

P. O . Box 279 Limbe,  
South West Region,  
Cameroon



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# CONSTITUTION & BYLAWS OF MUGOSOSA

## Table of contents

### ORIGINAL ADOPTED VERSION

DESCRIPTION	PAGE
1. Table of contents	1
2. List of abbreviations	3
<b>PART 1: <u>Name, seat, logo, motto and objectives</u></b>	4
Preamble	
Article 1: Name	
Article 2: Seat and Address	
Article 3: Emblem/Logo	
Article 4: Motto	
Article 5: Objectives	
<b>PART 2: <u>Membership, organizational structure, elections and investiture</u></b>	6
Article 6: Requirements of membership	
Article 7: Rights and duties of members	
Article 8: Association structure	
Article 9: The General Assembly, (GA)	
Article 10: The Assembly of Delegates, (ASDEL)	
Article 11: The General Executive Committee, (GEC)	
1. Composition and principal roles of CEC	
2. The President General, (PG)	
3. The Vice President Generals, (VPGs)	
4. The Secretary General, (SG)	
5. The Assistant Secretary General, (ASG)	
6. The Treasurer Pay-Master, (TPM)	
7. The Financial Secretary, (FS)	
8. The Public Relations Officer, (PRO)	
9. The Social and Cultural Secretaries, (SOC)	

10. The Legal Adviser, (LAD)	
11. The Technical Adviser, (TAD)	
12. The Wed Administrator, (WAD)	
13. The Archives Curator, (AC)	
Article 12: The Collective Responsibility of the GEC	
Article 13: The Office of independent Auditors General, (OAG)	
Article 14: Standing Committees for Projects, (SCOPs)	
1. General provision	
2. Education and Scholarship Committee	
3. Social Committee	
4. Project Committee	
Article 15: Branches	
Article 16: Classes	
Article 17: Meetings	
Article 18: Elections and investiture	
MUGSOSA Organigram	
<b>PART 3: <u>Discipline, Fundraising and Finance</u></b>	<b>24</b>
Article 19: Discipline	
Article 20: Fundraising	
Article 21: Finances	
<b>PART 4: <u>Final clauses and entry to force</u></b>	<b>27</b>
Article 22: The constitutionality of norms	
Article 23: Interpretation and additional legal instruments	
Article 24: Ad hoc quasi-judicial panel	
Article 25: MUGSOSAN Order and Awards	
Article 26: Dissolution of the association	
Article 27(final): Adoption and entry to force	
Authentication	
Members of the drafting panel	
By-Law No 1: The Electoral Law	31
By-Law No 2: The Financial Charter	36
By-Law No 3: The Interim Government	47
Appendix: List of Constituent Pioneer Plenum	49
Appendix: List of Freewill Contributors for the 2 pioneer SPs	50

List of abbreviations

ASDEL	Assembly of delegates
GA	General Assembly
GEC	General Executive Committee
PG	President General
VPG	Vice-President General
SG	Secretary General
ASG	Assistant Secretary General
TPM	Treasurer Pay-Master
FS	Financial Secretary
PRO	Public Relations Officer
SOC	Social and Cultural Secretaries
WAD	Web Administrator
LAD	Legal Adviser
TAD	Technical Adviser
AC	Archives Curator
MUGSOSA	Mundemba Grammar School Old Students Association
SCOPs	Standing Committee of Projects
OAG	Office of Auditors General
CFO	Chief Financial Officer
CIR	Chief Information Officer
ELECOM	Electoral Committee
GSS	Government Secondary School
GHS	Government High School
GBHS	Government Bilingual High School
ADMIN	Administrator
CPP	Constituent Pioneer Plenum

## **PART 1: Preamble, name, seat, logo, motto and objectives**

### **Preamble**

We, the former, old and ex-students students of Government Bilingual High School (GBHS) Mundemba, formerly called Government Grammar School, Government Secondary School (GSS) and Government High School (GHS) Mundemba located in Ndian Division in the South West Region of the Republic of Cameroon, residing in Cameroon and abroad;

- mindful of the need to contribute to the development of our alma mater,
- committed to promoting cordial relationship among ourselves,
- aware of the need for collective solidarity to one another as members of our association,
- resolved to promoting and galvanizing our collective efforts in ensuring that we uphold the academic excellence that has been the hallmark of our alma mater since its creation in 1975,
- determined to create and uphold rules and by-laws that can unite us as members in compliance with the laws of our home and host countries,
- willing to co-ordinate our activities to preserve the respect for one another and our alma mater,
- willing to engage, collaborate and encourage each other in their respective endeavours to promote and project a positive image of our alma mater; and
- determined to encourage the development of chapters throughout the world,

Have resolved to create an apolitical, secular and non-profit making association called Mundemba Grammar School Old Students Association, with the acronym MUGSOSA.

### **Article 1. Name**

1. The legal name of the association is Mundemba Grammar School Old Students Association
2. The acronym of the association is MUGSOSA

## **Article 2: Seat and address**

1. The seat of the association shall be in Government Bilingual High School Mundemba.
2. The address of the association shall be where the General Executive Committee President resides.
3. In addition, the General Assembly may, if necessary, operate a National Postal address in conjunction with the President's address. Any eventual postal address will be stated in a by-law.

## **Article 3. Emblem/logo**

The emblem or the logo of the association shall be a graphic description of the RIO on River Ndian flowing from the Rumpi hills positioned on an open book with palm trees on the right and mangroves on the left; and the open book with hands underneath, representing the support to students.

## **Article 4. Motto**

The Motto shall be *ITUNGI BASUSU ISA RITAKA*

*Meaning "Unity is Strength". Itungi to represents support, Basusu meaning everybody coming together and Isa Ritaka denoting making the workload easier.*

## **Article 5. Objectives**

The objectives of MUGSOSA are:

1. To encourage networking between members to ensure their wellbeing and progress in society.
2. To encourage members to conduct themselves in ways that would promote a positive image of our alma mater.
3. To encourage members to relive the positive image of the past and share such experiences with others to promote friendship among members.
4. To assist the School Administrative Authorities in ways that will promote and encourage academic excellence in our alma mater.
5. To update a roster, class albums and class lists of all batches and encourage active batch networking.
6. To create MUGSOSA branches worldwide.

7. To encourage and sustain a scheme for members or the association to award individual and/or group scholarships, to students with proven academic excellence or to students who are “challenged” or in dire financial need but with great potential, as shall be set out in by-laws.
8. To encourage students’ exchange programs with foreign based institutions as will be set out in the by-laws.
9. To carry out any development projects for the benefit of the association, the school and the community as is consistent with the preamble of this constitution.

## **PART 2: Membership, organizational structure, elections and investiture**

### **Article 6: Requirements of membership**

1. Membership shall be opened to all MUGSOSANS residing in Cameroon and abroad, as defined in the preamble of this constitution.
2. Membership shall be based on the payment of the sum of 5.000Fcfa once in a life-time non-refundable registration fee, in one instalment and membership shall generate rights and duties.
3. Members shall, in addition to provision of article 6 (2) of this constitution, pay a regular annual due of 5.000Fcfa.
4. Member registration shall be done through their respective branches or batches.
5. A duly registered member of a branch or batch shall automatically become a member of the general body.
6. Associate membership shall be conferred on the spouses and family members of MUGSOSANS and on those who are having (or have had) a special connection with, or interest in the school/association on the recommendation of the General Executive Committee , and as shall be set out in a subsequent by-law.
7. An associate member shall be expected to pay 50% of the regular annual due of members and shall be entitled to some rights and duties of members as shall be laid down in a by-law.

## Article 7: Rights and Duties of members

1. **Death Benefits:** In case of the death of a registered member, a flat rate of 25,000Fcfa shall be paid by each class/batch to GEC for the purpose of burial, and GEC shall appropriate 85% of the total sum raised to deceased's family. The remaining 15% shall stay in the coffers for other matters related to burials.
2. If conditions shall allow, this sum of money shall be appropriated to the deceased's family on or before burial.
3. The death emolument shall be given to the designated next-of-kin, assigned by each member while living.
4. Any active member of MUGSOSA shall, if he or she dies, be given a decent burial in the following conditions:
  - a. If the death occurs at the batch/class or branch levels, the batch/class or branch presidents shall convene all members by any means available and all members except otherwise permitted, shall be present at the home of the deceased, and during burial, if conditions allow.
  - b. Members shall be levied at each batch or branch, an amount of money to cover the contribution to the GEC for the burial and for entertainment on such occasions for batch/class or branch members, and the GEC.
  - c. In the occurrence of such a sad incident, the batch/class or branch president, or one of the ASDEL representatives of the branch/class or chapter shall inform the PG, who shall in turn, as a matter of urgency and expediency, do the necessary registration and inform the various chapters and batches/classes.
5. **Sickness:** If there is enough evidence of sickness/ill health of a member, the President General can request for voluntary donations. Due to practical reasons, this clause shall be interpreted and used restrictively.
6. **Celebrations:** The President General shall make announcements of celebrations such as weddings, graduations, and promotions of members to the group based on information given to him/her by the batch/class or branch president or delegate and voluntary donations can be announced. Pursuant article 7 (5) above, this clause shall be interpreted and used restrictively.
7. **Meeting Attendance:** Members shall be obliged to attend scheduled meetings by both GEC, GA, ASDEL and at branch or batch/class levels. Meetings shall be virtual or at a physical location.

8. ***Rights to vote and/or be voted:*** Membership shall confer the rights to vote and/or be voted.

#### **Article 8: Association Structure**

1. MUGSOSA shall operate with a structure that shall be made up of a General Assembly/convention (GA/GC), an Assembly of delegates (ASDEL), a General Executive Committee (GEC), the Office of Auditors General (OAG), batches/classes and branches, and shall set up Standing Committees (SC) to assist in the realization of its objectives.
2. A diagrammatic presentation of this organizational structure shall be inserted to this constitution as shall a list of the abbreviations used herein.

