



**AMENDED AND RESTATED CONSTITUTION
OF**

The Duke of Edinburgh's International Award Barbados

Barbados Charity No. 3

Adopted 2015

Amended April 9 2020

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List of Abbreviations

AGM- Annual General Meeting

BGAA- Barbados Gold Award Association

CASC- Caribbean Award Sub-Regional Council

DEIA Barbados- The Duke of Edinburgh's International Award Barbados.

NAO-National Award Operator

ORB- Online Record Book



SCHEDULE

The Duke of Edinburgh's International Award (DEIA) Barbados was established in March 1963 by Kenneth Pile, Geoffrey Guy and Mrs. Guy, Peter Robinson, Deighton Maynard and Mike Owen at the Combermere School, Waterford, St. Michael. In 1992, the Trust component was introduced.

CHAPTER ONE: NAME

The name of the NAO is The Duke of Edinburgh's International Award Barbados.

CHAPTER TWO: STATUS

The Award is Registered Charity No. 3 under the provision of the Charities Act of Barbados Cap. 243.

CHAPTER THREE: OBJECTS

To conduct and promote in Barbados an Award Programme in accordance with the International Award Constitution adopted by the International Award Forum (The Forum) on May 1, 1988, as set out in Chapter Four of this Constitution as may be amended from time to time by the Forum.

CHAPTER FOUR: INTERNATIONAL AGREEMENTS

Article One: The Declaration

The Award concept is one of individual challenge. It presents to young people a balanced, non-competitive programme of voluntary activities which encourage personal discovery and growth, self-reliance, perseverance, responsibility to themselves and service to their community.

Article Two: The Fundamental Principles

- 2.1 The criterion for gaining an Award is individual improvement through persistence and achievement, taking into account the participant's initial capabilities, and without any element of competition between participants.
- 2.2 Participation is voluntary and the individual participant has a completely free choice in the selection of the locally available options within the four Sections as hereinafter specified.
- 2.3 There is no discrimination against participation on grounds of sex, race, religion or political affiliation.

Article Three: The Operational Principles

- 3.1 Participants need to be between their 14th and 25th birthdays to be involved with the Award.
- 3.2 The basic structure of the Award Programme consists of the four mandatory Sections: Service, Adventurous Journey, Skills and Physical Recreation.
- 3.3 The minimum starting age for each Award is: Bronze (14 years), Silver (15 years) and Gold (16 years).
- 3.4 The minimum age for qualification for each Award are:
Bronze- All entrants: 14 years and six months.
Silver- Bronze level Award holders: 15 years and 6 months. Direct entrants: 16 years.
Gold-Silver level Award holders: 17 years. Direct entrants: 17 years and 6 months.
- 3.5 The minimum period of participation for direct entrants to qualify for an Award is six months for Bronze, 12 months for Silver, and 18 months for a Gold Award.
- 3.6 At the Gold level, participants undertake a Residential Project away from home.
- 3.7 The completion Operational Guidelines, to which The Award subscribes, follows and is updated from time to time by the International Award Association can be found on their website at www.intaward.org. The Award's official operational Handbook is the *Handbook for Award Leaders*.

Article Four: Code of Practice

- 4.1 To maintain comparable standards of operating practice as advised by The Duke of Edinburgh's International Award Foundation's staff.
- 4.2 To manage the Award Programme fairly and impartially in all respects.
- 4.3 To ensure that the Award is freely available to all young people of the appropriate ages, without regard to sex, race, religion, political affiliation or any other personal circumstances.

Article Five: Reciprocal Participation

All NAOs agree, in so far as it is possible under national law, to allow participants from any other NAO to take part in their Award, and undertake to recognise the validity of achievements recorded by other NAOs.

Article Six: Fundraising

National Funds: The Trustees and the NAO are responsible for raising the funds required to manage the Award Programme.

CHAPTER FIVE: INTERPRETATION

In this Constitution, except where a different intention appears, definitions are as follows:

- 'Activity Coach'- An adult volunteer who conducts specific training for participants in any section of the Award. The role of an Activity Coach can be carried out by an Assessor or Award Leader.

