



SOBA AMERICA

Policies and Procedures Manual

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This document details operational procedures and interpretations of provisions of the By-Laws of SOBA America, Inc. The goal is to provide a guide that will allow smooth running of SOBA America and understanding of the By-Laws of SOBA America.



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POLICIES AND PROCEDURES MANUAL

1. BACKGROUND

This document details operational procedures and interpretations of provisions of the By-Laws of SOBA America, Inc. The goal is to provide a guide that will allow smooth running of SOBA America and understanding of the By-Laws of SOBA America.

It is a working document that is subject to change by the National Leadership Team as the by-laws change over time to reflect the way business is done at SOBA America.

2. MEMBERSHIP/SHAREHOLDER SUBSCRIPTION FOR SOBA-AMERICA – IMPORTANT POINTERS

Relevant By-laws Sections: Article 2A. Section 2.3(c), Section 2.6, and Section 2.6

Section 2.3: Each shareholder shall have paid his annual shareholder subscription payment of \$100 on or before December 31st of each SOBA America fiscal year to qualify for full benefits of his shareholder status for that fiscal year, as defined and prescribed in these by-laws. Failure to comply with this deadline shall lead to forfeiture of shareholder benefits for the said fiscal year, until the shareholder becomes current, unless otherwise stated in these by-laws.

Section 2.4: Shareholders in good standing shall enjoy the following benefits: a) Death benefit.... (b) Death of immediate relative etc.

Section 2.6: In order to qualify for any benefit available to shareholders of SOBA America, Inc., a shareholder must be in good standing for at least six months and must have paid their annual shareholder subscription fees by December 31st of the eligibility year.

Interpretation and implementation:

(1) Current shareholders: Payment of subscription dues

Shareholders are expected to pay their dues before December 31st. They are encouraged to pay their dues as soon as possible after the convention in May to prevent any lapse in their benefits or membership. Here are some important points to note, underscoring the need to renew your subscription as early as possible.

(a) Benefits status before renewal of subscription between convention and December 31st:

During this grace period (period between start of SOBA America year and renewal of subscription BEFORE December 31st), shareholders shall continue to enjoy some benefits. They will continue to enjoy access to the membership portal of the website and the membership discount program. They will NOT be eligible for any financial or other benefit, including bereavement benefit. They will automatically regain eligibility for ALL benefits once they renew their subscription as long as it is done on or before December 31st.

(b) Benefit status after renewal of subscription done AFTER December 31st (i.e. between

January 1st and the next convention). Any shareholder who fails to renew his subscription by December 31st shall have a lapse in his shareholder status. He shall no longer be a shareholder (unless he is fully vested) of SOBA America. He shall be considered a NEW shareholder once he pays his dues. This means that he shall enter a six month probationary period before he can enjoy benefits, except for the discount benefit which will be immediate. The shareholder shall have the following options

(i) Apply the dues with immediate effect as of the date of payment. This is the default, unless the shareholder explicitly directs the financial team otherwise (see option ii). This means that his six month probationary period starts immediately. He will be granted access to the membership portal of the website and enjoy the discount benefit. However, he will wait out the six month period before he can enjoy any financial or other benefit, including the bereavement benefit.

(ii) Apply his dues at the beginning of the next SOBA America year which starts after convention. The shareholder MUST request this option in writing. Otherwise, option (i) above shall apply. This means that his six month probation period shall begin only at the start of the new SOBA America year on June 1st (after the convention). He shall not have access to the membership portal of the website or enjoy any benefit until the start of his probationary period (discount program and website portal access).

(c) Lapse of membership: Any shareholder who fails to renew his subscription on or before December 31st shall have a lapse of his shareholder status. This means that

(i) His access to the membership portal of the website and discount program shall be suspended

- (ii) He shall no longer enjoy any benefits of shareholder subscription
- (iii) He will be consider a NEW shareholder when he renews his subscription

(2) NEW Shareholders: Payment of subscription dues

A new shareholder will enter a six month probation period before he will be eligible for benefits. He will, however, get immediate access to the membership portal upon registration and enjoy the membership discount program immediately. Financial and other benefits are subject to the six month probationary period.

(i) Payment on or before December 31st: The membership is effective immediately upon payment of subscription dues; hence the 6 month probationary period starts immediately.

(ii) Payment after December 31st (i.e. between January 1st and the next convention). The shareholder shall have the following options

(i) Apply the dues with immediate effect as of the date of payment. This is the default, unless the shareholder explicitly directs the financial team otherwise (see option ii). This means that his six month probationary period starts immediately. He will be granted access to the membership portal of the website and enjoy the discount benefit. However, he will wait out the six month period before he can enjoy any financial or other benefit, including the bereavement benefit.

(ii) Apply his dues at the beginning of the next SOBA America year which starts after convention. The shareholder MUST request this option in writing. Otherwise, option (i) above shall apply. This means that his six month probation period shall begin only at the start of the new SOBA America year on June 1st (after the convention). He shall not have access to the membership portal of the website or enjoy any benefit until the start of his probationary period (discount program and website portal access).

(3) All Shareholders: Procedure for payment of Subscription dues: Shareholders can pay their dues directly to the national treasury or through their local chapters. Here are some important things to note

(a) Paying through local chapters: The chapter President or his responsibility must notify SOBA America in writing – email the treasurer or email info@sobamerica.org of the payment of dues by the member within 48 hours of receiving the payment. This is critical to establish a time stamp. Funds should be transferred to SOBA America treasury within one week of the payment.

The shareholder should send an email to info@sobamerica.org to notify SOBA America of the payment of his subscription dues.

In the event that there is NO written verification by the chapter or SOBAN (no email sent as required above) and there is an event requiring a benefit, SOBA America shall consider that the

said shareholder has not paid their dues and is not in good standing. If there is written verification but the funds have not been transferred into SOBA America coffers outside the one week window, the chapter shall be held in default and responsible for payment of the benefit.

The shareholder and chapter have the right to appeal this decision. If an appeal is made, SOBA America shall investigate. If it is found that the dues were paid to the local chapter but were NOT transferred to the SOBA America treasury in time (before the qualifying event), the local chapter shall be responsible for payment of ANY FINANCIAL BENEFIT to the shareholder. If it is a death benefit, the local chapter will pay the \$1000 benefit and SOBA America will still authorize a fund drive.

CHAPTER PRESIDENTS PLEASE NOTE THAT IT IS EXTREMELY IMPORTANT TO NOTIFY SOBA AMERICA OF PAYMENT OF YOUR MEMBER'S DUES WITHIN 48 HOURS AND TRANSFER THE FUNDS WITHIN ONE WEEK.

(b) Paying directly to SOBA America: Shareholders can pay their dues directly to SOBA America through one of the following methods

HERE WITH PAYMENT OPTIONS:

1. If you have a Bank of America Account you can send payments via email to JNFOMENKY@GMAIL.COM and this will deposit directly to Sasse Alumni Association, Inc.'s Bank of America Account. This is probably the fastest and easiest option for those who have a Bank of America account.

