



ANAS BENIN
National Association of Social Workers of
Benin

STATUTES

NATIONAL ASSOCIATION OF
SOCIAL WORKERS OF BENIN

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PREAMBLE

Against a backdrop of constant change, the world is facing increasingly complex socio-economic challenges. Today, more than ever, the smooth functioning of society and social harmony depend largely on human factors. Problems relating to family, group, community and professional relationships can be satisfactorily resolved through clear information, which facilitates awareness and responsible action on the part of those concerned.

Recognising their mission to raise awareness of the right of access to basic social services, to refer people to the relevant authorities, and to support individuals, families and communities in situations of vulnerability or exclusion in their efforts to regain their independence and ensure their social and/or professional reintegration, social workers in Benin are more committed than ever to their role.

Aware of their ability to contribute effectively to the prevention of social and medico-social difficulties faced by communities, social workers in Benin, driven by the desire to combine their analytical and practical skills to deliver high-quality services, in line with professional standards and enhancing the standing of their profession, have formed an association governed by the laws in force and the provisions of these Articles of Association.

This association, which had existed since 2006 under the 1901 Act, has been brought into compliance with Act 2025-19 of 22 July 2025. TITLE I: GENERAL PROVISIONS

Chapter I: Formation – Duration – Registered Office

Article 1: A non-profit association of a social nature is hereby established in the Republic of Benin by social workers, in accordance with the provisions of Law No. 2025-19 of 22 July 2025 relating to associations and foundations in the Republic of Benin, as well as the applicable implementing regulations, and shall be known as: National Association of Social Workers of Benin, abbreviated to ANAS-BENIN. It is governed by these Articles of Association and by the applicable laws and regulations.

Article 2: The registered office of ANAS-BENIN is situated in the Commune of Abomey-Calavi, Atlantic Department, Calavi District, Zopah Neighbourhood, Lot 11, Plot "E". It may be transferred to any other location within the national territory by decision of the General Assembly. Any decision to transfer the registered office shall give rise to the completion of the notification and amendment registration formalities provided for by the legislation in force with the Register of Associations and Foundations.

Article 3: ANAS-BENIN is a non-political, secular and non-profit organisation. It shall have legal personality upon completion of the formalities for declaration of existence and registration in the Register of Associations and Foundations, in accordance with the legislation in force. It enjoys organisational autonomy within the limits set by law. It may, in accordance with the law, public order and its statutory purpose, express its views on policies and strategies concerning vulnerable groups and any matter of general interest relating to social work.



Article 4: The duration of ANAS-BENIN is unlimited.

Article 5: The motto of ANAS-BENIN is: Solidarity – Integrity – Professionalism.

Article 6: ANAS-BENIN is apolitical and a non-profit organisation. Its members are free to join other associations whose objectives do not conflict with those of ANAS-BENIN. ANAS-BENIN acquires legal personality in accordance with the conditions laid down by the legislation in force and enjoys financial and organisational autonomy, subject to compliance with the principles of transparency, accountability and good governance. Article 7: As well as highlighting the vision of ANAS-BENIN, the logo illustrates the association's constitution.

The circle in this logo symbolises stability, but also the movement and change we wish to see within the association.

The circle is also a symbol of unity and alliance. It symbolises infinity, divinity, harmony, nature and perfection.

In short, this circle symbolises ANAS BENIN, within which we see two (2) individuals forming a heart. This heart serves as a reminder to the association's members that they must always work together in a spirit of solidarity and love.

To the general public, this heart illustrates the bond of love and generosity that unites and characterises the members of ANAS BENIN.

This circle is flanked on either side by a series of dotted lines, each of which is significant.

The twelve (12) dots represent the 12 ANAS Departmental Offices in Benin, and the three (3) dots represent the General Assembly, the National Executive Committee and the Supervisory Board.

Chapter II: Objectives

Article 8: The objectives of ANAS-BENIN are:

- To promote and enhance the status of the social work profession in Benin;
- To work continuously to ensure that the profession of social work is practised in accordance with national and international norms and standards, and in accordance with the ethics and code of conduct of the social work profession, regardless of category;
- To support social workers practising in the public and private sectors in defending their professional rights and ensuring compliance with professional standards;
- To serve as a forum for exchange amongst professionals in the social sector;
- To promote the dissemination of employment opportunities for the benefit of colleagues who are unemployed;

- create conditions conducive to the continuing professional development and specialisation of social workers;

raise public awareness of the role of social work, communicate and collaborate with other organisations to promote its interests, in particular through the publication of articles and academic papers;

- to encourage studies in the fields of social work and to develop, within the limits of its resources and in accordance with its objectives, support initiatives for vulnerable individuals and groups.

All activities of ANAS-BENIN are carried out in accordance with the laws and regulations in force, public order, public decency and the objectives set out in these Articles of Association. Article 9: ANAS-BENIN's strategies for action are based on:

- advocacy and partnership with any natural or legal person likely to assist ANAS-BENIN in achieving one or more of its objectives;
- communication, in all its lawful forms, with a view to informing and training social workers and the Beninese population on issues relevant to social development;
- capacity-building for ANAS-BENIN members;
- revitalising the social sector in Benin through the continuous training and retraining of its members, taking a stance on relevant issues affecting the profession or target groups, and implementing training programmes.

Any partnership, institutional support or funding received within the framework of these strategies is subject, where applicable, to the reporting, accounting and disclosure formalities laid down by the relevant legislation. TITLE II: COMPOSITION – MEMBERSHIP – TERMINATION OF MEMBERSHIP

Chapter III: Membership

Article 10: ANAS-BENIN is open to any person who has completed training as a social worker, at whatever level, and who wishes to contribute to the achievement of its objectives, without distinction as to gender, region, opinion, political affiliation or nationality, subject to compliance with the laws and regulations in force.

