

CATHOLIC WOMEN'S ASSOCIATION (CWA) CAMEROON

STATUTES AND BYLAWS

PREAMBLE

In answer to the universal call of the lay faithful to holiness (cf. Vatican II, Dogmatic Constitution on the Church *Lumen Gentium*, n. 39; Decree on the Apostolate of the Lay People, *Apostolicam Actuositatem*, nn. 5-11), and under the initiative of Mama. Anna Foncha, an association of Catholic women was formed in Buea in 1964, in the then Diocese of Buea, Cameroon, that now comprises the Ecclesiastical Province of Bamenda. With the ecclesiastical approval given by His Lordship Jules Peeters, the Bishop of Buea at the time, the association was aimed at helping women to respond to this call and also cater for the needs of the local Church.

From its beginning, this ‘*wonderful gift*’ of God to his people, like a mustard seed, has grown into a mighty tree that now shades the Catholic women throughout the length and breadth of Cameroon and beyond. The small group of about ten women in 1964 in Buea has now extended to over eighteen thousand women in all the Ecclesiastical Provinces of Cameroon and beyond. However, the Ecclesiastical Province of Bamenda, Cameroon, remains the Seat of CWA and the Bamenda Provincial Episcopal Conference (BAPEC) is the Competent Ecclesiastical Authority as far as the association is concerned.

The association is organised from parish-based Branches, through Zones and Divisions in a given Diocese under the diocesan Bishop. Beyond the Diocese, it is organised at the Ecclesiastical Province level. At the General level, a General Executive is charged with the leadership of the association under the Bamenda Provincial Episcopal Conference (BAPEC) as the Competent Ecclesiastical Authority.

It has been a long, yet steady journey over the years. Membership continues to grow as members strive to bring more women into the association. Today the Catholic women are even more convinced about their daily efforts to answer the call to be holy, bound by their commitment and love for the Church and their desire to serve the Church and society, in accordance with the Apostolic Exhortation of Pope John Paul II, *Christifideles Laici*, nn. 16-17.

These Statutes are prepared in compliance with Canons 298-329 of the Code of Canon Law governing associations of Christ's Faithful in the Church, and are presented by the women to be used for the proper functioning of the association.

PART ONE STATUTES

ARTICLE I

1. **NAME**
The association shall be called Catholic Women's Association (CWA) Cameroon.
2. **NATURE**
 - a) It is a Lay Private Association of Christ's Faithful, governed by canons 321-326 of the Code of Canon Law.
 - b) It is a non-profit making and apolitical association in the Catholic Church.
3. **MOTTO**
To serve and not to be served (cf. *Mt 20:28*).
4. **PATRON SAINT**
The Patron Saint of CWA is the Blessed Virgin Mary, under the title of "*Our Lady of the Immaculate Conception*," whose solemnity falls on 8 December.

ARTICLE II OBJECTIVES OF THE ASSOCIATION

1. To achieve a true renewal of the spirituality of its members founded on Baptism in answer to the universal call to holiness (cf. Vatican II, Dogmatic Constitution on the Church *Lumen Gentium*, n. 39).
2. To translate this spirituality into action through "*works of the apostolate, such as initiatives for evangelisation, works of piety or charity, and those which animate the temporal order with the Christian spirit*" (canon 298 §1).
3. To enable members to model their lives after the lifestyle of the Blessed Virgin Mary, the Patron Saint of CWA.
4. To provide special education and training for members in social development activities and family life in order to enhance their contribution to the integral development of the person and of society.

ARTICLE III MEMBERSHIP

1. Membership of CWA shall be open to all baptised Catholic women who have completed 18 years of age, single or married, literate or illiterate.
2. Upon completion of a formative and probationary period of at least one year, an aspiring member may be dedicated.
3. Members who are not yet dedicated should strive to become dedicated.

ARTICLE IV STRUCTURE

1. CWA shall be organised according to the following levels:
 - a) Branch Level
 - b) Zonal Level
 - c) Divisional Level
 - d) Diocesan Level
 - e) Provincial Level
 - f) General Level
2. A Branch shall be the basic organ within a parish. It shall comprise at least ten (10) and at most twenty (20) registered members, with 9 elected officials.
3. A Zone shall comprise at least three (03) recognised Branches in a parish or parishes, with 12 elected officials.
4. A Division shall comprise at least three (03) recognised Zones in a parish or in an area, depending on the vastness of the area, with 12 elected officials.
5. a) A Diocese shall comprise at least three (03) Divisions under a given local Ordinary, with 12 elected officials.
b) Wherever the Diocesan Level does not yet exist, the highest level in that area shall act as such.
6. The Provincial Level shall comprise the whole association in a given Ecclesiastical Province, with 12 elected officials.
7. The General Level shall comprise the whole association in Cameroon and beyond, with 13 elected officials and a number of co-opted members according to the number of Provinces outside Cameroon.
8. The 13 elected members should be resident in Cameroon.
9. CWA outside Cameroon: The association may be formed in any country outside of Cameroon, but it must function in accordance with the Statutes and Bylaws of CWA Cameroon. However, the Bylaws could be adapted to the situation of the Church in each particular country with the approval of the General Executive and in consultation with BAPEC.