#### **Article 9: The General Assembly, (GA)**

1. Shall be the supreme organ of the association. As such, its decisions shall be binding on all members irrespective of batches/classes, on the Assembly of delegates, the General Executive committee and the Branches.
2. Shall meet every 2 years during conventions or during jubilees of the alma mater, to make and vote policy, or when need arises on the recommendation of the Assembly of delegates and upon the approval of the President General.
3. Shall be composed of ALL members of the MUGSOSA.
4. Shall be the overarching decision-making body and shall take decisions on matters of general policy.
5. All decisions of the GA shall be taken by a simple majority vote of members present or a quorum, or except where expressly specified by an absolute majority.
6. Shall be presided over by a steering Committee made up of a *chairperson*, a *secretary* and a *chief whip* all of whom shall be elected at the commencement of each of such plenary sessions.
7. The *chairperson* of the GA shall ensure the implementation of the decisions taken by the GA in compliance with the constitution and by-laws, through a memorandum or report of the GA to be submitted to the GEC and ASDEL.
8. The *chairperson* of GA shall ensure the orderly conduct of the deliberations of the General Assembly.



9. The *secretary* of GA shall be responsible to take down the minutes of the GA and read them, communicate the minutes to ASDEL, GEC, branches and batches/classes on the conclusion of the GA session or convention.
10. The *secretary* of the GA shall ensure the safe custody of such minutes or proceedings by forwarding an electronic copy to the Archives Curator for MUGSOSA database.
11. The *Chief Whip* of the GA shall be responsible for maintaining order and discipline during the General Assembly gatherings or conventions.
12. The *Chief Whip* of the GA shall be empowered to impose immediate fines on recalcitrant members and be required to keep a record of such penalized member(s), until the fines are paid. A copy of such records shall not be kept by the Archives Curator.

#### **Article 10: The Assembly of Delegates, (ASDEL)**

1. ASDEL shall be the main legislative organ of the association.
2. It shall be in charge of formulating the overarching development plans regarding the improvement of our alma-mater, updating of batch/class and branch lists of ex-students and plans of a broad social character regarding members, including media policy that shall be submitted to GEC for implementation.
3. ASDEL shall be composed of 3 representatives from each batch/class, 1 - 5 representatives from each branch (depending on the numerical strength of the branch, based on these quotients: 1 delegate for branches under 20 members, 2 delegates for branches of 20 - 59 members, 3 delegates for branches of 60 – 129 members and 4 delegates for branches of 130 members or more, 3 representatives from the GEC (including the president, secretary general and 1 other), and 2 from the GA/plenum (being the president and secretary).
4. The branches and batches shall independently choose their representatives, and the 1 additional representative from GEC shall respectively be chosen by GEC itself.
5. ASDEL shall meet once yearly and shall in addition, run an active web-forum strictly for association discussions and policy formulation.

6. All decisions of ASDEL shall be taken by a simple majority vote or except where expressly stated in the constitution by 2/3 majority.
7. ASDEL shall have a legislative tenure of 3 years and shall be presided over by a steering body of 3 - a *chairperson*, a *secretary* and an *adjunct*, all of whom shall be elected by ASDEL.
8. Membership of ASDEL can be cumulative with that of GEC, however members shall be encouraged to take only one role, except practical realities does not allow.
9. The *chairperson* of ASDEL shall ensure the implementation of the decisions taken by ASDEL in compliance with the MUGSOSA constitution and by-laws, through a report of ASDEL to be submitted to the GEC.
10. The *chairperson* of ASDEL shall ensure the orderly conduct of the deliberations of ASDEL.
11. The *secretary* of ASDEL shall be responsible to take down the minutes of the Assembly of Delegates in session, and shall read them, and communicate the minutes to the GEC, branches/chapters and classes on the conclusion of an ASDEL session.
12. The *secretary* shall ensure the safe custody of such minutes or proceedings by forwarding an electronic copy to the Archives Curator for safe keeping in a MUGSOSA database.
13. The *Adjunct* shall be responsible for maintaining order and discipline during ASDEL sessions and on the ASDEL forum.
14. The *adjunct* shall impose fines on recalcitrant members who deviate from standing rules or are repeatedly of behaviour deemed abusive.
15. The *adjunct* shall be required to keep a record of such penalized member(s), until fines owed are paid. A copy of such records *SHALL NOT* be kept by the Archives Curator.

## **Article 11: The General Executive Committee, (GEC)**

### **1. Composition and principal roles of GEC:**

- i. The GEC shall consist of a President General (PG) and 4 vice-Presidents General (VPGs) - 1 for Cameroon, 1 for Africa Diaspora, 1 for Europe Diaspora and 1 for America, a Secretary-general (SG), an Assistant Secretary General (ASG), a Treasurer Pay-Master (TPM), a Financial Secretary (FS), Public Relations Officer (PRO), 2 Social and Cultural Secretaries (SOC), a Web Administrator (WAD), a Legal Adviser (LAD), a Technical Adviser (TAD) and an archives Curator (AC).
- ii. Candidates for GEC must be registered and very active in a functioning batch or branch, or both.
- iii. GEC shall be elected for a term of two years, renewable once.
- iv. Members of the GEC shall be voted by indirect universal suffrage by ASDEL.
- v. The GEC shall collectively BE responsible for executing the decisions of the GA and those of the ASDEL.
- vi. The GEC shall be collectively and individually responsible to the GA and ASDEL.
- vii. The GEC shall meet on a regular basis as need arises on the initiative of its PG after consultation with the SG and shall have an online discussion platform.
- viii. The PG, SG and TPM especially and the GEC in general, shall share a close professional working relationship with each other to ensure the smooth running of the association.
- ix. GEC shall be voted out of office by two-thirds majority decisions of the GA, on proposal of ASDEL, or by ASDEL itself, on grounds of gross inefficiency or mismanagement.
- x. The GEC shall be responsible to the GA in matters concerning the efficient implementation of the resolutions taken at bi-annual conventions and to ASDEL, based on adopted plans and memorandum.
- xi. GEC shall be required to present a report of its activities during the previous 2 years at each GA of the Association and each 6 months to ASDEL.

- xii. In particular, the following reports shall be prepared and presented before the GA or ASDEL, when convened:
  - a. A general report presented in a formal address by the PG, reflecting the overall achievements and failures of the MUGSOSA during the previous year and proposals for the future.
  - b. A financial report, which shall bear the signatures of the TPM, the FS and the PG.
- xiii. At the end of each report, time shall be allowed for fair comment and debate on the matters therein contained by members of the GA or of the ASDEL. Such comments shall be recorded in summary form by the secretaries of the GA and ASDEL.
- xiv. All reports must be prepared, and copies sent to the PG at least one week before they are presented.

## **2. The President General (PG)**

- i. Shall enforce the respect of the constitution and by-laws, ensure the unity of the association and represent the association in social or judicial matters.
- ii. Shall co-preside over all MUGSOSA national meetings/conventions, together with an elected Chairman, and shall preside over social gatherings and events organized by GEC and shall chair GEC meetings.
- iii. Shall give overall direction to web activities, postings, discussions to ensure a climate of friendship and cordial interactions among all members.
- iv. Shall have a casting vote at all meetings of the association in the event of a tie.
- v. In consultation with the SG, the PG shall decide the date, time, place and the agenda of meetings.
- vi. Shall use his discretionary powers in implementing the objectives and goals of the association.
- vii. Shall exercise restraint in the use of article 11, 2(vi) stated above.
- viii. Shall sign all minutes and be a signatory to the Bank Account.
- ix. Shall be elected by a simple majority vote of the members of ASDEL.

- x. In the exercise of his executive discretionary power under article 11, 2(vi) of the constitution, the PG shall ensure that GEC and ASDEL are reasonably informed preferably by mail, or exceptionally orally, the full and well weighted justification for the circumstances of the use of discretionary powers, not later than 1 week after every use.
- xi. Shall be entitled to a cash sum of 100.000fcfa as backup for call of duty.
- xii. The 'handy cash' pursuant article 11, 2(xi) above shall be used for official matters related to the association.
- xiii. The access to the cash shall not require the approval of the GA or ASDEL, however the receipts from the transactions shall be handed to the TPM or FS as testimony of expenses, and for custody purposes.
- xiv. Shall authorize the disbursement of association's funds.

### **3. The Vice-President Generals (VPGs)**

- i. There shall be 4 vice-president generals:
  - a. 1 for Cameroon
  - b. 1 for rest of Africa
  - c. 1 for Europe diaspora
  - d. 1 for America diaspora
- ii. Shall assist the PG in the execution of his functions in their geographic regions and shall act in the capacity of chairman in each region.
- iii. Shall coordinate branch activities in their respective regions.
- iv. Shall organize and coordinate all activities of his/her region to enhance the welfare of members living there.
- v. Shall ensure that the activities of the region align with those of GA, ASDEL and GEC.
- vi. Shall perform such other duties as may be delegated to them by the GEC or ASDEL, such functions shall not contravene that of the PG.
- vii. In case of temporary inability of the PG, the most senior VPG in age shall be chosen by ASDEL to assume the functions of the PG.
- viii. In case of the vacancy of the presidency through resignation, impeachment, dismissal, or a permanent absence, the most senior VPG in age shall be

designated by ASDEL to carry out the functions of the PG until new election is held.

#### **4. The Secretary General (SG)**

- i. Shall be responsible for liaising the secretarial services and supporting the general administrative duties of the association.
- ii. The SG shall act as chief correspondent of the association and liaise with all entities within and outside the association.
- iii. Shall ensure, in collaboration with the PG, the implementation of the decisions taken at all meetings of the association, namely GA, ASDEL and GEC.
- iv. Shall prepare the agenda for meetings and convene the GA, ASDEL and GEC meetings of the association in consultation with the PG.
- v. Shall prepare and present bi-annual Report at the association's Reunions/conventions and other meetings as designated by the association.
- vi. Shall prepare an exit strategy and sustainability plan of the outgoing GEC.
- vii. Shall keep proper records of the Association's property and activities.
- viii. Shall coordinate the activities of all officeholders of GEC and the relations between GEC and branches, and batches/classes.

