



SOBA AMERICA

Policies and Procedures Manual

Version 2.0

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. While every effort has been made to ensure that all our policies and procedures are covered, there is a likelihood that some processes may have inadvertently been omitted. The omission, therefore, of a specific process does not indicate that it is not part of our policies and procedures. Our by-laws as well as minutes of past conventions or Board meetings shall serve as reference in such cases, as well as well-established precedence.

This 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 2.4, Section 2.6, Section 2.7, and Section 2.8.

Section 2.3: Each shareholder shall have paid his annual shareholder subscription payment of \$150 on or before August 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 our 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 the by-laws.

Section 2.4: Shareholders in good standing shall enjoy the following benefits: (a) Death benefit; (b) Death of immediate relative; (c) Fund drive; (d) Family unity recognitions.

Section 2.6: Shareholders have the privilege to advertise their business activities on the SOBA America forums. An active shareholder will pay a discounted fee, while an inactive shareholder will pay the full fees approved by the Board of Directors.

Section 2.7: In order to qualify for any benefit available to shareholders of SOBA America, Inc., a shareholder must be currently registered and up to date on all mandatory contributions. The Board of Directors may grant a waiver to a shareholder not up to date on mandatory contributions if that member has historically a 95% participation record.

Section 2.8: Any shareholder who brings public scandal to the SOBA name by his actions or words, shall be immediately suspended from all SOBA America affairs by a super majority vote of the SOBA America Board of Directors after a thorough review of the facts. He shall have recourse to appeal his suspension at the next General Assembly following his suspension.

Article II-B:

1. SOBA America fiscal year runs from June 1st to May 31st. Thus, shareholder dues shall run annually from June 1st to May 31.
2. All dues reset on June 1st. That is, if a member, new or current pays their dues in January, that dues is only valid till May 31st of that year.
3. At least 6 months of registration is required for one to be eligible to vote at the SOBA America Convention.

Interpretation and implementation:

(1) Current shareholders: Payment of subscription dues

Shareholders are expected to pay their dues before August 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 August 31st: During this grace period (period between start of SOBA America year and renewal of subscription BEFORE August 31st), shareholders shall continue to enjoy some benefits. This applies to shareholders that were in good standing as of the end of the previous fiscal year. 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 August 31st. Please note that financial benefits are not retroactive, so shareholder has to be in good standing at the time of the qualifying event to receive the benefit.

(b) Benefit status after renewal of subscription done AFTER August 31st (i.e. between September 1st and May 31st). Any shareholder who fails to renew his subscription by August 31st shall have a lapse in his shareholder status. He shall no longer be a shareholder 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. Also, note that dues will run only until May 31st, so he will need to pay his membership dues for the following fiscal year that starts on June 1st to continue his probation and eventually become in good standing.

(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 membership and 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 August 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 considered 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 August 31st: The membership is effective immediately upon payment of subscription dues; hence the 6 month probationary period starts immediately.

(ii) Payment after August 31st (i.e. between September 1st and May 21st). 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. Also, note that dues will run only until May 31st, so he will need to pay his membership dues for the following fiscal year that starts on June 1st to continue his probation and eventually become in good standing.

(ii) Apply his dues at the beginning of the next SOBA America year which starts June 1st. The shareholder MUST request this option in writing. Otherwise, option (i) above shall apply. This means that his membership and 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. 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. 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. You can pay via CashApp to \$sobaamericafinance. Please send a screenshot to the Financial Secretary.
2. Another option is via PayPal to treasurer@sobamerica.org. Please visit <https://www.paypal.com>
3. You can pay via Zelle to (469) 506 3432. Please send a screenshot to the Financial Secretary.
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

(4) President's Club Membership: President's Club membership is open to all shareholders who want to support our scholarship fund.

(a) Cost: President's Club Membership costs \$1,000. Of this, \$750 covers your membership dues for five (5) years and \$250 goes to our scholarship fund. Shareholders can pay in full, two installments of \$500 each or 4 installments of \$250 each within the first year.

(b) Recognition: President's Club members shall be recognized with a special pin. New members (or those renewing their membership) shall be pinned by the President at a ceremony during the National Convention following the completion of their \$1,000 payment.

(5) 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.

(6) 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.

(7) Voting during elections: You must have been registered for at least 6 months in order to vote in elections. That means new shareholders or those being reinstated must have passed their probation period before the convention in order to be eligible to vote on elections.

