



College of West Africa Global Alumni Association

Guidelines for the Authorization, Formation and Function of Regional Packs

"Connected across the globe by our common goal - assisting and uplifting CWA, our beloved alma mater!"

Guidelines for CWAGAA Regional Packs

The President will appoint a Social Committee as per **Section 6.2** of the Constitution and By-Laws. The members of this committee will be the leaders and co-leaders of the Regional Packs. Packs function under the umbrella of CWAGAA. All Pack activities are governed by the Constitution and By-Laws of CWAGAA.

The proposed Regional Packs are:

PACK	COVERAGE	COUNT
WEST	WA, OR, ID, MT, WY, CA, NV, UT, CO, AK, HI, AZ, NM	13
MIDWEST	ND, SD, MN, WI, MI, NE, IA, KS, MO, IL, IN, OH	12
NORTHEAST	ME, VT, NH, MA, RI, CT, NY, NJ, PA, DE, MD, WV, DC, VA	14
SOUTH	KY, TN, NC, SC, AR, MS, AL, GA, FL, TX, LA, OK	12
EUROPE/ASIA/AUSTRALIA	(to be organized)	
LIBERIA	(to be organized)	
Other countries in Africa	(to be organized)	

I. Purpose of Packs

- A. To foster camaraderie and social interaction among alumni in the region.
- B. Periodic fundraising structured towards CWAGAA's objectives.

II. Structure

- A. Packs can be formed by only one group of fully registered CWAGAA members in any of the proposed Regions.
- B. Each Pack will have a pack leader(s) and/or pack co-leader(s). The number of leaders and/or co-leaders will be decided by each Pack. The pack leader and co-leader will serve on the Social Committee.
- C. A member of an organizing Pack must inform the Global Managing Officers (GMO), via email, that a Pack is being organized. A member of each formed and organized Pack shall report their formation to the GMO via email within one week of being organized.
- D. No Pack structure shall supersede the managerial roles, functions, and responsibilities of the GMO.
- E. Resolution of issues of roles, functions, and responsibilities shall be presented to the GMO whose decisions shall be final and binding. Referrals to the Board on such issues shall be the responsibility of the GMO.



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III. Membership and Dues

- A. Membership guidelines for the Packs are the sole responsibilities of the Packs. However, no membership guideline(s) shall supersede that of the CWAGAA.
- B. Annual membership dues to CWAGAA shall not be superseded by any membership dues structure that is put in place by individual Packs.

IV. Financial Guidelines

- A. Each Pack will be responsible for raising initial funds for the first fundraiser. The initial funds could be reimbursed or donated. This will be a decision of the Pack. (Packs could follow the precedent set by Global. Members donated the startup funds.)
- B. All proceeds from fundraisers will be deposited into CWAGAA bank accounts using available means of deposit (electronic or paper).
- C. Deposits will be made with the assistance of the GMO's secretary and/or treasurer, if necessary. Proof(s) of deposits, to include screenshots and/or pictures of the receipts will be forwarded to the Secretary and/or Treasurer of the GMO.
 - 1) Packs based in the United States and Canada will deposit directly into CWAGAA bank accounts in the United States.
 - 2) Packs based in Liberia will deposit into the CWAGAA bank account in Liberia.
 - 3) Packs located in other regions (once they organize), will contact the GMO for mutually acceptable and efficient modes of deposits and transmissions.
- D. Accounting responsibilities for those funds shall be the Pack's responsibility as set within the Pack's structure. Reporting of those funds in financial statements for CWAGAA shall be the responsibility of the GMO, per the financial policy guidelines.
- E. After a Pack has deposited funds with CWAGAA, a Pack may request funds from CWAGAA for future fundraisers (using the current and existing financial policy guidelines). Vouchers (for requests) and approved means of transmission and limits shall follow the CWAGAA Payout Policy.
- F. The Packs will make an initial withdrawal of less than twenty-five percent of their total deposits, in the event they want to engage/initiate a fund-raising activity. Additional withdrawals will be on a case-by-case basis, as approved by the GMOs. All withdrawals will be in accordance with the CWAGAA Payout Policy.
- G. The GMOs in their exercise of discretion over all funds deposited with the CWAGAA will determine the actual percentage of withdrawal from monies deposited with the Treasurer.



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- H. The requests and transmissions cannot exceed the funds deposited with CWAGAA. Operating funds with CWAGAA shall not be used to make loans to Packs.

V. Right to Designate Use of Funds

Each Pack shall have the right to designate the use the funds that it raises for a particular project(s), with the guidance and assistance of the GMOs. Overall decision, management, and execution of the designated use is the function of the GMOs, and will be conducted according to existing policies, guidelines, memoranda of understanding governing projects and fundraising activities of the CWAGAA.

VI. Liabilities, Waivers and Release

- A. Implied waiver and release – Members of the Pack willfully release and forever discharge and hold harmless CWAGAA Board of Directors, General Managing Officers and their successors and assigns from any, and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which may arise from their engagement with the pack with respect to bodily injury, personal injury, illness, death, or property damage that may occur.
- B. CWAGAA does not assume any responsibility for, or obligation to provide financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. In the event of injury or medical expenses to a Pack member, no such claim for compensation or liability will be honored by CWAGAA or its Packs.
- C. While engaged in Pack activities members willfully release and forever discharge CWAGAA Board of Directors, General Managing Officers, and their assigns from any, and all claims whatsoever which may arise or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency.
- D. Photography release: while engaged in Packs activities, all rights, title, and interests in any and all photographs, images, video, or audio recordings will be conveyed to CWAGAA.

VII. Revisions to the Guidelines

These guidelines may be revised as deemed necessary by the Packs with approval of the Managing Officers or by the Managing Officers.