CONSTITUTION OF
THE CALABAR OLD BOYS' ASSOCIATION

NAME

1. The name of the Association shall be Calabar Old Boys' Association.

AIMS AND OBJECTS

2. The objects of the Association shall be: -

a) To aid and promote constant contact with Calabar High School (hereinafter referred to as "the School") and to help advance the interests of the School.

b) To provide a forum for the Old Boys of the School, to participate in cultural, civic, social and sporting activities.

c) To provide scholarships for students and Old Boys of the School on such terms and subject to such conditions as shall be approved by the Executive Committee.

d) To maintain a mentorship programme in which Old Boys play an active part.

e) To establish linkages and areas of cooperation with the Board of Management of the School, the Parent Teachers' Association, Overseas Chapters of the Association and other sectors of the Calabar Community whose objectives are similar to that of the Association.

f) To implement, carry out and finance schemes for the development of the infrastructure, facilities and the academic, cultural and sporting activities of the School.

g) To engage in and carry out such activities as are in the opinion of the Executive Committee or Association conducive to any of these objects.

MEMBERSHIP AND SUBSCRIPTIONS

3. Ordinary membership shall be open to all Calabar Boys who have completed at least one year's schooling at the School and who is no longer in a high school.

4. Membership of the Association shall be divided into five classes viz. Honorary, Life, Ordinary, Associate Members, and Chapter Members; each class enjoying the full privileges of membership and being subject to all the rules of the Association.

5. (a) Honorary Life members may be elected from time to time on the unanimous vote of the Executive Committee.

(b) Ordinary members shall be those Old Boys admitted to the Association and who qualify under rule 3.

(c) An associate member shall be [the spouse of an Old Boy] or Old Boy who attended the School for less than one year and is admitted by the Executive Committee as an associate member.

(d) A Chapter Member shall be a member in good standing of a duly recognized Overseas or Local Chapter of the Association.

6. The subscriptions which shall be payable by Ordinary and Associate members shall be such sums as may be determined by the Executive Committee from time to time [and special rates of subscriptions may be fixed for recent graduates of the School or Old Boys attending educational institutions.]

7. All subscriptions are payable on the first day of January 1 or as otherwise determined by the Executive Committee.

8. If any member shall be one year in arrears in the payment of subscriptions or [other financial obligations], such member may at the discretion of the Executive Committee after due notice has been given to the member, be removed from the list of members. Members so removed shall not be eligible for re-admission except on payment of the full arrears or such amount as is determined in the discretion of the Executive Committee.

EXECUTIVE COMMITTEE

9. The Executive Committee shall comprise:

(i) eight officers, namely, the President; two Vice-Presidents; the Secretary; Assistant Secretary (Membership Chairperson); the Immediate Past-President; the Treasurer; the Assistant Treasurer (Fund Raising Chairperson);

(ii) four other members elected at an Annual General Meeting.

(iii) Three representatives nominated by recognized Overseas Chapters of the Association.

(iv) The members of the Executive Committee listed at 9(i) must comprise of Old Boys resident in Jamaica.

(v) The Officers of the Association and members of the Executive Committee shall serve from one election to another and their term of office shall be two years but they shall be eligible for re-election, provided that they shall continue in office until their successors have been elected.

(vi) The Executive Committee may co-opt any member of and or representative of the PTA for any period or occasion as may be desirable, provided that in no case shall the period of co-option extend beyond the Annual General Meeting, except with the knowledge and consent of the Annual General Meeting.

(vii) Five members of the Executive Committee shall form a quorum and the President or person presiding at any meeting shall have an original as well as casting vote.

(viii) The Executive Committee shall have the power to fill any vacancies that may occur among its membership during their term of office.

(ix) The Executive Committee shall meet at least once monthly or on any other occasion upon the request of the President, or any three members of the Committee.

(x) The business of the Association shall be managed by the Executive

Committee, which may exercise all such powers of the Association as are not, by these rules, required to be exercised by the Association in general meeting.