3. SOBA America Departments and their key responsibilities

As part of the Fote administration's efforts to build an all-inclusive SOBA America, we are taking steps to involve as many SOBANS in the daily management of SOBA America as possible. As our association grows, the administration has several initiatives aimed at adding value to your membership.

Creating departments in SOBA America will get more SOBANS involved and engaged in our association. It will also improve efficiency in the management of SOBA America and allow us to be able to achieve the administration's vision for a transformative and highly functional SOBA America.

The Departments:

SOBA America shall have seven departments, each one under the leadership of one of the elected National Leadership Team members. Each NLT member shall recruit between five (5) to ten (10) SOBANS to serve in their department as team members. Each department secretary/NLT leader has been directed to ensure that at least 25% of their team members are younger SOBANS, and their teams include SOBANS from across our diverse geographical and generational landscape that constitutes SOBA America.

Here are the departments

- (1) **Office of the President/ Presidency:** The President of SOBA America, who is the Chief Executive Officer (CEO), shall head this office.
- (2) **Office of the Vice-President:** The Vice-President of SOBA America shall head this office.
- (3) **General Secretariat:** The Secretary General of SOBA America shall head this office
- (4) **General Accounting Office:** The Financial Secretary of SOBA America, who is the Chief Accounting Officer (CAO), shall head this office
- (5) **Treasury:** The Treasurer of SOBA America, who is the Chief Financial Officer (CFO), shall lead this department.
- (6) **Department of Social Services:** The Organizing Secretary of SOBA America shall lead this department.
- (7) **Communications Department/Press Office:** The Publicity Secretary of SOBA America, who is the Public Relations Officer (PRO), shall lead this department.

Some key responsibilities of each department:

In addition to the duties of each NLT officer as specified in our bylaws, each major initiative of the Fote Administration shall fall under the auspices of at least one department. That department leader shall delegate responsibilities among his team members as needed, and shall be responsible for the implementation of the initiative. Some of these include

#	Initiative	Responsible Department	Goal/Objectives
3	PPM update	Office of the Vice-President	Update Policies and procedures manual
4	President's Advisory Council	Presidency	Improve engagement of classes in SOBA America
5	By-laws	Office of the Vice-President	Update SOBA America by-laws
6.	Big Brother Initiative (Mentorship)	General Secretariat	Create formal mentorship program
7.	Lend A Hand initiative (Scholarships and assistance)	General Accounting Office	Create an Office of Philanthropy to assist SOBANS in need
8.	Brother's Keeper Initiative (Networking)	General Secretariat	Build a culture of networking in SOBA America
9.	Celebrate Each Other Initiative (Awareness and motivation)	Department of Communications /press office	Highlight positive contributions of SOBANS in society and best practices of chapters
10.	Grow SOBA America	Presidency	Create new chapters, increase outreach
11.	SOBA America annual budget	General Accounting Office/Treasury	Create annual budget for SOBA America
12.	President's Ear Initiative	Presidency	Establish constant communication with SOBANS
13.	Develop SOBA America App	Presidency	Develop app for improved networking, communication, info at SOBANS' fingertips
14.	Improved fundraising strategies	Office of the Vice-President & Treasury	Implement year-long fundraising strategies, increase non-membership dues revenue, corporate sponsorship of conventions
15	Improved efficiency and impact of SOBA America conventions	Department of Social Affairs/General Secretariat	Streamline convention deliberations, include enrichment sessions, improve planning and execution
16	Investment and business initiative	Department of Social Affairs	Create business and investment opportunities for SOBA America members
17	Update Financial system	General Accounting Office and Treasury	Implement audit system/financial transparency, revamp financial reporting structure
18	Revamp membership registration process	General Secretariat & General accounting office	Streamline registration process for better record keeping
19	Revamp NLT/NEC operational structure	Presidency	Implement improved accountability measures
20	Strengthen SOBA America's global leadership in SOBA and Cameroonian community	Presidency	Strengthen SOBA America's leadership role

21	Strengthen SOBA's structure and brand	Presidency	Strengthen our structure and brand
22	Improve our brand	Department of communications/Press office	Create SOBA America TV
23.	Immortalize history of SOBA America	Department of communications/Press Office	Commission a book/documentary on history of SOBA America
24	Financial transparency	Presidency & General Accounting Office	Order an Audit of SOBA America
25	Convention	Department of Social Affairs	Improve planning and execution of SOBA America conventions
26	Expand SOBA America benefits	Presidency	Expand benefits for SOBANS
27	SOBA America E-store	Treasury	Open E-store to sell SOBA America merchandize

This list is not all-inclusive, but is a good start for our administration. SOBANS are encouraged to share their thoughts, ideas, suggestions, questions about the different initiatives by reaching out to the responsible department. You can send an email to info@sobamerica.org

SOBA America Phone Number

The number is **1 (888) 504 SOBA (1-888-504-7622)**. There are four extensions.

