

Paragraph 1 – Agreement of new members.

Honorary members are those who have provided services to the organisation.

Benefactor members are those who make at least one donation of any amount over a 1-year period; this amount can vary from one year to another.

The same person can be at the same time an Honorary and Benefactor member.

Any legal or physical person wishing to become a benefactor member can make the request by completing the donation form and making a donation to the benefice of the organisation.

Active members are those who took the engagement to pay an annual membership fee which amount is decided at the annual general meeting. The annual membership fee is 25€.

Active Members can also be Honorary and/or Benefactor members.

Any new Active member should be presented and sponsored by 2 members of the organisation, including at least one Founding member, before acquiring Active member status.

Physical person wishing to become an active member should complete the donation form and pay their membership to the benefice of the organisation.

Paragraph 2 – Resignation– Exclusion/Dismissal – Death of a member

1. Resignation of a Founding or Active member should be sent to the chairman by registered post. It does not need to be justified.
2. Resignation of an Honorary or Benefactor member will enter into effect if the conditions listed are not met anymore on the anniversary date of membership.
3. As specified in Paragraph 8 of the statutes/constitution, exclusion/dismissal of a member can be announced by the administrative council on aggravated grounds. Are considered aggravated grounds:
 - non-participation to the organisation activities,
 - conviction for crime or infraction,
 - any activities that can damage, directly or indirectly, the activities or reputation of the organisation.

The member can present its defence to the council, prior to the decision to exclude.

The decision to exclude is approved by the majority of the council votes.

4. In the event of death of a member, his/her heirs or legatees do not become a member by default of the organisation.

The membership fees and donations made to the organisation are permanently acquired, even in the event of resignation, exclusion, or death of a member during the year.

Paragraph 3 – General Meetings

Attendance to general meetings can be done via teleconference/videoconference. Any member connecting via teleconference/videoconference will be considered as attending the general meeting.

Procedures applicable to votes

1. Votes of members in attendance

Members in attendance vote by show of hand or open ballot. In case of attendance via teleconference/videoconference, the vote will be announced by each member at the call of their name by the chairman.

2. Votes by proxy

As per paragraph 11 of the statutes/constitution, if a member cannot attend a general meeting, he/she cannot be represented by a representative.

Documents/decisions submitted to votes might be sent to active members at least 1 week before the annual general meeting. This will allow active members to give their approval or refusal in case of anticipated inability to attend the annual general meeting.

Paragraph 4 – Reimbursement of expenses.

Only administrators (members of the council) and board members can ask for reimbursement of expenses made in the conduct of their functions and upon justification.

Compensation will be done according to the following costs:

- Daily allowance (covering office, lodging and meals) at a rate of 20€ per day, based on travels from and to Johannesburg, South Africa, for travels in Southern/Eastern Africa, or from and to Palaja, France, for travels in Europe and Northern/West Africa.
- Travel allowance:
 - o Mileage allowance from and to Johannesburg, South Africa ou Palaja, France, and in-country travels at a rate of 1L of diesel for 5km (rates in EURO (€) based on the cost of diesel and exchange rate at the time of travel).
 - o All costs related to travel (tolls, ferry, conservation fees in some regions,...)
 - o Cost of Carnet de Passage en Douane (CPD) and costs associated with its use (including registration costs, shipping costs and substitution costs)
- Cost of Visa (European national) and cross-border charges (including those for the car) if applicable, depending on country and exchange rate.
- Cost of internet connection, depending on local set-up and cost
- Cost of international medical cover at a rate of 180€/month, paid at the beginning of each month (for each month started)
- If necessary, un return flight between Europe (principally Toulouse, France) and Johannesburg, South Africa.
- Other unforeseen costs, upon acceptance of the justifications by the council and 2/3 of the active members present at the annual general meeting.

It will be possible to forfeit those reimbursements and donate them to the organisation.

Paragraph 5 – Working Committee.

Working committees can be conducted by decision of the administrative council.

Paragraph 6 – The management board

The management board is constituted of:

- 1) A chairman: Chrystel Vert-Pré
- 2) A secretary: H  l  ne Bonhoure
- 3) A vice-secretary: Jean-Louis Aguilhon
- 4) A treasurer: Odile M  phon.

The functions of chairman and treasurer cannot be held concurrently.

The Chairman represents the organisation for the justice and chair the administration. He/she is responsible for contracts signature and represents the organisation.

The secretary is responsible for administrative duties and organisation's communication. This includes invitations to meetings and minutes of those meetings, as well as archives maintenance.

The treasurer ensures the organisation accounting, pays reimbursement of expenses, prepares and presents annual financial reports of the organisation.

Board membership will be considered as re-conducted unless a request from active members has been received before an annual general meeting. In the event of resignation, dismissal or death of a board member, a new member will be elected during ordinary or extraordinary general meeting at the majority of attending members. Only an active member can apply to become a board member.

Paragraph 7 – Modification of the organisation's rules

These organisation's rules can be amended by the council or the annual general meeting, at the majority of attending members.

Paragraph 8 – Documentation presented for the consulting activity

Presentation of the organisation related to its consulting activity in Southern/Eastern Africa is written in English and in French.

This document is available for consultation by all founding and active members upon request to beethesolution.npo@gmail.com.

A abridged version excluding costing details is available for consultation to all honorary and benefactor members upon request to beethesolution.npo@gmail.com.

This abridged version is the text used on the organisation website, and is therefore freely accessible to all.

Membership and donation forms will be available upon request to beethesolution.npo@gmail.com or through download on the organisation website.

Other documents might be written and will be available on the organisation website.