

**SAINT JOSEPH COLLEGE SASSE  
BUEA, CAMEROON**

**CONSTITUTION AND BYLAWS  
Relating to the organization and transaction of  
SASSE OLD BOYS ASSOCIATION 1985  
'TRANSITION' CLASS**



**SOBA 1985 TRANSITION CLASS**

Approved and adopted by members online as of \_\_\_ March 2018

Preamble

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## **Preamble**

INSPIRED BY Law No. 96-06 of 18<sup>th</sup> January 1996 instituting the Constitution of the Republic of Cameroon; CONSCIOUS of Article 20 of the Universal Declaration of Human Rights of 10<sup>th</sup> December 1948; GUIDED by the provisions of Law No. 90-053 of 19<sup>th</sup> December 1990 on Freedom of Association; CONGNISANT of the necessity to promote, protect and consolidate liberties, rights, aspirations, interests, hope, expectation and privileges of ex-students of St. Joseph College (SJC), Sasse and especially duly registered members of 1985 'Transition' Class; We the ex-students of St. Joseph College (SJC), Sasse under the aegis of Sasse Old Boys Association (SOBA) and of the 1985 Class (Transition Class) this day of 2011, through regular online communications resolved to revise the Bylaws of the Association premised upon the provisions hereafter.

## **ARTICLE 1 – NAME AND DEFINITIONS**

### Section 1.01

The NAME of the Association shall be SOBA 1985 'Transition' Class (hereafter referred to as the "Association");

### Section 1.02

The MOTTO of the Association shall be SOLIDARITY, HARDWORK and PROGRESS;

### Section 1.03

The Association shall be non-profit making, non-sectarian, non-political, independent and subject to the provisions of these bylaws, the regulations and resolutions of the General Assembly and Executive Board, the SOBA Constitution, and to the laws of the Republic of Cameroon;

### Section 1.04

- a) The SEAT of the Association shall be in Buea, Fako Division, South West Region, Cameroon. It shall be recognized as the birthplace of the Association. It shall be one of the representative regions of the Association affairs.
- b) The Association shall also conduct its business in the representative regions around the world as shall be determined from time to time.

### Section 1.05

The Emblem of the Association shall be that of the school with the name of this Association written **below** it.

## **ARTICLE 2 – GOALS GENERAL OBJECTIVES**

### Section 2.01

- i. To promote, protect and consolidate a long-lasting friendship amongst classmates especially duly registered members of 1985 ('Transition') Class and create a solid

foundation based on the culture to serve and respond to the needs and aspirations of its members and the Alma Mater.

- ii. To support and promote its members through technical and material assistance, and through communication that would result in relevant service delivery and successful outcomes;
- iii. To develop collaborative efforts with our Alma Mater and leadership that identify avenues to support the education initiatives in St. Joseph's College Sasse.

### **ARTICLE 3 – SPECIFIC OBJECTIVES**

#### Section 3.01

- i. Create a forum for assistance, encounters, dialogue, discussions and sharing of ideas;
- ii. Promote and maintain unity and solidarity amongst members;
- iii. Create and exploit sustainable outreach opportunities to connect and reconnect with members and eligible members;
- iv. Define, promote and protect the interests and aspirations of its members and alumni, and **SOBANS** in general;
- v. Raise financial and material resources for efficient and effective sponsor of academic enhancement programs as well as the general well-being of students and staff at St. Joseph's College Sasse;
- vi. Work and operate in close and regular collaboration with the Alma Mater, alumni, and other friendly national and international alumni Associations and groups;

### **ARTICLE 4 – ORGANS AND THEIR FUNCTIONS**

#### Section 4.01

The Organs of the Association shall include the General Assembly and the Executive Board

#### Section 4.02

The General Assembly shall be the supreme organ of the Association. It shall have and dispose of branches in four (4) regions around the world including Asia, Cameroon/Africa, Europe and United States/Canada. These branches shall be semi-autonomous, i.e. have internal laws that fall in line with the established rules and customs in that region. **Regions can in no way act independent that conflict with the ideals and principles of the Bylaws of the main body. They must remain focused in addressing the objectives of the Association rather than focusing on their management. They must cultivate and strengthen a sense of group responsibility with close attention to achieving a high level of governance excellence for the Association. Maintain commitment to all matter of the Association.**

### **ARTICLE 5 – MEMBERSHIP**

#### Section 5.01

Membership to the Association shall comprise of Ordinary and Honorary members;

### Section 5.02

An **Ordinary Member** shall be an individual with any of the following backgrounds and fully registered with the Association;

- i. Be a student admitted into form one in SJC Sasse in 1985;
- ii. Be a student who joined the 1985 Class at any stage of their academic progress in Sasse
- iii. Be a student the 1985 Class met at any stage of their academic progress in Sasse;

