

**EX-SAKER STUDENTS ASSOCIATION - USA
(ExSSA-USA)**

CONSTITUTION & BYLAWS

ARTICLE 1. NAME

The name of this Association shall be the Ex-Saker Students Association, USA, hereinafter referred to as ExSSA-USA. This is a USA-based administrative association of Saker Baptist College alumnae.

ARTICLE 1.1 STATUS OF THE ASSOCIATION

EXSSA-USA shall be a non-profit, apolitical association.

ARTICLE 1.2 GOVERNANCE

The policies, procedures, and regulations by which ExSSA-USA activities are governed are embodied in this document. ExSSA-USA shall be governed by this Constitution and its Bylaws and by modifications and amendments thereof.

The ExSSA-USA Constitution & Bylaws contain the Association's fundamental objectives and organization, so as to provide specific objectives and policies that relate to ExSSA-USA member activities. The ExSSA-USA Constitution & Bylaws can only be proposed, amended, and rectified by the General Membership at the Annual National Convention, with final approval by the ExSSA-USA National Executive Council (NEC).

All ExSSA-USA members who are engaged in ExSSA-USA management duties are required to honor and respect the spirit of this Constitution & Bylaws. Any questions or conflicts regarding interpretation and/or procedure shall be addressed to the Chair of the ExSSA-USA Constitution/Bylaws Committee or the National Secretary, ExSSA-USA.

ARTICLE 2. PURPOSE AND PRINCIPLES

The purpose of this Association is to advance the welfare and prestige of Saker Baptist College and its Alumna by stimulating the interest of its members in the College and in each other through the conduct of programs by and for alumna, and by encouraging the efforts of its members in programs that promote the spirit of Saker Baptist College. Moreover, the purpose of this Association shall also be to establish, encourage and maintain a mutually beneficial relationship between Saker Baptist College and its alumna.

To these ends, the Association shall keep itself and its members informed of issues of importance affecting the Saker Baptist College and its Alumna and shall take a position on such issues, when appropriate.

The ExSSA-USA National Executive Council (hereinafter referred to as “NEC”) shall serve as the primary liaison between the Association and Saker Baptist College, and shall provide the leadership for and coordination of volunteer activities of the Association in accordance with the Association's stated goals.

ARTICLE 2.2 PRINCIPLES

In pursuit of the objectives stated in Article 3 below, ExSSA-USA and its members shall act in accordance with the following general principles:

1. All members shall, in good faith, fulfill the obligations assumed by them in accordance with this Constitution & Bylaws.
2. All members shall respect each other and maintain honesty and integrity in dealing with matters of the Association. Any member culpable of a dishonorable act (such as misappropriation of funds, embezzlement) to the Association or fellow members may be levied the appropriate recourse as determined by the National Executive Council (NEC). If such action involves a National Executive Council Member, a vote of impeachment may be accorded.
3. All members shall be treated equally by the Association’s National Executive Council (NEC).
4. All members have a fiduciary duty to the Association. Therefore, each member is obligated to meet her financial commitment to the Association.

ARTICLE 3. OBJECTIVES

The objectives of this Association shall be as outlined hereinafter:

1. To function as an administrative arm, coordinating the activities of the Chapters of Ex-Sakerettes in the United States of America.
2. To create, organize and nurture new Chapters in the USA and to act as a liaison between the Chapters in the U.S. and ExSSA-Cameroon, as well as, Saker Baptist College.
3. To maintain a social network of all Ex-Sakerettes in the United States of America, by encouraging and promoting sisterhood, unity and the advancement of all members of ExSSA-USA.
4. To contribute to the general welfare of Saker Baptist College and its current students.

