

SAINT JOSEPH COLLEGE SASSE (SOBA)

BUEA, CAMEROON

**The By-laws of Saint Joseph College SOBA  
1985 “Transition Class”**

*Prepared by Bikoko le Bouts of De Jure Law Chambers, P.O Box 694 - Limbe*

## Table of Contents

Preamble

Article 1 - Name and Definitions

Article 2 - Objectives of the Association

Article 3 - Membership

Article 4 - Organs and Functions

Article 5 - Branches

Article 6 - Financial Obligations

Article 7 - Discipline

Article 8 - Management

Article 9 - General Assembly

Article 10 - General Provisions

## **Preamble**

INSPIRED BY Law N°. 96-06 of 18th January 1996 instituting the Constitution of the Republic of Cameroon; CONSCIOUS of Article 20 of the Universal Declaration of Human Rights of 10th December 1948; GUIDED by the provisions of Law N°. 90-053 of 19th December 1990 on Freedom of Association; COGNISANT of the necessity to promote, protect and consolidate the liberties, rights, aspirations, interests, hopes, expectations and privileges of ex-students of St. Joseph's College, Sasse and especially duly registered members of the 1985 "Transition" Class;

We the ex-students of St. Joseph's College, 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 by-laws of the Association premised upon the provisions hereafter.

## **ARTICLE 1 - NAME AND DEFINITIONS**

### **Section 1**

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

### **Section 2**

The MOTTO of the Association shall be SOLIDARITY - HARDWORK - PROGRESS;

### **Section 3**

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

### **Section 4 (a)**

The SEAT of the Association shall be located in Buea, Fako Division, South West Region, Cameroon. It shall be recognized as the birthplace of the Association. It shall represent the primary seat of management of all Association's affairs in Cameroon.

### **Section 4 (b)**

The Association may also conduct its business in other towns as shall be determined by the General Assembly from time to time.

### **Section 5**

The Emblem of the Association shall be that of the school with the name and emblem of this association written above and below it respectively.

## ARTICLE 2 - GOALS

### **Section 1**

To promote, protect, and consolidate a long-lasting friendship amongst classmates especially duly registered members of the 1985 class ('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.

### **Section 2**

To support and promote its members through technical and material assistance, and through communication that would result in relevant service delivery and successful outcomes;

### **Section 3**

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 4 – SPECIFIC OBJECTIVES

**The objectives of the Association are to;**

### **Section 1**

Create a forum for assistance, encounters, dialogue, discussions, and sharing of ideas;

### **Section 2**

Promote and maintain unity and solidarity amongst members;

### **Section 3**

Create and exploit sustainable outreach opportunities to connect and reconnect with members and eligible members;

### **Section 4**

Define, promote, and protect the interests and aspirations of its members and alumni, and Sobans in general;

### **Section 5**

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;

### **Section 6**

Work and operate in close and regular collaboration with the Alma-Mater, alumni, and other friendly national and international alumni Associations and groups;

## **ARTICLE 5 - MEMBERSHIP**

### **Section 1**

Membership to the Association shall comprise Ordinary and Honorary members;

### **Section 2**

A **Member** shall be a person who fulfills any of the following conditions of eligibility:

- A. Be a student admitted into form one in S.J.C. Sasse in 1985;
- B. Be a student who joined the 1985 class at any stage of their academic progress in Sasse;
- C. Be a student the 1985 class met at any stage of their academic progress in Sasse;
- D. Admission as a member is at the instant of payment of registration fee.

### **Section 3**

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

- A. Be a member of any chapter of S.O.B.A. for more than five years standing selected by the General Assembly;
- B. Honorary members shall not be more than four in number:-three Sobans and one other person from any other recognized and distinguished association;
- C. The name of an honorary member shall be followed by the initials 'HM' denoting Honorary Member.

## **ARTICLE 6 - ORGANS AND THEIR FUNCTIONS**

### **Section 1**

The Organs of the Association shall be the GENERAL ASSEMBLY and THE EXECUTIVE BOARD.

