

**CONSTITUTION RULES AND REGULATIONS OF THE
JAMAICA CIVIL SERVICE ASSOCIATION**

As amended and adopted at Annual General Meeting held on May 30, 2014.

1. NAME AND CHARACTERISTICS:

The name of this Organization (hereinafter referred to as “**The Association**”) shall be the Jamaica Civil Service Association. The Association shall be non-partisan, non-racial and non-sectarian in character.

2. AIMS AND OBJECTS:

The aims and objects of the Association shall be to:

- I. Improve the standards of the Public Service of Jamaica ;
- II. Promote programs for organizational and staff reform necessary in the public interest so as to secure, improve and maintain efficiency in the service;
- III. Make representation on behalf of all members of the Association;
- IV. Seek to improve the social and economic conditions of its members.
- V. Foster the establishment of the Chapters and Groups in accordance with **Rule 73**.
- VI. Establish and maintain a centre or centres where members may pursue social activities indoor and outdoor recreation, educational and cultural programs.
- VII. Affiliate with other organizations of like aims and objects, whether local or international, if deemed in the best interest of members.
- VIII. Do all lawful things as are incidental or conducive to the advancement of the general welfare of its members.

Amended and approved May 26,2000
Amended and approved May 30,2014

3. MEMBERSHIP:

(i) The membership of the Association shall consist of:-

- (a) Ordinary members;
- (b) Life Members;
- (c) Honorary members; and
- (d) Affiliate members.

(ii) Whose application for membership upon verification of the correct amount of dues to be paid shall be submitted to the General Secretary for approval.

4 Ordinary Membership ...

(i) All *Permanent, Temporary* , Contract Officers, and Temporary Officers on secondment to Government projects, Government of Jamaica Projects Staff and Pensioners of:

- Central Government
- Statutory Bodies
- Executive Agencies
- Privatized and Commercialised Government Entities.

(ii) All employees listed at Rule 4 (i) are eligible for membership in the Association from the first date of employment.

5 Life Membership

Life Membership may be conferred on an individual who has given exceptional service as an ordinary member of the Association over a period of not less than ten (10) years. This may be granted to an ordinary member upon determination by the Executive Committee from time to time, provided that all existing life members shall continue to enjoy that status

Amended and approved May 26,2000
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6 Honorary Membership

Honorary Membership may be conferred, on the discretion of the General Council on a person who, in the opinion of the Council, has rendered valuable service to the Association.

7 Affiliate Membership

May be granted to a person who is a member of an Association having (in relation to the Public Service of some country other than Jamaica) aims and objects which, in the opinion of the General Council, are similar to those of this Association during his tour of duty in Jamaica.

8 CESSATION OF MEMBERSHIP:

(i) Membership in the Association shall be terminated by:-

- a) voluntary resignation in writing addressed to the General Secretary;
- b) the Member being in arrears in the payment of subscription for twelve (12) months, or more;
- c) expulsion of the member;
- d) Death.

(ii) Where it is contemplated that membership is to be terminated by (b) above, the General Secretary shall immediately notify the member in writing of such arrears six (6) months prior to the effective date of termination, and a final notice of three (3) months prior to the effective date of termination.

(iii) Where the membership is terminated under (b) and (c) above the member shall be informed in writing.

9 The Executive Committee shall have the power by a vote of not less than two-thirds of its members present and voting to suspend or expel a member of the Association including a member of the Executive Committee who in its opinion has been guilty of conduct calculated to bring the Association into disrepute or who has refused to comply with any rule of the Association. The member shall be informed in writing by the General Secretary on the instruction from the

Executive Committee of any such suspension or expulsion within seven (7) days provided that such member shall be afforded the opportunity to respond to the charges brought against him.

