
SOBATAM INTERNAL RULES AND POLICIES

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1 Introduction

The internal rules and policies (IR), aligned with SOBATAM Bylaws, aim to ensure efficient operations and define member rights and duties. They guide strong relationships among members, the national bureau, and delegates, and support effective daily management.

The internal rules and policies (IR) must be available to members and delegates on the SOBATAM website. They can be modified under the conditions specified in SOBATAM Bylaws.

2 Summary

This summary is not authoritative. The specific sections are authoritative if in conflict with this summary.

Value of The Network Solidarity Contribution (NSC)	Up to \$15000
Groups	
• Minimum number of members	8
• Waiting period	90 days (180 days returning members)
• Minimum number of delegates	2
• Maximum number of delegates	13
• One-time membership fees	\$50 (\$100 returning member)
• New member registration fee for an active group	\$10
• Delay to pay contribution for death	10 calendar days (20 calendar days if multiple deaths)
• Deadline to pay contribution for budget & other expenses	30 calendar days
• Penalty for late payment of contributions	\$50
• Deadline to pay penalties and contributions beyond initial delay before automatically losing membership	10 calendar days
• Returning membership fees	\$100
SOBATAM Pool members	
• Waiting period	90 days (180 days returning member)
• One-time membership fee	\$15
• Minimum deposit	\$100 (\$50 for SOBATAM Pool for families)
• Deadline to bring deposit to \$100 (\$50 for SOBATAM Pool for families)	30 calendar days
• Penalty for default to bring deposit to \$100 (\$50 for SOBATAM Pool for families) before deadline	\$10 (automatically subtracted from deposit)

<ul style="list-style-type: none"> Additional deadline to bring deposit to \$100 or above before losing membership if deposit is below \$10 	10 calendar days.
Death notification, other requirements and information	
<ul style="list-style-type: none"> Maximum delay to notify SOBATAM before losing qualification for NSC 	15 calendar days if death in North America 18 calendar days if death outside North America
<ul style="list-style-type: none"> Delay to provide additional documents to reconcile mismatch in name, day and month of birth 	45 calendar days
<ul style="list-style-type: none"> Delay to provide initial supporting documents. 	45 days if death in North America 60 days if death outside North America
<ul style="list-style-type: none"> Delay to provide additional supporting documents upon EB request 	At least 10 days
<ul style="list-style-type: none"> Child option (younger than 18 years old) 	25% of standard contribution/member/death and qualify for 50% of NSC standard value
<ul style="list-style-type: none"> Young adult option (up to 30-year-old) 	50% of standard contribution/member/death and qualify for 75% of NSC standard value

3 Group Membership

3.1 Eligibility

- Membership to SOBATAM is voluntary
- The group must have at least 8 members
- All members of the group must have their primary residence in North America (USA or Canada), must be of Cameroonian descent or immediate relatives (spouse/domestic partner, children, stepchildren, father, mother) of a member of Cameroonian descent.
- A member who has been in good standing for 4 years can maintain his/her membership if he/she moves outside North America provided he/she continues to fulfil all his/her obligations. The procedure to follow is described in the ***“Residency Requirement Waiver”*** section. However, members who had been in good standing for 2 years as of 12/29/2024 qualify for the residency requirement waiver if they apply before 2/1/2025. Starting from 2/1/2025 all applicants will be required to meet 4 years of membership in good standing to qualify for the residency requirement waiver.
- Membership of friends of people of Cameroonian descent already enrolled in SOBATAM will be maintained provided they prove they voluntarily enrolled and voluntary designated NSC recipients in SOBATAM files.
- A member who joins SOBATAM through a group or SOBATAM Pool is assumed to do it personally and voluntarily if 18 years or older and is solely responsible for decisions related to his/her membership including: designating NSC recipients, transferring to another group or withdrawing from SOBATAM. For a minor (17-year-old or younger), a parent, legal custodian or a legitimately authorized person, is responsible for making these decisions on his/her behalf.

