



SOBA*DMV

Sasse Old Boys Association, Washington Metro Chapter
(SOBA DMV)

“We are Sobans”

By-Laws

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Sasse Old Boys Association (SOBA) Washington Metropolitan Area Chapter

By-Laws

We, the members of this organization, in order to promote and encourage interest in the brotherhood and solidarity amongst the members of the Washington Metropolitan Area Chapter from St Joseph College Sasse residing in the United States, do ordain and establish this constitution for the government of our association

HAVE RESOLVED TO COMBINE OUR EFFORTS TO ACCOMPLISH THESE AIMS:

ARTICLE I – NAME AND AFFILIATION

Section 1: Name

The name of the association shall be the Sasse Old Boys Association (SOBA), District of Columbia, Maryland and Virginia Metropolitan Chapter, herein referred to as SOBA DMV.

Section 2: Affiliation

The Sasse Old Boys Association (SOBA) Washington Metropolitan Area Chapter is a unit of the National Sasse Old boys Association, USA (SOBA America). The constitution and bylaws of that association, to the extent they are applicable, take precedence over the bylaws of SOBA DMV.

ARTICLE II –MOTTO AND PURPOSE

Section 1: Motto

The motto of the Association shall be: **“WE are Sobans”**

Section 2: Purpose

The purpose of the Sasse Old Boys Association (SOBA) DMV Chapter are:

- (a) To provide a force for initiating and supporting programs for the development of our alma mater;
- (b) Establish and strengthen personal and professional relationships among SOBANS in the Washington Metropolitan area;
- (c) To engage in activities directed to the interests and needs of its members.
- (d) To maintain a sense of attachment to SASSE COLLEGE and to reinforce the prestige of the same;
- (e) To preserve and promote among its members the sense of responsibility, politeness, of good behavior and of all the gentlemanly qualities and ideals which they learned at SASSE College;

Article III. GENERAL PROVISIONS

This organization is created for an indefinite duration for the meeting of all students of Saint Joseph’s College Sasse, Buea residing in the Washington Metropolitan Area (DMV)

Section 1: The headquarters of the Association shall be at Saint Joseph’s College Sasse.

Its permanent address shall be

C/O the Principal
Saint Joseph’s College Sasse
P.O. Box 215 Buea Tel: 3332 22 15

For functional purposes the address and telephone number of the Association shall be those of its current president:

7605 Reserve Circle
Apt #004
Windsor Mills, MD 21244
Tel: (240)-645-5177

ARTICLE IV: MEMBERSHIP, DUES AND FEES

Section 1: Membership

- (a). Any SOBAN residing in the Washington Metropolitan area may elect to become member of SOBA DMV Chapter upon payment of a \$100 one-time membership fee and an annual renewal fee to guarantee existing membership.
- (b). The calendar year of the association shall run from June 1st to May 31st of the following year.
- (b) Membership is renewable every year on June 1st by payment of the annual \$100 registration fee.
- (c) Registrations received after December 31st are considered late registrations and members will not be eligible for benefits.
- (d) Members who are up to date in the payment of their annual dues shall be in “Good standing”. To be in “Good standing”, members must be registered by December 31st.
- (e) Under exceptional circumstances, the payment of dues and fees may be deferred or waived in whole or in part by the Executive Committee.
- (f) Membership may be terminated by death, resignation, expulsion or forfeiture.
- (g) A member may resign from membership at any time, provided he has discharged all his financial obligations towards the Association. He shall notify his resignation by a simple letter addressed to the President.
- (h) A member who is considered no longer worthy of membership may be expelled from the Association by decision of at least three quarters of the general assembly on the proposal of the executive.
- (i) He shall have the right to a hearing by the general assembly and may, to this effect designate one or more fellow members of the association to defend him.
- (j) The decision to expel a member shall be notified to him verbally at the general assembly and confirmed in writing by a simple letter addressed to him by the president or secretary general.
- (k) A member who has resigned, or who has been expelled may, on his application, be readmitted to membership by decision of at least half of the general assembly on the proposal of the executive.
- (l) The readmission of a member who had previously resigned or been expelled; may where necessary, be subject to conditions.
- (m) The decision to readmit a member who had previously resigned or been expelled, as well as the conditions of readmission, if any, shall be notified to the member concerned by a simple letter addressed to him by the President or Secretary General.
- (n) A member shall forfeit his membership if he fails to pay his annual registrations 3 months after the expiration of his membership and a written reminder to this fact has been communicated to him by the executive.
- (o) A member who forfeits his membership may be readmitted upon payment of all arrears and upon fulfillment of any other such conditions as may be attached to his readmission.

