



Association des Professionnels du Développement Social-Togo

**Statutes of
The Association of Social Development
Professionals-Togo
(PDS-TOGO)**

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Preamble

Considering that the exercise of freedom of association is a right recognized by the Universal Declaration of Human Rights, the African Charter of Human and Peoples' Rights and the constitution of the Fourth Republic of Togo;

Considering that law 40-484 of 1 July 1901 relating to the association contract is of direct application in Togo;

Considering that social service is based on humanitarian principles that contribute universally to promoting social justice;

Since the social worker's mission is to:

- *Organize and support people in the process of self-development;*
- *Help individuals, groups or communities solve their problems;*
- *Promote the protection and promotion of vulnerable groups;*

Since the social scientist plays a leading role in social and economic development;

We, social development professionals in Togo:

- *Convinced of the need to unite to better assert our identity as an actor in sustainable human development;*
- *Determined to promote social professions in all its forms to make them a factor of development;*

Have decided to create a structural framework governed by the statutory provisions, the following in its content:

TITLE I: DENOMINATION - SIEGE - DUREE

Article 1 :

It was created in Togolese territory, an apolitical, non-denominational non-profit association, in accordance with the 1901 law, called:

ASSOCIATION OF SOCIAL-TOGO DEVELOPPEMENT PROFESSIONALS in short
(PDS-TOGO)

Article 2 :

The headquarters of the PDS-TOGO is located in Lomé, in the Aflao-Gaklidistrict,142 Thrsi. It can be transferred to any other place by decision of the General Assembly on the proposal of the Executive Office.

Article 3 :

The PDS-TOGO Association is created for an unlimited period of time.

TITLE II: GOAL-OBJECTIVES- INTERVENTION DOMAINES- ACTION MOYENS

Article 4 : BUT

The association aims to work for the improvement of people's living conditions.

Article 5: OBJECTIVES

The Association of PDS-TOGO aims to:

- Promote local initiatives for the social and economic progress of the individuals and communities at the grassroots level;
- Supporting communities to design, implement and monitor evaluation of social development programs and projects;
- contribute to strategic thinking and research on the major issues of social development;
- support vulnerable people (children, women, people with disabilities, people living with HIV/AIDS, etc.) .

Article 6: INTERVENTION DOMAINES

The areas of intervention of the PDS-TOGO Association are:

- income-generating activities;
- Entrepreneurship;
- social protection;

- Education;
- Community health

Article 7: ACTION MOYENS

To achieve its objectives, the Association intends to use the following means:

- inform, raise awareness, organize and train people at the grassroots level
- organize seminars, seminars, conferences, roundtables
- develop partnerships
- organize radio and television broadcasts
- advocacy, lobbying

TITLE III: MEMBERS - Mode OF ADHESION - PERTE OF MEMBRE QUALITE

Article 8: MEMBERS

The Association is made up of members:

- Founders;
 - Active member;
 - Sympathizers;
 - Honorary member
- 1) A **founding member** is any person who has taken part in the Constituent General Assembly and whose name appears in the minutes.
 - 2) An **active member** of any member, of profession of a social profession having fulfilled the conditions of membership and willing to:
 - participate fully in the Association's activities;
 - Work towards the association's goals and objectives
 - Participate in the various meetings
 - Pay ingetering dues on a regular basis
 - comply with the provisions of these statutes and the internal regulations.
 - 3) Is a **sympathetic** member, any individual or legal person who, without being a member of the association, will commit to providing financial, material or technical support to achieve his goals.
 - 4) The status of honorary **member** is awarded by the General Assembly, on the proposal of the Executive Office, to any person who has distinguished himself either by his services rendered or by any exceptional action in favour of the objectives pursued by Association.

Article 9: MODE D'ADHESION

In accordance with the association's mission and objectives, membership is open to any professional of a social profession trained in a university, school or social training centre recognized by the state and other social actors. It is also open to anyone at the end of their training in the social sciences that could contribute to the emergence of the association.