Article 11: ANAS-BENIN comprises founding members, associate members, active members, honorary members and supporting members. The rights and obligations attached to each category are defined by these Articles of Association and the internal regulations, in accordance with the principles of non-discrimination and transparency.

Article 12: A founding member is any social worker who took part in the Constitutive General Assembly of ANAS-BENIN. They enjoy the rights accorded to active members, subject to compliance with statutory and regulatory obligations.

Article 13: A supporting member is any social worker who has formally agreed to abide by these Articles of Association and the internal regulations, and who is up to date with their obligations, in particular the payment of membership fees and compliance with the provisions of the Articles of Association.

Article 14: An active member is any founding or associate member who complies with the code of ethics and professional conduct, is up to date with their obligations and participates regularly in the association's activities. Active membership confers the right to vote and to stand for election.

Article 15: The title of honorary member is conferred by the General Assembly upon any natural or legal person who provides moral, financial, technical or material support to the association in the pursuit of its objectives, or who has rendered outstanding services to it. Honorary members do not have the right to vote unless expressly provided otherwise.

Article 16: A supporting member is any person who, without being a member of ANAS-BENIN or a social worker, assists ANAS-BENIN or demonstrates solidarity with its activities in some way without being actively involved in the association's day-to-day affairs. Supporting members have an advisory role and do not take part in decision-making.

Article 17: Only active members have the right to vote and to stand for election. The other categories have an advisory role. Holding multiple membership statuses is permitted provided there is no legal conflict.

Chapter IV: Membership

Article 18: Any person who has completed training as a social worker, with or without further training, and who adheres to these Articles of Association and internal regulations without discrimination, in accordance with the laws in force, may join ANAS-BENIN.

Article 19: Membership of ANAS-BENIN is confirmed by completing the membership form, paying the membership fee and being issued with a professional card bearing the member's photograph, which is recorded in an official register of members maintained in accordance with legal requirements.

The amount of the membership fee and the statutory subscription, as well as other formalities relating to membership, are set out in the Rules of Procedure.

Chapter V: Loss of Membership

Article 20: Membership of ANAS-BENIN shall be forfeited by:

- Engaging in an activity incompatible with the ethics and professional standards of social work;
- Expulsion by decision of the General Assembly for serious harm to the interests of the Association and/or the profession, following an investigation of the situation by the BDN;
- Engaging in behaviour or practices detrimental to the Association and/or the profession;
- The death of the member; -
- Resignation

Loss of membership is notified by an official statement from the BDN and published on all ANAS forums.

Any expulsion is preceded by a due process procedure guaranteeing the right to a fair hearing and may be subject to an internal appeal.

TITLE III: RIGHTS AND DUTIES

Chapter VI: The rights of active members

Article 21: All active members of ANAS-BENIN shall enjoy the same rights, in particular:

- to stand for election to and be eligible for election to the various governing bodies of ANAS-BENIN, subject to compliance with the conditions laid down in the Articles of Association and regulations;
- to participate in all ANAS-BENIN meetings, in accordance with objective, transparent and non-discriminatory criteria laid down in these Articles of Association or the Rules of Procedure;
- to express their opinions freely, whilst respecting the Articles of Association, the Rules of Procedure, the internal order of the association and its purpose.

Chapter VII: Members' Obligations

Article 22: Members of ANAS-BENIN are required to comply with the obligations set out in these Articles of Association and the Rules of Procedure, according to their category and subject to any expressly provided exemptions. In particular, they have a duty:

- to implement the provisions of the Articles of Association and the Rules of Procedure in a responsible manner;
- to pay their membership fees, unless an exemption is expressly provided for;
- to take part in public events, various activities and the smooth running of ANAS-BENIN by diligently carrying out the tasks and duties entrusted to them;
- to work actively to promote the profession of social worker in Benin.

TITLE IV: GOVERNING BODIES AND OPERATIONS

Chapter VIII: Governing Bodies of ANAS-BENIN

Article 23: The governing bodies of ANAS-BENIN are:

- the General Assembly (GA);
- the National Council (NC);
- the National Executive Committee (NEC);
- the Audit Committee (AC);
- the Departmental Executive Committees (BD);
- the Scientific Committee (SC) of the ANAS.

Any amendment relating to the name, composition or powers of these bodies shall, where applicable, be subject to the notification procedures laid down in the legislation in force.

Article 24: The General Assembly is the supreme decision-making body of ANAS-BENIN. It comprises active members with voting rights. Honorary members and supporting members may be invited to attend as observers with advisory status.

Article 25: The National Council is the decision-making body between General Assemblies. It comprises the members of the National Executive Committee and the delegates from the Departmental Committees, in accordance with the conditions set out in these Articles of Association.

Article 26: The National Executive Committee is the body responsible for managing the organisation and implementing the decisions of the General Assembly. It comprises eleven (11) members, namely:

- one (01) President (Pr);
- one (01) First Vice-President (PVP);
- one (01) Second Vice-President (DVP);
- one (01) Secretary-General (SG);
- one (01) Deputy Secretary-General (DSG);
- one (01) General Treasurer (GT);
- one (01) Deputy Treasurer-General (DTG);
- one (01) Head of Training and Human Resources;
- one (01) Head of Communications and Spokesperson for the Association;
- one (1) Head of Organisation and Mobilisation;
- one (1) Head of Institutional Relations.

