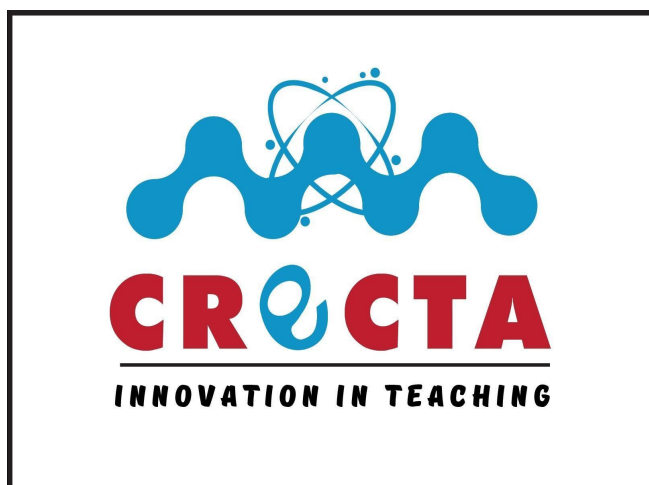


**CONSTITUTION**  
**ADOPTED BY**  
**GENERAL ASSEMBLY**  
**22<sup>ND</sup> JUNE 2023 @ GBHS ETOUG-EBE-YAOUNDE**

**CENTER REGIONAL CHEMISTRY**  
**TEACHERS' ASSOCIATION**  
**(CReCTA)**



**PREAMBLE**

In order to form a professionally strong and good working relationship between teachers of chemistry in both Public and Private Secondary Education Institutions in the Centre Region of Cameroon,

- Mindful of the need for collaboration amongst teachers in execution of their individual/collective responsibilities,
- Mindful of the global digital transformation and its implicit role in Chemistry knowledge/skill transfer in the 21st century,
- Mindful of the fast need for continuous faculty and professional development of chemistry teachers,
- Concerned about the need for a holistic knowledge dispensation in the digital era,
- Cognisant of the drive of the Ministry of Secondary Education to improve Learning and Competence through Distance Learning and Digitalisation, and
- In respect of Law n°90/053 of December 19, 1990 on the freedom of association in Cameroon, and subsequent texts.

We the Chemistry Teachers of the Centre Region do hereby adopt, and pledge to adhere to this Constitution:

## **Article One: NAME**

- ✓ The Association shall be called **Centre Regional Chemistry Teachers Association** and the acronym shall be written and read **CReCTA**.

## **Article Two: OBJECTIVES**

- i) To advance the cause of Chemistry Education by means of curriculum development, innovation of teaching methods and materials and improvements in evaluation methods.
- ii) To inculcate in the students a love for the subject and to nurture talent available at all levels with special reference to National and International examinations.
- iii) To liaise with national level research institutions and industries.
- iv) To liaise with other STEM organizations and foster inter-disciplinarity.
- v) To promote a cordial and social atmosphere amongst its members,
- vi) To publish journals and articles.
- vii) To organize annual Conventions of CReCTA.
- viii) To organize Chemistry workshops and symposia for faculty development and professionalism.
- ix) To undertake any other activity towards the cause of Chemistry Education.

## **Article Three: OPERATIVE**

CReCTA

- i) Shall operate through the General Convention, Zones and Schools; in that order.
- ii) Shall be conveniently fragmented into zones, each of which shall have a minimum of 10 schools.
- iii) Activities in every school shall be run by the Department for Chemistry.
- iv) Activities of each zone shall reflect those of the Association as defined annually by CReCTA Convention. They shall also execute special assignments of the Association or the Chemistry Pedagogic Office. Their structure shall reflect that of the Center Regional Chemistry Teachers' Association.
- v) Each Department shall report to the zones and the Zones shall in turn report to the CReCTA Executive.

## **Article Four: MEMBERSHIP**

### ***a) Membership into the association shall be open to:***

- i) All Secondary and High School Teachers teaching Chemistry in the Center Region.
- ii) Regular retired members who continue to pay their dues.
- iii) Bonafide membership shall be given to any other person deemed necessary by a two-third majority during CReCTA convention.

