

DEMOCRATIC REPUBLIC OF CONGO  
**LAURENT KANZANZA CONGO SOLIDARITY AND DEVELOPMENT  
FOUNDATION**  
**“LKCSDF/NPMA”**



**RULES OF PROCEDURE**

Kinshasa, June 2015

For completing the LKCSDF/NPMA Charter and By-Laws, and in compliance with the later, these Rules of Procedure have been drawn up for a proper functioning of the Association organs.

## TITLE I: THE MOTTO

**Article 1:** Our motto is «One for all, all for one»; that is united in one's fellowship love created at God's image, and working together for mutual aid sustainable peace and best future.

## TITLE II: CONDUCT, DUTIES, AND OBLIGATIONS OF THE DIRECTORS' BOARD AND ACTIVE MEMBERS

### **Article 2 :** About Conduct

A Foundation's member should have moral, democratic and practical values in his/her way of living. These moral values are: humility, honesty, and humanity; Democratic values are: equality, justice, responsibility, and brother hood.

### **Article 3:** About Obligations

Any effective member is required to:

- To be present at the meetings invitations;
- To show cooperative, brotherhood, solidarity, and tolerance spirit towards others.

**Article 4:** When 3 times successively absent at the General Assembly, without valid reason, a member is considered as having resigned; and the same applies to he/she who has brilliantly misconducted towards objectives set by the LKCSDF.

### **Article 5:** About the Board of Directors' powers

The Board of Directors selects members of the General Secretariat, determines their contracts and duties.

#### 1. About the Chairperson of the Foundation;

- He/she commits and represents the Foundation towards the State and the thirds;
- He/she rules, coordinates and supervises all activities of the Foundation;
- He/she goes in search of projects and seeks for all ways and means for the Foundation progress;
- He/she presides over meetings of the Board of Directors and of the General Assembly. As such, he/she countersigns accounting documents drawn up by the General Treasurer, watches over a sound management of the

organization; and he/she voices propositions to vote if necessary and declares results, watches over implementation of the General Assembly's decisions and constantly works for increasing the Foundation credit within public authorities.

2. About the General Secretary of the Foundation;

- He's/she's the Chairperson's Assistant;
- He draws up activities reports to be submitted to the General Assembly, following the Chairperson's approval;
- He prepares meetings agenda and deals with all administrative matters. He keeps up to date administrative documents, members' lists, and office equipments for the Board of Directors'; and he is the guardian of records and jointly signs the Foundation's documents with the Chairperson;
- He tidily organizes meetings of the Board of Directors office, of the General Assembly and writes minutes into a register of which he is the guardian;
- By order of the Chairperson, he convenes meetings and represents him in the event something came up.

3. About the Deputy General Secretary;

He is/she's helps the General Secretary in his duties and represents him in the event some came up or he is absent.

4. About the General Treasurer;

- He/she is responsible for financial and accounting management of the organization;
- He prepares annual accounts and budget forecasts, proposes documents, relating to funds outgoings on behalf of the organization, to be signed by the Chairperson and the General Secretary;
- He provides incoming of contributions and funds of the Foundation; he draws up and countersigns relevant documents with the Chairperson; he accounts for the treasury situation to the Board of Directors' office whenever he will receive a request about it;
- He quarterly submits a financial report to the General Assembly and makes all accounting documents of the Foundation available to the Auditors;
- He's assisted by his Deputy who stands in for or represents him in the event something came up.

### **TITLE III: STRUCTURE AND FUNCTIONING OF THE FOUNDATION**

#### **Article 6: About the College of Advisors to the LKCSDF**

Advisors are conscience drivers to the Chairperson as well as to the Board of Directors' Office the organization. The College of Advisors is made of:

- College of Legal Advisors;

- Auditors;
- Responsible of communication ...

1. About the College of Legal Advisors to the LKCSDF

The College of Legal Advisors represents the LKCSDF's interests before relevant authorities either administrative or judicial in case of disputes.

It works closely in collaboration with the Board of Directors and assists the Responsible of Public Relations within his duties; it compromises with the Chairperson in its capacity of Legal Board. It also assists the Foundation, its organs and their members before authorities either judicial or extrajudicial in case of disputes.

It is in charge of usefully advising the LKCSDF's Board of Directors and, in accordance with norms in force.

It interprets and clear up the LKCSDF's members during the General Assembly, or those of the Board of Directors, around statutory and regulatory provisions.

2. About the Auditors of the LKCSDF

They are in charge of financial and moral management of the Foundation. So, they should be unbiased.

3. About the Responsible of Communication of the LKCSDF

He's the Spokesperson (Spokesman/Spokeswomen) of the Foundation; and, as such, he is in charge of Public Relations and with Media.