ARTICLE 4. MEMBERSHIP

Membership shall be available to any individual who subscribes to the purpose and objectives of ExSSA-USA and meets one or more of the conditions herewith:

1. Any graduate (including the High School component) of Saker Baptist College, Limbe, Cameroon, living in or around the United States of America.
2. Any former student of Saker Baptist College, Limbe, Cameroon, living in or around the United States of America. A former student shall be defined as any individual who was admitted and attended Saker Baptist College, regardless of their duration and/or graduation status.
3. Honorary Membership to ExSSA-USA may be conferred to any Sakerette or non-Sakerette upon application and approval by the National Executive Council (NEC) for their outstanding contributions to the general welfare of Saker Baptist College and ExSSA-USA. Honorary Memberships may be conferred to [but not limited to] the following groups:
 - (a) Present and Former Faculty and Administrative Staff of Saker Baptist College;
 - (b) Spouses of Sakerettes (a.k.a. Saker Cats);
 - (c) Family Members of Sakerettes

ARTICLE 4.1 MEMBERSHIP STATUS

Active Member: An active member shall be any Sakerette residing in or around the United States, who is registered with ExSSA-USA, actively participated in ExSSA-USA activities (on an individual and/or Chapter basis) and has paid their national registration dues.

Honorary Member: Honorary members shall be exempted from paying national association dues/fees. An Honorary Member may, on election, make a voluntary donation, gift or legacy to enhance the objectives of this Association.

ARTICLE 4.2 NATIONAL REGISTRATION DUES

Each member of the ExSSA-USA shall pay to the Financial Secretary of ExSSA-USA, a one-time non-refundable registration fee of \$25.00.

Any Sakerette shall be deemed a member upon payment of the non-refundable registration fee.

Local Chapters are required to make sure that all new chapter members are registered members of ExSSA-USA and have paid their national registration fee of \$25.00.

ARTICLE 5. CHAPTER MEMBERSHIP

In order for a local constituent unit to organize as a chapter member of ExSSA-USA, there must be at least five (5) alumnae who qualify as members.

A local constituent unit, which shall ratify and agree to the provisions of this constitution, shall be a chapter member of ExSSA-USA.

A Chapter may be defined as constituting of five or more registered members in a defined geographic location who have chartered as a Chapter of ExSSA-USA with the National Executive Council (NEC).

Registered members of ExSSA-USA who do not belong to chapters due to the lack of the minimum number of required members in their defined geographic location shall belong to a Chapter At Large, and therefore, shall be Members At Large.

The National Executive Council (NEC) shall have authority to terminate the membership of any local chapter at any time by a two-thirds vote of its members present at a meeting called for that specific purpose. Said chapter shall have been informed in writing of the proposed action and the reason therefore at least sixty (60) days prior to the Council meeting at which such action is to take place; and further, that the said chapter shall have been informed in writing by the Executive Secretary that the chapter may be represented at the meeting by its regularly elected delegate(s) or counsel of its choosing. Grounds for termination may include illegal and/or immoral activities, blatant violation/disregard of ExSSA-USA Bylaws, embezzlement, dishonesty, etc. The above-referenced list on the grounds for termination is not exhaustive, but illustrative.

ARTICLE 6. STRUCTURE AND ADMINISTRATION OF EXSSA-USA

Article 6.1 - Management and Protocol

- (1) ExSSA-USA shall comprise of all ExSSA Chapters in the United States of America. All USA-Based Branch Presidents shall report to the President of ExSSA-USA who will in turn sit in Council on their behalf. The President of ExSSA-USA, who is answerable to the National Executive Council (NEC), shall head ExSSA-USA.
- (2) The governing body of ExSSA-USA is the National Executive Council (NEC). The NEC of ExSSA-USA shall include the Executive Officers who are elected during ExSSA-USA Annual National Convention and Chapter President. The NEC of ExSSA-USA shall have supervision over the local ExSSA Chapters within the USA.
- (3) **Relationship to ExSSA-Cameroon and other ExSSA organizations:** ExSSA-USA is a sister organization to ExSSA-Cameroon and all other organized ExSSA Organizations.

Article 6.2 - Executive Officers of ExSSA-USA

An elected executive comprising of the following positions, shall govern the day-to-day affairs of the Association:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Vice Secretary
- (5) Treasurer
- (6) Financial Secretary
- (7) Chief Whip
- (8) Publicity Secretary
- (9) Organizing Secretary
- (10) Vice Organizing Secretary
- (11) Music Prefect

These Executive Officers shall constitute the Executive Body of the Association who manage and direct the matters of ExSSA-USA. These officers shall be elected by suffrage in the manner hereinafter directed.

