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## **STATUTES**

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## **ARTICLE 1**

### **FEDERATION'S OBJECTIVES**

1. The FCAA's main objective is to gather Caribbean architects and architects from neighboring countries of the Caribbean basin in order to reinforce the professional, artistic, intellectual and friendly relations between them.

This activity is intended to develop and promote their progressive ideas in the field of architecture, town planning and innovative practical techniques to help achieve a better standard of living for the community.

2. In addition, the Federation's objective is to represent the profession in the Caribbean basin. It is also to work together so that the social and cultural function of Architecture and Town Planning is properly recognized by public opinion and by official bodies. To obtain the support of the latter with regard to the integrity and capacities of Architects, a high moral and professional level of the participating members is required.

## **ARTICLE 2**

### **REPRESENTATION**

The Federation of Caribbean Associations of Architects (FCAA) represents the Caribbean region of the Federation of Pan-American Associations of Architects (F.P.A.A.) in accordance with Article 30, chapter V of the General Rules and Regulations of the F.P.A.A.

The bodies represented in the Federation are:

- \* Official members of the F.P.A.A. in each country that have decided to join the Caribbean Federation.
- \* The existing institutional organizations in the different Caribbean islands, either F.P.A.A. members or not.
- \* The other existing architect's organizations in the Caribbean region.
- \* The group of architects or individual architects working on specific islands of the Caribbean region.
- \* The official or unofficial members of the F.P.A.A. of American countries neighboring the Caribbean coasts.
- \* The institutions or architects having an honorary status.

The position of the FCAA representatives is defined in the following article on participating members.

### **ARTICLE 3**

#### **MEANS OF ACTION**

In order to achieve her goals, the Federation proposes the following:

- a. To foster free contacts between architects of the islands and the Caribbean countries beyond national or political frontiers.
- b. To collaborate with national and international organizations with regard to subjects on Architecture and Town Planning.
- c. To organize congresses, conferences, meetings and study voyages while fostering the participation of architects of the member countries.
- d. To organize and participate in the organization of Caribbean and international exhibitions.
- e. To organize and participate in Caribbean and international competitions.
- f. To organize and participate in the organization of exchanges between: professors, speakers, students and residents.
- g. To organize and participate in the organization of professional exchanges thanks to the publishing and distribution of journals, newspapers, books, information bulletins, magazines, etc.
- h. To organize and have access to the Caribbean Architects Catalogue.
- i. To participate in matters relative to the Caribbean environment, investigation works and codification documents (codes).
- j. To collaborate with other Architects' Associations and Unions in order to ensure the respect on decisions concerning the Architects Professional Rights.
- k. To establish and reinforce an Internet Site, a real information network system.
- l. From a general point of view, foster and develop all activities in accordance with the Federation's objectives.

### **ARTICLE 4**

#### **MEMBERS**

The Federation has five (5) categories of members such as:

#### 1. THE INSTITUTIONAL MEMBERS

All institutional organizations representing the architectural practice of the Caribbean countries, members or not of the F.P.A.A, may belong to the FCAA They will be designated as official members and will have the right to vote.

#### 2. THE ASSOCIATE MEMBERS

All organizations of the Caribbean countries dedicated to architecture development in general and of the profession in particular. They will be designated Associate Member, have the right to participate but not to vote.

### 3. THE INDIVIDUAL MEMBERS

The Architects of Caribbean countries with less than ten architects, without an institutional organization representing the profession will be designated as Individual Members. To have the right to vote, they should request an order or mandate granted by the majority of Architects from their respective countries.

### 4. THE HONORARY MEMBERS

Any individual noticed by his achievements in the field of architectural development in general, or the profession in particular. The delivery of the honorary title requires a submission to the Executive Committee at the Assembly.

The Executive Committee can assign specific work to these members. These members will have no right to vote.

### 5. THE OUTSIDERS

Any institutional organization representing the architect's profession of the neighboring American countries of the Caribbean coasts, F.P.A.A. members or not, may belong to the FCAA They will be designated as observer members, may participate to the events but will not have the right to vote.

## **ARTICLE 5**

### **HEAD OFFICE**

The permanent head office's location of the Federation Secretariat will be chosen by the Assembly and ratified during periodical sessions.

The actual location being Guadeloupe, F.W.I. at the following address: Ordre des Architectes de Guadeloupe- 35, rue Achille René Boisneuf- 97110 Pointe-À-Pitre, GUADELOUPE, F.W.I.

## **ARTICLE 6**

### **THE DIRECTING BODIES**

The directing bodies of the Federation are:

- a. The Assembly
- b. The Executive Committee

## **ARTICLE 7**

### **THE ASSEMBLY**

The Assembly is composed of: Section delegate members of the Federation. Each section will be represented by a number of delegates to be determined by the Executive Committee before the Assembly's meeting, following the criteria defined by the General Orders.

The Assembly will have a meeting at least once every two years to discuss the following matters:

- a. To choose a President, the Vice-Presidents, a General Secretary, a treasurer and the designated committees.
- b. To establish the Federation's budget and the amount of membership dues for the sections.
- c. To discuss matters submitted by the Executive Committee and presented on the established schemes for each Assembly.
- d. To determine the date and place for the next Assembly to be held.
- e. To determine the date, place and duration of the next Congress and next Biennale each to be held every two years.
- f. To define the Federation's position with regard to the International Architects Union (U.I.A.) and support all actions undertaken by the F.P.A.A.

