

WESTMORELAND
PARISH DEVELOPMENT
COMMITTEE
BENEVOLENT SOCIETY
CONSTITUTION

RULES OF THE WESTMORELAND PARISH DEVELOPMENT COMMITTEE BENEVOLENT SOCIETY

INTERPRETATIONS

In these Rules unless the contrary intention appears:

- Words denoting the masculine gender shall be deemed to include the feminine
- Words in the singular shall include the plural and vice versa
- "**The Act**" means the Friendly Societies Act 1966 and any Act amended or substituted for it and is for the time being in force.
- "**The Regulations**" means the Friendly Societies Regulations.
- "**The Society**" means the Westmoreland Parish Development Committee Benevolent Society.
- "**Committee of Management**" means the governing body of the Society entrusted with the management of the affairs of the Society.
- "**DAC**" means Development Area Committee
- "**The Registrar**" means the Registrar of Friendly Societies and includes any person when exercising such powers of the Registrar as may have been conferred upon him.
- "**Financial Member**" means a member whose dues are paid up to date.
- "**Members**" means individuals and/or persons representing Development Area Committee.

ARTICLE 1: NAME OF THE SOCIETY

The name of this Society shall be the Westmoreland Parish Development Committee Benevolent Society.

ARTICLE 2: REGISTERED OFFICE

The Registered Office of the Society shall be at 95a Great George Street, Savanna-La-Mar, Westmoreland or such other place in Jamaica as may be determined from time to time by the Executive Committee of Management and notified to the Registrar.

ARTICLE 3: THE OBJECTIVES

Section 1

The aims and objectives of the Society shall be to:

- a. establish non-partisan association of individual Development Committees existing in Westmoreland;
- b. act as the main consultative body on behalf of the various Development Area Committees and residents within Westmoreland, on matters common to the parish and affecting each community; i.e., matters dealing with sports, civic awareness, utilities, public transportation, disaster preparedness, governance etc.;
- c. help in the monitoring of improvement to infrastructures, i.e., drains, roads and green areas of the Parish while not interfering with the operations, policies and procedures of any individual Development Area Committee;
- d. liaise with Development Area Committees, Local and Central Government for the formulation and implementation of development strategies for Communities;
- e. lobby with funding agencies in order to secure financial assistance for the development of the Parish;
- f. act on concerns common to citizens of the parish or on matters requested of it by representatives from member Development Area

Committees;

- g. assist communities seeking to establish or revitalise their Development Area Committee;
- h. ensure representation on all relevant bodies and committees concerned with parish and national development.

Section II

In furthering the above objectives, the Society may:

- a. facilitate the establishment and management of sustainable Community projects;
- b. receive gifts of any kind, purchase, lease, rent or otherwise acquire any lands, buildings, privileges or property, real or personal, which the Society may think necessary for the attainment of its objectives; or for the purpose of investment or trade and may sell, mortgage, rent, give in exchange or otherwise dispose of or utilize for valuable consideration or otherwise;
- c. enter into arrangement with any persons, any organizations and /or any authorities (government, municipal, local or otherwise) that may seem conducive to the attainment of the Society's objectives, and obtain from any such authority any rights, privileges and concessions which the Society may think desirable to obtain and carry out and comply with such arrangements, rights, privileges and concessions;
- d. receive dues and contributions from member Community Development Committees in the furtherance of the interest of the Society;
- e. invest in any security in which Trustees are for the time being authorized by law to invest;
- f. do all other acts and things that are incidental or conducive to the attainment of the above objectives.

ARTICLE 4: APPLICATION OF FUNDS

Section I

All amount of monies received on account of application fees, dues, contributions, fines, donations, membership fees, sale of Rules or otherwise and interest on investment shall be applied in carrying out the objectives of the Society, and in paying the expenses of the management in accordance with the Rules of the Society.

Section II

Any individual misapplying the funds of the Society shall repay the amount misapplied and be excluded from the Society and may be liable to prosecution.

ARTICLE 5: INVESTMENT OF FUNDS

Section I

So much of the funds of the Society that may not be wanted for immediate use, or to meet the usual recurring liabilities with the consent of the Committee Management or a majority of the representatives present and entitled to vote in a General Meeting may be invested by the Society in any amount in any of the following ways:-

- a. In any security in which Trustees are for the time being by law authorized to invest.
- b. In shares, or deposits with any other Registered Society with limited liability, authorized to receive said investments and whose operation is not in conflict with the objectives of the Society.

Section II

The Society may purchase or take on lease in the name of the Society, any land, and may sell, exchange, mortgage, lease or build upon that land with power to alter and pull down building and again rebuild, and a purchaser, assignee, mortgagee or tenant, shall not be bound to inquire as to the authority for any sale, mortgage, or lease by the Society. A receipt issued by the Society shall be evidence of payment for all monies arising from or in connection with the sale, exchange, mortgage or lease.

Section III

The Committee Management with the consent of a Regular, Annual or Special General Meeting may borrow money for the purpose of the Society, upon the security of any assets of the Society and shall have power to execute all deeds or other documents, which may be required for that purpose.

