATIONS

- a) Branch Associations shall serve as the basic foundations of MECA Germany. They shall be responsible for their branch activities and welfare of all branch members.
- b) Branch associations shall maintain contact with the NEC and other MECA branches. They shall inform the NEC of all activities of national interest that are taking place in their respective branches.
- c) They shall submit quarterly to the NEC, a list of their registered members, their registration and monthly levies as required by the constitution.

III The Council of Chiefs (COC)

Leaders or Presidents of MECA branch Associations shall constitute the Council of Chiefs (COC). The COC and the NEC shall meet at least once between any two annual national conventions of MECA Germany at a venue that will be decided by members of the COC

- a) The Council of Chiefs shall work together with the NEC to formulate policies for MECA Germany. However, the implementation of such policies shall be the responsibility of the NEC, while the COC will maintain a purely observatory and auditory role.
- b) During all meetings, the NEC and the COC shall review the status of current projects to be undertaken by the association, and also agree on which projects should be accorded priority as well as a subsequent order of execution of projects.
- c) The COC may be recommended by the national assembly or NEC to audit or review the status of MECA's projects, finances, as well as other complains that are directly addressed to the COC. In this capacity, the NEC or branch association will have the obligation to meet the requests or recommendations of the COC.

SECTION FIVE

ARTICLE 1 ELECTIONS TO THE NEC OF MECA GERMANY

I The Electoral Commission

- a) The electoral commission shall be made up of the Council of Chiefs.
- b) It shall be constituted for the purpose and supervision of the elections to the NEC and shall be dissolved at the end of the electoral process.
- c) The commission shall appoint a Chairperson who will lead the supervision of elections.
- d) The Chairperson shall organise the process of secret ballot with the assistance of the NEC.
- e) The electoral commission members shall maintain neutral positions during the voting process.
- f) Members of the electoral commission are also eligible for election into the NEC, however, such members will have to decline their responsibilities in the electoral commission before the start of the elections.

II Eligibility of Candidates for election into the NEC

- a) Candidates vying for posts in the NEC shall make public their candidature through their respective branch associations. The eligibility of the candidate shall be verified by the branch executives and accorded the approval of the branch association. Following this clearance the candidatures shall be forwarded to the secretariat of the NEC before the start of the annual Convention..
- b) The eligibility of all candidates for elections into the NEC shall further be validated by the secretariat of the NEC. Following the approval of the NEC, the files shall then be submitted to the electoral commission.
- c) Candidates declared ineligible by the NEC or the branch associations shall be disqualified for elections into the NEC.
- d) MECA members will not occupy double executive positions; all members who at the start of the national convention still occupy leadership positions at the branch levels will not be eligible for elections into the NEC during that particular national convention.
- e) Each candidate for elections into the NEC must have attended at least one of the last two annual conventions of MECA Germany.
- f) Candidates vying for posts in the NEC must have fully fulfilled all their financial obligations at the branch as well as at the National level of MECA Germany.

III The Electoral Process

- a) Elections into the NEC shall be held during the annual National Conventions of MECA Germany.
- b) All the offices of the NEC shall be open for elections.
- c) A voting register shall be opened at the beginning of the National Convention for voters and closed half an hour (30 minutes) before the start of the of the elections.
- d) Each candidate shall be given 5 minutes to present his / her memorandum before the National Assembly of MECA Germany.
- e) Only registered voters who are members of MECA Germany shall be allowed to vote.
- f) Voting shall be by **secret ballot** , and shall be supervised by the electoral commission.
- g) The current NEC shall be formerly dissolved before the start of the new elections.
- h) A candidate shall be declared elected into the NEC by a simple majority of the electoral college which shall be constituted of the registered voters.
- i) In the case of a tie in the votes between candidates, the Chairperson of the electoral commission will cast his vote for a final decision.

IV Administration of the NEC

- a) Each administration of the NEC shall hold office for a period of Two (2) years.

- b) All outgoing members of the NEC can only be re-elected once into the NEC.
- c) The National President of the outgoing NEC shall hand over all related Association documents and financial records within 24 hours following the elections to the President of the newly elected NEC. This shall be done in the course of a handing-over ceremony that will be witnessed by the Council of Chiefs and the Chief of the host MECA Chapter.
- d) Any outgoing administration that delays, obstructs or fails to cooperate in handing over the Association's documents and authority to the new administration shall be subject to disciplinary actions

V Bye Elections

- a) In the case of a vacancy in the NEC, The ruling NEC shall substitute for the electoral Commission and the National Convention in filling the vacancy with an equivalent representative from any of the branch Association. This shall be done through a simple vote for a 2/3rd majority.