- 10 A member suspended or expelled shall have a right of appeal to a meeting of the General Council. Such right of appeal shall be exercised by notice in writing to the General Secretary of the Association at its Registered Office within fourteen (14) days of the receipt of such notice of suspension or expulsion. In the event of an appeal being lodged or notice thereof being given, the member shall be deemed a member in good standing pending the appeal. Any notice sent by registered post shall be deemed to have been served on the fifth day following the date of postage in the absence of proof to the contrary.

11 SUBSCRIPTION

(i) The annual subscription rate for ordinary members and pensioners shall be determined by the Annual General Meeting from time to time.

(ii) In the case of pensioners, subscriptions shall be paid monthly, in advance but may be accepted annually, in advance.

- 12 A member, whose subscription is **three (3) months in arrears**, shall be deemed non- financial **and must be notified that Rule 8, Section (i) (b) may be violated and become applicable if not addressed.**

- 13 A non- financial member shall not be permitted to vote at any meeting of the Association, Chapters or Group, nor shall be eligible for election to any office in the Association or as a delegate to the General Council, nor shall he represent the Association in any manner. A non- financial member shall not be counted to form a quorum.

- 14 A member whose subscription is twelve months in arrears, shall cease to be a member of the Association and his name shall be removed from the roll of members **in accordance with Rule 8, Section (i) (b).**

- 15 A person, who ceases to be a member of the Association by reason of arrears of subscription, may be re-admitted to membership on payment of a year's subscription.
- 16 A person who has ceased to be a member of the Association by voluntary resignation shall only be re- admitted to membership on payment of such arrears of subscription as may be outstanding at the time of his resignation.
- 17 An application for re-admission shall be made in such form as may be approved by the Executive Committee from time to time.
- 18 Membership cards shall be issued by, or on instructions of the Treasurer to all Ordinary Members in good financial standing. These cards shall be produced at any Meeting, if required and at such other times and places as the General Secretary may direct.

19 ORGANIZATION:

From the Ordinary or Life Membership of the Association shall be elected the Officers, General Council and the Executive Committee.

20 OFFICERS:

- (i) The Officers of the Association shall be a President, First Vice President, Second Vice-President, Third Vice-President, and Honorary Treasurer.

21 ELIGIBILITY to be an OFFICER

- (i) Candidates seeking election to the offices at Rule 20, Section (i) shall be members, **Retired Members** of the Association in good financial standing **and** shall be chosen from among members who have **served on** the General Council for at least two (2) years or on the Executive Committee for at least one (1) year.
- (ii) Candidates seeking election to the Offices at (i) shall be declared Non- Eligible; If he has been found guilty of conduct calculated to bring the Association into disrepute or who has refused to comply with any rule of the Association.

22 Election of Officers.

- (i) Officers shall be elected for a period of two (2) years, by secret ballot at the Annual General Meeting or Special General Meeting called for the purpose, provided that all members of the Officer Corps shall not retire at the same time.

- (ii) Regulations for the election of officers shall be made by the General Council and approved by a Special General Meeting.

23 FUNCTION OF OFFICERS:

The President shall preside at:-

- (i) General Meetings of the Association
- (ii) Meetings of General Council
- (iii) Meetings of the Executive Committee, **and** shall have an original and casting vote at all meetings.
- (iv) **The President is Chief Delegate at Local ,Regional and International meetings.**
- (v) In addition to the above, the President shall perform any other duties which by these rules may be required of him. In the absence of the President, the First Vice- President, or in his absence, the Second Vice-President, or in his absence, the Third Vice President shall act in the place of the President and shall have the same powers and shall perform the same functions as the President.