4. About Decentralized structures of the LKCSDF

It's the whole of Ad hoc Commissions established by the General Assembly for a set role. Thus, Ad hoc Commissions and the Board of Directors represent the executive organ for decisions made by the General Assembly.

5. About Design, Strategies and Operations Office of the Foundation

It is in also charge of designing studies and strategies of the Foundation activities and actions on the field.

It is in charge of advising decisions-making organs, with a view to a good implementation of the Foundation activities.

## **TITLE IV: DISCIPLINE**

**Article 7:** Discipline observance is compulsory for all the LKCSDF's members.

So, any breach of discipline leads to sanctions up to radiation, following private conviction of the Board of Directors.

**Article 8:** Disciplinary procedure is written and contradictory; and starts by an explanation request. Nobody can be sanctioned without having previously been heard. A member being subject of disciplinary proceedings has right of rescue and of defence.

**Article 9:** Disciplinary sanctions are: warning, reprimand, and expulsion.

**Article 10:** The General Secretary may, in case of a heavy mistake, suspend a member's contract, until the final decision to be made by the Board of Directors and the General Assembly.

**Article 11:** Any member accused for embezzlement of the LKCSDF's funds should be brought before relevant judicial authorities, following the General Assembly's opinion.

The LKCSDF's members should refer to Common Law, for any matter not foreseen hereto Rules of Procedure.

Signatures of Directors and Legal Representatives of the Association

**1. NDEFU MANDEFU KINANGA Jean-Claude**

**2. MUNYOLOLO KULAZI Roger**

**3. MANZA MATADI Auguy**

**4. Me PHUNA NZITA Blaise**

**5. Me MUKUNDJI NGIAMA Altess**

**6. MAMBU MFUNGI MPEY Jean-Zéphyrin**

## ATTACHMENT I

### DECLARATIVE LIST OF EFFECTIVE MEMBERS

We, the undersigned, effective members in charge of the Board of Directors of the «Laurent Kanza Congo Solidarity and Development Foundation» in acronym «LKCSDF», hereby certify that persons whose names and addresses here below indicated are effective members of the NPMA:

N°	NAMES & FIRST NAME	RESIDENTIAL ADDRESSES
1	NDEFU MANDEFU KINANGA Jean-Claude	
2	MUNYOLOLO KULAZI Roger	27/Bis, rue MASWEKAMA, Commune de KIMBANSEKE
3	MANZA MATADI Auguy	32, Avenue Matankumu, Q. Sans Fil, Commune de MASINA
4	PHUNA NZITA Blaise	5/B, Q. MBOLOKO, Commune de MATETE
5	MUKUNDJI NGIAMA Altess	43, avenue KIPALA, Q/UELE, Commune de MAKALA
6	MAMBU MFUNGI MPEY Jean-Zéphyrin	15, avenue ZOLANA, Q/KEMI-GOMBELE (Righini), Commune de LEMBA

Done in Kinshasa, on June 30<sup>th</sup>, 2015

For NPMA/LKCSDF

Members in Charge of the Board of Directors

N°	NAMES & FIRST NAME	RESIDENTIAL ADDRESSES
1	NDEFU MANDEFU KINANGA Jean-Claude	
2	MUNYOLOLO KULAZI Roger	27/Bis, rue MASWEKAMA, Commune de KIMBANSEKE
3	MANZA MATADI Auguy	32, Avenue Matankumu, Q. Sans Fil, Commune de MASINA
4	PHUNA NZITA Blaise	5/B, Q. MBOLOKO, Commune de MATETE
5	MUKUNDJI NGIAMA Altess	43, avenue KIPALA, Q/UELE, Commune de MAKALA
6	MAMBU MFUNGI MPEY Jean-Zéphyrin	15, avenue ZOLANA, Q/KEMI-GOMBELE (Righini), Commune de LEMBA

## ATTACHMENT II

### STATEMENT FOR DESIGNING EFFECTIVE MEMBERS IN CHARGE OF THE BOARD OF DIRECTORS

We, the undersigned, are forming the majority of effective members of the «Laurent Kanza Congo Solidarity and Development Foundation» in acronym «LKCSDF», hereby certify State to have appointed, on June 30<sup>th</sup>, 2015, persons here below at indicated positions opposite to their names:

N°	Names and first name	Profession in life time	Residential addresses	Positions within the Foundation
1	NDEFU MANDEFU KINANGA Jean-Claude			Chairman of the Board of Directors
2	MUNYOLOLO KULAZI Roger	Humanitarian	27/Bis, rue MASWEKAMA, Commune de KIMBANSEKE	
3	MANZA MATADI Auguy	Humanitarian	32, Avenue Matankumu, Q. Sans Fil, Commune de MASINA	
4	PHUNA NZITA Blaise	Lawyer	5/B, Q. MBOLOKO, Commune de MATETE	Lawyer
5	MUKUNDJI NGIAMA Altess	Lawyer	43, avenue KIPALA, Q/UELE, Commune de MAKALA	Lawyer
6	MAMBU MFUNGI MPEY Jean-Zéphyrin	Government civil servant	15, avenue ZOLANA, Q/KEMI-GOMBELE (Righini), Commune de LEMBA	

Done in Kinshasa, on June 30<sup>th</sup>, 2015

For NPMA/LKCSDF

Members in Charge of the Board of Directors

N°	NAMES & FIRST NAME	RESIDENTIAL ADDRESSES
1	NDEFU MANDEFU KINANGA Jean-Claude	
2	MUNYOLOLO KULAZI Roger	27/Bis, rue MASWEKAMA, Commune de KIMBANSEKE
3	MANZA MATADI Auguy	32, Avenue Matankumu, Q. Sans Fil, Commune de MASINA
4	PHUNA NZITA Blaise	5/B, Q. MBOLOKO, Commune de MATETE
5	MUKUNDJI NGIAMA Altess	43, avenue KIPALA, Q/UELE, Commune de MAKALA
6	MAMBU MFUNGI MPEY Jean-Zéphyrin	15, avenue ZOLANA, Q/KEMI-GOMBELE(Righini), Commune de LEMBA

For NPMA/LKCSDF,  
Majority of active members

N°	NAMES & FIRST NAME	RESIDENTIAL ADDRESSES
1	NDEFU MANDEFU KINANGA Jean-Claude	
2	MUNYOLOLO KULAZI Roger	27/Bis, rue MASWEKAMA, Commune de KIMBANSEKE
3	MANZA MATADI Auguy	32, Avenue Matankumu, Q. Sans Fil, Commune de MASINA
4	PHUNA NZITA Blaise	5/B, Q. MBOLOKO, Commune de MATETE
5	MUKUNDJI NGIAMA Altess	43, avenue KIPALA, Q/UELE, Commune de MAKALA
6	MAMBU MFUNGI MPEY Jean-Zéphyrin	15, avenue ZOLANA, Q/KEMI-GOMBELE(Righini), Commune de LEMBA



## ATTACHMENT III

### STATEMENT RELATED TO RESOURCES

We, the undersigned effective members in charge of administrative or management of the non-profit-making Association «Laurent Kanzanza Congo Solidarity and Development Foundation», hereby State that, in accordance with the second paragraph of article 4 of the Law-Decree n°195 dated January 29<sup>th</sup>, 1999 about Non-profit-making Associations, resources, owing to allow the Foundation to achieve its objectives will come from:

- Contributions and/or helps of members,
- Products from the LKCSDF activities,
- Donations and various Legacies, and Subsidies.

Done in Kinshasa, on June 30<sup>th</sup>, 2015

For NPMA/LKCSDF

Members in charge of the Board of Directors

N°	Names and first name	Profession in life time	Residential addresses	Positions within the Foundation	Signature
1	NDEFU MANDEFU KINANGA Jean-Claude			Chairman of the Board of Directors	
2	MUNYOLOLO KULAZI Roger	Humanitarian	27/Bis, rue MASWEKAMA, Commune de KIMBANSEKE		
3	MANZA MATADI Auguy	Humanitarian	32, Avenue Matankumu, Q. Sans Fil, Commune de MASINA		
4	PHUNA NZITA Blaise	Lawyer	5/B, Q. MBOLOKO, Commune de MATETE	Lawyer	
5	MUKUNDJI NGIAMA Altess	Lawyer	43, avenue KIPALA, Q/UELE, Commune de MAKALA	Lawyer	
6	MAMBU MFUNGI MPEY Jean-Zéphyrin	Government civil servant	15, avenue ZOLANA, Q/KEMI-GOMBELE (Righini), Commune de LEMBA		

**LAURENT KANZANZA CONGO SOLIDARITY AND DEVELOPMENT  
FOUNDATION  
“LKCSDF”**

**The Will of Jean-Claude NDEFU MANDEFU KINANGA**

Here below are relative reasons which I was incited for taking this provision:

Whatever had been his credits, properties that a person might have collected during his life time on this earth of human beings could only have been acquired, by him, within the community which has, somehow and other, contributed to it.

Why not give, in return, a part of these advantages to penniless persons, orphans, disabled persons, refugees, widowers, as well as those who are patients without suitable sponsoring; in order to prove compassion of living for others. But nowadays, some population sections are in

search of having enough to live on and left to their sorry fate. Yet, other people, who are ruling over them, have received this community's grace.