ARTICLE V ADVISORY COUNCIL

1. There shall be two (02) Advisory Councils in CWA, namely, the Diocesan and the General Advisory Councils.
2. Each Advisory Council shall comprise six (06) members as follows:
 - Five (05) CWA members,
 - The National Chaplain
3. Proposals of the five (05) CWA members into the Diocesan Advisory Council shall come from the Branch through the Zone to the Division. Proposals into the General Advisory Council shall be done at a Diocesan Enlarged Executive Meeting and forwarded to the General Animators, who will forward them to the General Chaplain.

ARTICLE VI OFFICIALS

The Leadership of CWA, which is directly responsible to BAPEC as the Competent Ecclesiastical Authority, is constituted as follows:

- A.** At the Branch Level, the executive shall comprise the following:
 - 1. President,
 - 2. Vice President,
 - 3. Secretary,
 - 4. Vice Secretary,
 - 5. Treasurer,
 - 6. Financial Secretary,
 - 7. Publicity Secretary/Social Secretary,
 - 8. Auditor (01),
 - 9. Adviser (01), and
 - 10. Chaplain (Ex-officio member, who shall be the Parish Priest or his Assistant).

- B.** At the Zonal and Divisional Levels, the executive shall comprise the following:
 - 1. President,
 - 2. Vice President,
 - 3. Secretary,
 - 4. Vice Secretary,
 - 5. Treasurer,
 - 6. Financial Secretary,
 - 7. Publicity Secretary,
 - 8. Social Secretary,
 - 9. Auditors (02),
 - 10. Advisers (02), and
 - 11. Chaplain (Ex-officio member, who shall be appointed by the Competent Ecclesiastical Authority).

- C.** At the Diocesan Level, the executive shall comprise the following:
 - 1. President,
 - 2. Vice President,
 - 3. Secretary,
 - 4. Vice Secretary,
 - 5. Treasurer,
 - 6. Financial Secretary,
 - 7. Publicity Secretary,
 - 8. Social Secretary,
 - 9. Auditors (02),
 - 10. Advisers (02),

11. Animator (Ex-officio member, who shall be appointed by the local Ordinary),
and
12. Chaplain (Ex-officio member, who shall be appointed by the local Ordinary).

D. At the Provincial Level, the executive shall comprise the following:

1. President,
2. Vice President,
3. Secretary,
4. Vice Secretary,
5. Treasurer,
6. Financial Secretary,
7. Publicity Secretary,
8. Social Secretary,
9. Auditors (02),
10. Advisers (02),
11. Animator (Ex-officio member, who shall be appointed by the Provincial Episcopal Conference), and
12. Chaplain (Ex-officio member, who shall be appointed by the Provincial Episcopal Conference).

E. At the General Level, the executive shall comprise the following:

1. President,
2. Vice Presidents (2),
3. Secretary,
4. Vice Secretary,
5. Treasurer,
6. Financial Secretary,
7. Publicity Secretary,
8. Social Secretary,
9. Auditors (02),
10. Advisers (02),
11. Ex-officio members corresponding to the number of Provinces outside Cameroon,
12. Animators (2) (Ex-officio members, who shall be appointed by BAPEC as the Competent Ecclesiastical Authority), and
13. Chaplain (Ex-officio member, who shall be appointed by BAPEC as the Competent Ecclesiastical Authority).

F. At all levels of the association, the executive shall appoint members in charge of liturgy and ecumenism, respectively, from within or out of the executive.

ARTICLE VII

HEADQUARTERS/SECRETARIAT

1. The Headquarters of the association shall be in Bamenda.

2. The General Secretariat of the association shall be in the Archdiocese of Bamenda, precisely in Bamenda Town with detailed postal address, email, telephone, and website.
3. The Secretariat shall have a full-time bilingual and a computer-literate secretary.
4. Other workers shall be employed as need arises.

ARTICLE VIII TERM OF OFFICE

1. The term of office in CWA shall be three (03) years for an elected member to any voted post, renewable ONCE only.
2. A member shall serve in a given executive for no more than three (03) terms, that is, at most nine years.
3. A member shall not hold more than one executive post at the same level of the association. However, she may hold at most two executive posts, each at a different level of the association.
4. Ex-officio members of the Diocesan, Provincial and General Executives shall have a term of three (03) years, whose renewal will be determined by the Bishops of the Dioceses, the Provinces, and the Bamenda Provincial Episcopal Conference, respectively.
5. In case of vacancy (death, declared or observed invalidity, resignation, suspension or expulsion) in the executive at any level of the association, the following shall obtain:
 - a) If the vacancy occurs in the post of President or Secretary, the Vice shall take over and the executive, upon recommendation of the Adviser(s) and the Chaplain, shall appoint someone to replace the latter.
 - b) If the vacancy occurs in a post that does not have a Vice, the Executive, upon the recommendation of the Adviser(s) and the Chaplain, shall appoint someone to occupy the post.
 - c) A member thus appointed shall complete the term of office, and will be eligible for a normal term (terms) of office in the association.

