

AMENDMENTS TO THE CONSTITUTION OF THE ANTIGUA & BARBUDA
CONTRACTORS ASSOCIATION
(ABCA)

ARTICLE 1
NAME

The name of the organization shall be “Antigua & Barbuda Contractors Association,” hereafter referred to as “ABCA.” It shall be established as a non-profit and non-governmental organization, and its address at the time of incorporation is Box 1827 Popeshead Street, St. John’s, Antigua.

ARTICLE 2
STATEMENT OF PURPOSE

It is the mission of the association to serve, promote, and enhance the construction industry on behalf of its members in matters of national and international concern.

ARTICLE 3
AIMS AND OBJECTIVES

The aims and objectives of the Associations are:-

- a) To speak for the construction industry in Antigua & Barbuda on matters of national and international concern and interest;
- b) To develop and promote approved standards of tendering and contractual practices and procedures with the design professions and with owners
- c) To represent the national interest of the Antigua & Barbuda construction industry with the government of Antigua & Barbuda
- d) To promote harmonious working relationships among its members for the benefit of the industry as a whole
- e) To provide opportunities for the exchange of opinion and coordination of efforts among its members, another regional and international organizations, and to expand the construction market

ARTICLE 4
MEMBERSHIP

- 1) Membership in the organization shall be open to persons, corporations, businesses, groups, and other bodies who are actually engaged in building construction or other allied work.

- 2) Classes of Membership shall be as follows:-
 - a) Ordinary
 - b) Associate
- 3) The Association may terminate any membership for cause at anytime and shall have full discretionary powers in so doing following implementation of disciplinary procedures/guidelines set by the Executive Committee. Any discipline by the association is subject to rights under Article 13 of this document.

ARTICLE 5
MEMBERSHIP DUES

- 1) Ordinary members shall pay a registration fee of \$200.00. In addition, ordinary members shall pay monthly dues in the amount of \$50.00.
- 2) Associate members shall pay an annual subscription in the amount of \$300.00. Associative members are not required to pay monthly dues.

ARTICLE 6
FREQUENCY OF MEETINGS

- 1) The general membership shall meet once per quarter (4 meetings per year), one of which shall be an Annual General Meeting held during the first quarter of each year. The Executive shall meet at least per month.
- 2) The Annual General Meeting for the election of the Executive Committee, the appointment of Trustee and the transaction of any other business shall be held at such time and place as may be designed by the said Committee.
- 3) Notice of general meetings shall be posted at the Association's headquarters and advertised in the print and electronic media at least fifteen (15) days in advance of the date set for the meeting. Notices shall be mailed to all members of the Executive Committee.
- 4) Thirty percent (30%) of ordinary membership eligible to vote shall constitute a quorum for the transaction of any business at any general meeting, but lesser shall have power to adjourn to a specific date.
- 5) A meeting may be adjourned in accordance with the rules if a quorum is not obtained after the elapse of twenty (20) minutes from the time appointed for the commencement of the meeting.

- 6) Special or Extraordinary Meetings of the members may be called at any time by the Executive Committee or by any ten (10) members qualified to vote upon their filing with the Secretary of the Association a written request for the meeting stating the purpose(s) of the proposed meeting. Special Meetings for which written request is made shall be held not less than five (5) nor more than thirty (30) days, after the filing of the request at a time and place that the president shall designate. Maximum publicity on all media is required.
- 7) All meetings of members of the association; the Executive and sub-committees shall be conducted pursuant to Robert's Rules of Order or such other usual procedures and practices in the conduct of business as set forth in the last published revision thereof, subject to any statutory provisions or rules herein to the contrary.

ARTICLE 7 VOTING

- 1) The privilege of voting is granted to all ordinary members in good standing and is effective thirty (30) days after the receipt of membership fees.
- 2) Voting shall be by a show of hands or by secret ballot. For election of officers, voting shall be by secret ballot.
- 3) A returning officer shall be appointed at any general meeting, by the members present for the purpose of election of officers.

ARTICLE 8 ANNUAL GENERAL MEETING

- 1) Purpose
 - a) To present annual financial report.
 - b) To elect officers when due.
 - c) To elect sub- committees.
 - d) To evaluate and make future projections for the Association.
 - e) To act and operate in such further or other capacity as may be required by the Constitution.

Quorum

Not less than thirty- three percent (33%) of the Ordinary Membership in good standing shall constitute a quorum at the Annual General Meeting.

