

Federation of African Tourist Guide Associations (FATGA)

CONSTITUTION

ARTICLE 1: NAME

The name of the organization shall be “**Federation of African Tourist Guide Associations (FATGA)**”, (referred to this document as “FATGA”)

ARTICLE 2: DEFINITION

FATGA is a nonprofit association of legally registered national tour guide associations with diverse backgrounds, interest and languages in Africa. FATGA shall not engage in political, religious or racial activities.

ARTICLE 3: AIMS

- To Safeguard the rights & benefits of its members
- To Produce ethical & selfless professionals to provide world class service to the tourism industry
- To represent the tour guide Associations on the continental and the international stages
- To Support the African tourism developmental plan
- To serve as a meeting hub for African tourist guide Associations
- To move African Tourism forward in collaboration with stakeholders

ARTICLE 4: MEMBERSHIP

An Association or Individual who are eligible to be a member of FATGA:

- A National or Regional Association with a national Certificate of recognition by the authorized government registration body of their based country
- An individual with a valid Certificate in Tour Guiding that his or her country is not yet a member of FATGA

- An African or African nationalized citizen (who can present an identification Card or Passport of his or her base country)
- Committed in paying membership fees

ARTICLE 5: FINANCES

Funds of the FATGA shall be generated from:

- A. Membership dues - membership dues shall be paid annually, as recommended by the Executive Board and ratified by the General Assembly.
- B. Donations, bequests, subsidies from private or public organizations.
- C. Training Fees received from FATGA Training Courses/Programs.

The funds shall be kept in an account, or accounts as decided by the Executive Board, and the Treasurer shall provide regular reports to the Executive Board at least annually. An audited Balance Sheet/Profit and Loss account shall be sent annually to members, 7 days prior to the General Assembly meeting, and presented at each meeting of the General Assembly.

ARTICLE 6: COMPOSITION

FATGA shall consist of:

The General Assembly

The Executive Committee

The Auditor (Finance Inspection Committee)

ARTICLE 7: GENERAL ASSEMBLY

The General Assembly shall comprise Delegates of the fully paid-up members and the Executive Committee. It shall be convened by the President during each Convention.

The ordinary meeting of the General Assembly may be convened by the Executive Board, or on written demand required by 10% of the Members.

Members of the General Assembly shall be tourist guide Associations representatives of two persons per Association and shall provide to the general assembly a letter of appointment from their own tourist guide associations.

A. Methods of Voting in the General Assembly:

- ❖ Each member shall have only one vote.
- ❖ The decisions of the General Assembly will be carried by a simple majority vote, with the exception of changes to the Constitution which will require a two-thirds majority of those present and voting, and a minimum of 50% of members.
- ❖ Voting shall be by a show of hands.
- ❖ Elections to the Executive Board shall be by showing hands.

B. Functions of the General Assembly:

- ❖ To receive, verify and approve the President's and Secretary's general reports
- ❖ To approve the audited accounts of the association (FATGA) and receive the Treasurer's report on the finances of FATGA
- ❖ To approve membership dues until the next General Assembly
- ❖ To consider the report of the Executive Board on its activities since the previous Assembly
- ❖ To elect the President and the Executive Committee
- ❖ To elect the Auditor (the Finance Inspection Committees)
- ❖ To consider and approve proposals for action for the next two years;
- ❖ To ratify termination of membership as recommended by the Executive Committee

C. Quorum

More than 50% of the members present or represented shall constitute a quorum for any meeting of the General Assembly. When no quorum is present, the President may postpone the meeting to a later hour or date, when decisions may be taken by any number of Delegates present or represented.

ARTICLE 8: THE EXECUTIVE COMMITTEE

A. The Executive Committee shall comprise a President, a Treasurer and not more than 7 members directly elected by the General Assembly to serve for a period of 4 years. The elected Executive Committee shall appoint from its number a Vice President and Secretary General. Executive Members shall be eligible for re-election for 2 consecutive terms (8 years). No Executive member may serve in the same position on the Executive Committee for more than 3 terms (12 years). All candidates standing for election as executive committee members must be tourist guides.

