



Nchenfem Cultural and Development Association-USA

MEMBERSHIP

HANDBOOK



NCHENFEM CULTURAL & DEVELOPMENT ASSOCIATION
(NCUDA-USA INC)



Revised, March 21, 2023

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CHAPTER ONE

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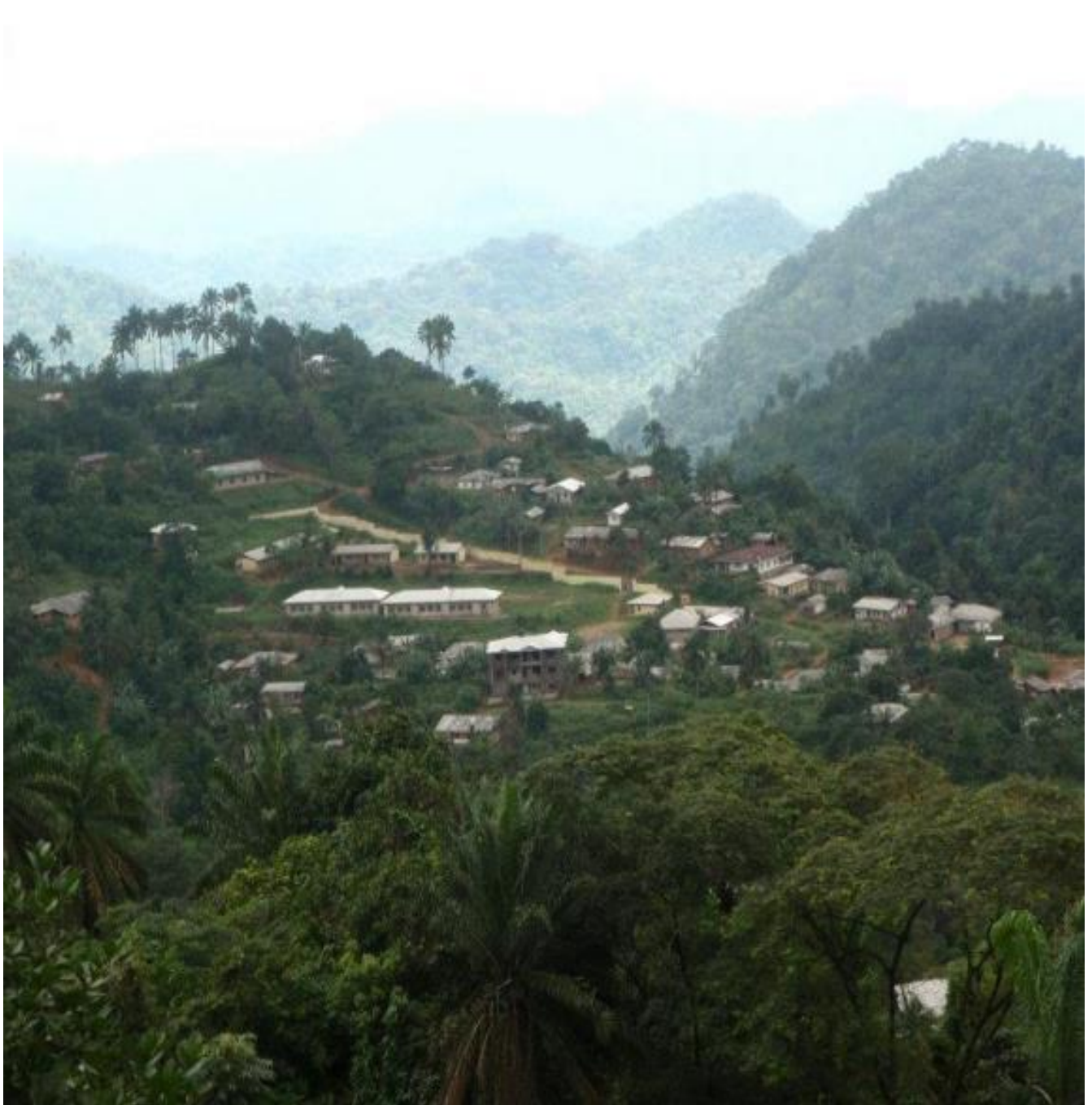
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CHAPTER TWO

A view of Nchenfem Quarter in Fontem Subdivision



FOREWORD

The idea of congregating sons, daughters, and friends of Nchenfem living in the USA

was conceived in 2003 in Palm Beach, Florida by 23 patriotic and visionary Nchenfem men and women. This initiative arose out of the need to create a support structure to assist new immigrants of Nchenfem descent just arriving in the United States of America.

Since then, the association has grown from strength to strength. NCUDA-USA has hosted multiple successful conventions in the USA and partnered with the home branch in hosting the Nchenfem unity convention in 2015 in Nchenfem.

