

**UNITED STATE OF AMERICA
STATE OF GEORGIA
WISDOM, JUSTICE, MODERATION**



**REPUBLIC OF CAMEROON
HAUT-NKAM DIVISION
PEACE – WORK - FATHERLAND**



CONSTITUTION & BYLAWS OF HAUT-NKAM CULTURAL ASSOCIATION GEORGIA-USA



(HNCAG)

PREAMBLE

- ✓ The demands of life in society and of life in general call for more solidarity among the members of a community, Circumscription or town.
- ✓ To better reflect solidarity in practice, it required a regrouping of all good wills willing to take charge of the improvement of their living conditions by concerted actions.
- ✓ As a result, any action, which tends to put together the means available for judicious use can be only a shortcoming because it allows man to have full confidence in himself. It guarantees in any case its dignity.

We the descendants of western region of Cameroon, people from the division of Haut-Nkam, residing in Georgia USA.

- In full accordance with the above statement
- Proud of our origin
- Conscious of the strength of any union

And in view of the strict provisions of the association laws and regulations in the state of Georgia in the United State of America, have decided to set up a structure of mutual assistance and promotion of our culture in the form of a non-profit, Apolitical and laic, and which takes for denomination

**PHNCAG (POOH HAUT-NKAM CULTURAL ASSOCIATION
GEORGIA USA)**

We hereby adopt these rules and regulations as a guide for the purpose, objectives, and structure, as well as a guide for the conduct of the members of Pooh Haut-Nkam Group.

**CONSTITUTION
OF
POOH HAUT-NKAM
GEORGIA USA**

SECTION 1: GENERAL FRAMEWORK

Article 1: OBJECTIVE

Our mission statement is to help:

- ✚ Regroup and consolidate the union of its members in the spirit of fraternity, solidarity and tolerance
- ✚ Promote peace and justice in the group
- ✚ Organize our self in order to assist physically, morally, materially and financially every member in his moments of joy and sorrow.
- ✚ Facilitate the integration of members of the Haut-Nkam community into the socio-economic structure of the State of Georgia in particular and the United States in general.
- ✚ Promoting our cultural identities, our native language and our cultural heritage.
- ✚ Collaborate with other Haut-Nkam associations in the State of Georgia and beyond, as well as other Cameroonian organizations for the ultimate benefit of the Haut-Nkam people and the State of Georgia.
- ✚ Participate according to our means to the development of the Haut-Nkam Division and the current hometown.

Article 2: Name and General Provisions

- ✚ The official name of the association shall be “**Haut-Nkam Cultural Association Georgia-USA Inc.**”
- ✚ The DBA name of the association shall be the “**Pooh Haut-Nkam**”
- ✚ The Acronym of the association shall be “**HNCAG**”
- ✚ The motto of the association shall be “**One Voice**”

Article 3: Status, and Address

- ✚ The Head Quarters of the association shall be in the State of Georgia, USA.
- ✚ The association shall be incorporate under applicable State and Federal laws of the United States of America as a non-stock, non-profit, non-governmental association.
- ✚ The official address of the association shall be a P.O. Box in a designated location to fit the current executive bureau and serves the interest of the association.

Article 4: MEMBERSHIPS

Memberships at the Haut-Nkam association of Georgia is open to:

- ✚ All men and women originated from the region of Haut-Nkam Cameroon and twenty one (21) years of age without distinction of religion, opinion, social and economic class, and whiling to obey by the constitution and bylaws of the association.

- ✚ All individual from Haut-Nkam by alliance
- ✚ All individual sponsored by a member
- ✚ All new members of the association shall observe a probationary period of six (6) month upon initial registration to become eligible for the benefits of the association.

Article 5: RIGHTS OF MEMBERS

- ✚ Members shall make up the General Assembly of the association.
- ✚ Members shall have the right to attend the meetings of the association.
- ✚ Members shall have the right to vote at the meetings of the association.
- ✚ Members shall have the right to participate in the activities of the association.
- ✚ Members shall be entitled to the benefits of the association as prescribed in the Constitution and bylaws.

Article 6: Responsibilities of Members

- ✚ Members shall abide by the constitution, by the laws, and other rules of the association.
- ✚ Members shall attend meetings and actively participate in the activities of the association.
- ✚ Members shall pay all the dues as stated in the constitution, by the laws, and as may be determined from time by the General Assembly of the association.

Article 7: Termination of membership

- ✚ Membership ceases in the event of the death of a member.
- ✚ Membership ceases when a member voluntarily resigns from the association.
- ✚ Membership ceases when a member is dismissed from the association for jeopardizing the reputation of the association. Dismissal of a member must be approved by a vote of two –thirds (2/3) majority of members present during a General Assembly meeting in which there are at least 30% of registered members.
- ✚ Any individual who loses membership shall not be entitled to the association’s benefits, refund for any contribution and will only receive \$150 from their sinking fund if the member voluntarily resign.

Article 8: Reinstatement of Membership

- ✚ Any former member can rejoin the association by registering as a new member or reactivating their status as an old member.
 - ❖ If a former member joins the association as a new member, the member must observe the probationary period as prescribed in the Bylaws to become eligible for the benefits of the association.
 - ❖ A dismissed member can apply to re-join the association after a dismissal period of at least one (1) year. If approved by vote of two-thirds (2/3) majority of

members present during a general assembly meeting in which there are at least thirty percent (30%) of registered members. The person is admitted as new member.

