

## General Assembly / Annual Meetings

General Assembly is a highest place where Charters may be altered, rescinded or repealed, and a new charter may be made by MERN in the manner prescribed by the laws and election of central executive committee (CEC) members is made.

Approval of honorary membership, policies and programmes, rules & regulations and amendments, can be made It is normally held once in a year. However, In case of emergency, the chairperson has a right to call a general assembly and on request of two third of the members, the chair person shall convene it at any time.

## Central Executive Committee (CEC)

### ROLE OF THE CEC

- The CEC acts as the governing board of MERN and is known as the Central Executive Committee (CEC).
- It has as a main task to guide and advise the Chief Executive Officer on policy developments and action which are desired by MERN Member organizations.
- The CEC is at all times accountable to MERN membership organizations. It devises a broad framework for MERN policies and actions consistent with MERN's Vision, Mission and values.
- The CEC assists MERN Chief Executive Officer in interpreting his/her mandate, and ensures that all actions taken on behalf of MERN Member organizations, by either MERN Chief Executive Officer, the CEC members or MERN staff, fall within the mandate given by the Member organizations and are in compliance with MERN's Vision and Mission.

### Roles and responsibilities of the CEC

- To further develop the long-term strategy of MERN guided by the organizations Vision and Mission and ensure that MERN follows this strategy.
- To review and make recommendations regarding the action plans formulated by secretariat staff
- To approve new applications for membership of MERN.
- To recruit and execute a contract of employment with the Chief Executive Officer and supervise all tasks specifically allocated to the Chief Executive Officer by the Membership or the CEC.
- To terminate the contract of the Chief Executive Officer, if s/he fails to fulfil the requirements of the contract, in accordance with the contract conditions and the Personnel Policy of MERN.
- To discuss, examine and make recommendations to the Membership on actions proposed by the Chief Executive Officer or any Working Groups or Committees in the name of MERN.
- To prioritize instructions from the Membership for action by the Chief Executive Officer

- To represent MERN in person or in writing, with the expressed approval of the Board as a whole and, when appropriate, of the Membership.
- To meet regularly, normally once every two months, to discuss matters and other issues related to MERN.
- To attend special meetings as circumstances require.
- To approve the policies and procedures of MERN
- To monitor the financial affairs of MERN, as carried out by the Secretariat to ensure viability and accountability, and ratify financial reports after approval by the Chief Executive Officer
- To plan, attend and chair the Annual General Meeting at which the Annual Report and audited accounts are presented.
- To represent the views of the CEC to the Membership.
- To approve the annual budget and subsequent budget revisions, in accordance with the mandate given by the membership, the requirements of donors, and acceptable standards of good financial and project management. The CEC and MERN Chief Executive Officer shall have signing authority for financial transactions within limits set by the approved budget and current Financial Policy. The CEC must record in minutes Board members with this role.
- To approve the formation and projects operating under the name of MERN.
- To approve any funding proposals.
- To make other decisions regarding the management structure of MERN secretariat.
- To contract, supervise and/or authorize, at its discretion, any external evaluations or audits of the Network or any of the components of its operation.
- Uphold these by-laws and see that the staff uphold them,
- Take steps to ensure that all of the activities undertaken by itself and the staff are undertaken with honesty, and are ethical and lawful.

## **STRUCTURE**

- MERN consists of the Membership, the Board, the staff and office, and other projects which may be formed from time to time, as defined in this Charter.
- The MERN members elect every 1 year, based on vacant posts, a Governance Board known as the Central Executive Committee (CEC), which is responsible for recruiting and managing a MERN Chief Executive Officer (CEO).
- The MERN CEO will be responsible for recruiting and managing MERN staff with final approval from the CEC.