7. A 3rd person can facilitate the enrollment of a member in SOBATAM, including paying contributions on his/her behalf. This is assumed to be done with the knowledge and consent of the member. This does not give this person the authority to make decisions in place of the member without his/her knowledge and consent unless the person has a legal or legitimate authorization to act on behalf of the member when the latter cannot express his/her intentions.
8. Groups must comply with the above requirements for all their members. They must make sure that decisions affecting the status of a member are made with his/her consent and knowledge.
9. People enrolling others in the SOBATAM Pool or SOBATAM Pool for families must comply with the above requirements.
10. SOBATAM must enforce the above requirements. If there is a conflict regarding the enrollment of a member, SOBATAM must defer to the member instructions. However, for a transfer to another group, SOBATAM must make sure the member has fulfilled SOBATAM related obligations to his/her group before performing the transfer. If the member cannot communicate her instructions to his/her delegates or SOBATAM, SOBATAM must immediately suspend the member until the situation is sorted out. During the suspension, the member SOBATAM ID is no longer valid. In accordance with bylaws section 4.02a, and IR section 8.1.1, during the suspension, the member cannot qualify for the NSC and does not contribute to deaths or the operating budget. SOBATAM must remove the member if the situation is not resolved 6 months after the suspension of the member.
11. SOBATAM shall deny NSC to anyone who enrolls someone who is not an immediate relative (Spouse/domestic partner, child, parent (father, mother)) without his/her full knowledge and consent.
12. Harvesting enrollments of non-immediate relatives for direct benefit or indirect benefit through a third person is forbidden and must result in a denial of NSC.

3.2 Registration

1. The representative of the group shall go to the SOBATAM registration page at <https://sobtam-na.org/register> and follow the instructions on how to open a group account and enter online information for the group members, or on how to submit the information using the registration form; He/she can also request a registration form by sending an email to registration@sobtam-na.org
2. If you download the registration form, fill out the form, sign it and send it at registration@sobtam-na.org or upload it online at <https://sobtam-na.org/register>.
3. After reviewing the application, SOBATAM will confirm reception by email with further instructions.
4. Group pays the one-time membership fees of \$50
5. SOBATAM confirms the reception of payment. Members enter the 90 days waiting period for the activation of NSC.
6. After the waiting period SOBATAM assigns a Group ID to the group, SOBATAM assigns membership IDs to members of the group who meet the 90-day waiting period, and send an email notification to the group delegates.

7. No SOBATAM ID will be assigned to a member, if the day and month of birth are not on file. The day and month of birth are considered not on file if they are either missing altogether or are set to an invalid day and month: 30-February, 31-February.
8. The full name of each registered member shall correspond to what is on an official document required in case of death.
9. After it becomes active (receives a Group SOBATAM ID), the group must pay \$10 registration fees for each new member added.
10. No SOBATAM ID shall be assigned to a person who does not have at least one designated NSC (Network Solidarity Contribution) recipient. The relationship between the member and the NSC recipients must be specified. If a NSC recipient is not a direct relative (spouse/domestic partner, child, stepchild, mother, father) of the member, the latter must sign in front of a Notary public, an NSC recipient designation form and send a copy to SOBATAM at registration@sobatam-na.org.
11. Starting from 3/15/2025 NSC will be denied if the recipient is not a direct relative and there is no NSC recipient designation form on file.

3.3 Group list updates

1. The list of members of a group can be updated to correct the names of one or several members, add one or several members, drop one or several members, update list of assigned delegates.
2. The update can be performed by a delegate by login on the group account on SOBATAM website. This is the recommended method. The change will be considered within 3 business days.
3. The update can be performed by downloading the form online at <https://sobatam-na.org/register>, filling it out and emailing it to registration@sobatam.org.
4. If the form is sent by email, allow 10 business days for the request to be processed.
5. The full name of the member, his/her month and day of birth shall correspond to what is in an official document required in case of death.
6. Member information including name, date of birth and NSC recipients, cannot be changed after his or her death.

3.4 Membership transfer to another group

1. A member from a group in good standing can transfer to a new group in good standing or to the SOBATAM pool.
2. Either the outgoing or the receiving group must notify SOBATAM of the transfer by email at registration@sobatam-na.org. SOBATAM will notify the other group and perform the transfer after 4 calendar days if there is no objection from the other group. The objection must be related to the fulfillment of SOBATAM related obligations to the group.
3. Allow 10 business days for the changes to take effect.
4. SOBTAM does not intervene in the internal operation of groups.

3.5 Membership transfer to SOBATAM Pool

1. If the member wants to join the SOBATAM pool, the outgoing group or the member shall notify SOBATAM by email at registration@sobatam-na.org.
2. SOBATAM performs the transfer and notifies the member of all the other requirements to complete the transfer to SOBATAM pool. The member will have 15 calendar days to fulfil the additional financial obligations associated to SOBATAM Pool.
3. Membership to the pool becomes active only after the member has met all the financial requirements to join the SOBATAM pool in particular the provision of \$100 or \$50 if joining SOBATAM Pool for families.
4. While the transfer to SOBATAM pool is pending, the member is presumed to be in good standing if within the deadline and in bad standing if outside the deadline.