Article 6.3 - General Duties of the Executive

The general duties of the Executive shall include the following:

- (1) Organize, supervise, and support the activities of ExSSA-USA.
- (2) Deliberate and execute the projects proposed and/or approved for action in the name of ExSSA-USA.

Article 6.4 - Election of Executive Officers

(a) Term of Office

The term of office for an Executive Officer shall be for a period of two years. Therefore, election by majority vote shall be held every two (2) years during the Annual National Convention for all Executive Officer positions for the forthcoming two years. Initially, there will be a **staggered term of office** to ensure continuity. At least half of the Executive Body will step down after two years, and the remaining half of the Executive body after three years. In order to maintain the staggered term concept, whereby half of the seats are open every two years, some of the candidates will run for a two-year term. The National Executive Council (NEC) shall decide which seats will be four-year terms, and which seats will be two-year terms.

Nothing in the preceding should be interpreted as term limits. An existing Board officer may stand for re-election for another consecutive **term**.

The officers so elected shall take office within 30 days following the election. During the 30-day transitional period, the outgoing Executive Officers and incoming Executive Officers shall work closely in:

- (i) Documenting all previous minutes, proceedings, etc.
- (ii) Handing over of documents and finances
- (iii) Balancing of financial statements

(b) Candidature

- (i) A candidate for an Executive Officer position must be a registered member of ExSSA-USA.
- (ii) A candidate for an Executive Officer position must be an active member [See Article 4.1].
- (iii) Candidates for the offices of President or Vice President shall have attended at least one (1) Annual National Convention within the preceding two years thereof.
- (iv) Candidates for the offices of President or Vice President should have served as an Executive Officer in her Local Chapter or the National Executive Council.
- (v) Candidates must have at least two (2) nominations from ExSSA-USA members who are from a Chapter other than the candidate's local Chapter. The purpose of this rule is to minimize the dominance of large and established local chapters over small and upcoming local chapters.

(c) Vacancy of Office

In the event of an executive office becoming vacant, the President of ExSSA-USA shall appoint someone to serve in the interim period of 30 days. If a special election is not held within that period of time, one of the following shall apply:

- (i) If the vacant position is for an officer with an assistant or vice, the assistant/vice may assume the responsibilities, otherwise,
- (ii) The President of ExSSA-USA shall appoint an individual to serve for the remainder of the term with the approval of the National Executive Council (NEC).

(d) Voting Procedures

- (i) During the Annual National Convention every two (2) years, the General Assembly of all members shall vote via secret ballot on the day of the election.
- (ii) During the Annual National Convention on a biannual basis, the National Executive Council (NEC) shall nominate, vote and appoint individuals to serve on the Election Committee.
- (iii) The Election Committee shall make the final determination of candidates to be placed on the election ballot, based on the qualifying criteria mentioned hereto.

- (iv) All members who have paid their national registration fees shall have a right to vote.
- (v) An electoral quorum of 25% of all active members present and voting in person or by proxy shall be attained for election results.
- (vi) Election Results shall be announced by the Chief Whip immediately following the counting & certification of the votes.
- (vii) Runner-ups shall not be automatically declared the vice/assistant for any position without a majority of the general assembly of all members.
- (viii) In the event of a tie, there shall be a new run of voting.

(e) **Impeachment/Removal from Office**

- (1) An officer may be removed from office by the affirmative vote of by the following groups:
 - (i) A two-thirds majority vote of the registered membership in active member status.
 - (ii) A two-thirds majority vote of the remaining members of the National Executive Council (NEC).
- (2) An officer may be considered for impeachment for any of the following reasons:
 - (i) Failure to adhere to and/or exhibited a consistent pattern of reckless disregard and gross negligence in executing the duties of office.
 - (ii) Misuse and/or misappropriation of assets of ExSSA-USA.
 - (iii) Significant conflict of interests with ExSSA-USA interests

Article 6.5 - Powers and Deliberative Functions of the National Executive Council