ARTICLE 6: MEMBERSHIP

Section I

The membership of the Society shall be open to delegates of all Development Area Committee, interest group and individuals; provided that no more than eleven (11) Delegates shall represent each Development Area Committee. Election of Delegates shall be open without restriction as to race, political or other affiliation to individuals that are members of the above-mentioned organizations within Westmoreland, who have attained sixteen (16) years of age, are of good character and are in agreement with the aims and objectives of the Society, or any person who has a vested interest in the Parish of Westmoreland; provided that a member cannot hold an elective Office until the age of eighteen (18) years old.

Section II

Every member of the Society shall be subject to the following Rules and have equal voice in all affairs of the Society and in administration of all the property thereof.

- a. Every applicant applying for membership shall submit his application in the manner on the form prescribed by the Society and shall pay dues of Two Thousand Dollars (\$2,000.00) per annum. Each Development Area Committee will be liable to pay dues of Two Thousand Dollars (\$2,000.00) per annum. Each Development Area Committee will be responsible for the payment of dues on behalf of its representatives; this should be paid by the end of the first quarter of each year. The application must be signed by the Development Area Committee Chairman and two (2) members of its Committee of Management.
- b. Members of the Development Area Committee shall not propose for membership representatives who they know to be of questionable character and are not favourably disposed to the tenets of the Society.

- c. A character reference of each representative shall be submitted to the Society. These shall be referred for investigation by such Officers of the Society as are appointed by the Committee of Management, the findings of which shall be submitted to the Committee of Management for its approval.
- d. The Society shall exercise its power to enforce discipline or expulsion of any member in cases where it can be proven that any member misconduct himself in any duly constituted meeting or is convicted in Courts of Law for any offence prejudicial to the interest of the Society.
- e. If a member acts in contravention to these Rules, or acts in any way detrimental to the interest of the Society, such member may be expelled by a vote of a bare majority of all members and delegates present and entitled to vote at a General Meeting upon a charge communicated to him in writing by the Committee of Management not less than seven (7) days before the meeting.
- f. The member shall be entitled to be fully informed of any charges brought against him, with the opportunity to be heard in his defence before he is lawfully suspended or deprived of membership (see regulation 21).
- g. Any appeal against expulsion will be treated as a dispute in accordance with Article 34.
- h. A member shall forfeit his rights to membership for non-payment of dues after one hundred and eighty (180) days of such dues becoming due and payable or during a period of suspension when he is being investigated.
- i. The member shall advise the society in writing at its Registered Office of any change of his address. This shall be done within thirty (30) days of change.
- j. All communication shall be sent or delivered at the last address recorded in the Society's Register of members, and in the case of the failure of any representative to notify the Secretary of any change of his address, he shall be deemed to have received the communication when sent to the last address in the Register of Members.
- k. Under no condition whatsoever shall a member of the Committee responsible for investigating applicants be a proposer or seconder of any application.

ARTICLE 7: FINANCIAL LIABILITY

Section I

The Committee of Management shall not enter into any financial liability above One Hundred Thousand Dollars (\$ 100,000.00) without the permission of the members in General Meeting.

Section II

Any financial liability above One Hundred Thousand Dollars (\$ 100,000.00) shall be secured by assets of the Society, unless otherwise approved by the members at a General Meeting.

ARTICLE 8: REGISTER OF MEMBERS

Section I

The Society shall keep at its Registered Office, a 'Register of Members' wherein shall be entered:

- a. The name, address, and occupation of each representative and a statement of the dues and contributions paid by him or paid on his behalf.
- b. The date on which each member's name was entered in the Register.
- c. The date on which any member ceased to be a member.
- d. The name and address of each Development Area Committee

ARTICLE 9: DUES AND CONTRIBUTION

Section I

Each Development Area Committee representative and individual members shall pay dues of Two Thousand Dollars (\$2,000.00) per annum or any such additional amount that is approved by the Society.

Section II

The Committee of Management shall be empowered to solicit contributions from members for specific purposes as approved by members in General Meeting.

Section III

A receipt shall be issued for all financial transactions conducted by the Society under the Rule.

ARTICLE 10: CONTRIBUTION STATEMENT

Section I

The Committee of Management of the Society shall issue to each member representative a Statement, and it shall be the duty of the Secretary to update from time to time all payments made by the member organizations in respect of, annual dues, voluntary contributions, fines, arrears and other payments made under the Rules of the Society. Every statement shall contain the necessary columns to provide for all of the above entries from the 1st day of January to the 31st day of December in any one year. No statement shall be issued to a member organization unless it is signed by the Secretary, the Chairman and other member of the Committee of Management authorized to do so.

Section II

It shall be the duty of the Secretary of the Society to supply to both the External and Internal Auditor for the purpose of the Annual Audit, a certified list of the amount of contributions, dues, subscriptions and fines in respect to member in respect of every particular fund for the year under review (Regulation 20, 1968).

ARTICLE 11: MANAGEMENT OF FUNDS

Section I

Expenses for the Management of the Society shall be provided for by annual dues, fundraising and contributions as authorized by the Rules of the Society and be determined by the Committee of Management.

Section II

The Committee of Management shall have the power to offer financial assistance to member in deserving cases; provided it is approved by members in General Meeting.