ARTICLE IX MEETINGS/CONFERENCES/CONGRESSES/GENERAL ASSEMBLIES

1. At the Branch Level, meetings shall be held ONCE every week (in the mission compound and, if not possible, elsewhere with the permission of the Parish Priest).
2. At the Zonal Level, meetings shall be held ONCE every four months.
3. At the Divisional Level, meetings shall be held TWICE a year, i.e., ONCE every six months.
4. At the Diocesan Level, meetings shall be held ONCE a year. They shall alternate between general meetings and conferences.
5. At the Provincial Level, meetings shall be held ONCE every eighteen months.

6. At the General Level, meetings shall be held ONCE every three years.
7. An Extraordinary General Congress shall be convened when need arises.
8. An Enlarged General Executive Meeting shall be held once a year and when need arises.
9. The Advisory Council shall meet when need arises.
10. Work plans at all levels (except at the General Level) shall be drawn up yearly and shall indicate dates and venues of all Executive Meetings.

ARTICLE X FINANCES

1. The association shall aim at becoming self-reliant.
2. The finances of the association shall comprise dues, levies, donations, gifts and grants, sales of articles and any other income-generating activity carried out by the association.
3. Each member shall pay yearly dues of 3 000 Francs CFA between 1 January and 31 March.
4. The dues shall be disbursed as follows:
 - a) 30% shall go to the General Fund (20% for the functional budget and 10% for the investment budget. From the money destined for the investment budget, 100 Francs CFA per member shall be taken from all members within the national territory of Cameroon and paid to the National Chaplaincy for Lay Apostolates at the National Episcopal Conference of Cameroon);
 - b) 10% shall go to the Provincial Fund; and
 - c) 60% shall go to the Diocesan Fund.
5.
 - a) CWA outside Cameroon shall pay annual dues of 20 000 Francs CFA per member to the General Fund.
 - b) All financial transactions between the General Executive and CWA outside Cameroon must respect the financial regulations in force.
6. The signatures pertaining to the financial aspects of the association shall be those of the current President, the Treasurer, and the Financial Secretary. The three signatories constitute the Project Committee.
7.
 - a) Where a project is being carried out, the project account shall be managed separately from the running account of the association and a financial statement shall be submitted. The project account shall be checked and verified quarterly by the Auditors of the level concerned.
 - b) A Project Manager, charged with the responsibility of managing project costs, revenue, billing, planning, monitoring and analysis, shall be engaged to work with the Project Committee.
 - c) The Project Manager shall track all project income and expenditure and analyse financial details in connection with the project.
8. The income of the Branch, Zonal, Divisional, Diocesan, Provincial and General Levels shall be lodged in a credible financial institution.

9. The expenses of the Diocesan and General Advisory Councils shall be determined by the Diocesan and General Executives and covered by the Diocesan and General Funds respectively.

ARTICLE XI ELECTIONS

1. All elections shall be by secret ballot.
2. Only dedicated members, who are regular at CWA meetings, committed Catholic women, and free from moral doubt, shall hold posts in the executive of the association.
3. Proposals to any post of responsibility in the executive shall be done at the last Annual General Meeting (AGM) of the next lower organ of that term supervised by the Chaplain.
4.
 - a) As far as elections at the General Level are concerned, once the proposals from a given Diocese have been approved by the diocesan Chaplain and the Bishop, the General Chaplain shall compile all the names and present them to the President of the Bamenda Provincial Episcopal Conference (BAPEC) as the Competent Ecclesiastical Authority.
 - b) At the lower levels, in consultation with the Competent Ecclesiastical Authority, caution shall be duly exercised to see to it that the choice of the women with regard to the proposals is respected.
 - c) The final list of candidates for elections at all levels shall necessarily carry the name and signature of the Competent Ecclesiastical Authority who approved it as well as the place and date of approval.
 - d) A qualified candidate can be elected in absentia depending on the reason for which she is absent.
5. Elections at every level of the association shall follow the structure of the association (from General to Branch Levels) and shall be completed by the month of December following the General Congress.

ARTICLE XII AFFILIATION

1. Catholic Women's Association is a member (with full rights) of the World Union of Catholic Women's Organisations herein referred to as WUCWO and is also free to be affiliated to any other Catholic International Organisation on the recommendation of the Competent Ecclesiastical Authority.
2. The WUCWO Board member of CWA shall be elected at the General Congress.
3. In case of emergency, the WUCWO Board member shall be elected in an Enlarged General Executive Meeting.

ARTICLE XIII CORRESPONDENCE/DOCUMENTATION

1. The General Executive alone shall enter into correspondence with any International Organisation, e.g., WUCWO or third parties, on behalf of the entire association.
2. Only the General Executive shall print any documents on behalf of the association.