- (1) The governing body of ExSSA-USA is the National Executive Council (NEC). The NEC of ExSSA-USA shall include the Executive Officers who are elected during ExSSA-USA Annual National Convention, all local ExSSA-USA Chapter Presidents and a Chapter At Large Representative. The NEC of ExSSA-USA shall have supervision over the activities of local ExSSA Chapters within the USA.
- (2) The Executive Officers shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the operation of ExSSA-USA and every act which the society may lawfully do and perform to the extent of the Bylaws & Constitution of this Association.
- (3) The Executive Officers shall keep a complete record of all acts and proceedings of meetings and present a full statement at the regular meetings of the members, showing in detail, and the condition of the affairs of the Association.
- (4) Major financial considerations must be brought before a National Executive Council (NEC) Meeting prior to implementation. Notice of such topics must be given to all

ExSSA-USA Chapter Presidents, in writing, prior to the meeting. Votes for such matters will be accepted via phone, mail, fax, or e-mail. Failure to attend or communicate would be a vote of abstention.

- (5) The NEC shall meet as often as the business of the Association requires (with a minimum of four meetings) during the two-year term of their tenure of office.
- (6) One-fourth of the membership of the National Executive Council (NEC) shall constitute a quorum at any NEC meeting. Executive Members shall be notified at least 30 days in advance of an upcoming meeting except in the case of an emergency meeting, in which case, members shall receive notice at least 14 days in advance.
- (7) The NEC may appoint committees, which may consist of members of the NEC and/or other individuals. All committees shall conform to any directives/instructions issued by the NEC and., may regulate their committee procedures as they see fit.
- (8) The NEC has the ultimate authority to dissolve any committee it created or appointed during its tenure in office.
- (9) All issues shall be decided in the NEC Meeting by a majority of the members present and having a right to vote. In the case of a tie, the President or the Vice President (in the President's absence) or in the absence of both the President and Vice President, the National Secretary shall cast the deciding vote as the presiding member.
- (10) Under the direction of the NEC, an annual financial statement of funds (including receipts and payments during the preceding year) of the Association shall be presented to the General Membership during the Annual National Convention.
- (11) The National President of ExSSA-USA under the direction and approval of the NEC shall prepare and present a yearly report on the State of the Association, which shall be presented to the general membership during the Annual National Convention.
- (12) The powers, business and property of the Association shall be exercised, conducted, and controlled by the NEC.

Article 6.6 - Specific Duties of the Executive

(a) Duties of the President

The President of ExSSA-USA shall assume responsibility for the following functions:

- (i) Chief Operating Officer of ExSSA-USA
- (ii) Overall Responsibility for the General Supervision of Affairs of ExSSA-USA.
- (iii) Convene and preside over all general and special meetings of the NEC.
- (iv) Serve as the official spokesperson for ExSSA-USA.

- (v) Serve as the Chair of the National Executive Council (NEC).
- (vi) A Co-Signatory to the ExSSA-USA bank account, in the absence of the National Treasurer and/or Financial Secretary.
- (vii) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws.

(b) Duties of the Vice President

The Vice President of ExSSA-USA shall assume responsibility for the following functions:

- (i) In the absence of the President (including illness, resignation or disability), the Vice President shall be vested to perform the duties of the President.
- (ii) Coordinate Membership activities within ExSSA-USA through outreach.
- (iii) Coordinate activities between ExSSA-USA and other organizations including other Cameroon Alumni Associations, subject to the approval of the NEC.
- (iv) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(c) Duties of Secretary

The Secretary of ExSSA-USA shall assume responsibility for the following functions:

- (i) Record and Maintain the minutes of all proceedings of the general and special meetings of members and of the National Executive Council for distribution and historical reference.
- (ii) Maintain a national membership directory identifying the names and last known address/telephone number of each member of ExSSA-USA.
- (iii) Maintain a record of attendance of members to the General Assembly Meeting of the Annual National Convention.
- (iv) Supervise and ensure that all local USA Chapter members are registered with ExSSA-USA.
- (v) Custodian of ExSSA-USA Constitution & Bylaws, Internal Regulations and any such documentation as is necessary.
- (vi) Serve as Historian for ExSSA-USA.
- (vii) Serve as a Member of the Constitution/Bylaws Committee.
- (viii) In conjunction with the President, the Secretary shall execute all contracts on behalf of the Association, subject to the approval of the National Executive Council (NEC).
- (ix) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(d) Duties of the Vice Secretary