In 2007, the association was incorporated and became recognized as a non-profit tax-exempt organization under section 501© (3) of the United States internal Revenue code. NCUDA-USA has as a mission to: Create a medium for the discussion of issues affecting Nchenfem people in Nchenfem, the United States and the world in general.

To achieve its objectives, NCUDA has consistently collaborated with local development partners in Nchenfem, Cameroon and in the USA. NCUDA-USA has been around for 16 years. Within this time, we have raised funds and successfully implemented numerous projects aimed at addressing the cultural, healthcare, education, and social challenges in Nchenfem. Some highlights include construction of the Nchenfem Water Project, the provision of medical supplies to local hospitals, granting scholarships to deserving pupils, students, teachers, and acquisition of teaching material for Nchenfem Preschoolers. Amongst other initiatives, NCUDA-USA has empowered Nchenfem women with cassava machines to alleviate poverty and increase household incomes. With the current sociopolitical crisis in Cameroon, NCUDA-USA has been at the forefront with Humanitarian Assistance to the internally displaced persons of Nchenfem providing food and medical supplies to our less privileged citizens.

NCUDA-USA draws its membership from Nchenfem people and friends of Nchenfem all over the USA. I assure you that, NCUDA-USA is a well-structured association with a dedicated executive and 5 vibrant chapters in various states across the United States of America. I encourage Nchenfem people in the United States to be good residents of this beautiful country and carry out any activity related to NCUDA-USA ancillary to the association's mission and vision.

It is my pleasure that, we have been able to pool together this Handbook and hope this will keep you abreast of our mission, vision and the policies governing NCUDA-USA. Hope you find pleasure reading this manual.

Sincerely,

Dr. Julius A. Fomengia, President, NCUDA-USA - July 13th, 2019.

CHAPTER THREE



CURRENT NCUDA-USA EXECUTIVE BOARD-07/2022

1. President: Dr. Solomon Betanga (Nkemnkeng-Aka)
2. Vice President: Mr. Emmanuel Mbeboh
3. Secretary General: Mr. Donatus Mbelem
4. Vice Secretary G: Mr. Lawrence Fuanyi
5. Treasure: Mrs. Njiche Tazanu
6. Financial Secretary: Mr. Thomas Alemnkia
7. Organizing Secretary#1: Mr. Elias Mbelem
8. Organizing Secretary#2: Mrs. Evelyn Ntentine
9. Protocol officer: Mr. Boris Alemkia
10. **Social service Account Treasures:**
 1. Mr. Emmanuel Atemnkeng (Nkematemndem)
 2. Mr. Ateawung D. Taku

SPECIAL ADVISERS / NCUDA CHAPTERS

- ✚ Dr. Julius Fomengia
- ✚ Dr. Benard Mbeboh (Nkemasong)
- ✚ Dr. Primus Abila

CHAPTER	PRESIDENT
Maryland/DC/Virginia	TBA
Ohio/Michigan/Minnesota	TBA
Georgia/Texas/Canada	TBA
Florida	TBA
Massachusetts	TBA

CHAPTER FOUR

**NCHEMFEM CULTURAL AND DEVELOPMENT ASSOCIATION
(NCUDA)-USA CONSTITUTION**

PREAMBLE

We the people of Nchenfem in Lebang-Lebialem Division, living in the United States of America in common accord, in order to coordinate and foster the development of the Nchenfem in Lebialem Division of Cameroon, and in order to promote unity, solidarity, culture, hard work, trust, love, and peace in Nchenfem do hereby solemnly and voluntarily constitute ourselves into a nonpartisan, nonviolent, nonpolitical, and nonprofit charitable association, whose objectives, goals, purposes, means, and structure are set forth in the present text entitled “The By Laws of Nchenfem Cultural and Development Association(NCUDA) USA, under the following articles:

Article 1: The Association.

Article 2: Association Structures

Article 3: Election of Officials

Article 4: Property and Assets of the Association.

Article 5: General Provisions

ARTICLE 1: THE ASSOCIATION

SECTION 1: NAME

The official name of the association shall be known as **Nchenfem Cultural and Development Association (NCUDA-USA)**

SECTION 2: MOTTO: “Unity and Development”

SECTION 3: PURPOSE

NCUDA-USA will be organized as a charitable, non-profit Association in the USA. The activities of the Association are to provide basic assistance to the people of Nchenfem and to assist in the development of Nchenfem, which is in Fontem, Cameroon.

HEALTH: The Association will solicit public donations and membership dues for the purpose of providing milk, food for infants and families infected with HIV/AIDS. The milk and food program for the infants and children is to prevent the spread of HIV from mother to child through breast feeding. The Association will provide health awareness education to prevent the spread of diseases among the people. The Association will also raise funds for the purpose of providing the people of Nchenfem with a purified water system source to replace their current river water supply, which is infected with bacterial due to animal and human waste contamination. This will improve health and quality of life.