### ***b) The following conditions shall be enforced in respect of membership.***

- i) Payment of one time registration fee of three thousand francs (3,000 XAF) to the Association.
- ii) Payment of annual dues of one thousand francs (1,000XAF). Of this amount, four hundred francs (400XAF) shall be Regional dues while six hundred

(600XAF) shall be zonal dues. All dues shall be paid into the central treasury (before the zonal quota is then disbursed to zonal treasury) latest end of October of the current year.

- iii) Payment of the minimal contribution towards the running of any meeting including entertainment.

**c) Loss of membership**

- i) Membership in the Association shall be suspended upon non-payment of annual registration and annual dues or any other dues of the association.
- ii) Transfer out of the region, death, or resignation

**Article Five: ACCOUNTING YEAR**

- ✓ The accounting year of the Association shall be Academic Calendar published by MINESEC annually.

**Article Six: OFFICIALS OF THE ASSOCIATION**

- i) The executive (running body) shall be made up of the following:

- |                         |                               |
|-------------------------|-------------------------------|
| 1. President            | 5. Treasurer                  |
| 2. Two Vice Presidents  | 6. Financial Secretary        |
| 3. Secretary General    | 7. Social Secretaries (2)     |
| 4. Two Vice Secretaries | 8. Four Advisers              |
|                         | 9. Two Communication officers |

- ii) Eligibility to stand for elections as

**1. An EXCO member**

- ✓ Should be a regular member within a zone.
- ✓ Must have served minimum five years consecutively within the Centre region.

**2. President**

- ✓ Must have served as an EXCO member either at the Zonal level or Regional level.

**Article Seven: ELECTIONS**

- i. The electoral college shall constitute the general assembly.
- ii. The electoral commission shall be set up for each election and dissolved after the said election under the supervision of The Regional Pedagogic office
- iii. The modality of the election shall be by secret ballot.
- iv. The executive members' term of office shall run for two academic years and each member shall be eligible for RE-ELECTION ONLY ONCE.
- v. Elections shall be held at the Annual Convention.

**Article Eight: DUTIES OF THE EXECUTIVE MEMBERS**

**1) PRESIDENT Shall:**

- ✓ Preside at all General and Executive meetings of the Association.

- ✓ Be responsible for the general running of the Association's affairs.
- ✓ Be responsible for the disbursement of Association's finances in collaboration with the Financial Secretary and the Treasurer.
- ✓ Be the liaison between the Patrons, Sponsors on the one hand and the Association on the other.
- ✓ Be the custodian of the Constitution
- ✓ Have a casting vote
- ✓ Be a mandatory signatory to the Association's Bank account.

## **2) VICE PRESIDENT**

- ✓ Shall assist the president in the day-to-day running of the association.
- ✓ Shall assume the full functions and duties of the President in the absence of the President.

## **3) SECRETARY GENERAL**

- ✓ Shall indict and receive all correspondences.
- ✓ Shall draw up agenda of meetings in consultation with the President.
- ✓ Shall write and present reports of meetings.

## **4) VICE SECRETARY**

- ✓ Shall assist the Secretary General in all his/her duties.
- ✓ Shall take down resolutions during all general and executive meetings.
- ✓ Shall take down minutes of all meetings.

## **5) TREASURER**

- ✓ Shall be responsible for the safe-keeping of the Association's funds and keep the bank book.
- ✓ Shall be a member of every committee.
- ✓ Shall be a signatory to the bank account.
- ✓ Shall keep an impress cash of not more than 50,000XAF.

## **6) FINANCIAL SECRETARY**

- ✓ Shall be responsible for all financial records of the Association.

- ✓ Shall present a financial report every meeting and at the Annual Convention.
- ✓ Shall, keep a register of all the registered members.
- ✓ Shall be a signatory to the Association's bank account.

**7) SOCIAL SECRETARY**

- ✓ Be responsible for the social affairs of the Association i.e. refreshment, entertainment, decoration, protocol etc.
- ✓ Maintain discipline during meetings.