#### **3. The Assistant Secretary General, (ASG)**

- i. Shall assist the SG in the exercise of his functions.
- ii. Shall carry out the functions of the SG in case of temporary or permanent disability or absence, resignation or dismissal.

#### **6. The Treasurer Pay-Master, (TPM)**

- i. Shall keep money and other valuable assets of the association in an approved bank.
- ii. Shall give an account of such monies or property when required.
- iii. Shall collect all the association's monies from all sources and deposit such monies in the association's bank account within seventy-two hours (72hours) of receipt.
- iv. Shall collect all subscriptions, debts and dues of the association.
- v. Shall keep records of all monies received, deposited or withdrawn on behalf of the association.

- vi. Shall practice thrift and ensure the proper disbursement of funds and pay all claims duly authorized by the PG.
- vii. Shall submit a written treasury statement of the association's account at the association's national convention or ASDEL meetings.
- viii. Shall be the principal signatory to the withdrawal of money from the association's bank account(s).

### **7. The Financial Secretary, (FS)**

- i. Shall be responsible for the collection of monies due to the association.
- ii. Shall pay all monies collected to the TPM against a receipt.
- iii. Shall ensure that the functions of the TPM, in addition to his own, are carried out when the TPM is absent.
- iv. Shall be a signatory to the bank account and the TPM's financial report.

### **8. The Public Relations Officer, (PRO)**

- i. Shall publicize the programs and activities of the association through the press, the radio, and other appropriate media.
- ii. Shall carry out other duties specially assigned to him/her by the PG, ASDEL or GA.
- iii. Shall liaise between the association, the alma mater and other alumni.

### **9. The Social and Cultural secretaries, (SOC)**

- i. Shall ensure that necessary groundwork arrangements are made for the successful organizational functions and parties of the association.
- ii. Shall liaise with DJs, sponsors and other promotional partners.
- iii. Shall ensure the strict observance of protocols, during meetings and other gatherings.
- iv. Shall work hand in hand with the Social Committee to organize social gatherings of the association.
- v. Shall be elected, between them one shall be a female and the other a male.

## **10. The Legal Adviser, (LAD)**

- i. Shall be someone of integrity and sound legal knowledge and shall advise MUGSOSA on legal matters and represent the association in judicial or quasi-judicial hearings.
- ii. Shall advise MUGSOSA on attorneys with special expertise, who can be chosen to represent the association in courts.
- iii. Shall be a source of legal advice that protects the interest of the association and act as legal adviser to the GEC.
- iv. Shall have consultative status in ASDEL and the ad hoc quasi-judicial panel.
- v. Shall help to interpret the constitution in the case of misunderstanding.
- vi. Shall give his/her opinion on questions regarding the revision of the constitution.

## **11. The Technical Adviser, (TAD)**

- i. Shall be someone of integrity, with national and international experience and connections, and with a broad knowledge skillset.
- ii. Shall advise the association on general matters.
- iii. Shall be a source of technical advice that protects and advances the interest of the association and shall act as special adviser to the GEC.
- iv. Shall have consultative status in ASDEL and the project committees.
- v. Shall give his/her opinion on questions regarding projects and on fostering MUGSOSA – alma mater mutual understanding.

## **12. The Web administrator, (WAD)**

- i. Shall be responsible for ensuring discipline and civility throughout the social media experience of the association and its members.
- ii. Shall be responsible for disseminating the code of conduct, guidelines and netiquettes to old and new members.
- iii. Shall issue warnings, appropriate financial fines and the suspension of net privileges to any erring member, as shall be set out in bylaw.
- iv. Shall formulate media policy for approval by ASDEL.



- v. Shall protect the association against scammers, offensive and incendiary mails, and against spams detrimental to the associations well-being.
- vi. Shall have consultative status in the Admin group.

### **13. The Archives Curator, (AC)**

- i. Shall be the custodian of all artifacts, emblems and memorabilia of the Association.
- ii. Shall keep the records of names such as updated batch/class lists, chapter membership lists, lists of GEC executives, GA, ASDEL and chairmen, secretaries and adjuncts and chief whips of these bodies, past and present, in a MUGSOSA confidential electronic database for retrieval purposes.
- iii. Shall keep the audited and approved accounts of MUGSOSA as well as cash books, minutes, receipts, files, inventory books, legal documents, among others.
- iv. Shall serve in absolute confidentiality and integrity.

### **Article 12: The Collective responsibility of the GEC**

1. The collective management of the affairs of the association shall be vested in the GEC.
2. GEC shall practice openness, fairness, accountability and regularly update ASDEL and GA in public statements, about the status of ongoing projects.
3. GEC shall have the powers to carry out their functions as consistent with the objectives of the Association as set out in the constitution and bylaws.
4. GEC shall ensure that when an office, other than those having assistants is vacant, procedure is commenced to have a replacement.
5. GEC can make a proposal for replacement that can be approved or rejected by ASDEL though a simple majority vote. In the case of a rejection GEC shall find another candidate.
6. GEC shall act on behalf of association if matters requiring the consent of the association occurs, before the GA or ASDEL is to meet and sanction it by vote.
7. GEC shall seek to promote fellowship and comradeship of members and attract more alumni to join the association.

8. The description of collaboration between the different officers handling financial matters and the formal financial practices shall be provided for in a bylaw herein after called the Finance Charter.

### **Article 13: The Office of Auditors General (OAG)**

1. The Office of Auditors General shall consist of a Chief Inspector of Records (CIR) and Chief Financial Officer (CFO).
2. The office shall be independent of the GEC, but not above it in the association's hierarchy.
3. The CIR shall control all financial records such as those of the Standing Committee for Projects, the TPM and the FS either on their own initiative or on the initiative of the GEC through the PG or on the initiative of ASDEL through its Chairman.
4. The CFO oversees the various accounting functions such as revenue and expenditure accounts, grants and fundraising statements, prepare a balance sheet of cash flows and shall report on the financial status of MUGSOSA, and lay down how book-keeping entries of a financial character are made.
5. GEC shall be obligated to cooperate with OAG in providing needed documentation for controls.
6. Both officers shall be elected by ASDEL, by simple majority, who they shall directly refer to.
7. Both officers shall be each other's closest collaborator.

### **Article 14: Standing Committees for Projects (SCOPs)**

1. General Provision.

The standing committees for projects and the committees' chairs are encouraged to co-operate with each other and share their information and minutes and draw up a calendar of up-coming committee events. 3 committees shall be created.

Membership in one committee can be cumulative with that of membership of another committee (2 committees in maximum).

## 2. Education and scholarship committee.

- i. Shall coordinate efforts with other MUGSOSA Batch/class groups and branches to find out about the current educational projects they are embarking on to avoid duplication or replication.
- ii. Shall report directly to the GEC to ensure that all proposed projects can be beneficial to the alma mater and can be financially feasible.
- iii. Shall come up with educational project(s) and report to the GEC on its possible execution.
- iv. Shall generate other scholarship projects which shall not be financed by the association, but by external donors, and shall generate prospectus-based Graduation and Prize-award giving ceremonies.
- v. The education committee shall be composed 6 members, 3 appointed by the PG, 3 appointed by ASDEL.
- vi. Positions in the Education Committee can be combinable with other elective posts within MUGSOSA.

## 3. Social Committee

- i. The committee shall formulate plans to organize social events open to all members and solicit members' suggestions for social and recreational activities and support their development.
- ii. The Social committee shall plan to facilitate social interaction among its members and the alma Mater and other alumni, considering the diversity of the membership, to deepen a sense of community.
- iii. The social committee shall consist of 6 members, 3 appointed by the PG and 3 elected by ASDEL.
- iv. The committee shall itself elects its chairman.
- v. Committee quorum shall be three committee members. Members missing three meetings in a row without sending regrets will no longer be on this committee.
- vi. Positions in the Social Committee can be combinable with other elective posts within MUGSOSA.

## 4. Project Committee

- i. The committee shall comprise of 6 members, 3 nominated by GEC and 3 elected by ASDEL
- ii. Positions on the Project Committee can be cumulative with other elective posts within MUGSOSA.
- iii. shall perform the following roles:
  - a. Identify projects and suggest the budget within the means of MUGSOSA.
  - b. Shall meet regularly to oversee the smooth running of the said project and when completed, surrender a report to the GEC and to the ASDEL.
  - c. Shall decide all matters related to the project being carried out.

## **Article 15: Branches**

1. Branches shall be set up as per geographic regions, and as per needs.
2. The role of branches shall be to promote inter-batch/class understanding and cordial relations among them within the branches.
3. Branches shall be placed under the jurisdictions of one of the VPGs depending on the location.
4. Branches shall be formed wherever convenient and shall have a minimum of 10 members and the following main officers:
  - a. President
  - b. Secretary
  - c. Treasurer
5. Branches shall create more post, if necessary, as shall be set out in bylaw.
6. Branches shall be semi-autonomous vis-à-vis the national body, and its internal functioning and support to branch members, shall be provided for in bylaw.
7. Branches shall, in accordance with article 10 (3) of this constitution, elect representatives to seat in ASDEL for a 3 years tenure.
8. Branches shall, as provided for in bylaw, forward a percentage of membership registration dues to the national GEC.
9. The role as branch delegate to ASDEL shall not be cumulative with that of batch/class delegate, and vice versa.