### Section 5.02.a

#### Membership conditions

- (a) Members are only those who have paid the annual dues (registration and sinking fund)
- (b) The term of membership shall be annual subject to renewal at the payment of dues
- (c) Members are entitled to one vote on all decisions of the Association
- (d) Only members are entitled to make financial contributions as well as receive support subject to the policies of the Association

### Section 5.03

An **Honorary Member** could be a member's wife or any other person who satisfies any of the following conditions of eligibility;

- i. Be a member of any chapter of SOBA for more than five years standing selected by the General Assembly;
- ii. Honorary members shall be three SOBANS and one other person from any recognized and distinguished association. There shall not be more than four honorary members;
- iii. The name of an Honorary Member shall be followed by the initials "HM" denoting Honorary Member

## **ARTICLE 6 – MEMBERS' MEETINGS**

### Section 6.01:

General: Regions shall schedule and hold meetings based on their internal rules and regulations. Minutes of all meetings must be shared with the general assembly and uploaded on the Class website. The online WhatsApp portal will also be used for deliberation on other specific matters if so decided by the general assembly.

### Section 6.02:

Voting: All major decisions of the Association shall be determined by a majority of votes. Each region is entitled to a one-vote mandate to validate a resolution by the Association. This includes election to the general Executive positions.

## **ARTICLE 7 – TERMINATION OF MEMBERSHIP**

### Section 7.01

Membership to the Association shall cease;

- i. At the non-payment of annual dues
- ii. Resignation by submitting a written letter to the Executive Board
- iii. Upon suspension on grounds of misconduct such as violating any code of ethics and proper practice. This includes online sharing of egregious texts, messages, photos or videos.

#### Section 7.02

##### Readmission

Upon a written apology and an application for readmission, any person whose membership had been terminated could be readmitted after deliberation by the Executive Board.

#### Section 7.03

The Executive of the Association shall include the following;

- i. President
- ii. Secretary General
- iii. Financial Secretary
- iv. Treasurer
- v. Public Relations Officer

#### Section 7.04

Only members in good standing shall be eligible to stand for Executive positions. Only registered members shall nominate individuals to serve in the Executive. Results shall be put together by the Nominating Committee chair in not more than one month.

#### Section 7.05

Regional Leaders shall be elected by their regions based on processes that conform to their internal rules and regulations. Results must be published not more than two weeks after the election of the General Executives.

#### Section 7.06

The President shall be the head and the highest ranking Executive Officer.

- i. He shall be an example and a good ambassador for the 1985 'Transition' Class in whatever he does and wherever he goes;
- ii. He shall ensure the proper functioning and management of the Association and coordinate its activities. He shall preside as chairman at all ordinary meetings of the Association;
- iii. He shall control, approve and execute expenditures in conformity with budgetary allocations as approved by the Executive Board or General Assembly;
- iv. He shall sign all disbursements of money conjunctively with the Treasurer and Financial Secretary;
- v. He shall control, approve and execute expenditures in conformity with budgetary allocations as approved by the Executive Board or General Assembly;
- vi. He shall sign all disbursements of money conjunctively with the Treasurer and Financial Secretary or other person(s) as the Executive Board may resolve;

- vii. He shall propose the program(s) and budget of the Association in conjunction with the Financial Secretary;
- viii. He shall have the prerogative of convening meetings of the Executive Board and the General Assembly;
- ix. He shall be responsible for the presentation of the annual report to the General Assembly;
- x. He shall also preside over meetings of the Executive Board, extraordinary meetings (assembly), meeting of commissions;
- xi. He shall equally lead the Association in meetings with the President or other organs of other friendly associations.

#### Section 7.07

The General Secretary shall replace the President in cases of illness or unavailability to execute his functions and shall enjoy equal privileges and prerogatives as the President;

- i. He ranks next after the President;
- ii. He shall take down minutes and shall oversee the Association's documentation;
- iii. He shall keep and maintain the roll call of members in a special register opened for that purpose;
- iv. He shall keep and maintain the archives of the Association, centralize mails, bring them to the attention of the President and ensure their dispatch to the addresses;
- v. There shall be kept a register called the REGISTER OF MEMBERS wherein the names and status of membership and dates of registration of members shall be entered in a chronological order;
- vi. He shall also make reports on extraordinary meetings (assembly), and meetings of commissions;
- vii. He shall equally lead the Association in meetings with the President or other organs of other friendly associations.