To reach the **Office of the President, dial Ext 0**. You will be able to have direct contact with the President of SOBA America.

To reach the **General Secretariat, dial Ext 1**. You will be able to the Secretary General's office for questions regarding your membership.

To reach the **General Accounting Office, dial Ext 2**. You will reach the Financial Secretary's office for questions about finances. This includes payment of dues, making tax-deductible donations to Sasse Alumni Association/SOBA America and any other financial matters.

To reach the **Public Relations Office, dial Ext 3**. You will reach our Communications Department for questions about upcoming SOBA America events, advertising on the future SOBA America TV network, general information about SOBA America, making announcements etc.

4. 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.

5. ELECTIONS – DECLARING CANDIDACY

Relevant section from By-laws: Article IV, Section 4.A1, Section 4.A

Section 4.A1: 1. All candidates must have attended at least three of the last five National Conventions and among which they must have attended two consecutive National Conventions in the last three years leading up to the Convention in which they seek to be elected.

2. Any candidate seeking office must show to the Electoral Committee that he has no felony conviction. No convicted felon may hold any office in SOBA America be it National or Local.

3. All candidates seeking office must have demonstrated that they are men of the highest moral character.

4. No one may hold more than one office in SOBA America at the same time.

5. No one may hold an elected position in SOBA America and an elected position in a local chapter at the same time. A person who seeks a National Office, must be aware that if elected, he must step down from his local elected position.

6. All candidates shall submit their applications along with a \$100 filing fee to the Electoral Commission.

Section 4.A2: Candidacy: Elections for national office – President, Vice President, Secretary, Treasurer, Financial Secretary, Organizing Secretary and Publicity Secretary. 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 our 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 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 to 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.

6. ELECTIONS – ABSENTEE VOTING/BALLOTS

Relevant section in by-laws: Article IV-A Section 4.A7

Section 4.A7: 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.

7. 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

Overall Management Process

- (1) **Organization:** The Organizing Secretary of SOBA America shall play an active role, along with the National Convention Czar, in overseeing organization and contracting related to our national conventions. They will work closely with the National Convention Chair selected by the convention host chapter leadership, and the Local Convention Planning Committee to ensure a smooth organization.
- (2) **Accountability and transparency:** All major approved convention related expenditures greater than \$1,000 shall be invoiced directly to SOBA America and be paid directly to the vendors by the National treasury of SOBA America. All convention related payments from SOBANS (convention levy, VIP tables etc.) shall be paid directly into SOBA America via one of the several payment modalities in place. Any member/shareholder who pays via their chapter leadership shall be credited ONLY AFTER the payment enters SOBA America national coffers. All payments from SOBANS at the convention weekend shall be made via credit or debit card. Our conventions shall be as cashless as possible. We will not accept cash payments from SOBANS.
- (3) **Better experience for SOBANS and Patrons at convention gala:** All patrons who purchase VIP tables or other services (childcare, sightseeing, boat ride etc.) must ensure that complete payment is received by SOBA America National treasury at least two weeks prior to the national convention. Sales of these services shall stop to allow planning and execution of the services. Any patron or SOBAN whose complete payment has not been received by the deadline shall forfeit the reservation and not receive the services. We need an accurate head count ahead of time to plan and deliver remarkable service.
- (4) **Improved efficiency of our annual general assembly and personal enrichment at the general assembly:** In order to improve the running of our annual general assembly and

allow time for both an effective business meeting and personal enrichment with speakers on topics of interest to SOBANS, we will implement the following.