- Active member- A person who has assisted in the development of the Award during the immediate past 12 months prior to the AGM.
- ‘Adventurous Journey Supervisor’-A suitably qualified and experienced adult volunteer who is responsible for a group’s safety throughout their practice and qualifying Adventurous Journey, for supervising practice journeys, for assessing the ability of an individual or team to carry out their qualifying journey and for signing a participant’s Record Book to vouch that they are suitably skilled and prepared. The role of the Adventurous Journey Supervisor can be carried out by an Assessor or Award Leader.
- ‘Assessor’- An adult volunteer identified by an Award Leader who assesses a Participant’s chosen activity in any section and completes the Record Book/ Online Record Book (ORB) to verify they have achieved the requirements of the Award. An Assessor may also be a Participant’s ‘Activity Coach’ or ‘Adventurous Journey Supervisor.’
- ‘Award Operator’ - The Duke of Edinburgh’s International Award Barbados.
- ‘Award Council’, or ‘Council’- The Council for the time being appointed pursuant to Chapter Nine hereof.
- ‘Award Group’- A group of participants undertaking the Award programme. The adult contact is the Leader.
- ‘Award Leader’-An adult leader who is the contact and mentor for an Award Group. The Award Leader is responsible for engaging young people in their Award programme, inspiring, guiding and assisting them from start through to completion. The Leader can also be responsible for engaging, managing and qualifying other volunteers. A Leader can also undertake the roles of ‘Activity Coach’ or ‘Adventurous Journey Supervisor.’
- ‘Award Programme’- The Programme conducted in Barbados in accordance with the International Constitution and this Constitution.
- Barbados Gold Award Association (BGAA) – The association for Gold Award holders in Barbados.
- Caribbean Award Sub-Regional Council (CASC) - CASC is one of the sub-regions of the Americas. It shall co-ordinate and shall provide support to the functions and activities of its member constituents and, more specifically, shall adjudicate the Silver and Gold qualifying joint Adventurous Journey exercises held annually at approved locations and the associated leadership training. CASC formerly known as the Caribbean Award Scheme Council was formed in St. Lucia in 1975.
- ‘Caribbean Sub-Region’- The Caribbean as referred to in this Constitution shall include but not be limited to the named states and others may be added as agreed by the Executive.
- ‘Chairperson- This means the Chairperson of the Council of The Duke of Edinburgh’s International Award Barbados.
- Financial member- A person paid their dues by the specified date as determined by the Council.

- ‘Forum’-The International Award Forum being the assembly of National Award Operators in membership of the International Association.
- ‘Foundation’ or ‘Trust’-The Duke of Edinburgh’s International Award Barbados Charity No. 214 made April 8, 1992.
- ‘International Constitution’ - The Constitution of the International Association adopted by the members of the International Award Forum on May 1, 1988 and as may be amended from time to time.
- International Council’- The International Council of the International Association.
- ‘International Foundation’- The Duke of Edinburgh’s Award International Foundation established by Deed of Trust dated November, 19, 1986
- ‘International Trustees’ - The Trustees of the International Foundation.
- Non-voting member- A participant under the age of 18 years.
- ‘National Award Operator, (NAO) –The organisation is licensed by The Duke of Edinburgh’s International Award Foundation to operate the Award, usually exclusively within a national territory, with limited powers to approve Awards and sub-license. A National Award Operator is run by a chair, board of trustees or council and director (or chief executive officer) and may become an Associate Member of the International Award Association.
- ‘National Award Trustees’ or ‘Trustees’ - The Trustees of The Duke of Edinburgh’s International Award Barbados.
- ‘Operating Authority or Partner- An organisation, agency of business sub-licensed by a National Award Operator to operate the Award Programme within the organisation or agency’s remit. It can register Units and Groups and the adult contact is a Manager. An Operating Authority often exists within countries that have a federal structure.
- ‘Region’- The region of the Americas, within which Barbados is situated as determined by the Forum.
- ‘Sub-License Operator’- Any area operator established for administrative and operational efficiency reasons by the Council.
- Voting member- A member who is 18 years and older in good financial standing.

