



SOBA BUEA MOTHER CHAPTER (SBMC)

BY-LAWS

SASSE OLD BOYS ASSOCIATION SOBA BUEA (“MOTHER”) CHAPTER BY-LAWS

PREAMBLE:

Mindful of the need to identify ourselves with the SOBA spirit, protect and promote SOBA value, we the SOBA Buea “Mother” Chapter of past students from St. Joseph's College, Sasse: residing within Buea Sub Division, together with our spouses, have solemnly resolved to create a chapter Meeting in line with the National Constitution of Soba

ARTICLE 1: NAME

The meeting shall be called SOBA BUEA (“MOTHER”) CHAPTER.

ARTICLE 2: AIMS AND OBJECTIVES

In furtherance of the objectives of SOBA contained in Article 5 of the SOBA constitution, the following are the aims and objectives of the SOBA Buea (“Mother”) Chapter:

1. To unite SOBANS residing within Buea Sub-Division
2. To encourage members to respect and protect the interest of one another
3. To support one another in times of joy and sorrow.
4. To promote and protect the SOBANS and SOBA values.
5. To encourage savings by members and grant loans at low interest rates.
6. To show some interest in the achievements of fellow SOBANS in the Chapter.
7. To assist and advise its members and help them live in a way that will command respect in the society.

ARTICLE 3: MEMBERSHIP

Membership is open to any ex-student of Sasse College, person who has worked in Sasse College (Teacher or Auxiliary staffs) living within Buea Sub-Division or any other ex-student who finds it convenient to join the chapter after paying his registration fees and other obligatory dues.

A. Honorary Member: Are proposed by the Executive President to the general Assembly for His records in supporting Education, Development of our community, Support for our Association and must not necessarily be a Soban. They shall Pay Registration and Chapter dues and shall be supporters/sponsors of Chapter activities.

B. Life Membership: Granted by law to all former Ordinary members who are above 75 years. They Shall Pay Sinking Fund, National Dues and shall Host.

C. Sobanese: These are legally married wives to Sabans who are Ordinary Members of the Chapter. They shall Pay their Registration, Sinking Fund, Socials, Sad and Happy events and Shall have One Month in a Callender year to Host the Meeting. They can neither Vote nor be voted into the Executive. They shall be called upon to support the Executive in performing specific duties that help in the smooth running of the Chapter.

D) Dues:

Registration Fee	-	1,000FCFA
Annual Chapter Dues	-	4,000FCFA
Annual SOBA National Dues	-	5,000FCFA
Annual Sinking Funds	-	5,000FCFA

NB; The Registration fee, annual chapter dues, socials, sinking fund, condolence and Happy events dues will be paid byboth SOBANS and SOBANESE. Whilst only SOBANS shall may the annual national dues These amounts should be paid by 30th March each year for members to be fully covered.

ARTICLE 4: MEETINGS

1. Meetings shall hold on the second Wednesday of each month from 4:00pm at Mandy Guest House or
2. The venue of the meetings shall be at the residence of any member of the group hosting.

3. Hosting has to be done following a roster drawn up by the Chapter Secretary at the end of the year (Roster committee).
4. Where no member or group is hosting, the meeting will decide a venue to host itself.
5. Hosting is obligatory to all members at least once during a meeting year.

ARTICLE 5: THE EXECUTIVE BUREAU

The Executive Bureau shall comprise of;

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Financial Secretary
6. Treasurer
7. Publicity / Organizing Secretary
8. Ex-Officio members
9. Chief wiper
10. Lady Member

ARTICLE 6: FUNCTIONS OF THE EXECUTIVE BUREAU

The President:

1. He shall convene and preside over all meetings or delegate same to any member
2. He shall ensure the execution of all decisions and any resolution taken at meetings.
3. He shall report to the general meeting on the deliberations of each executive meeting held.
4. He shall defend and protect the by-laws of the chapter.
5. He shall from time to time co-opt into the executive any members to perform specific duties
6. He shall lead the delegation of the chapter to SOBA General meetings
7. He shall approve all financial transactions.
8. He shall be a signatory to the meeting's savings account.

9. He shall oversee the operations of all sub committees
10. He shall approve loans to members upon presentation by the Financial Secretary and or Treasurer.

The Vice President:

He shall act in the absence of the President or upon delegation

The Secretary:

1. He shall assume and ensure the proper functioning of all secretarial duties of the Chapter to wit: Recording meeting minutes, Drafting Official Communiques upon directives from the Chapter President, He shall conduct the protocol of meetings/
2. He shall perform other duties as the executive bureau may deem fit

The Assistant Secretary

1. He shall assume and ensure the proper functioning of all secretarial duties of the chapter in the absence of the Chapter Secretary or by delegation.
2. He shall perform other duties assigned to him by the Chapter President.

The Financial Secretary:

1. He shall collect savings, Registration fees, chapter/annual dues, sinking fund and all other dues during meetings and hand over to the Treasurer at the end of each meeting after any payment of any authorized disbursements by the President and every transaction should carry a receipt.
2. He shall prepare a quarterly financial report for the meeting.
3. He shall remind debtors of the deadlines for repayment of loans and other dues.
4. He shall be a signatory to the meeting's savings account
5. He shall readily submit his records for auditing when need arises

The Treasurer:

1. He shall disburse money with the authorization of the President
2. He shall keep an impress of not more than 20,000FrS(if need be)
3. He shall participate in preparing the financial report.
4. He shall be a signatory to the meetings savings account

5. He shall readily submit his records for auditing when need arises
6. He shall be the custodian of the chapter's savings account passbook
7. He shall deposit funds into the savings account handed to him by the Financial Secretary at the end of every meeting at any reasonable not later than 72 hours.