The Vice Secretary of ExSSA-USA shall assume responsibility for the following functions:

- (i) In the absence of the Secretary (including illness, resignation or disability), the Vice Secretary shall be vested to perform the duties of the Secretary.
- (ii) Maintain an accurate record of all ExSSA-USA related correspondence.
- (iii) Serve as the Chair of the ExSSA-USA Newsletter Committee.
- (iv) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(e) Duties of Publicity Secretary

The Publicity Secretary of ExSSA-USA shall assume responsibility for the following functions:

- (i) Promotion and Distribution of ExSSA-USA Propaganda.
- (ii) Arrangement and Coordination of all ExSSA-USA sponsored activities.
- (iii) Primary Liaison with ExSSA-USA Chapters on publicity issues.
- (iv) Coordination of all national and international publicity of programs and events of ExSSA-USA and its Chapter members.
- (v) Coordination of Outreach and Education of other groups/organizations about ExSSA-USA.
- (vi) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(f) Duties of Organizing Secretary – 2 positions

The Organizing Secretaries of ExSSA-USA shall assume responsibility for the following functions:

- (i) Responsible for the Short and Long term Planning Strategy and Enhancement of ExSSA-USA.
- (ii) In conjunction with the Secretary and Vice Secretary, the Organizing Secretaries are responsible for the coordination and scheduling of general ExSSA-USA meetings.
- (iii) Assist Local Chapters in organizing social and fundraising events.
- (iv) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(g) Duties of the Treasurer

The Treasurer of ExSSA-USA shall assume responsibility for the following functions:

- (i) Maintain and manage the bank account of ExSSA-USA.
- (ii) Maintain an accurate record of all financial transactions (including receipts, disbursements and balances).
- (iii) Custodian of all the financial assets of ExSSA-USA.
- (iv) Execute all checks for expenditure(s) on behalf of ExSSA-USA, subject to the authorization of the National Executive Council (NEC).

- (v) Keep the President informed of any Chapter(s) and member(s) who are financially delinquent and not in good standing in the Association.
- (vi) Collect all national membership dues and remind all members of their Fiduciary obligation to ExSSA-USA.
- (vii) Provide a list of the names of all members in good financial standard to the Secretary for use in preparing the National Directory.
- (viii) Upon request by the National Executive Council (NEC), the Treasurer shall make available the financial records of ExSSA-USA for inspection.
- (ix) Present an annual financial report to the general membership at the Annual National Convention.
- (x) Submit a budget report at each National Executive Council (NEC) meeting of ExSSA-USA.
- (xi) In the absence of the Financial Secretary (including illness, resignation or disability), the Treasurer shall be vested to perform the duties of the Financial Secretary.
- (xii) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(h) Duties of the Financial Secretary

The Financial Secretary of ExSSA-USA shall assume responsibility for the following functions:

- (i) Assist the Treasurer as needed in maintaining financial records and preparing financial reports.
- (ii) Coordination of the receipt and deposit of all funds of ExSSA-USA in the bank/financial institution selected by National Executive Council (NEC).
- (iii) Forward all receipts to the Treasurer for record keeping purposes.
- (iv) Maintain and keep a record of all expenditures of ExSSA-USA.
- (v) Develop and presentation of an annual budget for ExSSA-USA, in conjunction with the President, to the National Executive Council (NEC).
- (vi) Coordination and Oversight of all fund-raising activities of ExSSA-USA.
- (vii) Shall be a member of any Fund-raising Committee of ExSSA-USA.
- (viii) In the absence of the Treasurer (including illness, resignation or disability), the Financial Secretary shall be vested to perform the duties of the Treasurer.
- (ix) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(i) Duties of the Chief Whip

The Chief Whip of ExSSA-USA shall assume responsibility for the following functions:

- (i) Enforce rules of procedure during ExSSA-USA meetings.
- (ii) Maintain order, discipline and decorum during all ExSSA-USA meetings and gatherings.
- (iii) Serve as the Protocol Officer for ExSSA-USA.