INFRASTRUCTURE: The Association will also assist the people of Nchenfem in the construction and maintaining of roads within Nchenfem and neighboring villages, which are a vital means for transportation of food and agricultural products.

EDUCATION: In the promotion of education, the Association will assist the children of Nchenfem with basic educational material such as pencils, pens, and books. NCUDA shall collaborate with any other charitable Association in the interest of raising funds and providing needed assistance as stated above in Nchenfem quarter.

WOMEN EMPOWERMENT: The Association will enable women to enhance and develop their quality of life and become architects of their future by presenting opportunities for education and economic transformation. The Initiative is committed to empowering women, thereby strengthening families in Nchenfem.

SECTION 4: MEMBERSHIP: Full membership within the Association is open to individuals, 18 years or older born in Nchenfem and may include individuals who reside in Nchenfem, their in-laws, spouses and friends who support the vision of NCUD-USA.

SECTION 5: DEFINITION OF ACTIVE MEMBERSHIP.

A member is considered registered in NCUDA-USA upon full payment of a nonrefundable \$305 registration fee to the association and has consistently participated in all activities towards Nchenfem development and unity.

SECTION 6: MEMBERSHIP RIGHTS AND PRIVILEGES:

1. Active members shall be entitled to attend, participate, and vote at general assemblies.
2. Only active members may nominate or second a nomination, table or second a motion.
3. Only active members may accept a nomination or run for office.

SECTION 7: LOSS OF MEMBERSHIP

- 1) Membership may be lost by resignation or death of a member.
- 2) When such circumstances arise, the assembly may decide to terminate the membership of a member.
- 3) In the event of loss of membership, the Association shall not be liable for the refunds of any contributions or dues already collected from such a member.

ARTICLE 2: ORGANIZATIONAL STRUCTURE

SECTION 1: COMPOSITION

The Organization's structure shall comprise of its members. The General Assembly shall delegate its powers through elections to the National executive.

SECTION 2: GENERAL ASSEMBLY

- 1) The general assembly is the supreme decision-making body of the Association and all decisions taken at the general assembly shall supersede those of all organs of the Association
- 2) The General Assembly shall delegate its powers through the election of the National Executive.

3) The General Assembly shall exercise its authority when necessary to pass a vote of no confidence on an elected official or the entire executive.

SECTION 3: THE NATIONAL EXECUTIVE

1. Function:

The national Executive shall perform the Day-to-Day activities of the Association. **2.**

Composition:

The National Executive shall comprise of nine (9) members elected by the General Assembly through simple majority vote by show of hand or secret ballot. **3. Members of the National**

Executive The National Executive

shall comprise:

1. The President

2. Vice President

3. Secretary General

4. Assistant Secretary-General

5. Treasurer

6. Financial Secretary

7. Organizing secretary (male)

8. Organizing Secretary (female)

9. Protocol officer (Whip)

SECTION 4: DUTIES OF OFFICIALS:

PRESIDENT. The National President shall preside over all meetings and conventions and oversees the day to day running of the organization. In the event of the absence of the President, and the Vice President, the Secretary shall preside: In this case, the Assistant Secretary General shall perform the duties of the Secretary. In the event of the absence of the President, vice president and Secretary General, the meeting shall be adjourned. He/she may in consultation with the executive delegate some of his functions to members of the executive. He/she is the watchdog of the organization.

VICE NATIONAL PRESIDENT: The vice National President shall have powers to perform all duties of the president in the absence or disabilities of the president and shall perform such other duties as may be assigned for any such vice President.

SECRETARY GENERAL: The secretary shall record all the proceedings of the meetings in books provided for that purpose. And he/she shall perform such other duties as may be assigned to him by the president or the executive.

ASSISTANT SECRETARY GENERAL: The assistant Secretary shall have powers to perform all duties of the Secretary in the absence or disabilities of the Secretary and shall perform such other duties as may be assigned for any such Assistant Secretary.

TREASURER The treasurer shall have custody of all the funds and securities of the

Association. The Treasurer shall perform all the duties generally incident to the office of the treasurer of the Organization subject to the direction and control of the executive. The treasurer would disburse funds only upon presentation of a written and signed request by the president or any such official delegated by the executive. A bank account in the organization's name would be opened to secure NCUDA-USA funds. Two signatures of any executive members are needed to withdraw funds from NCUDA-USA account.

FINANCIAL SECRETARY: The financial secretary shall record all financial proceedings of the association in books provided for that purpose. He or she shall provide members with bi yearly financial statements of the organization. Upon receipt of funds from any member(s), the financial secretary has a maximum of seven days to forward the funds to the treasurer.

ORGANIZING SECRETARY: A male and female organizing secretary would always be elected to the national executive. They shall in consultation with the executive adequately lease/organize convention halls. They would be the spokespersons of the organization.

PROTOCOL OFFICER. He/she would collect fines as would be determined by the general assembly and would ensure orderliness and protocol during meetings.