**8) ADVISERS**

- ✓ Shall be former Presidents of CReCTA provided such a former President was honest, had clean records and still shows interest in the affairs of the Association.
- ✓ Shall also constitute some senior members of the association upon approval during an elective national convention.
- ✓ Advise the association on matters affecting the smooth and successful running of the Association and especially the teaching of the subject.

**9) COMMUNICATION SECRETARY**

- ✓ Shall manage external and public communications of the association.

**10) AUDITORS**

- ✓ They shall be appointed by the General Assembly to audit the accounts of the Association once a year, when and as need arises.
- ✓ Their job ends after presentation of the audit report to the General Assembly.

**11) PATRONS**

- ✓ They shall be appointed from among sponsors from time to time as the Association's executive deems necessary.

**Article Nine: ZONES**

- i) The zonal executive shall constitute: a Coordinator, a Secretary, a social secretary and the Treasurer.
- ii) They shall coordinate the activities of the Association in the zones.
- iii) They shall attend special executive meetings convened by CReCTA Executive.

**Article Ten: MEETINGS**

- i. General Conventions shall be held in the month of October annually.
- ii. The venue shall be chosen at the previous Annual General Convention.
- iii. Zonal meetings shall take place once a term.

- iv. Where the Regional Executive of the Association fails to convene a General Convention, two third (2/3) of the zonal coordinators can convene one on the approval of the Regional Pedagogic Office.

**Article Eleven: ASSOCIATION ACCOUNT**

- i. The Association shall open a bank account in a financial institution approved by CReCTA General Assembly.
- ii. The signatories to the account shall be the President, Treasurer and Financial Secretary.
- iii. Money can be withdrawn from the account only if the President and at least one other signatory are present.

**Article Twelve: SOURCES OF INCOME**

- i. Member registration of 3,000XAF.
- ii. Annual dues of 1,000XAF.
- iii. Social dues (entertainment dues) of 2,000XAF.
- iv. Free will donations, subscriptions etc.
- v. Publications, Pedagogic material etc.
- vi. Common examination: An Examination Coordinating committee shall be created for each common examination like mock, competition etc.

**Article Thirteen: SOCIALS**

**Condolence**

**i. Regular Member**

- ✓ In the event of the loss of a Regular Member of the current year, each registered member shall contribute the sum of 3000XAF.
- ✓ 2000XAF goes to the family (the spouse),
- ✓ 1,000XAF goes for refreshment and other expenditures.

**i. Retired colleagues**

- ✓ Must be regular,
- ✓ Proof of active participation while in service.

**Article Fourteen: IMPEACHMENT**

- i. If two-third (2/3) of the convention finds that an executive member or the entire executive is performing below expectation, then he or they will be replaced.
- ii. If an executive member discredits or does something that discredits the Association, then he/she shall be impeached.

**Article Fifteen: AMENDMENTS**

- i. The Constitution shall be amended if a simple majority of active members present at an Annual General Meeting so wish.
- ii. A Quorum at such a meeting shall be two-third (2/3) of active members.

### CALENDAR FOR SOME ACTIVITIES

S/N	ACTIVITY VENUE	DATE
1	CReCTA EXCO MEETING	2 <sup>nd</sup> WEEK OF SEPT
2	1 <sup>st</sup> ZONAL MEETINGS	3 <sup>RD</sup> WEEK OF SEPT
3	GENERAL CONVENTION	4 <sup>th</sup> WEEK OF SEPT
4	REGIONAL MOCK QUESTIONS	10 <sup>th</sup> JAN
5	REGIONAL MOCK MODERATION	30 <sup>th</sup> JAN
6	2 <sup>nd</sup> ZONAL MEETINGS	2 <sup>nd</sup> WEEK FEB
7	3 <sup>rd</sup> ZONAL MEETING	APRIL

### CReCTA ADVOCATES

- ✓ E-Learning and Distance Education
- ✓ Students' participation in learning-teaching process,
- ✓ Innovative teaching methods,
- ✓ Use of micro-chemistry kits,
- ✓ Book publication,
- ✓ Article writing,
- ✓ Micro-research,
- ✓ Early and regular payments of Association dues