- (iv) Enforce Attendance of members to ExSSA-USA meetings.
- (v) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(j) Duties of the National Music Prefect

The National Music Prefect of ExSSA-USA shall assume responsibility for the following functions:

- (i) Coordination and Oversight of all ExSSA-USA concerts and music-related Activities.
- (ii) Planning and Coordination of musical concert and music-related activities at each Annual National Convention, in conjunction with the host chapter.
- (iii) Promotion and Enhancement of Saker Baptist College's rich music tradition.
- (iv) Development, Creation and Distribution of an ExSSA-USA Songbook.
- (v) Maintain a record of concert and music-related activity programs for historical preservation.
- (vi) Coordination and distribution of the Saker songbook to local Chapters.
- (vii) Perform any and all other duties and tasks required by the NEC and the Constitution/Bylaws or that she may undertake at the suggestion of the President.

(k) Duties of the Vice National Music Prefect

The Vice National Music Prefect of ExSSA-USA shall assume responsibility for the following functions:

- (i) In the absence of the National Music Prefect (including illness, resignation or disability), the Vice National Music Prefect shall be vested to perform the duties of the National Music Prefect.

Article 6.7 - Oversight of the Management of ExSSA-USA by Chief of Council (COC)

The Council of Chiefs (COC) shall consist of five (5) members who must be nominated and elected by simple majority of all active members present. COC members can only serve two consecutive terms of office and can be appointed again at a later time.

The overall duties of the Council of Chiefs shall be to oversee and ensure that the organization is run and managed in a smooth, efficient and fair manner. Thus, a member of the Council of Chiefs shall not be an executive/national officer and hence shall not be responsible for the management of the association.

The Council of Chiefs should however intervene when there is sufficient evidence to show that the organization is not functioning properly. Under such circumstances, corrective measures will be taken as appropriate to ensure the continuous success of the association.

Members of COC seeking elective office within the Association must resign from the council at least two months prior to the elections.

(a) Requirements for being a Council of Chiefs Member

In order to be a Council of Chiefs member, a candidate must:

1. Be an active member of the association.
2. Be dedicated to the group and be responsible
3. Be willing to volunteer time for the organization.

(b) Vacancy of Office

In the event of a COC member's seat becoming vacant, the President of ExSSA-USA shall appoint someone to serve in the interim period. However, any appointment must be approved and validated by at least two-thirds of the active members present.

(c) Duties of the Council of Chiefs:

The general duties of the Council of Chiefs shall include the following:

1. Assist in resolving constitutional problems;
2. Ensure that every ruling administration is abiding by the rules and regulations governing this organization;
3. Prevent any possible failure of this association in cases where the ruling administration fails to convene appropriate meetings;
4. Assist in enforcing all mandates and fines imposed on chapters and members;
5. Assist in conducting elections;
6. Assist in impeachment proceedings; and
7. Perform thorough auditing of the association and chapter convention financial records

ARTICLE 7. GENERAL FINANCIAL MANAGEMENT

Article 7.1 - Financial Management of ExSSA-USA

(a) General Financial Management

- (i) The Treasurer and the Financial Secretary shall be responsible for the finances of the ExSSA-USA.
- (ii) Withdrawals of funds from ExSSA account shall be effected by the order

of the National Executive Council (NEC) by means of checks or authorization signed by the Treasurer.

- (iii) One or more Auditors may be appointed by a Resolution of the National Executive Council (NEC) or the general membership at the Annual National Convention to audit the financial records of ExSSA-USA. The Treasurer or the Financial Secretary shall not serve as Auditors at any given time. The Auditors shall have access at all reasonable times and places to the accounts of the pecuniary transactions of the society; and the Auditors shall verify and sign the annual statement of account prior to the National Executive Council (NEC) submission to the Annual National Convention. The National Executive Council (NEC) may engage the services of a certified accountant if necessary for purposes of auditing the finances of the Association.

