Guinean Association of Social Workers

INTERNAL STATUTES AND REGULATIONS

OF

The Guinean Association of Social Workers (AGTS)

2017

TITLE I: NAME - PURPOSE - HEAD OFFICE - DURATION - COMPOSITION

Article 1: denomination

It is based on the provisions of Law L-2005/013 / AN / DE 4 JULY 2005 establishing the association regime in guinea, a non-governmental, apolitical and social organization called: Association Guineenne Of AGTS Social Workers.

Article 2: Purpose

The AGTS aims to:

1. Munir supports social workers in the exercise of their profession.

2. Represents workers' views on topics of interest to sociopolitical And at national and international level

3. Ensure the exercise of social work and the interests of its members in accordance with these bylaws and regulations to serve and protect the public;
4. Qu end, maintain, develop ed and enforce standards of e ontology;

5. Public awareness of its role and the O to social work and to communicate and collaborate with other organizations to promote its inte r è ts, including the publication of the articles;

6. To encourage studies in e ry matter of social work and provide the assistance and resources to pr e s s ne e d necessity.

Article 3: Headquarters

The headquarters of the Guinean Association of Social Workers (AGTS) is established in Conakry and may be transferred by decision of the National Executive Board after ratification by the General Assembly.

Article 4: Duration

The duration of the association is unlimited.

Article 5: Composition

The association consists of:

a. Founding members;

b. Members of ed students;

c. Members of honors;

d. Active members

TITLE II: ACCESSION - MEMBERSHIP - CONTRIBUTIONS - PARTNERSHIPS - RADIATIONS

Article 6: accession

To join this association, you must complete the membership form and adhere to the present rules and regulations.

Article 7: Member - Contributions

Founding members, all took part in the work of the general assembly of the AGTS with professional
qualifications in terms of social work recognized by Ministry of the national education system.

Members of honor are those who have rendered services to the association which have been particularly appreciated by the governing bodies. They exempted from membership fees and also the right to vote at the general meeting.

All those who pursue training in terms of social work are called student members. Member students are not allowed to vote.

Active members are all committed to respecting the code of ethics of social work, to pay an annual subscription of an amount fixed annually by the general assembly and who participate in the activities of the association.

**Article 8: Partnership**

The AGTS may be in partnership with other organizations and institutions pursuing the same goals while maintaining its autonomy.

The decision to be in partnership with an organization falls under the competence of the national executive board acting by a two-thirds qualified majority.

**Article 9: Radiation**

In this association, membership is lost by:

a. The death of a Member

b. The démission of a member

c. The exclusion of a member.

**TITLE III: ORGANIZATION - AWARD - FUNCTIONING**

**Article 11: Organization**

The governing bodies of the AGTS are:

1. The assembled eg e n e r al ordinary

2. The ace sembl eg e n e r al extraordinary;
3. The former national executive office;

4. Offices such damages as régionaux;

5. The police account.

Article 12: Ordinary General Assembly

It includes all members of the association in whatever capacity they may be. It meets every year at least once.

At least one week before the date fixed, the members of the association shall be convened by the Secretary-General. The agenda appears on the convening notices. The president, assisted by the members of the executive board, presides over the assembly and presents the moral situation or the activity of the association. The treasurer reports on his financial management and submits the annual accounts (balance sheet, income statement and appendix) to the approval of the meeting. The General Assembly fixes the amounts of the annual fees and the membership fee to be paid by the different categories of members.

Only items on the agenda can be considered. Decisions shall be taken by a majority vote of the members present or represented. After the exhaustion of the agenda, the outgoing members of all the members, including those absent or represented, shall be re-elected.

Article 13: Extraordinary General Assembly

If necessary, or at the request of half plus one of the registered members, the chairman may convene an extraordinary general meeting, in accordance with the provisions of these articles of association, and only for the amendment of the articles of association. The terms of the meeting are the same as for the ordinary general meeting. The deliberations shall be taken by a majority of the members present.

Article 14: The National Executive Board

The AGTS is managed by a board of members elected for three years by the General Assembly. Members may be re-elected only once.
In the case of vacancies, the office provisionally provides for the replacement of its members. They shall be replaced by the next general meeting. The powers of the members so elected shall expire upon the expiration of the term of office of the replaced members.