- ❖ If a former member joins the association by reactivating their status as an old member, the member must pay all debts owed and be one hundred percent (100%) compliant with all financial obligations prior to the reactivation of membership becoming effective.
- + Reinstatement of a member must be approved by a vote of two-thirds (2/3) majority of members present during a General Assembly meeting in which there are at least thirty percent (30%) of registered members.

Article 9: Composition

Haut-Nkam Association of Georgia is composed of:

- + The Executive bureau
- + The General assembly

SECTION 2: MEMBERSHIP DUES AND FINANCIAL BENEFITS

Article 1: Membership Dues

- + All members must pay a non-refundable registration fee of \$40 each year in order to be in good standing with the association. This is to help maintain an active roster each year.
- + New members must contribute a total of two hundred and fifty dollars (\$250) by their first 6th month, which will be allocated to a “sinking fund” account in order to be eligible for financial assistance from the Group.
- + If the full amount of \$250 is not contributed by the end of the six (6) months period, any amount contributed will be forfeited, and they will not be eligible for any financial assistance from this fund and their balance is back to zero.
- + All members shall pay their dues by March of each year.
- + All new member who register after June will not pay the forty-dollar (\$40) registration fee.
- + Each time money is deducted from the sinking fund; each member has three (3) months to bring their account back to two hundred and fifty dollars (\$250). If the full amount of two hundred and fifty dollars (\$250) is not contributed by the end of the three (3) months period, they will not be eligible for any financial assistance from this fund.

- ✚ If a member voluntarily leaves the association after contributing his/her two hundred and fifty dollars (\$250), he/her will be refunded a sum of one hundred and fifty dollars (\$150) minus any unpaid fees.
- ✚ Every month, the sinking fund status should be published and replenished in order to always keep the full amount of two hundred and fifty dollars (\$250).

Article 2: Membership Benefits

- ✚ A membership form need to be completed by each member of the association
- ✚ In the event of fortunate and/or unfortunate even described in this Constitution and Bylaws, the HNCAG shall provide assistance as prescribed in the Bylaws.
- ✚ In case of any event not specified in this Constitution and Bylaws, HNCAG will constitute a delegation to visit the member and coordinate any morale, spiritual and voluntary financial assistance for the member.
- ✚ Additional information about membership benefits shall be described in the Bylaws of the association.

Article 3: Conditions of Eligibility for Benefits

- ✚ All requests and determination of eligibility for benefits must be in compliance with the Constitution and Bylaws of the association.
- ✚ The beneficiary must be one hundred percent (100%) current with his/her sinking fund dues of the association.
- ✚ The beneficiary must have been a member of the association for at least six (6) months to be eligible for the benefits of fortunate and unfortunate events of the association.
- ✚ If the request for benefit is for the death of a parent, the beneficiary must have a parental Benefit Form on file with the name of the deceased clearly written on the form.
- ✚ If a member who is eligible for benefits owes any debt to the association besides their sinking fund, payment shall be made minus the amount owned.
- ✚ Any member who fails to attend three (3) consecutive General Assembly meetings will be penalize unless the members has a justified executive.

SECTION 3: ORGANS AND RESPONSABILITIES

Article 1: Main Organs

- ✚ The principal organs of the association shall be the Executive Bureau and the General Assembly.
- ✚ The executive Bureau shall represent the association in all administrative matters and represent the association as its Boards of Directors where required by law.

Article 2: Other structures

- ✚ The association may set up Ad-Hoc Committees/Commissions to carry out specific duties as shall be deemed necessary for the effective operation of the association.
- ✚ At the time of formation, ad-hoc committees shall be given as defined role including their period of existence. Depending on the circumstances, membership to such committees shall be constituted by election, appointment, or by volunteering.
- ✚ Examples of ad-hoc committees shall include but not limited to the Electoral Commission, Constitutional Committee, Dispute Resolution Committee, Audit Committee, Events and Fundraising Committee, and Membership and Outreach Committee.

SECTION 4: THE EXECUTIVE BUREAU

Article 1: Status and Attributions

- ✚ The Executive Bureau shall be the administrative organ of the association.
- ✚ The Executive Bureau shall maintain and protect the integrity of the association.
- ✚ The Executive Bureau shall ensure that all activities are for the best interests of the association.
- ✚ The Executive Bureau shall implement the objectives of the association and all matters fully debated and entrusted to it by the General Assembly.
- ✚ The Executive Bureau shall convene the monthly General Assembly Meeting presided over by the president, and teleconference as often as the need arises. Decisions of executive meetings are not binding to the association for purposes of reinforcement.