(b) Generation of Finances

The funds of the Association shall be generated from four major sources:

- (i) National Registration fees
- (ii) Local Chapter dues.
- (iii) Fundraising activities,
- (iv) Donations

(c) Financial Obligations of Local ExSSA-USA Chapters

As part of their fiduciary duty and charter membership, all USA-based Chapters of ExSSA-USA shall be levied chapter dues based on the number of members in the chapter by ExSSA-USA. Accordingly, all chapters will be levied a fixed rate of \$20 per member.

All chapters shall pay all chapter dues to the Financial Secretary of ExSSA-USA.

(d) Management of Annual Convention Finances

Based on all monies received or raised during the Annual National Convention, the funds shall be allocated in the following manner:

- (i) 70% of the profits to ExSSA-USA
- (ii) 30% of the profits to the host chapter.

No monies or profits shall be allocated and/or distributed unless all of the outstanding expenses associated with the Annual National Convention have been paid.

(e) Obligations of ExSSA-USA Members At Large

In the interest of fairness and equity, registered members of ExSSA-USA who do not belong to chapters due to the lack of the minimum number of required members in their defined geographic location shall be levied an annual membership fee by ExSSA-USA in the amount of \$20.

Members of ExSSA-USA who are unable to belong to local Chapter shall be known as “Members At Large.”

The Secretary of ExSSA-USA shall keep a record all ExSSA-USA Members at Large.

ARTICLE 8. GENERAL MEETING OF MEMBERS

- (1) At any regular meeting of ExSSA members, a quorum shall consist of the members present who are in good standing.
- (2) ExSSA-USA shall convene and hold an Annual National Convention/Annual General Meeting each year.
- (3) The National Executive Council (NEC) shall be responsible for the Annual National Convention, and shall collaborate with the Host Chapter in preparing and organizing the Convention of the members.
- (4) Roberts Rules of Order shall govern all proceedings of any general meeting of members in the absence of any other rules to the contrary, which shall have been adopted by the Association.
- (5) Unless otherwise stated in this Constitution/Bylaws, a simple majority (more than 50%) vote of the members voting is necessary for the adoption of any resolution and for the election of officers.

ARTICLE 9. UNIFORMS

Subject to the approval of the general membership, the National Executive Council (NEC) may adopt an official uniform for the Association for use in ExSSA-related activities.

ARTICLE 10. ENDORSEMENT

All merchandise, products, projects, and programs involving the use of the name of ExSSA-USA, especially in the solicitation of funds, must be submitted for approval to the National Executive Council (NEC). Approval must be obtained from NEC prior to any general distribution or solicitation.

ARTICLE 11. COMMITTEES

The National Executive Council (NEC) of ExSSA-USA may establish committees to perform the functions of ExSSA-USA, as is necessary. These committees shall be headed by Committee

Chairs selected by the Members of the Committee. While the President of ExSSA-USA may assign any of ExSSA-USA Executive Officers to a Committee, each Committee Chairs is responsible for coordinating, directing, and overseeing the activities of the Committee. The Committee Chairs shall answer to the President of ExSSA-USA and the NEC and are required to present progress reports to the President and the NEC on a quarterly basis.

ARTICLE 12. AMENDMENTS AND PROCEDURES

The Constitution and By-Laws of ExSSA-USA are subject to amendment by a two-thirds vote of those members attending the Annual National Convention or any meeting called for the purpose or by a majority of the ballots received in response to the request for a vote by mail, provided that notice of proposed amendments has been given to members at least 30 days prior to such meeting or counting of ballots. All proposals for amendments must be submitted in writing to the National Executive Council.

This Constitution and Bylaws are adopted as of this date, the **3rd** of **August, 2002** and accepted by the general membership of ExSSA-USA during its general meeting session of the annual convention in Houston, Texas.

Prepared by: _____
 /s/
Shiri Ndang
National Secretary, ExSSA-USA

Approved by: _____
 /s/
Christina Kidi Makia Ntuba
Vice President, ExSSA-USA

SUBSEQUENT AMENDMENTS

(A) AMENDED IN AUGUST 2004 TO INCLUDE THE FOLLOWING ARTICLES:

- **Article 6.6 (k) – Duties of the Vice National Music Prefect**
- **Article 6.7 - Oversight of the Management of ExSSA-USA by Chief of Council (COC)**