## **Article 16: Classes (Batches)**

1. Batches shall be set up as per entry year/class of study. Former students who joined from another institution midway, shall be assigned batches that their registrations correspond to.
2. Batches will have as goal to foster cordial relations between classmates.
3. Batches shall refer to the jurisdictions of the GEC, GA and ASDEL
4. Batches shall update a register of all active alumni and shall have the following main officers, as a minimum, to run its affairs:
  - a. President
  - b. Secretary
  - c. Treasurer

5. Batches shall create more posts, if necessary, as shall be set out in bylaw.
6. Batches shall elect 3 representatives to sit at the legislative assembly ASDEL for a 3-years tenure.
7. Batches shall be semi-autonomous vis-à-vis the national body and Branches, its internal functioning and support to batch members, shall be as provided for in bylaw.
8. Membership of a batch/class shall automatically be considered as membership of the association.
9. Batches shall, as provided for in bylaw, forward a percentage of membership registration dues to the GEC.

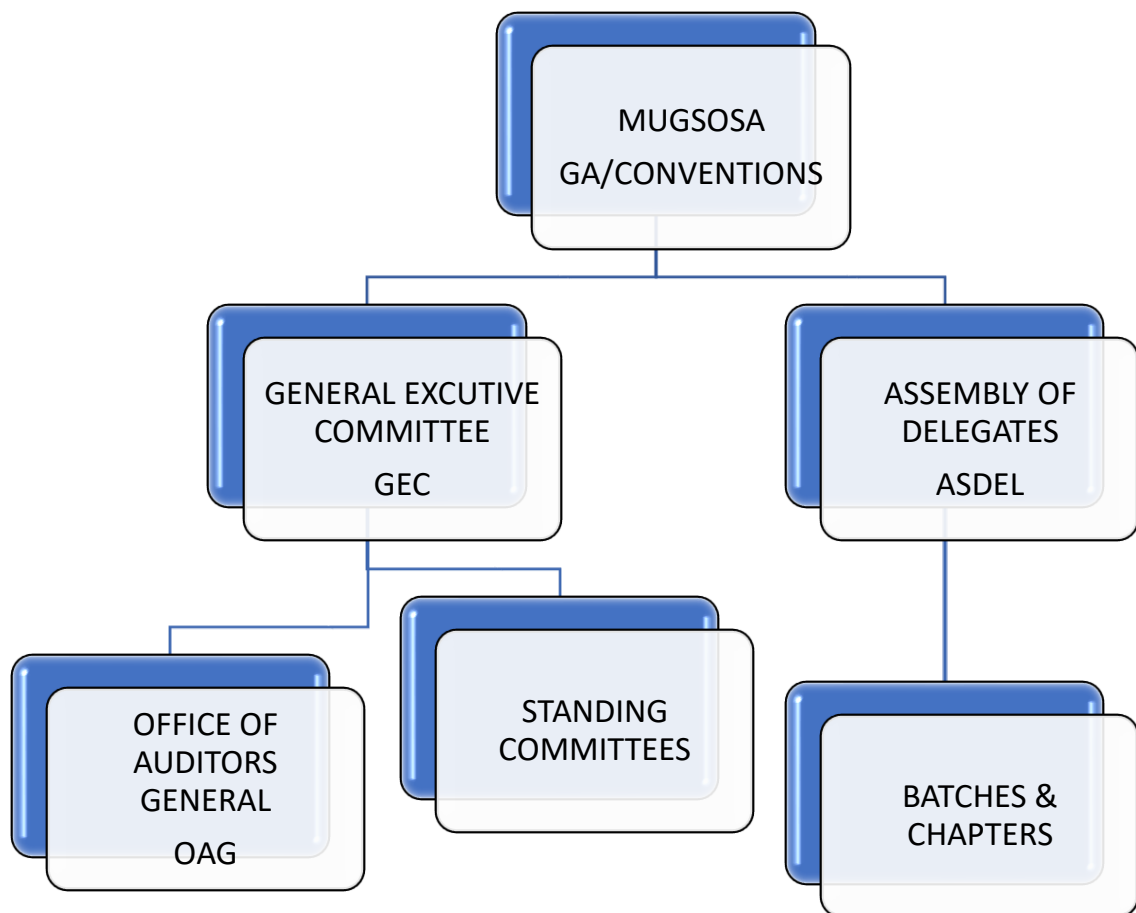
### **Article 17: Meetings**

1. Each branch shall be responsible for the transportation and accommodation of its delegates to ASDEL.
2. The GEC shall be responsible for the entertainment of its members at such assemblies.
3. However mindful of article 19 (2) some members can decide to host a meeting from freewill donations.
4. All members of the MUGSOSA shall be notified at least 30 days before GEC meets and longer before ASDEL meets.
5. All minutes of the meeting shall be read and adopted at the end of every meeting by the SG and copies shall then be sent to the AC and WA for archiving and online accessibility.
6. The quorum at ASDEL, except otherwise stated in this constitution, shall be 50% of delegates, including the President or his representative according to this constitution.
7. Extraordinary ASDEL meetings shall be called by the PG in consultation with SG and the GEC if need arises, based on the written consent of at least two-thirds of ASDEL delegates.
8. The standing order at the meetings shall be as follows:
  - a. Members shall indicate by show of hand when they wish to speak and should say as follows: "*All protocol observed. I am --- of --- batch/branch* "
  - b. They shall stand up (except expressly permitted to sit down and address the house).

- c. They shall speak on the question under discussion and may not be interrupted except by the chairman.
- d. Discussions shall be mainly in English and exceptionally in Pidgin.

## **Article 18: Elections and investiture**

1. Any member of the association shall be eligible to vote and be voted into any office of the association.
2. The above provision of article 18 (1) notwithstanding, a candidate may not be eligible to occupy any office of the association if he/she is owing contributions, other debt of the association or on grounds of gross misconduct, divisive tendencies or irregularity at meetings.
3. On grounds of conduct or practices likely to tarnish the good name or image of the association or alma mater, some members can be disqualified to stand for elections.
4. Votes shall be deemed valid based on a simple majority of the vote cast, except where expressly stated to be by 2/3 majority.
5. When vacancies occur or some posts cannot be filled, a by-election shall be conducted, or the PG can appoint, to be approved by the GA or ASDEL
6. The officers of the association shall hold office for a period of twenty-four (24) calendar months, corresponding to the time frame before the next GA/convention is held.
7. An officer may hold the same office for not more than two consecutive terms.
8. Voting in any elections at reunions/conventions meetings or at ASDEL shall be by secret ballot or through the web.
9. All elections shall be presided over by an Electoral committee to be appointed by the GA or ASDEL as the case may apply, made up of members not vying for any post.
10. Voting in absentia shall not be allowed.
11. Voting shall be by single candidate nomination per post and not by the list system.
12. The electoral committee shall require candidates to present their professional and academic profiles as part of campaigns in the run to elections.
13. Details of the electoral code shall be enshrined in a bylaw.



MUGSOSA ORGANIGRAM

## **PART 3: Discipline, fundraising and finance**

### **Article 19: Discipline**

1. At all levels of the Association's structure and with due regard to the constitution, the following discipline shall be maintained:
  - a. The meetings are chaired by a president or chairman who maintains order and discipline.
  - b. No person shall speak or interrupt a speaker without due authorization from the chairman or president.
  - c. In case of flagrant misconduct, interruption, disturbance during meetings or other gatherings, the PG and his executive or a chairman are empowered to levy a fine as they deem appropriate after consultation.
  - d. Such an agreed fine shall be applicable to all defaulters during such any meetings or gatherings.
  - e. Monies so collected shall comply with the provisions of the constitution.
  - f. No receipts might be issued for such monies collected, but at the end of such meetings the amount so collected shall be made known to all.
2. For members to build a better image and a more vibrant association as spelled out in the preamble of the constitution, they are expected to remain true and loyal to our alma mater and to the association.
3. Members shall be encouraged to peacefully resolve disputes among themselves.
4. Members who do not abide by the laws of the association shall be charged with any of infractions stated in this constitution for violations if they are found guilty.
5. **Possible sanctions** shall include
  - a. Reprimand.
  - b. Fine.
  - c. Suspension.
  - d. Impeachment
  - e. Expulsion.
  - f. Legal pursuit in a civil or criminal court.
6. **Conduct to attract Sanctions:**
  - a. Irregular attendance of meetings and laxity
  - b. Repetitive disrespect of executive authorities
  - c. Defaulting on payment of dues and levies
  - d. Failure to file in regular reports.
  - e. Divisive tendencies.



- f. Behavior and practices likely to tarnish the good name of the association.
- g. Misrepresentation and impostor
- h. Embezzlement and misappropriation of funds
- i. Acting ultra vires and the unjustifiable use of executive powers
- j. Use of abusive language, profanities and attacks on others based on tribe, beliefs or religion on MUGSOSA social media platforms.
- k. Acts infringing on the status of MUGSOSA as a secular and apolitical association.

## 7. Procedure for disciplinary actions.

- a. First offence – Anyone found guilty of any of the provisions on discipline shall be given a warning.
- b. Second offence by the same member shall be levied a fine of 2,000Xcfa in Cameroon or the equivalence in foreign currencies.
- c. Third offence by the same member shall give rise to a fine of 10,000Xcfa or the equivalence in foreign currencies.
- d. Fourth offence, by the same member for violating the provisions on discipline, an ad hoc quasi-judicial panel shall be summoned.
- e. A member, who is not satisfied with the decision of his or her branch, can appeal such decision to ASDEL.
- f. Decision taken by ASDEL in matters of discipline cannot be appealed.
- g. An ad hoc extra-judicial panel can be created on the initiative of GEC or ASDEL on the recommendation of the LAD to assist in matters of discipline where need be.