- a. All motions to be debated at the general assembly must be submitted on or before March 15th to be included in the business meeting agenda for that convention. Submissions should be made via the chapter president in writing to the Secretary of SOBA America via e-mail. The President of SOBA America reserves the right to make exceptions in the interest of the association. No motion that has been addressed and voted upon by the general assembly within the past three (3) years shall be considered. Debates on motion shall occur on our Signal forums between March 20th and May 20th and will be moderated by the Secretary General. The Secretary General shall set a time table for debates.
- b. Motions will be discussed briefly during the closed session of the general assembly – business meeting, open to SOBANS only. Only duly credentialed members will be allowed to vote on motions. Bringing motions ahead of time, as detailed in (a) above, will
 - i. Provide ample time for SOBANS to debate important motions ahead of time and get the information they need to make a well thought out decision when they cast their votes on the motion on the convention floor. When necessary, preliminary votes may be cast using our membership portal.
 - ii. Reduce time needed on the convention floor to make decisions on motions while actually enhancing the ability for SOBANS to make the right calls after having had enough time to consider motions.
- c. The three year wait period for decisions voted upon and made by the GA to be revisited will ensure that
 - i. SOBA America is not held back by revisiting matters every year simply because some members are not happy with the outcome of duly deliberated decisions made by the general assembly until they get their desired outcome. The good of the association and functioning of the association take precedence of any individual interest.
 - ii. SOBA America will have an opportunity for new initiatives, programs, processes sanctioned by the general assembly to be tried, tested and implemented with enough time to evaluate their merits, demerits, success or failure before being revisited. This will prevent a knee jerk reaction to new initiatives.
- d. Each year, a theme will be set for the national convention. This theme will be announced well in advance. Speakers – professionals, experts etc. – in the appropriate field will be invited to do presentations, give lectures, symposiums

etc. – to SOBANS consistent with the convention theme. This will be during the open empowerment section of the general assembly. SOBANESE and our families who attend the convention will be invited and encouraged to attend the open session.

Finances

(1) General

All major approved convention related expenditures greater than \$1,000 shall be invoiced directly to SOBA America and be paid directly to the vendors by the National treasury of SOBA America. All convention related payments from SOBANS (convention levy, VIP tables etc.) shall be paid directly into SOBA America via one of the several payment modalities in place. Any member/shareholder who pays via their chapter leadership shall be credited ONLY AFTER the payment enters SOBA America national coffers. All payments from SOBANS at the convention weekend shall be made via credit or debit card. Our conventions shall be as cashless as possible. We will not accept cash payments from SOBANS.

(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: Convention levies shall be paid directly to SOBA America through one of our electronic methods of payment. These include (a) our website – www.sobamerica.org, (b) CashApp - \$sobaamericafinance, (c) PayPal – treasurer@sobamerica.org, (d) Zelle - (469) 506 3432. Deadline to pay convention levy and avoid a late fee shall be one week before the National Convention.

(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. Our SOBA America conventions shall be cashless, so we will not accept cash. The financial team shall ensure that there are different modes of electronic payment available.

*****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 Friday and 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. Once again, our goal is a ONE STOP SHOP for Friday welcome event, Saturday general assembly meeting and Saturday gala.

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. We will have a community service event organized by the host chapter. The host chapter shall inform the President of the selected event before the deadline, and shall, upon approval, announce to SOBA America. **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. All VIP sales shall be done online via our website.

Deadlines: Ticket/VIP package production: February 25th. Delivery to COT- March 10th. End of VIP sales -May 15th. Deadline for payment for VIP package: -2 weeks to convention.

(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 (Signal, 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 Signal Groups - begin by February 25th. Increase frequency to weekly April 1st. Increase frequency to 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, community service event, 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. Any such payment that is less than 1 week to the convention shall incur a late fee.

Deadline: One week to National Convention to avoid late fee. Late fee shall be in effect from that point until Friday of the convention. No registration after Friday.

(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. Chapter Presidents shall be responsible to submit the following deliverables by the stated deadlines

1. **Readers:** We need the name of a member of your chapter who will read during the convention mass (bidding prayers or readings). Submit the name to CAO on or before **March 20th**.
2. **Motions/proposals:** We need any proposals for deliberation at the convention from your chapter or any of your members to be submitted to the Secretary General by **March 15th**. **This should be done via e-mail.**
3. **Chapter reports:** We need your chapter reports submitted via e-mail to the Secretary General by **March 30th**. **Please use the standard template.**
4. **Service Award nominees:** We need a nomination of one of your chapter members for the service award unless your chapter does not feel any member deserves the award. It should be accompanied by a picture of the nominee and a brief write-up from your chapter in support of the nomination. The write-up should make the case why your nominee should win the award. This should be submitted to the Vice-President by **March 30th**.
5. **Business Directory:** We need you to encourage your members who own businesses to submit their business information for inclusion in our SOBA America Business Directory. Submissions should be done on the submission form provided and sent to the Vice-President or emailed to info@sobamerica.org by **March 15th**.