TECHNICAL ADVISERS: The president of NCUDA-USA upon election to a two-year term of office may nominate as many technical advisers as He/She deem necessary will contribute to the mission and vision of the association.

ELECTION 5: VACANCY IN THE NATIONAL EXECUTIVE

In the event of a vacancy in the National Executive, the National President shall in consultation with the Executive appoint a member to fill the vacant office. During the next session, the General Assembly shall elect a replacement officer to complete that term. At the end of the term, all positions in the National Executive shall be open for election.

SECTION 6: RE-ELECTION OF OFFICIALS:

The entire National executive would be re-elected every 2 years. Any President re-elect-ed for two consecutive terms is ineligible for election during the third term but eligible for other positions within the executive. Thereafter, he/she is eligible for election to any position within the executive.

SECTION 7: GRATUITY OF FUNCTIONS

1. The functions of members of the Executive or any other members serving the Association are without remuneration.
2. However, pre-approved expenses by general assembly incurred by officials in the performance of their duties shall be reimbursed by Association upon presentation and verification of proof of expenditure.

ARTICLE 3: ELECTION OF OFFICIALS:

SECTION1: CODUCTING ELECTIONS:

The General Assembly shall nominate three candidates to conduct elections; the electoral officers will ask the outgoing officials to surrender all documents, books, bank accounts, assets, and other belongings of the Association prior to conducting elections. The electoral officials shall decide whether to conduct the election from top to bottom or from bottom up. Voters shall vote by a show of hand or secret ballot, and only one hand shall represent one vote. **No vote shall be accepted in proxy.** The candidate with a

majority vote shall be announced as the winner.

For each position there could be as many as five nominee candidates, not more. In the event of a position with only one nominee candidate, the candidate shall win by acclamation. In the event of a tie, the electoral officers shall vote to break the tie. At the end of election, the electoral officers shall supervise the smooth handing over to the incoming administration. At the end of the election, the president elect shall give a short acceptance speech to the General Assembly after taking an oath of office and been sworn in by the electoral officers.

SECTION 2: MEETINGS

The National executive will conduct at least 4 executive meetings a year preferably by conference telephone, internet forum or by any other feasible means deemed inexpensive for the Association. NCUDA-USA annual Convention will be rotated from state to state.

SECTION 3: FINANCIAL INCOME AND EXPENDITURE.

The financial sources of the Association shall consist of, but not be limited to

1. Fundraising
2. Donations
3. Special events funds
4. Convention fee
5. Fines
6. Benefit to members: See Benefits guidelines.
7. Fundraising: The Organization may organize various fund-raising activities
8. Donations: From time to times, and as need arises the Association shall solicit and accept donations from appropriate sources.
9. **Special Events Funds.** The General Assembly shall levy special fees on its members to cover for special events and projects as necessary

10. Annual convention Fees: Amount to be TBA!!!!

The amount would be determined by the general assembly and as needed for such fees are deemed necessary.

9) Development fees: Each member will contribute towards development. The amount to be contributed by each member would be determined by the general assembly and would be based on the estimated cost of the project the general assembly has agreed to execute.

10) Registration: All sons and daughters of Nchenfem should affiliate themselves with a local NCUDA-USA Chapter.

11) Fines may be imposed on individuals by the General Assembly.

Fines are not intended to be punitive but may be levied as a correctional measure. The amount would depend on the gravity of the offense as determined by the General Assembly.

SECTION 4: ATTENDANCE OF THE ASSOCIATION EVENTS.

All members are expected to attend all General Assembly meetings and other association events and participate in all deliberations.

SECTION 5: PUNCTUALITY

Members are encouraged to attend Association events on time.

ARTICLE 4: PROPERTY AND ASSETS OF THE ORGANIZATION

SECTION 1: PROPERTY AND ASSETS

Management of property/Assets: The Executive shall manage the property or assets of the association. The President shall furnish the General Assembly with all changes in the status of the Association’s property.

SECTION 2: TRANSFER OF PROPERTIES AND ASSETS

- 1.) The Electoral Officer shall be charged with overseeing the smooth transfer of the Association’s assets and property after every general election.
- 2.) All such transfers shall be completed not more than one month after the elections.
- 3.) The Electoral Officer shall inform the association of the transfer in writing not more than a month after the elections.

SECTION 3: Auditing (Internal)

The Association shall be audited at least every 2 years. An audit team of three persons shall be elected by the General Assembly. The Team shall produce its first report not later than three months following a convention. It shall produce its second and up-to-date report on the eve of the following convention, which shall be circulated in the general assembly.

SECTION 4: DISSOLUTION OF THE ASSOCIATION

In the event of the dissolution of the association, all proceeds from the sale of tangible property shall be donated to a legitimate non-governmental, charitable Organization in Nchenfem

ARTICLE 5: GENERAL PROVISIONS

SECTION 1: AMENDING THE CONSTITUTION

The Constitution may not be amended, revised, or altered in any way except by at least a two-thirds majority vote of the General Assembly.