(xi) The Executive Committee may delegate any of its powers to committees consisting of such member or members of their body or other persons as they think fit: any committee so formed shall in the exercise of the powers so delegated conform to any directions given by the Executive Committee and unless otherwise directed by the Executive Committee such committees may co-opt other persons.

(xii) Where any officer or member of the Executive Committee absents himself from three consecutive meetings without reasonable excuse, which should be furnished either before or as soon after a meeting as possible, the Executive Committee shall have the right to declare his position vacant and fill the vacancy by a new appointment.

(xiii) A member so appointed to fill a casual vacancy in accordance with rule 13 or rule 17 shall serve in the office until the next annual general meeting at which election of the members of the Executive Committee are held.

GENERAL MEETINGS

(xiv) The Annual General Meeting of the Association shall be held in the month of June each year or as soon thereafter as practicable, to receive and consider a report by the Executive Committee on the work of the Association during the immediately preceding year, and a Financial Statement showing the financial position of the Association, to receive the Chapter Engagement Report and to discuss any other business concerning the welfare and progress of the Association. Twenty-five (25) members shall form a quorum. [There shall be an election of officers and members of the Executive Committee at every other Annual General Meeting.]

(xv) The Secretary shall give not less than twenty-one (21) days' notice, to all members, of the place, day and hour of each Annual General Meeting.

(xvi) The Secretary may convene a Special General Meeting at any time,

(a) by order of the Executive Committee; or
(b) on receiving a requisition signed by fifteen (15) members of the Association; or
(c) for the purpose of hearing an appeal.

(xvii) The Secretary shall give to all members of the Association, at least fourteen (14) days' notice of the day, place and time fixed for a Special General Meeting, and the nature of the business to be dealt with. Twenty-five (25) members shall form a quorum.

(xviii) If within half an hour from the time appointed for a general meeting a quorum is not present the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.

(xix) The President shall preside as chairman at every general meeting of the Association, or if there is no such chairman, or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act one of the Vice-Presidents of the Association or a Member of the Executive Committee shall be chairman of the meeting.

(xx) In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote. Voting may be done in person or by proxy, including proxy delegates from Chapters in good standing.

FINANCE AND ACCOUNTS

(xxi) The Association's financial year shall be from the first day of March in each year to the last day of February of the following year.

(xxii) All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the Executive shall from time to time by resolution determine.

(xxiii) The Treasurer and Assistant Treasurer shall be responsible for:

(i) custody of the Association's funds and securities;

(ii) maintaining proper books of accounts; and

(iii) reporting on the state of the Association's finances to the Executive Committee and the general meetings of the Association.

(xxiv) All income and monies received by or on behalf of the Association should be lodged promptly in a licensed commercial bank or building society, but the Executive Committee and/or Treasurer may retain in their possession monies up to $10,000.00 to meet immediate or recurrent expenses.

AUDITORS

(xxv) An auditor who is not a member of the Executive Committee shall be appointed by the Annual General Meeting, and shall audit all the accounts of the Association, prior to the Annual General Meeting in each year.

DISCIPLINE

(xxvi) If any member shall be guilty of any unbecoming or improper conduct whether in relation to the activities of the Association or otherwise, the Executive Committee may, if it thinks fit on the written report of any one or more of the members of the Executive Committee, or any three or more members of the Association, make full inquiry, and may in its discretion, if the member is adjudged to be guilty of unbecoming or improper conduct, suspend or remove from the roll of members the name of the member so found, provided that the Secretary shall give to each member of the Committee and the member concerned ten (10) days' notice in writing of the proposed action and of the meeting of the Executive Committee at which such proposed action will be considered and dealt with. The member concerned shall have the option of appearing, and being heard at such meeting of the Executive Committee.

APPEAL

(xxvii) Appeals from decisions of the Executive Committee may be made to a Special General Meeting to be convened under Rule 21(c), but the operation of such decision shall not be suspended pending the hearing of an appeal unless the Executive Committee so orders. On the hearing of an appeal, the decision of the Executive Committee may be varied or reversed. The decision of such Special General Meeting shall be final.