SECTION SIX

ARTICLE I THE DEVELOPMENT PROJECTS OF MECA GERMANY

- a) All projects to be undertaken in the name of MECA Germany shall be reviewed by the NEC and accorded the approval of the MECA branch Associations.
- b) Potentials projects shall be discussed during leadership meetings, mini-summits and/or conferences. Projects to be funded by MECA Germany shall require the approval of the NEC members and 2/3rd of the registered branch Association members in the case of a national assembly, or 2/3rd of branch representatives alternative official meetings.
- c) Once approved, all the branch Associations shall be required to contribute financially as well as logistically towards the successful execution of the projects.
- d) The branch chiefs shall be responsible for discussing the projects with their respective branch constituents.
- e) The financing of all projects under execution shall be closely monitored by both the NEC and the Council of Chiefs. Any irregularities and /or changes relating to these projects must be timely discussed and proper amendments or agreements made.
- f) Any project that is undertaken without prior authorization of shall not be funded by the Association and the NEC member(s) shall individually stand responsibility for such projects.
- g) All MECA projects shall be executed within the period of time set and agreed upon by the national assembly. All unforeseen setbacks that may financially and /or logistically affect the timely execution of such projects must be documented and publicised by the national secretariat of MECA Germany.
- h) Except deemed otherwise by the national assembly of MECA, the execution of all MECA projects shall be done by the NEC. Any adhoc committee is delegated to execute any project will likewise be coordinated by the NEC.
- i) MECA Germany shall plan some major projects which could be presented to other international organisations for financial and logistic assistance in execution.

SECTION SEVEN

ARTICLE I DEATHS, CONDOLENCES AND RELATED ACTIVITIES

- a) In view of the distant absence of MECA members to their beloved and immediate family members, The respective MECA branch shall condole with the members, immediate relatives (father, mother, child / children) who lose a beloved person. The detail contents nature and extent of these condolences shall be defined by the rules and regulations of the MECA branch Associations to which the members are affiliated.
- b) Each condolence case shall be immediately reported to the NEC which will inform the other MECA branch Associations.
- c) Financial obligations with respect to condolences shall be the responsibility of the Branch Associations.
- d) In the event of the death of a member of MECA Germany, the NEC in collaboration with all other MECA branches and well wishers shall bear the responsibility of transporting the deceased to his/her final resting place in Cameroon.
- e) A check covering the contributions of all registered members in the other branches shall be paid in by the branch presidents to the National Treasury within a limited time of 2 months. The Treasurer of MECA Germany will oversee the transfer of funds into the National Treasury.
- f) The cost of conveying the corpse of a deceased active member from within the Continent of Europe back to Cameroon will be spread equally among all registered members in Germany.
- g) All branch presidents shall be responsible for collecting the burial contribution from their branch members.
- h) A record of such contributions shall be kept by the National Treasurer and financial Secretary.
- i) The Association shall be duly represented at the funeral ceremony by the National President of MECA Germany or his designee.
- j) Any excesses in finances shall be extended to the family of the deceased back home in Cameroon.
- k) Eligibility to the assistance of MECA Germany is also extended to those elements of Manyu origin who have been at most 6 months in the Federal Republic of Germany, though not yet had the opportunity to be registered members. The particular consideration will be subject to strict and proven circumstances that shall be validated through the collaboration of all MECA branch Associations.

SECTION EIGHT

ARTICLE I MEMBERSHIP DISCIPLINE

- a) The attitude of any MECA member or branch Association towards the Association, that is considered as nonchalant shall cause such a member or branch to forfeit in cash or in kind any form of benefits or financial packages that may accrue from the Association on his/her behalf. The level of nonchalance shall be defined by the constitutions of MECA Germany as well as those of the branch Associations.
- b) It will also deprive such members or branch Associations from the privileges or Assignments on behalf of the Association.

ARTICLE II A REFERNCE TO NONCHALANT ATTITUDES

- a) Refusal to pay funds/contributions that will be considered as indebtedness to the Association later than two months after a quarterly notification and a letter on membership status from the Association.
- b) Failure to respond and comply with MECA Germany correspondences, requests assignments and obligations as defined by the constitution of the Association.
- c) The attitude of nonchalance attributed to a member or branch Association can be uplifted when such a member or branch complies with the recommendations of the Association.
- d) A behaviour or attitude declared as nonchalant must meet the approval of the Council of Chiefs and NEC before sanctions are imposed on a member.
- e) Subsequent sanctions can only be uplifted when such a member or branch meets the recommendations or complies with the rules and regulations governing the smooth functioning of the Association.