ARTICLE V: MANAGEMENT

The Governing Bodies of the Association shall be:

- A)** The General Assembly
- B)** The Executives Committee

Section 1: The General Assembly

- (a) The General Assembly shall be the Supreme and Final authority of the Association.
- (b) It shall comprise all the Registered members of the Association.

- (c) The General Assembly shall meet in Ordinary sessions monthly in any location as decided by the executives. It may meet in extraordinary sessions at any time either on the written convocation of the President on a written motion signed by not less than one tenth of registered members.
- (d) The General Assembly shall have powers to examine and decide any matter relating to the association and in particular, issues that appear on its agenda for any given session. It shall initiate studies and make recommendations for such.
- (e). It shall elect members of the executive.
- (f). It shall receive and examine all reports submitted to it by members of the executive.
- (g). It shall have powers to ratify or reject decisions and actions of the executive.
- (h). It shall vote the budget of the Association.

Section 2: **The Executive Committee**

(a). Members of the Executive Committee elected shall comprise the:

- President
- Vice President
- Secretary General
- Treasurer
- Financial Secretary
- Organizing Secretary
- Publicity Secretary.

(b) Members of the Executive Committee shall be elected by the GA.

(c). Only Registered members of SOBA DMV in “Good standing” are eligible to vote. To be in “Good standing”, members must be registered by December 31st.

(d) The Executive shall meet whenever necessary.

ARTICLE VI: DUTIES OF THE EXECUTIVES

The members of the executive shall in particular perform the following duties.

The President

- He shall be responsible for the general management of the affairs of the association.
- He shall see to the execution of all resolutions taken at the General Assembly and report to the latter accordingly.
- He shall summon and preside over meetings of the General Assembly and Executive.
- He shall present a report to the General Assembly.
- He shall represent the Association in all its external relations.
- The President shall also appoint a three-man team of Technical Advisors.
- The president, by appointment shall be able to create additional roles necessary to help his team succeed in achieving the SOBA DMV Chapter agenda.

Vice President

- He shall deputize for the President in his absence and perform such specific duties as shall be assigned to him from time to time by the President.
- He shall attend to the Administrative task of the executive.
- He shall, in consultation with the President, draw up the agenda of meetings of the executive and The General Assembly.

The Secretary General

- Overall management of the organization.
- Ensuring implementation of assigned tasks
- Providing adequate oversight and unbiased professional and correct advice to leadership;

- He shall take, circulate and keep the record of minutes of meetings of the executive and General Assembly
- He shall keep a register of names and addresses of members of the association.
- He shall perform all other duties as commissioned by the President or executives.

The Treasurer

- He shall receive and pay into the Association's account, all monies due to the Association.
- He shall make payments for all expenditure validly approved by The General Assembly and the Executive as the case may be,
- He shall keep a copy of the complete record of the Association's expenditure along with the Secretary General and submit himself to audit at any time after receiving reasonable notice of the audit exercise. He shall present a report to The General Assembly.
- He shall present a true and accurate record of the Association's income.
- He shall along with the Secretary General take initiatives and develop strategies for raising funds for the Association
- He shall collect the registration fee and all other monies due to the Association.
- He shall prepare the annual budget of the Association in collaboration with the President and Secretary General.

Financial Secretary

- He shall act as financial secretary to the association and keep the records of all finances for the association.
- He shall prepare a financial report to The General Assembly.
- He shall along with the treasurer take initiatives and develop strategies for raising funds for the Association

Organizing Secretary

- Overall management of the organization's events such as galas, BBQs, fundraisers.
- Ensuring implementation of assigned tasks during each SOBA DMV's events
- Providing adequate oversight and correct advice to leadership during events;
- He shall be present a plan of action to the executive for each event and estimate the cost of efficiently managing such events.
- He shall perform all other duties as commissioned by the President or executives.

The Public Relations Officer (PRO)

- He shall be responsible for the Association's relations with the public and shall, to this end, see to the production of the Association's publicity materials in collaboration with the President and the Treasurer.
- Planning publicity strategies and campaigns
- Writing and producing presentations and press releases
- Dealing with enquiries from the public, the press, and related organizations
- Organizing promotional events such as press conferences, open days, exhibitions, tours and visits
- Speaking publicly at interviews, press conferences and presentations
- Designing, writing and/or producing presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and publicity videos

Article VII: Term of Office

Section 1: Term of Office

- (a). All elected and appointed officials shall serve a two-year term, but are eligible for re-election.
- (b). No executive member shall be eligible to serve more than three consecutive terms in the same executive position.
- (c). No member in the executive committee shall be eligible to hold an additional elective or appointive position. This restriction shall not apply to appointment to special committees.

