

**BASSA HIGH SCHOOL ASSOCIATION, USA
STANDARD OPERATING PROCEDURES (SOP)
GOVERNING THE GENERAL FUNCTION OF THE ORGANIZATION**

Purpose

The purpose of these procedures is to ensure the adherence to the by-laws and constitution, the conduct of official affairs (including meetings, projects, scholarships, and fundraising), and mutual respect for members.

Scope

The Standard Operating Procedures cover everything pertaining to the effective functioning of the Bassa High School Association, USA. This includes the planning and Implementation of projects, contractual agreement preparation and execution, the design and execution of scholarships, the format and conduct of meetings, the selection of convention venue, revenue generation and disbursements, membership acquisition and expansion, ad hoc committees setup and dissolution and disciplinary measures.

Board of Directors

The Board of Directors shall advise the Executive committee on all policy and fiscal matters of the association. It shall oversee and approve annual budgets. It shall assist in developing rules and amendment to rules of engagement on all matters. The Board shall settle disputes between parties within the organization. In this case the decision of the Board shall be final. It shall actively participate in ways of attracting resources to aid the organization in successfully implementing projects.

The Executive Committee

The Executive Committee under the leadership of the President shall be responsible for carrying out the day-to-day operations of the association. Strict parliamentary procedures shall be adhered to in the conduct of every meeting. The president and members of the Executive Committee shall exhibit a high

degree of fairness and mutual respect for every member during the conduct of meetings and other official functions. Committees shall be given the necessary flexibility in the performance of their duties.

Procedures for Projects Selection and Implementation:

1. During our annual convention, President shall present general proposed projects from the project committee to the general body. Proposal shall include cost estimation, starting time and completion time. During the course of the year, if there is any emergency project that needs the assistance of the Bassa High School Association, the President, the Executive Committee and the Project Committee in consultation with the Board of Directors shall review the situation and call an emergency meeting of the general body before any action can be taken.
2. Upon acceptance of projects by the general body, the board shall approve budget and the executive committee under the leadership of the president shall implement.
3. Proposed contracts shall require the submission of three (3) bids from three (3) prospective contractors.
4. Contractor selected by the body shall submit a contract signed by the Contractor, BHSA USA Representative in Liberia and the Principal of Bassa High School.
The final signature with be that of the President and the Project Committee Chairman.
5. Once a project is approved, disbursement of funds shall be done in a timely manner based upon the terms of the contractual agreement.
6. All approved projects must be completed within the prescribed time period. No project shall be carried forward to the next fiscal year except for circumstances beyond our control.

7. There should be a billboard placed on the site of work performed indicating the name of BHSA USA Inc. to help promote the image of the organization.

Procedures for remitting funds

1. All funds for projects and general operations of the organization must be approved by the president in consultation with the board of directors.
2. Checks must be signed by the Treasurer and Financial Secretary.
3. Paperwork must be returned to the Financial Secretary who serves as the accountant for the organization.
4. A comprehensive financial report will be prepared quarterly by the Treasurer in coordination with the Financial Secretary.
5. All quarterly financial report must be posted on the Bassa High Association USA website and circulated to all members

Format and Conduct of Meetings

1. Meeting call to order by the President
2. Opening prayers by the Chaplin
3. Minutes by the Secretary
4. Correction, approval and adoption of minutes
5. Meeting Agenda
6. The President's Report
7. Committees' Report
8. Financial Report (The Treasurer)
9. Comments and Recommendations

10. Unfinished Business
11. New Business
12. Other Matters
13. Closing Prayers
14. Adjournment

The Design and Execution of Scholarships

Scholarships primarily shall be awarded on a merit-based System.

Selection of Convention Venue

The selection of venue for the annual convention shall primarily be done on a voluntary basis. Any location (City/State) desirous of hosting the convention should have a representative present at the previous convention and express their interest early on. The majority of residents of that location should be in good financial standing with the association. If no location expresses interest, an ad hoc committee will be set up to select a venue and report to the body prior to the conclusion of the ongoing convention.

Revenue Generation and Disbursements

Revenue generation on the national level shall be the sole responsibility of the ways and means committee. However, State and regional locations may choose to carry out fund raising programs and deposit the proceeds in the treasury. No funds will be taken from the treasury to carry out such activities. Revenue disbursements shall be done by

the Treasurer and Financial Secretary upon the directive of the President, in consultation with the Board leadership. No funds shall be disbursed otherwise.

Membership Acquisition and Expansion

The membership Committee shall be the primary medium for the acquisition and expansion. This should be done within the guidelines of the by-laws and constitution. However, individual member shall be encouraged to identify and establish contact with potential members and coordinate the acquisition with the leadership and members of membership committee.

Ad Hoc Committees Setup and Dissolution

Ad Hoc Committees shall be setup on an as need basis by the president or presiding officer during a convention, regular meeting or special emergency teleconference. They shall be for specific purposes only. Once the purposes have been attained, the committees shall become irrelevant and immediately dissolved. The purposes shall be considered attained when formal reports are submitted to the leadership.

Disciplinary Measures

Members shall recognize the voluntary nature of participating in the association's affairs. At such, everything done should be in a spirit of cooperation and respect. Personal attacks (whether verbal or written) shall not be tolerated. Any personal attack levied against a member shall be investigated by an ad hoc committee and appropriate disciplinary actions will be recommended by said committee. Upon the acceptance of the committee's recommendation, the measures contained in the report shall be implemented in full.