SECTION 2: AMENDING PROCEDURES

Procedures for amending the Constitution shall include the following:

- 1.) Any member seeking a constitutional amendment shall submit a

petition to the National President or the General Assembly.

2.) The Assembly shall elect an ad-hoc committee to study the proposition and come up with recommendations.

3.) The recommendations of the ad-hoc committee shall be tabled to the General Assembly at its session for a vote.

4.) The amendment proposal shall be valid when passed by at least two-thirds majority of the members attending.

CHAPTER FIVE



NCUDA-USA PERMANENT COMMITTEES

General Provisions

Applies to all NCUDA-USA committees

A: Committee membership: Chair, Secretary (Rapporteur) and Financial Officer

B: Mandate: 2 years term of office, members will be nominated or elected by the general assembly with their term of office renewable once.

C: Responsibilities: All actions and recommendations of all NCUDA-USA Committees will be reported to NCUDA-USA executive in the form of written minutes/resolutions of the Committee meetings/proceedings. NCUDA-USA committees are auxiliaries of NCUDA-USA Executive.

E: Committee financing: Budget recommendations will be submitted to NCUDA-USA Executive for approval or denial

F: Frequency of meetings: Minimum; Quarterly and as needed.

Education Committee

Chair: Dr. Bernard Mbeboh, **Secretary:** Dr. Solomon Betanga, **Financial officer:** Mrs. Yvonne Fomengia

The Education Committee functions to oversee all matters relating to the educational platform of NCUDA-USA and the committee will liaise with the executive to enhance the educational mission of NCUDA-USA.

Duties: To initiate and implement educational policies beneficial to NCUDA-USA members relating to but not limited to providing members with information on scholarships, grants. This committee is also expected to establish long-term partnership with donor organizations which can support NCUDA members in their pursuits of educational excellence.

Cultural Committee

Chair: Mr. Emmanuel Akateh, **Secretary:** Mrs. Marie Mbeboh, **Financial officer:** Nkemtongu Charles

NCUDA-USA is committed to encouraging our culture at all levels within the Nchenfem community. In this light, The Cultural Committee functions to oversee all matters relating to the cultural platform of NCUDA-USA and the committee will liaise with the executive to enhance and promote our rich cultural heritage.

Duties: To initiate and implement Cultural policies beneficial to NCUDA-USA members relating

to but not limited to the creation of a functional and dynamic Cultural Dance Group, promotion of Nweh Language, publication of a Cultural Handbook etc.

Women empowerment and Social Services Committee

Chair: Mrs. Njiche Asonganyi, **Secretary:** Mrs. Jane Betanga, **Financial officer:** Mrs. Margaret Akateh

NCUDA-USA Prides itself in women equality, status, and dignity in all matters. NCUDA believes that, when you empower a woman, a family is lifted out of poverty.

Duties: The committee will propose and manage programs that include but no limited to all activities that seek to elevate the status/condition of all NCUDA-USA women. This committee will also be tasked with getting help and resources for NCUDA-USA members and their families in time of need.

Membership and Community Outreach Committee

Chair: Mr. Denis Taku, **Secretary:** Nkemawungong Michael, **Financial officer:** Mrs. Evelyn Nkemtongu

NCUDA-USA focuses on enlisting all sons and daughters of Nchenfem and neighboring villages in the association as NCUDA-USA seeks collaborative relationships focused on positive impacts between members.

Duties: Develop an outreach plan in response to survey findings of why some Nchenfem son/daughters are not registered and active with the association. Invite and encourage every NCUDA member to be a part of the association. Organize activities and create incentive programs that increase current membership. Invite involvement of members through one-on-one relationship focused on what can be achieved in unity.

Health & Wellness Committee

Chair: Dr Julius Fomengia, **Secretary:** Mr. George Morfaw, **Financial officer:** Dr Christella Mbeboh.

NCUDA-USA recognizes the importance of the health of its membership and will strive to promote a balanced and fulfilling healthy life of its members.

Duties: Focus will be on health education and preventive health measures that will focus on immunizations, illicit substance use, mental illness, Alcohol and Tobacco use, Vision screening, cancer screening, STIs, Promotion of child-safety measures, elderly abuse, women's health, obesity screening for adults and high-intensity diet and exercise counseling for the obese, hearing impairment, poison control, etc.

CHAPTER SIX



DEDICATED SERVICE AWARD GUIDELINES

MISSION STATEMENT

NCUDA-USA awards salutes, celebrates, and recognizes the great achievements of outstanding NCU-DA-USA chapters and members whose personal lives, professional achievements, and community service exemplify the objectives and mission of NCUDA USA

ELIGIBILITY

To be eligible for a NCUDA-USA award nomination, candidates must meet the following minimum requirements:

- Must have been members of NCUDA-USA for at least one year.
- Must be registered, active and are affiliated with a NCUDA-USA Chapter
- Must be living and physically able to participate in person at the award celebrations (no posthumous nominations).