ARTICLE III WRITTEN WARNINGS

- a) In the event of unacceptable actions and/or attitudes, written letters or warnings shall be sent from the Secretariat of MECA Germany to the member or branch Association. Failure to comply with the recommendations of MECA Germany one month after a written notification or quarterly publication shall result in a written warning to the member or branch concerned.
- b) A subsequent failure to respond after a period of 2 months following proven receipt of the written warning without a tangible reason, will be considered as nonchalance to the rules and regulations of MECA Germany and thereupon provoke Association sanctions.

ARTICLE IV RIGHTS BY LAW OF MECA GERMANY AS AN ASSOCIATION

- a) The constitution of MECA Germany, its bye-laws as well as all its decisions shall take precedence over those of affiliated members and branch Associations.
- b) MECA Germany withholds the right to request a copy of the list of all members in each of its branch Associations or affiliated bodies on a biannual basis.
- c) MECA Germany as an Association will be subject to the federal rules and regulations governing the existence of Associations in the federal Republic of Germany.
- d) Based on the authority granted to the class of Associations governing MECA Germany, the Association shall possess the right to defend its status quo, and protect its integrity by invoking federal law if deemed necessary.
- e) In the event of its dissolution, the Assets and proceeds of MECA Germany shall go to the benefit of any other national or international affiliation of MECA Germany.
- f) The national body of MECA Germany shall be empowered to recognise and venerate worthy members and other personalities for their roles in the progress of the Association.

ARTICLE V IMPEACHMENT OF ELECTED OFFICIALS

- a) A member of the NEC or designated Committee can be impeached and removed from Office as a subsequence of one or more of the following reasons:
 - (i) That member is cited with mendacity in conducting the affairs of the Association.
 - (ii) That member enters into a contract that unfavourably implicates or compromises with the smooth running of the Association.
 - (iii) An elected member fails to fulfil his/her constitutional responsibilities, or portrays attitudes that bring the name of the Association in disrepute.
- b) A branch Association can, with substantive reason recommend the impeachment of an elected member performing duties for the Association. Such petitions or motions for impeachment must receive the approval of the Assembly of the branch Association , and will be submitted to the Council of Chiefs which will initiate impeachment proceedings.
- c) The impeachment of an elected member shall necessitate the approval of a 2/3 majority of the MECA branch Associations.

ARTICLE VI AMMENDMENTS TO THE CONSTITUTION

- a) The constitution shall be amended as deemed necessary upon request from the National assembly of MECA Germany, branch Associations, Council of Chiefs and /or the NEC.
- b) All petitions for amendments shall be forwarded to the NEC or presented at the annual Conventions by the Council of Chiefs or the branch associations.
- c) The NEC shall appoint an adhoc Constitutional Committee to study the petition.
- d) The Constitutional Committee shall review the requested amendments and make recommendations to the NEC and branch chapters.
- e) Any decisions to amend the constitution shall require the approval of the NEC and 2/3 of the branch Associations.

SECTION NINE

MECA GERMANY ANNUAL NATIONAL CONVENTIONS AND MECA MINI-SUMMIT MEETINGS

As part of its objective to consolidate the spirit of oneness and cordial relationship among its members, as well as propagate the culture of Manyu to the rest of the world, MECA Germany shall annually organise a National Convention.

ARTICLE I ORGANISATION

- a) Each annual convention shall be hosted by one of the MECA branch Associations in the federal Republic of Germany.
- b) All Annual Convention events shall be scheduled to timely allow the majority of members to participate at the start and end of Convention activities.
- c) The organisation, funding and supervision of the convention activities shall be the duty of the NEC, designated Organising Committees and the host MECA branch Association.
- d) The choice of venues to host Convention activities shall be coordinated by the host branch Association.
- e) For the convenience of members and delegates arriving at the Convention venue, the following structures shall be made available;
 - (i) Protocol officers, for directives logistic and aesthetics.
 - (ii) Convention officers for the security and discipline of participants.
 - (iii) A Convention register shall be opened in the name of MECA Germany National Convention, in which members shall indicate their presence at the Convention venue.
 - (iv) After registration, each member shall be entitled to a convention programme and the Convention Guide.
 - (v) Convention stickers bearing “ I WAS THERE” shall be made available against generous donations to delegates present at the convention venue.
 - (vi) To ease communication, branch identification Tags shall be handed out to all participants.
- f) All branch associations are obliged to forward a list of their current active branch Members to the MECA secretariat latest 3 weeks to the start of the annual national convention. These branch lists shall serve as a basis for proper planning of activities and estimates to facilitate the smooth running of the annual convention.
- g) The venue of the next Annual Convention shall be decided before the end of the last activity or event during an ongoing national convention.