3.6 Withdrawal

1. A deceased member shall be automatically removed by SOBATAM from SOBATAM active member database and the corresponding group membership list.
2. A group may request to withdraw from SOBATAM at any time. The withdrawal shall be effective after SOBATAM has received the Withdrawal Request Form and verified that the requesting group is in good standing.
3. A member who wishes to withdraw from SOBATAM shall contact his/her delegate. Only a delegate can withdraw a member from SOBATAM. He/she shall follow the procedure for updating the list of a group.

3.7 Loss of membership

A group will lose its membership under one of the following conditions:

1. **The group has been in a bad standing beyond the deadline** prescribed in the group financial obligations. Members of the group can only join SOBATAM under the conditions of returning members.
2. **The group no longer meets the requirement to have at least 8 members.** Under these conditions, members of the group are eligible to join the SOBATAM Pool or transfer to other groups. The group will be notified, and members have 30 days to join the SOBATAM Pool by paying the required financial provision of \$100 or \$50 if joining SOBATAM Pool for families. Members affected do not have to pay the one-time membership application fee to join the SOBATAM Pool.
3. **The group does not abide by SOBATAM rules and is a source of grave disturbance.** The group will be notified by SOBATAM. Individual members of the group who were not the cause of the disturbance have 30 days to transfer to other groups or join the SOBATAM pool. SOBATAM reserved the right to refuse individual members if they were the cause of the disturbance. If a member chooses to join the SOBATAM group, it will have to pay the one-time membership fees and fulfil all other financial obligations.

3.8 Returning Members

1. Any group that voluntarily withdraws from SOBATAM may come back. It will receive a new group ID.
2. The returning group shall observe a waiting period of at least 180 days. If the returning group left with some pending financial obligations, it must pay them off and must also pay a one-time fee of \$100.
3. If the group has lost membership because it didn't meet the minimum number of members requirements, the above conditions do not apply. The group will be treated as a new group.
4. Any member who voluntarily withdraws from SOBATAM may come back with the same group or a different group. He/she shall be assigned a new membership ID after at least 180 days.

4 SOBATAM Pool membership

4.1 Eligibility

1. Membership to the SOBATAM Pool is voluntary
2. Any individual who meets the community member criteria set in the bylaws, regardless of current citizenship, with the primary residence in North America (USA or Canada) and the eligibility criteria enumerated for group members, and who is not already a member of a SOBATAM member group.
3. Any member of a member group who meets the conditions of transfer to the SOBATAM Pool.
4. 2 to 7 members of the SOBATAM pool can opt to join the SOBATAM Pool for families. They share the same point of contact with SOBATAM. The latter has access to the other member accounts, can update their information, pay for their financial obligations, and receive and send emails on their behalf.

4.2 Registration

1. The applicant must follow the same procedure specified for the registration of group members. The same restrictions and conditions apply. If the applicant is a minor, the registration must be submitted by email sent at registration@sobatam-na.org by a parent or a legal custodian. The latter must provide his or her full name, telephone number and include the following statement: "I am 18 year or older and affirm that I have the proper authority to enroll the above minor individual to SOBATAM Pool".

4.3 Update of member information

1. Members must follow the same procedure as for the update of group members list. The same restrictions apply.

4.4 Transfer to a group

1. A member of SOBATAM pool in good standing can transfer any time to a group in good standing.
2. The member or the receiving group must notify the transfer to SOBATAM by email at registration@sobatam-na.org.

3. SOBATAM will perform the transfer and notify both the group and the SOBATAM Pool member.
4. Any remaining provision will be transferred back to the member.
5. SOBATAM reserves the right to refuse the transfer of a member in bad standing. Such a member will be considered as a returning member.

4.5 Withdrawal

1. A deceased member shall be automatically removed by SOBATAM from SOBATAM active member database and from the SOBATAM pool.
2. A member may request to withdraw from SOBATAM Pool at any time. The withdrawal shall be notified to SOBATAM by email at registration@sobatam-na.org. SOBATAM will verify that the member is in good standing.
3. Any remaining provision will be transferred back to the member.
4. The member account will be closed by SOBATAM.

4.6 Loss of membership

A member of SOBATAM pool will lose its membership under one of the following conditions:

1. The member is in bad standing. The member is not able to maintain his/her financial provision at the level required.
2. The member does not abide by SOBATAM rules and is a source of grave disturbance. The member will be notified by SOBATAM and any remaining provision will be returned to the member.