ARTICLE XIV SANCTIONS

Members who do not work in the spirit of CWA and within the general provision of the association shall be suspended or excluded from CWA, according to the norms laid down by the association.

ARTICLE XV LANGUAGE

CWA shall have two (02) working languages – English and French.

ARTICLE XVI AMENDMENTS

1. All proposed amendments shall be given in writing and shall be forwarded to the General Secretariat not less than one (1) year before the General Congress.
2. An Amendment Committee shall be set up at least six (6) months before the General Congress to examine these proposals and send out a draft to the Dioceses at least three (3) months to the Congress.
3. The Statutes can be amended only at a General Congress by at least a 2/3 majority of those present.
4. All amendments approved at the General Congress shall come into effect after the approval of the Bamenda Provincial Episcopal Conference (BAPEC) as the Competent Ecclesiastical Authority.

ARTICLE XVII DISSOLUTION

1. The association shall only be dissolved on the recommendation of at least 2/3 of members present at a General Congress with the consent of the Bamenda Provincial Episcopal Conference (BAPEC) as the Competent Ecclesiastical Authority.
2. In case of dissolution, the assets and liabilities of the association shall be taken over by the Competent Ecclesiastical Authority.

PART TWO BYLAWS

BYLAW I OBJECTIVES

1. To form an association of Catholic women that will foster the spiritual growth of its members by giving them doctrinal and biblical formation.
2. To establish a link between Catholic women and the Church's Hierarchy and to represent women in matters relating to the Catholic Church at all levels.
3. To make women more aware that they belong to the Church and for this reason should be actively involved in Church affairs from the family through the Small Christian Communities, and should work hand in hand with the Church's Hierarchy.
4. To enable members to contribute to the growth of the parishes where they are, by actively participating in all parish activities, e.g., fund raising, church cleaning/decoration, parish receptions, etc.
5. To work towards improving the standard of church attendance and the worthy reception of the Sacraments by members.
6. To help support the clergy, seminarians, religious and catechists spiritually and materially.
7. To pray for one another and offer Masses during Easter, Solemnity of All Saints, Commemoration of All Souls, Christmas and all the Feast Days of the CWA for the spiritual and material well-being of members.
8. To take active part in retreats organised by the parish and in spiritual courses, retreats and recollections organised for members.
9. To foster the spirit of Christian charity among members through visiting and caring for the sick, the needy, and the imprisoned both spiritually and materially, organising and keeping wake on the occasion of the death of a member, a member's husband, child, parents, parents-in-law and siblings.
10. To improve the intellectual and general knowledge of the women through organising courses on topics such as adult education, children's welfare, cookery, sewing and knitting, gardening, first aid, cures and prevention of some common ailments, behaviour at social functions and parties, drama, games, family life education and empowerment of women.
11. To initiate and carry out income-generating projects by women in their groups for financial empowerment.
12. To rejoice with fellow members in regular situations in case of birth, particular successes in life, anniversaries, etc.

BYLAW II MEMBERSHIP

1. Membership in CWA shall depend on attendance at meetings, participation in CWA activities and payment of dues.
2. In case of transfer a member shall present a transfer certificate duly signed by the Branch President, Secretary and Financial Secretary.
3. A member, who is absent from the association for a period of over one (01) year without a valid excuse, shall be advised to withdraw.

BYLAW III FUNCTIONS OF THE EXECUTIVE

A. THE PRESIDENT (BRANCH, ZONE, DIVISION, DIOCESE)

She shall:

1. Call and preside over general and other meetings.
2. Plan all activities of the association, together with the executive, and follow their effective execution at her level.
3. Visit, at least once a year, the other groups under her jurisdiction with her executive.
4. Represent the association wherever need be.
5. Give a comprehensive report of the association at meetings and other levels when need arises.
6. Ensure the on-going Catholic formation of her members in collaboration with the Chaplain.
7. In collaboration with the executive, set up commissions for various needs, such as Liturgy, Ecumenism, etc.
8. Ensure the strict respect of the Statutes and Bylaws of the association and its hierarchy within her area of jurisdiction.

B. THE PROVINCIAL PRESIDENT

In addition to the above (functions listed in A), she shall:

1. Keep in touch with the Presidents in all the Dioceses in her Province.
2. Ensure the implementation of the decisions of the Provincial Meeting/General Congress.
3. Foster and maintain a link with the General Executive.
4. Foster and maintain a link with the Provincial Episcopal Conference.
5. Follow up and ensure the growth and proper functioning of the association in the Province.

C. THE GENERAL PRESIDENT

In addition to the above (functions listed in A), she shall:

1. Keep in touch with the Presidents of all the Provinces/Dioceses without a Provincial Structure and with CWA outside Cameroon.
2. Ensure the implementation of the decisions of the General Congress.
3. Foster and maintain a link with the Bamenda Provincial Episcopal Conference and with the National Episcopal Conference.
4. Ensure the implementation of the WUCWO Priorities.