GENERAL

(xxviii) The colours of the Association shall be green and black.

(xxix) Members going on protracted leave of absence shall inform the Association by writing through its secretary, if his absence will affect the work of that member.

(xxx) No alterations or additions shall be made in or to this Constitution, unless supported by two-thirds (2/3) of those present and voting at the Annual General Meeting or Special General Meeting convened for the purpose and unless notice of any such alteration or addition, shall be given in writing to the members at least twenty- one (21) days before such Annual or Special General Meeting, together with two copies thereof, and same shall be referred to in the notice convening the meeting.

(xxxi) Notices required to be given under these rules shall be deemed to have been sufficiently given if placed in any daily newspaper in Jamaica or if sent by e-mail or facsimile transmission not less than 21 days in the case of an annual general meeting and 14 days in the case of any other meeting before the date of the meeting or if posted not less than 24 days in the case of an annual general meeting and 17 days in the case of any other meeting before the date of the meeting.

(xxxii) The Executive Committee of the Association shall have the power to deal with any matter not provided for in the foregoing rules.

(xxxiii)

CHAPTERS AND AFFILIATE GROUPS

38. Definition and Purpose: Chapters of the Calabar Old Boys' Association may be formed in any geographical region outside of Jamaica ("Overseas Chapters") or within Jamaica ("Local Chapters") for the purpose of promoting the interests and welfare of Calabar High School and supporting the aims of COBA.

(xxxiv) Formation and Recognition:

a) A minimum of twenty-five (25) members in good standing may apply to form a Chapter.

b) The Executive Committee may approve or revoke Chapter status.

c) Chapters shall maintain by-laws consistent with COBA's Constitution.

d) Chapters must submit a request for renewal of recognition every three (3) years or as otherwise determined by the Executive Committee.

40. Membership and Reporting:

a) Chapter membership is open only to members of COBA in good standing.

b) Chapters must submit an annual membership roster, proof of dues payment (individual and collective), financial report, and summary of activities by March 31st each year.

41. Voting and Representation:

a) Chapters members may vote at AGMs or Special Meetings.

b) Voting may be done by in-person delegate, a written proxy submitted at least 7 days before the meeting, or online using COBA's platform on the date fixed for elections or by any other method approved by the Executive Committee.

c) Only members listed on the chapter's annual membership roster with confirmed updated statuses of being in good-standing shall be eligible to vote or serve as voting delegates.

42. Eligibility for Office- Chapter members in good standing are eligible to hold office on the Executive Committee, subject to eligibility requirements as set out in Clause 10.

43. Suspension or Revocation- The Executive Committee may suspend or revoke Chapter status after due process for:

a) Non-compliance with reporting obligations;

b) Non-payment of dues by the Chapter or its listed members;

c) Misconduct or actions contrary to COBA's Constitution.

d) Failure to participate in COBA governance for two consecutive years.

44. Collaboration Framework and Roles

a) All collaborative initiatives shall operate under a defined framework. COBA Jamaica shall serve as the on-the-ground liaison, ensuring alignment with the School's strategic priorities, while Overseas Chapters shall contribute resources, expertise, and project support."

b) The Executive Committee shall convene an annual Joint Planning Meeting with representatives from all recognized Overseas Chapters to review the School's development priorities, align project proposals, and coordinate collaborative initiatives.

c) In all collaborative projects, COBA Jamaica and the participating Overseas Chapters shall receive appropriate recognition. Any disputes arising shall be addressed through mediation facilitated by the Global Alumni Council or a designated committee.

d) For all jointly funded initiatives, COBA Jamaica shall provide detailed

financial reports, including receipts, expenditures, and outcome summaries, to contributing Overseas Chapters.

e) All collaborative projects involving Overseas Chapters shall follow a standardized process including written proposals, joint approval, a memorandum of understanding, and transparent financial and impact reporting.