

# **-RULES OF THE HARBOUR VIEW CITIZENS' ASSOCIATION**

## **ARTICLE 1: NAME OF THE ORGANIZATION**

The name of the Association shall be the **Harbour View Citizens' Association**.

## **ARTICLE 2: LOCATION**

The Office of the Organization shall be at 1B Riverside Drive, Harbour View, Kingston 17 or such other place in the community of Harbour View as may be determined from time to time by the Association.

## **ARTICLE 3: AIMS AND OBJECTIVES**

### Section 1

The aims and objectives of the Association shall be to:

- a. To organize the citizens of Harbour View into a progressive Organization through which representations on matters affecting the civic rights and welfare of the community shall be made to the appropriate authorities.
- b. To ensure to the best of its ability the rights and privileges of the citizens and to train them to carry out their duties and responsibilities.
- c. To sensitize the citizens of their duties and responsibilities.
- d. To advocate for the consistent maintenance of all public utilities at their highest level of efficiency and service to the public.
- e. To develop a sense of civic pride in the community.
- f. To promote and support all matters of social, economic, educational and cultural nature in conformity with the best interest of the citizens.
- g. To serve as an open forum to give opportunity for the consideration and discussion of matters of public interest
- h. To liaise with other public or private bodies, regarding issues arrived at, through public discussion and other appropriate means.
- i. To provide a common meeting place for members to discuss issue of concern to the enhancement of the community.
- j. To foster the development of community life and a realization of its benefits and responsibilities.

- k. To co-operate with other organizations in the further enhancement of the above purposes for the welfare of the Harbour View Community.

## **ARTICLE 4: POLICY**

- a) The Association shall be non-partisan. Its policy shall be broad enough to embrace all citizens, irrespective of sex, race, colour, class, religious or political affiliation.
- b) The Association may affiliate with other civic organizations with similar objectives.

## **ARTICLE 5: MEMBERSHIP**

### Section 1

The membership of the Association shall be open, without restriction as to race, political or other affiliation to members of the Harbour View community who are of good character and have attained eighteen (18) years of age and who are in agreement with the aims and objectives of the Association or other persons as the Executive may decide.

### Section 11

Every member of the Association shall be subjected to this constitution governing all the affairs of the Harbour View Citizens' Association.

- a. Every applicant for membership shall submit his/her membership application form prescribed by the Association. The application must be signed by the applicant and be proposed and seconded by two (2) members of the Association. Upon acceptance each member shall pay a one time registration fee of Two Hundred Dollars (\$200.00) and agree to pay at least One Thousand Two Hundred Dollars (\$1,200.00) annually or monthly installments of One Hundred Dollars (\$100.00) or such other sum as may be set from time to time at the Annual General Meeting.
- b. All applications for membership shall be submitted to the Association at one of its Regular Meetings. Application forms will be available at the Association's meetings.
- c. The Association shall exercise its powers to enforce discipline over or to expel its members; in cases where it can be proven that any member is guilty of misconduct or any act determined to be inimical to the interest of the Association or is convicted in a Court of Law for any offence prejudicial to the interest of the Association.
- d. A member shall forfeit his rights to membership for non-payment of dues after six (6) consecutive months (180 days) of such dues becoming due and payable.
- e. Members shall advise the Association in writing of any change of address or telephone number. This shall be done within sixty (60) days of the change.
- f. All communications shall be sent or be delivered at the last address recorded in the Association's Register of Members and in the case of the failure of any member to notify the Secretary of any change of his address,

he/she shall be deemed to have received the communication when sent to the last address in the Directory of members.

- g. The Association indemnifies all members against mistakes and other actions carried out in good faith for and on behalf of the Association, excluding any and all unlawful actions.

## **ARTICLE 6: REGISTER OF MEMBERS**

The Association shall keep a "Register of Members" wherein shall be entered:

- a. The name, address, and occupation of each member and a statement of the contribution paid by him.
- 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.

## **ARTICLE 7: ELECTION (VOTING)**

### Section I

No less than thirty (30) days prior to each Annual General Meeting, the Executive Body shall appoint a Nominating Committee of three (3) members, of which not more than one (1) may be a member of the existing Executive Body 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

The election of officers shall be conducted by secret ballot or 'show of hands' except where there is only one nominee for each vacancy. No member shall be eligible to vote at a general meeting unless he is in good financial standing. A member may be elected to any office in his absence provided that a proper assurance is given of his willingness to serve.