Membership in the PDS-TOGO Association is subject to a written request to the President of the Executive Office (*optional*) and a duly completed (*compulsory*) form its provision by the Executive Office. Each member undertakes to submit fully to the provisions of these statutes.

Article 10: PERTE OF MEMBRE QUALITE

Member status is lost by:

- Resignation;
- Exclusion or delisting;
- death.

- 1) **Resignation: Any member who wishes** to resign from the Association must send a reasoned letter to the Executive Office within one month. The latter referred the case to the General Assembly for this purpose.
- 2) **Exclusion or delisting:** For any reason deemed serious, any member may be excluded by the General Assembly on the proposal of the Executive Office notified by the councillors (eras), by a two-thirds majority (2/3) of the members present. However, the person concerned should be asked to give an explanation of the facts against him beforehand to all the advisers. The exclusion note is signed by the President of the Executive Board.

TITLE IV: ORGANIZATION-OPERATION

Article 11 :

The organs that make up PDS-TOGO are:

- 1- The General Assembly (AG);
- 2- The Executive Office (BE);
- 3- The AuditorY Office (CC).

Article 12: The General Assembly (AG)

The General Assembly (GA) is the supreme body of the association. It is made up of all the members of the association.

It is convened by the Executive Office (BE) once a year in regular session and as many times as it is necessary in a special session under the same conditions or at the request of the third party (1/3) at least of the members. The AG ensures that the association functions properly and ensures that the governing and management bodies carry out their mandate in accordance with the provisions in force. The agenda of the GA is set by the BE and published fifteen (15) days before its holding.

The internal regulations specify the practical procedures for convening and conducting Ordinary and Extraordinary General Assemblies.

She is competent to:

- Define the General Policy of the Association;
- Approve the action plan and budget
- Elect members of the Executive Board;
- Hear and comment on the Executive Office's activity and financial reports;
- Give quitus to the Executive Office;
- Elect the Auditor-General;
- decide whether or not to exclude any member for gross misconduct;
- Vote on the budget and approve the Office's business programme
- amend PDS-TOGO's statutes and internal regulations;
- Fix the contribution rate
- Decide on the Association's affiliation with other organizations;
- deliberate on all items on its agenda;
- dissolve the Association and decide the destination of its assets.

Article 13 :

The General Assembly takes its decisions by a simple majority of the members present. Voting takes place by secret ballot, by show of hands or by acclamation.

The deliberations of the General Assembly are recorded in the minutes signed jointly by the President and the Secretary General.

The General Assembly can validly deliberate only if a quorum of two thirds (2/3) of the members is reached. If this condition is not met a second General

Assembly is reconvened, with the same agenda within thirty (30) days and can deliberate validly regardless of the number of members present.

Article 14: The Executive Office (BE)

The Executive Board is the association's governing and governing body. In particular, it is responsible for:

- represent the association
- Develop action plans, projects and programs to be submitted for approval by the General Assembly;
- Develop the budget to be submitted for approval by the General Assembly;
- Carry out projects
- Making decisions about issues facing the Association
- Report to the General Assembly on the Association's new guidelines and actions;
- receive and review or propose delisting requests and resignation letters;
- general assembly sessions.
- establish and maintain relationships with the outside world and/or technical and financial partners. ;
- Ensure that the GA's decisions are carried out;
- Present moral, financial and business reports to the General Assembly;
- resolve any conflicts that may arise within the association;
- define the association's management policy,
- ensure the good governance of the association,
- Set up specialized commissions when needed.

Article 15 :

The Executive Board is the governing and governing body of the Association. It implements the decisions of the General Assembly. It is composed of active members elected for a two-year term renewable only once. The office is made up of seven (07) members:

- A President;
- A Secretary General;
- An Assistant Secretary General;

- Treasurer General;
- A Treasurer General Assistant;
- Two Councillors (eras).