Section 2 – Resignation or Termination of Executive Member

- (a). Resignation from a member of the executive committee must be notified to the President.
- (b). A member of the Executive Committee may be removed from office by the President in consultation with members of the Executive Committee and the GA. This reason for termination must be presented to the GA in writing.

Section 3: Election of Officers

- (a) Elections are held every two years at the end of each term, usually in May of the final year.
- (b). Incumbent candidates intending to run for a second and final term in the same or different position must make their intentions known to the SG at least 2 months before elections in May of said election year or any other date designated by the executives.
- (c) The SG will then inform the GA of the candidate's intentions to run for office.
- (d). Only Registered members of SOBA DMV in "Good standing" are eligible to vote. To be in "Good standing", members must be registered by December 31st.

Section 4: Eligibility for Office:

- (a). Any candidate running for office must have been an Active member of SOBA DMV at least One Year (12 months) before election year.
- (b). An Active member is one who is registered, attends at least 50% of chapter meetings, participates in issues and events of the association.
- (c). To be eligible to vote, a member must be in "Good Standing" with the chapter. To be in "Good standing", members must be registered by December 31st.
- (d). All candidates running for office must pre-register for the upcoming year and must do so at least 30 days to election day or at a date set by the executives.

ARTICLE VIII – FINANCES

Section 1: Funds

- (a). The Association shall derive its finance from various sources notably the following:
 - Membership dues
 - Special levies
 - Proceeds of sales of publications, chapter merchandises and of advertisements.
 - Gifts, endowments, bequests and legacies.
 - Proceeds of social events and of other fund raising activities.
 - Loans.
- (b) All funds, whatever their source, shall be the common property of the Association and shall be applied exclusively to the latter's purposes.
- (c) The Association shall maintain one account chosen for this purpose by the executives.
- (d) The President and the Treasurer shall be co-signatories to the Association's bank account provided that their signatures shall be sufficient to validate any transaction.
- (e) The financial year of the association shall run from June 1st to May 31st of the following year.
- (f) Registrations received after December 31st are considered late registrations and members will not be eligible for benefits.

Section 2: Proposing Membership Dues

- (a). Dues for membership including annual renewal fee shall be proposed by any member of the association and presented to the GA for approval.
- (b). Revision of membership dues or renewal fee shall be done annually or as deemed necessary by the GA.

ARTICLE IX- SUPPORTING OUR ALMA MATER

Section 1: Proposing Programs or Projects That Support Our Alma Mater

(a). Programs geared towards the development and improvement of the welfare of our alma mater may be motioned to the floor by any member. Upon a full debate by the members of the association the proposed amendment will be voted for.

(b). The proposal may be amended by a simple majority vote among members. If the vote is deadlocked the President will make a final decision upon consulting with the Executive team.

Section 2: Requesting funding for Programs and Reimbursements

(a). The President together with members of the Executive team may request funds as necessary to implement approved programs of the association. Also, any expenses incurred by a member on behalf of the association and deemed reimbursable by the Executive team shall be fully reimbursed upon presentation of a receipt to the Treasurer.

Section 3: Items Donated To the Association

(a). All items donated to the association shall remain the property our alma mater.

(b). The Treasurer shall maintain proper custody and accounting records of such items until they are forwarded to their proper destination.

Article X: STRENGTHENING PERSONAL AND PROFESSIONAL RELATIONSHIPS AMONG MEMBERS

Section 1: Names and Addresses of Members

(a). Each registered member shall forward their full names, home and email addresses, including telephone numbers to the Secretary who shall maintain strict confidentiality of member records in a database.

Section 2: Networking for Professional Development

(a). The floor shall be open to members to share experiences and opportunities in their careers so other members can benefit to improve and develop professionally.

(b). The association shall also encourage members to forward emails regarding job opportunities, career fairs, scholarships, and other related opportunities to its web for the benefit of its members.

ARTICLE XI – ACTIVITIES DIRECTED IN THE INTERESTS OF ITS MEMBERS

Section 1: Planning Fundraising Events

(a). Members of the association shall be allowed to suggest dates for fund-raising events such as gala, cookouts and other related activities.

(b). Such a date will be debated upon and the Executive Committee shall make a final determination of the most suitable date for any such event.

Section 2: Pledging Funds for Organizing Fundraising Events

(a). Members of the association shall be allowed to pledge personal funds to organize fundraising events. Upon the completion of the event, members who pledged funds will be fully reimbursed.