ARTICLE 9
THE EXECUTIVE

- 1) The Executive shall consist of The President, Vice President, and Corporate Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer, and one other member. The Executive shall appoint a Legal Advisor.
- 2) The President shall have the authority subject to the approval of the Executive to appoint up to five (5) ex- officio members to help the Executive in carrying out the aims, objectives and programs of the Association.

ARTICLE 11
DUTIES OF OFFICERS

- 1) The President
 - a) Shall be the Chief Executive Officer of the organization.
 - b) Shall preside at executive and general meetings of the organization.
 - c) Shall be responsible to ensure that elections are held in accordance with the Constitution.
 - d) Shall be responsible for the administration of the organization.
 - e) Shall convene extra-ordinary or special meetings when necessary.
 - f) Shall on the advice of the Executive, appoint members to standing or ad-hoc committees.
- 2) The Vice- President
 - a) Shall perform all the duties with the same authority as the President when the latter is incapacitated, unavailable or for any reason cannot serve and in the event of the death or resignation of the President shall assume that office.
 - b) Shall oversee the functioning of the committees as the President shall from time to time, directly.
 - c) Shall be under the direction and the authority of the Executive Board.

3) The Corporate Secretary

- a) Shall be under the direction and authority of Executive and shall report as may be required from time to time.
- b) Shall ensure that the Minutes are accurately recorded and circulated to all members.
- c) He/she shall have custody of all records and hand over all records to the Executive at the end of his/her term of office.
- d) Shall perform any other duties incidental or ancillary to the role of Secretary.
- e) Shall keep a record of the membership and shall maintain a list of financial members.
- f) Shall give notice of regular annual, special or extra-ordinary meetings of the Association.

4) The Assistant Secretary

Shall have the same authority and shall perform ALL the duties as the Corporate Secretary in his/her absence, illness, incapacity, removal, or resignation.

5) The Treasurer

- a) The Treasurer shall be under the direction and authority of the Executive.
- b) Shall be responsible for proper keeping and management of funds.
- c) He/she shall secure the deposit of the funds in a bank approved by the Executive.
- d) He/she shall prepare and submit proper annual financial statements to the Executive and the General Membership at the Annual General Meeting.
- e) Shall liaison with the Corporate Secretary and the Association on a regular basis for the proper and smooth running of the organization.

- f) Shall have custody of all proper financial records including proper vouchers, receipts, and bills, subject always to paragraph (e) above.
- g) Shall be responsible for affecting the purchase of goods, equipments, inventory and services approved by the Executive.
- h) Shall hand over all books and records to the organization at the end of his/her term office.
- i) At the end of each term, or at any time as directed by the executive. The executive shall secure an audit of the association's finances, and the treasurer, when asked to do so, must assist in the audit.

6) The Assistant Treasurer

Shall have the same authority and shall perform ALL the duties as the Treasurer in his/her absence, illness, incapacity, removal, or resignation.

7) Public Relations Officer

- a) Shall be the spokesperson for the organization in respect of disseminating information to the public;
- b) Shall implement the public information and educational programs;
- c) Shall be responsible for devising and developing a public relations plan by which the public can be made aware of the Association;
- d) Shall be responsible for placing all press releases of the organization in the media on the direction of the President.

8) The Legal Advisor

- a) Shall advise on all legal matters affecting the organization;
- b) Shall act in all respects as Attorney-at-Law for the organization;
- c) Shall advice and assist in the initiation of changes in legislation which may be considered necessary by the Executive.

ARTICLE 12
SUB-COMMITTEES

The Executive will appoint sub-committees and may delegate to such committees duties and powers as may seem appropriate from time to time. Such Committees shall be standing or ad-hoc committees and shall consist of:-

- a) Ordinary Members
- b) Associate Members, or a combination of both

ARTICLE 13
DISPUTES

Disputes arising out of decisions made by the executive or the body as a whole, or any disputes arising from the interpretation of the Constitution of the association shall be resolved by arbitration pursuant to the Antigua and Barbuda Arbitration Act.

ARTICLE 14
AMENDMENTS

At Annual General Meetings, two-thirds (2/3) of the membership can make amendments to the Constitution. Written notices of the proposed amendments should be circulated fourteen (14) days prior to any General Meeting.

ARTICLE 15
DISSOLUTION

The Association may be voluntarily dissolved by consent of not less than three quarters (3/4) of the members entitled to vote and such decision shall be taken at the annual general meeting or extraordinary meeting called for that purpose. In the event, all assets of the Association shall be donated to a non profit organization with similar aims and objective. A committee shall be established for this purpose by the general membership.

President:
LAURENT GILKES

Treasurer:
KRIS RAMHARACK

Vice President:
ELIAS HADEED

Secretary:
NICHOLAS HADEED