Article 2: Composition and Terms of Office

- ✚ The Executive Bureau shall comprise of nine (9) key positions:
 - ❖ President,
 - ❖ Vice- President,
 - ❖ Secretary General,
 - ❖ Deputy Secretary General
 - ❖ Financial Secretary
 - ❖ Deputy Financial Secretary
 - ❖ Treasurer
 - ❖ Public Relations Officer
 - ❖ The chief whip/ Protocol Officer
- ✚ Members of the Executive Bureau shall be elected by the General Assembly.
- ✚ Members of the Executive Bureau shall serve in office for a period of two (2) years.
- ✚ Members of executive Bureau must be resident in the State of Georgia and all members of the association are eligible to run for election for a position in the Executive Bureau if they satisfy the eligibility requirements described in Section 8(3) of the Constitution.

- ✚ Except for the position of President that can be renewable only once, there shall be no limit on the number of terms a person can stand for elections and serve as a member of the Executive Bureau.
- ✚ Any member of the Executive Bureau may resign their position at any time, with or without reason by notifying the President or General Assembly verbally or in writing.

SECTION 5: ATTRIBUTION OF MEMBERS OF THE EXECUTIVE BUREAU

Article 1: The president / CEO

- ✚ Shall serve as Chief Executive Officer of the association.
- ✚ Shall be the holder of the check book(S) of the association.
- ✚ Shall supervise and Control the daily management of the affairs of the association.
- ✚ Shall preside over all meetings of the Executive Bureau and General Assembly, unless she/he appoints another person to do so.
- ✚ Shall work with the Financial Secretary and Treasurer to present an annual financial report of the association each February.
- ✚ Shall represent the association in all administrative, financial, and judicial affair.
- ✚ Shall perform all duties incidental to this office and such other duties required by State and Federal laws, or as prescribed from time to time by the General Assembly.

Article 2: Vice –President

- ✚ Shall assist the president in the execution of his/her functions.
- ✚ Shall perform the duties of the President if the latter is absent or unable to do so.
- ✚ Shall assume the functions of the president in case of a temporary or permanent absence, or incompetence of the president as determined by a vote of two-thirds (2/3) majority of the members present during an Extraordinary General Assembly meeting.

Article 3: Secretary General

- ✚ Shall document and keep accurate records of minutes of meetings of the association.
- ✚ Shall make available copies of the minutes of previous meetings and distribute them in advance or read them at the beginning of each meeting session.
- ✚ Shall ensure the delivery of all internal communications of the association, including announcements and updates to the members of the association.
- ✚ Shall establish a Database or Directory with the names, phone numbers and addresses of all the members of the association and distribute them to members if necessary.

Article 4: Deputy Secretary General

- ✚ Shall assist the secretary General in the execution of his/her functions
- ✚ Shall perform the duties of the Secretary General in the event of absence or unable to perform is duty
- ✚ Shall perform such other functions as assigned from time to time by the Secretary General.
- ✚ Shall assist in the general functioning of the association and perform all duties incidental to this office and such other duties as assigned from time to time by the president

Article 5: Financial Secretary

- ✚ Shall clearly document and keep accurate records of all financial transaction of the association.
- ✚ Shall keep the receipt book (s) of all financial transactions of the association.
- ✚ Shall keep a detailed account, and expenditures of the association.
- ✚ Shall work with the Treasurer and President to present an annual financial report of the association.

Article 6: Deputy Financial Secretary

- ✚ Shall assist the Financial secretary in the execution of his/her functions
- ✚ Shall perform the duties of the Financial Secretary in the event of absence or unable to perform is duty.
- ✚ Shall perform such other functions as assigned from time to time by the Financial Secretary.
- ✚ Shall assist in the general functioning of the association and perform all duties incidental to this office and such other duties as assigned from time to time by the president

Article 7: Treasurer

- ✚ Shall collect all the money of the association.
- ✚ Shall be the official custodian of all the money of the association.
- ✚ Shall be responsible for safe keeping and banking of the money of the association.
- ✚ Shall keep a detailed account of the income and expenditures of the association.
- ✚ Shall work with the Financial Secretary and President to present an annual financial report of the association.

Article 8: Public Relations Officer

- ✚ Shall publicize the activities of the association as necessary for the specific situation.
- ✚ Shall build bonds and collaborate with other community organizations matters of common interest.

- ✚ Shall form partnerships and engage others organizations for fostering the objectives of the association.
- ✚ Shall engage other organizations in the cultural activities planned by the association.
- ✚ Shall assist in the general functioning of the association and perform all duties incidental to this office and such other duties as assigned from time to time by the President.

Article 9: Protocol Officer / Chief whip

- ✚ Shall be responsible for maintaining order and discipline at the meetings
- ✚ Shall be responsible for maintaining order and discipline at all the activities of the association.
- ✚ Shall keep an attendance record of members at meetings and events which members of the association are obligated to attend as prescribed by the rules of the association.
- ✚ Shall assist in the general functioning of the association and perform all duties incidental to this office and such other duties assigned from time to time by the President.

Article 11: SAGI Coordinator

- ✚ Shall be responsible for managing the SAGI program of the association.
- ✚ Shall be the association's liaison with SAGI-USA and regularly update members of all pertinent information regarding SAGI.
- ✚ Shall be responsible for the administrative aspects of the SAGI program, including SAGI registrations, SAGI modifications, notification of balances, and correspondences with SAGI-USA.
- ✚ Shall assist the general functioning of the association and perform all duties incidental to this office and such other duties as assigned from time to time by the President.