The Secretary General 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.

(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 8 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: March 15th. Convention Magazine production: May 15th.

The Editorial Board reserves the right to adjust the deadline for submissions of articles and ads in order to meet production times.

(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. He will appoint members of the Awards Committee.

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 August 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 August 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. Patrons who have prepaid for their tickets will show their tickets to gain entry.

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, community service 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

A post-convention financial report is due no later than 30 days after the convention. Under special circumstances, the President of SOBA America can grant an extension.

(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 shared with the Board/NEC.

See Appendix 4 for spreadsheet of checklist.

8. 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 announced by the Editorial Board.

Annual Newsletter: The Editorial Board shall be responsible for publishing an annual newsletter between January and March.

9. 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 non-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.

Payments to SOBANS: All payments to SOBANS for any purpose such as reimbursement, [payment for professional services etc. shall be made in the form of a check.

Budget: The Financial Team shall work with the President to prepare a budget for the following fiscal year. The budget shall be presented to the Board/NEC for approval by May 1st. The approved budget shall be presented as part of the financial reporting during the upcoming National Convention.

10. 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 Signal Groups.

B: 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 Treasurer (CFO) 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 address:

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, Maître, 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. In order to cover this and cover deaths that occur in the year SOBA America requires a \$100.00 escrow deposit. Death events would be automatically deducted from this \$100.00 escrow account until such time when it is depleted. Before the account is depleted, SOBA America will advise each member via email. Each year, members will be required to pay the \$100 escrow per covered individual to keep their account active.

So, for example, if you have you, plus four members, making five, you will multiply \$100.00 X 5 = \$500.00. This is the amount you will need to pay to SOBA America annually.

Please note that these fees are subject to change if and when SAGI makes changes.

5. **Payment of SAGI dues:** Use one of the payment modalities described above under payment of membership dues.

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.

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.

11. SOBA America Final Goodbye Protocol for fallen member

A. Purpose: Our Final Goodbye Protocol was designed to honor our fallen brothers and to pay them our last respects as they transition from this world. It is a very solemn ceremony and all SOBANS and ex-students are expected to respect all aspects of this protocol were possible. It is the least we can do for our brothers. This is a benefit of membership so it is reserved only for SOBANS who are registered members of SOBA America in good standing at the time of their death.

B. Coordinators: The President of SOBA America in consultation with the family, chapter and friends of the fallen SOBAN will select some coordinators to work hand in hand with the family to ensure our fallen brother gets a befitting burial. The team of coordinators will put out guidelines and act as Marshals supervising the execution of our Final Goodbye Protocol.

C. Wake Keeping-Dress Code: SOBANS and Ex-students are expected to dress as posted by the Organizing Secretary or Lead Coordinator. The dress code could vary depending on if the burial will be in North America or back home. However, our SOBA America Suits are generally reserved for the day when we are executing our Goodbye Protocol. Any SOBA America chapter or class polo shirt is generally desired. Our coordinators will work with the NLT and family to include our participation in the wake keeping and funeral service. Any posthumous awards/recognitions and financial support will be given to the family during the segment reserved for SOBA America. The President of SOBA America or his designee will lead all SOBANS in singing our anthem and St. Joseph song after all relevant speeches have been made during our segment.

D. Saturday-Funeral Service: **Our Final Goodbye Protocol is executed in the presence of the casket before and after service. Consequently, we must all wear our SOBA America official attire (SOBA America suit, white shirt, tie and porchette).** This Final Goodbye Protocol will be executed only after prior approval from the family. SOBA America normally hopes our deceased brother or his family will dress him in his official SOBA America Attire. 8 Pallbearers will be provided white gloves and red lapel roses. Black shoes are encouraged. While only six carry casket in most cases, two act as backup and to carry the picture of our fallen brother or our flag. It is very strongly recommended that the pallbearers respect the dress code to the letter. It is the least we can do as we bid our final goodbye. The casket will be draped with our SOBA America flag during some segments of the funeral. SOBANS and ex-students who don't have our official attire should wear blue-black suits, white shirts and red ties so they can blend in when we line up. Colors closest to our official attire are encouraged. SOBA America's President will speak on behalf of SOBA America.

E. Arrival at Events: **SOBANS are expected to arrive before all guests and assist the family and chapter were necessary.** Given the role SOBANS play in executing this protocol, SOBANS are expected to be at each event one hour before the official start time.