D. THE VICE PRESIDENT

She shall:

1. Deputise for the President in the latter's absence.
2. Assist in chairing meetings.
3. Work in close collaboration with the President.

E. THE SECRETARY

She shall:

1. Write and keep all the minutes of the association, executive meetings and general assemblies in good English or French.
2. Draft all correspondences between the CWA Executive, assemblies and other organs and present them to the President for approval and signature.
3. Work in close collaboration with the President.
4. Keep all the updated records of enrolment into CWA of her area of jurisdiction and send a copy to the archives.
5. With the President, draw up the agenda for meetings.
6. Submit reports as may be required and share responsibility with the Vice Secretary.

F. THE VICE SECRETARY

She shall:

1. Assist the Secretary in her functions.
2. Take over the duties of the Secretary when the latter is absent.

G. THE TREASURER

She shall:

1. a) Receive from the Financial Secretary and immediately deposit in the appropriate diocesan account the money of the association.
c) Present evidence at the next meeting of all transactions carried out since the last meeting.
2. Keep a strict and accurate account of all income and expenditure backed by the relevant receipts.

H. THE FINANCIAL SECRETARY

She shall:

1. Request and collect the various dues required from members as well as other income for the association and immediately hand this over to the Treasurer against a receipt.

2. Keep a strict, accurate and up-to-date record of all the income of the association.
3. Give a financial statement at every meeting and render a written account quarterly.
4. Notify those who owe any dues of the association.
5. Work with the Treasurer to present a Balance Sheet annually and submit the records for auditing.
6. Help the various levels of the association to prepare budgets on an annual basis.

I. THE PUBLICITY SECRETARY

She shall:

1. Initiate and publicise all the activities of CWA under the directives of the President and the Secretary.
2. Participate in the writing of the Newsletter as well as encourage members to contribute articles to the Newsletter.
3. At the General Level, be a member of the CWA Editorial Board.

J. SOCIAL SECRETARY

She shall:

1. Organise or coordinate, following the general plan of the association, social days or evenings for the members of CWA.
2. Act as Discipline Mistress (Chief Whip) to ensure order and animation during meetings.
3. Organise the cleaning of meeting places and other places utilised by the association.
4. Act as Timekeeper.

K. THE ADVISERS

They shall:

1. Advise at all levels on spiritual and moral issues (when need arises).
2. Advise on discipline, planning and organisation of special occasions and programmes.

L. AUDITORS

They shall:

1. Control the management of CWA accounts, so that they are done following the basic rules of accounting.
2. Audit the records of the Treasurer and the Financial Secretary quarterly and whenever they deem it necessary without any prior notice.
3. Present at meetings, with the approval of the President, a reconciled statement of the Financial Secretary and Treasurer.
4. At the request of the executive, invite external auditors to audit the accounts of the association.

M. CHAPLAINS

They shall:

1. Be responsible for the planning and execution of the on-going Christian formation of members in collaboration with the executive.
2. Guide and foster the spiritual growth of CWA by providing spiritual enrichment to the life of the members at the respective levels.
3. Meet at least once every year with the General Chaplain to prepare the spiritual journey for the women for a coordinated spiritual direction.

N. THE ANIMATORS

1. They shall exist exclusively at Diocesan, Provincial and General Levels.
2. In accordance with the approved programme of the association they shall:
 - a) Visit groups to inspire, give encouragement and coordinate their work.
 - b) Organise and execute leadership courses, workshops, education and training courses (with the President and Executive).
 - c) Have accurate records and statistics of all Branches, Zones, Divisions, and Dioceses to facilitate their work.
 - d) Meet with the General Animators at least once a year to plan their work.
 - e) Help the women to set up income-generating projects and follow up the technical part.
 - f) Present a report to the Executive/association annually at their level of operation.
3. Animators who are not CWA members shall be Project/Social Managers.

O. LITURGIST

Takes charge of all liturgical activities (Mass, prayers, dressing of the altar, etc.) under the supervision of the Chaplain.

P. ECUMENICAL REPRESENTATIVE

She acts as a liaison person between CWA and all other ecumenical groups and in the organisation of all ecumenical activities within CWA.

**BYLAW IV
ADVISORY COUNCIL**

It shall:

1. Comprise seven (07) members, namely, five (05) CWA members, one (01) Priest and one (01) Religious each at the Diocesan and General Levels.
2. Among its members get a chairperson and a secretary and the convenors shall be the Diocesan or General Executive at the respective levels.

3. Meet when need arises, e.g., to advise, encourage, make recommendations and resolve disputes.
4. Channel unresolved matters at the Diocesan Level to the General Advisory Council and at the General Level through the General Executive to the Competent Ecclesiastical Authority.

BYLAW V HEADQUARTERS

The Headquarters of CWA shall be in Bamenda.

BYLAW VI THE GENERAL SECRETARIAT

The general secretariat shall have a full address and post box known to the women, a website and internet facilities.