SECTION 6: REMOVAL OF AN EXECUTIVE MEMBER

Article 1: Reasons for Removal

A member of an Executive Bureau can be removed or impeached from office for the following reasons:

- ✚ Engage in acts that seriously compromise the reputation of the association.
- ✚ A positive determination of embezzlement of the funds of the association.
- ✚ Engage in other acts of misappropriation of the finances of the association.
- ✚ Absences from meetings that jeopardize the individual's functions as an Executive member.
- ✚ Inability to perform the duties for which the Executive member was appointed or elected to perform.

Article 2: Removal Procedure

- ✚ Any member can initiate an impeachment petition against a member of the Executive Bureau.
- ✚ All impeachment petitions must be submitted in writing to the Executive Bureau - oral impeachment petitions shall be null and void.
- ✚ Upon receipt of an impeachment petition, the Executive Bureau shall formally notify the Executive member concerned of such a petition and bring the matter to the meeting for deliberation.
- ✚ Impeachment petitions must be included in the agenda of the meeting and the parties concerned shall be accorded equal time for oral arguments on the Impeachment petition.
- ✚ Impeachment of an elected member of the Executive Bureau must be approved by a vote of two-thirds (2/3) majority of the members present during an Extraordinary General Assembly meeting.
- ✚ Removal of a non-elected member of the Executive Bureau shall be the prerogative of the President who appointed the Executive member.

SECTION7: THE GENERAL ASSEMBLY

Article 1 Status and Attributions

- ✚ The general Assembly is the supreme organ of the association.
- ✚ The General Assembly shall comprise members as described in the constitution.
- ✚ The General Assembly shall vote on amendments of the Constitution and Bylaws.
- ✚ The General Assembly shall vote during elections of members of the Executive Bureau.
- ✚ The General Assembly shall support the Executive Bureau in ensuring the successful execution of the projects and activities of the association.
- ✚ The General Assembly shall consider and vote on all motions to sanction or dismiss members of the association and members of the Executive Bureau.
- ✚ The General Assembly shall deliberate on meeting agenda, budget of activities, approve expenses, approve association activities, determine association dues, adopt rules and regulations, and adopt the minutes of meetings.

Article 2: Meetings of the General Assembly

- ✚ Members of the association shall convene once a month in a General Assembly meeting.
- ✚ The meetings of the General Assembly shall hold every second (2rd) Saturday of the month.

- ✚ The meetings of the General Assembly shall hold between the hours of 8:30 pm to 11:30 pm.
- ✚ Extraordinary General Assembly meetings may be called by the president or a simple majority vote of the General Assembly
- ✚ The Executive Bureau shall communicate notice of meetings and the agenda at least one (1) week before the date of the meeting.
- ✚ Members can propose items for meeting. The agendas shall be subject to modification by a simple majority vote of the General Assembly.
- ✚ There shall be no voting by proxy during meeting of the association, everyone voting must be physically present-person.
- ✚ The deliberation of meetings of the General Assembly shall be documented as the Minutes of the meeting of the association by the secretariat.
- ✚ Unless as otherwise specifically stated in the Constitution, all decisions of the General Assembly shall be by simple majority vote of the members present at the meeting.
- ✚ The president of the association shall preside over all the meeting of the General Assembly. She/he may at his/her discretion, designate another member to chair a meeting session.
- ✚ The quorum for the General Assembly meetings of the association shall be fifteen (15) members who are physically present-person. When a quorum is established at the start of a meeting, the continued presence of a quorum is presumed to exist until the end of the meeting regardless of the actual number of participants who stay until the end of the meeting.
- ✚ Any additional information on General Assembly meetings shall be described in the Bylaws of the association.
- ✚ Any resolution contrary to the status and the bylaws of the association is invalid.

SECTION 8: VOTING AND ELECTORAL COMMISSION

Article 1: General Voting

- ✚ Voting at elections shall be by secret ballot to preserve the identity of the voter.
- ✚ Voting during the meetings of the association shall generally be by a show of hand.
- ✚ There shall be no voting by proxy in the association, a member must be present in-person to vote.

Article 2: Electoral Commission

- ✚ The Electoral Commission shall be an Ad-Hoc Committee of the association.
- ✚ The Electoral Commission shall comprise of three (3) "Election Commissioners".
- ✚ An Electoral Commissioner cannot be a candidate for office for the election in question.

- ✚ The mandate of the Electoral Commission shall be to conduct the specific election for which it is created.
- ✚ An Electoral Commission shall be created by the General Assembly in the month of November prior to the election year, to organize elections for the Executive Bureau.
- ✚ The electoral Commission shall implement democratic principles in the conduct of elections in the association.
- ✚ At the conclusion of an election, all the members of the Electoral Commission shall certify by signature the results of the election in front of the General Assembly.
- ✚ The results of elections shall be included as part of the Minutes of the meeting of the association and the certified copy remitted to the secretariat.
- ✚ The mandate of an Electoral Commission shall end as soon as the election results are announced and transition takes place between the former and new Executive Bureau.