### Section III

- a) The Returning Officer shall be appointed by the Executive Committee.
- b) On the day of the elections, the Returning Officer shall call for nominations from the floor, after nominations of the Nomination Committee have been placed before the members.
- c) 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 IV

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

## **ARTICLE 8: DUES AND CONTRIBUTIONS**

## Section 1

- a) Every member of the Association shall pay a registration fee of Two Hundred Dollars (\$200.00).
- b) Every member of the Association shall pay dues of One Hundred Dollars (\$100.00) per monthly meeting or Twelve Hundred Dollars annually any such additional amount that is approved by the Association.
- c) All arrears should be settled at next meeting.

## Section 11

The Executive Body shall be empowered to solicit contributions from members for specific purposes approved by the members in General Meetings.

## Section 111

A receipt shall be issued to members for payments made in respect of dues, contributions and other payments made to the Association under the Rules of the Association.

## Section 1V

It shall be the duty of the Treasurer and the Secretary of the Association to supply to the Auditor for the purpose of the annual audit a certified list of the amount of contributions and dues in respect of every individual member and in respect of every particular fund for the year under review.

## **ARTICLE 9: CONTRIBUTION STATEMENT**

The Treasurer shall issue to every member a statement, and ensure that, from time to time, all payments made by members in respect of registration fees, monthly dues, arrears, and any other payments made to the Association is kept up to date. No statement shall be issued to a member unless the Treasurer, President and any other Executive Member signs it.

## **ARTICLE 10: EXECUTIVE COMMITTEE**

### Section 1

The Executive shall be the administrative body of the Harbour View Citizens' Association and is authorized to transact all business, propose policies, prepare the annual budget and supervise all activities of the Association. A majority of the executive shall constitute a quorum (2/3) for any meeting of that body.

### Section 11

The Executive shall consist of officers of the Association and five other members elected at the Annual General Meeting. They shall be eligible for re-election.

### Section 111

The Committee shall have the power to co-opt additional members not exceeding four.

### Section 1V

The Committee shall act on any matter affecting the Association in between regular meetings and report at the next regular monthly or Annual General Meeting.

Section V

Vacancies arising in between Annual General Meetings may be filled at the regular monthly meeting.

Section VI

Any Executive Officer who fails to attend four consecutive meetings of the Executive Committee without reasonable excuse shall be deemed to have vacated his office.

**ARTICLE 11: DUTIES OF THE EXECUTIVE COMMITTEE**

Section 1

It shall be the duties of the Executive Committee to manage and conduct the affairs of the organization between Citizens' Association meetings.

Section 11

To carry out policies adopted at Citizens' Association meetings.

Section 111

To initiate action on community welfare and activities and generally to promote the purposes of the Citizens' Association.

**ARTICLE 12: OFFICERS OF THE ASSOCIATION**

Section 1

The Association shall have the following officers:

President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, and P.R.O. (Public Relations Officer) and five(5) other officers elected at the Annual General Meeting.

Section 11

This body shall form the Executive Committee of the Association.

Section 111

The Committee shall have the power to co-opt additional members not exceeding four (4).

Section 1V

They shall be eligible for re-election.

**ARTICLE 13: DUTIES OF THE OFFICERS**

## Section 1

### **PRESIDENT**

It shall be the duty of the President to preside at all meetings of the Citizens' Association and the Executive Committee.

He/She shall supervise the other officers and any agents and employees of the association.

He/She shall ensure that adequate reporting is done by all sub-committees.

Organize training to ensure officers are equipped with the request knowledge and training to effectively function in their capacity and beyond.

## Section 11

### **1<sup>st</sup> VICE PRESIDENT:**

It shall be the duty of the 1<sup>st</sup> Vice President to oversee the Fund Raising affairs of the Association.

In discharging this duty, he/she shall ensure an appropriate committee is in place to effectively mobilize the fund raising venture.

He/She is to ensure that detailed reports are available to the executive at required intervals throughout the life of the venture.

He/She is to ensure transparency, accountability and seamless execution of the assign venture.

It shall be the duty of the 1<sup>st</sup> Vice President to marshall the Members Committee in aggressive recruiting of new members.

It shall be the duty of the 1<sup>st</sup> Vice President to assist the President at all times in the performance of his duties and to discharge such other duties as may be delegated to him/her by the President.

It shall be the duty of the 1<sup>st</sup> Vice President to carry out the duties of the President in his/her absence.

It shall be the duty of the 1<sup>st</sup> Vice President to organize a Fundraising Committee which shall consist of competent financial members who shall be appointed by the Executive after the Annual General Meeting of the Association; provided that the Chairman of this Committee shall be the 1<sup>st</sup> Vice President.