B. Function and duties of the Executive Committee

The Executive committee shall be responsible for the day-to-day running of the association and shall, within the competence allotted to it, have the power to make decisions in order to further the aims of FATGA under Article 3 above. The Executive committee may also co-opt members to the Committee, if necessary, such members having no voting rights in the meetings of the Committee.

Further duties inter alia, shall be:

- ❖ to decide on applications for membership and to recommend termination of membership where necessary;
- ❖ to present an annual budget;
- ❖ to meet at least once between Conventions of the General Assembly;

- ❖ to appoint Representatives for any kind of FATGA engagements;
 - ❖ to issue such publications as shall be appropriate on matters of concern to Tourist Guides
- C. The Executive Committee shall create its own way of working platform.
- D. Fifty plus one (50 + 1) of the members of the Executive Committee shall constitute a quorum for any meetings of the Executive Committee.
- E. The Executive Committee shall make its decisions by simple majority vote.
- F. Expenses, properly recorded, incurred in the execution of duties of the office shall be reimbursed.
- G. The Executive Committee shall call the ordinary and extraordinary meetings of the General Assembly.

ARTICLE 9: OFFICERS OF THE EXECUTIVE COMMITTEE

A. THE PRESIDENT

- The President shall officially represent the association (FATGA) within the limits granted by the Constitution.
- The President shall convene the General Assembly and the Executive Committee.

B. THE VICE PRESIDENT

- The President or, in his/her absence, the Vice-President, shall act as Chairman at the Executive Board and at the General Assembly meetings.

C. THE SECRETARY GENERAL

- Duties of the Secretary General shall include taking minutes of all meetings of the Executive Committee and of the General Assembly, giving at least three months' written notice of all meetings of the Executive Meetings and the General Assembly, and at least two

months' written notice of any proposed changes to the Constitution. A proposed agenda shall be circulated to members two weeks prior to any meeting.

- The secretary will prepare the Agenda of the Executive Committee
- Shall receive an application request from prospective members
- Shall lead the correspondence of all the association engagements with the third party

D. THE ASSISTANT SECRETARY GENERAL

- Shall assist the secretary general in running the secretariat and act in his or her absent
- Shall perform the functions of the secretary general in his or her absent
- Shall perform all other functions that may be assigned or delegated to him or her by the secretary general or the president.

E. THE TREASURER

- The Treasurer shall keep records of all financial transactions and submit all financial records and audited accounts to the Executive Committee and the General Assembly.
- Funds shall be disbursed with the signature of two of the officers – Treasurer and President.
- Shall be in charge of the association income and fundraising
- Shall be in charge of all financial documents of the Association.
- Shall be in charge of the sales and issuing of FATGA properties

F. THE PUBLIC RELATION OFFICER

- The public Relation shall prepare the documents to promote the association.
- The PRO will be responsible in preparing and releasing most of the press conferences.

ARTICLE 10: AUDITOR (FINANCE INSPECTION)

The Auditor shall be assigned by the General Assembly and he/she shall not be members of the Executive Committee. Their duty shall be to inspect the finances of the association (FATGA). His/her term of office shall be two years.

ARTICLE 11: SECRETARIAT AND REGISTRATION OF TITLES

The Headquarters of the Secretariat shall be located in Nigeria.

ARTICLE 12: PROPOSED AMENDMENTS TO THE CONSTITUTION BY THE MEMBERSHIP

Any provision of this Constitution may be waived or changed in General Assembly by a quorum of over 50% of the membership provided that three months' written notice has been given of such proposed changes to the Secretariat.

ARTICLE 13: DISSOLUTION

- A. If FATGA is dissolved, the concerned party to give license and accreditation of FATGA shall be informed in writing of the dissolution of the association six month before its dissolution.
- B. If FATGA is dissolved, the funds remaining after liquidation shall be donated to a charity as agreed by the Executive Committee.