Article 16:The President

The President is the first head of the Association. As such, he (she) represents her in all acts of civil life. He (she) convenes and presides over the sessions of the General Assembly and the meetings of the Executive Office and ensures its order and the police. He or she oversees the implementation of the decisions taken in the General Assembly. He or she is the expenditure officer and signs the Association's cheques with the Treasurer General or the Assistant Treasurer and minutes with the Secretary General. In case of absence, the Secretary General is acting. The President may delegate some of his powers or to the other members of the Executive Board to the Secretary General.

Article 17:The Secretary General

The Secretary General is the Association's archives manager and is responsible for correspondence. He (she) works closely with the President. As such, he (she) prepares together with the President the agenda of the various meetings of which he (she) drafts the minutes. He or she writes annual reports and reports at the end of the office's mandate, the President. He or she is assisted in his task by the Deputy Secretary General who will replace him in the event of an absence.

The Secretary General is acting president and replaces him in the event of an impediment or failure. He/she signs the association's cheques with the Treasurer General or the Assistant Treasurer in case of absence, or unavailability, or disability, or disability of the President.

Article 18:The Treasurer

The Treasurer General manages the financial and material resources of the association. He or she is responsible for raising funds for the Association. He (she) holds the association's accounting documents and disburses on the orders of the President. He (she) signs jointly with the latter (this one) or with the Secretary General) the financial documents of the Association, presents an annual financial statement and financial reports at the end of the office's mandate. He or she is assisted in his task by the Assistant Treasurer General who will replace him in the event of an absence.

Article 19:Councillors (eras)

The experienced advisors assist the members of the Executive Board in carrying out their duties.

Article 20:The Auditor General

It is the association's heritage management control body. The General Assembly elects for a one-year term renewable only one (e) The Responsible Auditor for the matter, responsible for verifying the sincerity and regularity of the accounting entries, of controlling portfolios, funds, values as well as balance sheets. He (she) operates at any time of the year and the Treasurer General is obliged to make available to him all the necessary parts for his work.

He (she) regularly reports to the General Assembly on any irregularities on the basis of which the vote of a quitus in the Executive Office takes place.

TITLE V: RESOURCES AND FINANCIAL DISPOSITIONS

Article 21 :

The association's resources consist of:

- Annual contributions (payable in monthly installments) of members;
- Voluntary or outstanding contributions from members;
- Donations, bequests and grants;
- All other resources authorized by the laws in force in Togo.

Article 22 :

The Executive Office is able to open an account on behalf of the Association in a Financial Institution with the signatures of the President, the Secretary General, the Treasurer General and the Treasurer General Assistant. The signature of the President or Secretary General and the Treasurer General or The Assistant Treasurer General are required for any withdrawal transaction.

However, the Secretary General may only sign in case of absence, or unavailability, or incapacity or disability of the President.

The Assistant Treasurer General may also sign only if the Treasurer General is absent, or unavailable, or incapacitated or disabled.

Article 23 :

The resources will be used to achieve the Association's objectives.

TITLE VI: FINAL DISPOSITIONS

Article 24 :

These statutes can only be amended by a qualified two-thirds (2/3) majority vote of the members present at the General Assembly.

Article 25:

The Association of PDS-TOGO can only be dissolved in an Extraordinary General Assembly specially convened for this purpose by virtue of a decision taken by a majority of three quarters (3/4) of the members present.

In the event of dissolution, it is appointed a liquidator who after paying the debts assigns the net assets to an Association pursuing similar objectives or to a charitable institution on the decision of the General Assembly.

The members of the association are not personally responsible for the commitments made. Only the heritage of the association responds.

Article 26 :

All provisions not provided for by these statutes are governed by the internal regulation which defines the terms of the application of these statutes.

Articles 27 :

These statutes take effect from the date of their adoption in the Constituent General Assembly.

Made in Lomé, February 10, 2018

The Constituent General Assembly