2. Another option is via PayPal by using jnfomenky@gmail.com. We ask that you consider the 2.99% fee incurred by Soba America when you use PayPal to pay your dues. This will serve our Canadian brothers appropriately. Please visit <https://www.paypal.com>

3. You can go directly to any Bank of America Branch Office and tell them you wish to deposit into Sasse Alumni Association, Inc. Business Checking Account, opened in the Peach Tree State of Georgia. Please send a .pdf or take a picture of your deposit slip and email to the National Treasurer at (jnfomenky@yahoo.com) or to the National Financial Secretary at (ngassaf@gvsu.edu) immediately you complete your deposit. Alternatively, you can also send your proof of deposit via text message to the Treasurer at 571-235-2010 or to the Financial Secretary at 517-648-2775

4. Visit <https://www.sobamerica.org> and use the appropriate payment tab underneath the login area. You can also renew from within your membership portal page. If you have not yet registered on the membership portal, choose REGISTER (even if you are renewing your membership) so you can register on the portal while you renew your membership. That will give you access to the many features of the membership portal

5. You may also send your check by snail mail to the Treasurer using the address below. Please make checks payable to SOBA AMERICA. Send/mail your checks to:

JN FOMENKY
5813 Oak Bucket Court, Fairfax, VA 22015

(4) Membership Cards: All shareholders shall be provided a SOBA America membership card upon their request as long as they follow the following process

(a) First Time card holders: Any shareholder who does not currently have a membership card shall register in the membership portal of the website in order to have a membership card made. He shall upload a picture during the registration process, and provide the information requested on the portal. Once membership is verified, he will be granted access to the portal. The information will be used to make his membership card. The membership card shall be mailed to him.

(b) Current card holders: Any shareholder who has a membership card for any previous year simply needs to renew his shareholder subscription. Once that is verified, a new card for the current year will be made and mailed to him. Please note the following

(i) If your membership card was made on the spot during a convention or mini-convention and you did not register on the membership portal of the website, SOBA America does not have all necessary information in the database, such as your address. Consequently, you need to register in the membership portal so SOBA America can get demographic information needed to mail you a new card.

(ii) If you have changed your address since your last card was made, please notify SOBA America in writing with the updated information. Send an email to info@sobamerica.org. Please write ADDRESS CHANGE as the subject of your email.

(5) Convention deliberations: As in any reputable organization, only duly registered and credentialed members have the privilege of taking part in deliberations. Shareholders of SOBA America need to be in good standing and have paid the required convention levy in order to take active part in the general assembly meeting. They will not be allowed entry into the meeting hall unless they have paid their convention levy.

Ex-students of SJC Sasse who are not current duly registered shareholders of SOBA America shall be granted access in the general assembly meeting as OBSERVERS upon payment of the required convention levy. As observers, they will not be able to take part in debates or vote on any issues.

3. SELECTION OF SOBA AMERICA NATIONAL CONVENTION HOST CHAPTER

Relevant General Assembly Resolution (Houston, TX – May 28th, 2016)

The following is the process for the selection of hosts for the SOBA America national convention, as approved and resolved by the SOBA America general assembly on May 28th 2016 at the national convention in Houston, TX. **The selection process shall be effective for selecting convention hosts beginning with the 2020 convention.**

General requirements:

- (1) No chapter shall host more than once in a three year period.
- (2) A chapter must have hosted a mini-convention at least once in an 8 year period prior to hosting the National convention. No chapter shall host a consecutive mini-convention and convention or vice versa
- (3) Every chapter bidding to host shall provide, in writing to the Secretary General of SOBA America, a bid which includes
 - (a) Plan for convention deliberation
 - One central setting for all events vs multiple locations. If multiple locations are selected, information should be provided on distances, ease of getting around etc.
 - (b) Public relations plan for both the local community and global SOBA America community
 - Plan to market the convention to get maximum ticket sales,
 - Any potential plan to get local businesses and others to provide sponsorship for convention
 - (c) Organizational plan
 - Organization structure that chapter intends to have for convention planning, including convention chair, committees. This should demonstrate that the chapter members are engaged and are committed to being involved in the planning process
 - (d) Additional advantages the city has
 - Any other attribute that will sell your chapter or city to delegates etc.

Secretary General of SOBA America shall officially announce bids to SOBA America at the conclusion of the period to accept bids, which is before the end of the meeting at the mini-convention. Chapters can then start their official campaign and make their case to the people.

Process:

- (1) Host chapters shall be selected for a 2 year period (two conventions at a time).
- (2) Chapters shall provide their bid in writing to the Secretary of SOBA America on or before the mini-convention of the even year which is 4 years before bid period. Bidding is open for 2

conventions at a time, starting with even year, so hosts for 2 conventions will be selected For example. The first convention that this will affect will be 2020 convention. Bidding will be for 2020 and 2021 conventions. Bids shall be placed by 2016 mini-convention. That means that for the 2022 and 2023 bid period, bids shall be placed by the 2018 mini-convention.

(3) Bidding chapter president (or his representative) shall make an oral presentation of their bid at the mini-convention. The chapters shall have the period between the mini-convention and the following SOBA America national convention to make their case to the SOBA America community through whatever means they choose.

(4) Voting on host chapters shall be made every two years at the SOBA America general assembly in the odd year three years before the Bid Period conventions. For example, voting for the 2020/2021 convention hosts shall be done at the 2017 national convention.

The bidding chapters shall make an oral presentation of their bids in front of the general assembly prior to voting.

(5) The chapter with the most votes shall decide which of the 2 conventions they will host, with the runner-up hosting the other convention in the bid period.

4. ELECTIONS – DECLARING CANDIDACY

Relevant section from By-laws: Article IVa. Section 4.10

Section 4.10: Candidacy: Elections for national office – President, Vice President, Secretary, Treasurer, Financial Secretary, Organizing Secretary and Publicity Secretary shall be concurrent with election into a Board of Directors seat. Candidates will, therefore, run concurrently for both positions. Any candidate for office must file their candidacy, in writing, with the Secretary of SOBA America, Inc., no later than 60 days prior to Election Day of election year. The candidate must declare and file his candidature in writing addressed to Secretary. He must name the specific office for which he is running and pay a registration fee of \$100 with his filing. This fee will count as his convention registration fee for the convention during which the said elections shall be held. The Secretary shall verify eligibility as defined in these by-laws, and reply to the candidate in writing. The Organizing Secretary or the Secretary will make formal communique to SOBANS stating candidate's official candidacy. The candidate may elect to announce his candidacy himself. In such situation, the candidate should specify this request when he files his candidacy with the secretary. Any disagreements on a candidate's eligibility who filed to run for office to run for office on time will be resolved by the General Assembly before the elections.

Process and Timelines:

Declaring Candidacy: All candidates who plan to run for Office must file their candidacy with the Secretary of SOBA America **by the 4th Saturday of March** of the election year.

Announcement of candidates: The Secretary General or Publicity Secretary of SOBA America shall announce the list of candidates for office at the end of the candidacy declaration period. This will be done after each candidate's eligibility has been verified and the candidates notified of confirmation of their candidacy.