Article 3: Eligibility Criteria for the executive Bureau

A candidate for a position in the Executive Bureau must meet the following conditions:

- ✚ A candidate must have been a member of the association for at least one (1) year
- ✚ A candidate must be one hundred percent (100%) current on all financial obligations to the association.
- ✚ A candidate must be in good standing with the association – not currently be in violation of the Constitution, Bylaws or failure to comply with other rules and regulations of the association.
- ✚ To maintain the Haut-Nkam cultural heritage and cultural identity of the association, a candidate for the position of President must be **originated** from the Haut-Nkam circumscription.
- ✚ A candidate for the position of President must have been a member of the association consecutively for at least two (2) years and must have an attendance rate at the General assembly meeting of at least seventy- five percent (75%) over the last twelve (12) months preceding the date of elections.
- ✚ A former president is eligible to run for a position of president

Article 4: Election of the Executive Bureau

- ✚ The Electoral Commission shall organize elections of members of the Executive Bureau.
- ✚ The electoral commission shall be form during the meeting of the month of November prior to an election year.
- ✚ The electoral committee shall publish the candidates' names by January of the election year
- ✚ Election of members of the elected positions of the Executive Bureau shall take place during the meeting of the month of March of an election year. If there is no candidate for a position the day of the election, the electoral committee can accept candidate who declare their candidacy the day of the election.

- ✚ Each candidate for an elected position of the Executive Bureau shall declare their candidacy for a specific position in advance of the elections.
- ✚ Installation of the members of the Executive Bureau shall be done by the Electoral Commission the same day.
- ✚ In case of a vacant position during the mandate of the Executive Bureau, the President shall appoint a member to fill the vacancy.

SECTION 9: FINANCIAL MANAGEMENT

Article 1: Bank Account

- ✚ The General Assembly shall authorize the opening of bank account(s) for the association.
- ✚ The President shall be the Primary custodian of the checkbook of the association and shall ensure its availability at every meeting of the association.
- ✚ The bank statements shall be sent to the Financial Secretary who shall update the General Assembly on the financial status of the association on a monthly basis.
- ✚ The Secretary and the treasurer shall be the two (2) signatories to the bank account(s) of the association
- ✚ All funds collected on behalf of the association must be deposited into the association's bank account within three (3) business days of the meeting. If for any reason this cannot be done as stipulated, the President must be notified

Article 2: Payments, Withdrawals, and Transfers

- ✚ The Financial Secretary and Treasurer shall issue receipts for funds received for the association.
- ✚ All payments from the association's account shall be made by check.
- ✚ No cash withdrawal or electronic money transfer shall be made from the association's account(s).
- ✚ In case of a need for expenditure of any amount, which was not previously approved by the General Assembly, the President shall inform members by email communication of the expenditure.

SECTION 10: FISCAL YEAR, FINANCIAL RESOURCES, AND AUDITS

Article 1: Fiscal Year

- ✚ The fiscal year of the association shall be the calendar year, from January 1st to December 31st.

Article 2: Financial Resources

The Financial and material resources of the association shall be derived from the following sources:

- ✚ Membership contributions.
- ✚ Revenue and donations from social activities and fundraising events.
- ✚ Gifts and other contributions from individuals, and private or public organizations/Institutions.

Article 3: Financial Audits

- ✚ The Executive Bureau shall make a mandatory call for Financial Audit in the month of February every two (2) years per the election calendar of the association.
- ✚ The purpose of the mandatory call shall be to give members of the association an opportunity to examine the financial records of the association.
- ✚ If the call goes unanswered, the affairs of the association shall continue as usual. If the call is answered, the general assembly will form an audit committee constituted of three members to conduct the audit.
- ✚ In case of disputes regarding the financial audit report, the General Assembly may appoint an External Auditor to examine the financial records of the association.
- ✚ The general assembly may request that a financial audit be conducted at any other time if there is reason to believe that there may be ongoing financial impropriety.

SECTION 11: NON-DISCRIMINATION AND CONFLICT OF INTEREST

Article 1: Non –Discrimination

- ✚ The association shall not discriminate against anyone on the basis of age, gender, race, color, disability, sexual orientation, political opinion, or religious affiliation in the conduct of its activities.

Article 2: Conflict of Interest

- ✚ To avoid conflict of interest, no one person shall concurrently serve in more than one executive position during the term of an Executive Bureau.

SECTION 12: INTERPRETATION AND DISSOLUTION

Article 1: Interpretation

- ✚ In the event of a conflict between a provision in the constitution and a provision of the Bylaws or any other regulations of the association, the provision of the constitution shall prevail.

Article 2: Dissolution

- ✚ The All Pooh Haut-Nkam Georgia Inc. be dissolved by a vote of two third (2/3) of the members of the association, provided that notice of the proposed dissolution has been submitted to the members of the association in writing.
- ✚ Email communication shall satisfy the requirement for written notice. The written notice of the meeting to vote on a proposed dissolution must have be sent at least ninety (90) days prior to the meeting date.

Article 3: Distribution of Assets

- ✚ In the event of dissolution, the Executive Bureau shall ensure that all current members of the association receive identifiable funds or property, which they contributed to the functioning of the association.
- ✚ Any assets of the association, which cannot be attributed to any member, may be given to organization(s), which are organized and operated exclusively for charitable or educational purposes as defined by section 501 (c)(3) of the internal Revenue Code.
- ✚ The Court in the jurisdiction in which the principal office of the association is then located shall dispose of any remaining assets not disposed of by the Executive Bureau.