ARTICLE XII – ACTIVITIES DIRECTED IN THE NEEDS OF ITS MEMBERS

In line with our determination for collective social security, we the members shall pool resources together for common interest in the form of social capital. In the spirit of reliance on mutual support and reciprocity, we shall

come together to support fellow members in the following areas: Childbirth, Marriage, Death of members and immediate relatives (Parents, Spouse or children), Major academic achievements;

Section 1: Death of a Registered Member of the Association

(a). In the event of the death of a member registered only with SOBA DMV, the association shall levy \$100 for each registered SOBA DMV member. The Executive will run one drive at the local level ONLY and all registered members will be required to contribute no less than the \$100 mandated by our by-laws.

(b) In the event that the deceased member is registered with both SOBA DMV and SOBA America, the association shall levy \$50 for each member registered with both SOBA DMV and SOBA America and \$100 for each member registered with SOBA DMV only. The Executive will run one drive both at the Local and National level and all registered members will be required to contribute no less than the amounts mandated by both by-laws.

(c). All registered members of SOBA DMV are mandated to contribute towards the bereavement drive.

(d) Any member who does not contribute the said minimum required amount will be non-eligible for any future benefits until after fulfilling their responsibility.

(e). The mandatory drive shall also be opened to non-registered members of SOBA DMV willing to contribute in good faith.

(f). Any member who wishes to provide additional support with donations on behalf of the association shall be very welcomed to do so.

Section 2: Death of an Immediate Family Member of the Association

(a). The association shall also contribute to a member in case of the death of an immediate family member. In such cases, the immediate family member would include a father, mother, wife and child.

(b) In the event that the bereaved member is registered with both SOBA DMV and SOBA America, the association shall run one concurrent bereavement drive both at the Local and National level and all funds generated shall be given to the bereaved member.

(c) In the event that the bereaved member is registered only with SOBA DMV, the association shall run one bereavement drive at the chapter level only and all funds generated shall be given to the bereaved member.

(d) All registered members of SOBA DMV are mandated to contribute towards the bereavement drive.

(e) Any member who does not contribute the said minimum required amount will be non-eligible for any future benefits until after fulfilling their responsibility.

(f). The bereavement drive shall be opened to non-registered members of SOBA DMV willing to contribute in good faith.

(g). Any member who wishes to provide additional support with donations on behalf of the association shall be very welcomed to do so.

Section 3: Birth of a Child by the Spouse or significant other of a Registered Member of the Association.

(a). In the event of a newly born child by the spouse of a member, the association shall run a voluntary fund drive per member and any amount generated from such drive shall be forwarded to the member in question. Any member who wishes to provide additional support with donations on behalf of the association shall be very welcomed to do so.

Section 4: Marriage of a Registered Member of the Association.

(a). In the event of the marriage of a member, the association shall donate the sum of One Hundred Dollars (\$100) to the member.

(b) The association shall run a voluntary fund drive per member and any amount generated from such drive shall be forwarded to the member in question. Any member who wishes to provide additional support with donations on behalf of the association shall be very welcomed to do so.

Section 5: Graduation of a Registered Member of the Association.

(a) In the event of the graduation of a member, the association shall donate the sum of One Hundred Dollars (\$100) to the member.

(b) Any member who wishes to provide additional support with donations on behalf of the association shall be very welcomed to do so.

(c) The graduation shall be from an accredited college or university and shall include a Bachelors, Masters and Doctorate degrees.

Article XIII: MISCELLANEOUS PROVISIONS

(a) Contributions for the death of non-covered immediate relatives, hospitalizations and major will be any amount at will called by the executives.

ARTICLE XIV: Reaffirming our commitment to improve the livelihood of our members, the group will be open to operating a mutual fund “Njangi” on a monthly basis for registered members who are interested.

ARTICLE XV: All doubts as to the meaning and interpretation of any provisions of the present constitution shall be referred to the Executive Committee or The General Assembly for consideration and clarification.

ARTICLE XVI: The present constitution or any provision thereof may be amended by the affirmative vote of three quarters of members present during voting at The General Assembly of the Association.

ARTICLE XVII: Upon the voluntary, administrative or judicial dissolution of the Association, its disposable assets including items donated shall be handed over to St. Joseph College Sasse.

**IN FAITH WHEREOF THE MEMBERS OF Sasse Old Boys Association (SOBA)
Washington Metropolitan Area Chapter (DMV)
HAVE SIGNED THIS Amended CONSTITUTION**

Amended at Maryland, this 23rd day of February Two Thousand and Nineteen