1. The secretary shall be bilingual and computer-literate.
2. She shall be employed upon the recommendation of the General Executive.
3. The Office of the General Animators shall be attached to the General Secretariat.

BYLAW VII MEETINGS

1. Members who fail to attend meetings, conferences and congresses, at their respective levels of the association shall pay the levies expected from them.
2. At the Branch Level meetings shall be held ONCE every week (in the mission compound and, if not possible, elsewhere with the permission of the Parish Priest), at the Zonal Level ONCE every four months, at the Divisional Level ONCE every six months, at the Diocesan Level ONCE a year, at the Provincial Level ONCE in eighteen months and at the General Level ONCE every three years.
3. CWA members visiting abroad can attend CWA meetings in any branch but should not give any instructions or advice contrary to the Statutes and Bylaws of the association.
4. Delegates to international meetings must be those who can validly represent the association.
5. At Branch, Zonal and Divisional Levels, all members shall attend general meetings.
6. At Diocesan Level, all the Diocesan Executive members, all Divisional Executive members, Zonal Presidents and Secretaries, Branch Presidents, the members of the Diocesan Advisory Council, any General Executive member and WUCWO Board member present in that Diocese shall attend meetings.

7. At Provincial Level, all Provincial Executive members, all Diocesan Executive members, Divisional Presidents and Secretaries, Zonal Presidents, and the General Executive members present in that Province shall attend meetings.
8. At the General Level, all the General Executive members, all the Provincial Executive members, all the Diocesan Executive members, Divisional Presidents, members of the General Advisory Council and the WUCWO Board member shall attend meetings.
9. Executive and Enlarged Executive Meetings shall be attended by elected officials of that level and those deemed necessary by the Executive.
10. At every level, reports must be submitted as required.

BYLAW VIII FINANCES

MANAGEMENT OF FUNDS

1.
 - a) At every level of the association, an enlarged executive shall meet to draw up the budget.
 - b) The budget shall be presented at the general meeting of each level for adoption.
2. The preparation of these budgets shall cover the following subheadings:
 - a) Dues
 - b) Secretariat
 - c) Documentation
 - d) Communication
 - e) Vocational Fund
 - f) Transport
 - g) Ordination/Final Profession
 - h) Gifts (for the Diocesan, Provincial and General Levels only)
 - i) International Contributions (for the General Executive only)
 - j) Feeding
 - k) Miscellaneous
 - l) Depreciation
 - m) Reserves, etc.
3. Social and charitable activities shall be first and foremost spiritually oriented; if any expenditure at all, it should be very minimal.
4. All gifts (in cash or kind) local or from abroad received in the name of the association shall be duly declared and used for the purpose for which they were solicited or simply offered. These should be duly acknowledged to the donors.
5. The Execution Commission shall comprise the following members:
 - a) The President
 - b) The Treasurer
 - c) The Financial Secretary
 - d) The Animator

6. The Execution Commission shall meet every three months to compare budget realisation and other financial reports.
7. The Execution Commission shall hold an evaluation meeting after every huge expenditure or event to reconcile financial statements.
8. The 7 October and 8 December special collections for the purposes of CWA shall remain at the Branch Level and be registered as part of the budget to be spent. The WUCWO Day of Prayer collection shall be forwarded to the General Fund for onward transmission.
9. Income at all levels shall be duly entered in the cash book and a receipt issued for all money received.
10. Expenses shall be approved at each level by the President, Treasurer and Financial Secretary, backed by authentic receipts, and duly entered in the cash book.
11.
 - a) All profit realised from income generating projects shall be presented during executive and general meetings at the respective level.
 - b) The Financial Secretary at every level shall prepare quarterly financial reports and present them to the Executive of her respective level, along with a statement of account from the financial institution in which the money of the level concerned is lodged, for study and appraisal.
 - c) Where income generating projects exist, the Project Manager in collaboration with the Financial Secretary and Auditor(s) shall present quarterly and yearly project reports. Reports shall be backed by copies of necessary documents and shall be disseminated to all who have contributed towards the project.
12.
 - a) Capital Investment shall be separated from all other income and expenditure.
 - b) Depreciation shall be calculated on all fixed and moveable assets of the CWA, so that at any point in time the actual value of the assets shall be known.
 - c) A reserves account shall be kept from the income realised, in order to build a good foundation for CWA Cameroon and for future use.
13. All assets of the CWA shall be codified, listed and presented to members during meetings at all levels. At the General Level, the assets shall be presented according to the various Dioceses.
14. All financial documents of the CWA shall be properly filed at all levels in order to preserve vital financial information and facilitate proper handing over.
15. The Auditors of the General Level shall audit the Provincial Level; the Auditors of the General and Provincial Levels shall audit the Diocesan Level; the Auditors of the Diocesan Level shall audit the Divisional Level; the Auditors of the Divisional Level shall audit the Zonal Level; and the Auditors of the Zonal Level shall audit the Branch Level once a year in the month of May.
16. An external, objective and independent audit firm shall be engaged to audit the accounts of the General Level once a year in the month of June.
17. The audit report(s) of each level shall be presented during executive and general meetings/conference/congress as the case may be.

