

**TRINIDAD AND TOBAGO
CONSTITUTION OF
FATIMA OLD BOYS' ASSOCIATION**

The Name of the Association is “**FATIMA OLD BOYS' ASSOCIATION**” (hereinafter called “the Association”).

The address of the office of the Association shall be situated at Fatima College, Mucurapo Road, Port-of-Spain, Trinidad and Tobago.

The Objectives of the Association shall 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 to Fatima College and the Association's members, as defined in Section 1
- 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.

1. MEMBERSHIP

- i. The Association shall consist of Ordinary Members, Affiliate 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. Individuals or groups whose objectives closely align with the Association's shall be Affiliate Members of the Association.
- v. Individuals or groups whose consistent historical body of work has been to the benefit of Fatima College and/or the Association may be designated Honorary Members by the Association.
- vi. Each Ordinary Member shall have a vote in the proceedings of the Association at the Annual General or Extraordinary Meeting. Only Ordinary Members have voting rights within the Association.

2. 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 shall regulate its own procedure.
- iv. The Management Committee shall comprise the following elected and ex-officio officers:
 - a) The President
 - b) Senior Vice President
 - c) The Secretary
 - d) VP Strategic Operations
 - e) VP Finance
 - f) VP Sports & Extra Curricular Activities,
 - g) Nine Ordinary members of the Association, Immediate Past President ex-officio member, Historian ex-officio member and Fatima College Teaching Staff Liaison ex-officio member
- v. Within the Management Committee there shall exist an Executive Committee which comprises: the President, Senior Vice President, Secretary, VP Strategic Operations, VP Finance and VP Sports & Extra Curricular Activities. The Immediate Past President shall sit on all Management Committee meetings for advisory purposes only. The President, at his discretion, shall appoint any ordinary Management committee member to the Executive Committee, for a specific time and/or purpose.
- vi. At each Annual General Meeting specific elected posts shall become vacant, based on the under-mentioned formula:
 - a) The following positions would become vacant in the calendar year ending with an odd number.
 - i. The President
 - ii. VP Strategic Operations
 - iii. VP Finance
 - iv. Four Ordinary Members
 - b) The following positions would become vacant in the calendar year ending with an even number.
 - i. Senior Vice President
 - ii. Secretary
 - iii. VP Sports & Extra Curricula Activities
 - 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 Senior 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. The Secretary shall also ensure that all statutory documents are up to date and submitted.
- x. The VP Strategic Operations shall perform all such functions as may be delegated to him by the President. He will be responsible for the execution of the brand enhancement of FOBA, the development of partnerships to further the Executive Agenda, and the maximization of sponsorship revenues to further the FOBA cause.

- x. The VP Finance shall prepare and shall have custody of all accounts, books and financial records of the Association and the Management Committee. The VP Finance shall have responsibility for Financial Accounts for the end of the Financial Year as set out in paragraph 9(iv) and producing Management Accounts quarterly as set out in paragraph 9(v).
- xii. The VP Sports & Extra Curricula Activities shall perform all such functions as may be delegated to him by the President and prepare all Fatima Sports Teams for competition, work along with the Sports Master and respective Coaches to ensure the readiness of Fatima Sports Teams. He shall also have oversight into the respective FOBA branded events which are undertaken year over year.
- 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. 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.
- xv. 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 post becomes vacant as defined in clause 2(vi). Any such appointee shall be eligible to seek re-election and his tenure during the abridged term shall NOT count toward his maximum service of two terms as Executive Committee Member. Should the position in question be that of President, Secretary or VP Finance the elected deputies would automatically assume the role of the vacant position thereby rendering the deputy's position vacant.
- xvi.
- xvii. 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.

3. **SUB-COMMITTEES**

- i. 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.
- ii. The Management Committee may appoint such Sub-Committees as it deems fit. There may be at least four (4) or more Sub-Committees of the Management Committee including:-
 - a. Alumni;
 - b. Events;
 - c. Benefits and Recognition; and
 - d. Sponsorship
- iii. Each Sub-Committee Chairman shall be elected for one year at the Annual General Meeting and its members shall be recruited and appointed by the Management Committee and/or each Sub-Committee Chairman. . The Sub-Committee Chairmen may be invited to attend meetings of the Management Committee at least every 4 months

to report to the Management Committee on their progress and their projects. Sub-Committee Chairmen do not have a vote on the Management Committee. Sub-Committees are subject to the Management Committee approval in the conceptualization and execution of their projects. Each Sub-Committee shall regulate its own procedure.

4. 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.

5. 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.

6. 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.

7. NOTICE OF MEETING

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.

8. 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.

9. 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, Senior Vice President, VP Finance 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. The Accounts of The Association shall be produced on or before the 30th day of April each year, which is 30 days after the end of the Financial Year of the Association.
- v. Management Accounts of the Association shall be produced quarterly and are due 1 week after the end of the associated quarter.
- vi. Donations shall be made payable to FOBA.
- vii. 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 on behalf of the Association. Moneys shall be withdrawn only on the signature of any two of the following:

The VP Finance,
The President,
The Senior Vice-President
.
The VP Strategic Operations

10. AUDIT OF ACCOUNTS

The Accounts of the Association shall be audited annually and submitted to the Annual General Meeting.

- i. 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.
- ii. A vacancy in the office of the Auditor occurring during the year shall be filled by the Management committee.
- iii. The Audit of Accounts of the Association will be due on the 15th day of May each year, two weeks after the deadline for delivery of the Accounts of the Association .

11. MINUTES

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

12. 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 .