4.7 Returning member/Reinstatement

Any member of SOBATAM pool who voluntarily withdraws from SOBATAM may come back with a member group or SOBATAM pool. He/she shall be assigned a new membership ID only after at least 180 days and will be subject to all the other rules to a new member joining a member group or the SOBATAM pool.

If the returning members lost his/her membership after a delinquency, he/she must pay a return fee of \$30. Also, the member can be reinstated only if he/she has paid off all amounts in arrears.

A member who lost his/her membership due to disturbance is not eligible to return before 90 days. After he/she becomes eligible to return, he/she will be subject to all the other rules applicable to returning members.

5 Group Delegates

5.1 Roles

1. Delegates represent the groups at the National General Assembly and have all the prerogatives afforded to them by SOBATAM Bylaws.
2. Delegates are the interface between the group and SOBATAM. All communication between SOBATAM and groups is done through the delegates.

3. Only a delegate can update the group member list, request the withdrawal of the group from SOBATAM or any other administrative task on behalf of the group.

5.2 Designation

1. Groups are solely responsible for the designation of their delegates.
2. A group shall designate at least 1 delegate to handle administrative tasks on behalf of the group and interface with SOBATAM. The person who files the group application is the de facto delegate administrator of the group until he/she notifies SOBATAM otherwise.
3. Each group is responsible for promptly replacing a delegate who is no longer a member of the group
4. SOBATAM can suspend or remove a member who is a group delegate and who is the source of grave disturbance. In that case it is up to the group to designate a new delegate.
5. At least 3/4 of the delegates of the SOBATAM Pool must be designated outside the members of the National Executive Bureau (EB).
6. At least 1 member of the EB must be designated as a SOBATAM Pool delegate.
7. EB is responsible for the administration of the SOBATAM Pool.
8. Delegates of the SOBATAM Pool are advocates of the group members and represent the group at the general assembly (GA).
9. Groups must keep their delegates' contact details, such as phone numbers and email addresses, up to date.

5.3 Number of delegates per group

1. Each group of up to 20 members can have 2 delegates. A group will have additional delegates based on the range of their membership as indicated in the table below.
2. The number of delegates for the SOBATAM Pool will follow the above rules.

Table 1: Number of delegates per group size

Membership Range	Number of delegates	Membership range	Number of delegates	Membership range	Number of delegates
20 or less	2	81 - 100	6	161 - 180	10
21 - 40	3	101 - 120	7	181 - 200	11
41 - 60	4	121 - 140	8	201 or more	13
61 - 80	5	141 - 160	9		

6 Matriculation

1. All membership IDs remain the sole property of SOBATAM and should under no circumstances be used outside the scope of SOBATAM.
2. The use of names and membership IDs, as well as emails and phone numbers from SOBATAM for political or economic purposes is not authorized and shall be liable to prosecution.

3. Members from a dissolved group as well as eligible SOBATAM pool members shall get a new identification number and stay current.
4. No member shall have two (2) identification numbers. It is the responsibility of the delegates of a group to ensure that their members are not registered twice.

7 The Network Solidarity Contribution

7.1 Options

To attract all generations of our community, SOBATAM will offer the following options that determine the level of contribution per member per death, and the percentage of NSC members qualify for.

7.1.1 Standard Option

1. The standard option sets the reference for the contribution per member per death, and the NSC (Network Solidarity Contribution) members qualify for. By default, all members are assigned the standard option.

7.1.2 Child Option

1. This option is open to members younger than 18 years old. These members contribute 25% of the standard contribution per member per death and are eligible to 50% of the standard NSC (Network Solidarity Contribution). For instance, if the standard contribution per member per death is \$10, a child option member contributes \$2.50. Similarly, if the standard NSC is \$10,000, a child option member qualifies for \$5,000.
2. A parent or legal custodian of an eligible member must select this option in writing during the 90-day waiting period. For group members, the notification should be made through a delegate of the group.
3. For eligible members with existing SOBATAM IDs, this option may only be selected in December, with effect beginning in January of the following year.

7.1.3 Young adult Option

1. This option is open to members 30-year-old or younger. These members contribute 50% of the standard contribution per member per death and are eligible to receive 75% of the standard NSC. For instance, If the standard contribution per member per death is \$10, a young adult option member must contribute \$5 per death. Similarly, if the standard NSC is \$10000, a young adult option member qualifies for \$7500.
2. The member or the parent or legal custodian, if minor, must select the option during the 90-day waiting period in writing. For group members, the notification should be made through a delegate of the group.
3. For eligible members with existing SOBATAM IDs, this option may only be selected in December, with effect beginning in January of the following year.