Any change in the composition of the National Executive Committee shall be declared in accordance with the regulations in force.

Article 27: The Audit Committee shall consist of five (05) members elected by the General Assembly for a term of three (03) years, renewable once.

It comprises:

- One (1) Chair;
- One (1) Vice-Chair;
- One (1) Secretary-General;
- two (2) General Auditors.

Any change in the composition of the National Executive Committee shall be notified in accordance with the applicable regulations.



Article 28: The departmental branches shall be composed of members residing in each department and shall be led by Departmental Executive Committees of five (05) members comprising:

- one (01) Chair;
- one (1) General Secretary;
- one (01) General Treasurer;
- one (01) Head of Training and Human Resources;
- one (01) Head of Organisation and Mobilisation.

The operating procedures of these bodies are set out in these Articles of Association and the Rules of Procedure. Article 29: The Scientific Committee (SC) is the body responsible for leading discussions on scientific issues relating to social work in Benin. It reports to the National Executive Committee for administrative oversight and operates in accordance with the association's general guidelines. It comprises seven (07) members selected on the basis of an assessment of their applications or appointed by the National Executive Committee from among colleagues possessing the specific skills required, in accordance with objective criteria defined by the rules of procedure.

Chapter IX: Operation

Section I: General Assembly (GA)

Article 30: The General Assembly shall meet when convened by the Chair of the National Executive Committee.

It holds one ordinary session per year in November. It may be convened for an extraordinary session on the initiative of the National Executive Committee or the National Council or two-thirds of the active members, with a specific agenda.

The General Assembly of ANAS-BENIN is chaired by the Chair of the National Executive Committee. However, the process of re-electing members of ANAS-BENIN's governing bodies is conducted by a presidium of three (03) members appointed by the General Assembly for this purpose: a Chair, a Rapporteur and a Secretary. The practical arrangements for convening and holding sessions are set out in the rules of procedure.

Article 31: The quorum required for a session to be held is an absolute majority of active members. If this quorum is not reached, a new notice of meeting shall be issued within the following thirty (30) days. In this case, the General Assembly shall be validly convened regardless of the number of active members present. Decisions shall be taken by a two-thirds (2/3) majority of the active members present.

Article 32: Each member has one vote. They may exercise a single proxy, drawn up in writing in accordance with the procedures laid down in the rules of procedure and duly approved by the President of the BDN and the President of the CC, or by any equivalent procedure duly provided for in the association's internal documents.

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Article 33: The powers of the Ordinary General Assembly are as follows:

- to define the Association's policy directions and strategies for action;
- to approve the activity and financial reports of the National Executive Committee;
- to examine and approve the broad outlines of the National Executive Committee's budgeted work plan;
- amending and adopting the Articles of Association and Rules of Procedure of ANAS-BENIN, subject to the completion of the legal formalities of declaration and registration in the event of any amendments;
- to rule on cases of serious misconduct committed by certain members;
- to elect the members of the National Executive Committee and the Audit Committee;
- to analyse any social situation of concern, the resolution of which will be of major interest to users of social services and/or to members of ANAS-BENIN;
- to examine all matters referred to it by the Executive Board, in particular membership fees, memoranda of understanding, new memberships, sanctions, the transfer of the registered office, revisions or amendments, and the conferral of honorary membership.

Section II: The National Council

Article 34: The National Council is responsible for examining urgent matters to be debated by the General Assembly. It serves as the deliberative body between General Assemblies. It comprises 40 delegates:

- 11 members of the National Executive Committee;
- 5 members of the Audit Committee;
- 24 representatives of the Departmental Executive Committees (i.e. 2 per department).

Decisions of the National Council are taken by a simple majority of members present or represented. They are subject to ratification by the next General Assembly in accordance with the provisions of these Articles of Association.

Section III: The National Executive Committee (BDN)

Article 35: The powers of the National Executive Committee are as follows:

- representing the association at national level;
- planning, coordinating, managing, evaluating and supervising all its projects and programmes at national level;
- preparing, convening, organising and chairing General Meetings;
- proposing to the General Assembly the association's broad strategic directions and overall policy;
- preparing plans and drawing up the association's annual activity and financial reports for submission to the General Assembly for approval;
- implementing the decisions taken by the General Assembly;

- negotiating partnerships with ANAS-BENIN's various partners in compliance with legal obligations regarding traceability, accounting and, where applicable, reporting;
- drawing up general policy proposals for the profession;
- drawing up the association's draft budget;
- the day-to-day management of the association and the carrying out of all the association's day-to-day activities;
- preparing the association's accounts, reports and financial statements;
- carrying out all tasks assigned by the General Assembly or the National Council;
- providing material, technical, moral and financial support to the departmental offices in the management of the departmental branches, in accordance with financial traceability rules;
- the approval of the annual action plans of the departmental branches.

In the event of an emergency, the BDN may take decisions in the best interests of ANAS-BENIN, subject to reporting these to the General Assembly for approval. The responsibilities of each member are set out in the Rules of Procedure.

Where necessary, the BDN may call upon a council of elders to assist it in its remit.

Article 36: The BDN meets once every two (2) months. The required quorum is an absolute majority. Decisions are taken by a simple majority of the members present, with the exception of the provisions of Article 72 concerning partnerships with other organisations. In the event of a tie, the Chairperson has the casting vote. Article 37: Members of the BDN are elected to the same post by the General Assembly for a term of three (03) years, renewable once.