The Executive Board shall meet at least once every three months, at the invitation of the Chairman or at the request of a quarter of its members.

Decisions shall be taken by a majority vote. In the event of a vote, the chairman shall have the casting vote. Any member of the Bureau who, without excuse, has not attended three consecutive meetings shall be considered as having resigned.

**The National Executive Committee is responsible for:**

- to plan, coordinate, evaluate and oversee all programs nationally
- promote or allow the creation of new branches and its various projects;
- to strike and suspend a member when it commits a serious offense that goes against the statutes and the code of ontology of social work.
- Pronounce the cancellation or suspension of a member by written for that it is explained or de splits outside the office. This explanation may be éd writing or in speech.

**Article 15: Composition of the Bureau**

The National Executive Board is composed of:

- A Président
- A Vice President
- A DFO MONETARYPOLICYREPORT g eneral
- A DFO MONETARYPOLICYREPORT g eneral Assistant
- A treasurier
The more the presidents of the regional offices.

**Article 16: Regional Executive Offices**

They are composed as follows:

- A DFO MONETARYPOLICYREPORT general
- A DFO MONETARYPOLICYREPORT general Assistant
- A Tré treasurer

And two more members

**Article 17: Auditing**

It is responsible for auditing the accounts of the association, providing reports of its activities to the assembly, legally guaranteeing and protecting property rights and at all times checking the documents held by the treasurer for transparency in management. It is composed of five members.

**POWERS**

**Article 18: The President**

The role of the president is to:

- Ensure the running of the association: administration, logistics, human resources, management of ed team.
- Represent the association auprès des partners to communicate in his name in the press, the médias, to adhère.
- A gir justice or e splitting s inter ests of the association.
- Président's annual report all activity reports the AGTS to the Annual Meeting General at the end of the year.
- A crack r holding r e m e unions and not the dé fight.
He is the co-signer of the AGTS bank account.

**Article 19: The Vice President**

He assists the President in all the tasks mentioned above. He replaces him in case of impediment.

**Article 20: The Treasurer**

The Treasurer is responsible for finances and accounts.
- is responsible for the financial policy defined by the General Assembly;
- outlines the objectives of the expenditure to be incurred to carry out the program of activities;
- proposes the objectives to be achieved in terms of resources (money entry);
- establishes the budget estimate and submits the choices to be made to the GA;

- He is the responsible manager of the association's funds.
- It is the guarantor of the accounting management of the association: it keeps the books of accounts (expenses-receipts).
- He is concerned about financial returns: membership, contributions, grants and services and pays directly into the AGTS bank account.
- It carries out the defined expenditure operations under the responsibility of the Executive Board: reimbursement of expenses, payment of invoices.
- He periodically presents to the office the financial situation: the funds available, the expenses to be incurred, the revenue to be filled.
- It draws up the annual financial report for submission to the general meeting;

He is the principal signatory of all AGTS banking transactions.

**Article 21: The post of secretary**

The secretary's duties are to:
- know and enforce the statutes of the association: ensure compliance with the legal framework provided by the statutes;
- communicate any changes in the administration or the statutes of the association within a period of at least 3 months from the date of the GA;
• maintaining the Special Register (article 5 of Law 1901);
• inform the members of the association of the organization of meetings: plan and organize meetings of the association;
• reporting on meetings: taking notes to report and linking past decisions, ensuring compliance with the bylaws and being prepared to respond to any issues;
• keep the membership file up to date: archive membership forms and create a file;
• to archive and classify all documents that are useful to the life of the association;

He manages the arrival and departure letters of the AGTS.

**Article 22: Deputy Secretary General:**
He is the assistant to the secretary-general in the tasks mentioned above.
He replaces him in case of impediment.

**Missions of the Regional Executive Offices**
The members of the regional offices shall carry out all activities planned by the NEB in their respective regions in a responsible manner in accordance with the present statutes. They present the quarterly activity reports to the NEB.

**Article 23: Regional Secretary**
Its role is to:

- **Pre**side the **r e**gionales unions;
- **Repr**e **Senter ex** ed **cutlf national office**;
- **Facilitate** ctivityreport r e s in its region.

**Article 24: Deputy Regional Secretary**
He is the assistant to the Regional Secretary in the above mentioned tasks.
He replaces him in case of impediment.