7.1.4 Change of options and other conditions

1. Option changes must be submitted in writing during December, becoming effective the following January. Group members must request changes via their delegates.
2. Switching from child or young adult options to standard is always allowed. Changing to child or to young adult requires eligibility.
3. Knowingly selecting an option one is not eligible for will result in NSC denial.

7.2 Eligibility

1. The deceased member shall be a member of a group in good standing as specified in the “Group Good Standing Determination” section (10).
2. If the deceased is a member of the SOBATAM Pool, he/she must be in good standing as specified in the “SOBATAM Pool Member Good Standing Determination” section (11).
3. All notifications and other requirements enumerated below are met.

7.3 Determination of Network Solidarity Contribution

1. The total amount SOBATAM pledges to help family of a deceased member to cover funeral expenses will depend on the number of months membership is active in SOBATAM. Full description of total count of months within a specific period where a membership is considered active and related/assigned amount is described in the table below. In this context, a full month is 30 days. The number of days is determined starting from the time the member received his/her SOBATAM ID to the day the member deceased. For instance, if a member passes away after 180 to 209 days, he/she is credited 6 full month membership, and after 210 to 239 days, he/she is credited 7 full month membership.
2. Child option members qualify for 50% of the NSC amount determined in the table for the same membership seniority. Similarly, Young adult option members qualify for 75% of the amount determined in the table. For instance, after 20 months of active membership, the standard NSC is \$10000. A child option member qualifies for \$5000 (50% of \$10000). A young adult option member qualifies for \$7500 (75% of \$10000).
3. This amount may be increased in the future by the GA through a vote of a simple majority of delegates present, if membership increases significantly and the contribution per member is around a few dollars and/or to consider higher costs of funeral.
4. If membership decreased to a point where the contribution per member per death becomes unsustainable, the amount of NSC can be decreased by GA through a vote of a simple majority of delegates present.
5. NSC determination table

Full Month Membership	NSC Amount	Full month membership	NSC Amount
30 months or more	\$15000	29 months	\$14500
28 months	\$14000	27 months	\$13500
26 months	\$13000	25 months	\$12500

Full Month Membership	NSC Amount	Full month membership	NSC Amount
24 months	\$12000	23 months	\$11500
22 months	\$11000	21 months	\$10500
20 months	\$10000	19 months	\$9500
18 months	\$9000	17 months	\$8500
16 months	\$8000	15 months	\$7500
14 months	\$7000	13 months	\$6500
12 months	\$6000	11 months	\$4000
10 months	\$3500	9 months	\$3000
8 months	\$2500	7 months	\$2000
6 months	\$1500	5 months	\$800
4 months	\$650	3 months	\$500
2 months	\$300 or contributions paid + \$100 whichever is greater	1 months	\$300 or contributions paid + \$100 whichever is greater
Less than 1 month	Contributions paid		

7.4 Notification and other Requirements

7.4.1 Death in North America (USA and Canada)

1. Any death shall be notified to SOBATAM within 15 calendar days. It can be done by sending an email to death-notification@sobatam-na.org with the member information, date and location of death, SOBATAM ID and contact information of NSC recipients.
2. The following documents must be produced to SOBATAM after notification of the death to trigger the collection of contributions from members:
 1. Death Certificate
 2. SOBATAM Membership ID
 3. Copy of a Picture ID.
 4. A document showing the relationship for NSC recipients who are direct relatives of the deceased member. If an NSC recipient is not a direct relative, SOBATAM must have on its file a notarized form signed before a notary public by the deceased member designating the non-direct relative as an NSC recipient.
 5. The name, day and month of birth in the death certificate and picture ID must correspond to what is on file. If there is a mismatch, NSC recipients have up to 45 calendar days from the day initial documents were provided, to provide additional official documents allowing them to reconcile the mismatch. Beyond that deadline, NSC is denied.
 6. Qualification for NSC cannot be denied if the mismatch is due to a SOBATAM clerical error.
 7. Qualification for NSC shall be denied if the day and month of birth are not on file. Existing members have until 08/31/2023 to comply.

8. NSC recipients have 45 days to submit initial documents verifying a death. If unable to meet this deadline for valid reasons, recipients must contact SOBATAM EB, which may grant a reasonable extension. EB can deny extensions if the reasons are deemed insubstantial.
9. SOBATAM EB may request supplementary documentation, if required, to confirm a death. The organization must grant NSC recipients an appropriate period to submit these materials, which shall not be less than 10 days.
10. Failure to provide documents within the delay will result in denial of NSC.