Section III

The Society shall reserve the right to pay Honoraria to the Committee of Management for the faithful performance of its duties at the end of each year from Net Surplus as ascertained by the audit. The amount to be paid shall be approved by the Annual General Meeting.

Section IV

No member of the Committee of management shall receive a salary as a member of the Committee of Management; provided that the Committee of Management may approve reimbursement of expenses incurred by an Officer in the performance of his duties.

ARTICLE 12: MEETINGS

Section I

The supreme authority in the Society is vested in the General Meeting of members at which every representative has a right to attend and vote on all questions; provided that members who are in arrears shall not be allowed to vote.

Section II

For the purpose of these Rules, the first meeting of members after registration of the Society shall be called the Inaugural General Meeting. This meeting shall be held within sixty (60) days after the receipt of the Society's Certificate of Registration.

Section III

The Annual General Meeting shall be held within sixty (60) days of the receipt of the approved Audit Report by the Committee of Management from the Registrar.

Section 1V

Regular General Meetings of the Society shall be held quarterly at the Registered Office of the Society or such other venue as the Committee of Management may decide.

Section V

A Special General Meeting shall be held whenever the Committee of Management thinks expedient, or upon the request of fifty percent (50%) of the total membership. Such request shall be made in writing signed by said members and delivered to the Secretary. The purpose of the meeting shall be set forth in the notice and only such business as is described in the notice may be dealt with at such meeting.

Section VI

The Chairman shall preside at all General Meetings; provided that upon his absence, disability or refusal to act, one of the two Vice-Chairmen shall be appointed to serve in his absence or any other member appointed by the meeting.

Section VII

At all General Meetings fifty one percent (51%) or 30 of members, whichever is less, in good financial standing shall form a quorum; provided that seventy-five percent (75%) support of financial members present and voting is needed for any amendment of the Rules.

Section VIII

At any Regular, Annual or Special General Meeting each individual member that is not disqualified by arrears or otherwise as mentioned in these Rules shall have one vote and each DAC represented that is not disqualified by arrears or otherwise as mentioned in these Rules shall have two votes only; provided that in the case of an equality of vote the Chairman shall have an additional or casting vote. The manner of voting may be by secret ballot or show of hands as determined by the meeting.

Section IX

Any question submitted for the decision of the members present at a meeting shall be decided by a majority of votes.

Section X

Full and proper Minutes of all proceedings of all Annual, Regular, Special and all Committee Meetings are to be entered in a book or books kept for the purpose. (Regulation 4, 1968).

Section XI

At least seven (7) days before any Regular or Annual General Meeting and fourteen (14) days prior to a special General Meeting the secretary shall post notice in a conspicuous place in the registered Office of Society, and cause written/verbal notice that is the same as that which appears in the records of the Society to be communicated to each member.

Section XII

A member of the Society shall not vote in meetings or take part in any matter before the Society in which he has direct or indirect interest, unless called upon to do so.

Section XIII

If, at the expiration of one hour after the time fixed for a Regular, Annual, or Special General Meeting, the members present are not sufficient to form a quorum such meeting shall be considered as dissolved if convened on the demand of the members present. In all other cases it shall stand adjourned to a date, time and place to be fixed by the Committee of Management and notified to the members within thirty (30) days of such adjournment. Notices as prescribed in these Rules shall be given.

ARTICLE 13: BUSINESS OF THE ANNUAL GENERAL MEETING

Section I

The Annual General Meeting of members has both the right and the responsibility to:

- a. confirm the Minutes of the previous Annual General Meeting or any intervening Special General Meeting;
- b. consider, and if thought fit, approve the reports of the Committee of Management on the previous years working of the Society together with the Financial Statement and Treasurer's Report;
- c. consider, and if thought fit, accept the Auditor's Report;
- d. elect members to the Committee of Management and to remove them from office in accordance with these Rules;
- e. determine what amendments shall be made in these Rules;
- f. hear and decide upon any complaint brought by members aggrieved by a decision of the Committee of Management; provided that notice of such complaint shall be given to the Secretary at least fourteen (14) days before the meeting;
- g. elect and or appoint other Committees and their respective Chairmen.

Section II

The order of business at the Annual General Meeting shall include:-

- a. Soliciting divine intervention at all meetings.
- b. Ascertaining that a quorum is present.
- c. Calling meeting to order.
- d. Taking apologies for absences.
- e. Reading and approval of the Minutes of the last Annual General Meeting and of any intervening Special General Meeting, and discussion of matters arising there from.

- f. Taking unfinished business left from the previous meeting.
- g. Taking Reports of: -
 - i. The Committee of Management
 - ii. Other Committees
- h. Appointing the Returning Officer and at least three (3) Poll Clerks.
- i. Conducting election of: -
 - i. Committee of Management
 - ii.
 - iii. Audit Committee
- h. Fixing of Financial Liability Limit.
- i. Hearing and deciding upon any complaints brought by members aggrieved by a decision of the Committee of Management.
- j. Taking new business.
- k. Closing.

Section III

The Secretary shall prepare the agenda for Meetings in consultation with the Chairman.