NCUDA-USA EXCEPTIONAL SERVICE AWARD

This award was created in July 2019 during NCUDA-USA Georgia Convention.

This award is dedicated to NCUDA-USA members who have shown extended, dedicated, and extraordinary service to NCUDA-USA

It is given to no more than 3 NCUDA-USA members annually and need not be awarded each year. Nominations should answer the following questions:

- In what ways has the nominee served NCUDA-USA and its members
- Has the nominee's voluntary service spanned years or decades?

- In what ways has the recipient's service been truly extraordinary?
- How has this service benefited Nchenfem?

- Is there breadth and/or depth to the candidate's involvement in volunteer service especially at Nchenfem and the community as a whole?

A strong nomination includes at least two letters of support from fellow NCUDA-USA members. It is essential that nomination materials describe and interpret the candidate's accomplishments in terms that a lay reader can understand.

NCUDA-USA MOST INNOVATIVE CHAPTER AWARD

This award was created in July 2019 during NCUDA-USA, Atlanta, Georgia Convention.

The award recognizes outstanding achievements by NCUDA-USA Chapters in promoting the mission and vision of NCUDA-USA.

Nominations should answer the following questions:

- Did the Chapter achieve an exceptional level of service to its members compared to other chapters?
- Was the chapter proactive in efforts to become involved in community activities?
- Has this service by the chapter been sustained over an extended period? ● If not, has the service been strikingly innovative or substantially beneficial? ● A strong nomination includes letters of support from fellow chapter members. ● Three reference letters by chapter members are recommended.

NCUDA-USA AWARD SELECTION PROCESS

- Nominations must be submitted no later than March 1st of each year with the awards to be presented at NCUDA-USA Annual conventions. Nominations received after March 1st will be considered for the following year.
- NCUDA-USA Award Committee comprising of 3-5 well respected active members will be elect-ed by NCUDA-USA general assembly with a 3-year term renewable once. ● Nominations must be typed and must include the requested information on the nomination form.
- Nominations will remain in the nominee pool for two years. After two years, the individual's nomination must be re-submitted for consideration.
- The nominees will be notified of their nominations by the Award Committee and may be given the opportunity to provide additional information prior to the Awards Committee meeting to review nominations.
- The selected recipients will be contacted by NCUDA-USA President and asked to accept the award. After acceptance, the recipient(s) will receive further information regarding the award presentation and those who made nominations will receive notification of the award recipients.
- Recipients must agree to attend the awards presentation to be recognized and receive the award. If a selected recipient cannot attend, the nominee will be considered for the following year.

NCUDA-USA AWARD NOMINATION FORM

Deadline to submit this form is March 1st of the award year

To nominate a member for this award, please:

1. Complete the nominee's information below as completely as possible. Nominee's Full

Name: _____

Address: _____

Phone: _____

E-Mail: _____

NCUDA-USA chapter affiliation _____

2. Highlight (in not >500 words) your nominee's NCUDA-USA affiliation and community based services and accomplishments.

Nominated by: _____

Phone: _____

Email _____

Date: _____

Please Print, complete, and send form to NCUDA-USA Award Committee.

Committee Chair: Mr. Denis Taku, **Member:** Mr. Maurice Asonganyi, **member:** Mrs. Patricia Morfaw



MOHENFEM CULTURAL & DEVELOPMENT ASSOCIATION
(NCUDA)



Corporation for
NATIONAL & COMMUNITY SERVICE  **UNITED STATES**

STATES PRESIDENT'S VOLUNTEER SERVICE AWARD

NCUDA-USA is approved as of June 2019 as a Certifying Organization for the United States

President's Volunteer Service Award as a Nonprofit organization.

BACKGROUND

In 2003, the President's Council on Service and Civic Participation founded the President's Volunteer Service Award to recognize the important role of volunteers in America's strength and national identity. This award honors individuals whose service positively impacts communities in every corner of the nation and inspires those around them to act, too. The PVSA has continued under each administration, honoring the volunteers who are using their time and talents to solve some of the toughest challenges facing our nation. Led by the Corporation for National and Community Service and managed in partnership with Points of Light, this program allows Certifying Organizations to recognize their most dedicated members.