CHAPTER SIX: FOUNDATION

Article One: Name

The Duke of Edinburgh’s International Award Barbados Foundation (Trust) is registered Charity No. 214 under the Charities Act, Cap. 243.

Article Two: Trust Deed

The duties and responsibilities of the Trustees of the Award Programme Foundation are specified in the Trust Deed.



Article Three: Objects of the Trust

The object of the Trust is to promote, support and develop the objects of the Award Operator in Barbados in accordance with the Declaration and Principles set out in the International Constitution, consulting with and taking into account the wishes of the International Association.

Article Four: Financial Responsibility

The Trustees will take into account the budget of the Council through making an annual grant available to the Council prior to the start of each financial year. The grant will assist the Council in its discharge of responsibilities, administration and delivery of the Award in Barbados.

CHAPTER SEVEN: NATIONAL AWARD OPERATOR

Article one: Membership

The NAO shall be a member of The Duke of Edinburgh's International Foundation and a member of the CASC and, shall fulfil all of the necessary membership criteria of the International Association.

Article Two: Composition

The NAO shall comprise of a Council with an Executive Committee, the Foundation and any subsidiary working groups as the need arises.

Article Three: Patron

Each Governor-General of Barbados, or his/her nominee, shall be invited to be the Patron of The Duke of Edinburgh's International Award Barbados.

Article Four: Responsibility

The NAO shall be the sole body responsible for the operation and administration of the Award Programme in Barbados.

CHAPTER EIGHT: GENERAL MEMBERSHIP

- 8.1 Subject to this Constitution, the Membership of the Award shall comprise the Award Leaders, Award Participants, Trustees and Award Council Members and such other members as the Award Council may from time to time determine.
- 8.2 Rights of Membership: The Membership of the Award shall be divided into two categories, voting and non-voting. Subject to the provisions of this Constitution, the voting member shall be entitled to attend, be heard and vote at the Annual General Meeting of the Award.

- 8.3 Membership Dues: The Award Council may require the payment of dues by the Members. The amount payable in respect of such dues shall be determined from time to time by the Award Council.
- 8.4 Forfeiture of Membership: If any Member fails to pay, on the day appointed for payment thereof, any call in respect of any dues payable by such Member, the Award Council may, at any time thereafter during such time as the call remains unpaid, direct the Secretary to forward such Member a notice in writing as per Appendix A.
- 8.5 Register of Members: The Award Council shall cause to be kept in one or more books a Register of Members and shall enter therein the particulars required by this Constitution, being:
- a) The name and postal address of each Member;
 - b) The date upon which that person became a Member; and
 - c) Any other information as the Award Council may deem reasonably necessary.
- 8.6 Register of Members: The Register of Members shall be open to inspection at the principal office of the Award on every business day, subject to such reasonable restrictions as the Award Council may impose, so that not less than two hours in each business day be allowed for inspection. The Register of Members may, after notice has been given in accordance with the Act, be closed for any time or times not exceeding in the whole thirty days in each year.
- 8.7 Mode of Voting: Voting at general meetings shall be:
- a) By voting members.
 - b) By ballot for the election of members of the Council.
 - c) Determined by the Chairperson of the meeting for any other item.

CHAPTER NINE: AWARD COUNCIL

Article One: Operation and Administration

The operation and administration of the NAO shall be under the control of the Council. Council members must be 18 years and over.

Article Two: Composition

- 2.1 Officers
- The Chairperson appointed under Chapter 9 hereof.
 - The Deputy Chairperson
 - The Treasurer (Secretary/Treasurer)
 - The Secretary (Secretary/Treasurer)
- 2.2 At least three (3) ordinary members

- 2.3 The Chairperson of the Trustees of the Foundation (Ex-Officio)
- 2.4 At least 6 (six) other persons appointed for their specialist knowledge, interests and influence in relation to the work of the Award Operator, which may include:
- A Public Relations Officer
 - Chairpersons of sub-committees or area committees
 - Representatives from user organisations (i.e. Groups within the Award Programme, for example, Expedition Panel, Group Leaders)
 - Representatives from support organisations
 - Representatives of the local business community
 - Representatives of the Barbados Gold Award Association.

