

TRINIDAD AND TOBAGO
CONSTITUTION OF
FATIMA OLD BOYS ASSOCIATION

1. The Name of the Association is **“FATIMA OLD BOYS’ ASSOCIATION”** (hereinafter called ‘the Association’).
2. The address of the office of the Association will be situated at Fatima College, Mucurapo Road, Port of Spain, Trinidad
3. The Objects of the Association will be as follows:-
 - a. To foster an active interest in the affairs and activities of the alma mater – Fatima College
 - b. To provide a forum for social intercourse among all past pupils of Fatima College
 - c. To support Fatima College, its principal, staff, pupils, Board of Management in the best interests of the College
 - d. To provide such advice and financial assistance as the resources and expertise of the Association permit.
 - e. To support, contribute to and work in association with any body or individual which may be working towards similar or related objects.
 - f. To do all such lawful things as are incidental to the attainment of the above objects.

The Fatima Old Boys Association (hereinafter “the Association”) is established for the purpose expressed herein.

4. MEMBERSHIP

- i. The Association shall consist of Ordinary Members, Affiliate Members, Life Members and Honorary Members
- ii. Every Past Pupil of Fatima College shall be eligible to be an ordinary member of the Association.
- iii. There shall be such Affiliate members and/or Honorary Members as the association may decide, such Affiliate members may be individual or a group.
- iv. Each member shall have a vote in the proceedings of the Association subject to having duly completed and signed a membership form.
- v. Life member shall be those persons who are members of Project 200 or who pay \$250.00 in subscriptions.
- vi. There shall be annual subscriptions of \$25.00 which is not a condition of a member.

5. MANAGEMENT COMMITTEE

- i. There shall be a Management Committee which shall be responsible for managing the affairs of the Association in addition to the Immediate Past President shall be an ex-officio member of the Committee.
- ii. The Management Committee shall pursue the objects of the Association and perform the functions ascribed to it by these Articles.
- iii. The Committee shall comprise of the following officers.
 - a. The President

- b. The Vice President
 - c. The Secretary
 - d. The Treasurer
 - e. Three Ordinary Members of the Association
 - f. Immediate Past President ex-officio member
- iv. The President shall be the Chairman of the Committee and shall represent the Association in the first instance and shall perform such functions as may be assigned and/or delegated by the Committee.
 - v. The Vice President shall perform all such functions as may be delegated to him by the Committee or the President and in the President's absence exercise all such powers as are conferred upon the President by those Articles.
 - vi. The Secretary shall prepare, issue and shall have custody of all records and proceedings of the Association and the Management Committee.
 - vii. The Treasurer shall prepare and shall have custody of all accounts, books, financial records of the Association and the Management Committee.
 - viii. The Management Committee shall be elected at the Annual General Meeting of the Association and shall hold office until the next Annual General Meeting after they have been elected whereupon they shall retire, but subject to them not serving more than two terms, offer themselves for re-election.
 - ix. The Management Committee may appoint from among themselves or members of the Association, sub-committees for special purposes and may delegate to them such powers as they see fit.
 - x. The Management Committee should regulate its own procedure.
 - xi. The Management Committee may fill any vacancy during the course of the year by appointing someone from among the Ordinary Membership.
 - xii. An Ordinary Member may be appointed by the Management Committee to fill a vacancy in the Management Committee.

6. THE ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held on the 3rd Tuesday in February in each year or on such other days as the Committee may delegate, and at a time and place to be appointed by the Management Committee, for the following purposes:-

- i. To receive from the Committee a report for the preceding business year and a balance sheet and a statement of accounts for the financial year.
- ii. To elect the Management Committee of the Association
- iii. To elect Auditors for the coming year
- iv. To decide on any matters which may be duly submitted to the meeting.

7. NOTICE OF BUSINESS

Any member desirous of proposing any motion at the Annual General Meeting shall give notice thereof in writing to the Secretary not later than the last day of January in the relevant year.

8. EXTRAORDINARY GENERAL MEETING

The Management Committee may at any time for any special purpose call an Extraordinary General Meeting and shall do so within six weeks after receipt by the Secretary of a written requisition of any three of their members or of any ten members, stating the purpose for which the meeting is required.

9. NOTICE OF MEETINGS

Fourteen days at least before the Annual General Meeting and twenty one days at least before any Extraordinary General Meeting, a notice of such meeting and of business to be transacted thereat shall be sent to every member and no business other than that of which notice has been given shall be brought forward as such meeting except with the unanimous approval of the members present. Alternatively, such notice may in the discretion of the Committee to be given to members by means of advertisement in a local daily newspaper and/or the electronic media.

10. QUORUM

- i. A quorum at any General Meeting of the Association shall be twelve (12) members personally present and entitled to vote.
- ii. A quorum at any meeting of the Management Committee shall be four members thereof personally present and entitled to vote.
- iii. Sub-Committees may fix their own quorum and regulate their own procedure.
- iv. (a) if no quorum is present at an Annual General Meeting within 30 minutes of the time fixed for the meeting, the meeting shall be adjourned for a week and the members actually present at such adjourned meeting shall be a quorum

(b) if no quorum exists at an Extraordinary General Meeting, it shall be dissolved and no other meeting for the purpose of considering the same motion or a motion substantially similar to that proposed to be moved, shall be summoned without the leave of the Committee before the next Annual General Meeting.

11. FINANCIAL

True accounts shall be kept of the sums of money received and expended by the Association and the manner in respect of which such receipts and expenditure take place and of the property credits and liabilities of the Association; and subject to any responsible restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Association for the time being shall be open to the inspection of the members. Once at least in every year the accounts of the Association shall be examined and the correctness of the balance sheet ascertained by two or more members as defined in paragraph 12 (ii)

- i. The Financial Year of the Association shall be on the 31st day of December in each year to which date all accounts shall be balanced.
- ii. Donations shall be paid to the Secretary, Assistant Secretary or Treasurer. One or more accounts shall be opened in the name of the Association with any of the banks doing business in the Republic of Trinidad and Tobago, and each authorized Officer shall deposit forthwith in such account/s all moneys received by him. Moneys shall be withdrawn only on the signature of:
 - a. The Treasurer
 - b. The President
 - c. The Vice President
 - d. The Secretary

12. AUDIT OF ACCOUNTS

- i. The Accounts of the Association shall be audited annually and submitted to the Annual General Meeting
- ii. At every Annual General Meeting two members of the Association not being Members of the Committee shall be elected to serve as Auditors for the ensuing year.
- iii. A vacancy in the office of the Auditor occurring during the year shall be filled by the committee.

13. MINUTES

Accurate minutes of the proceedings of the Association and of the Committee shall be kept by the Secretary.

14. AMENDMENTS

The Association may add to, alter or amend these Articles by a resolution passed by a majority of not less than three-fourths of such members as, being entitled to do so, vote in person at a General Meeting convened for the purpose.

Notice of an motion proposing any addition to or alterations or amendment of the Articles must be delivered to the Secretary not later than seven (7) days before the date fixed for the Annual General Meeting.

Adopted by the Association in General Meeting on Tuesday 22nd February 1995 and confirmed by the Management Committee on Wednesday 2nd March 1995 and further amended by the Association on Tuesday 10th April, 1996.