**Elections: c**

**Article 25: Types of election**
The elections are held at the Annual General Meeting. There are two types of election:

- **Election General:**
  It takes place at the end of the mandate of the outgoing Executive Board followed by the transfer of services to the incoming office.

- **By-election**
  It takes place when a member of the executive board ceases to be a member due to:

  1. Indecisions;
  2. The démission;
  3. Radiation;
  4. Unconsciousness or for any reason décidé by the assembled eg eneral.

Prior to the by-election, the National Executive Board shall temporarily appoint a person to act as a vacant position.

**Article 26: Eligibility and right to vote**

Only members who are members of their dues are entitled to vote.

Any electoral member with a proven social work qualification may be a candidate in the National Executive Board elections.

**Article 27: Election Procedures**

The ballot is secret.

The electoral process will take place during the Annual General Meeting corresponding to the expiry of the mandate of the outgoing office. All applications for vacancies will be made by:

- An application letter containing the objective and the program of action of detailed;
Photocopy of the card of national identity é or valid passport;

A resume of detailed

A criminal record

Two photos of identity ed

An application that does not respect the conditions mentioned above, will be canceled outright. Applications will be submitted to the General Secretariat and two weeks before the AGM.

Each candidate will have 30 minutes of presentation on his program of activity in order to convince his voters.

**FINANCIAL ADMINISTRATION**

**Article 28: Resources**

The resources of the AGTS are:

- The contributions of its members;

- The income obtained from activity reports or services rendered;

- Donations and bequests;

- Other resources that are not prohibited by the laws in force.

**Article 29: Bank account**

The AGTS bank account will be opened in a bank accredited in Guinea. Any form of money from the AGTS will be housed in the association's account. All bank checks shall be signed under the jurisdiction of the Executive Board on behalf of AGTS by the Treasurer and the President and at regional level the Treasurer and the Secretary General shall be signatories.

Copies of incoming and outgoing receipts must be filed with the Treasurer by the Treasurer.

**Article 30: Appointment of Statutory Auditors**
The four auditors are appointed to the General Assembly and continue until the incoming Executive Board is installed. It is up to the GA to confirm or replace them. Flat-rate bonuses will be granted to them by the AGTS and a roadmap will be established for its operation.

**Article 31: Code of ethics**

The AGTS has a code of ethics which, after adoption, will be given to all members of the association to serve as a guide in the exercise of social work.

The code of ethics is revised every three years. Any amendment shall take effect after it has passed by a majority of two-thirds of the voting members present at the General Assembly.

The revised code of ethics is duplicated and given to all members of the AGTS.

**Article 29: Amendment of the Constitution**

The initiative for the revision (amendment, modification or addition) of these Statutes belongs to the National Executive Board.

The draft revision does not become effective until after its vote at the General Assembly with the majority of two-thirds (2/3) of the voting members.

The revision of the number of terms of office of the National or Regional Executive Bureau is not on the agenda.

**Article 25: Dissolution of the Guinean Association of Social Workers (AGTS)**

AGTS or its branches in the regions can be dissolved only after the vote of two-thirds (2/3) of the voting at the Meeting called for this purpose.

In the event of dissolution, AGTS 'own assets and funds will be transferred to one or more organizations pursuing the same objectives.

**THE MINUTES OF THE GUINEA ASSOCIATION OF SOCIAL WORKERS (AGTS)**

Conakry, 10 January 2016
We members of the Guinean Association of Social Workers (AGTS), meeting in a General Assembly under the chairmanship of Mr. Mohamed Suzane Camara, have decided to work together in favor of an active participation in social work, social emancipation, the promotion of Social justice and respect for human rights in the Republic of Guinea. It is in this respect that the draft legal documents governing the said association have been examined after discussion and amendments to the organic texts, namely:

- The statutes and regulation s inte laughing s have adopted e t y e d e a the majority of the voting members bсолue.
- The code of e ontology
- The concept note.

During this meeting, instructions were given to the Executive Board to conduct the process of integrating the AGTS into the International Federation of Social Workers (FITS)

The meeting was closed and adjourned at 4:15 pm.

SECRETARY GENERAL PRESIDENT

Mr Mamadou Alpha Kourouma Mr Mohamed Suzane Camara

LIST OF AGTS MEMBERS

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<td>Salifou Yarie Sylla</td>
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