

**ኢትዮጵያዊነት፡- የዜጎች መብት ማስከበሪያ ጉባኤ**  
**Ethiopiawinnet: Council for the Defense of Citizen Rights**

**የቅርንጫፎች አወቃቀርና አሰራር መመሪያ**  
**Guidelines for Establishment and Operation of Chapters**

These guidelines are issued on this fifteenth day of January 2013 by the Board of Directors (BOD) pursuant to section 5 (m) of the by-laws of Ethiopiawinnet-Council for the Defense of Citizen Rights (E-CDCR).

**1. FORMATION**

1:1 Regular Chapters (RC) of E-CDCR may be chartered by the Board of Directors in areas where CDCR membership and interest justify the formation of such a Charter. Upon presentation of a petition signed by at least five members of CDCR in good standing and a proposed set of Chapter Bylaws to the CDCR Board, the Board shall consider whether to grant a Charter. In making its decision, the Board shall consider the geography and demography of the proposed area and whether it overlaps the area of an existing Chapter. It shall consider evidence of actual and potential activity compatible with CDCR policies and goals. Chapters shall be granted upon approval by majority of those directors present and voting at a regular meeting of the Board, a quorum being present.

1:2 Chapters can be operational only upon receipt of certificate of approval signed by the President and Secretary of the Board.

1:3. Chapters shall maintain the official name of Ethiopiawinnet by adding specific designation of their choice for identification.

**2. ORGANIZATION**

2:1 Chapters may freely determine their internal organizational structure and operational procedures provided that these are consistent with democratic principles and the spirit of the Citizens Charter, the By-laws and Code of conduct of E-CDCR.

2:2 A Chapter shall have a minimum of three officers including the Chairman, Secretary and Treasurer to be duly elected by Chapter members. The officers so elected shall serve for a term of two years.

2:3 The Chairman of a Chapter shall be responsible to and report to the President of E-CDCR. Once a year, on or before November 30th, each Chapter shall submit to E-CDCR's Board of Directors, an annual statement certifying that the Chapter is still active, providing a brief report of the Chapter's various efforts, activities and goals for the year, and identifying the officers of the Chapter. Chapters shall submit quarterly financial reports and make their records available as and whenever requested by the Board of Directors of E-CDCR.

### 3. **DUTIES AND RESPONSIBILITIES**

3:1 the main duty and responsibility of a Chapter is to promote and implement the mission, goals and objectives of E-CDCR in its area of influence.

3:2 Chapters shall actively participate in the implementation of the plans and programs of E-CDCR as directed by the Board of Directors.

3:3 Chapters are also expected to assist in recruiting members, collecting and transferring dues, raising funds, disseminating information, hosting public events, and organizing E-CDCR activities and in all other areas related to resource mobilization and program execution as directed by the Board of Directors.

3:4 Chapters may initiate specific activities to meet local felt needs within the framework of the mission of E-CDCR.

3:5 Chapters are expected to provide feedback and recommendations to assist in improving the effectiveness of the programs, activities and services of E-CDCR.

3:6 Chapter officers may not act or speak in the name of or on behalf of the E-CDCR unless specifically authorized to do so by the Board of Directors or a duly authorized officer thereof.

#### 4. **REVOCATION OF AUTHORITY**

The authority of a Chapter may be revoked for cause by a two-thirds vote of the Board of Directors present and voting, but only after reasonable notice to the last known Chapter officers has been sent by order of the Chairman of the Board, and after a fair hearing before the Board has been offered to those officers.

#### 5. **STUDENT CHAPTERS**

5.1. A group of students at a college, university or other institution of higher learning may apply to the nearest RC to establish a Student Chapter (SC). SCs shall be considered sub-chapters of RCs. The Board of Directors of E-CDCR may grant final approval to SC upon recommendation of a RC provided that the SC has a minimum of five duly registered members. .

5.2. Members of the SC shall pay 1/10th (one-tenths) of the annual regular membership dues of E-CDCR currently in effect, and may establish their own bylaws so long as the latter are consistent with the bylaws of Ethiopiawinnet and any directives from the parent RC.

5.3. A Student Chapter has the right to participate in all RC activities as well as in the annual convention of Ethiopiawinnet, and shall designate one representative to cast its single vote on important motions.

5.4. SCs are strongly encouraged to network with other human-rights organizations on campus (such as Amnesty International, Human Rights Watch, etc.) and also to work with students in other nearby institutions without a chapter.

5.5 A RC and/ or E-CDRC's Board of Directors itself shall make every effort to provide assistance in the formation or operation of SCs.

5.6 Each SC may elect, from among its members, a minimum of two officers including the Chairman and Secretary/ Treasurer to be duly elected by Chapter members. The officers so elected shall serve for a term of two years.

The E-CDCR Board of Directors may amend these guidelines by a two-thirds majority vote.