BYLAW IX

ELECTORAL OFFICERS

1. The Chaplain and other Priests and Religious present shall conduct the elections.
2. They shall be assisted by the Animator.
3. They can call upon some members of the association to assist them in the electoral process.

BYLAW X ELECTIONS

1. Elections shall only be held when there is a quorum of at least 2/3 of all the expected members at any given level.
2. For all the posts a simple majority of the votes cast shall be required.
3. For the levels where more than one Adviser and Auditor are needed, the first two names that have the highest votes would be considered voted into the executive.
4. To be eligible for elections at the different levels a member must have served the following lengths of time:
 - a) At the Branch Level, 3 years except for newly created branches.
 - b) At the Zonal Level, 5 years.
 - c) At the Divisional Level, 7 years.
 - d) At the Diocesan, Provincial and General Levels, at least 10 years, except for Dioceses that have existed for less than 10 years.
5.
 - a) After elections there shall be an official handing over and the installation of the new executive within one (01) month in a special ceremony to be arranged at local level.
 - b) All property of the association shall be handed over during the handing over ceremony.

BYLAW XI VOTING RIGHTS

1. At all levels voting rights shall be according to numerical strength and by those represented at congress (or general meeting) who have paid their dues.
2. At the General Level, for every 100 members of a Diocese there will be one voting right. If the remainder of the members is at least 50 members, an additional 01 vote would be allotted.
3. At the Provincial Level, for every 50 members of a Diocese there will be one voting right. If the remainder is at least 25 members, an additional 01 vote would be allotted.
4. At the Diocesan Level, for every 25 members of a Division, there will be one (01) voting right. If the remainder is at least 13 members, an additional 01 vote would be allotted.
5. At the Divisional Level, for every 15 members of a Zone there will be one (01) voting right. If the remainder is at least 08 members, an additional 01 vote would be allotted.

6. At the Zonal Level, for every 3 members of a Branch there will be one (01) voting right.
7. At the Branch Level, all members have voting rights.
8. In a case where there are many candidates, elections shall be done in two rounds. The first round shall select the first three candidates. Then the second round shall retain the one who has the highest number of votes cast. Otherwise, it shall be decided by a simple majority.

BYLAW XII FEAST DAYS

1. The Solemnity of the Immaculate Conception of the Blessed Virgin Mary (8 December) shall be celebrated as the CWA General Feast Day.
2. The Memorial of Our Lady of the Rosary (7 October) shall be celebrated as the CWA General Day of Prayer.
3. The Solemnity of the Assumption of the Blessed Virgin Mary (15 August) and the Solemnity of the Immaculate Conception of the Blessed Virgin Mary (8 December) shall be the days for the dedication of new members. The Solemnity of the Immaculate Conception of the Blessed Virgin Mary shall be the day for renewal of dedication.
4. All levels of the association from Branches to Provinces shall take their names from any Marian title of their choice and may celebrate it as their Branch, Zonal, Divisional, Diocesan or Provincial Feast Day.

BYLAW XIII UNIFORM

1. The uniform shall be white polyester, short sleeve V-neck blouse without buttons or a zip, with “Maria wrappers” and a head-tie of the wrapper material, with white shoes, white beads (of a single layer), white earrings if these are to be worn, a black, white or CWA handbag and a white or navy blue pullover if it is to be worn, and a CWA Badge.
2. Although the uniform is paid for by the individual member, it remains the property of the association and shall be withdrawn by the Arbitration Committee from a member who fails to live up to its objectives.
3. Members shall wear the uniform during General, Provincial, Diocesan and Divisional meetings and on special occasions to be specified by the Diocesan Executive, e.g., religious occasions, ecumenical services, marriages of members and of their children.
4. The uniform shall also be worn during the funerals of members, of members’ husbands, parents, parents-in-law, children, brothers and sisters, and of the Clergy and Religious.
5. The CWA uniforms shall not be given to new members until their dedication into the association is accomplished. Therefore, uniforms can only be bought for members by Branch Presidents through the CWA Hierarchy.

6. Non-dedicated members shall wear the CWA blouse with a wrapper of blue or dark colour and a head-tie of the same wrapper material.
7. The Jubilee “Kaba” (social uniform) shall be worn at all social activities including wake-keeping. Members without the Jubilee “Kaba” shall wear a simply-designed “Kaba” of their choice with a blue headscarf.

BYLAW XIV

A. THE EMBLEM

1. The Emblem of the association shall be a cross in a circle with the abbreviation CWA in it, then the Greek letters **A** (Alpha) and **Ω** (Omega) and the dove with the peace plant in its beak and the gong, all these enclosed in a circle.
2. The symbols in the Emblem are:
A (Alpha) which stands for Christ who is the beginning;
Ω (Omega) which stands for Christ who is the end;
The Dove with the peace plant stands for peace and hope;
The Gong stands for the proclamation of the Good News;
The Circle is a symbol of unity;
The Cross is a symbol of salvation and Christ-like service.

