

**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 and Tobago.
3. The Objectives 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 interaction among all past pupils of Fatima College.
 - c) To support Fatima College, its principal, staff, pupils and the 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 permits.
 - e) To support, contribute to and work in association with any other body or individual which may be working towards similar or related objectives.
 - f) To do all such lawful things as are incidental to the attainment of the above objectives.

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 an Ordinary Member of the Association.
- iii. There shall be such Affiliate and/or Honorary Members as the Association may decide, such Affiliate Members and/or Honorary Members, may be an individual or a group.
- iv. Each Ordinary Member shall have a vote in the proceedings of the Association at the Annual General or Extraordinary Meeting.

5. MANAGEMENT COMMITTEE

- i. There shall be a Management Committee which shall be responsible for managing the affairs of the Association. In addition, the Immediate Past President shall be an ex-officio Member of the Management Committee.
- ii. The Management Committee shall pursue the objectives of the Association and perform the functions ascribed to it by these Articles.

- iii. The Management Committee should regulate its own procedure.
- iv. The Management Committee shall comprise of the following elected and ex-officio officers:-
 - a) The President
 - b) The Vice President
 - c) The Secretary
 - d) The Assistant Secretary
 - e) The Treasurer
 - f) The Assistant Treasurer
 - g) Nine Ordinary members of the Association
 - h) Immediate Past President ex-officio member
 - i) Historian ex-officio member
- v. Within the Management Committee there shall exist an Executive Committee which comprises of the President, Vice president, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. The immediate past president shall serve for a maximum of one term after he demits office and shall sit on all Management Committee meetings for advisory purposes only.
- vi. At each Annual General Meeting specific elected post shall become vacant, based on the under-mentioned formula.
 - a. The following positions would become vacant in the calendar year ending with an even number.
 - i. The President
 - ii. Asst Secretary
 - iii. The Treasurer
 - iv. Four Ordinary Members
 - b. The following positions would become vacant in the calendar year ending with an odd number.
 - i. The Vice President
 - ii. Secretary
 - iii. Asst Treasurer
 - iv. Five Ordinary Members
- vii. The President shall be the Chairman of both the Management and Executive Committees and shall represent the Association in the first instance and shall perform such functions as any assigned and/or delegated by the Committees.
- viii. 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 these Articles.
- ix. The Secretary shall prepare issue and shall have custody of all records and proceedings of the Association and the Management Committee.
- x. The Assistant Secretary shall perform all such functions as may be delegated to him by the Committee or the Secretary and in the absence of the Secretary prepare issue

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- xi. The Treasurer shall prepare and shall have custody of all accounts, books and financial records of the Association and the Management Committee.
- xii. The Assistant Treasurer shall perform all such functions as may be delegated to him by the Management Committee or the Treasurer and in the absence of the Treasurer have custody of all accounts, books and financial records of the Association and the Management Committee.
- xiii. The Management Committee shall be elected at the Annual General Meeting of the Association on a rotational basis and shall hold office for a period of one term (two calendar years), after they have been elected whereupon they shall retire, but subject to them not serving more than two terms in any one Executive Member post, offer themselves for re-election.
- xiv. The Management Committee may fill any vacancy during the course of the year by appointing someone from among the Ordinary Membership. Such an appointment to be effective until the next scheduled Annual General Meeting.
- xv. If any member of the Management Committee resigns or for some other reason is unable to serve the entire term of two years, his position shall be declared vacant and shall be filled by any Ordinary Member so elected at the next Annual General Meeting. Such a person shall be elected for the balance of the original term and would therefore serve for a maximum period of one year. The position would become vacant again in accordance with the aforementioned election schedule. The incumbent would be eligible to seek re-election and his tenure during the abridged term shall NOT count toward his maximum service of two terms as an Executive Committee Member. Should the position in question be that of President, Secretary or Treasurer the elected deputies would automatically assume the role of the vacant position rendering their position as vacant.
- xvi. The Management Committee may appoint from among themselves or Ordinary Members of the Association, sub-committees for special purposes and may delegate to them such powers as they see fit.

6. THE ANNUAL GENERAL MEETING.

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

- a) To receive from the committee a report for the preceding business year; a balance sheet and a statement of accounts for the financial year.
- b) To elect the Management Committee of the Association.
- c) To elect Auditors for the coming year.

- d) 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 April 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 the receipt by the Secretary of a written requisition of any three of their Management Committee members or of any ten Ordinary 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 at such meeting except with the unanimous approval of the Ordinary Members present alternatively, such notice may in the discretion of the Management Committee be given to ordinary members by means of advertisement in a local daily newspaper and/or the electronic media.

10. QUORUM.

- i. A quorum at any Annual General Meeting of the Association shall be twenty-one (21) Members personally present and entitled to vote.
- ii. A quorum at any meeting of the Management Committee shall be seven (7) 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 is present at any 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 Management Committee before the next Annual General Meeting.

11. FINANCIAL

- i. There shall be a Finance Committee which shall be responsible for the approval and the payment of all monies on behalf of the Association. This Committee shall comprise the President, Vice President, Treasurer, Asst Treasurer and Immediate Past President. All Payments must be approved by any two members of the Finance

Committee. The finance committee is also responsible for the investments on behalf of the Association.

- ii. 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 reasonable 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 ordinary 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 ordinary members as defined in paragraph 12 (ii).
- iii. The Financial Year of the Association shall end on the 31st day of March each year, to which date all accounts shall be balanced.
- iv. Donations shall be made payable to FOBA.
- v. 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 money received by him. Moneys shall be withdrawn only on the signature of any two of the following:-
 - The Treasurer,
 - The President,
 - The Vice-President
 - The Asst Treasurer.

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 an Ordinary Member of the Association not being a Member of the Management Committee shall be elected to serve as Auditor for the ensuing year.
- iii. A vacancy in the office of the Auditor occurring during the year shall be filled by the Management committee.

13. MINUTES

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

14. AMENDMENTS

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

Notice of any 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 _____ and confirmed by the
Management Committee .