SECTION 13: AMENDMENT OF THE CONSTITUTION

- ✚ The Constitution and Bylaws of the association shall be subject to optional constitutional review every year in January.
- ✚ All members shall be entitled to submit proposals for amendment to the constitution and Bylaws.
- ✚ The proposed amendments to the constitution and Bylaws shall be presented in writing to the association during a General Assembly meeting for deliberations.
- ✚ Amendments to the Constitution and Bylaws shall require a two-thirds (2/3) majority vote of members present during a General Assembly meeting in which there are at least 15 participants.
- ✚ All resolutions of the General Assembly amending the constitution and Bylaws shall upon adoption, become effective and enforceable immediately.

**BYLAWS
OF
POOH HAUT-NKAM
GEORGIA**

SECTION 1: GENERAL PROVISIONS

- ✚ The provisions of the Bylaws are enacted to clarify or supplement the provisions of the Constitution.
- ✚ In the event of a conflict between the Bylaws and the Constitution, the Constitution shall prevail.

SECTION 2: MEMBERSHIP AND BENEFITS

Article 1: Membership Application

- ✚ Members must meet the eligibility criteria established by the Constitution.
- ✚ Be physically present at the meeting to register his/her membership.
- ✚ Accept and adhere to the Constitution and the Bylaws of the association.
- ✚ Complete the membership application form, which includes address and contact information.

Article 2: Membership Categories

- ✚ There shall be two (2) categories of members: full and honorary members.
- ✚ The term member(s)' used in this bylaws shall be in reference to full members only.
- ✚ All full members of the association shall observe a probationary period of six (6) month upon initial registration to become eligible for the benefits of the association.

a) Full Members:

- ❖ All members that are up to date with their financial obligations, attend the general assembly meeting regularly, and participate actively in the activities of the group.

b) Honorary Membership

- ❖ Honorary membership is open to people of high moral integrity and public influence who are willing to promote the activities of the association.
- ❖ Honorary members can be resident in the United States or outside of the United States.
- ❖ Any member of the association can make recommendations for honorary membership.
- ❖ Recommendations for honorary membership may be based on recognition of contribution to the development of the Haut-Nkam division in Cameroon or the State of Georgia USA, or ability to positively Impact the Haut-Nkam community in the USA or Cameroon.
- ❖ Designation of an honorary membership must be approved by vote of two-thirds (2/3) majority of the members of the association present during a General Assembly meeting.

Article 3: Request for Benefits

- ✚ All requests for benefits by a member must be in compliance with the Constitution of the association.
- ✚ Request for benefits for Unfortunate Events must be reported to the Executive Bureau no later than ten (10) days of the event to qualify for the association's assistance.
- ✚ Request for benefits for Fortunate Events must be reported to the Executive Bureau no later than fifteen (15) days of the event to qualify for the association's assistance.
- ✚ The executive bureau has five (5) days to react after a request for benefits have been submitted

Article 4: SAGI Benefits

- ✚ SAGI is an optional benefit available to all members of the association and their relatives.
- ✚ Any member who decides to participate in SAGI shall upon registration; pay a total of thirty two dollar (\$32) to cover the SAGI Matriculation Fee of \$20 and SAGI Administration Fee of twelve dollar (\$12). This amount shall apply individually for the members and each relative registered with SAGI.
- ✚ After a member initially registers with SAGI, the member shall maintain a minimum of thirty dollar (\$30) into their account to cover any SAGI dues.
- ✚ Member is responsible for paying all the SAGI dues for the relative(s), including all future SAGI Administration Fees and Death Contributions. If a member fail to maintain his/her SAGI account current for three (3) consecutive month, the member will be banned from the SAGI group.
- ✚ After a member initially registers a relative (s) with SAGI, the member shall be responsible for paying all the SAGI dues for the relative(s), including all future SAGI Administration Fees and Death Contributions. If a member fail to maintain a relative account current for three (3) consecutive month, the relative will be banned from the SAGI group.

Article 5: *Life Insurance*

- ✚ The Group life Insurance is an optional benefit available to all members of the association and their relative.
- ✚ Total amount is hundred and twenty nine dollar (\$129) for single individual or one hundred thirty six dollar and two cent (\$136.2) for family.
 - ❖ Family are defined as spouse and or children
- ✚ Life Insurance fee should be contributed on a semi-annual basis towards the semi-annual payment. First payment is due no later than March meeting, and second payment due no later than September meeting. Any member whose 1st payment has not been received by the due date will not be eligible to participate. Members whose

2nd payment is not received by due date will have to pay a late fee. (Amount TBD by members of the ruling bureau.