Ex-officio members (Advisers):

1. They shall be expected to participate in all the deliberation of the executive.
2. They shall constitute a quorum but shall have no voting rights
3. They shall be appointed by the Chapter President

Chief whip/ Socials:

They Chapter shall have 2 members as Chief Whip and socials. They shall be in charge of maintaining order during meetings and serve drinks to meeting members.

ARTICLE 7: JOYFUL EVENTS

If a financially UpToDate member has a joyful occasion and invites the meeting, the sum of 30, 000F shall be given to the member. Joyful Events include: transfers, send-off, marriages, baby-shower, promotions, Appointment, graduations etc.

ARTICLE 8: SORROWFUL EVENTS

A) Death of a Member:

- All members shall attend the wake-keep and funeral service in the meeting uniform where this takes place within Buea Sub-Division.
- Each SOBAN and SOBANESE shall contribute ten 10,000F.
- The sum of 500, 000Fcfa shall be given to UpToDate bereaved SOBAN or SOBANESE and the entertainment of members at the wake-keep shall be taken care of by the meeting.
- If the funeral is outside Buea Sub-Division, a delegation of three persons shall be sponsored by the house to represent the Chapter.

B) Death of a non - member spouse/biological children:

- All members shall attend the wake-keep and funeral service where this takes place within Buea Sub-Division.
- Each SOBAN and SOBANESE shall contribute 2,000F
- For spouse and 3,000F for Child
- The sum of 100,000 for children and 75,000F for spouse shall be given to the financially UpToDate bereaved SOBAN or SOBANESE and entertainment of members at the wake-keep shall be taken care of by the meeting
- If the funeral is outside Buea Sub - Division, a delegation of two persons shall be sponsored by the meeting to represent the Chapter.

C) Death of a member's parent (biological father / mother):

- All members shall attend the wake-keep and funeral service where this takes place within Buea Sub-Division,
- Each SOBAN and SOBANESE shall contribute 2000F.
- The sum of 50,000F shall be given to the UpToDate bereaved SOBAN or SOBANESE and the entertainment of members at the wake -keep shall be taken care of by the meetings.

NB: Only active members shall benefit from the above considerations. An active member is one who has paid all the obligatory dues and participates in the life of the meeting at least 70% and must have paid their dues on or before 30th of March

ARTICLE 9: NJANGI AND LOANS

1. Members shall run a thrift and loan scheme or “Njangi” at each monthly meeting.
2. Members shall freely choose their “Njangi” contribution brackets and the modalities shall be freely agreed upon and binding amongst members.
3. No executive member shall conduct the “.Njangi” scheme
4. Interest on loans shall be calculated at the rate of 25(twenty five) FCFA per thousand per month and shall be collected upon approval of the loan. Interest rate to be paid on savings will be determined at the end of the year based on total interest on loans received.

5. Loans shall be given only to members who have paid all their obligatory dues and have attended at least 70% of past or current meeting year(s).
6. Loans shall be renewable, but the period shall not exceed six (6) month.
7. At the expiration of 6 months, the borrower and the surtie or sureties shall be obliged to pay back entire amount of the loan with interest
8. Savings shall be paid in December alongside interest

ARTICLE 10: AUDIT

1. They shall be an annual audit in November of the meeting funds prior to disbursement in December
2. Auditing shall be done by 3 members voted by the Assembly in October
3. They shall have access to all financial records including the meeting pass book and any other relevant documents in keeping of the financial secretary and treasurer.
4. The audit report shall be presented in plenary during the December meeting prior disbursement of savings
5. The Audit report shall also carry the inventory of the meeting

ARTICLE 11: DISCIPLINE DURING MEETINGS

1. Members shall not speak during meetings without authorization of the president.
2. Members are expected to be civil, polite and respectful of one another.
3. Late coming to meeting (later than 4pm) shall attract a fine of 500F
4. The Chief wipe is responsible for the implementation of discipline

ARTICLE 12: ENTERTAINMENT DURING MEETINGS

Each Member shall contribute 1000Fas entertainment fee in each meeting to support the host of the month.

ARTICLE 13: SUSPENSION/ EXPULSION

1. Misconduct by Meeting Members during meetings will be sanctioned by the President.
2. Misconduct shall carry a warning, suspension and or dismissal

3. Upon report of the misconduct of a member out of meeting house, a committee shall be appointed by the President to investigate the matter and present to the meeting for sanctions.
4. All decisions which are above warnings and temporal suspension of a member on a meeting day shall be put before the house and a 2/3 majority shall decide on the sanction take.
5. All Decisions taken will be communicated to Soba General

ARTICLE 14: ELECTION/ TERM OF OFFICE

1. All Executive Positions have a term limit of 3 years renewable.
2. All those Allegeable to vote and to be voted must have been active members for at least 15 for President and for at least 3 years for other positions.
3. All those standing for elective positions must UpToDate with their dues for the last 15 Years for President and 3 Years for any other function.
4. Elections should be held in the meeting month of December on the 3rd Year of each Mandate
5. Election will be managed by the Electoral committee appointed by the President and approved by the General Assembly and should be done at least 2 months before the elections.
6. Candidates Vying for positions should file in their application 2 months before election day to the Chapter Secretary who shall forward same to the Electoral Committee.
7. Each Candidate must present a document of financial uprightness delivered by the Financial Secretary and Treasurer

ARTICLE 15: AMENDMENT OF THE BY-LAWS

These By-Laws are subject to amendment by a two third ($\frac{2}{3}$) majority vote of the members.

Signed
President