Section IV: The Audit Committee

Article 38: The Audit Committee is responsible for auditing, on a quarterly basis, the financial management, the accounting and financial records, and the management of the assets and equipment of ANAS-BENIN. It reports to the National Executive Committee and the General Assembly, providing reasoned observations and suggestions. To this end, the books, accounts and, generally speaking, all records must be made available to it upon request. It may, at any time, verify the cash balance through unannounced or scheduled audits.

Article 39: The Audit Committee has the right to scrutinise the operations of ANAS-BENIN's departmental branches, as well as all entities or committees under the authority of the National Executive Board. In any event, in the event of dereliction of duty, a vacancy, persistent inaction or manifest malfunction in a post within the National Executive Board's bodies, the Audit Committee may raise the matter with the National Executive Board, which is obliged to respond.

Article 40: The Supervisory Committee shall ensure that the term of office of the National Executive Committee does not exceed the period of three (03) years provided for in these Articles of Association. To this end, it is authorised to establish the Electoral Commission within the required timeframes. This establishment is binding on the association's bodies in accordance with these Articles of Association and the rules of procedure.

Article 41: The Chair of the Supervisory Committee is the head of the Committee; they are assisted in their duties by a Vice-Chair, who acts as their substitute in the event of absence or incapacity.



The Secretary-General of the Control Committee shall keep the Committee's register, draft correspondence and minutes, which shall be duly retained in the Association's archives. The General Auditors shall be responsible for auditing the Association's assets and equipment.

Article 42: The Supervisory Committee meets in ordinary session once a quarter. Extraordinary sessions may be convened in accordance with the conditions laid down in the rules of procedure.

Section IV: The Scientific Commission

Article 43: The Scientific Commission implements the BDN's scientific programme as part of efforts to promote the social work profession.

Article 44: The Scientific Committee is responsible for organising the annual ANAS-BENIN Scientific Council on Social Work.

Article 45: The Scientific Council on Social Work is the annual meeting open to the public at which ANAS-BENIN presents the results of its deliberations and work on a pre-defined theme. The proceedings of this meeting are forwarded to the relevant ministries and institutions and are disseminated in an appropriate manner.

Section V: Departmental Branches

Article 46: A departmental branch shall be established in each department of the Republic of Benin, in accordance with the current territorial organisation. Article 47: The departmental branch is headed by a Departmental Executive Committee, whose main responsibility is to coordinate the association's activities within the department in question. The members of this committee are elected from among the active members in the department.

Article 48: In the event of the transfer, resignation or death of a member of the departmental executive committee, the chair shall inform the chair of the National Executive Committee (BDN) and arrange for their replacement, either on a provisional basis or in accordance with the procedure laid down in the rules of procedure, within the following thirty (30) days. The chair shall then inform the departmental General Assembly at its next meeting.

Article 49: Members of the departmental executive committees shall meet once every two months in ordinary session to decide on matters relating to the smooth running of these branches and the implementation of activities.

TITLE V: ELECTIONS

CHAPTER X: GENERAL PROVISIONS

Article 50: The organisation of elections is entrusted to a committee known as the Electoral Commission (EC)

Article 51: The Electoral Commission (EC) shall consist of members appointed by the General Assembly on the basis of criteria of independence and competence. It shall organise and supervise elections in accordance with the principles of transparency and impartiality.



Article 52: Members of the Electoral Commission may not stand as candidates in the elections they organise.

CHAPTER XI: ANAS BENIN ELECTORAL COMMISSION

Article 53: The EC shall consist of one outgoing member of the CC Executive Committee who is not a candidate, one outgoing member of the BDN who is not a candidate, one member of the BD, and two ordinary members of the association, appointed by the General Assembly prior to the elections.

It shall elect from among its members an executive committee of three (3) members comprising:

- one (01) chairperson;
- one (01) secretary;
- one (1) rapporteur.

Article 54: The duties of the members of the EC are:

- The Chairperson is the principal organiser of electoral activities;
- The Secretary-General and Treasurer is responsible for the secretarial work of meetings, the proper handling of correspondence and financial management;
- The Rapporteur is responsible for drafting the Commission's reports and minutes of proceedings.

The EC is responsible for the practical and logistical arrangements relating to the elections. Article 55: The EC is appointed by the CC 30 days before the election. Applications for positions on the BDN must be submitted or sent to the EC by the Chair of each list or their authorised representative no later than 25 days before the election.

Candidates whose applications are rejected have a maximum of 72 hours from the date of notification to update their application.

Article 56: Candidacy applications must include:

- a letter of motivation from each list specifying the posts for which the various candidates are standing;
- a brief outline setting out the broad lines of action (not in detail) for the term of office;
- a non-refundable deposit of five thousand (5,000) CFA francs;
- a certificate from the General Treasurer of the BDN or the member's BD confirming that the candidate has duly paid their annual membership fees. Receipts for membership fee payments for the last three (03) years are also valid.

The non-refundable deposit of five thousand (5,000) CFA francs shall be paid to the BDN for processing.

Article 57: Lists of candidates who have been accepted or rejected (with reasons) for each post shall be published no later than 15 days before the date of the elections.

Campaigning shall commence 10 days before the elections and shall end on the eve of the general election meeting.

- Insulting, hateful or disparaging remarks concerning a candidate's private or professional life are prohibited throughout the electoral process. Such remarks may result in the disqualification of the candidate who made them if the facts are established and proven.
- The Electoral Commission shall ensure strict compliance with this provision.

Article 58: Elections for members of the BDN and the CC take place during the Elective General Assembly in the presence of all members of the association. A symbolic handover takes place and the new officers are installed in their posts by the General Assembly.