7.4.2 Death Outside North America (USA and Canada)

1. Any death outside North America shall be notified to SOBATAM within 18 days. It can be done by sending an email to death-notification@sobatam-na.org with the member information, date and location of death, membership ID and contact information of ~~the beneficiary or right holder~~ NSC recipients.
2. The following documents must be produced to SOBATAM after notification of the death to trigger the collection of contributions from members:
 1. Death Certificate
 2. SOBATAM Membership ID
 3. Copy of a Picture ID
 4. Copy of airline tickets or any proper document showing that the member travelled outside the USA or Canada less than 6 months before the date of death. This is not required if the deceased member has a residency waiver on file and the death occurred in the waived country.
 5. All the other conditions for death cases in North America (Canada and USA) apply. However, initial documents must be provided within 60 days.

7.4.3 Other requirements

1. To enable SOBATAM to conduct a more robust vetting of primary residency and travel requirements, the authenticity of the member death and the supporting documents, NSC recipients upon requested, must:
 1. give any waiver and provide any support required for SOBATAM or its designated agents, to directly obtain copy of the documents from the issuing or custodian authorities.
 2. Promptly answer any questionnaire or inquiry submitted by SOBATAM or its designated agent.

7.5 Deceased member Privacy

1. The group delegate must redact the cause of death from certificates before submitting them to SOBATAM.

2. The Executive Bureau will remove sensitive personal data, such as SSN, from records once cases are closed.

7.6 Payments

1. SOBAM shall collect the NSC from all groups. The funds must be transferred to NSC recipients to cover expenses related to the loss of the member and carry out his or her last wishes.
2. If a deceased member or NSC recipients have allocated a portion of NSC to a charity, SOBAM will coordinate with NSC recipients to collect additional contributions to the charity in honor of the deceased member. The transfer of funds to the charity will be arranged between SOBAM EB and NSC recipients and communicated to the network. The charitable contributions can be collected at the same time as the NSC.
3. Transfer of funds to NSC recipients will be made using one of the following methods:
 1. Transfer of funds into the bank account of the right holder(s).
 2. Direct payment to the right holder(s) by check or cashier's check.
4. Under no circumstances shall funds be given in the form of cash.
5. If NSC recipients choose not to allow SOBAM to advertise the receipt of NSC, SOBAM will withhold 10% of the payout.

8 Contributions

8.1 Per member contribution determination

1. To determine the contribution of a member per death, assign 4 tokens to the standard option, 2 tokens to the young adult option, and 1 token to the child option. Multiply the number of members in each category by their respective tokens to get the total number of tokens. Divide the payout amount by the total number of tokens to determine the contribution per token. For example, with a \$5000 payout, 600 standard members, 30 members with the young adult option, and 40 members with the child option, the total number of tokens is 2500 ($600 \times 4 + 30 \times 2 + 40$). The contribution per token is \$2 ($\$5000/2500$), so members pay: standard: \$8, young adult option \$4, child option \$2.
2. To cover costs related to processing a death and to begin establishing a reserve fund, \$1 will be added to the contribution for each standard option member, \$0.50 for each young adult option member, and \$0.25 for each child option member, as specified above.
3. The contribution for each group is calculated according to the number of members in each category: standard, child and young adult. For example, with 10 standard, 5 young adult, and 4 child option members, the calculation would be: $10 \times \$8 + 5 \times \$4 + 4 \times \$2 = \110 .

8.2 Collection from Groups

1. Collection of contributions from groups must be triggered after verification of eligibility and notification requirements.
2. SOBAM must send the contribution table to delegates of groups via email and the Delegate WhatsApp forum. SOBAM must also provide access to supporting documents to delegates.