## 8. Social Media and discipline

- a. The social media as a pervading and powerful aspect of modern-day life, must only be used in ways that shall promote the values of MUGSOSA enunciated in the preamble and other constitutional provisions, and bylaws.
- b. MUGSOSA shall encourage openness, polite and respectful dialogue. Postings on MUGSOSA platforms must have as goal to advance members' pride or that of the alma mater.
- c. No postings of personal photographs shall be allowed, (except on birthdays).
- d. **Members** shall, regarding messaging on WhatsApp or other platforms:
  - i. not post fake news, hate speech or misinformation prejudicial to harmony.
  - ii. inform their class/group admin immediately if they find any piece of misinformation, fake news or hate speech.
  - iii. immediately delete any post, if found objectionable or the admin notified.
  - iv. have an obligation to check the source and veracity of any news/image/video/meme received, before posting it.
  - v. Not share any content that is violent, pornographic and discriminatory against any religion/community such as, but not limited to, promoting enmity; insulting members, religion or religious beliefs; spreading of false and mischievous news intended to upset group and/or public tranquility; and disobeying admin order.

- e. **Admin** shall, regarding messaging on WhatsApp or other platforms:
  - i. Have a group of their own, made up of 1 admin from each class, to enforce the rules stated in article 19(7), above, write additional rules regarding posting, treating complains and applying sanctions.
  - ii. Actively and regularly monitor the content that is being shared.
  - iii. Warn all members and prevent them from sharing objectionable content.
  - iv. Inform the quasi-judicial panel, through ASDEL, if any in cases of gross mischief or posts of objectionable content, after two warnings.
  - v. Face harder sanctions if any is found guilty of the provisions of article 19(7) [a-e] above.
  - vi. Work in close collaboration with WAD.
- f. The **Admin group** shall, regarding messaging on WhatsApp or other platforms, decide any or some of the following sanctions.
  - i. Written warning on platform
  - ii. Fines
  - iii. Suspension
  - iv. Dismissal

## **Article 20: Fundraising**

1. MUGSOSA shall raise funds, if it is to be able to finance some of its activities and projects.
2. These funds shall be from freewill donations before, during and after social events, sponsorship and direct project donors from members and friends of MOGSOSA.
3. The modality of how funds raised shall be used is stated in a bylaw.

## **Article 21: Finances**

1. MUGSOSA monies shall be generated from members registration and annual dues, levies from fines and revenue from the sale of memorabilia.
2. Two-thirds of all registration and annual dues collected at class and branch levels shall be transferred to GEC, with the accompanying list of names.
3. The modality of how finances are to be used shall be stated in bylaw.

## **PART 4: Final Clauses and Entry to force**

### **Article 22: The Constitutionality of Norms.**

1. Subject to this constitution, the GEC, GA and ASDEL shall decide the policies of the association and may enact other by-Laws and come up with decisions to assist the smooth running of MUGSOSA.
2. Enacted by-Laws shall be hierarchically superior to GEC, GA and ASDEL decisions and the latter must not contradict the enacted bylaws, except it is rescinded.
3. This constitution shall be the supreme law of MUGSOSA and all other by-laws by GA, ASDEL, classes and chapters shall be under the constitution and shall not contradict it.
4. By-Laws shall be enacted to complete provisions of the constitution while decisions are necessary for the execution of administrative tasks.
5. By-Laws shall be described as such, documented in a structured and referenced manner.

### **Article 23: Interpretation and additional legal instruments**

1. It shall be considered unconstitutional and repugnant to positive law any action or inaction that directly contravenes any clause of this constitution.
2. Any amendment of the constitution can only take place at least after three (3) years of the previous one, or of the original constitution.
3. This constitution shall only be amended by a proposal from a member and approved by two-thirds of members of ASDEL at an ordinary or extraordinary session.
4. The duty then to revise the constitution shall be vested on a panel nominated by ASDEL from the GA.
5. Amendment shall enter into force through adoption by a two-thirds majority of members of ASDEL.

### **Article 24: The ad hoc quasi-judicial panel**

1. Matters to be referred to the ad hoc quasi-judicial and ex-parte communication panel shall be provided for in the constitution or defined by ASDEL, on the advice of the LAD.
2. The ad hoc quasi-judicial panel shall have as goal to find an out-of-court resolution to serious charges brought against a member.
3. ASDEL shall pick a presiding officer of the panel, who shall call to proceedings and announce when, where and when hearings are to take place.

4. The presiding officer shall explain the rules concerning procedure, testimony, and admission of evidence.
5. During hearings, there shall be review of all relevant exhibits and evidence, report recommendation, and any testimony for or against applicant, petitioner, appellant, claimant, or respondent.

#### **Article 25: MUGSOSAN Order and Awards**

1. An order and awards scheme shall be instituted by MUGSOSA to award certificates to members and associate members who have rendered meritorious services to the association.
2. Medals shall also be given to MUGSOSANs who have been of outstanding service to the association.
3. The rules regarding MUGSOSA Order and Awards shall be stated in a by-law.

#### **Article 26: Dissolution of the Association**

1. Any resolution to dissolve the association may be passed at an ordinary or extraordinary session of ASDEL provided that:
  - a. All members are given notices in writing at least 60 days of the intention to table the proposal.
  - b. The resolution receives the consent of three-quarters of members in ASDEL
2. Upon dissolution of the Association, after all liabilities have been cleared, available remaining funds shall be used to promote a development project in the alma mater or given to charity as determined by the members.

#### **Article 27(final): Adoption and entry to Force**

1. This constitution shall be adopted by at least two-thirds of the members voting in a convened Constituent Pioneer Plenum.
2. The constitution shall immediately be promulgated into force, by the signatures of the two secretaries of CEC, the chairman of CEC and the convenor of the pioneer constituent plenum, and it shall become binding.
3. All members shall be entitled to a signed electronic or hard copy upon registration.

**Authentication**

1. We, MUGSOSANS in Cameroon and in the Diaspora, have agreed today to bind with this constitution and the appended by-laws, adopted by the constituent pioneer plenum of MUGSOSA.
2. It is hereby certified that this document represents the elaborated, adopted and true version of the constitution of the MUNDEMBA GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION herein after abbreviated as MUGSOSA.
3. Five (5) identical original copies shall be made – one shall be kept by the Convenor, one by the interim President, one by the CEC Chairman and one each by the two CEC Secretaries.

**Done this 23<sup>rd</sup> day of October 2020**

Divine Arrey Takem

*Convenor Pioneer Constituent Plenum*.....

Rev. Samson Namaya Elangwe

*CEC chairman*.....

Gilbert Ekane Mesue

*CEC secretary*.....

Joan Diale Penda Fomukong

*CEC secretary*.....

## **Members of the Drafting Panel**

This constitution and the appended by-laws number 1 (The Electoral law), number 2 (The Finance Charter) and number 3 (The Interim Government) are elaborated with the authority of the convened Constituent Pioneer Plenum, having vested the drafting function to the CONSTITUTION ELABORATION COMMITTEE (CEC) made up of the following members:

1. Rev. Elangwe Samson Namaya, *CEC Chairman*
2. Mr. Mesue Gilbert Ekane, *CEC Secretary*
3. Mrs. Fomukong Joan Diale Penda, *CEC Secretary*
4. Mr. Nanje Jackson Warori
5. Dr. Ngolemasango Frederick Ediage
6. Mr. Fowung Innocent Acha
7. Mrs. Okoro Helen Uzoh
8. Barrister Mrs. Ebanja Victorine Balike Esuka
9. Mr. Itabina Moses
10. Mr. Esaw Moses

## **BYLAW No 1: ELECTORAL LAW**

### **Article 1: FUNCTIONS OF ELECOM**

Mindful of the MUGSOSA constitution article 18 and the mandate given to the ad hoc ELECOM by the Plenum and ASDEL, ELECOM shall:

1. Oversee the electoral process of GEC.
2. Sensitize all members and prospective members about upcoming MUGSOSA elections.
3. Coordinate the handover process.
4. Draw up other rules deemed necessary for the smooth running of the electoral process.
5. Install the new GEC.
6. organize the elections into ASDEL. This function shall be carried out by CEC in the interim period.

### **Article 2: POSTS OF RESPONSIBILITY**

1. The GEC shall, pursuant Article 11(1) of the constitution consist of:
2. President General (PG) and 4 vice-Presidents General (VPGs) - 1 for Cameroon, 1 for Africa Diaspora, 1 for Europe Diaspora and 1 for America.
3. Secretary-general (SG) and Assistant Secretary General (ASG).
4. Treasurer Pay-Master (TPM).
5. Financial Secretary (FS).
6. Public Relations Officer (PRO).
7. 2 Social and Cultural Secretaries (SOC).
8. Web Administrator (WAD).
9. Legal Adviser (LAD).
10. Technical Adviser (TAD).
11. Archives Curator (AC).

### **Article 3. INDEPENDENT OFFICERS**

1. Two officers independent of the GEC and answerable directly to ASDEL shall be elected on the same basis as the entire GEC.

2. They are:
  - a. The Chief Inspector of Records (CIR)
  - b. The Chief Financial Officer (CFO).

### **Article 3: VOTER AND CANDIDATE ELIGIBILITY**

1. Pursuant MUGSOSA constitution the right to vote and be voted shall be granted to all members.
2. Those in the running for posts shall not owe annual dues or must have paid all pending dues.

### **Article 4: NOMINATION AND SELECTION OF CANDIDATES**

1. Nomination of candidates shall be sent to the electoral committee in writing through any MUGSOSA public media forums or by e-mail, latest 3 days before elections Day.
2. These nominations can be made by either:
  - i. Self-declaration of intent from the candidate or
  - ii. A nomination from a member
3. No nomination of candidates shall be made collectively by any tribal group, chapter or class of the association.
4. Subject to this constitution, class delegates and administrators shall provide ELECOM with the updated list of registered members, that shall serve as the electoral register and a full list of class alumni considered to be potential members.

### **ARTICLE 5: CAMPAIGNS**

1. The campaign period shall be the two months prior to elections and shall be announced by ELECOM.
2. No candidate shall be allowed to seek or use a collective endorsement or sponsorship of a tribal group, chapter or class, mindful of the right of individual members of such groupings to freely and publicly support any candidate to win elections.
3. If there is evidence that the provision of article 5(2) of this bylaw did happen, the candidate shall be disqualified, and the vote declared null and void.