ARTICLE 14: ELECTIONS

Section I

Not less than thirty (30) days prior to each Annual General Meeting, the Committee of Management shall appoint a Nominating Committee of three (3) members, of which not more than one (1) may be a member of the existing Committee of Management who is not running for re-election. It shall be the duty of the Nominating Committee to nominate at the Annual General Meeting one (1) member for each vacancy for which election is being held.

Section II

- a. The Returning Officer shall be appointed by the Chairman.
- b. After nominations of the Nominating Committee have been placed before the members, the Returning Officer shall call for nominations from the floor. When the nominations are closed, Poll Clerks shall be appointed by the Returning Officer, ballots shall be distributed, the vote taken and tallied by the Poll Clerks and the results announced.

Section III

The Secretary shall be responsible for providing updated information on the financial and elected status of each member.

Section IV

Elections shall be determined by a majority of votes by ballots.

ARTICLE 15: THE EXECUTIVE COMMITTEE

Section I

The Society shall have the following Officers; Chairman, two (2) Vice- Chairman, Secretary, Treasurer, Public Relation Officer, Assistant Secretary, and at least two (2) DAC representatives to a maximum of fifteen (15) members. This body shall form the Committee of Management.

Section II

A member shall not be nominated for office whilst in arrears with his dues.

Section III

No member shall be nominated for Office who has not been a financial member for over six (6) months from the date of his admission to membership excepting in the first year of the Society.

Section IV

Any member who is charged with a criminal misconduct shall not be eligible for nomination for any Office of the Society, until the charge has been dismissed, or five (5) years after completing the punishment with respect to the charge.

Section V

Officers shall attend all meetings of the Society unless prevented by some unavoidable circumstances; in which case, an excuse shall be sent to the Secretary. Officers absenting themselves from meetings without reasonable excuse shall be liable to fine not exceeding FiveHundred Dollars (500.00).

Section VI

No person shall hold office of Treasurer in more than one Registered Society.

Section VII

Any member of the Committee of Management who absents himself from three (3) consecutive meetings, without an excuse being sent to the secretary, shall be deemed to have vacated his Office, unless this has occurred through illness, or through extenuating circumstances over which he had no control. Vacancies shall be filled as early thereafter, but no later than sixty (60) days by the remaining members of the Committee; provided that the member so elected to complete the unexpired term shall hold office only until the next Annual General Meeting.

Section VIII

Any member of the Committee of Management or elected Officers of the Society may be removed at any time by resolution of the members present at any General Meeting called for the purpose; provided that such member or Officer shall be informed in writing of the charges against him at least ten (10) working days before such meeting and at such meeting shall have reasonable opportunity to answer such charges.

Section X

Any member who has been expelled and who is aggrieved may appeal to the Committee of Management for a hearing; provided such individual shall have submitted such ground(s) of appeal to the Secretary within twenty-one (21) days of the effective date of such expulsion.

ARTICLE 16: MEETING OF EXECUTIVE COMMITTEE

Section I

The management of the affairs of the Society shall be conducted by a Committee of Management, which shall be elected at the Annual General Meeting. The Committee shall consist of an odd number of persons with a minimum of nine (9) to a maximum of fifteen (15) members all of whom shall be members of the Society, provided that the following person shall serve as ex-officio members on the Committee of Management in an advisory capacity: Immediate Past Chairman, Secretary Manager of the Parish Council, Social Development Commission Parish Manager, President of the Westmoreland Chamber of Commerce and Industry, President of the Negril chamber of Commerce, Custos of Westmoreland, Superintendent of Police of Westmoreland, and the Mayor of Savanna-la-mar.

Section II

At the Inaugural General Meeting a bare majority shall be elected for two (2) years and the other for one (1) year; provided that if the size of committee is expanded one half of the additional members shall be elected for two (2) years and other one (1) year. Thereafter, the term of Office for Committee members shall be for two (2) years. No committee member shall serve for more than three (3) consecutive terms. A member co-opted to complete an unexpired term of Office shall serve only until the next Annual General Meeting. Twenty-four (24) calendar months must have passed before any member who has served three (3) consecutive terms on the Committee of Management can be eligible for re-election.

Section III

Every question shall be decided by a majority of votes, and if the votes are equal the Chairman shall have a casting vote in addition to his vote as a member. Any three (3) members of the Committee may call special meeting of the Committee by giving seven (7) days notice in writing to the Secretary, but at such Special Meeting no other business than that specified in the notice, shall be taken into consideration.

Section IV

At the first Meeting of the Committee of Management, which shall be held within ten (10) days of its election, the Committee shall acknowledge the following

Officers, Chairman, two (2) Vice-chairman, Secretary, Treasurer, Public Relations Officer, and Assistant secretary.

Section V

The meeting of the Committee of Management shall be held once per month on such days and at such times as may be determined by the Committee of Management.

Section VI

A bare majority of members of the Committee of Management shall constitute a quorum for the transaction of business.

Section VII

The Committee of Management shall be empowered to co-opt two (2) persons to augment its number if and when necessary to provide technical advice; provided that these members shall have no voting rights.