SECTION 3: MEETINGS OF THE GENERAL ASSEMBLY

Article 1: General Provisions

- ✚ General Assembly meetings shall be conducted as described in the constitution.
- ✚ The meeting place rotates from house to house so that we are familiar with each member's place of residence.
- ✚ During the meeting hours, members discuss family issues initiated by the concerned member, cultural events, and news from home or other cultural groups.
- ✚ Members also eat, drink, chat, and entertain themselves according to the taste of the day.
- ✚ The Executive bureau in consultation with the General Assembly shall prepare and circulate a schedule with meeting dates and hosting details for meetings of the association.
- ✚ The Executive Bureau in consultation with the General Assembly shall adjust and modify the meeting arrangements of the association in order to achieve the best planning for meetings of the association.

Article 2: Hosting

- ✚ Reception calendar for the upcoming year shall be published in November of each
- ✚ Members must pay an annual hosting fee of forty five dollars (\$45), toward the food/entertainment account. One hundred and fifty dollars (\$150) will be given to the host or hostess for the meeting's entertainment.
- ✚ Contribution must be paid in full by February of each year.
- ✚ The annual hosting contribution will be revise at the beginning of each calendar year.

Article 3: Excuses for Meeting Absences

Valid excuses for meeting absences shall include the following;

- ✚ The member lives outside the State of Georgia.
- ✚ The member works outside the State of Georgia.
- ✚ The member is under undesirable circumstance in which he/she on the day of the meeting could not participate.
- ✚ Any member who lives outside the State of Georgia shall be exempt from any applicable penalty for absences, but must remain current with all financial obligations and attend a General Assembly meeting at least once a year.

Article 4: Family Affair

Debates concerning couple shall be done with the consultation and agreement of the two party. the association PHNG can only play the role of mediator. in the absence of one of the concerned members, the association must in no way interfere in the affairs of the couple. the association will remain neutral.

SECTION 4: FINES, PENALITY, AND GRAVE MISCONDUCT

Article1: Fines for Actions during meetings

- ✚ In order to ensure that meetings are conducted in an orderly and disciplined manner, the following fines shall be imposes each time the offense is committed. The Protocol Officer/Chief Whip shall determine the perpetration of these offenses.

- ❖ Noise making during the meeting: \$1.00
- ❖ Talking on cell phone during the meeting session: \$1.00
- ❖ Rudely interjecting when another member is speaking: \$2.00

Article 2: Penalty for Bounced checks

- ✚ Penalty for unplayable/bounced checks shall be:
 - ❖ The member will be notified by the president immediately
 - ❖ The member will be responsible for the payment of the full amount own plus any interest accrue and all penalties imposed by the bank including the thirty five dollar (\$35) penalty fee imposed by the bank on a bounced check.
 - ❖ The member will be suspended of all loans for a period of three (3) month
 - ❖ No payment by check from the member will be accepted: only cash.

Article 3: Grave Misconducts

The commission of the actions listed below shall be considered grave misconduct by a member of association.

- ✚ Embezzlement of association funds.
- ✚ Insulting a member during a meeting.
- ✚ Fighting with a member during a meeting.
- ✚ Propagating gossips among meeting members.
- ✚ Propagating tribalism among the members of a meeting.

Any member found guilty of committing these offenses shall be liable to a penalty ranging from a fine of \$50 to the exclusion from the association. The commission of these offenses shall be determined by a vote of two-thirds (2/3) majority of the members of the association present during a General Assembly meeting.

Article 4: Embezzlement

Anyone who embezzles money, records, property or any other item of value to Haut-Nkam Cultural Association will be excluded from the association and will be sue in the court of law to recover all the lost assets. The commission of these offenses shall be determined by a vote of two-thirds (2/3) majority of the members of the association present during a General Assembly meeting

SECTION 5: FINANCIAL MANAGEMENT

Article 1: General Provisions

- ✚ The financial affairs of the association shall be conducted as described in the Constitution.
- ✚ The executive Bureau shall implement measures that ensure financial transparency in the association.

Article 2: Njangi Participation

- ✚ Members of the association shall have the ability to participate in a njangi organized by the association.
- ✚ The contribution amount and duration of the njangi shall be determined based on the number of participants in the njangi.
- ✚ Njangi winnings shall be remitted to the beneficiary and njangi defaults shall be punishable by a fine of \$50 per default for each njangi hand and the penalty recovered will be deposited into the association account
- ✚ The only acceptable method of contribution for njangi shall be by cash only

Article 3: loans

- ✚ Members of the association shall have the ability to loan for the interest rate of five percent (5%) for a maximum amount of five hundred dollar (\$500).
- ✚ The principal and interest of these loans shall be payable in sixty (60) days. Failure to repay a loan shall results in a monthly penalty of 10% of the amount owed.
- ✚ Loans shall be granted from January to October of each year. All loans must be repaid by the month of November.
- ✚ All requestor shall be current in their sinking fun to be eligible for loans.
- ✚ Any member who fail to repay his/her loan on time shall be prohibited for any loan for a period of two (2) years.
- ✚ The only acceptable method of repayment shall be by cash only

SECTION 6: NATURE OF BENEFITS AND ASSISTANCE PERIOD

Article 1: Nature and Benefits

- ✚ Members shall assume responsibilities for eligible events as prescribed in the constitution and Bylaws.
- ✚ Members shall be entitled to benefits for eligible events as prescribed in the Constitution and Bylaws.
- ✚ Spouses who are both members of the association shall benefit individually for eligible events.
- ✚ Spouses who are both members of the association shall assume individual responsibilities for eligible events.