## **THE GENERAL ASSEMBLY**

### **Section 2**

The General Assembly shall be the supreme organ of the Association;

### **Section 3**

It shall meet as decided by the members and shall also use the internet as a forum for discussion;

**Section 4** Its decisions shall become binding upon a 51% majority vote of registered members. On-line is also admissible for those abroad;

**Section 5**

Its quorum is attained by participation from at least 1/2 of its registered members;

**Section 6**

In a situation whereby a quorum is unattainable due to inaction or inability by members to vote:

- A. The President shall by virtue of powers vested on him call for another round of voting by the earlier voters;
- B. A motion shall be passed if and only if a quorum of at least 75% of the earlier voters is reached.

**Section 7**

It shall elect members into the Executive Board by a simple majority for a two year renewable term;

**EXECUTIVE BOARD****Section 8**

The Executive shall be elected to coordinate and manage the affairs of the Association.

**Section 9**

All officers of the Executive Board shall be individually elected as laid down in Article 12(5) (F) and answerable to the president;

**Section 10**

Any member in full standing shall be eligible for election irrespective of location;

**Section 11**

The Executive Board shall be answerable to the General Assembly and shall comprise of the following.

**Section 12 - PRESIDENT:**

- A. The president shall be the head and the highest-ranking Executive Officer.
- B. He shall be an example and a good ambassador for the 1985 class in whatever he does, and wherever he goes;
- C. He shall ensure the proper functioning and management of the Association and coordinate its activities;
- D. He shall preside as chairman at all ordinary meetings of the Association;
- E. He shall control, approve and execute expenditures in conformity with budgetary allocations as approved by the Executive Board or general assembly;
- F. He shall sign all disbursements of money conjunctively with the treasurer and financial secretary or other person(s) as the Executive Board may resolve;
- G. He shall have power to delegate his authority to another member of the executive as deemed proper and such delegation may be general or specific;

- H. He shall propose the budget and program of the Association in conjunction with the Financial Secretary;
- I. He shall have the prerogative of convening meetings of the Executive Board and the General Assembly;
- J. He shall be responsible for the presentation of the annual report to the General Assembly;
- K. He shall also preside over,
  - L. Meetings of Executive Board,
  - M. Extra-Ordinary meetings (assembly),
  - N. Meetings of commissions.
- O. He shall equally lead the Association in meetings with the president or other organs of other friendly association.

### **Section 13 - GENERAL SECRETARY**

- A. The General Secretary shall replace the president in cases of illness or unavailability and incapability to execute his functions and shall enjoy equal privileges and prerogatives as the president. He ranks next after the president;
- B. He shall take down minutes and shall be in charge of the Association's documentation;
- C. He shall keep and maintain the roll of members in a special register opened for that purpose;
- D. He shall keep and maintain the archives of the Association, centralize mails and bring them to the attention of the president, ensure their dispatch to the addresses ;
- E. There shall be kept a register called '**REGISTER OF MEMBERS**' wherein the names and status of membership and dates of registration of members shall be entered in a chronological order.
- F. He shall also make reports on,
  - i) Meetings of Executive Board,
  - ii) Extra-Ordinary meetings (assembly),
  - iii) Meetings of commissions.
- iv) He shall equally lead the Association in meetings with the president or other organs of other friendly associations.

### **Section 14 - FINANCIAL SECRETARY:**

- A. He 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;
- B. He shall together with the president and the Treasurer, sign disbursements and other negotiable instruments;
- C. He shall be responsible for the collection of all dues and fees and remit same to the treasurer
- D. He shall present his records to the president and/or Auditor(s) upon demand;
- E. He shall not keep money or other negotiable instruments;
- F. He shall be answerable to the president and the General Assembly.

### **Section 15 - TREASURER**

- A. The treasurer shall be responsible for keeping the funds and negotiable instruments of the Association;
- B. He shall sign all disbursements and all other negotiable instruments duly authorized with the president and financial secretary;
- C. He shall keep all records of accounts of his department and present them to the president, financial secretary and/or auditors upon demand;
- D. He shall open a bank account on behalf of the Association;
- E. He shall be answerable to the President and the General Assembly for the due and proper conduct of his affairs;

### **Section 16 - PUBLIC RELATIONS OFFICER**

- A. He shall be the link with the outside world;
- B. The public relations officer shall be in charge of relations with other associations whether national or international;
- C. He shall take care of all publicity and propaganda;
- D. He shall be in charge of social activities (games, dances, visits, etc.);
- E. 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.