It shall be the duty of the 1<sup>st</sup> Vice President to use the Treasurer's annual budget as a benchmark for the Committee's annual fundraising target.

## Section 111

### **2<sup>nd</sup> VICE PRESIDENT:**

It shall be the duty of the 2<sup>nd</sup> Vice President to oversee all Projects being undertaken by the Association.

He/She shall ensure an appropriate committee is in place to effectively undertake the assigned projects.

He/She is to ensure that a proper proposal is submitted to the executive ahead of commencement of the project.

It shall be the duty of the 2<sup>nd</sup> Vice President to marshall the Members Committee into aggressive recruiting of new members.

It shall be the duty of the 2<sup>nd</sup> Vice President to assist the President at all times in the performance of his duties and to discharge such other duties as may be delegated to him/her by the President, and in the absence of the 1<sup>st</sup> Vice president and the President, he/she will take over such duties of the President.

It shall be the duty of the 2<sup>nd</sup> Vice President to organize a Project Committee consisting of competent financial members who shall be appointed by the Executive at their first Meeting after the Annual general Meeting of the Association; provided that the Chairman of this Committee shall be the 2<sup>nd</sup> Vice President.

#### Section 1V

##### **TREASURER:**

It shall be the duty of the Treasurer to collect and deposit in the Association's account all monies collected on behalf of the Harbour View Citizens' Association.

To properly account for all payments and receipts.

To keep records of all assets and liabilities and ultimately all transactions carried out by the Association (H.V.C.A.).

To ensure that the financial records are at all times a reflection of proper accounting principles.

An accurate listing of membership is maintained. Annual/monthly dues are collected.

The Treasurer is responsible for preparing an annual budget and the annual financial report.

It shall be the duty of the Treasurer of the Association to supply the Auditor for the purposes of the Annual Audit with a certified list of the amount of contribution, dues and fines in arrears in respect of every particular fund for the year under review.

#### Section V

##### **SECRETARY:**

It shall be the duty of the Secretary to attend meetings, take minutes and keep notes of the Executive Committee and the Association.

He/She shall attend to the necessary correspondence of the Association.

He/She shall be the custodian of the Association's papers and documents.

Shall give notice of all meetings of the Executives and the Association.

Shall keep records of all Committees and Committee Chairperson.

Shall perform any other duties usually associated with the office or which may be assigned to him/her by the Association or its Executives.

Shall receive applications for membership in the Association.

Shall attend and keep a complete record of attendance at all meetings of members and of the Executive Body.

### Section V1

#### **ASSISTANT SECRETARY:**

The duties of the Assistant Secretary shall be to assist the Secretary with such duties as maybe decided upon by the Executive and he or she shall act for the Secretary in his or her absence, disability or upon his or her refusal to act and carry out his or her duties as set out by the constitution of the Association.

### Section V11

#### **PUBLIC RELATIONS OFFICER:**

It shall be the duty of the Public Relations Officer to ensure timely and efficient dissemination of information about the Association's functions, objectives and activities to citizens.

To engage citizens, opinions, leaders in the community on issue affecting them and guide them to the associations' mandate and purpose.

#### **ARTICLE 14: SPECIAL COMMITTEES**

Special Committees shall be maintained as required. Each Committee shall consist of not less than three members nominated by the President in consultation with the Executive Committee and shall be presented to the first regular meeting following the Annual General Meeting for approval. Each Committee shall hold Office until the subsequent Annual General Meeting and shall have power to co-opt. The Association may also appoint ad hoc Committees. Two members shall form a quorum at a Special Committee Meeting.

- a. Project
- b. Fundraising
- c. Audit

#### **ARTICLE 15: PROJECT COMMITTEE**

- a) The Project Committee shall consist of five (5) members who shall be appointed by the 2nd Vice President at their first Meeting after the Annual General Meeting of the Association; provided that the Chairman of this Committee shall be elected at the Annual General Meeting.



- b) 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.
- c) 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.
- d) This Committee shall be responsible for planning and facilitating the implementation of projects relating to the general upkeep and maintenance of the Community.
- e) This Committee shall meet at least once per quarter and shall submit all proposed projects to the Committee of Management for approval. Three (3) members shall form a quorum for the meetings.
- f) The Committee shall have the power to co-opt.

## **ARTICLE 16: FUNDRAISING COMMITTEE**

- a) The Fundraising Committee shall consist of five (5) members who shall be appointed by the 1st Vice President at their first meeting after the Annual General Meeting of the Association.
- b) 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 at this Committee.
- c) 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.
- d) This Committee shall be responsible for all fundraising, and any other fundraising that the Association deems necessary.
- e) This Committee shall meet as necessary. Three (3) members shall form a quorum for the meeting.