Section VII

Minutes of all Committees, Regular, Annual and Special Meetings shall be recorded by the Secretary in the Minute Book and shall be signed by the Chairman or other presiding member and by the Secretary and shall contain the following particulars:

- a. The name of the members present and the date of the meeting.
- b. The name of the presiding member.
- c. A short statement of all matters discussed and decisions made and recorded as to whether each decision was made unanimously or by a majority.

ARTICLE 17: POWERS AND DUTIES OF COMMITTEE OF MANAGEMENT

Section I

The Committee of Management shall have the general direction and control of the affairs of the Society. It shall represent the Society before all competent authorities and in dealings and transactions with third persons with power to institute or defend suits in the name of or against the Society. In general, it shall carry out such duties in the management of the Society as have not been specifically assigned by the Act, Regulations or these Rules. In particular, it shall be the duty of the Committee to:

- a. observe in all its transactions the Act, the Regulation and these Rules;
- b. maintain true and accurate accounts of all monies received and expended and to keep a true account of the assets and liabilities of the Society;
- c. keep the Register of members correct and up to date;
- d. examine the accounts at every regular monthly meeting and to inspect the cash balance;
- e. consider the inspection notes of the Registrar's representative and take the necessary action thereon;
- f. fill vacancies on the Committee of Management;
- g. recommend amendments to the Rules;
- h. summon General Meetings in accordance with the Act, Regulations and these Rules;
- i. frame by-laws setting out procedures, such by-laws shall be subject to the approval of the Registrar;
- j. enter into contracts on behalf of the Society;
- k. provide insurance for the moveable and immovable property of the Society;
- l. impose and recover fines authorized by these Rules;

- m. assist anyone authorized to inspect the books;
- n. do all acts aimed to promote the best interest of the Society.

Section II

The Committee of Management shall keep a copy of the latest Annual Balance Sheet of the Society and Certificate of Registration together with the Auditor's Report hung in a conspicuous place in the Registered Office of the Society.

ARTICLE 18: DUTIES OF THE OFFICERS

Section I- Chairman

The duties of the Chairman shall be to:

- a. preside over all meetings of members and of the Committee of Management;
- b. perform such other duties as customarily appertain to the office of Chairman or as he may be directed to perform by resolution of the Committee of Management, not inconsistent with the Act and these Rules;
- c. attend all meetings as an ex-officio member of all Committees appointed under the Committee of Management.

Section II- Vice Chairmen

The duties of the Vice Chairmen shall be to:

- a. ensure that members of the zones assigned convene regular meetings and that the correct parliamentary procedures are adhered to.
- b. to inform the Committee of Management of breaches of the Society's Rules and act as an objective informant on all matters affecting the zones.
- c. undertake the duties of the Chairman in the event of his absence, disability or refusal to act.

Section IV- *Secretary*

The duties of the Secretary shall be to:

- a. have custody of all records, documents, correspondence, stationery, stamp, etc. belonging to the Society;
- b. prepare and issue notices for meetings where necessary;
- c. arrange for and prepare meeting place;
- d. record accurate Minutes of meetings and present these to the succeeding meetings;
- e. receive incoming correspondence and present these to the appropriate meetings and where immediate reply is required, discuss such reply with the Chairman;
- f. hand over all monies received to the Treasurer;
- g. receive applications for membership in the Society;
- h. attend and keep a complete record of attendance at all meetings of members and of the Committee of Management;
- i. on all occasions in the execution of his office act under the supervision of the Committee of Management;
- j. produce all books, documents, properties and monies of the Society when requested to do so by the Committee of Management.

Section VI- *Treasurer*

The duties of the Treasurer shall be to:

- a. oversee the financial management and affairs of the Society including the book-keeping forms and other obligations;
- b. keep or have kept all funds of the Society in a bank or banks designated by the Committee of Management;

- c. keep or have kept all books of accounts, supervise the accounting of the Society and perform all duties incidental to the office of Treasurer;
- d. ensure that the Committee of Management receives Financial Statements at all monthly meetings or as requested by the Committee of Management;
- e. produce all books, documents, properties and monies of the Society in his possession when ordered to do so;
- f. prepare and forward to the Registrar the Returns required under the Act.

Section VIII - *Public Relations Officer*

The duties of the Public Relations Officer shall be to:

- a. promote the Society through public information programmes, corporate communications and any other public relations fora;
- b. determine the concerns and expectations of the public and seek to facilitate those needs;
- c. develop information gathering skills through collaboration with management, members of the Society and external sources;
- d. establish systems for the dissemination of information to appropriate newspaper, broadcast and general publication editors;
- e. seek at all times to promote a positive image of the Society and its activities;
- f. liaise and develop good working relationship with all media houses and personnel in promoting the Society's business;
- g. prepare for the ratification of the General Meeting an annual programme of activities aimed at publicising and promoting the Society.

Section VI- **Immediate Past Chairman**

The duties of the immediate Past Chairman shall be to:

- a. Advise and support the committee of Management on all matters pertaining to the aims and objectives off the society.
- b. Work closely with the chairman in directing the affairs of the Society.

Section VII-Development Area Representative

The duties of the Development Area Representatives shall be to:

- a. act as public representatives for the Development Area Committee at all meetings.
- b. give reports and update of Development Area Committee activities at the Westmoreland Parish Development Committee regular and general meetings.
- c. identify and discuss issues of concern to the Development Area Committee at Westmoreland Parish Development Committee meetings.
- d. work with the Westmoreland Parish Development Committee to lobby to key stakeholders on issues directly affecting the sustainable development of the Development Area Committee.