Article 2: Assistance Period

- ✚ For events that occur in the State of Georgia, the association shall provide assistance within one (1) week after notification of the Executive Bureau.
- ✚ For events that occur outside the State of Georgia, the association shall provide assistance within two (2) weeks after notification of the Executive Bureau.

SECTION 7: BENEFIT FOR FORTUNATE EVENTS

Article 1: General Provisions

- ✚ Fortunate event must occur in/out of the State of Georgia to qualify for assistance.
- ✚ The Executive Bureau shall undertake verification of reported events prior to assistance disbursements.

Article 2: Birth of a child

In the event of the birth of a child by a member of the association:

- ✚ A sum of three hundred dollars (\$300) (deducted from the sinking fund) will be given to the member (s). This amount is to be recovered from all registered members. Member shall arrange for the visit of the new mother, baby and family not later than six (6) months after the event have been reported.
- ✚ If a newborn reception is organized, members of the association are obligated to attend
- ✚ Women will provide prepared meals while men will provide drinks for the visit.

Article 3: Marriage of a member

In the event that a member of the association is getting married:

- ✚ A sum of five hundred dollars (\$500) (deducted from the sinking fund) will be issued to the member. This amount is to be recovered from all registered members.

- ✚ If a wedding ceremony is organized in Georgia, PHNG members are obligated to attend unless excused by the Executive Bureau.
- ✚ If the marriage is outside of the State of Georgia, the member shall receive a sum of five hundred dollars (\$500) after verification of the marriage.

SECTION 8: BENEFITS IN CASE OF UNFORTUNATE EVENTS

Article 1: General Provisions

- ✚ The Executive Bureau shall undertake verification of reported events prior to assistance disbursements.
- ✚ The member reporting the event will be responsible for a penalty of \$100 if the event turns out to be false.
- ✚ Members who live outside the State of Georgia shall not be bound by a benefit from the mandatory presence requirements of the Bylaws for events organized outside the State Georgia.

Article 2: Death of a Member

- ✚ In the event of a member's death, the Group Haut-Nkam will give the deceased family five thousand dollars (\$5000) from the sinking fund, a wreath of a value of one hundred fifty dollars (\$150), and any other contribution collected will be given to the bereaved family in the following order – spouse, adult child, parent, or sibling.
- ✚ If a wake keeping is organized in Georgia, PHNG members are obligated to attend unless excused by the Executive Bureau.
- ✚ During the wake keeping, PHNG members are obligated to wear the association's uniform or pay a fine of \$10 for violation regardless of reason.
- ✚ During the wake keeping, PHNG women are obligated to bring food and PHNG men are obligated to bring drinks. Violators will pay a fine of \$25 regardless of reason.

Article 3: *Member's Relative Death:*

- ✚ A member will receive a financial assistance of two thousand five hundred dollars (\$2500) when his/her Spouse listed on the registration form die, and two thousand dollar (\$2000) when his/her father, mother, or child 17 years old or less as listed on the registration form, dies. If the member does not have a registration form on file, then he/she will not qualify for any financial assistance. Members can only benefit one time for each parent.
- ✚ During the wake keeping, PHNG members are obligated to wear the association's uniform or pay a fine of \$10 for violation regardless of reason.
- ✚ During the wake keeping, PHNG women are obligated to bring food and PHNG men are obligated to bring drinks. Violators will incur a fine of \$25 regardless of reason.

- ✚ Spouse as described in this article applies to the legal partner of a member. For purposes of support, PHNG only recognizes one spouse per member.
- ✚ Child as described in this article applies to both the biological and adopted children of a member. Official proof of adoption will be requested prior to PHNG support for an adopted child.

SECTION 9: VOLUNTARY/NON-MANDATORY BENEFITS

In the situation of other fortunate and unfortunate events not specifically covered by the Constitution and Bylaws of the association:

- ✚ Members shall be encouraged to visit with the individual concerned as warranted by the specific situation.
- ✚ Members shall be encouraged to attend events organized by individuals concerned to show support and the spirit of solidarity.
- ✚ Members shall be encouraged to make voluntary financial assistance for the individual concerned as warranted by the specific situation.
- ✚ A voluntary visit to a member who is sick shall be organized to show our support

SECTION 10: AMANDMENT OF THE BYLAWS

- ✚ Amendment to the Bylaws shall be conducted as described in the Constitution.
- ✚ Any member of the association can submit a proposal to amend the Bylaws.
- ✚ If deemed necessary, proposals for amendments to the Bylaws may be considered once a year during the General Assembly Meeting of the association that holds in December.
- ✚ Amendments to the Bylaws shall require a two-third (2/3) majority vote of members present during a General Assembly meeting in which there are at least 15 participants.
- ✚ All resolutions of the General Assembly amending the Bylaws shall upon adoption, become effective and enforceable immediately.
- ✚ A note book shall be available at all general assembly meeting to collect suggestions

The Constitution and Bylaws have been Considered and Adopted this day of August 11th, 2018

Signature of the President
(Thomas Mouafi)

Signature of the Secretary General
(Blaise Buyum)