Article Three: Election of Officers

The DEIA shall be administered by a Council to be elected every year at the Annual General Meeting (AGM). In the event two or more candidates score the same number of votes and in the absence of voluntary settlement, a draw of lots binding the candidates concerned, shall be effected to determine the candidate(s) to sit on the Council.

Article Four: Vacancies

Any vacancy created shall be filled by the Council until the next AGM.

Article Five: Sub-Committees

5.1 The Executive Committee shall appoint Sub-Committees as may be required and shall state their terms of reference and on such issues as it may deem fit, provide that such committees submit reports to the Executive Committee on matters referred to them.

5.2 The Chairperson of a Sub-Committee shall be a member of the Council.

5.3 The quorum at meetings of any Sub-Committee shall be not less than half plus one of the appointed Sub-Committee.

Article Six: Power to Co-opt

All committees shall have power to co-opt persons who need not be members of the Council.

Article Seven: Terms of Membership of the Council

- a) Persons elected as members of the Council shall serve for an initial period of two years. However, they may be elected from time to time for further periods, provided that at the end of six (6) years from the date first elected, that member shall not be eligible for re-election for a period of one (1) year; provided further that the total period for which any such member shall serve shall not exceed twelve (12) years. In extenuating circumstances, the Membership may allow a member to serve more than 12 years.
- b) Any dispute between the Council and any of its members or any person's claim by or through a member shall be settled by a special meeting.

- c) No member of Council shall financially benefit from the DEIA Barbados. The Award Council Members shall not be remunerated by the Award, but may, with the approval of the Award Council, be paid all travel, hotel and other expenses properly incurred by them in connection with the business of the Award or their duties as Award Council Members generally.
- d) Notwithstanding article 7a, at least one prior member of the Council Executive Committee should be co-opted to any succeeding Award Council for a period of one year.

Article Eight: Resignation

Any member of the Council may resign by giving one month's notice in writing to the Chairperson.

Article Nine: Termination of Membership

- a) Any member of the Council shall vacate office automatically if:
 - a. The member attains the age of seventy-five (75) years.
 - b. The member is convicted of a criminal offence.
 - c. The member is not in good financial standing on the date of the AGM.
 - d. The member becomes of unsound mind or dies.
- b) Should a member be absent from more than three (3) consecutive meetings of the Council without good and sufficient cause and be replaced by another member, he/she may be removed and/or replaced, provided that the following procedure is applied:
 - a. The absenting member is informed in writing that the member will be removed.
 - b. The absenting member shall be permitted to send in writing the reasons as to why he/she should not be replaced as a member of the Council, in which the absenting member shall submit explanations in writing to the Secretary in a time limit not exceeding fifteen (15) days as from receipt of the request.
 - c. The case will be considered and determined at the next Council meeting.
- c) The Council may terminate the membership of any member, particularly in cases of misconduct, by a majority vote given at a regular Council meeting or a special/extraordinary meeting convened for the purpose.
 - a. The Council will notify the member of its intent in writing.
 - b. The member shall have the right to an appeal against any decision taken by the Council by sending a written appeal to the Secretary.
 - c. Any appeal shall be lodged with the Secretary not later than fifteen (15) days after the receipt of the notification of the decision of the Council by the member concerned, provided that no appeal shall be considered after this time limit has expired.

- d. On receiving an appeal, the Council shall cause a special meeting to be convened and held within thirty (30) days of receipt of the notice of appeal.
 - e. Should the Council not convene within this timeframe, the Chairman is required to make a decision and notify the appellant within fifteen (15) days.
 - f. Any decision in response to the appeal shall be final.
- d) Any member who has resigned or is expelled forfeits all rights to any property of the DEIA Barbados and, to any contribution, monetary or otherwise, made to the DEIA Barbados.