F. Execution of Entry and Exit of Casket: Pallbearers will put and take out the casket from the hearse with the assistance of funeral home personnel. **Once the casket arrives church, SOBANS will line up on both sides of the casket (hearse) all the way to the front of the church where the casket will be laid.** The spacing between each SOBAN will be adjusted to ensure we cover the length the casket has to travel. SOBANS on each side of the casket must line up with SOBANS on the other side in a uniform manner. Our Right hands will be placed on our hearts and singing of our fight song (St. Joseph song) if no other music is planned. All SOBANS will be seated at the reserved seats for SOBANS at the front of the church. This will facilitate our assistance and participation in the Goodbye Protocol. The family can conveniently occupy one of the front areas while we occupy another.

During the exit after service, SOBANS will line up in the same way until the exit of the casket. SOBANS will break away from their positions only when given the signal by Marshals that the casket is being loaded onto the hearse. Once again, SOBANS are expected to be singing if there is no music accompanying the procession. Our right hands placed on our hearts whenever we are singing.

Once the hearse is ready to go, it will wait for SOBANS to line up in a formation which will permit us to sing one last time for our fallen brother as the casket drives past SOBANS on both sides of the road. In the event where driving space does not permit a good drive, the parking lot will be used to maximize the final goodbye drive in front of all SOBANS. **SOBANS will line up at about equal distances between each other on both sides of the road, right hands on their hearts as we sing our fight song (With Saint Joseph ever near to guide us).** We will remain in our positions even after the hearse has passed. We will leave our positions when signaled by our Marshals/Coordinators after the hearse has left the parking area. Marshals will be recognized by the red lapel rose pins.

G. Memorial Shield and Flag: A memorial shield in honor of our fallen SOBAN shall be made. The shield will include the fallen SOBAN's chapter, class, full name, matriculation number, date and place of birth, and date and place of death. It shall include the SOBA America flag and name. It shall be presented to the next of kin by the President of SOBA America or his representative during the wake keeping ceremony.

A memorial flag in honor of our fallen SOBAN shall be made. The flag shall include the chapter, class and matriculation number of the fallen SOBAN, as well as the SOBA America flag and name.

H. Flag Ceremony: The memorial flag shall be used to drape the casket of our fallen SOBAN by the pallbearers after viewing during the funeral. If it is a catholic funeral, the casket shall be draped with our flag and then the catholic pall placed over the casket. After service, the pall will be removed and our flag stays on the casket for the rest of the ceremony.

The flag draped casket shall be wheeled or carried to the Hearse as SOBANS do a guard of honor. One of the following shall take place.

- If the fallen brother is buried in Cameroon (out of the US or Canada), the flag will be folded at the end of the Hearse and handed to the President of SOBA America or his representative. The President or his representative will then hand over the folded flag to the next of kin. The casket will then be put inside the Hearse.
- If the fallen brother is buried in the US or Canada, the casket will be placed in the Hearse still draped with the flag. Once the casket is taken to the cemetery, the flag shall be folded and handed to the President of SOBA America or his representative. The President or his representative shall hand over the folded flag to the next of kin. The rest of the burial ceremony shall then proceed.

12. SOBA America Use of Mark Agreement

Using the SOBA America LOGO or name: Any SOBAN who wishes to use the SOBA America logo for any purpose such as a class or chapter need (polo shirt, jersey or any other item) must obtain permission in writing and must sign the Use of Mark Agreement. The request for such need must be made in writing to the President of SOBA America. Upon approval, the Use of Mark Agreement shall be sent electronically and signed by the SOBAN and a SOBA America official. Once fully executed, the logo shall be made available for the sole purpose requested.

Any SOBAN who is called upon to perform any duty on behalf of SOBA America which involves access to administrative rights to any SOBA America digital platform, such as social media platforms, must also sign the Use of Mark Agreement.

Any SOBAN or other individual who wishes to use the SOBA America logo or name for commercial purpose must obtain written permission from SOBA America after submitting a written request to the President. Upon approval and upon agreement of a profit-sharing plan between that individual and SOBA America, a Use of Mark Agreement must be signed and fully executed prior to the use of the name or logo.

SOBA America reserves the right to pursue legal action against any individual or entity that violates this agreement or utilizes its name or logo without prior written permission as outlined here.