## **ARTICLE 17: AUDIT COMMITTEE**

- a) The Audit Committee shall consist of two (2) members, none of whom shall be members of the Executive Body.

- b) Members of this Committee shall be elected for one (1) year at each Annual General Meeting. They shall hold office until their successors are elected and are eligible for re-election.
- c) In the event of a vacancy in the membership of this Committee, the Executive Committee shall fill such vacancy by appointing a member who shall hold office only until the next Annual General Meeting.
- d) The Audit Committee shall:
  - Make an examination of the affairs of the Association at least quarterly including an audit of its books of accounts and submit a report to the Executive Committee.
  - At least once a year verify the accounts of all members with the records of the Treasurer and Secretary.

## **ARTICLE 18: MEETINGS**

### Section 1

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

### Section 11

At any Regular, Annual or Special General Meeting every member present and not disqualified by arrears shall have one vote only; provided that in the case of an equality of votes the President shall have a second or casting vote. The manner of voting may be by secret ballot or on a show of hands as determined by the meeting.

### Section 111

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

### Section 1V

A Special General Meeting can be called by the Executive Body, or if twenty-five percent (25%) of the total members demand same. Such request shall be made in writing and shall be signed by the 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 V

The Association shall convene at least twelve (12) General Meetings per year and at least twelve (12) Executive Meetings for the year, except in the occurrence of a natural disaster.

### Section VI

- a. The President shall preside at all General Meetings; provided that upon his absence, the Vice President or any other member appointed by the meeting shall preside.

b. At all General Meetings one-third (1/3) of the membership shall form a quorum. A seventy-five percent (75%) support of paid-up members present and voting is needed for amendment of Rules, or the removal of an Officer.

- ***The Annual General Meeting*** shall be held in the month of March or as soon as possible after. Fifty (50) per cent of the membership shall form a quorum for Annual General Meetings.
- ***Meetings of the Executive Committee*** shall be held at least once in each month and two-thirds (2/3) members shall form a quorum.
- ***Special General Meetings*** may be called by the Chairman on his own initiative or upon the written request of not less than one third of the members. The purpose of the meeting must be set forth in the request and only such business as stated shall be dealt with at such meetings.

#### Section VII

- Hear and decide upon any complaint brought by members aggrieved by a decision of the Executive Body; provided that notice of such complaint shall be given in writing to the Association at least seven (7) days before the meeting;

## **ARTICLE 19: BUSINESS OF THE ANNUAL GENERAL MEETING**

### Section 1

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

- Confirm the Minutes of the previous Annual General Meeting or any Special General Meeting.
- Approve the reports of the Executive Body on the previous years working of the association, together with the Treasurer's Report;
- Consider and accept the Auditor's report;
- Elect members to the Executive Body;
- Determine what amendments, if any, shall be made to the Constitution;

### Section 11

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

- a. Ascertaining that quorum is present;

- b. Welcome and Apologies for Absence;
- c. Reading and approval of the Minutes of the last Annual General Meeting and of any Special General Meeting;
- d. Matters Arising
- e. Reports of:-
  - The President
  - The Treasurer
  - The Secretary
- f. Appointing of Returning Officer and at least three (3) Poll Clerks;
- g. Election of:-
  - Executive Body
  - Audit Committee
- h. New business;
- i. Adjournment

## **ARTICLE 19: FINANCIALS**

- **Finances** – The finances of the Association shall be derived principally from subscriptions, contributions, and proceeds from fundraising activities.
- **Investments** - The Association shall have the right to purchase and own property and undertake investments for the benefit of the association.

## **ARTICLE 20: EXPENDITURE**

Expenditure shall be authorized by the Executive Committee and all cheques signed by the Treasurer and the other appropriate account holders provided that such expenditure shall not exceed fifty thousand dollars (\$50,000) without the prior permission of the General Meeting.

## **ARTICLE 21: DISCIPLINE**

- Members shall conduct themselves with proper decorum at meetings of the Association and shall obey the ruling of the Chair.

- Any member of the Association who at any meeting, conduct himself/herself in an unseemly or disorderly manner which tends to be against the good name and best interest of the Association, or refuse to obey the ruling of the Chairman shall be named by the Chair and asked to apologise or to withdraw from the meeting.

## **ARTICLE 22: AMENDMENTS**

This Constitution may be amended only at the Annual General Meeting or at an Special General Meeting called for the purpose after at least fourteen clear days notice of the proposed amendment has been given.