4. No candidate shall be allowed to use their financial affluence to make gifts or financial motivation to voters, in order to solicit their votes for any election.
5. No candidate shall be allowed to use their money to register members into MUGSOSA in order to acquire their votes during the elections.
6. Candidates and their supporters may carry out their campaigns publicly, through leaflets and posters as well as online or using other multi-media approaches, in order to solicit the votes of MUGSOSA members.
7. Presidential candidates will have equal access to carry out campaigns on MUGSOSA platforms.
8. Campaign slogans/speeches, with the Presidential candidates having the longest slot, shall be expected from candidates who so desire. It is mandatory for presidential candidates to make policy statement during the campaign to the electorate.
9. Campaign messages should be void of personal attacks and injurious falsehood against a rival candidate. However, messages related to differences as to policy and the ability to handle an elective post between candidates is allowed, provided it is not done with malicious intent.
10. The following conditions in addition to those above shall apply to candidates for the post of President:
  - i. They shall present a memorandum in writing or through a speech or series of speeches through any appropriate media, describing their plan of action in case they are voted as MUGSOSA President.
  - ii. If the Presidential candidates so agree, there shall be a Presidential debate on an appropriate date prior to, or on, election Day. If there is just one candidate, he/she will address the electorate in an interview. ELECOM shall designate the interviewer/questioner.

## **ARTICLE 6: VOTING**

1. Voting shall be carried out through a procedure implemented by the Electoral Committee mindful of the secret ballot mechanism and practicalities.
2. A simple majority of votes cast shall be required to declare the candidate for any elected post, the winner.

3. For a voting/election to be valid, at least 2/3 of the members of the ASDEL or GA/Plenum shall have cast their votes.
4. Mindful of the MUGSOSA constitution the voting procedure shall be based on a procedure by which each candidate shall be identified by a unique colour or initial.

#### **Article 7: ELECTION RESULTS**

1. Election results shall be communicated on the MUGSOSA forums and, and by administrators to the classes and chapters concerned.
2. Election results shall be published after full counting by ELECOM.

#### **Article 8: ELECTORAL DISPUTES**

1. Any complaints with respect to the violation of clauses of the MUGSOSA constitution regarding elections or the Electoral Law shall be channeled to the ELECOM by any candidate or at least by 2 registered members.
2. The electoral Committee shall investigate the matter and depending on the gravity shall present the complaints to the ASDEL to take a decision.
3. Article 8 (2) above notwithstanding, the Electoral Committee may of its own accord disqualify or warn any candidate for any evident gross violation of the Electoral Law or clauses of the MUGSOSA constitution regarding elections. Such a decision may be appealed to the ASDEL to make a final decision on the matter, based on a majority vote.

#### **Article 9: FINAL PROVISIONS**

1. After elections, except for the position of FS and TPM, the President shall have the executive privilege to appoint members of choice to the vacant positions pending approval by the ASDEL.
2. All the officers of an outgoing GEC may stand for re-election indefinitely save the President, the Treasurer and the Financial Secretary, who may not exceed more than two consecutive terms of office.
3. A term of office shall be two calendar years after the preceding General Elections.
4. General Elections shall be held at least 1 month before the expiration of the existing term of office.

5. The 1-month period following the general elections shall be a transition period during which the lame duck GEC shall transfer all relevant information accounts and assets and any other thing related to the administration of the association, to the incoming GEC.
6. For any elective posts requiring assistants, ELECOM shall determine the modalities to pick the winner and the said assistant.
7. The new GEC shall immediately assume office after the handover process.
8. The one month after elections until handing over proper and swearing-in by ELECOM, shall be considered as the transition period. During this period the outgoing GEC shall not spend the association's funds, as matter of principle, but rather collaborate with the GEC-elect for handing over notes, logins, passwords and all MUGSOSA tangible and intangible assets as well as finances.
9. However, in emergency cases the chairpersons of ASDEL and ELECOM shall give a limited and special dispensation from the above rule.
10. Any failure to collaborate shall be reported to ELECOM that shall inform the ASDEL for action.
11. The ELECOM shall cease to carry out its functions when election results must have been officially published and the handover process carried out.
12. We MUGSOSANS have agreed to bind with this electoral bylaw.

## BYLAW NO. 2: THE FINANCE CHARTER

### I. BACKGROUND

This Finance Charter is powered and authenticated by the Mundemba Grammar School Old Students Association Constitution (Articles 20 and 21). It outlines and details the way MUGSOSA, shall handle its financial matters. It shall be a reference document to guide current MUGSOSA officers when they invest or transact business for the organization, and to lead in-coming officers towards MUGSOSA financial practices. The Finance Charter also outlines MUGSOSA. procedure regarding the event of social occurrences.

For reasons of organizational integrity, the MUGSOSA Finance Charter shall directly advice the constitution provisions, and all chapter and class bylaws (those that have a financial bearing); which branches shall adopt the Charter to the letter.

MUGSOSA Finance Charter comprises of two main sections: Social Responsibility and Financial Policies and Procedures. These Sections are sub-divided to provide more detailed information to avoid multiple interpretation and eventual confusion and abuse.

### II. SOCIAL RESPONSIBILITY

Social Responsibility includes events such as bereavement, birth, marriage, career advancement for members and MUGSOSA events such as graduations and prize awards.

There shall be no institutional obligation on members of MUGSOSA for the social events. MUGSOSA events, however, if presented as projects by the GEC, may call for a levy on members, if other sources of funding fail.

### III. FINANCIAL POLICIES AND PROCEDURES

Financial processes and procedures are very important for MUGSOSA. They ensure transparency and accountability. They are the Guidebook for Office Bearers and, in fact, all members of the association. The financial policies and procedures shall include the following:

## 1. BUDGET

**Policy:** MUGSOSA shall function based on a carefully planned annual budget. The annual budget shall be presented to the ASDEL for consideration and adoption by the GEC.

**Procedure:** The GEC shall draw up an annual budget based on activities planned for the coming year. All members of MUGSOSA shall contribute to this work plan, and therefore budget. The General Assembly or ASDEL shall approve the budget and anticipated sources of funding. The approved budget document shall be available to all MUGSOSANs and interested persons, such as sponsors. The GEC shall make it a duty of its availability to members and interested parties.

## IV. USE OF FACILITIES AND EQUIPMENT (FOR WHEN MUGSOSA RUNS AN OFFICE AND OWNS OR LEASES EQUIPMENT SUCH AS VEHICLES, TELEPHONES, ETC.)

**Policy:** Facilities and equipment acquired by MUGSOSA shall be used for the sole benefit of the organization

**Procedure:** The MUGSOSAN office shall keep an asset register of all facilities and equipment, and their use shall be approved by supervisors appointed by the organization. Abuse of MUGSOSA facilities shall not be tolerated. Vehicle logbooks shall always be kept and used.

## V. SEAT OF FINANCE OF MUGSOSA

**Policy:** The seat of MUGSOSA finance shall be in the Mundemba because of its non-profit status by the laws of that country and the Internal Revenue Service rules that govern that status. The Committee members to be involved with the finer details of MUGSOSA finance shall be the PG, Treasurer Paymaster, and the Financial Secretary. All three shall be signatory to MUGSOSA bank accounts however, any two-of-three signatories shall be required for withdrawal at any given time.

**Procedure:** Elections, without prejudice, shall be held to vote for three Officers from the most suitable branch (country). The officers shall ensure that the association gains non-profit status in the country, which country shall automatically be the Seat of Finance for that term.

## VI. BANKING

**Policy:** All MUGSOSA money shall be kept in a reputable bank account to be approved by the ASDEL.

**Procedure:** The ASDEL shall approve of the bank proposed by the GEC. The TPM shall deposit funds as they are received or when they exceed a specified amount. This amount shall be set by the GEC and presented to the ASDEL for approval. The TPM (or any other individual) who receives money on behalf of MUGSOSA must ensure that the funds are deposited in the MUGSOSA Bank Account within 2 weeks of receipt. The reconciliation of bank statement shall be done monthly. The TPM shall undertake banking for MUGSOSA and shall be overseen by the PG. The Finance Secretary of MUGSOSA shall have duplicate record(s) of all financial transaction of MUGSOSA.

## VII. PETTY CASH

**Policy:** The TPM shall be allowed an agreed amount of petty cash to be used in emergencies and small transactions.

**Procedure:** The TPM shall request the agreed amount of petty cash as per the prescribed procedure (see below). The TPM shall only be granted further petty cash upon satisfactory retirement of the previous allocation. The PG shall approve petty cash.

## VIII. PURCHASE AND PROCUREMENT

**Policy:** Purchase and procurement for the benefit of MUGSOSA shall be done in such a manner as to ensure proper control for transparency and cost savings.

**Procedure:** A requisition form/payment voucher shall be filled for all purchases by a requesting Officer and it shall be approved by the PG. For any procurement, a minimum of three quotations shall be sought and these shall accompany the requisition form/payment voucher to be approved by the PG. Checks shall be written (by the TPM) and/or signed on the strength of a supported and approved requisition form or payment voucher. "Purchases" shall include paying for services as well as buying tangible goods that promote the advancement of MUGSOSA objectives and/or goals.

#### IX. PURCHASE ORDER (USED ESPECIALLY WHEN CREDIT IS AVAILABLE AND PURCHASE IS DONE BY CHECK)

**Policy:** For every purchase above petty cash limit, a purchase order shall be made.

**Procedure:** A purchase order is initiated by the end user, checked, and recommended by the TPM and approved by the PG. All purchases and procurement shall be done through the TPM and authorized by the PG.

#### X. PAYMENT VOUCHER (FOR REPORTING AND AUDITING)

**Policy:** A payment voucher shall be prepared for all payments.

**Procedure:** A payment voucher shall be accompanied by supporting documents (delivery note, invoices, quotations, etc.) and shall be authorized by the PG.