Campaigning: Candidates shall have until the start of the general assembly meeting to campaign and reach out to voters. Candidates will have an opportunity during the general assembly make a final pitch to the electorate before voting begins. The electoral committee shall determine the nature of this.

Voting: Voting shall be by secret ballot and results shall be announced at the end of the voting process.

5. ELECTIONS – ABSENTEE VOTING/BALLOTS

Relevant section in by-laws: Article IV-A Section 4.15

Section 4.15: Absentee Ballots: Eligible shareholders who cannot make it to election can cast absentee ballots if ALL of the following conditions are met:

- (a) The shareholder must REQUEST for absentee ballot IN WRITING (email) to Secretary between 20 to 30 days to Election Day. Any snail mail must be postmarked on or before the deadline.
- (b) After verification of eligibility by Secretary, Organizing Secretary or Secretary shall mail ballot (certified mail) between 15-20 days of Election Day.
- (c) Shareholder shall cast their ballot and mail with their \$100 Registration Fee PLUS a \$250 convenience and processing fee within 10 to 15 days of Election Day – Certified Mail ONLY.
- (d) Ballot shall remain sealed and only opened on Election Day during counting of votes.

Process and Timelines:

Requesting absentee ballots: To request absentee ballot, you must do so in writing to the Secretary of SOBA America between the Fourth Friday of April and the First Monday of May of the election year. You can send an email or regular mail postmarked by this date. Please include your mailing address and your chapter in the request.

Receiving ballots: The Secretary or Organizing secretary shall, upon verification of the shareholder's eligibility, send the official ballot to the shareholder between the second Monday in May and Second Saturday in May of the election year. This will be sent by certified mail, postmarked within this time.

Casting your vote: The shareholder casting an absentee ballot shall mail their ballot, BY CERTIFIED MAIL ONLY, to the Secretary of SOBA America between the Second Saturday of May and Third Thursday of May of the election year. He MUST also include a total of \$350 cashier's check or money order made to SOBA America to cover a \$100 Registration fee (equivalent of convention levy for voters during the convention) and a \$250 convenience fee (which also covers processing and handling). He can pay this fee in advance and submit proof of payment with his ballot. So, your ballot should include either \$350 (cashier's check or money order preferred but cash accepted) or proof of payment (receipt) of the fee

Counting of Ballots: All Absentee ballots shall be opened just before voting starts on Election Day during the general assembly. The electoral committee shall count the absentee ballots but

keep the results secret until voting is completed. The absentee ballot results for each office shall be announced at the end of voting for the office and added to the results of the floor votes to get the final election results for each office. Please note that your vote will not be counted if you do not pay the require fee. It is your responsibility to submit payment or proof of payment together with your ballot.

6. SOBA AMERICA NATIONAL CONVENTION PLANNING AND EXECUTION

The SOBA America national convention is a function and responsibility of SOBA America at the national level. Consequently, the national leadership team (NLT) is the lead authority in convention preparation.

Overall Roles:

National Leadership Team (NLT): The NLT shall

- Take leadership of all national convention related activities
- Assist the host chapter with planning and execution of convention preparation
- Oversee preparation activities, including all spending, of the host chapter

NLT specific member roles:

President and Vice-President: The President and Vice President shall oversee overall convention preparation and smooth running of the convention. They shall ensure that all players - both at the national and host chapter level are on task.

Secretary: The Secretary shall be responsible for the materials related to the deliberations. He shall ensure that all presentations and reports are available and prepared for delivery at the convention. He shall ensure that delegates are credentialed appropriately. He will work with the financial team to keep a running list of delegates who have paid their levy.

Treasurer and Financial Secretary: The treasurer and financial secretary (national leadership financial Team - NLFT) shall be responsible for all financial matters. They shall ensure that SOBANS/delegates pay their convention levy. They shall ensure that there is a mechanism for payment of convention levy, tickets and other convention related fees. They shall work with the host chapter to ensure that all approved funds are available to the host chapter and all revenue is paid into the national coffers. They shall work with the Secretary to ensure that there is a running list of convention delegates as SOBANS pay their levy, so that convention credentialing can be smooth. They shall ensure that all revenue and expenditure is appropriately recorded.

Organizing Secretary: The Organizing secretary is responsible for overall logistic planning of the convention. He is the Chief Planning Officer for the convention. He shall ensure that the host chapter is meeting benchmarks and deadlines for different tasks such as securing locations for different events, hotel info etc. He shall work closely with the host chapter to ensure that these things are done. He will be the lead officer in working with the NLT, responsible for the production of the convention magazine, awards and convention gifts chosen by the president for SOBANS.

Publicity Secretary: The Publicity Secretary shall be the Public Relations Officer. He shall be responsible for the dissemination of important convention related information to SOBANS and the public. He is the Chief Communications Officer for the convention and spokesperson. He will notify and constantly remind SOBANS of key items (levy- work with financial team for messaging, logistics - work with host chapter for messaging and info, advertising (VIP tables, magazine, flyers etc.). He shall also ensure that SOBANS have the communication they need during the convention weekend).

All NLT members shall work closely with each other and with the host chapter to ensure that planning and execution go smoothly in their areas of responsibility

Host Chapter: The host chapter shall

- Work with the NLT to develop logistical and other strategic planning for the convention
- Ensure execution of the plans put in place for preparation of the convention
- Present a complete convention budget by the last Saturday of February for a two-week review and approval by the NLT in consultation with NEC.
- Report progress on agreed benchmarks/timelines to the President of SOBA America or his designee

Finances

(1) General

- SOBA America shall provide the host chapter, at their request, with a loan of \$11,000 for preparation and planning of the convention.
- The host chapter shall provide documentation of all convention related expenses to the financial team of SOBA America
- The President of SOBA America shall approve any expenditure by the host chapter that goes beyond the allocated \$11,000 prior to the expense. This shall be requested in writing by the host chapter (email preferred) and authorization done in writing by the President (email preferred).
- The NLT will ensure that there are mechanisms in place at all convention entry/exit points to ensure the financial integrity of the events and full compliance by all guest and members.

(2) Revenue

(a) Revenue Streams: The following shall be the revenue streams for the convention for SOBA America

- (i) Convention levy: All convention levy paid by SOBANS
- (ii) Sales of advertising spots in convention magazine and backdrop
- (iii) Sponsorship by individuals or corporations or other entities
- (iv) Sales of tickets, VIP packages at convention gala
- (v) Sales of tickets, entrance fees at any official convention activity such as Friday welcome event or Sunday BBQ/cookout where applicable. i.e. if there are fees charged
- (vi) Sales of any rights or fees for vendors at any official convention event (Friday, Saturday or Sunday)
- (vii) Sales of drinks or food items or any other items at any official convention event

NOTE: All revenue from any specific fundraising activity shall be revenue for Sasse Alumni Association and shall be reported separately. It shall NOT be included in the revenue calculation for SOBA America. This includes specific fundraising activity during the gala or other specific fundraising activity such as a 5K run etc.