Article 59: Elections for members of the BD shall take place at the Elective General Assemblies held in each Department. A symbolic handover shall take place and the new officers shall be installed in their posts by the GA. Supervision shall be provided by representatives of the BDN.

Article 60: There are two (2) types of election:

- General Election: This takes place at the end of the terms of office of the outgoing BDN, CC and BD, followed by the handover of duties to the various incoming bodies.
- By-election: This takes place when a member of the BDN, BD or CC ceases to hold office.

Prior to the by-election, the body concerned shall temporarily appoint a person to fill the vacant post.

Members of the CC are also elected and installed on the same day by the General Assembly.

Article 61: The EC and the new CC Executive Committee are required to organise the handover of duties within 15 days of the election date.

Article 62: The EC is obliged to submit its report to the BDN no later than one week after the elections. Its mandate ends after the handover of duties.

Article 63: Voting is by secret ballot.

The election takes place during the Annual General Meeting

marking the end of the outgoing executive committee's term of office. All nominations for the posts to be filled shall be made by:

- An application form;
- A photocopy of a valid identity document (CIP, ECOWAS ID card, passport);
- A CV;
- A criminal record check dated within the last three (3) months;
- A passport-sized photograph.

The procedures for the admissibility, verification and retention of application files are set out by the Electoral Commission and, where necessary, in the rules of procedure.

• TITLE VI: RESOURCES AND FINANCIAL PROVISIONS

Chapter XII: Resources

Article 64: The resources of ANAS-BENIN comprise:

- membership fees;
- members' contributions;
- subscriptions;
- grants, donations and bequests;
- interest generated by funds deposited with banks and financial institutions;
- - and other income.
- any other lawful income consistent with the association's purpose.

Chapter XII: Financial Provisions

Article 65: Membership fees are payable annually. The amount is specified in the internal regulations. Any member who has not paid their membership fees by 31 March of the current year shall, as of right, lose their active membership status, without prejudice to any opportunities for rectification provided for in the internal regulations. Article 66: The admission fee is compulsory and its amount is set by the General Assembly. Any revision of this amount shall result from an express decision of the General Assembly.

Article 67

Funds shall be handed over to the General Treasurer of the National Executive Committee or the departmental branches, against receipt, who shall ensure their deposit into the bank account held in the name of ANAS-BENIN with a banking institution duly selected by the association.

All expenditure is authorised by the National Executive Committee and carried out on the written instruction of the President, in accordance with the applicable rules on traceability and accounting. Article 68: The Treasurer-General manages the financial and material resources of ANAS-BENIN. Cheques and other documents for the withdrawal of funds must bear the joint signatures of the President and the Treasurer.

Article 69: In the event of being unable to perform their duties, the President shall delegate their powers to the Vice-President and the Treasurer to their Deputy.

Article 70: The financial year runs from 1 December to 30 November of each year.

TITLE VII: EXTERNAL RELATIONS

Article 71: The President of ANAS-BENIN shall develop partnership relationships with any natural or legal person who shares with the Association ideals compatible with its statutory purpose, in accordance with the laws and regulations in force and in compliance with public policy. He shall report on these relationships and partnerships to the other members of the National Executive Committee and to the General Assembly. Any partnership involving legal, financial or institutional implications is subject to the requirements of traceability, accounting and, where applicable, reporting as provided for by the legislation in force.

Article 72: ANAS-BENIN may enter into partnerships with other organisations and institutions pursuing the same aims, whilst retaining its autonomy. The decision to enter into a partnership with an organisation falls within the remit of the National Executive Committee, which shall decide by a qualified majority of two-thirds (2/3). Any partnership shall be duly formalised and, where applicable, shall be subject to the traceability, accounting and reporting measures provided for by the legislation in force.

TITLE VIII: DISCIPLINE AND SANCTIONS

Chapter XIII: Discipline

Article 73: Every member of ANAS-BENIN is required to comply with the Articles of Association, the Rules of Procedure and the decisions duly taken, within the scope of their respective powers, by the General Assembly or the National Executive Committee.

Article 74: Any act or behaviour deliberately committed in breach of the Articles of Association, the Rules of Procedure or decisions duly taken by the competent bodies of ANAS-BENIN shall be deemed an act of indiscipline. Serious breaches that compromise the proper functioning or the image of the association may also be classified as acts of indiscipline.

Chapter XIV: Sanctions and Rewards

Article 75: In the event of a breach of discipline, the sanctions applicable to members are:

- a warning;
- a reprimand;
- temporary suspension;
- permanent expulsion

Any sanction shall be imposed in accordance with the principle of the right to be heard, the right of defence and the principle of proportionality.

Article 76: The procedures for applying the various sanctions are set out in the Rules of Procedure, in accordance with the principle of the right to be heard, the right of defence and the statutory powers of the Association's governing bodies

Article 77: In the event of expulsion, the member concerned is required to return to the BDN, in accordance with the conditions set out in the Rules of Procedure, their professional card and any property, documents and insignia of the Association associated with their role.

Article 78: ANAS-BENIN may award its members, on the basis of merit, honours the nature of which is determined by the BDN and the awarding of which is carried out in accordance with the procedures laid down in the Internal Regulations.

TITLE VIII: MISCELLANEOUS PROVISIONS

Chapter XV: Amendments to the Articles of Association of ANAS-BENIN

Article 79: The Articles of Association and Rules of Procedure of ANAS-BENIN may be amended on the proposal of the BDN and adopted by the General Assembly by a two-thirds majority of the members present and entitled to vote. Any amendment thus adopted shall be subject to the formalities of declaration and registration provided for by the legislation in force.