In my eyes, acquired properties consist of more and more a loan granted to the individual by the society so as a property belongs intangibly and definitely to him.

Thus, it's quite legal for any person, to leave all or a part of his properties to the community or either be made available to its service.

Inheritance tax has no other justification; and I, besides, consider this tax as being fair. For, acquired fortune, having to be made thanks to one's job and not through inheritance.

I shall just make an exception for my biological family's members, my children, and my spouse, who has to still take advantage of those ones once her husband has died, for having linked her fate to mine and contributed to my job results during her life time.

Endured difficulties during my life into the country until abroad, death of my late father, Laurent Kanzanza Kambangu, considered as a person suffering from Ebola in 1996 without any assistance from good willing person, justify, in my humble opinion, to put this Foundation in place and which will take after his name; with a view to somewhat contribute to humanitarian needs. So, this Foundation will pursue my own objectives, according to the Statement that I am issuing about it here after:

## **STATEMENT OF OBJECTIVES OF THE LKCSDF**

### 1. About General Objective

To promote Peace and sustainable Development as well as Congolese people's, welfare in the Democratic Republic of the Congo, and wherever this is necessary.

### 2. About Specific Objectives

- Providing economic and sociocultural integration of the internal and external Congolese population in tight corner;
- Providing promotion and protection of environment;
- Fighting against poverty and hunger;
- Promoting education and health;
- Providing, protecting, and enforcing children's rights, while urging school attendance for young girls-mothers and for street children.
- Promoting, protecting, and enforcing women's rights, and providing their intellectual awakening while initiating them to develop their capabilities, with a view to their own economic and sociocultural integration for a best future;
- Taking part in fighting against Sexually Transmitted Diseases, in this case HIV/AIDS and others, in our living environments;
- Taking part in fighting against rapes, their causes as well as their consequences;

- Helping actively to building suitable economic and sociocultural infrastructures for development in favour of the Congolese of the DRC and of Diaspora;
- Providing assistance to vulnerable persons such as those of who are disabled in our living environment;
- Creating suitable economic and sociocultural infrastructures for development and opening up inaccessible environments;
- Providing assistance to vulnerable persons such as those of third year and/or those who are disabled in our living environment;
- Creating favourable economic and sociocultural infrastructures for development and opening up inaccessible environments by building and maintaining roads, schools, bridges, hospitals, health Centers, literacy teaching, conversion of drinking water streams, and electrification of our environments.

### 3. Another Actions Field opening to the Institution

It is based on the idea that each man has, individually, a right to his honour according to what he considers as such. It's thus a matter of choice, and this choice must be favoured.

It is, from then on, advisable to urge achievement of intellectual aspirations and to do so as every one might find best opportunities to meet his vocation in his surrounding environment.

This is the Spirit in which I gave my full support to activities of the vocational Belgian Foundation since its creation.

This organism will be able to pursue and go thoroughly into its action thanks to the support that the new institution could offer it, notably by granting additional helps to some of its winners who will need it.

I also wish the Foundation to arouse or to join efforts bound to arouse, and mainly in environments where it does not exist yet in Africa, opening of similar institution; and to encourage creation of an African Center for Sustainable Development and Solidarity, the head office of which could be, should the need arise, in Kinshasa, the Capital City of the Democratic Republic of Congo, a large country in the Center of Africa.

These views are susceptible of many other repercussions. Since there is a danger of our civilization lying in specializing and compartmentalizing of activities more and more enhanced.

In order to react, and in my humble opinion, one of the remedies is development of cultural means and intensification of exchanges from artistic, scientific, and thought view points, nationally or internationally.

I foresee in these Charter and By-Laws of the Foundation that it might devote to that.

Among others, this action will be taken towards the youth at primary, secondary, and university stages, to list only this example. I consider that we should more and more urge interwiring of disciplines and to give desire of diversifying their interests to pupils and students, notably in artistic, social, economic and cultural fields, susceptible to provide them numerous satisfactions and to complete their training.

I also believe that it is necessary to encourage a sens of civic-responsibility, patriotism, and general interest; especially to those who have to take on responsibilities.

With that in mind, I wish the Foundation to timely resume excellence prizes awarding to various youth's initiatives, notably:

- «Laurent Kanza Congo Solidarity and Development» literature prize, which will be awarded, every two years, to writers, to secondary, vocational, higher schools and universities winners of the Democratic Republic of Congo;
- Prizes bound to award any private or public organization having contributed, remarkably, to survey of problems relating to peace, human dignity, and development integration in Africa.

The Foundation will also grant aids deemed opportune to institutions within the scope of the purposes that it is pursuing.

From the above, I have decided the Charter and By-Laws of this Foundation.

**Jean-Claude NDEFU MANDEFU KINANGA**