(b) Revenue Collection:

(i) Convention Levy: The financial team of SOBA America (treasurer and financial secretary) shall be responsible for collection of convention levy from SOBANS. They shall ensure there is a mechanism in place for this, and shall notify SOBANS. They shall actively and constantly remind SOBANS to pay their levy ahead of time. They shall be present on Friday at the convention location and ensure that SOBANS can pay their levy directly to them.

(ii) Advertising for convention magazine: The Organizing Secretary of SOBA America shall be responsible for securing advertising for the convention magazine. He shall work with the host chapter to secure ads from local businesses. He shall work with the financial team to ensure there is a method of payment. He shall work with the Publicity Secretary to ensure there is adequate publicity and solicitation for ads.

(iii) Sponsorship: The Publicity Secretary shall be responsible for public relations work and advertising of the convention to potential sponsors and the public. He will work with the host chapter and other NLT members to coordinate these efforts.

(iv) Ticket Sales: The Organizing Secretary shall ensure that tickets are made and available for purchase. The Financial team shall ensure that there are adequate payment modalities for ticket sales and revenue is collected and recorded appropriately and timely. The Publicity Secretary shall ensure that there is adequate publicity of the convention gala, VIP packages etc. They shall all work with the host chapter to ensure that these process go smoothly and as many tickets are sold ahead of the convention.

(v) Sales: The financial team shall ensure that there is a mechanism for sales of tickets, drinks and other items during the collection. They will ensure that the revenue is appropriately collected and recorded. They will work with the host chapter to fine tune the details of the operation and shall oversee the financial operation.

*****Fundraising for Sasse Alumni Association:** The financial team shall work with the chair of the board of Sasse alumni association and the host chapter to ensure a successful fundraising campaign. They will ensure that donations received are properly documented and donor's information properly collected for issuance of receipts and thank you notes after the convention.

3. Expenses

SOBA America shall keep a record of all convention related expenses. The host chapter shall work with SOBA America to ensure proper accounting.

(a) Expense categories:

(i) Logistics: Hall for Friday event, Saturday meeting and gala, BBQ on Sunday, sightseeing trip costs

(ii) Entertainment: Food and beverage for all events, DJ, MC

(iii) Tickets

(iv) PR: Flyers, media/advertisement costs, backdrop, photography, videography

(v) Magazine

(vi) General Assembly Meeting costs: Audiovisual, program booklet, delegate credentials (badges, voting devices etc.), stationary

(vii) Fees: Process fees for online payment modalities

(viii) Delegate costs: Gifts, awards

(ix) Other miscellaneous expenses (security etc.)

Note: Any expenses that are specific to specific fundraising activities shall be expensed to Sasse Alumni Association. Examples include donation cards for the endowment fund, costs for a 5k fundraising run etc.

4. NET REVENUE

Net Revenue = Total Revenue - Total Expenditure. (Please note that donations from specific fundraising events are not included in the revenue. These are Sasse Alumni Association funds and will be reported separately and in accordance with 501(c) regulations.

5. Revenue sharing: SOBA America 70% of net revenue, host chapter 30% of net revenue.

Logistics

The Organizing secretary shall oversee logistics operations and work with host chapter to ensure that the following activities are completed in a timely manner. Other members of the NLT shall also work closely with the organizing secretary and host chapter in areas that fall under their jurisdiction as described in the roles above. The National convention shall take place on Memorial Day weekend - Last weekend in May. The host chapter shall assemble a Convention Organizing Team (COT) to carry out these functions

(a) Locations - Meeting/gala/other events: The goal will be to get one location for all convention events on Saturday, including accommodation for delegates. A hotel setting is the ideal choice. In the event that this is not possible, the COT shall ensure that locations are as close to the main convention hotel as possible. All locations should be secured at least 6 months to the convention, by the mini-convention preceding the convention. **Deadline: Mini-convention/November.**

The COT shall secure locations for other convention related events - BBQ/cookout, soccer etc. at least three months to the convention. **Deadline: February 28th.**

(b) Accommodation: The host chapter shall negotiate a special rate for SOBANS at the convention hotel and block rooms. The deadline for this is the mini-convention preceding the convention they are hosting. **Deadline: Mini-convention /November.**

(c) Entertainment:

(i) Food: The convention organizing team shall negotiate and ensure (i) food and beverage for the welcome dinner on Friday, (ii) food and beverage for delegates and their families for lunch on Saturday, (iii) food and beverage for the gala on Saturday, (iii) food and beverage for BBQ on Sunday. Planning/arrangements should be in advanced stages within 3 months of the convention and finalized one month before convention. **Deadline: April 20th.**

(ii) DJ: The COT shall negotiate and obtain DJ for gala. **Deadline: April 20th.**

(d) Tickets/VIP Packages: The COT will determine ticket prices and cost of VIP packages. Tickets shall be printed by the NLT and provided to the COT for distribution and sales within 3 months to the convention. VIP patrons shall be required to complete payment no later than 2 weeks to convention. All receipts shall be sent to the National coffers no later than one week to the convention. Tickets shall be available for sale up to the gala time, but VIP package sales shall end 2 weeks before convention.

Deadlines: Ticket/VIP package production: February 25th. Delivery to COT- March 10th. End of VIP sales -May 15th. Deadline for payment for VIP package: -May 15th.

(e) Communication: The COT shall work with the Press Office to ensure that

(i) There is information about the convention, including event locations, accommodation arrangements, ticketing and sales and other important information on the website no later than 4 months to the convention.

(ii) Press Office shall update SOBANS via yahoo group and social media (Facebook etc.) on important convention information on a regular basis starting at least 3 months to the convention, and increase frequency to weekly two months to the convention, and daily one week before the convention.

(iii) Financial team shall work with Press office to update SOBANS regularly on payment of convention levy, including payment modalities. A running list of SOBANS who have paid their convention levy shall be kept starting from 3 months to the convention and shall be published regularly along with other convention related information.

Deadlines: Info on Website February 25th. Updates on Yahoo groups - begin by February 25th. Increase frequency to weekly April 1st. Increase frequency do daily 7 days before convention weekend starts.

(f) Activities: The COT shall work with the organizing secretary to plan any activities during the convention unrelated to the meeting. This includes soccer, sightseeing tours, and any fundraising events/activities. These shall be finalized at least 1 month to the convention.

Deadline: May 1st.

(g) Delegate registration/Credentialing: The NLFT shall work with the COT to ensure that all modalities are in place to accept payment of convention levy. They shall work with the Publicity secretary to ensure that there is adequate communication with SOBANS. A running list of convention delegates shall be published, beginning from 4 weeks before convention. The Organizing Secretary shall coordinate preparation of credentials for delegates. The goal will be for all delegates to register BEFORE the convention and have credentials prepared before the convention. However, there shall be provisions to payment of convention levy on Friday of the convention with credentials prepared.