Article Ten: Meetings

- 10.1 The Council shall meet at least once every quarter, and when necessary upon the request of the Chairperson or Secretary/Treasurer, or at the written request to the Secretary/Treasurer by any member of the Council with a minimum of seven clear days of notice, provided that in the case of urgencies the notice of meeting may be shorter. The Chairperson or Secretary/Treasurer can convene extraordinary meetings. The Council shall determine its own procedures at meetings of the Council. At such meetings the following business shall include:
- i) Confirmation of the meetings from the prior meeting
 - ii) Monthly financial accounts
 - iii) Matters arising
 - iv) National Director's/Operations Manager's Report
 - v) Any other business
- 10.2 At a written and motivated request signed by three members of the Council, the Chairperson shall cause a meeting of the Council to be convened within a fortnight from the date of the request, failing which the signatories may themselves convene the meeting in accordance with Article 10.1.
- 10.3 Subject to the approval of the Chairman, the Council shall hold an Annual General Meeting at least once in every calendar year, provided that such meeting shall not be held within nine months of the preceding Annual General Meeting. At such meetings the following business shall be transacted:
- a) The reception and consideration of the following:
 - i. Annual Report of the Chairperson
 - ii. Annual Financial Statement of Accounts
 - iii. Budget for the ensuing year
 - b) The election of officers and appointment of members to the Council
 - c) The appointment of the Executive Committee
 - d) Any other business
- 10.4 A quorum for meetings of the Council shall be half of the existing membership plus one.
- 10.5 Members may participate in any general meeting by means of simultaneous communication to permit all persons participating in the meeting to communicate with

each other, and participation in such a meeting shall constitute presence in person at such meeting.

Article Eleven: Duties and Responsibilities

11.1 The duties and responsibilities of the Award Council are the administration and delivery of the Award Programme and:

- a) To ensure the International Declaration is adhered to.
- b) To ensure the operation of the Award Programme falls within the Fundamental and Operational Principles
- c) To publicise the Award Programme to the community as a whole.
- d) To create and maintain resources in personnel, materials and funds directed towards the operation
- e) To maintain a consistent level of participation and recruitment of new participants.
- f) To establish an administrative framework to enable the Programme to function
- g) To ensure the provision of leader training
- h) To provide users with Award literature, badges and certificates.
- I) To issue Record Books, to provide access to ORBs, to authorise Awards and to keep appropriate records.
- j) To make appropriate arrangements for the presentation of pins and certificates.

Some of the above responsibilities may, in whole or in part, be shared with the Executive Committee, any Sub-Committee or with Operating Authorities.

11.2 The Award Council, in the discharge of its duties above, shall have particular responsibility for:

- a) The provision of advice to the Foundation concerning apportionment of revenue funds.
- b) Liaising, communicating and providing representation to the International Secretariat and other officials for The Duke of Edinburgh's International Award.
- c) Providing, publishing and/or circulating reports, periodicals and publications relating to the Award Programme, including the Award World magazine.
- d) Co-ordinating the delivery of the Award to national youth agencies such as The Barbados Boy Scouts Association, The Girl Guides Association of Barbados and The Barbados Cadet Corps.
- e) Maintaining common standards within Barbados among all Groups in accordance with international standards stipulated by the International Secretariat.
- f) Authorising Bronze, Silver and Gold Awards.
- g) The organisation, management and delivery of a Gold Award Presentation Ceremony with the Patron and/or the Founder or their representative.

CHAPTER TEN: CHAIRPERSON

Article One: Appointment

- 1.1. The Chairperson shall be appointed by the Patron on the recommendation of the Council after elections at the AGM, and shall hold office on the same terms as applied to members of the Council as stated in Articles Three, Four and Five of Chapter Nine.
- 1.2 The Chairperson shall not hold the office of Chairperson of the Trustees of the Foundation at the same time.