Article 80: For matters not covered by these Articles of Association, the BDN shall propose to the General Assembly any amendments or additions to be made, in accordance with the laws and regulations in force.

Chapter XVI: Dissolution of ANAS-BENIN

Article 81: The provisions of these Articles of Association are supplemented by the Internal Regulations of ANAS-BENIN, which may not derogate from them or contravene the laws and regulations in force.

Article 82: These Articles of Association shall come into force upon their adoption by the General Assembly. Their enforceability against third parties and public authorities shall be determined in accordance with the formalities of declaration, registration and publication provided for by the legislation in force.

Done at Cotonou, on 13 April 2026

The General Assembly
L'Assemblée Générale

NATIONAL
ASSOCIATION OF
SOCIAL
WORKERS OF
BENIN
THE SECRETARY
GENERAL


G.S. Armand DOSSOU
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ANAS BENIN
National Association of Social Workers of
Benin

RULES OF PROCEDURE

**NATIONAL ASSOCIATION OF
SOCIAL WORKERS OF BENIN**

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Chapter 1: General Provisions

Article 1: These Rules of Procedure supplement the Articles of Association, specify the procedures for their application and, together with the Articles of Association, constitute a single body of legal texts.

Chapter 2: Membership – Resignation – Death – Re-admission – Reinstatement

Article 2: Any member of ANAS-BENIN must meet the following criteria:

- Be a social worker;
- Be a Beninese national or a resident of Benin;
- Be of good character and in full possession of their civil rights;
- Adhere to the ideals of ANAS-BENIN;
- freely agree to respect and enforce its fundamental legal texts;
- pay the membership fee and annual subscription;
- Register with the departmental office responsible for their area.

Article 3: Membership of ANAS-BENIN is voluntary and individual.

Article 4: Membership of ANAS-BENIN is confirmed by the issue of a membership card bearing the member's photograph, registration number and the President's signature.

Article 5: Membership of ANAS-BENIN entitles the member to:

- vote, elect and stand for election (provided they are up to date with their membership fees);
- freely express their opinions at meetings, General Assemblies and other gatherings (within reason);
- be informed and keep themselves informed about the affairs of the association;
- resign at will;
- to benefit from the association's services and activities;
- to own the texts or have access to them;
- benefit from the support of other members in times of difficulty.

Article 6: Membership of ANAS-BENIN requires every member to:

- pay their annual membership fees by 31 March each year at the latest;
- take part in the association's activities and be involved in its life;

- be familiar with the Articles of Association and internal regulations and comply with them;
- uphold ANAS-BENIN and safeguard its reputation;
- demonstrate professionalism, integrity and probity in the practice of their profession;
- to act in the spirit of the group and show respect for the hierarchy.

Article 7: Honorary members and supporting members shall be issued with a badge attesting to their support for the cause of ANAS-BENIN.

As an honorary distinction, ANAS-BENIN may award an honorary member a painting or a work of art bearing its logo.

Article 8: ANAS-BENIN may join or cooperate with any national or international institution pursuing the same objective as itself.

CHAPTER II: THE GENERAL ASSEMBLY

Article 9: The General Assembly is the supreme decision-making body of ANAS-BENIN. It meets in ordinary session once a year in November. It may convene in extraordinary session upon the call of the President of ANAS-BENIN, at the request of the National Council or the National Executive Committee, or at the request of two-thirds (2/3) of its active members.

The agenda proposed by the National Executive Committee must be considered and adopted by the General Assembly at the start of the meeting.

Article 10: During plenary sessions, debates in sub-groups are prohibited; the right to speak is exercised with the prior consent of the President or the Chair of the Presidium.

With the exception of matters concerning the survival of ANAS-BENIN, decisions shall be taken by consensus or by an absolute majority in the first round of voting, or by a simple majority in the second round.

Article 11: An extract from the minutes of the meeting must be sent to the lower bodies for consideration and/or implementation. It may be obtained by any member of ANAS-BENIN.

Article 12: Any member who is not up to date with the payment of their membership fees shall lose their right to vote and to stand for election.

In principle, voting within ANAS-BENIN's structures is by secret ballot. However, at the request of two-thirds of the members present, an exception may be made to this rule, except during elections.

A proxy is valid only if it is in writing and signed by an active member who is absent for a valid reason. It entitles the holder to vote. No one may hold more than one (1) proxy.

Article 13: Members of ANAS-BENIN's bodies are elected for a term of three (03) years, renewable once, with the exception of the Electoral Commission.

However, at the end of their two (02) terms of office, a member of the BDN, the BD or the CC may stand for another position of responsibility within that body, other than the one they previously held.

Article 14: The Elective General Assembly is held every three (3) years and is responsible for the renewal of the BDN, the Departmental Bureaux and the Control Committee. These elections are held during the third year, preferably before the end of the current terms of office. To this end, the members of these bodies must take the necessary steps to ensure the renewal of their governing bodies, in particular by establishing the Electoral Commission.

A gender-sensitive approach is promoted in the election of members to the association's various bodies.

Article 15: It is desirable that the various socio-professional categories comprising the association be represented within the various bodies in order to ensure good cohesion within the association (stakeholders from the public sector, the private sector, individuals and pensioners).

Article 16: The Ordinary General Assembly is held once a year at national level and at the level of the departmental branches. However, extraordinary general assemblies may be organised.