#### XI. CHECKS

**Policy:** All checks shall be prepared by the Treasurer and be authorized by the PG and countersigned by other agreed signatories.

**Procedure:** The check shall be prepared against the authorized purchase order

## XII. SIGNATURE AUTHORITY

**Policy:** MUGSOSA shall have approved signatories for all financial documents (including checks).

**Procedure:** The signatories shall be approved by ASDEL, guided by the MUGSOSA Constitution.

## XIII. PAYROLL (FOR WHEN MUGSOSA WILL HAVE PAID STAFF)

**Policy:** MUGSOSA shall maintain a payroll system which would remunerate staff monthly as per salaries stipulated in their contract. Each employee shall receive an acceptance letter and contract of employment.

**Procedure:** Salaries shall be paid to *bona fide* employees of MUGSOSA on a timely basis. The Treasurer shall prepare the payroll, and this must be signed and regularly controlled by the President. The TPM and Financial Secretary shall keep proper records for each employee showing salary rates, deductions, etc.

## XIV. INCOME AND REVENUE (INCLUDING MONEY ALREADY IN THE ORGANIZATION AND MONEY GENERATED FROM ACTIVITIES OF MUEXSA)

**Policy:** All funds coming into the association shall be received by the Financial Secretary and the TPM and accordingly receipted and deposited into the specified MUGSOSA account. All funds received by the TPM shall be deposited into the MUGSOSA account within 2 weeks of receipt. All money received by MUGSOSA (in cash, check or otherwise) shall be receipted. This is to ensure accountability of all funds to keep track of funds and to maintain proper records keeping for reporting and auditing.

**Procedure:** The TPM shall do all receipting (indicating amount in figures and words, name of payer, date of payment and signature of payer) and keep all receipt books safely. Banking shall be done as per policy (within two weeks of receipt). The TPM shall ensure that, the FS shall also do monthly or quarterly follow ups and reconciliation of all outstanding sums and all bank accounts. The TPM shall keep all money for no longer than 2 weeks before it can



be deposited in the bank. The TPM shall also keep a ledger for all received money. The intervention of the TPM shall be overseen by the PG.

## XV. DONATIONS AND GIFTS

**Policy:** All donations to MUGSOSA shall be recorded and acknowledged. All gifts given to MUGSOSA or to individuals in their capacity as representatives of MUGSOSA shall be declared to the association.

**Procedure:** Write a letter of acknowledgement to the donor which shall serve as a receipt, stipulating the name of the donor, date of receipt, and items/amounts received. The letter shall be signed by the donor and a copy shall be filed. All gifts shall be declared to the relevant authorities and a decision on their disposition shall be made. The FS shall open and keep a register for gifts and donations.

## XVI. INSURANCE (IN DUE COURSE)

**Policy:** All assets of MUGSOSA (fixed/current/personnel) shall be covered against risk through a recognized insurance company. All property shall be insured against disaster, riots, theft, and accidents with a reputable insurance company.

**Procedure:** MUGSOSA shall maintain a record of fixed and current assets and update annually. It shall also maintain a list of all employees. The procedure for procurement shall be followed as per policy to select a reputable insurance company. The GEC shall select the appropriate insurance company and present it for approval or confirmation by the ASDEL. Employees of MUGSOSA shall be insured against injuries and accidents that may occur. The PG shall ensure that the TPM has insured MUGSOSA employees and property. The Treasurer shall keep the insurance documents in a safe place, and they shall submit the names and annual salaries of all employees to the insurance company for coverage.

## XVII.INSURANCE (IN THE LONG RUN)

### AUDITING AND INTERNAL CONTROL

**Policy:** The financial records and monetary accounts of MUGSOSA shall be inspected and reviewed on a quarterly basis by auditors appointed by ASDEL.

**Procedure:** The FS shall oversee the internal control to ensure that these financial records are updated and available for review.

## XVIII.EXTERNAL AUDITING

**Policy:** The financial records of MUGSOSA shall be audited at least once every two years by a firm accredited to perform financial audits.

**Procedure:** The PG shall liaise with the FS to select and invite auditors for auditing. The auditors shall be approved by the ASDEL on the recommendation of the GEC.

## XIX.CASH HANDLING

**Policy:** All cash coming into MUGSOSA shall be received by the TPM, receipted, and deposited into the official bank account within two weeks of receipt.

**Procedure:** The TPM of MUGSOSA shall be responsible for collecting all money due to the association. The TPM shall also be responsible for keeping correct records relating to cash and debts. Cash receipts shall be reconciled monthly.

## XX.ORGANIZATIONAL PROPERTY

**Policy:** All the properties of MUGSOSA shall be recorded in a fixed asset register (FAR) and such property shall be kept at the organization's office premises or any private premises which shall be decided upon by the GEC. The GEC shall have custodianship of MUGSOSA property. The offices and property of MUGSOSA shall, always, be under proper security decided upon by the GEC.

**Procedure:** The FS shall prepare, update, and keep the FAR. The FAR shall be reviewed for accuracy by the external auditors when they perform other audit activities. The GEC shall decide on the type of security to be employed.

## XXI. DEPRECIATION/APPRECIATION

**Policy:** MUGSOSA shall conduct depreciation/appreciation schedules of fixed assets.

**Procedure:** The process shall be done using established 'Straight Line' (SL) methods shown below, modifying for whether the product has a salvage value or not. The Treasurer shall be responsible for calculating the depreciation/appreciation.

i. To calculate depreciation expense on a fixed asset without a salvage value the cost is divided by the life.

$$SL = Cost / Life$$

Example: A table is purchased for 550.000FCFA. The expected life is 5 years.

Calculate the annual depreciation as follows:  $550.000 / 5 = 110.000$ .

ii. To calculate depreciation expense on a fixed asset with a salvage value, the depreciable value of the fixed asset is divided by the life of that asset. The depreciable basis is the cost less the salvage value.

$$SL = (Cost - Salvage Value) / Life$$

Example: A TV is purchased for 550.000. The expected life is 5 years. There is a 50.000 salvage value.

Calculate the annual depreciation as follows:  $(550.000 - 50.000) / 5 = 100.000$ .

## XXII. TRANSFER AND DISPOSAL

**Policy:** The acquisition, transfer and disposal of MUGSOSA. property shall be done by the GEC.

**Procedure:** The end user shall initiate the acquisition and disposal of property. The Executive Bureau shall decide upon the acquisition and disposal of property in consultation with the ASDEL.

Transfer of property shall be done by the GEC.

## XXIII. FINANCIAL REPORTS

**Policy:** MUGSOSA shall produce regular financial reports

**Procedure:** The International Treasurer, in collaboration with the FS, shall prepare quarterly and annual financial reports, project and program reports and others that are needed from time to time.

## XXIV. ACCOUNTING STANDARDS

**Policy:** MUGSOSA shall ensure that accounting information and records are maintained in accordance with prevailing standards.

**Procedure:** MUGSOSA shall conduct annual audits.

## XXV. TAXES

**Policy:**

- i. MUGSOSA shall pay taxes as required by the Law of the Branch (country) which is the Seat of Finance.
- ii. The association shall provide tax-related documents to any qualified person or organization that has made a contribution to MUGSOSA in pursuant of the latter's aims and

goals to enable the donor to file any relevant forms with the tax regulators in the country which is the Seat of Finance.

**Procedure:**

- i. The TPM shall deduct relevant tax from eligible employees and remit to the taxation department. The Treasurer shall also satisfy other requirements and inform the Financial Secretary for recording of all tax-related transactions.
- ii. The TPM shall issue a receipt to all donors, displaying a full monetary value in the currency of the country in which the donation was made to MUGSOSA. The receipt shall also provide the donor with all necessary tax-exempt status information, such as the registration number and full legal name, and any other public information they require.

## XXVI. FINANCIAL INVESTMENT

**Policy:** MUGSOSA shall engage in prudent investment activities in order to build and diversify its finance base.

**Procedure:** MUGSOSA shall invest funds of an agreed amount in income earning deposits (except the social responsibility fund). The International Treasurer shall, from time to time, monitor the balance of the accounts. Sweeping arrangements shall be made with the investment institution to ensure that any amount more than (agreed amount) shall be automatically transferred into a call account. All investment opportunities shall be thoroughly assessed for viability prior to any commitment by the association.

## XXVII. AUTHORIZATION TO OPEN AND CLOSE BANK ACCOUNTS

**Policy:** The GEC shall be the sole authority for opening and closing MUGSOSA bank accounts.

**Procedure:** The President shall write the letter to the bank authorizing the same.

## XXVIII. TRAVEL

**Policy:** All employees and officers of MUGSOSA undertaking official trips shall be entitled to compensation for the cost of transportation and accommodation incurred when completing the trip. Compensation will be at the lowest rate possible for someone else undertaking the same trip.

**Procedure:** The staff member undertaking the trip shall submit an imprest requisition form to the Treasurer for the release of funds. Upon return, the staff member undertaking the trip shall submit an expense report, which includes proof of all the expenses, for record keeping or to be reimbursed for any personal money spent. If the total trip expense is greater than 100.000FCFA, the GEC must be notified before a refund check is disbursed.

## XXIX. DOCUMENTS AND FORMS

**Policy:** MUGSOSA financial transactions shall use specially prepared documents and forms. These forms shall be easily identified with the organization's letterhead.

**Procedure:** Forms shall be designed and produced by the FS and approved by the GEC. Prominent amongst these shall be the purchase order, the payment voucher, the petty cash retirement form, the claim form, and tax-related donation receipts. Documents and forms shall carry MUGSOSA colours and logo.

## XXX. VIOLATION

Anyone who violates the rules and regulations set forth in the Finance Charter shall be subjected to Article 5.

## ARTICLE 15: FINAL PROVISION

We, MUGSOSANS in Cameroon and in the Diaspora have agreed to bind with the present bylaw of MUGSOSA.