Article Two: Representative

The Chairperson shall serve as the Award Operator's representative to the Forum and, when necessary, shall attend meetings of the Forum and the Americas Region. The NAO's representative shall make such representations as may be directed by the Council or in the absence of any directions, as shall be in the best interests of NAO.

Article Three: Duties and Powers

The Chairperson shall perform the duties and exercise the powers assigned by the Council. The Chairperson shall preside over all meetings of the Council.

In the absence of the Chairperson, the Deputy Chairperson shall preside over any meeting. In the absence of both, any committee member chosen from among and by the committee members present at a meeting shall preside over the meeting.

The Deputy Chairperson shall, in the absence of the Chairperson, exercise the same powers and rights, and assume the same responsibilities as those of the Chairperson.

At the AGM, submit a report on the working on the Council for the preceding accounting period, together with a statement of accounts drawn up and signed by the Treasurer and certified by the Auditor(s).

Article Four: Delegation

The Chairperson may delegate the powers conferred on him/her by this Constitution.

CHAPTER ELEVEN: EXECUTIVE COMMITTEE

Article One: Appointment and Composition

The Executive Committee shall be comprised of the Chairperson, Deputy Chairperson, Secretary, Treasurer and National Director/Operations Manager.

Article Two: Vacancies

Any casual vacancy in the above offices shall be appointed by the Council for an approved period of time.

Article Three: Function

The Executive Committee shall be responsible to the Council for the day to day management of the Programme.

Article Four: Meetings

4.1 The Executive Committee shall meet at least once every month, or at such times as the Chairperson shall require, and shall act for the Council between meetings of the Council.

4.2 The quorum at meetings of the Executive Committee shall be not less than half plus one of the appointed committee.

CHAPTER TWELVE: APPOINTMENT OF AUDITOR

The Council shall appoint a Chartered Accountant as Auditor and shall cause the financial statements of the Award Operator to be audited each year and for such purpose shall produce such records and provide such information as the Auditor shall require. The Auditor(s) may be removed and replaced by a decision of a General Meeting. The Council shall, upon written request by the/any of the Auditor(s), submit the accounts of the Association for audit.

The Auditor(s) shall -

- a) make a thorough examination of all the books and documents in the custody of the Treasurer at least once yearly and shall forthwith report to the Council any error or omission detected in the course of the examination;
- b) verify and certify all statements of accounts prior to their being submitted to the Annual General Meeting;
- c) examine the inventory of all the belongings of the NAO, in conjunction with the Secretary/Treasurer, at least once yearly.

CHAPTER THIRTEEN: CONTROL AND USE OF FUNDS

Article One: Deposits

All monies received by the Council shall forthwith be paid to the credit of The Duke of Edinburgh's International Award Barbados in an account in any commercial bank as the Council shall from time to time determine.

Article Two: Withdrawals

All cheques and withdrawal receipts drawn on any such account shall be signed on behalf of the Council by the Chairperson or Deputy Chairperson and one other member of the Executive Committee.

Article Three: Financial Year



The financial year of the NAO shall be from the first (1st) day of April in one year to last (31st) day of March in the following year or as may be determined by the Council from time to time.

Article Four: Financial Statements

Copies of the financial statements of the Award Operator certified by the Auditor shall be forwarded to the International Secretariat and the Foundation each year.

CHAPTER FOURTEEN: POWERS AND LIMITATIONS OF POWERS

Article One: Powers

In order to carry out the objectives of the Award Operator, the Award Council shall have the following powers:

- a) To purchase or acquire any real or personal property or any rights or privileges at such consideration or price and generally upon such terms and conditions as it thinks fit.
- b) To purchase, construct, alter and maintain buildings, fences, machinery and other works as it may consider necessary for the use of the Council and to lease, to take as tenant or accept leases or tenancies of any land or any interest therein for such consideration or price or for such term and at such rental it shall think fit.
- c) To borrow or raise money upon mortgage of the real or personal property of the Award Operator, or any part or parts thereof; to borrow money from bankers or other persons with or without security.
- d) To accept donations and legacies from any source provided that such donations and legacies are free from any conditions detrimental to the objectives of the Council.
- e) Individual Council members may not enter into negotiations, contracts and agreements in the name of, or on behalf of the Award Operator. Any possibility of the aforementioned must be brought before the Council to be discussed at designated meetings.
- f) To receive, issue receipts and execute discharges for all grants, gifts, legacies, bequests or other monies, and to execute any trusts created for any of the objectives of the Award Operator for the purpose of furthering any of such objectives.
- g) To purchase, lease or hire, operate and maintain any computer or other equipment necessary or convenient for the operation of the Council.
- h) To engage, control and dismiss the Council's employees and paid officials and to exercise all such administrative power as may be necessary to effect its purpose.
- i) To appoint such staff as it may deem fit and proper and fix their remuneration and other conditions of service.
- j) To appoint Trustees of any trusts created for any of the objectives of the Award Operator or for the purpose of furthering any of such objectives and to terminate those appointments.
- k) To do all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Award Operator.

Article Two: Limitation of Powers

- a) The Award Council shall have no power to enter into any contractual liability whatsoever without the prior written approval of the Foundation where the total liability of the Award Operator in any one financial year exceeds its accumulated funds.
- b) The Award Council shall have no power to incur any liability in the name of the Foundation.

CHAPTER FIFTEEN: COMMON SEAL

Article One: Custody

The Council shall provide a Common Seal which shall be in the custody of the Secretary/Treasurer.

Article Two: Use

The Seal shall not be affixed to any instrument except in pursuance of a resolution of the Council or the Executive Committee and in the presence of the Chairperson or Deputy Chairperson and one other member of the Executive Committee.

CHAPTER SIXTEEN: KEEPING AND INSPECTION OF BOOKS

- a) All books of the Association shall be kept in English.
- b) The books shall be open to inspection to any person approved by Council. All books and documents shall be kept at the seat of the DEIA Barbados.

CHAPTER SEVENTEEN: ACTIONS BY OR AGAINST THE DEIA BARBADOS

- a) The DEIA Barbados shall act, sue and shall be sued, implead or be impleaded and shall do all other acts under its corporate name through its Secretary/Treasurer.
- b) Whenever the DEIA Barbados shall be sued or be impleaded and whenever it shall be necessary to serve notices, summonses or any other legal process, judicial or extra-judicial, upon the Council, service upon the Secretary/Treasurer shall be good and sufficient upon the Council.

CHAPTER EIGHTEEN: ALTERATIONS TO THE CONSTITUTION

- a) A quorum of two-thirds of total membership of the Council is required. Members must be given notice together with the existing areas to be amended and the detailed relevant replacement and with a brief reason for the proposed change.
- b) Any alteration, amendment or rescission of all of or any part of this Constitution shall be made only at a Council meeting by a resolution passed by a majority of at least two thirds of the votes cast by those present.
- c) No alteration, amendment or rescission of this Constitution shall be made in any way to detract from the charitable purposes of the Award Operator or the Declaration, Principles and Code of Practice adopted by The International Award Forum from time to time.
- d) Any alterations, amendments or rescission of this Constitution shall forthwith be forwarded to the International Secretariat.

CHAPTER NINETEEN: WINDING UP COUNCIL

Upon the dissolution or winding up of the NAO in Barbados:

- a) A certified copy of the minutes of proceedings of the General Meeting at which the 'special resolution' to wind up the NAO must be approved by Council.
- b) A detailed statement of the assets and liabilities must be provided to Council and Trustees.
- c) All property, movable or immovable, its cash at bank and in hand, shall be disposed of in conformity with the law. Surplus assets of the NAO, after payment of liabilities, shall be returned to the Trustees.



Appendix A

Notice of Liability to Forfeiture for Non-Payment of Dues of the DEIA Barbados.

You have failed to pay the call of [amount of Dues] made on the [] day of [], [], in respect of your membership of the Award, as set out in the Register of Members of the Award. You are hereby notified that unless you pay all such Dues on or before the [] day of [], [], your membership will be liable to be cancelled.

Dated this [] day of [], [].