Deadline: Friday of convention

(h) Meeting materials: The Secretary of SOBA America shall ensure that all material needed for the deliberations are ready at least 2 days prior to the convention. He shall ensure that all presentations are sent to him at least 4 weeks to the convention by the presenters. All chapter reports must be submitted at least 4 weeks to the convention by chapter presidents. He shall also ensure that convention programs, schedule and other support for the meeting (Audio-visual support, pens, pads etc.) are arranged and ready at least 1 week to the start of the convention.

Deadline: Submission of presentations/reports: May 1st. AV/ printing: May 20th

(i) Convention magazine: The Organizing Secretary shall be responsible for ensuring that all articles and ads for the convention magazine are available at least 8 weeks to the convention. He shall work with the chair of the Editorial Board to ensure this. All payment for ads must be received at least 4 weeks to the convention. All payments shall go to the SOBA America coffers and the financial team will coordinate this. Request for articles and ads shall be communicated to SOBANS and potential donors beginning on January 15th to allow time. The Organizing Secretary shall work with the COT to identify local potential advertisers and start reaching out in February. Potential advertisers shall be notified of the deadline to submit material and payment. The convention magazine shall be produced no later than May 15th.

Deadlines: Request for articles: January 15th. Articles and Ads submission March 15th. Payments for ads: April 15th. Convention Magazine production: May 15th

(j) Convention gift and Awards: The President of SOBA America shall be responsible for selection and production of the convention gift. **Deadline: May 15th**. He shall also be responsible for forming an award committee and making sure that committee has the relevant award selection guidelines to perform its job in a timely manner.

Convention Weekend

(a) Delegate registration and credentials: The Organizing secretary, Publicity Secretary and Secretary of SOBA America shall ensure that all delegates receive their convention credentials on time. They will check with the financial team to verify payment of levy by delegates. Delegate name tags shall be handed out on Friday at a designated location in the convention venue and at a designated time. Delegates who pay their levy ahead of time and send their picture shall have their cards made in advance. The cards shall be used for entry at ALL

convention events that have restricted or paid entry. Please note only members in good standing (i.e. who are current with their SOBA America registration) shall receive delegate badges upon payment of their levy. Sasse ex-students who are not current with their SOBA America membership shall receive an OBSERVER badge upon payment of convention levy. This will allow them access but they will not be able to vote or debate any issues on the convention floor.

The rest of the credential material (tag holders, voting devices, presentations and program, magazine, gift) shall be handed to delegates on Saturday morning BEFORE the start of the general assembly meeting. Only DELEGATES (NOT OBSERVERS) shall receive a name tag holder and voting device. The badges for delegates shall be different from observers for easy identification.

Definitions: A delegate is a SOBAN in good standing (who has paid his dues before the December 31st deadline for the current year) that has paid his convention levy. An observer is a SOBAN who is NOT in good standing (has not paid his dues by December 31st deadline for the current year) or an ex-student of Sasse College who has paid his convention levy.

(b) General assembly meeting

(i) Security: The Organizing Secretary shall work with the COT to ensure there is security available at the entrance to the meeting to check credentials and allow access only to properly credentialed SOBANS

(ii) The Secretary shall work with the COT to ensure that all supporting supplies and materials (presentations, program, audiovisual support, pens, refreshments etc.) are available prior to the start of the meeting.

(iii) All convention delegates MUST return their badge holders and voting devices to the designated persons appointed by the NLT at the conclusion of the general assembly (shareholder) meeting. Failure to do so shall incur a fine of \$150 for unreturned or lost voting device and \$50 for unreturned or lost badge holder.

(c) Gala –

(i) Gate: The Treasurer and Financial Secretary shall ensure that entrance fees are collected and appropriately recorded and entered into SOBA America coffers. Delegates will need to present their credentials to gain access. If they do not have their convention delegate/observer card, they will be considered guests and be subject to paying the entrance fee for the gala.

The Organizing secretary shall work with the COT to ensure that there is appropriate security.

(ii) VIP table management: The COT team shall ensure that all VIP tables are properly differentiated and identified and that VIP guests get the service that they paid for with their VIP package. All labeling of VIP tables and seating assignments must be made before the gala start time. The Organizing Secretary shall oversee this.

(iii) DJ, food etc. The COT shall ensure that other components of the gala are in place. The National Leadership Financial team shall ensure that payments for drinks at the bar are appropriately collected, recorded and entered into SOBA America coffers.

(d) Sunday BBQ – The organizing secretary shall work with the COT to ensure that all elements are in place for the Sunday event. The COT shall also ensure there is adequate arrangement for clean-up of the park after the event.

(e) Sunday event – Soccer etc.: - The COT shall ensure at all equipment that belongs to SOBA America is collected after use. The local chapter president or chair of the COT shall be responsible for this. The equipment shall be handed to SOBA America after the event.

Post-convention

(1)Financials: The treasurer and Financial secretary shall work closely with the chair of the COT to reconcile all financial records and account for all transactions. Financial records for SOBA America shall be separated from those of Sasse Alumni Association (fundraising related records). This shall be completed within two weeks of the conclusion of the National Convention. However, the records will be continuously updated as more pledges and payments come in.

The Financial Secretary and Treasurer shall then have another week to finish the financial report

(a)Reconciliation

(b) Financial report

(2) Convention minutes: The Secretary of SOBA America shall complete and submit minutes of the National Convention within three weeks of the completion of the convention. Minutes will be sent to the President. Upon his approval, the minutes shall be uploaded to the archives section of the website and share with NEC.

See Appendix 4 for spreadsheet of checklist.

7. MANAGING SOBA AMERICA WEBSITE CONTENT AND MAGAZINE

The President in consultation with the NLT will appoint members of the Editorial Board of SOBA America. The Editorial Board of SOBA America is responsible for managing content of the website, social media accounts and SOBA America magazines (including convention magazine). The chair of the Editorial board shall answer directly to the Publicity Secretary (PRO) of SOBA America, under whose jurisdiction this falls. The President of SOBA America has ultimate authority.

Editorial board responsibilities:

- Collect, edit and approve content for website, magazines and social media outlets. The board will solicit articles from SOBANS and non-SOBANS (when necessary) in a timely manner.
- Solicit and collect ads for magazines, including ensuring payment is made in a timely manner. The board will work with the financial team to ensure payments are made appropriately.
- Work with outside organizations and associations to promote the image and work of SOBA America.
- Prepare news worthy information and articles for your bi-annual publications (Mini-convention magazine/e-magazine and convention magazine).
- Searching for potential sponsors for the publications as well as ensuring the payments are made to the Financial Team.
- The board can invite or work with outside persons or organizations in ways, which will advance the objectives and goals of SOBA America.
- The Board will meet periodically as deemed necessary by the editor-in-chief or chair of the board.
- The board will ensure that our website and social media outlets are updated with news worthy articles or information at least once every three weeks.
- Work with the Webmaster for SOBA America website to ensure timely posting of approved articles/submissions on the website.
- The editor-in-chief or chair of the board will present the annual plan of the board and the estimated budget to the NLT by July 31st of each year for review and approval.

Process for submission of articles and process for printing and distribution of magazine shall be finalized soon by the Editorial Board.