24 The Honorary Treasurer shall :-

- (i) Be the Principal Accounting Officer of the Association and shall perform such accounting duties as the General Meeting, General Council or Executive Committee may from time to time determine;

- (iii) Without prejudice to the generality of the foregoing:-
 - a) Receive all moneys of the Association and be responsible for such money;

- b) Lodge promptly with the Bankers of the Association, in the name of the “Jamaica Civil Service Association”, all monies received on account of the Association;
 - c) At least one (1) month before the date fixed for the Annual General meeting of the Association, present to the Executive Committee an Audited Income and Expenditure Account and a Balance Sheet as at the end of the last Financial Year.
 - (iii) Attend all meetings of the Association, General Council and the Executive Committee.
- 25 The General Council shall have the power to employ a “ paid Secretary” who shall be designated “**General Secretary**” and who shall perform such duties as the Executive Committee may from time to time determine.
- 26 The **General Secretary** shall be responsible for:-
- (i) Keeping the roll of members of the Association and such other records of the Executive, and of the General Council.
 - (ii) Conducting all correspondence of the Association.
 - (iii) Preparing the agenda for all meetings of the Association, of the Executive, and of the General Council.
 - (iv) Issuing notices of meetings.
 - (v) Sending to every member, together with the Notice of an Annual General meeting, a copy of the Annual Report and Statement of Accounts, a statement of the Attendance of Representatives, a list of members elected as representatives for the ensuing year.
 - (vi) Taking action after agreement with the President **or in his absence** his deputy and with any other three members of the Executive Committee **not being of the Officer Corps**, in any emergency when time does not allow for the whole Executive to be consulted. He shall

at the next meeting inform the Executive Committee of the action taken.

- (vii) Such general duties as the General Council or Executive Committee may direct.

27 GENERAL COUNCIL

(i) The General Council (herein after referred to as “ The Council”) shall consist of:-

- a) Representatives of Ministries, Departments, Agencies and Public Bodies as listed at Rule 4, Section (i)
- b) Representatives of Chapters ;
- c) Representatives of Groups;
- d) Ex-officio members, that is to say, the officers of the Association and such members of the National Staff Relations Council as are not otherwise members of the Council.
- e) The Immediate Past President (IPP).

(ii) The Immediate Past President (IPP) shall:

- a. Be a life member of the Jamaica Civil Service Association;
- b. Serve on the General Council/Executive during the first two (2) years of the Presidency, thereafter may be selected to serve on the National Staff Relations Council;
- c. Serve as a resource person to the officers and members of the JCSA;
- d. Provide advice, leadership, counselling, and as requested provide any other assistance to the President, Executive and General Council for the good governance of the Association;
- e. Support and provide continuity to the JCSA’s work of fulfilling the mission and vision, objects, strategic plan and policies of the Association;
- f. Participate in identifying, recruiting and cultivating future leaders in order to ensure succession planning.

28 In cases at Rule 27 (i) (a), (b) and (c) above, there shall be one (1) representative for every fifty (50) members provided that:

- a) No Ministry, Department, Chapter or Group shall have more than two (2) representative;
- b) Multi-location Ministry, Department, Chapter or Group with in excess of one hundred (100) members of the Association that each of these locations will have an additional representative subject to the approval of the Executive Committee and who shall sit on the General Council.
- c) Notwithstanding the foregoing, Ministries, Departments/Entities with fifty (50) or more members of the Association serving in parishes other than Kingston and Metropolitan Region (KMR) shall be eligible for membership in the Rural Chapter, and its member(s) may be eligible for election to the Chapter Executive.
- d) Ministries Departments, Chapters or Groups with less than fifty (50) members of the Association may combine to have representation on the Council. (
- e) All elections to the General Council shall be done by secret ballot

29 The following shall be reserved for the decision of the Council:-

- a) Interpretation of the Constitution, Rules and Regulations of the Association. The Council shall give rulings on any matter on which the Constitution and Rules and Regulations are silent.
- b) Approval of rules and or by – Laws made by the Executive Committee for its own guidance.

- c) Appointment of the members of the National Staff Relations Council and the representatives of the Association on any Committee or Body Corporate on which the association is entitled to representation.
- d) Hearing of appeals and complaints to which the Executive Committee may be a party.
- e) Recognition of Chapters and Groups of Association.
- f) Determination from time to time of eligibility for membership in terms of Rule 4(i) and the Scheduling thereof.
- g) Election of members to the Executive Committee. Provided that anything done or purported to be done by the General Council shall be subject to the overriding authority of the Association as expressed by a resolution at a General Meeting.
- h) The appointment of Honorary Assistant Treasurers as may be necessary.