ARTICLE II FINANCE

- a) A registration fee of five Euro (5 €) per member shall be charged as Convention levy. These levies shall be forwarded alongside the list of active branch members which should reach the national treasury latest a week before the start of the convention.
- b) Depending on the venue and infrastructural facilities, additional tokens may be required to cater for valuable individual items or belongings.
- c) In the course of Convention activities, generous donations in exchange for stickers and other items that will be on display at the venue will be appreciated, such funds will be reserved as the Convention finances.
- d) All cash donations accompanying trophies that may be awarded during convention activities will necessitate benevolent funds from organisations or individual donations.

ARTICLE III HALL DISCIPLINE

- a) Convention participants shall be expected to maintain absolute respect for the Convention officers, protocol officers and secretarial staff.
- b) Requests or recommendations shall be orderly and addressed to the specific individuals designated to oversee the smooth functioning of the activities in question. Offers to any request from participants, will be made with respect to the logistic and material support available.
- c) Smoking will be strictly prohibited in the Convention halls.
- d) During deliberations, all request for audience will be indicated by a simple lifting of the hand. Audience will be granted through the authorization of the Convention Secretary, speaker or Chairman.
- e) Interruption of an authorised speaker will not be tolerated.
- f) Authorised Speakers shall be expected to respect the rules and regulations governing conventions and MECA Associations as well as have respect for fellow members, they will avoid aggressive and provocative language in the course of talking.
- g) Open eating and consumption of alcohol at unusual times as well as discarding of bottles, papers, nylons and other forms of waste material shall not be tolerated in the halls.

ARTICLE IV LANGUAGE

Participants at the Convention shall be permitted to speak in any language with which they can freely express themselves, but which can easily be interpreted and understood by most members

ARTICLE V SANCTIONS

- a) Defaulters of any of the Conventions rules and regulations shall be sanctioned, sanctions will vary with respect to the severity and nature of irregularities.
- b) Participants who in one form or another attempt to disrupt the smooth functioning of the National convention shall be fined. Fines will vary between 10 € and 30€. All Defaulters shall be expected to pay their fines at the venue of activity, or be levied through an undertaking of their branch Associations. Payments shall be made public to the National Assembly during closing remarks by the NEC or Finance Committee.
- c) All sanctions and /or fines shall be decided by the NEC and /or Council of Chiefs and their decisions shall be binding on all members.

ARTICLE VI CLOSING REMARKS

- a) The Chairman of the NEC will be expected to deliver an end of convention speech which will summarise the sequence of all events in that Convention, draw fait of the activities and deliver important aspects of deliberations that are worthy of remarks.
- b) The organising Committee / host branch will ascertain that all participants have adequate information to help them make proper travelling arrangements to their destinations.

THE MECA MINI-SUMMIT MEETINGS

An official mini-summit meeting shall be held once between every two annual national conventions and serve as a minor form of the national convention. The venue for the mini-summit shall be the venue of the most recent annual convention, except the hosting branch is logistically and/or financially incapable of organising the meeting, in which case a new venue will be decided upon by the NEC. The date for this event shall be scheduled by the NEC after prior agreements with the branch executives. This meeting will address all current issues of national interest in MECA Germany.

- a) All MECA branch associations will be officially represented by 2 delegates; the branch president or its representative and any other branch member.
- b) The NEC shall be represented by at least the national President, the national secretary general and the national financial secretary or their officially recognised representatives.
- c) All decisions and agreements made at such mini-summit meetings shall be binding on all MECA branch associations.
- d) The NEC shall establish an agenda for the meeting, which must be made known to the Branch associations at least one (1) month prior to the scheduled date for the meeting.
- e) Representation of all MECA branch associations at mini-summit meetings is obligatory, Unofficial and /or unjustified absence of any branch will be sanctioned.
- f) All notifications of absence should reach the NEC secretariat latest 96 hours (4 days) prior to the start of the mini-summit meeting.
- g) The NEC as well as all branch associations shall be expected to present reports bearing information on the current status of activity and finances in MECA Germany and the branch associations respectively.

ADOPTION OF THE NATIONAL CONSTITUTION MECA GERMANY

This Constitution has been examined, read and accepted by the members of all branch Associations of MECA Germany, and is hereby adopted on this day

DATE.....

VENUE:.....

By

The MECA Branch Associations:.....

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GOD BLESS MANYU AND ITS ELEMENTS.