3. The contribution table must provide at least the following information:
 1. Name of the deceased
 2. Date of death
 3. Date the deceased received SOBATAM membership ID
 4. Number of full 30-days month active membership
 5. The name of the group of the deceased
 6. Total number of members with SOBATAM IDs for each option (standard, child, young adult)
 7. Contribution per token, standard, child and young adult options.
 8. For each group: number of members with IDs for each option: standard, child and young adult, and the total contribution for the group.
 9. Information on how groups can pay for their contributions. The same information must be available on the SOBATAM website.
4. Each group has 10 calendar days to pay for their contributions. However, if the contribution table is for several deaths, groups will have 20 calendar days to pay for their contributions.
 1. If a group does not honor its contribution within 10 calendar days, it will incur a penalty of \$50. The group has 10 calendar days to pay for the contribution and the penalty. After that the group is considered in bad standing. EB should work with the group to resolve the situation as soon as possible. If the group does not cooperate in a satisfactory way after a reasonable period, EB will remove the group from SOBATAM after giving the group 30-day notice in writing. The group can be reinstated if it pays within 30 days of being dropped, outstanding contributions including for deaths that occurred during the period the group was dropped, and a penalty of \$100. Beyond this delay, the group can only return under the conditions of a returning group.
5. If SOBATAM cannot collect the total amount of NSC and 50% of the reserve funds are not enough to cover the NSC, NSC recipients will receive the amount collected and 50% of the reserve funds. The missing amount will be redistributed among the members after dropping the delinquent groups.
6. SOBATAM reserves the right to delay a death announcement if it occurs after one or more other deaths within the same month. The goal is to limit contribution requests to a reasonable amount per month.

8.3 Collection from the SOBATAM Pool

1. Contributions for the SOBATAM Pool will be withdrawn from the deposits of members of the Pool.
2. Members whose deposits drop below \$100 or \$50 for SOBATAM Pool for families will receive a notification requesting them to bring their deposit to at least \$100 or \$50 respectively.
3. Members must bring their deposits to at least the minimum required within 30 calendar days after receiving the notification.
4. A member who does not bring his/her deposit to the minimum required within 30 calendar days will incur a penalty of \$10 that will be automatically subtracted from his/her deposit. Members who do not respect the deadline and whose deposit is below \$10, 10 days after the deadline are

reputed to be in bad standing. SOBATAM EB will remove the member if he/she does not comply after a reasonable period. EB must give 30-day notice in writing before removing the member.

9 Operating budget and other expenses

9.1 Operating budget

1. The EB must prepare the operating budget of SOBATAM and submit it to the GA for review and approval.
2. GA has the power to review and amend the proposed budget. The final budget is approved by an affirmative vote of a simple majority of the delegates present.
3. After the adoption of the operating budget, the EB shall send the contribution table no later than 15 calendar days.
4. After receiving the budget contribution notification, groups must honor their contributions no later than 30 calendar days. If the group does not honor its contribution to the budget, it will incur a penalty of \$50. The group then has 10 calendar days to pay for the contribution and the penalty. If the group still fails to honor its financial obligations after this last deadline, it will automatically lose its SOBATAM membership.
5. The determination of a member contribution for the operating budget will follow the same method as for the determination of the contribution of a member per death. If the operating budget is \$5000, 600 members with the standard option, 30 members with the young adult option and 40 members with the child option, the contribution per token will be \$2, \$8 for a standard option member, \$4 for a young adult option member and \$2 for a child option member.
6. The group contribution is determined using the same method as the contribution for the death of a member.
7. SOBATAM Pool contribution will be made under the same conditions as the death of a member.

9.2 Out of budget expenses

1. The EB shall not engage non-budgeted expenses representing more than 10% of the operating budget approved by the GA.
2. EB shall summon an extraordinary meeting of GA to approve out of budget expenses if the total is more than 10% of the operating budget approved by GA.
3. EB cannot engage expenses for which it does not have funds available. In other words, EB cannot borrow to fund expenses.
4. Contributions to legitimate out of budget expenses will be determined and collected under the same conditions as the operating budget unless the GA specifically prescribes other conditions by a vote of a simple majority of delegates present.
5. All expenses should be tracked and included in the annual financial report, made under the proper authorization by EB and must comply with state and federal laws.
6. Contributions for a member death shall not be used for other expenses.

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7. Contributions to the operating budget and other expenses cannot be used to pay for NSC. However, reserved funds collected for each death can be used to pay for NSC.
 8. The GA may exceptionally approve by a vote of 60% of delegates present the use of the operating budget funds if available and if it is not possible to collect the totality of NSC a member is entitled to.

10 Determination of a group standing

A group is in good standing if it meets all the following conditions:

1. The group has a SOBATAM group ID
2. The group is not delinquent due to the failure to pay its contributions and penalties within the prescribed deadlines.

If a group does not meet all the above conditions, it is in bad standing. Its members do not qualify for NSC.

11 Determination of a SOBATAM Pool member standing

A member is in good standing if he/she meets all the following conditions:

1. The member has a SOBATAM membership ID
2. The member is not delinquent due to the failure to pay his/her contributions within deadlines. In other terms the member has not brought his/her deposit at the minimum required within deadlines and the deposit was not enough to cover contributions for death or operating budget.

