

# Sasse Alumni Association Inc

"An Alumna Association of the Ex-Students  
of St. Joseph's College, Sasse-Cameroon"  
A 501 (c)3 Charitable Organization



## Office of the President

June 26<sup>th</sup>, 2019

### MEMORANDUM:

- To:** SOBA America Chapter Presidents – Sona Bokossah (Arizona), Tony Mbuagbaw (California), Ngale Mongoh (Carolinas), Paul Forbang (Dallas), Ekole Fonjungo (DMV), Bruno Ayang (Delaware), Victor Tanteh (Georgia), Mbei Enoh (Houston), Edmund Mbu (Members At Large), Ntang Elad (Minnesota), Emmanuel Asanji (Montreal), Julius Enang (New England), Clinton Egbemba (Oklahoma), Edwin Masango (Ontario), Felix Ngassa (Tri-State), Alain Taku (Western Region)
- Cc:** SOBA America Board of Directors/National Executive Committee (NEC)

### **Re: Collaboration between chapters and national leadership, and expectations of chapter presidents.**

Dear Chapter Presidents,

Greetings. As you know, you play a key role, as chapter presidents, in ensuring that your constituents are engaged with SOBA America and are current with important information regarding SOBA America. As the chief executive officer of your chapters, you have a responsibility to your members. The National Leadership Team (NLT) is committed to working with you to ensure that together, we are serving our membership to best of our ability. As partners in leadership, we have a shared responsibility to SOBA America. This memo is aimed at highlighting some expectations and best practice initiatives that will enhance our collective ability to deliver for your members and make our association function efficiently and effectively.

#### **1. Expectations and responsibilities vis-à-vis NEC :**

As your chapter's representative in NEC, you are the primary liaison between your membership and SOBA America leadership. Consequently, you have a responsibility to ensure effective two-way communication between your chapter membership and SOBA America leadership. In order to help you perform this duty, here are some expectations that we discussed at last Sunday's NEC meeting and agreed to.

- a. Each chapter president shall be expected to give a brief chapter update at our NEC meetings. This will be an opportunity to bring up any issues, ideas, suggestions from your chapter or simply share any cool updates or initiatives.
- b. Each chapter president shall be expected to have a standing agenda item on SOBA AMERICA UPDATES at your chapter meetings. This will be an opportunity for you share pertinent information from NEC or other SOBA America information with your membership, and hear their thoughts or concerns.
- c. Each chapter is expected to be represented at every NEC meeting. As chapter presidents, you, like other NEC members are expected to attend NEC meetings. However, we understand that may not always be possible. If you cannot make a scheduled NEC meeting, please delegate a member of your chapter leadership team to represent you at the meeting. Be sure to indicate that prior to the meeting so we know who to expect. As agreed today, NEC meetings are on the second Sunday of every other month (even months) at 4pm EST. Our calls are zoom calls and the Zoom ID that will be shared with you is confidential.

## 2. Membership dues and demographic information

Our administration is working hard to ensure that we have demographic information on SOBA America members so we can communicate effectively with them. We also want to make membership registration as easy as possible for SOBANS. You are at the forefront and can play a great role in helping us achieve these objectives. That is why members can pay their national dues via their chapters. We need your help with our membership drive for the 2019/2020 year. As you know, there are benefits to membership and eligibility depends on membership status. It is therefore important that the National Leadership Team be notified promptly when a member pays via their chapter leadership, and that the funds be transferred to the national coffers. It will be unfortunate if a member loses out on a benefit because their chapter leadership failed to transmit their national dues to the NLT.

The National financial team is working closely with the chapter financial teams (treasurers and financial secretaries) to set up a system that will enhance communication and collaboration with respect to membership dues payments. However, as the chief executives of your chapters, the buck stops with you and the ultimate responsibility lies on you. Consequently, here are some expectations as per our Policies and Procedures.

- (a) ***Notification:*** The chapter President or his designee (treasurer etc.) must notify SOBA America in writing – email the treasurer or email [info@sobamerica.org](mailto:info@sobamerica.org) of the payment of dues by the member within 48 hours of receiving the payment. The topic of the email should read – XXX (chapter name) Chapter Membership Dues Payment. The e-mail should include the chapter member's name, mailing address, email address and phone number. This is critical to establish a time stamp.
- (b) ***Transfer of dues to National:*** Funds should be transferred to SOBA America treasury within one week of the payment. If you need the SOBA America bank account number, please contact the treasurer – CFO Inoni and he will provide that.

Please note that this is very important for your chapter members' status. In the event that there is NO written verification by the chapter (no email sent as required above) and there is an event requiring a benefit, SOBA America shall consider that the said member 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.

Per our policies and procedures, the shareholder (member) 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.

### **3. Fallen SOBAN McNane obligation:**

Our by-laws mandate a \$50 contribution for every registered member of SOBA America to go towards a \$10,000 package to be presented to the next-of-kin of a fallen SOBAN. Unfortunately, the cold hands of death have struck our SOBA America family. We must rise to the task and be our brother's keeper. As chapter presidents, you have the responsibility to ensure that your chapter membership comply with this obligation in a timely manner. I know you are working hard to get the contributions and I appreciate that. Please keep working on it so we can have the funds in before his funeral services on July 12<sup>th</sup> and 13<sup>th</sup> in Nashville, TN. Also encourage your members who are able to make the trip to Nashville to do so. We'd love to see a huge turnout to wish our fallen brother, SOBAN Christopher McNane (Grand Bokilo) a strong SOBA America goodbye. Per our policies and procedures, remind your members to bring their official SOBA America outfit – SOBA jacket, white shirt and SOBA tie which we will wear on Saturday at the funeral service. We will wear black on Friday evening at the wake.

### **4. Celebrate Each Other Initiative:**

One of the goals of the Fote administration is to develop a culture where we celebrate the success and achievements of SOBANS and chapters. By celebrating each other and lifting each other up, we will learn from each other and collectively benefit as an association. This will help with our networking and other initiatives. In order to celebrate each other, we need to be able to hear about the great things that your members and your chapters are doing. I count on you to help inform my office with such information. Team members from the Office of the President will contact you to set up channels for the free flow of this information, so we can share with SOBANS.

### **5. SOBA America 1,000 pound initiative:**

SOBA America will be partnering with SOBAN Tony Atabong of the Dallas chapter to increase health awareness in SOBA America, and hopefully raise money for SOBA America. He has issued a "biggest loser" challenge to see who will lose the most pounds with the winner receiving a cash prize at the convention. Participants will weigh in at meetings. In order to expand this challenge, we will need your help to enroll your members and do the weigh ins at your meetings. We will be sending out more information shortly. We are trying to secure some sponsorship for SOBA America if we collectively lose 1,000 pounds. I wanted to give you a heads up. Stay tuned for the formal launch and more information on how you can help.

Gentlemen, as always, my doors are open. I look forward to working with you to help make our association better. Please do not hesitate to reach out to me or my office with any questions, suggestions, concerns, ideas etc. Team work makes the dream work. Together, we will continue the transformation of SOBA America.

SOBANLY

A handwritten signature in blue ink, appearing to read 'BFote', with a stylized flourish extending to the right.

Bertrand Fote (Sir 4te)  
Your Servant-in-Chief