### **Section 17 - AUDITORS**

- A. Two Auditors shall audit the Association's finance and property and render the reports to the General Assembly;
- B. They shall be ex-officio members appointed by the General Assembly for such purposes as aforementioned.

### **Section 18**

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

## **ARTICLE 7 - TERMINATION OF MEMBERSHIP**

**Section 1:** Membership to the Association shall cease in the following circumstances;

- A. By resignation upon receipt by the president of a written declaration to that effect signed by the member;
- B. By resignation upon the making of an oral declaration to that effect communicated in the course of a General Assembly or Chapter session;



- C. By resignation upon making a declaration to that effect communicated through e-mail;
- D. Membership shall also cease upon dismissal on grounds of conduct, or persistent and inordinate default in participation in General Assembly sessions consequent upon an ordinary resolution of the General Assembly, and also, upon the death of a member;
- E. Upon a written apology and an application for readmission, any person whose membership had been terminated by dismissal could be re-admitted after deliberations by the Executive Board. (This final point is [strictly] related to readmission rather than termination)

## **ARTICLE 8 - BRANCHES**

### **Section 1**

The Association shall have and dispose of Branches in any town within the Republic of Cameroon and abroad and all shall be semi-autonomous (i.e., can have internal laws that suit the respective branches and are in no way conflicting to the ideals and principles of the by-laws of the main body);

### **Section 2**

The Association may also conduct its businesses (such as meetings) through branches, which may be determined and located at such places as the Association may determine from time to time;

### **Section 3**

Resolutions from Branch meetings that may directly impact the association shall be brought to the General Assembly for deliberations before a final decision is taken.

## **ARTICLE 9 - FINANCIAL OBLIGATIONS**

### **Section 1**

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

### **Section 2**

Each year shall begin from first day of January.

### **Section 3:**

**SINKING FUND** – This shall be used for the time being for unforeseen events. The General Assembly shall by ordinary Resolution declare annual dues payable in such amounts and at such times or intervals as it may require.

- A. Annual dues shall be used for purposes agreed upon by the general assembly, which may include but not limited to projects that support our Alma Mater to finance start-up projects, as well as projects that will serve as a resource to sustain on-going endeavours of the Association. Each and every member shall pay an annual sum of:

- B. 10,000F CFA by Residents in Cameroon
- C. 20,000F CFA by Overseas Residents

#### **Section 4**

Other sources of income could include gifts, grants and other contributions/donations

#### **Section 5**

Marriages, Births, Deaths and other Sorrowful and Joyful events to be taken care of by Sinking Fund.

- A. Death of Full member: 25,000frs CFA/member
- B. Death of Spouse/child/parent: 10,000 francs CFA/member.
- C. Death of brother/sister of the whole blood: 5,000 francs CFA/member.

### **ARTICLE 10 – DISCIPLINE**

#### **Section 1**

All members shall be subject to disciplinary sanctions after a resolution of an Ad hoc Disciplinary Committee set up for each given case, and such sanctions include, but are not limited to:

- A. A warning letter
- B. Fines depending on the gravity (as determined by the Executive Board)
- C. Suspensions
- D. Dismissal (see Art.7(1)(d) above)

### **ARTICLE 12 - GENERAL PROVISIONS**

#### **Section 1**

Membership and participation shall not be partial as each member must fulfill and/or participate FULLY in all the activities of the Association;

#### **Section 2**

The parts and provisions of the by-laws are mandatory to all members except honorary members from without;

#### **Section 3**

In areas where the By-laws do not specifically make provisions, such areas shall be decided upon by resolution of the general assembly through voting;

#### **Section 4**

The provisions herein shall have no retrospective effect;

#### **Section 5**

The amendment or revision of this Constitution shall be by at least 1/2 of the registered members of the General Assembly;

**Section 6**

A proposed amendment or revision shall be submitted quarterly for the first year, beginning January 1, 2012, and once every start of the year to the General Assembly, and if approved by a 50% majority of votes thereon takes effect the day after the election unless the measure provides otherwise;

**Section 7**

Only active members shall benefit from the largesse of the association.

**SIGNATORIES**

Name	Signature