8. SOBA America and Sasse Alumni Association Accounts and financial reporting

The association shall operate two separate bank accounts – one for SOBA America and one for Sasse Alumni Association. Financial reporting and accounting shall be done separately for SOBA America – a for-profit corporation, and Sasse Alumni Association, non-profit entities in the USA and Canada.

SOBA America is the social arm of the association that deals with membership/shareholder issues. This includes shareholder dues and benefits. All dues should be paid to SOBA America and the funds should be deposited in SOBA America account. All membership benefits, convention preparation costs and other matters not dealing directly with fundraising or non-profit activities shall be drawn from the SOBA America account.

Convention and other revenue that is not generated from a specific fundraising activity shall be paid into SOBA America account. Any convention or other revenue generated from specific fundraising activity (for example, fundraising DURING the convention gala, fundraising activity such as a 501k run during the convention etc) shall be paid into Sasse Alumni Association account.

Sasse Alumni Association in the USA and Canada are the non-profit (501(c) 3 in the US and charity in Canada) arms of the association. All non-profit activity – including fundraising for projects, and management of projects that are philanthropic – shall be handled by Sasse Alumni Association.

All expenditure that is directly related to non-profit activity/projects shall be funded by Sasse Alumni Association with money withdrawn from the Sasse Alumni Association Account.

Convention and other revenue that is generated from specific fundraising activity for specific no-profit philanthropic projects fall under the 501(c)3 and Canada Charity organization rules and shall be paid into the Sasse Alumni Association account. Examples include specific fundraising during a convention gala, crowdfunding fundraising for projects, organized fundraising activities such as raffles, 5K runs etc.

SOBA America can make a donation/contribution to Sasse Alumni Association to support non-profit activities. Such donations shall be reported as expenses for SOBA America.

SOBA America shall file its annual taxes as a corporation in accordance with the law. Sasse Alumni Association shall file its annual report and taxes as a 501(c)3 organization in the US and Charity in Canada in accordance with the law. The accounting/books, therefore, need to be done separately and reported separately by the National Financial Team in their quarterly statements and reports to the general assembly.

Financial reporting responsibilities for chapters: All chapters are branches of SOBA America. Consequently, chapters are required to submit financial reports to SOBA America Financial Secretary as these will be included in the tax filings of SOBA America. The financial reports should contain Income/Expense information. They are due on July 15th (first half of the calendar year) and January 15th (second half of the calendar year). Chapter presidents are responsible to ensure that these reports are submitted to the National Financial Secretary.

Reimbursable expenses incurred on behalf of SOBA America: Any officer or shareholder who incurs pre-approved personal costs while conducting business on behalf of SOBA America is eligible for a re-imbusement. The shareholder must submit a copy of the receipt or paid invoice via email to the treasurer and financial secretary of SOBA America, and copy the President, within 30 days of the date the expenses were incurred. The financial secretary and/or treasurer shall send a written acknowledgement (via email) of the request for re-imbusement. The financial team, upon verification of the prior approval of the expense and execution of the business, shall have up to sixty (60) days from the date of the request to process and disburse the reimbursement to the shareholder.

9. SOBA America Death Benefit, Life Insurance and SAGI

A: Request For Death Benefit: Any shareholder who is eligible for benefits offered by our bylaws (*see section 2, Page 2 of this document for eligibility information*) should inform his chapter president to make an official request through the Secretary General and President of SOBA America by email. This will initiate the benefits eligibility approval review process. In the event where the shareholder does not have a chapter president, he can send his benefit request to the SG and President directly.

Upon receiving that request, the President of SOBA America shall ask the financial team to verify eligibility of the shareholder for the benefit. Once eligibility is verified, the President or his designee shall make a formal authorization, in writing via email, to the financial team to disburse the death benefit. He (or his designee) shall also formally authorize a 30-day fund drive on behalf of the shareholder via SOBA America via the SOBA America yahoo group. The chapter president or his designee shall run the drive on behalf of the shareholder.

Only the President of SOBA America or his designee has the authority to authorize fund drives in any SOBA America social media forum, including the SOBA America yahoogroups page.

B. SOBA America Life Insurance Program: SOBA America currently offers voluntary group term life insurance to shareholders under the Sasse Alumni Association banner. The death benefit is \$25,000 for shareholders or their spouses enrolled and \$7,500 for kids under age 21 enrolled. Shareholders who wish to take advantage of this benefit must

(i) Fill out the application form and submit the completed form to the SOBA America representative, Emeritus Quintus Enow between September 1st and October 15th. His mailing address is 12557 Howland Park Drive, Plymouth, MI 48170.

(ii) Include payment of \$118.80 per shareholder or spouse if they choose to enroll themselves or their spouse, or \$122.40 per shareholder (or spouse) with all dependent children under 21 years of age. This should be included with the completed application.

(iii) Submit payment detailed above annually to Emeritus Enow between September 1st and October 15th for renewal of the policy. Failure to do so shall result in a lapse of the policy and forfeiture of the benefit.

Emeritus Quintus Enow is available at (678) 777 3574 or kekule73@yahoo.com for any questions.

Please see Appendix 5 (page 30) for the application form and more details.

C: SAGI – Basics and Registration Process: SAGI is an insurance scheme offered by a 3rd party Association (SAGI) to the benefit of registered members of Association Groups, in this case, SOBA America. Membership to SAGI is group based, so individuals may not be able to join SAGI directly without going through SOBA or any other group to which they are an active/registered member. SOBA America is only a facilitator to SAGI and all benefits that may be gained/obtained from SAGI. It is important for each and every SOBAN interested in joining SAGI to read the rules, limitations, and regulations of SAGI as published on their website. You may learn more by visiting <http://www.sagi-usa.org/internal-rules>

Here is the process to elect registration to SAGI through SOBA America

1. Send the names of all your family members and/or external relatives and friends you intend to register with SAGI via email to the current financial team of SOBA America and copy the current President and Dr. Kevin Njabo. As of 9/1/2016 you would need to send an email with the names of you and your family members who are resident in the United States to the following email addresses:

JNFOMENKY@YAHOO.COM

NGASSAF@GVSU.EDU

MAFANY@YAHOO.COM

KYNJABO@HOTMAIL.COM

2. The names you are sending to SOBA America **MUST MATCH OFFICIAL DOCUMENTS** (such as State ID Card, Federal Documents such as Passport, Birth Certificates, etc.). No aliases or titles are permitted, such as Dr., Lawyer, Maitre, Chief, Hon, Sir, etc. For example, Chief AB Brown is not acceptable. Instead the full names - Albert Bestman Brown, as listed on Brown's ID, is what you should send to SOBA America.

3. It is the responsibility of the person sending the names to ensure the names are typed correctly and error free. We strongly recommend you verify the names of all your love ones you intend to register by reviewing their official documents before sending the information to SOBA America. SOBA America does not keep copies of ID cards, Passports or Social Security Cards to verify the names as sent to the email addresses listed in paragraph 1 above. It is the responsibility of the person sending the names to ensure the names are correct and match official documents. All names sent will be forwarded to SAGI accordingly with no edits or correction whatsoever.