Here is a text of the agreement:

The use of mark agreement is entered into between the Sasse Old Boys Association America (SOBA America), the owner, and its authorized users. In this agreement, the parties agree as follows:

A. Grant of Usage: Owner grants to User a limited, royalty-free, exclusive right to use, with no right to grant usage, except that should User engage in projects that are in partnership with Owner, such grant of usage shall not be included in the grant to User for related promotional and advertising materials.

B. Intellectual Property: In the event that this Agreement is for an assignment or delegation for User to open, create, operate or manage a service, including but not limited to social media platform(s) or other similar services, on behalf of Owner, User agrees that Owner retains full ownership of such platform, product or service. User agrees to return any related proprietary or confidential information, including but not limited to passwords, administrative or ownership platform rights, to Owner at the termination of this Agreement, assignment or delegation. User further agrees to relinquish administrative privileges or access upon termination of this Agreement, assignment or delegation.

C. Quality Control: User agrees that goods or services associated with the Mark will be of high quality, at least equal to or better than the quality of the products currently used in connection with the Mark, and that User will conduct itself in a manner so as to preserve the goodwill associated with the Mark, will not do anything that would damage or depreciate such goodwill, and will cooperate with Owner in taking such actions as are reasonably necessary or desirable to ensure quality compliance, as may be reasonably specified by Owner from time to time. User shall provide copies of labels, advertising and promotional materials, and other signage or uses of the Mark for review by Owner in a timely manner upon the reasonable request of Owner.

D. Termination: This grant of usage will continue until the relationship between Owner and User for the Projects terminates, provided that, so long as such termination is not for User's default, to the extent User has any product already labeled under this Grant of Usage at the time of termination, User shall be allowed to sell such products following such termination and to advertise and promote such products in a manner not inconsistent with the routine and usual practices and User's immediate past practices. This grant of usage may also be terminated by Owner at anytime based upon any breach of this Agreement that is not reasonably cured 90 days after User receives written notice thereof.

E. Assignment: This Grant of Usage may not be assigned or otherwise transferred without expressed prior written consent from Owner.

F. Retention of Ownership: User acknowledges that Owner is the owner of the Mark and that Owner retains all ownership rights, subject to the limited use granted pursuant to this Agreement, and that Owner makes no representations or warranties, express or implied, except as expressly set forth in this Agreement. All usage of the name shall inure to the benefit of Owner. Owner has the right, but not the obligation, to apply to register the Mark, in all forms and variations, as a trademark or service mark, as the case may be, with any or all state, federal or foreign trademark authorities as Owner shall, in its sole discretion, determine. User shall cooperate with Owner to sign all documents, provide adequate specimens and information, and to take all steps reasonably necessary to allow Owner to register the Mark as so determined.

G. Responsibility Products/Services: User shall be solely responsible for and assume all costs and liabilities related to: (a) the quality of the products and services bearing the Mark, (b) any defect in or of the products (whether such defect be in materials, workmanship or design) or failure of the services, (c) product liability of the products, (d) conformance of products/services with all applicable laws, rules, regulations and standards, including applicable regulations, and (e) the promotion, sale, documentation and marketing of the products/services. User shall be solely responsible for the payment and discharge of any taxes or duties relating to any transactions of User, its subsidiaries, employees, contractors, agents

or sub Users, in connection with the manufacture, use, distribution, or sale, of the products or services.

H. User Protection of Owner: During the term of this Agreement, and continuing after the expiration or termination of this Agreement, User shall indemnify, reimburse, hold harmless and defend Owner from any loss, liability, damage, cost or expense arising out of any claims or suits which may be brought or made against Owner by reason of: (i) any breach of User's covenants and undertakings hereunder; (ii) any unauthorized use of the Mark; (iii) any breach of User's responsibilities or promises set forth in Section 6 hereof; (iv) User's non-compliance with any applicable federal, state or local laws or with any other applicable regulations; and (v) any product liability, any alleged defect in materials or workmanship, alleged inherent dangers (whether obvious or hidden) in the licensed products or the use thereof.

I. Relationship, Alterations and Disputes: Nothing in this Agreement shall be construed as creating a joint venture, partnership, agency or employment relationship between the parties hereto. Except as specified herein, neither party shall have the right, power or implied authority to create any obligation or duty, express or implied, on behalf of the other party hereto.

User shall not alter Mark in any way.

The rights and liabilities of the parties arising out of or relating to this agreement will be governed by the bylaws of the Soba America and any disputes between the parties will be submitted to the National Executive Committee of Soba America for resolution.