30 MEETINGS:

Regular Meetings of the Council shall be held on the 4th Tuesday in the months of February, August, November, and the 3rd Tuesday in the month of May.

31 A Special Meeting of the Council shall be held:-

- a) At the discretion of the President or in the event of his absence on leave, at the discretion of his locum tenens, or
- b) On the requisition in writing of fifty percent (50%) plus one (1) members of the Executive Committee, or
- c) On the requisition in writing of a least twenty five (25) members of Council those matters for which the Special Council Meeting was called.

- 32 At a Special Council Meeting, the Council shall deal only with those matters for which the Meeting was called.
- 33 At least fourteen (14) days notice of a regular Meeting and seven (7) days notice of a Special Council Meeting shall be forwarded, together with a copy of the agenda, to each member of the Council.
- 34 At all meetings of Council, twenty five (25) members shall form a quorum.
- 35 The Chair at a meeting of the Council shall be taken by the President or in his absence, by the first Vice President, or in his absence the Second Vice-President, or in his absence, by the Third Vice-President or if none of these be present, by a Chairman appointed by the meeting.
- 36 The Chairman of a meeting of the Council may, with the consent of the meeting adjourn any business from time to time and from place to place; but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 37 **GENERAL MEETINGS**
Annual General Meetings of the Association shall be held in May of each year. The annual Accounts and Financial Statements duly audited shall be presented at these meetings.
- 38 Special General Meetings may be convened at the discretion of the President, or any of the Vice- Presidents or on the written request of twenty- five (25) members and addressed to the Secretary setting forth the subject of the meeting and such Special General Meeting shall be called not more than twenty-eight (28) days after the request is received.
- 39 Not less than fourteen (14) days notice shall be given of an Annual General Meeting and not less than seven (7) days notice of a Special General Meeting.

- 40 At General Meeting or Special General Meeting fifty (50) members shall form a quorum. In case of a Special General Meeting, if after an hour from the time appointed for the meeting such a quorum is not present, the meeting falls through; in the case of a General Meeting, it shall stand adjourned to the same day in the following week at the same time and place and if at such adjourned meeting a quorum is not present after an hour, those present shall be deemed to be a quorum.
- 41 The Chairman of any General Meeting or Special General Meeting may with the consent of the meeting adjourn any business from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 42 The Chair at any General Meeting (or Special General Meeting) shall be taken by the President, or in his absence, by the respective Vice-President or if neither is present, a Chairman shall be appointed by the Meeting.
- 43 In case of equality of vote at any Meeting (or Special General Meeting) the Chairman shall have a casting vote. Except in the election of members under Rule 47, voting shall be by secret ballots.

44 ELECTION AND APPOINTMENT TO EXECUTIVE COMMITTEE

- (i) There shall be a Nominating Committee which will comprise:
- a)- The National Staff Relations Council
 - b)- Administration Co-ordinator
 - c)- General Secretary
 - d) Immediate Past President (IPP)

(ii) The Nominating Committee shall nominate not less than ten (10) and not more than fifteen (15) General Council members that may be elected to the Executive Committee.

Notwithstanding nominations will be accepted from the floor.

(iii) The Council shall, within fourteen (14) days after the Annual General Meeting;
-Elect ten (10) members of the Executive Committee, and shall ratify the appointment of;

- a. The members of the National Staff Relations Council
- b. The representatives of the Association on any Committee or Body (Corporate) on which the Association is entitled to be represented provided that such election shall exclude appointments as do not fall vacant at this initial meeting.
- c. A young worker representative.