4. For each name intended to be registered, there is a one-time matriculation number fee of \$20.00. There is also a \$12 per year fee per member paid annually upon registration. As such, for the first year, each member is expected to pay \$32.00 in fees only. In addition, SOBA America requires a \$50.00 escrow deposit. Death events would be automatically deducted from

this \$50.00 escrow account until such time when it is depleted. Before the account is depleted, SOBA America will advise each member via email. So to recap on the amount to be paid:

\$20.00 Onetime matriculation registration fee

\$12.00 Annual Fee

\$50.00 Escrow Account Required Deposit

\$82.00 Initial Deposit/Payment required per member. So, for example, if you have you, plus four members, making five, you will multiply $\$82.00 \times 5 = \410.00 . This is the amount you will need to pay to SOBA America.

5. The fastest and preferred way of making this payment is direct to SOBA America's Bank of America Account. Alternatively, if you have Bank of America, you may make a payment to Fomenky's Bank of America Account, through PayPal, Wire, or Check. Details will be made available to you upon request when you decide your preferred means to send in your payment.

6. Once your payment has cleared our account, this is when your name and all dependent names as were originally provided is officially sent to SAGI. It takes at least 90 to 115 days for SAGI to issue a "SAGI" matriculation number. As you may read from SAGI's rules and regulations, there is a 3 months minimum wait period before a "SAGI" matriculation number may be issued.

7. Once SAGI notifies SOBA AMERICA of the issuance of the matriculation number, the Financial Team of SOBA America will transmit that information to you via email. At this time, you are now officially a member of SAGI with a matriculation number via SOBA America.

8. As of 9/1/2016, there are 275 associations registered with SAGI consisting of 8,331 members with a per death event contribution of \$1.80. So, if you register along with four family members, that makes a total of five people. For each death event, you will contribute \$9.00 ($\1.80×5). If there are 2 death events per month (which seems to be the average death rate), you will contribute \$18.00 ($\9.00×2) as in the case of this example. Of course, you may need to adjust your expected contribution amount based on the number of registered members you seek for SAGI. It may be more or less, depending on the number of registered members with SAGI.

Please call 571-235-2010 or 310-405-3396 should you have any questions or concerns. We strongly recommend you visit <http://www.sagi-usa.org> to learn more about SAGI.

Thanks for your interest in allowing SOBA AMERICA facilitate an added benefit worth \$15,000.00 in the unfortunate event of a death of a loved one.

APPENDIX 1

2020/2021 Convention Host Selection

Timeline and details for selection of the 2020 and 2021 national convention host chapters.

Eligibility: The following chapters are NOT eligible to bid

- Atlanta (2017 host), Boston (2018 host) and DC Metro (2019 host)
- Host of the 2019 and 2020 mini-conventions.

Chapters who bid must have hosted (or scheduled to host) a mini-convention between 2012 and 2020.

Deadline for submission of bid: Chapters bidding to host the 2020 or 2021 (election year) conventions must do so in writing to the Secretary of SOBA America on or before November 11th, 2016. The Chapter President or his representative should send an email to Secretary Mbei Enoh (mbei.enoh@gmail.com)

Presentation of bid: Bidding chapters shall make a brief oral presentation at the 2016 Mini-convention in Charlotte, NC on November 12th 2016.

Bidding chapters shall make their case to SOBA America between the mini-convention and the Atlanta 2017 convention.

Bidding chapters shall make a final oral presentation to SOBA America at the general assembly during the National convention in Atlanta on Saturday May 27th, 2017.

Selection of host chapter for 2020 and 2021 national conventions:

The general assembly shall vote on the host on Saturday May 27th, 2017. All bidding chapters who have met the criteria set forth above shall be on the ballot

The chapter with the simple majority of the votes shall earn the right to select which convention they want to host - 2020 or 2021. The runner-up (chapter with the second highest number of votes) shall host the convention which is NOT chosen by the winner.

In the event of a tie, there shall be a run-off vote between the chapters tied for the lead.

APPENDIX 2

2017 Election Cycle: Important dates for Candidacy

Process and Timelines:

Declaring Candidacy: The deadline for declaring candidacy for the 2017 elections is March 25th 2017.

For 2017 election cycle, email your candidacy to Sec. Mbei Enoh by March 25th, 2017. His email address is mbei.enoh@gmail.com. Be sure to include the office you are applying for. Be sure to pay your registration fee of \$100 by the filing deadline of March 25th, 2017. This will count as your convention levy for the 2017 convention.

Announcement of candidates: The Secretary General or Publicity Secretary of SOBA America shall announce the list of candidates for office at the end of the candidacy declaration period. This will be done after each candidate's eligibility has been verified and the candidates notified of confirmation of their candidacy.

For the 2017 election cycle, it will be communicated in the SOBA America yahoo groups e-group and on the website by April 10th, 2017.

Campaigning: Candidates shall have until the start of the general assembly meeting to campaign and reach out to voters. Candidates will have an opportunity during the general assembly make a final pitch to the electorate before voting begins. The electoral committee shall determine the nature of this.

APPENDIX 3

2017 Election Cycle: Important dates for Absentee Voting

Timeline and information for 2017 Election Cycle:

Requesting absentee ballots: Email Secretary Mbei Enoh at mbei.enoh@gamil.com, or send mail at 8787 Woodway Drive, Houston, TX 77063, postmarked between Friday April 21st, 2017 and Monday May 1st, 2017.

Receiving ballots: Upon verification of your eligibility to vote, your ballot will be mailed to you between Monday May 8th 2017 and Saturday May 12th, 2017

Casting your vote: Mail your ballot together with your payment or proof of payment of \$350 BY CERTIFIED MAIL postmarked between Saturday May 13th, 2017 and Thursday May 18th, 2017 to Mbei Enoh, 8787 Woodway Drive, Houston, TX 77063.