13. SOBA America Day in St. Joseph's College, Sasse

- (a) **Date:** SOBA America day shall be the Second Saturday in October. Under special circumstances, the President, in consultation with the Board, may change the date for a particular year.
- (b) **Activities:** The following activities shall occur on the campus of SJC Sasse on SOBA America Day
- a. SOBA America Scholarships shall be awarded to students. These scholarships are in 4 categories (i) academic based scholarships (ii) Need based scholarships (iii) lottery Scholarships (for Forms 1 and Lower Sixth students present during the awards. Selection shall be based on criteria set by SOBA America and based on performance or need demonstrated during the previous academic year.
 - b. A Special Lunch shall be provided to students by SOBA America
 - c. Career planning/seminar: SOBA America leadership and other members present shall hold career planning sessions with Forms 5 and Upper Sixth students.
 - d. Meeting with staff: SOBA America leadership, present on campus, will meet with staff
 - e. Any other special event: Any other special event planned by SOBA America to occur on the campus shall preferably take place on this day, unless it is not feasible.

14. Official SOBA America Attire

Our official attire is our navy blue suit and pant supplied by an approved SOBA America vendor, red tie supplied by an approved SOBA America vendor, white shirt and black shoes. These shall be worn at official solemn SOBA America events.

SOBA America is NOT a political organization. Consequently, shareholders or others are prohibited from wearing the official SOBA America attire at any political event anywhere in the world.

15. Applying to the Lend-A-Hand Initiative and the Mentorship Program

SOBANS who wish to apply for assistance through the Lend-A-Hand Initiative or apply to be a part of the Big Brother Initiative (Mentorship Program) can do so via our website. There are dedicated pages with more information on these programs. Our website is www.sobamerica.org

16. SOBA America Awards

Awards Committee

Awards Committee Members: The committee shall comprise of three to seven members. The President shall select the members in consultation with the NLT. He may seek advice from the Board/NEC. The Vice-President shall serve in the committee. The President will appoint the chairperson of the committee. The chair shall oversee the running of the committee. The Vice-President of SOBA America will submit all award nominations to the chair of the Awards Committee. Nominations will be submitted only to the Vice-President and only via private email to his office (Not to entire NEC). Only Chapter Presidents and members of NEC can nominate SOBANS for awards or recognition.

Criteria for SOBA America's Spotlight Award.

SOBA America's Spotlight Award is the highest award, which can be bestowed on a SOBAN by SOBA America. Only one such award can be awarded in a SOBA calendar year. In a year when no nominee meets the criteria, no Spotlight Award would be award. It is not an award meant to be given out every year. Only the most deserving members can be nominated for this award.

Conditions to be met by nominees

- 1- SOBAN must have been in good standing for the past 3 years minimum.
- 2- SOBAN must be active and in good standing with his local chapter where applicable.
- 3- Nominee must have attended at least 4 of the last 6 conventions and at least 3 of the last 5 mini conventions.
- 4- Nominee must have been the recipient of SOBA America's Service Award in the past.
- 5- The nominee must have demonstrated an unquestionable support and dedication to SOBA America. His history and activities should present a standout and very deserving case.
- 6- The winner for the Spotlight Award must have received the support of at least three quarters of the members of the award committee

Service Award

SOBA America's service award is bestowed on members who have distinguished themselves during the course of the just ending SOBA year.

- (a) Service in Chapters: Only a maximum of 3 members can receive this award every year. The nomination letter should demonstrate participation at our conventions, local chapter and specific acts during the year, which make the nominee worthy for the recognition.
- (b) Service at National Level: The President, in consultation with the NLT, can nominate individuals who have demonstrated exemplary service to SOBA America. Only a maximum of 2 nominees can receive this award in any one year.

Other Recognitions

The president of SOBA America can from time to time offer other classes of awards and recognitions to members and non-members at his discretion in keeping with the rules set in our bylaw and rules and procedure manual. Such awards could include Life Time Achievement awards, awards recognizing participation of class groups or projects...etc.

APPENDIX 1

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. Pres.	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			
Signal groups info	Pub. Sec.	Nat. Pres.	Feb 28th			
Weekly Signal Group info	Pub. Sec.	Nat. Pres.	April 1st			
Del. Reg. list on Signal Forum	Fin. Sec/Pub.Sec	Nat. Pres	April 1st			
Other conv. activity	COT	Org. Sec.	May 1st			
Presentation Sub.	Sec	Nat. Pres.	March 30th			
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	Mar 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.