Volunteer Eligibility

- United States citizen or lawful permanent resident of the United States (i.e., green card holder)
- Must be at least five years old
- Completes eligible service within a 12-month period (for annual Bronze, Silver, and Gold Awards) and over a lifetime (for Lifetime Achievement Awards)

Eligible Service:

- Unpaid acts of volunteer service benefitting others
- Service through National service programs that provide a stipend (e.g., Peace Corps, AmeriCorps) may count towards the Lifetime Achievement Award*, but not for the annual Bronze, Silver, and Gold Awards)
- Travel stipends, transit/parking passes, membership passes, expense reimbursements, and other nominal volunteer support do not impact service eligibility

Eligible Service does not include:

- Donating funds
- Political lobbying (Non-partisan voter registration is an eligible activity)
- Religious instruction
- Conducting worship service
- Proselytizing
- Volunteer service performed as part of court-ordered community service

- Serving only family members

Hours Required to Earn Awards in Each Age Group

Age Group	Bronze	Silver	Gold	Lifetime Achievement Award
Kids (5–10 years old)	26–49 hours	50–74 hours	75+ hours	4,000+ hours
Teens (11–15)	50–74 hours	75–99 hours	100+ hours	4,000+ hours
Young Adults (16–25)	100–174 hours	175–249 hours	250+ hours	4,000+ hours
Adults (26+)	100–249 hours	250–499 hours	500+ hours	4,000+ hours

Award Packages:

- The official President’s Volunteer Service Award pin, coin, or medallion
- A personalized certificate of achievement and letter signed by President Donald J. Trump

CHAPTER SEVEN



MEMBERSHIP CODE OF CONDUCT

RATIONALE

This code of conduct applies to all members of Nchenfem Cultural & Development Association in the United States of America & provides guidance on how to exercise good judgment in ethical matters relating to the association.

The code clarifies and expands upon several rules & defines more clearly the obligations of every NCU-DA-USA member.

We all have a responsibility to contribute to the values of NCUDA-USA and to help maintain its reputation for probity, unity, development, integrity, and impartiality. Ethical conduct is not a passive process but requires all members to make conscious choices and decisions consistent with the ethical values of the association embodied in this code. A few basic guidelines to keep in mind:

You may sometimes find that the proper conduct in each situation is not self-evident. This code can help you decide what to do in many, but not all, situations. When you are in doubt about the ethical im-plications of an action, seek advice before you act & ask yourself these questions:

- Is it legal?
- Does it feel right?
- Will it reflect negatively or positively on me or NCUDA?
- What would a reasonable person think about my action?
- Would I be embarrassed if others knew I took this action?
- Is there an alternative action that does not pose an ethical conflict?

Failure to observe NCUDA-USA By-laws may be grounds for disciplinary action by the association, which may include membership termination in the case of serious violations. Disciplinary action may be imposed for such misconduct depending on factors such as the nature and seriousness of the violation and the member's prior record of conduct.

Before disciplinary action is imposed, the member will be given the opportunity to present

his/her views on the alleged misconduct, and, in case of disagreement with the action, may appeal it.

Integrity

You are expected to act with integrity in all your NCUDA activities, avoiding any behavior that would reflect adversely on you or the association. Integrity encompasses honesty, probity, and loyalty. NCU-DA-USA respects the privacy of members and does not wish to interfere with their personal lives and behavior outside the Association. However, your status as a member of NCUDA-USA carries certain obligations as regards conduct, when executing the association's business. NCUDA-USA attaches great importance to the observance of local laws by members. NCUDA-USA would be seriously concerned about notoriously disgraceful conduct by a member involving domestic violence or abuse of family members.

NCUDA-USA is not able to investigate allegations that a member has violated local laws. However, if concerns about a member's behavior outside the association are brought to its attention by third parties, it is appropriate and prudent that the member be informed about the matter.

Impartiality

Members expected to act with impartiality. While NCUDA-USA does not restrict free speech, members are expected to be cautious of expressions that appear to compromise the values and goals of NCU-DA-USA. For NCUDA-USA executive members, your conduct must always be characterized by objectivity and professionalism. You should not allow personal relationships or considerations, including bias or favoritism, to influence the performance of your duties and you should avoid situations that create a conflict of interest.

Discretion

NCUDA members should exercise the utmost discretion in their actions and show tact and reserve in pronouncements that are consistent with the values of NCUDA-USA. Members should refrain from participating in any activity that conflicts with the interests of NCUDA-USA or would damage the association's reputation. You must respect and safeguard the confidentiality of information which is available or known to you by reason of your membership to NCUDA-USA.

Conduct Within NCUDA-USA

The basic values of impartiality, integrity, and discretion should govern all aspects of your conduct while executing any NCUDA business.

Loyalty of executive members to the association.

By accepting to be elected to association's executive, you have promised to discharge your functions under the sole authority of the general assembly. You must respect the character of your position and help maintain the unity of the executive to execute its mission. You should treat your colleagues in the executive with courtesy and respect, without harassment, or physical or verbal abuse. You should always avoid behavior that, although not rising to

the level of harassment or abuse, may nonetheless create an atmosphere of hostility or

intimidation.

Accountability NCUDA-USA Executive members

You must always act within the scope of your authority. You remain accountable for tasks you delegate to others, and you are expected to exercise adequate control and supervision over matters for which you are responsible.