#### Section 7.08

The Financial Secretary shall keep proper accounts of the Association and present an annual report (a statement of account) to the General Assembly unless otherwise decided by the President;

- i. He shall together with the President and the Treasurer signs disbursements and other negotiable instruments;
- ii. He shall be responsible for the collection of all dues and fees and remit same to treasurer;
- iii. He shall present his records to the President and or Auditor(s) upon demand;
- iv. He shall not keep money or other negotiable instruments;
- v. He shall be answerable to the President and the General Assembly.

#### Section 7.09

The Treasurer shall be responsible for keeping the funds and negotiable instruments of the Association;

- i. He shall sign all disbursements and all other negotiable instruments duly authorized with the President and Financial Secretary;

- ii. He shall keep all records of accounts of his department and present them to the President, Financial Secretary and/or Auditors upon demand;
- iii. He shall open a bank account on behalf of the Association;
- iv. He shall be answerable to the President and the General Assembly for the due and proper conduct of his affairs.

Section 7.10

Public Relations Officer (PRO) shall be the link with the outside world;

- i. The PRO shall be in charge of relations with other associations whether national or international;
- ii. He shall take care of publicity and propaganda;
- iii. He shall be in charge of social activities (games, dances, visits etc.);
- iv. He shall keep a record of members' contact addresses as well as keep members abreast of any plans members wish the Association should know, such as plans to travel within and out of national boundaries.

**ARTICLE 8 – TERMINATION OF AUTHORITY**

Section 8.01

The authority to hold an Executive Office shall cease upon suspension, or resignation from office, or withdrawal from the Association.

**ARTICLE 9 – FINANCE AND MANAGEMENT**

Section 9.01

Registration: Each and every member shall pay a renewable and non-refundable yearly registration fee of one thousand (1,000) flat rate.

Section 9.02

Sinking Fund: Members shall also pay a renewable and non-refundable yearly Sinking Fund. [Based on the disparity in the economic status of members, the annual Sinking Fund is as follows;](#)

Members in Cameroon/Africa	10,000
Diaspora	20,000

- i. [Sinking Fund](#) shall be used for purposes agreed upon by the General Assembly, which may include (but not limited) to projects that support our Alma Mater
- ii. It can also serve as a source to sustain ongoing endeavors of the Association

Section 9.03

Each member shall contribute a minimum amount as follows;

<a href="#">Birth: qualifies for a child (or children) born with a spouse or common law partner</a>	5,000
<a href="#">Marriage: qualifies for either 'know door', court marriage and or church wedding</a>	5,000



Death of spouse or parent of whole blood	5,000
Death of full member	20,000

#### Section 9.04

Finance management is crucial to progress and growth so the following applies;

- i. The Class shall have and keep a central account at such bank as the executive may designate, appoint or authorize from time to time by resolution
- ii. The central account shall be used to keep financial records on annual dues (registration/sinking fund). Regions shall have and manage their individual accounts for all other contributions.
- iii. All records of the regional accounts must be submitted to the Financial Secretary
- iv. Regions shall be accountable for all the funds in their keeping and shall disburse them for use if and when decided by the General Assembly.

### **ARTICLE 10 – DISCIPLINE**

#### Section 10.01

All members shall be subject to disciplinary sanctions after a review by an Ad-hoc Disciplinary Committee. For each given case, such sanctions will include but not limited to:

1. A warning letter notifying the member where or what his actions have violated a law
2. A fine depending on the gravity of the case as determined by the Executive Board.

### **ARTICLE 11 – AMENDMENT TO THE BYLAWS**

#### Section 11.01

General: Amendment to the Bylaws of the Association shall be made only at the end of the financial year by a 2/3 vote of regions. Members shall have access to a copy of the Bylaws on the Class website. All proposed amendments must be made through the online portal on the Class website provided. Notwithstanding, members must again review all proposed amendments before they are adopted.

### **ARTICLE 12 – RULES AND REGULATIONS**

#### Section 12.01

General: The Executive may prescribe such rules and regulations not inconsistent with the Bylaws relating to management and operations of the Association as they deem expedient. Such rules shall have force and effect to maintain good conduct and establish etiquette particularly with sharing posts on the Whatsapp forum.

### **ARTICLE 13 – FINANCIAL YEAR END**

Section 13.01

The financial year of the Association shall be determined by the executive. The official currency of this Association is Franc CFA

**ARTICLE 14 – DISSOLUTION**

Section 14.01

The Association may be dissolved by a two-third (2/3) vote of regions done online called for that purpose. Written notice of the motion to dissolve shall be sent to all members one (1) month prior to the final decision.

Section 14.02

Any funds and assets of the Association remaining after satisfaction of its debts and liabilities shall be forwarded to support the acquisition of much needed materials or work in Sasse College.

IN WITNESS WHEREOFF we have hereunto agreed on this \_\_\_\_ (day) of \_\_\_\_\_ (month) 2018.

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