A member who does not meet all the above conditions is reputed in bad standing and does not qualify for NSC.

12 Fraud

1. It is considered as fraud:
 1. A member who obtained a SOBATAM membership ID while his/her main residence is outside the United States or Canada
 2. Any falsified document.
 3. Any false statement.
 4. A member having two (2) Identification Numbers
2. In case of fraud detected, the concerned group or member will be excluded from SOBATAM
3. SOBATAM reserves the right to demand repayment of NSC unduly received and to press charges if necessary.

13 Residency Requirement Waiver

13.1 Introduction

In accordance with SOBATAM Bylaws section 3.01.c and Internal Rules section 3.1.4, a member who has been in good standing for 4 years can move outside North America (USA or Canada) and maintain his/her membership.

This section specifies the procedure that SOBATAM members should follow to take advantage of this important benefit. The goal is to ensure the sustainability of the benefit in the long run while protecting against possible abuses.

13.2 Guiding principles

1. **Default primary residence.** All members are presumed to have their primary residence in North America (USA or Canada) and are subject to the 6-month travel restriction until they explicitly request a residency requirement waiver.
2. **Proof of prior primary residence in North America.** At the time of the residency requirement waiver request, the member must provide some proof that his/her primary residence prior to the request was in North America.
3. **New country of primary residence.** The member requesting a waiver must indicate the new country of his/her primary residence. If the member deceases outside his/her country of primary residence or North America, he/she will be subjected to the same travel document requirements as members whose primary residence is in North America and who deceased outside North America.
4. **Death Notification.** At the death of a member with a residency requirement waiver, death notification requirements will be the same as for a member who deceases outside North America except if the death occurs in North America. In the latter case the requirements are the same as for members with primary residence in North America.
5. **Document requirements.** If the member deceases in his/her country of primary residence or in North America, there is no requirement to provide travel documents. If the member deceases outside his/her country of primary residence or North America, travel documents showing that the member has traveled less than 6 months before his/her death will be required.
6. **Residency requirement Waiver form and records.** SOBATAM must develop a residency requirement waiver form to help members meet the above requirements. The form can be downloaded from the website, requested by the member for SOBATAM Pool, point of contact for SOBATAM Pool for families, or by a delegate for SOBATAM Groups.
7. **Records.** SOBATAM must maintain records of members with residency requirement waivers.
8. **Cancelation of residency requirement waiver.** If the member moves back in North America, he/she can cancel the residency requirement waiver directly (SOBATAM Pool), through the point of contact for SOBATAM Pool for families or through a delegate for SOBATAM groups, by sending a request at registration@sobatam-na.org from an email address on the record. SOBATAM must send a confirmation email to the member, point of contact or delegate.

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9. **Change of country of primary residency.** A member with a residency requirement waiver, can change his/her country of residence any time by simply notifying SOBATAM by email at registration@sobatam-na.org. SOBATAM must confirm the change by email.

13.3 Procedure to request the Residency Requirement Waiver

The procedure can be initiated by the member if in the SOBATAM Pool, the SOBATAM Pool for families point of contact of the member, or a delegate of the SOBATAM group of the member.

1. Obtain the Residency Requirement Waiver (RRW) form by downloading from the web or the delegate account, or by requesting it at registration@sobatam-na.org
2. Fill out the RRW form.
3. Send the RRW along with documents supporting prior residency in North America at registration@sobatam-na.org. The following documents can be used as a proof of prior primary residency in North America:
 1. A copy of a recent (less than 3 months) utilities bill (Telephone, Electricity/Gaz, ...) in North America at the name of the member.
 2. Copy of a valid Government issued document (driver license, Property taxes, passport, permanent residency card, ...) showing residency in North America.
 3. Travel documents from North America to outside North America of less than 6 months with the name of the member.
4. SOBATAM acknowledges reception of the RRW request by email.
5. SOBATM checks that the member meets waiver conditions: membership and document requirements.
6. SOBATAM confirms the acceptance or denial of the waiver by email. In the latter case, SOBATAM must provide the reason why the RRW is denied.

CERTIFICATE OF ADOPTION OF INTERNAL RULES

I do hereby certify that the above stated Internal Rules for SOBATAM Incorporated were approved and adopted by the General Assembly on 7/27/2025 and constitute a complete copy of the internal rules and policies (IR) of the corporation.

Andre Ntamack, PhD

Secretary, SOBATAM Executive Bureau

Date: _____