CHAPTER III: POWERS AND DUTIES OF THE HEADS OF THE BODIES OF ANAS-BENIN

Article 17: In accordance with Articles 26 et seq. of the ANAS-BENIN Articles of Association, the following elected officials are recognised:

At the level of the National Executive Committee:

- one (01) President (Pr);
- one (01) First Vice-President (PVP);
- one (01) Second Vice-President (DVP);
- one (01) Secretary-General (SG);
- one (01) Deputy Secretary-General (DSG);
- one (01) General Treasurer (GT);
- one (01) Deputy Treasurer-General (DTG);

- one (01) Head of Training and Human Resources;
- one (01) Head of Communications and Spokesperson for the Association;
- one (1) Head of Organisation and Mobilisation;
- one (1) Head of Institutional Relations;

At National Council level: members of the National Executive Board (BDN), the Chairpersons of the Regional Branches (BD) accompanied by another member of their executive committee, and members of the Audit Committee;

At the level of the Audit Committee (CC): five (05) elected members;

At the level of each departmental branch of ANAS-BENIN:

- one (01) Chair;
- one (01) Secretary-General;
- one (01) General Treasurer;

Article 18: The responsibilities of the members of the National Executive Committee are set out as follows:

The President: The President is the leading figure of ANAS-BENIN. He or she is the head of the association and validly represents it before any other institution (civil or legal).

- He or she convenes and chairs all meetings of the National Executive Committee, the National Council and the General Assembly;
- He supervises the preparation of ANAS-BENIN's action plans;
- He is the authorising officer for the ANAS-BENIN budget and co-signs financial documents with the Treasurer;
- He coordinates the activities of the Executive Committee and ensures the smooth running of ANAS-BENIN;
- He ensures the promotion of ANAS-BENIN;
- He ensures compliance with ANAS-BENIN's fundamental legal texts;
- He delegates his powers to the Vice-Presidents in the event of his absence or incapacity.

The First Vice-President: The First Vice-President assists the President in the performance of his duties and acts as his deputy in the event of his absence or incapacity.



The Second Vice-President: Coordinates cultural and sporting activities. He assists the President and the First Vice-President in their duties and stands in for the First Vice-President in the event of his absence or incapacity.

The Secretary-General

The Secretary-General is responsible for all the association's documents and acts as its repository.

- He draws up the draft agenda and prepares the notices convening the General Assembly and meetings of the National Executive Committee;
- At the start of each meeting, he presents the minutes of the previous meeting and a summary report of the activities at the last General Assembly;
- He drafts correspondence, namely: letters, reports, various notices, summaries and minutes of meetings. He acts as secretary for the sessions or meetings of the governing bodies;
- He maintains registers, in particular the special register, which serves as a record of day-to-day activities within the organisation;
- As custodian of the archives and documentation, he acts as the association's memory.
- He is a joint signatory on ANAS-BENIN's bank accounts, alongside the authorising officer and the Treasurer-General;

The Deputy Secretary-General: He assists the Secretary-General in his duties and stands in for him in the event of absence or incapacity.

The Treasurer-General: The Treasurer-General is responsible for the financial, accounting and material management of the association and keeps the National Executive Committee informed of the state of the association's finances and assets.

- At the start of each financial year and each calendar year, he draws up the association's preliminary draft budget, which he submits to the National Executive Committee for consideration;
- He is a joint signatory on ANAS-BENIN's bank accounts alongside the authorising officer;
- The Treasurer keeps the association's accounts, prepares financial reports and balance sheets, and has them audited by the statutory auditors;
- He implements the budget;
- He collects the association's own funds (membership fees, subscriptions) and receives external funds, namely donations and institutional grants;
- He ensures compliance with sound financial practices, for which he is responsible.

The Deputy Treasurer General: He assists the Treasurer General in his duties and stands in for him in the event of absence or incapacity.



The Head of Training and Human Resources: Their role is to seek out opportunities for continuing professional development and specialisation for

social workers; to identify training topics and areas for ANAS-BENIN members; to supervise training sessions; and to encourage ANAS-BENIN's participation in the development and revision of study programmes at social work training colleges. It is also responsible for managing ANAS's human resources. It is responsible for fostering commitment and motivation within the Association and recommends to the Executive Board members to be recognised, where appropriate.

The Head of Communications, Spokesperson for the Association: He is responsible for gathering and disseminating information and for establishing contacts that will help raise the profile of ANAS-BENIN. He keeps ANAS-BENIN members informed and, on the President's instructions, communicates major decisions taken by the National Executive Committee through the national and international press and via ANAS-BENIN's various communication channels.

The Head of Organisation and Mobilisation: his role is to make the practical arrangements for all the association's meetings and events. He oversees logistics, ensures protocol is followed and carries out minor errands. He is also responsible for mobilising resources and developing partnerships with individuals and organisations.

The Head of Institutional Relations: his role is to establish and consolidate dynamic and lasting relationships with all institutions and associations whose ideals are similar to those of ANAS Benin. He initiates ANAS-BENIN's partnerships with other public and private institutions.

Article 19: The responsibilities of the members of the Departmental Executive Committees are the same as those of their counterparts on the National Executive Committee.

Article 20: The five (5) members of the Audit Committee (AC) shall, at the end of each financial year, jointly audit the management of the activities and programmes of ANAS-BENIN. They shall produce a single report addressed to the National Executive Committee (NEC) containing a reasoned opinion.

At the request of the National Executive Committee or on their own initiative, the members of the Audit Committee may carry out an unannounced audit if circumstances so require. They shall have access at any time of their choosing to the Organisation's accounting and financial records. They shall report directly to the General Assembly on the tasks carried out during their term of office and at the end of the financial year.

CHAPTER IV: RESOURCES

Article 21: The standard annual membership fee is ten thousand (10,000) CFA francs per member. This rate may be revised by an Ordinary General Assembly.