Appendix 4

National Convention Planning and Execution Checklist

| TASK | RESPONSIBLE PARTY | REPORT TO | DEADLINE | DATE STARTED | DATE COMPLETED | NOTES |
|-----------------------|-------------------|----------------|------------|--------------|----------------|-------|
| Convention Budget | COT | Nat.Pres. | Feb 28th | | | |
| Event location | COT | Nat. Presi. | Mini-conv | | | |
| Other locations | COT | Org. Sec. | Feb 28th | | | |
| Accommodation | COT | Org. Sec. | Mini-conv | | | |
| Food/Beverage | COT | Org. Sec. | April 20th | | | |
| DJ | COT | Org. Sec. | April 20th | | | |
| Ticket Production | Org. Sec | Nat. Pres | Feb 25th | | | |
| Ticket deliv. To COT | Org. Sec. | Nat. Pres. | Mar 10th | | | |
| End of VIP sales | COT | Fin. Sec/Treas | May 15th | | | |
| All VIP payments | COT | Fin. Sec/Treas | May 15th | | | |
| Website info | Edi. board | Org. Sec. | Feb 28th | | | |
| Yahoo groups info | Pub. Sec. | Nat. Pres. | Feb 28th | | | |
| Weekly yahoo info | Pub. Sec. | Nat. Pres. | April 1st | | | |
| Del. Reg. list on yah | Fin. Sec/Tre | Nat. Pres | April 1st | | | |
| Other conv. activity | COT | Org. Sec. | May 1st | | | |
| Presentation Sub. | Sec | Nat. Pres. | May 1st | | | |
| AV and printing | Sec | Nat. Pres | May 20th | | | |
| Conv. Mag artic req. | Edi. Board | Org. Sec. | Jan 15th | | | |
| Conv. Mag artic sub. | Edi. Board | Org. Sec. | Mar 15th | | | |
| Conv. Mag ADS req. | Edi. Board | Org. Sec. | Jan 15th | | | |
| Conv. Mag ADS sub. | Edi. Board | Org. Sec. | Mar 15th | | | |
| Conv. Mag AD pymt | Edi. Board | Fin.Sec/Trea | Apr 15th | | | |
| Conv. Mag. PRODU. | Edi. Board | Org. Sec. | May 15th | | | |
| Convention Gift | Nat. Pres. | NLT | May 15th | | | |
| Convention Awards | Nat. Pres. | NLT | May 15th | | | |

Legend: COT = Convention Organizing Team (local chapter), NLT = National Leadership Team

Color code for different sections: Budget, Event locations, Accommodation, Entertainment, Ticketing/VIP packages, Communications, Other convention activities, Meeting material, Convention magazine, Convention gift and awards.

Appendix 5
SOBA America Life Insurance Application
Form

**(This page left intentionally blank. See next
page for form)**

**Application for
Group Term Life Insurance**

Hartford Life and Accident Insurance Company
Simsbury, CT 06089



Policyholder Name: Hartford Association Group Insurance Trust (HAGIT)

Participating Organization:
Sasse Alumni Association USA #3354

Group Policy Number: AGL-1835

Member's

Name: _____

Soc Sec #: _____

E-mail: _____

PRIMARY INSURED (Indicated above)

Date of Birth: _____

Address: _____

Male Female

Place of Birth (city/state/country): _____

Your Participating Cultural Association has selected the following Life Insurance benefit amount available to members:

\$25,000

Your Participating Cultural Association has selected the following children's Benefit.

\$7,500

(Only one of the parent's in a two parent family can select this benefit).

Children coverage requested: Yes No

Member's Beneficiary:

Name _____

Relationship _____

The primary insured will be the beneficiary for any Children's coverage issued.

Note: Your cultural association cannot be named as a beneficiary because of conflicts with insurance regulations.

The policy design guarantees coverage to active members that apply for the benefit at the first time they are eligible. Members who decline this one time option and want coverage at a later time must wait until the next enrollment period which is normally the month of September. A completed health questionnaire will then be required and the member will either be accepted or declined for coverage by *The Hartford*.

The death benefit for all members is fifty per cent of the normal amount during their first year of coverage. Benefit levels *and* premiums reduce to 50 % at age 65 and then to 10% at age 70. This policy design was arrived at in order to provide the availability of guaranteed coverage for all active members at competitive premiums without regard to health status.

By applying for this insurance, do you intend to replace, discontinue, or change an existing policy of life insurance? Member Yes No

Please review your answers to these questions to be sure that you have answered them fully and truthfully. A misrepresentation on these questions could void your coverage. Answering "Yes" to any of these questions disqualifies you from acceptance for coverage at this time.

I understand that coverage will become effective only after approval by the Company and receipt of the first payment of premium. By signing this application, I acknowledge that the Application is true and accurate for each person to be insured.

By signing below, I acknowledge that I have read and agree to all terms on the reverse of this form.

X _____
Signature required to activate coverage

X _____
Date

FORM PA-9199 (1835) (HLA)(SI-Life Q2)

CERTIFICATION and AUTHORIZATION

I hereby certify that I have read all statements and answers in this application and that they are full, complete and true to the best of my knowledge and belief. I understand that any misrepresentation contained herein or relied upon by the company may be used to contest the validity of the coverage, within the contestable period if such misrepresentation materially affects acceptance of the risk. I understand that coverage will not become effective until The Hartford¹ grants its underwriting approval. I agree that subject to the deferred effective date provision that no insurance coverage shall become effective unless: a) The Hartford grants its underwriting approval; and b) at the time of payment of the first premium, I am living, and my insurability remains the same as that described in the application. I do not receive temporary or conditional insurance coverage just because I submit an application and pay the first premium. I certify that I have received the Notice of Insurance Information Practices.

I authorize any: doctor or counselor; health practitioner; hospital, clinic or medical facility; insurer or reinsurer; consumer reporting agency; Medical Information Bureau, Inc., or employer; to give The Hartford or its legal representative information about my physical or mental health, (including history, condition, diagnosis and treatment), drug or alcohol use history, other insurance coverage or employment status. The Hartford will use the information to decide if and to what extent I am eligible for insurance coverage or benefits under the policy. This information will be treated as confidential.

I understand the Medical Information Bureau, Inc. will release records or information only to The Hartford. I authorize The Hartford to give information about me to: its reinsurer(s), the Medical Information Bureau, Inc., any other insurance company to whom I may apply for Life or Health Insurance, or other persons or organizations handling a claim, underwriting coverage applied for or administering coverage issued as a result of this application or as required by law. I understand that upon written request I may revoke this authorization except to the extent that action has already been taken in reliance on the authorization. This authorization expires two (2) years from the effective date of my coverage or, if no coverage has been issued, one (1) year from the date of this application. I understand that a photocopy of this form is as valid as the original, and that I have a right to receive a copy of this form upon request.

¹ The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing companies Hartford Life Insurance Company and Hartford Life and Accident Insurance Company. The issuing company is shown on the face page of this application.

AIDS Related Complex (ARC)* is a condition with signs and symptoms which may include generalized lymphadenopathy (swollen lymph nodes), loss of appetite, weight loss, fever, oral thrush, skin rashes, unexplained infections, dementia, depression, or other psychoneurotic disorders with no known cause. "Disorder of the Immune System" includes the hyperimmune conditions, disorders of gammaglobulin synthesis (hypogammaglobulinemia) of white blood cell production and maturation, and the immune-deficiency disorders both congenital and acquired. Also included in disorders of immunity are lupus erythematosus, Grave's Disease, rheumatoid arthritis, primary biliary cirrhosis, and others.

FORM PA-9199 (1835) (HLA)(SI-Life Q2)

STATE NOTICE

Any person who includes any false or misleading information on an application or filing a claim for an insurance policy is subject to criminal and civil penalties. It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. In certain states, penalties may include imprisonment, fines, denial of insurance, and civil damages.

Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the State Insurance Regulatory Agency and/or Division of Insurance. If while in the state of Florida, a person knowingly and with intent to injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete or misleading information, the person is guilty of a felony in the third degree. Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false, misleading or deceptive information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall be subject to substantial civil and/or criminal penalty where and to the extent allowed by state law.