



# Greater Boghé Association, Inc.

*Unity and Development*

---

## Internal Guidelines

In conformity with the current statute of the association, the present document has been established as internal guidelines.

### **Chapter I: Admission and adherence**

#### **Statute 1:**

Anybody from Boghé and the surroundings can be a member without any discrimination.

#### **Statute 2:**

For any new member who is currently registered and is experiencing financial difficulties, the monthly membership fee will be waived for three months pending a stable financial situation.

#### **Statute 3:**

The membership fee is obligatory for every member of the association who is at least eighteen years of age.

The monthly membership fee is estimated at five dollars (\$5.00). However, all sections reserve the right to review the amount for potential increase.

Any member who falls behind his or her monthly contribution for three months will be called to order by the executive committee, and if the delinquency persists, the member will be assessed at twenty dollars (\$20) late fee charge in addition to his/her default contribution.

#### **Statute 4:**

Every time a member is out of the US for more than a month, his/her membership



# Greater Boghé Association, Inc.

*Unity and Development*

---

will be waived. However, contributions will resume two months upon his/her return.

## **Statute 5:**

Membership fees are due every first Sunday of the month except for the month of Ramadan or if the date coincides with any religious holiday.

## **Statute 6:**

Two third (2/3) of the monthly contribution from every section will go to the Treasurer General.

## **Statute 7:**

All members are expected to abide by the rules and principals of the association.

## **Statute 8:**

Membership status maybe terminated in case of:

- ✓ Death
- ✓ Accumulation of late contributions
- ✓ Permanent departure from the country
- ✓ Removal from the membership list of the association

## **Chapter II: Positions and Responsibilities**

### **Statute 9: The President:**

- ✓ He is the High Commissioner of the association
- ✓ He is the official spokesperson of the association and he will defend its interests when necessary.
- ✓ He calls and presides over meetings by the Executive Committee.



# Greater Boghé Association, Inc.

*Unity and Development*

---

- ✓ He presides the opening of the General Assembly.
- ✓ He takes the necessary initiatives for operations in accordance with the Executive Committee.
- ✓ He guarantees the legacy of the association
- ✓ He co-signs checks on behalf of the association
- ✓ If he is unable to co-sign checks, he can transfer the power to any members of the Executive Committee except the Treasurer General.
- ✓ He is in charge of the association
- ✓ He has the right to look into every activity undertaken by the association.
- ✓ He may call for ordinary or extraordinary General Assemblies
- ✓ He may face penalties for noncompliance to the rules of his position.
- ✓ The Vice President may assist him.

## **Statute 10: The Vice President:**

- ✓ He is Second to the President
- ✓ He is the assistant and adviser to the President
- ✓ He is The Secretary General: replaces the President in case of emergency.

## **Statute 11: The Secretary General:**

- ✓ He is the administrator of the association.
- ✓ He sends out memos calling for meetings of the Executive Committee.
- ✓ He summarizes the meetings minutes.
- ✓ He is responsible for the archives of the association
- ✓ He handles documents central to the functioning of the Secretary General of the association.
- ✓ He oversees new memberships and is in charge of membership cards

## **Statute 12: Treasurer General:**

- ✓ He records and is in charge of the books, copies of all financial transactions/ reports and inventories of the association.
- ✓ He records and regularly presents to the Executive committee the financial



# Greater Boghé Association, Inc.

*Unity and Development*

---

- status and expenses of the association.
- ✓ He is responsible of finances before the Executive committee.
  - ✓ He receives the monthly contributions and membership card fees collected by the treasurer of each section (about 2/3 of monthly contributions ).
  - ✓ He co-signs checks with the President.
  - ✓ Receipts, order, must sanction all expenses / withdrawal slips duly signed by both the President and the Vice President. He will need to require a receipt for every transaction completed.
  - ✓ A Secretary upon whom he may bestow some of his prerogatives will assist him.

## **Statute 13: The Secretary of Public Relations:**

- ✓ He is in charge of the public relations of the association
- ✓ He coordinates relationships between the association and other organizations, KGOs and International institutions.
- ✓ He has an assistant who will replace him when necessary.