Section VIII- Assistant Secretary

The duties of the assistant Secretary shall be to:

- a. provide relevant support for the secretary.
- b. assist the secretary with the management of the secretariat.
- c. assist with the recording and management of meetings including preparation of minutes and agenda.

ARTICLE 19: COMMITTEES

Section I

The Society shall have the following Committees, of which the Chairmen shall be elected at the Annual General Meeting.

- **Fundraising**
- **Child Protection and Youth**
- **Project**
- **Industry and Commerce**
- **Audit**

Other members shall be appointed by the Committee of Management at its first meeting after the Annual General Meeting of the Society.

ARTICLE 20: FUNDRAISING COMMITTEE

Section I

The Fundraising Committee shall consist of a minimum of three (3) and a maximum of five (5) competent financial members who shall be appointed by the Committee of Management after the Annual General Meeting of the Society.

Section II

The Chairman of the Fundraising Committee shall at its first meeting appoint a Secretary from among the members of this Committee to keep a record of all decisions taken.

Section III

In the event of a vacancy in the membership of this Committee, the remaining members shall fill such vacancy by appointing a member who shall hold Office only until the next Annual General Meeting.

Section IV

This Committee shall be responsible for the planning and implementation of fundraising events.

Section V

This Committee shall meet as necessary, but not less frequently than once per quarter. A bare majority shall constitute a quorum for the transaction of business

ARTICLE 21: CHILD PROTECTION AND YOUTH COMMITTEE

Section I

The Child Protection and Youth Committee shall consist of a minimum of three (3) and a maximum of five (5) competent financial members who shall be appointed by the Committee of Management after the Annual General Meeting of the Society.

Section II

The Chairman of the Child Protection and Youth Committee shall at its first meeting appoint a Secretary from among the members of this committee keep a record of all decisions taken.

Section III

In the event of a vacancy in the membership of the Committee, the remaining members shall fill such vacancy by appointing a member who shall hold Office until the next Annual General Meeting.

Section IV

The Child Protection and Youth Committee shall:

- a. facilitate the promotion of activities that are of interest to children and youths of the Community such as sporting events, remedial and homework classes and skills training;
- b. facilitate data collection and research methodology of children and youths including sports and education activities taking place in the parish;
- c. ensure the dissemination of information to members of the Society and the

wider Community on the activities of the Society via publications such as newsletters and Annual Reports;

- d. facilitate the preparation and delivery of training programmes geared towards the development of the Society and its members by liaising with entities such as the Child Development Agency, The national Youth Service, HEART/NTA and Social Development Commission;
- e. Meet at least once per quarter and submit all proposed projects to the Committee of Management for approval. A bare majority of members constitute a quorum for the transaction of business.

ARTICLE 22: PROJECT COMMITTEE

Section I

The Project Committee shall consist of a minimum of three (3) and a maximum of five (5) competent financial members who shall be appointed by the Committee of Management after the Annual General Meeting; with the provision that the Committee shall have the authority to co-opt persons as required with particular skill sets to serve on the Committee, these persons shall have no voting rights.

Section II

The Committee with the concession of the Committee of Management reserve the right to co-opt persons from member Development Area Committee, or other areas as the need may arise to augment its numbers.

Section III

The Chairman of the Project Committee shall at its first meeting appoint a Secretary from among the members of this Committee to keep a record of all decisions taken by this Committee.

Section IV

In the event of a vacancy in the membership of this Committee, the remaining members of this Committee shall fill such vacancy by appointing a member who shall hold Office only until the next Annual General Meeting.

Section V

This Committee shall be responsible for identifying and fostering the implementation of Community based projects.

Section VI

This Committee shall meet at least once per quarter and shall submit all proposed projects to the Committee of Management for approval. A bare majority of members shall constitute a quorum for the transaction of business.

ARTICLES 23: INDUSTRY AND COMMERCE COMMITTEE

Section I

The Industry and Commerce Committee shall consist of a minimum of three (3) and a maximum of five (5) competent financial members who shall be appointed by the Committee of Management after the Annual General Meeting; with the provision that the Committee shall have the authority to co-opt persons as required with particular skill sets to serve on the Committee, these persons shall have no voting rights.

Section II

The Committee with the concession of the Committee of Management reserve the right to co-opt persons from member Development Area Committee, or other areas as the need may arise to augment its numbers.

Section III

The Chairman of the Industry and Commerce Committee shall at its first meeting appoint a Secretary from among the members of this Committee to keep a record of all decisions taken by this Committee.

Section IV

In the event of a vacancy in the membership of this Committee, the remaining members of this Committee shall fill such vacancy by appointing a member who shall hold Office only until the next Annual General Meeting.

Section V

This Committee shall be responsible for stimulating and monitoring commerce within the Parish of Westmoreland.

Section VI

This Committee shall meet at least once per quarter and shall submit all reports including proposals to the Committee of Management for approval. A bare majority of members shall constitute a quorum for the transaction of business.