A. CWA BADGE

The CWA Badge shall be owned by each member and may be worn at all times.

B. MEMBERSHIP CARD

1. Every regular member shall own a membership card and pay her dues between 1 January and 31 March every year.
2. The membership card shall be designed to last for 5 years, with spaces for a passport-size photograph and signature.
3. A disabled member or one who is above 80 years of age and is unable to pay her dues shall benefit from all the privileges of the association.

C. CWA DAILY PRAYER/ANTHEM

The CWA Daily Prayer shall be said and the Anthem sung in English or French before every meeting at all levels. The Anthem shall be sung at the Funeral Mass or burial of a member.

D. DEDICATION

1. Only members who have undergone the required probationary period of at least one year and who have passed the doctrinal formation test shall be admitted for dedication.
2. The preparation shall be followed up by the Chaplain, who will also administer the test. He can be assisted by a mandated CWA member(s).
3. The General Executive shall design Dedication and Transfer Certificates.

BYLAW XV SANCTIONS

1. There shall be an Arbitration Committee at the Divisional and Zonal Levels comprising the following:
 - a) Two responsible members of CWA chosen by the executive;
 - b) Divisional or Zonal President;
 - c) Divisional or Zonal Advisers;
 - d) A Priest;
 - e) Branch President.
2. Members at all levels of the association, who do not work in the spirit of CWA, shall be subject to advice and/or discipline, suspension or expulsion.
3. Members, who absent themselves from meetings for four (04) consecutive times without a reasonable excuse, shall be subject to a fine of 1 000 Francs CFA. After that, if there is no change, they shall be served warning letters; and if after three (03) months there is no change such members shall be expelled.
4. Members, who come late, disturb or leave meetings before time, shall be subject to advice and/or discipline with a fine of 50 to 100 Francs CFA.
5. Members, who are only “uniform members,” shall be subject to advice and/or discipline.
6. Dioceses, which do not pay their dues completely by 31 March, may not:
 - a) Propose candidates for General Elections;
 - b) Vote or be voted for at congress;
 - c) Propose amendments at congress.
7. In case the dues are not paid for two consecutive years, the Diocese concerned shall be considered to have withdrawn.
8. A Diocese that withdraws from CWA shall pay in all its debts before it is given back full rights into the association.
9. Only the General Executive has the right to publish or recommend any document for use in CWA or in the name of CWA. Any document found circulating within any of the structures of CWA (i.e., from Branch to Province) which is not from the appropriate authority will be immediately confiscated and the originator sanctioned together with the President of that level in which the document is being used.

BYLAW XVI NEWSLETTER

1. Each Diocese shall be responsible for its own Newsletter and the setting up of the Editorial Board.
2. Each Diocese shall contribute to the General Newsletter, which shall be published once a year.

BYLAW XVII CATERING

1. The finance committee of the host Diocese shall be responsible for making all arrangements for catering and shall communicate same to all the levels concerned before the actual meeting takes place.
2. Each delegate shall be required to pay a registration fee charged by the finance/catering committee at least two (02) weeks before the official opening of the meeting or congress.

BYLAW XVIII

A. CORRESPONDENCE/DOCUMENTATION

1. Copies of incoming and outgoing correspondence to and from the General President shall be sent to the General Secretariat.
2. At general meetings a secretariat shall be set up, comprising two (02) secretaries from each Diocese under the supervision of the General Secretary.
3. Each Diocesan Secretary shall be responsible for collecting and distributing all documents for her Diocese.
4. There shall be no production or reproduction (photocopying) of any document of the association by a level without the written authorisation of the General Executive.
5. All correspondence to a higher organ must follow the association's hierarchy.

B. CWA OUTSIDE CAMEROON

1. For CWA structures outside Cameroon, the highest existing structure shall correspond directly with the General President.
2. CWA members visiting outside their country can attend CWA meetings in any Branch. They shall, however, not give any directives on any issue, e.g., dedication, Statutes/Bylaws, uniform, etc., except with a written permission from the General President.

BYLAW XIX TRANSLATION

1. At the General Level, provision shall be made for spontaneous and bilingual translation.
2. All congress documents shall be produced in English and French.

BYLAW XX AMENDMENT COMMITTEE

1. The setting up of an Amendment Committee shall be left to the charge of the General Executive.
2. No unauthorised individual or group of individuals shall modify the Statutes and Bylaws after they have been adopted at a General Congress.

**BYLAW XXI
INTERPRETATION**

The Authentic Interpreter of these Statutes and Bylaws shall be the General Executive.

Signed in Bamenda, this _____ day of the month of _____ in the year _____

+ George Nkuo
Bishop of Kumbo

+ Andrew F. Nkea
Archbishop of Bamenda
(President of BAPEC)

+ Agapitus Nfon
Bishop of Kumba

+ Michael Bibi
Bishop of Buea

+ Aloysius Fondong Abangalo
Bishop of Mamfe