## **Chapter III: Rules regulating assistance.**

The main goal of the association is to assist its members and to protect their dignity within the rules described in the internal guidelines of the association.

### **Statute 14: Births.**

Any female member, who has given birth in the USA, is eligible to receive a fifty dollar (\$50.00) stipend. In addition, she will be exempted from three months contributions. Moreover, if the new mother remains ill, the necessary dispositions of the internal guidelines will apply to her.

### **Statute 15: The Sick**

Any regular member of the association short of income due to illness for a time of



# Greater Boghé Association, Inc.

*Unity and Development*

---

period of a month will receive an amount of two hundred dollars (\$200.00) stipend renewable up to two months. Beyond six months of being incapacitated, the amount maybe reduced to one hundred dollar (\$100.00) per month up to a year.

## **Statute 16:**

Any member of the association, whose illness necessitates his /her repatriation to the home country, will receive a plane ticket along with a five hundred dollar (\$500.00) stipend.

The person accompanying the sick must be a regular member before receiving a plane ticket with a five hundred dollars (\$500.00) stipend. However, if both individuals are members of the association, Statute 22 will apply to them.

## **Statute 17: Fire**

Any regular member, whose home may have caught fire, will receive a two hundred dollar stipend from the association.

## **Statute 18: Death:**

A member or a relative if necessary may accompany the family of the deceased.

The person accompanying the corpse may receive a return ticket and a five hundred dollar (\$500.00) stipend and a letter of condolences plus a five hundred dollar (\$500.0.0) stipend from the President to the family of the deceased on behalf of the association. However, if he is a member of the association, statute 25 will apply to the deceased.

## **Exceptional Cases Statute 19:**

If a member of the association who dies in his home town during a visit not exceeding six month, the association will send financial support of five hundred dollars (\$500.00) to his family



# Greater Boghé Association, Inc.

*Unity and Development*

---

## **Chapter IV: Discipline, Sanction and Reward**

### **Statute 20:**

Any member or a group of members who violates the present statutes or internal guidelines is subject to a disciplinary action.

### **Statute 21:**

Members of the association are responsible of their own acts in the civic life of their country of residence. They are bound to Federal and state laws of the country.

### **Statute 22:**

Incidents resulting from illegal acts (illegal sales or purchase of products and items, driving without a valid driver's license, falsifying immigration papers, theft and other crimes does not in any case involve the Association. Subsequently, the association will not assist any member who engages in criminal activities mentioned above.

### **Statute 23:**

Any member who engages in bad propaganda that affects negatively the honorability of certain members, or the cohesion of the association will have a warning and will be fined an amount of fifty dollars.

### **Statute 24:**

Any member who uses the name of the association to achieve personal civic, political or economic gains may run the risk of being fined.



# Greater Boghé Association, Inc.

*Unity and Development*

---

## **Statute 25:**

Any member of the committee, who fraudulently withdraws money from the association account, should reimburse the total amount and will be fined one hundred dollars (\$100.00).

## **Statute 26:**

Disciplinary sanctions that will not result into judiciary actions are:

- ✓ Warnings
- ✓ The obligation to ask for forgiveness
- ✓ Fines
- ✓ Suspension for a certain time period
- ✓ Expulsion

Disciplinary sanctions can be decided among the different committees except for the expulsion of members that should be decided during a general assembly.

## **Statute 27: Rewards:**

In an effort to encourage members who are students enrolled in North American Universities and colleges, an amount fixed by sections will be made available in order to financially assist in graduation celebrations.

## **Chapter V: Final Depositions:**

### **Statute 28:**

The decision should be taken by:

- ✓ By consensus
- ✓ By simple majority vote



# Greater Boghé Association, Inc.

*Unity and Development*

---

- ✓ Majority vote of 2/3 of the members

## **Statute 29:**

In case of tied votes, the president's decision will rule.

## **Statute 30:**

The present statute and internal guidelines are subject to change as the association expands and requires changes in its statutes and rules.

*12/25/2005*

The General Assembly.