ARTICLES 24: AUDIT COMMITTEE

Section I

The Audit Committee shall consist of a minimum of three (3) and a maximum of five (5) members, none of whom shall be members of the Committee of Management, or any other Committee.

Section II

Members of this Committee shall be elected for one (1) year only at each Annual General Meeting. They shall hold Office until their successors are elected and are eligible for re-election.

Section III

In the event of a vacancy in the membership of this Committee, the remaining members of this Committee shall fill such vacancy by appointing a member who shall hold Office only until the next Annual General Meeting.

Section IV

The Audit Committee shall choose from its number a Chairman and a Secretary. These Offices may not be held by the same person.

Section V

The Secretary of this Committee shall maintain and have custody of full and correct records of all actions taken by the Committee.

Section VI

The Audit Committee shall:

- a. at frequent intervals inspect the securities the securities, cash and accounts of the Society;
- b. make an examination of the affairs of the Society at least quarterly, including an audit of its books of accounts;
- c. at least once a year verify the accounts of all members with the records of

the Treasurer.

Section VII

The Audit Committee shall send a report of its activities to the Committee of Management at least quarterly.

A bare majority of member shall constitute a quorum and this Committee shall meet at least once per month.

ARTICLE 24: BONDING OF OFFICERS

Section I

The Secretary, Treasurer and Chairman and all other members handling the funds of the Society shall be bonded; provided that the cost of the bond shall be borne by the Society.

Section II

The Treasurer unless the Registrar otherwise orders shall be bonded for an amount not less than double the amount of money to be placed in the possession or control of the Treasurer and with at least one surety in a like sum.

Section III

The Chairman, Secretary and every other Officer having receipt or charge of money shall be bonded for a sum of money not less than one half (1/2) of the amount for which the Treasurer is bonded with at least one Surety in a like sum.

Section IV

An Officer re-elected to the said office in the Society for a consecutive term need not furnish a fresh bond.

Section V

The Committee of Management shall at least once in every year verify the existence of the Sureties to bonds furnished by the Officers.

ARTICLE 25: FINANCIAL YEAR

The financial year of the Society shall begin on 1st January and end 30th

December.

ARTICLE 26: ACCOUNTS

Section I

The Committee of Management shall select a reputable Bank in which the Bank Accounts of the Society shall be kept. All cheques shall be signed on behalf of the Society by any two (2) Officers of the Committee of Management authorized to sign; provided that the Committee of Management may establish any authority schedule it deems necessary for prudent fiduciary control. Cheques for lodgement may be signed by any one of the persons authorized to sign.

Section II

Separate account books shall be kept of all monies received and paid on account of every particular fund. Proper vouchers shall be kept of all receipts. All disbursements in excess of Five Thousand (\$5,000.00) Dollars shall be made by cheque; provided that a Petty Cash Account shall be kept in order to record all cash disbursement.

Section III

Proper ledgers shall be kept of all transactions and the state of Financial Affairs of the Society and the segregated funds, and must be adequate to facilitate an audit of the Society's Financial Statements.

ARTICLE 27: ARREARS

Section I

No member who is in arrears with his dues for more than thirty (30) days after the first quarter shall be allowed to vote on any matter before the Society.

Section III

Any member that allows his dues to run in arrears for six (6) months without informing the Committee of Management of any financial problems, after it becomes due and payable, shall be regarded as having forfeited his membership and his name shall be struck off the books of the Society, but may rejoin on making a new application and paying all outstanding dues.

ARTICLE 28: RESERVE FUND

Section I

A Reserve Fund shall be established out of the excess of revenue over expenditure each year of at least five percent (5%) of the excess. This Reserve Fund shall be established whether or not the Society pays a bonus to its members. The Reserve Fund shall not be utilized in paying a bonus, or making any payments whatever of that nature. All monies accruing to the Reserve Fund shall from time to time be invested by the Society in the manner provided by Section 36 of the Friendly Societies Act, but shall not include the lending out of money to members under the provision of this Act.

Section II

The Society may, with the permission in writing by the Registrar, at the end of every five (5) years from the date of registration of the Society, apply any part of its Reserve Fund not exceeding fifty percent (50 %) of the amount at which such Reserve Fund then stands for any of the objectives or purposes defined or established under the Rules of the Society save that no portion thereof shall be used in payment of a bonus.

ARTICLE 29: INSPECTION OF BOOKS

Section I

The Committee of Management shall cause the books of the Society to be available for the inspection by any member or person having an interest in the funds of the Society at all reasonable hours at the Registered Office of the Society or at any place where the books are kept, and it shall be the duty of the Secretary to produce such books as are required.

Section II

The Registrar or any person authorized by him in writing may inspect the registered office, books, securities or documents pertaining to the business of the Society during any reasonable time. During said inspection he may examine the conditions and affairs of the Society and make such enquiries to ascertain the viability of the Society.

ARTICLE 30: AUDIT

Section I

The Registrar shall audit or cause to be audited by some person authorized by him in writing the accounts at least once in every year.

Section II

The audit under this Section shall include an examination of overdue debts; if any, and a valuation of the assets and liabilities of the Society.