## **BYLAW NUMBER 3: THE INTERIM GOVERNMENT**

The Interim government of MUGSOSA shall comprise of three organs – the Constituent Pioneer Plenum and the Interim Executive Bureau, and the CEC having consultative status.

### **Article 1: The Constituent Pioneer Plenum**

1. The Constituent Pioneer Plenum is the virtual assembly of former students of Government Grammar School Mundemba, Ndian Division, South West Region, Cameroon, assembled from the first 5 pioneer classes from 1975 to 1979, which students are assembled on the initiative of convenor to make solidarity voluntary contributions to 2 pioneer senior prefects facing life-threatening conditions.
2. This online forum of assembled pioneer former students, after meeting its initial objective, shall later transform into a constituent pioneer plenum, with the goals to bring in more former students from the 5 pioneering classes, update alumni class lists and eventually set up a Constitution Elaboration Committee (CEC), with the long-term goal being to set up an all embracing ex-students association.
3. The Constituent Pioneer Plenum shall be vested with the power to adopt the constitution and follow-up on the work of the interim government.
4. The functions of the Constituent Pioneer plenum shall cease as soon as ASDEL has been formed and powers transferred to ASDEL.
5. The Constituent Pioneer Plenum can however become the new General Assembly, if it is later enlarged to include all classes and chapters of former students of MUGSOSA or can migrate to an online portal where there is possibility for this.
- 6. *Class Administrators of the constituent plenum:***
  - a. Each of the 5 pioneering classes shall have an administrator to the online platform/plenum.
  - b. The task of the class administrators shall be to add classmates to the plenum and update class lists with names of classmates, create class album and update contact details of classmates such as telephone number, addresses, emails and place of residence/work.
  - c. Class administrators are also vested with functions as provided for under article 19(7) of this constitution.
7. One admin shall be chosen among the Admin group to serve as *Plenum Chairperson*, in the interim period and one other as *adjunct* before ASDEL is formed.
8. The lists of the Constituent Pioneer Plenum and of Freewill Contributors for the pioneer SPs shall be attached as an appendix to this bylaw.

### **Article 2: Constitutional elaboration committee (CEC):**

1. The CEC shall draft the constitution of the association.
2. The CEC shall draft the original 3 bylaws of the association.

3. The CEC shall, upon request, provide guidelines for drafting various classes and chapters bylaws.
4. The CEC shall advise the interim government in getting the association running based on the constitution and bylaws.

### **Article 3: The interim Executive Bureau**

1. The interim executive bureau shall have an interim nonrenewable mandate of 1 year, from the date of conferral of duty.
2. The interim executive bureau shall oversee the overarching role of getting the MUGSOSA structure functional based on the constitution and adopted bylaws and prepare a smooth transition to a new government.
3. The interim Executive Bureau shall comprise of 9 members divided as follows, to enable the effective carrying out of the task it shall be saddled with:
  - a. The convenor
  - b. 3 members from CEC, chosen by the Constitution Elaboration Committee itself
  - c. 1 member each from the 5 pioneer classes, chosen by the respective classes.
4. The interim Executive bureau shall be made up of 9 posts of responsibilities, viz:
  - 1) President
  - 2) Secretary General
  - 3) Secretary for Finance, projects and relations with the alma mater
  - 4) Secretary for relations with Europe and America diaspora
  - 5) Secretary for Cameroon and Africa diaspora relations
  - 6) Secretary for relations with senior alumni 1975-1989
  - 7) Secretary for relations with intermediate alumni 1990-2000
  - 8) Secretary for relations with junior alumni 2001- 2012
  - 9) Secretary for information and media, and for relations with alumni in the rest of the world.
5. The chosen Interim Executive Bureau shall itself among them, designate those to fill the various posts and present them to CEC, who shall in turn present the bureau to plenum, and confer powers on them.
6. The responsibilities of the various positions shall be laid down by texts of the secretary general of the interim government in collaboration with the president and the secretaries.
7. All positions in the interim government automatically expires at the end of the 1-year tenure, during an official transfer of power to the GEC elect.
8. All members of the interim executive bureau shall have registered in MUGSOSA.

### **Article 4: Final stipulation**

We MUGSOSANS have agreed to bind and uphold this bylaw No 3.



## Appendix: List of Constituent Pioneer Plenum (WhatsApp Listing)

1. Ajuoh Emmanuel Ekwe	37. Innocent Acha Fowung	72. Okon D. Agoons
2. Akem Delphine Lombe	38. Isah Peter	73. Okon Arthur
3. Ako Ben E.	39. Itabina Moses	74. Ojong Harrison O.
4. Akuo Clement	40. Itoe Godwin Penda	75. Orume John A.
5. Amugu Peter	41. Itoe Thaddius	76. Osang Daniel
6. Asoh Derek A.	42. James Lenya	77. Osong Abraham
7. Asong Patrick B.	43. Maggie Bumah U.	78. Ralph Sona
8. Atabong A. Motale	44. Mbile Lovet	79. Roland Agbor
9. Aunty Pat	45. Mbong Daniel M.	80. Rosemary M. Dioh
10. Ayissi Bertha	46. Mesue Gilbert E.	81. Samson Namaya Elangwe
11. Ayuk Isaac Ayuk	47. Morara Anne Tong	82. Tabe Frida Ebangha
12. Billa Godlove M.	48. Mosongo Nanje	83. Tabi Adolf Nkongho
13. Baliki Lucy	49. Mosongo Paul M.	84. Tabot Daniel
14. Cecilia Macaulay	50. Motiti George	85. Takem Divine A.
15. Charles Mottoh	51. Moyako J. Barake	86. Tambang Gladys
16. Comfort Glaser Monyongo	52. Mukete Ongie Rose	87. Tambang Portia
17. Constance Jumbo	53. Nakanga Florence	88. TanyiArrey Esther
18. Diale Penda F.	54. Nakeli Ida	89. Tata JE Mesembe
19. David Tiku Okon	55. Nanje Caroline	90. Tata Jemos
20. Dr Orock	56. Ndiforngu Godfrey	91. Tataw Charles
21. Ebenezer Motale	57. Ndime Grace	92. Tina Tukwa
22. Ebott Ayuk Arrey	58. Nfanga Wilson	93. Victor Nanje
23. Ebune Manfred M.	59. Ngalame George	94. Victorine Balike Esuka
24. Ebune Florence Elema	60. Ngembane Daniel	95. Warori Nanje Jackson
25. Effiom Irene	61. Ngoe Nangeri S.	96. Tlf. 86 131 05093281
26. Ekane Paddy	62. Ngolemasango Fred E.	97. Tlf. 86 131 05093281
27. Egbe Samuel	63. Ngu Henry	98. Tlf. 237 670321476
28. Elangwe James	64. Nguti Peter A.	99. Tlf. 237 674541393
29. Enow Mbi Samuel	65. Njinkeng Fidelis	100. Tlf. 237 675430616
30. Epie David Ngome	66. Norbert Besingi	101. Tlf. 237677672113
31. Esaw Moses	67. Nyaba Henry	102. Tlf. 237677940194
32. Fongwen Johanes	68. Nyaba Julienne	103. Tlf. 237 77447297
33. Gana Ambassa Mercy	69. Nzelle V. Panje	104. Tlf. +1678 5314592
34. George Fomba	70. Obale Bessem F.	105. Tlf. 23775635515
35. Helen Uzoh O.	71. Oben Josephine	
36. Ikose Daniel		

**Appendix: List of Freewill Contributors for the 2 pioneer SPs (figures in Fcfa)**

<p><b>List as at 4/8/2020</b></p> <p><b>1975 Entry/class</b></p> <ol style="list-style-type: none"> <li>1. Takem Divine - 25.000</li> <li>2. Nakeli Ida - 25.000</li> <li>3. Njinkeng Fidelis – 25.000</li> <li>4. Chidi Monyongo Comfort – 39.000</li> <li>5. Tong Morara Anne – 10.000</li> <li>6. Elangwe James – 10.000</li> </ol> <p><b>1976 Entry/class</b></p> <ol style="list-style-type: none"> <li>1. Ayuk Arrey Ebot – 25.000</li> <li>2. Ojong Harison - 25.000</li> <li>3. Elangwe Samson N. -10.000</li> <li>4. Motale Ebenezer- 10.000</li> <li>5. Okon Arthur – 40.000</li> <li>6. Nanje Caroline – 40.000</li> <li>7. Obale Florence B. – 7.500</li> <li>8. Itoe Godwin Penda – 10.000</li> <li>9. Asoh Derek A. – 20.000</li> <li>10. Egbe Samuel Tabe – 10.000</li> <li>11. David Okon Tiku – 20.000</li> </ol> <p><b>1977 Entry/class</b></p> <ol style="list-style-type: none"> <li>1. Fomba George – 25.000</li> <li>2. Orume John A. – 10.000</li> <li>3. Ngalame George – 7.500</li> <li>4. Amugu Peter – 30.000</li> <li>5. Osong Abraham E. 50.000</li> <li>6. Tabot Daniel B. – 50.000</li> <li>7. Ako Ben Egbe - 25.000</li> </ol> <p><b>1978 Entry/class</b></p> <ol style="list-style-type: none"> <li>1. Fomukong Penda Joan Diale. – 25.000</li> <li>2. Mosongo Nanje – 25.000</li> <li>3. Agbor Roland – 30.000</li> </ol>	<p><b>1979 Entry/class:</b></p> <ol style="list-style-type: none"> <li>1. Nanje Jackson W. - 25.000</li> <li>2. Mesue Gibert E. – 20.000</li> <li>3. Tambang Portia – 20.000</li> <li>4. Tanyi Arrey Esther - 56.000</li> <li>5. Ebune Florence E. - 20.000</li> </ol> <p><b>Other years/classes</b></p> <ol style="list-style-type: none"> <li>1. Nanje Victor, 1986 - 25.000</li> </ol>
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