Article 22: Fundraising campaigns may be launched to meet urgent needs not included in the ANAS-BENIN budget.

Article 23: ANAS-BENIN's funds shall be deposited in a current account held with ECOBANK BENIN. The National Executive Committee may, at any time, decide to open one or more accounts in the name of ANAS with another local financial institution.

Expenditure is authorised by the National Executive Committee on the basis of the cash flow budget.

Article 24: The President, the Secretary-General and the Treasurer-General are joint signatories on the ANAS-BENIN account. Two signatures are required (those of the President and the Treasurer-General) to validate a cheque issued by ANAS-BENIN. In the absence of the President, and with the President's authorisation, the Secretary-General shall act on his behalf in signing cheques.

Article 25: Support for active members of ANAS-BENIN may be provided on the occasion of happy or sad events and shall be within the limits of ANAS-BENIN's financial capacity.

Article 26: The Treasurer-General of the Executive Board shall maintain a petty cash fund, the amount of which shall not exceed fifty (50,000) francs.

Article 27: ANAS-BENIN's resources are used for the running of the Association's structures and for duly budgeted expenditure, for the funding of social development activities (including the Scientific Council) and for the organisation of scheduled events.

They are also used for initiatives aimed at promoting the social work profession and for national or international meetings or forums.

Article 28: Forty per cent of the membership fees collected shall be allocated to the Departmental Branches for their running costs and the activities of the departmental offices.

These funds must, furthermore, enable the Departmental Branches to cover the expenses (travel, accommodation and meals) of their members designated to participate in the National Council alongside the Departmental Branch chairpersons.

However, for the implementation of certain activities, additional financial resources may be made available by the National Executive Committee upon request.

The CC is obliged to monitor the management of these funds and reports to the AGM.



CHAPTER V: RIGHTS AND DUTIES

Article 29: Members of ANAS-BENIN have equal rights and duties, regardless of their social circumstances and their status within the Association.

Article 30: Every member of ANAS-BENIN has a duty:

- to work towards achieving the objectives set out in the Articles of Association and the Rules of Procedure;
- to pay their membership fees and subscriptions regularly;
- to participate actively in all activities relating to the life of ANAS-BENIN;
- to support, through their physical presence and contributions, the promotion of the social work profession; to freely adhere to professional ethics and standards with a view to the development of the social work sector.

Article 31: Any active member of ANAS-BENIN may be awarded a certificate of recognition or honours in recognition of good and loyal service rendered to ANAS-BENIN.

CHAPTER VI: DISCIPLINE AND SANCTIONS

Article 32: Except in cases of illness, travel or any other event that may prevent physical attendance, every member of ANAS-BENIN is required to attend all the Association's meetings and events.

Article 33: No one shall act independently or seek to monopolise power within ANAS-BENIN. Members must work in a spirit of consultation, mutual understanding, transparency and democracy.

Article 34: All actions duly undertaken by the Association's officers in the context of commitments entered into by the Association or a mission commissioned by the BDN are binding on ANAS-BENIN.

Article 35: During meetings and events, all members of ANAS-BENIN must conduct themselves appropriately, both in their remarks and in their behaviour.

Article 36: During plenary sessions, discussions in sub-groups are prohibited; no one may take the floor without being authorised to do so by the chair of the session.

Article 37: Members of the Association who fail to comply with the provisions of the Articles of Association and the Rules of Procedure are liable to the following sanctions:



- a warning or a call to order;
- a fine;
- expulsion.

Article 38: A warning or reprimand may be issued by the Executive Committee

National Director of ANAS-BENIN. The member subject to the sanction must comply immediately, or at the very latest within the time limit set by the BDN.

Article 39: The amount of fines for cases of late arrival or unjustified absence shall be determined by the National Executive Board.

Article 40: Temporary or permanent expulsion falls within the remit of the General Assembly.

Before a decision is taken, the President of ANAS-BENIN shall notify the person concerned of the allegations against them and the proposed sanction. The person concerned has the right to defend themselves against the charges brought against them.

Article 41: Within all bodies of ANAS-BENIN, internal disputes, whatever their scale or cause, must be resolved with wisdom and discernment, in a spirit of tolerance and respect for human dignity.

CHAPTER VII: SOCIAL ACTIVITIES

Article 42: Each year in November, ANAS-BENIN organises Social Worker's Day, which is regarded as its Ordinary General Assembly.

ANAS-BENIN participates in the celebration of other national and international days contributing to the social protection of vulnerable individuals or groups.

CHAPTER VIII: DISSOLUTION AND MISCELLANEOUS PROVISIONS

Article 43: The dissolution of ANAS-BENIN may only be decided by the General Assembly on the grounds and in accordance with the provisions of the Articles of Association.

A copy of the minutes of the dissolution shall be provided to each member. These shall set out the assets and liabilities of ANAS-BENIN.

Any funds remaining in the treasury at the time of dissolution shall be allocated to a community project determined by the Congress.

Article 44: Any matter for which no provision is made in the Articles of Association and Rules of Procedure shall be referred to the wisdom and judgement of the Executive Board, which may, if necessary, consult the General Assembly for its assessment and/or approval of the decision taken. In any event, the decision taken shall be submitted to the next General Assembly for approval.

Article 45: These Rules of Procedure are binding on all members of ANASBENIN without distinction.

Cotonou, 13 April 2026

The General Assembly

NATIONAL
ASSOCIATION OF
SOCIAL WORKERS OF
BENIN
THE SECRETARY-
GENERAL

G.S. Armand DOSSOU KAGO

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