## **ARTICLE 8**

### **THE EXECUTIVE COMMITTEE**

The Executive Committee will be composed of:

- \* A President,
- \* A 1<sup>st</sup> Vice-President,
- \* A General Secretary,
- \* A Treasurer, being one of the following Vice-Presidents,
- \* A Vice-President for the Spanish-speaking regions,
- \* A Vice-President for the French speaking regions,
- \* A Vice-President for the English speaking regions,
- \* A Vice-President for the Netherlands Antilles, Aruba and Surinam (Dutch and Papiamentu).

The duration of the mandate will be of two (2) years, renewable for only one period with a maximum of two mandates, except for the Presidency.

No National Section will be able to be represented within the Executive Committee by more than two (2) members.

The members of the Executive Committee will be elected for a period of two years.

The Executive Committee will be elected during each General Assembly.

The Executive Committee will meet at least once a year. Its duties are defined in the General Orders.

No member will be able to be part of the Executive Committee for more than two consecutive periods.

## **ARTICLE 9**

### **THE PRESIDENT**

The Presidency of the Federation will be revolving within the different institutions and the elected person will not be eligible twice.

To be eligible, he or she will have to attend the election at the General Assembly and receive approval of the institution to which he or she belongs.

The function is defined in the General Orders.

## **ARTICLE 10**

### **THE VICE-PRESIDENTS**

The Vice-Presidents may have substitutes proposed to the Executive Committee by the National Section to which they belong and later approved by simple majority. The “substitute” may represent the Vice-President if needed.

## **ARTICLE 11**

### **THE GENERAL SECRETARIAT**

The General Secretariat is located at the Architects Association in Guadeloupe.

The General Secretariat is proposed by the organization’s Head office located in Guadeloupe, F.W.I. and ratified or not by the Assembly for a period of two (2) years. It may be re-elected. If not elected by simple majority, another proposal should then be submitted by the Organization in place.

The Secretariat’s objectives are:

To control and respect the Statutes and General Orders, and execute decisions taken by the Assembly and the Executive Committee. The latter is in charge of preparing the Acts defined during debates and decisions adopted by the two main bodies.

## **ARTICLE 12**

### **THE TREASURER**

The treasurer is one of the Vice-Presidents. He is elected for two years and may be re-elected.

He prepares and submits to the different bodies the financial status and the budget program. He is responsible for the Federation’s funds.

### **ARTICLE 13**

#### **THE ACCOUNT AUDITORS**

The auditors are in charge of the Federation's accounting and are designated by the General Assembly.

### **ARTICLE 14**

#### **FINANCING**

The financial resources of the Federation are: the membership dues, contributions, cash donations and grants accepted by the Assembly.

The duties of the elected members of the Federation are honorary.

A percentage to be determined, the obtained benefits should be deposited on the FCAA account following the Caribbean congresses and the Architects Meeting (biennial event).

### **ARTICLE 15**

#### **QUORUM VOTES AND DISCUSSIONS**

Decisions will be taken by simple majority of voting members. In order to adopt a decision in the first Assembly, quorum must be of 3/4 of the participating members in the audience.

If not reached in the second Assembly, the decision will be adopted by simple majority of the participating members in the audience.

### **ARTICLE 16**

#### **MODIFICATION OF STATUTES**

The proposals made to modify the present Statutes can only be formulated by one or various sections or by the Executive Committee during the Assembly's session.

The Assembly will dictate the modification of the Statutes by simple majority of the member countries sections.

### **ARTICLE 17**

#### **GENERAL ORDERS**

The rules and regulations concerning the detail of the organization as well as the activities of the Federation, not mentioned in these Statutes are defined in the General Orders that should be adopted and may be modified by the Assembly.

## **ARTICLE 18**

### **RESIGNATION**

If one Section wishes to resign from the Federation, a written request must be submitted to the General Secretariat who will immediately inform the Executive Committee. From that point, the so called Section will abandon all rights with regard to the Federation this is: the use of its goods and property, its participation to the activities and representation in the Executive Committee as well as the Assembly.

## **ARTICLE 19**

### **EXCLUSIONS**

Members not acting in accordance with the Statutes and the General Orders, may be excluded from the Federation by decision of the Assembly, taken by a majority of 3/4 votes.

## **ARTICLE 20**

### **DISSOLUTION**

The Federation's dissolution may be dictated by the Assembly if it reaches 4/5 of the majority of votes.

The dissolution proposal must be presented by one or various sections and submitted to the General Secretariat at least six (6) months prior to the Assembly's meeting.

In case of dissolution, the designated Secretariat will be in charge of the settlement of it and its funds.

When the compulsory liquidation is pronounced with the Assembly, the assets will be distributed to the different sections in accordance to the amount of revenues.

Under all circumstances and in all cases, the duly recognized Assembly will propose the better solution following dissolution of the Federation.

## **ARTICLE 21**

### **LANGUAGES**

The official languages of the F.C.A.A. are Spanish, English and French.

**ARTICLE 22**

**THE PRECURSORY AND FOUNDER MEMBERS**

A document comprising the list of precursory and founder members that have participated to the activities held in the Caribbean, before the FCAA creation, will be written followed by an official ceremony. This document will be then distributed to the national members of the FCAA.

The Executive Committee will then submit for approval to the respective National Section, the name of the delegate designated as honorary member by the Executive Committee.

The members of the Executive Committee that have been elected will be able to integrate the Honorary Council at the end of their mandate and following a proposal of the Executive Committee to the Assembly.