Confidentiality of Information:

NCUDA members have a responsibility to protect the security of any confidential information provided to, or generated by, NCUDA-USA. Accordingly, to avoid any unauthorized disclosure, you should be careful how you handle confidential information. In addition, you must not use any such confidential information for your own advantage, for example, in your private business dealings.

Press relations, public statements, and publications.

You should not, without authorization, provide to the news media, publish, or make public statements relating to the policies or activities of NCUDA. You are free to publish and speak about other subjects, but you should avoid any public communication not in keeping with your position in NCUDA. Normally, before responding to or initiating a press contact related to the activities of NCUDA you should consult NCUDA Executive, which in turn may need to consult the national assembly depending on the sensitivity of the issue.

NCUDA owns the copyright for all written material you produce as part of your membership duties and has the right to publish such work in a manner it deems appropriate. Conflict

Resolution

Regrettably, conflict can occur in any association. To resolve conflict in an expedient, yet fair manner, NCUDA-USA recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times, disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, file a formal complaint with NCUDA-USA Executive.
- The Executive will arrange a meeting between those involved in the dispute, to determine a resolution.
- NCUDA-USA will adopt formal disciplinary procedures including verbal and written notices including proposals on how to improve the behavior of a member being disciplined. When these remediation steps fail, then a member may be suspended or expelled from the executive or the association.

Suspension/Expulsion of an executive member:

Any executive member may be suspended from office with cause by an affirmative vote by the majority of executive members through two thirds (2/3) vote of the members of the

executive in a special 2/3 quorum meeting session called for that purpose. Cause shall include, but is not limited to, specific instances of misconduct such as moral turpitude, malfeasance, or nonfeasance in the performance of official executive duties. The general assembly shall be informed of such a suspension by mail or through the social media platform no later than three days following the said suspension. Final removal of such an executive member remains solely in the hands of the general assembly at the next convention.

Suspension/Expulsion of a member: Any member of NCUDA-USA may be suspended or expelled from the association with cause by the affirmative vote by 3/4 active members of the association. Cause shall include, but is not limited to, specific instances of misconduct such as moral turpitude, malfeasance, or nonfeasance in the association. The general assembly may explore other avenues of remediation and re-integration to re-register such a member in the association.

NCUDA-USA wants to provide a harassment-free association for its members and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members. The association will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment, but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment. Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands. If any member feels that he/she has been sexually harassed, a formal complaint should be filed with executive of NCIDA USA.

CHAPTER EIGHT

MEMBERSHIP BENEFITS/OBLIGATIONS

- 1) If an active member is deceased, the association would give 10,000 dollars to the deceased designated beneficiary. In such an event, the 10,000 dollars would be raised by all NCUDA-USA registered members.
- 2) The sum of \$200 will be given to an active member when his/her biological sibling is deceased.
- 3) If an active member graduates from any accredited college or university with an Associate, Bachelors, Masters or Doctorate degree, the Association will give the sum of 500 dollars to the graduating active member as an incentive by NCUDA-USA to promote education & invest in the next generation of members.
- 4) If an active member gives birth to a baby, the association will give the happy active member 50 dollars per child.
- 5) If the parent of an active member is deceased, NCUDA-USA will give a condolence package of 1000.00 dollars to the bereaved member regardless of where that parent was located prior to bereavement. An active member cannot present a parent "substitute" if the biological parent(s) of the member is(are) deceased.
- 6) If the child of an active member is deceased, NCUDA-USA will give a condolence package of 500.00 dollars to the bereaved active member.
- 7) If the Husband of an active members is deceased, the sum of \$1000 shall be given to the legal spouse of a deceased active member. Active members requesting this benefit must be in monogamous relationships. Thus, active members in polygamous relationships are encouraged to furnish NCUDA-USA with one legal spouse whom this benefit can be paid to when such situations arise.
- 8) The Benefits account will be named: " NCUDA-USA Social Services Account" and will be managed Pro-Bono by a Financial Secretary and a Treasurer elected to a two-year renewable mandate by the assembly.
- 9) A bank account will be set up to service the benefits of members. The amount in benefits account will be determined by the general assembly.
- 10) Members who have been absent from the association for extended periods, have accumulated significantly burdensome unpaid dues and desire readmission to the association will be given the opportunity to make their case during a general assembly either in person, in writing or via a proxy in case they are disabled.
- 11) A member who misses three consecutive conventions in 5 years will be entitled to only 75% of all benefits available to members.

12) The benefits account should be in a popular bank represented in most states.

13) A member is considered registered in NCUDA-USA upon full payment of a nonrefundable \$305 registration fee to the association.

14) Newly registered and active members will incrementally have access to membership benefits as follows:

From registration to 3 months of active membership: 0%

From three months to six months of active membership: 25%

From six months to 1 years of active membership:75%

Beyond 1year of active membership: 100%

15)Audit: NCUDA-USA Social services account should be audited every two years by a committee comprising of active NCUDA-USA members nominated by the general assembly.