Section III

The Registrar and every other person appointed to audit the accounts of the Society shall have the power when necessary to:

- a) Summon at the time of his audit any Officer, Agent, Servant or Member of the Society who he has reason to believe can give material information in regard to any transaction of the Society or the management of its affairs.
- b) Require the production of any books or document relating to the affairs of, or any cash or securities belonging to the Society by the Officer, Agent, Servant or Member in possession of such book, document, cash or securities.

Section IV

The Committee shall lay before the Annual General Meeting an Account and Balance Sheet containing the same particulars as is shown in the Annual Return.

Section V

It shall be the duty of the Secretary of the Society to supply the Auditor for the purposes of the Annual Audit with a certified list of the amount of contributions, dues and fines in arrears in respect of every particular fund for the year under review. (Regulation 20, 1968)

ARTICLE 31: SEAL

Section I

The Committee of Management shall adopt for the use of the Society, a distinctive Seal having the name of the Society inscribed thereon.

Section II

The Seal of the Society shall, at all times, remain in the custody of the Secretary at the Registered Office of the Society.

Section III

The Seal of the Society shall not be affixed to any document except by the authority of a resolution of the Committee of Management and in the presence of at least two (2) members of the Committee of Management and the Secretary or such other persons as the Committee may appoint for the purpose. Any two (2) Committee Members and the Secretary or such other persons as the Committee may appoint as aforesaid, shall sign every document to which the Seal of the Society is so affixed in their presence.

ARTICLE 32: ANNUAL RETURNS

Section I

The Society shall once in every year, not later than 31st day of May, send to the Registrar a Return (in the Act called Annual Return) of the receipts and expenditure, funds and effects of the Society as audited.

Section II

The Annual Return shall:

- a) Show separately the expenditure in respect of the several objectives of the Society.
- b) Be made out to include the 31st day of December last preceding.

Section III

The Society shall send together with the Annual Return to the Registrar a copy of any Special Report of the Auditors.

ARTICLE 33: QUINQUENNIAL VALUATIONS

Section I

Once at least in every five (5) years the assets and liabilities of the Society shall be valued in a manner approved by the Act, by a Valuator, to be appointed by the Society and approved by the Registrar. The Valuator shall send the valuation report to the Registrar.

Section II

On receiving the Valuator's Report:-

- a) The Secretary shall send it to the Registrar.
- b) The Committee of Management shall call a Special General Meeting and lay before such meeting a copy of the Report.

Section III

Every report sent to the Registrar shall:-

- a) Be signed by the valuer.
- b) State the address and calling or profession of the valuer.
- c) Contain an abstract to be made by the valuer of the results of his valuation together with a statement.

ARTICLE 34: DISPUTES

Section I

If any dispute touching the business of the Society thereof arises, such dispute shall be referred to the Registrar as prescribed by Section 46 of the Act.

Section II

The Registrar shall on receipt of a reference under Sub-Section (1) refer it for

disposal to an Arbitrator, or two (2) or more Arbitrators.

Section III

Any party aggrieved by the award of the Arbitrator, or Arbitrators may appeal therefore to the Registrar within such period, and in such manner as may be prescribed.

ARTICLE 35: NOTICES

All summonses and notices shall be deemed to be duly served if delivered at or sent by post addressed to the last known address of the member or persons for whom they are intended.

ARTICLE 36: DISSOLUTION

If the Registrar, after holding an inquiry or making an inspection under Section 55 of the Act or is of the opinion that the Society ought to be dissolved he may decide to cancel the registration of the Society and shall publish, in the Gazette and at least one (1) daily newspaper printed and circulating in Jamaica, notice of such decision.

ARTICLE 37: AMENDMENT TO RULES

Section I

No new Rule shall be made nor shall any of the Rules herein contained or hereafter to be made be amended or rescinded unless with the consent of the required seventy-five percent (75%) support of those members present and voting at a General Meeting, of which notices have been given, specifying the intention to propose such new Rules or amendments as prescribed by the Act.

Section II

No new Rule or amendment of Rules is valid until registered by the Registrar of Friendly Societies.

Section III

If the Registrar is satisfied that any amendment of the Rules is not contrary to the

Act, he may register the amendment; provided that the Registrar may for reasons to be given to the Society refuse to register an amendment

Section IV

If the Registrar refuses to register any amendment of the Rules of the Society, an appeal shall be made within one (1) month from the date of such refusal to the Tribunal appointed by the Regulations under the Act.

Section V

When the Registrar registers an amendment of the Rules of the Society he shall issue to the Society a copy of the amendment certified by him which shall be conclusive evidence of the fact that the amendment has been duly registered.

Section VI

Every new Rule and amendment to any Rule shall be binding to all members of the Society.

ARTICLE 38: VOLUNTARY DISSOLUTION

The Society may be dissolved by the consent of seventy-five (75%) of its members but only in the manner provided in Section 58 of the Act.

CERTIFICATE

I hereby certify that the foregoing Rules numbered Article 1 to Article 38 of the **Westmoreland Parish Development Committee Benevolent Society**, registered No. on the..... day of ,..... 2014, have been registered by me.

Dated this.....

**Registrar of Co-operative Societies
And Friendly Societies**

JAMAICA