45 Should an office to which election is made by Council fall vacant, the Council may fill the vacancy by election at the next meeting, save that the Executive Committee may in its discretion nominate a temporary holder for the office until the date of such meeting.

46 REMOVAL OF MEMBERS FROM THE EXECUTIVE COMMITTEE

The Council shall have the power at any time to remove, by a two-thirds (2/3) majority of the members present and voting, any or all of the members and representatives elected under **Rule 44(ii)**. If in its opinion, any such Committee members or representative has refused to comply with any ruling of the Council, or has been guilty of conduct calculated to bring the Association into disrepute, provided that in the case of removal the Council shall proceed forthwith to election, as at **Rule 44(ii)** and provided further that, in the event of removal of all the elected members of the Executive Committee no individual member thereof shall thereby be debarred from re-election.

47 VOTING IN GENERAL COUNCIL MEETING

The voting at elections by the Council shall be by secret ballot, or any other manner decided on by the Meeting.

48 DISCIPLINARY ACTION

- (i) The Council shall have the power to take disciplinary action against any Chapter or Group for any action which in the **opinion** of the Council is prejudicial or inimical to the best interest of the Association.

- (ii) The Council shall have the power to do such things not specifically provided in these Rules, as are consistent with the aims and objects of the Association but subject always to the proviso in **Rule 29**.

49 EXECUTIVE COMMITTEE

The Executive Committee shall:-

- a) Be comprised of the:
 - i. Officers of the Association
 - ii. Ten(10) other members elected by the General Council
 - iii. The members of the National Staff Relations Council (NSRC)**
 - iv. The Immediate Past President (Subject to Rule 27 Section (ii) b)**
 - v. Young Worker Representative

- b) Have power to co- opt additional members in an advisory capacity and appoint such sub-committees as may be deemed necessary. Co-opted members **shall not** ordinarily be eligible to represent the Association on other bodies. Any departure from, shall be reported to the first meeting of the council following such departure;

- c) Meet at least once a month on the second Tuesday in each month (unless the Executive Committee, or the Chairman, or in his absence, his deputy, shall direct otherwise). The Chair at a meeting of the Executive Committee shall be taken by the President, or in his absence, by the First Vice President or in his/her absence by the

Second Vice-President, or in his absence by the Third Vice-President or if none of these is present a Chairman **shall be** appointed by the meeting. Five (5) members shall form a quorum at any meeting of the Executive Committee;

- d) Conduct the business of the Association in conformity with the policy determined from time to time by the council and it shall render to every Annual General meeting of the Association a Report and a statement of accounts for the preceding financial year.
- e) Have the power to fill any vacancy within its ranks pending a general Council or General Meeting; provide that such vacancies be filled from members of the General Council;
- f) Have the power to appoint, dismiss or otherwise discipline staff.
- g) From time to time be entitled to make, repeal and amend all such bye-laws and regulations (not inconsistent with this Constitution) as they shall think expedient for the internal management and well-being of the Association. All by-laws and regulations made by the Committee under this paragraph shall be binding on the members until repealed by the Committee or set aside by resolution of a General Meeting of the Association.

50 Any member of the Executive Committee leaving the island on leave of absence shall give notice in writing to the **General** Secretary, and the temporary vacancy shall be filled at the discretion of the Executive Committee.

51 Should a member of the Executive Committee absent himself from three consecutive monthly meetings of the Committee, his seat shall in the absence of an acceptable excuse, become vacant and shall be so declared by the Chairman.

- 52 A member of Council or of the Executive or other Committee or the holder of any office to which election or appointment is made by the Council or Executive Committee shall hold office until the next following election or appointment is made by the Council or Executive Committee.
- 53 A member of the Council, or of the Executive Committee or other Committee, or the holder of any office to which election or appointment is made by the Council or Executive Committee may at any time give notice in writing of his wish to resign, and on the acceptance of his resignation, but not before, his seat or his office shall become vacant. A member who resigns under this rule shall not necessarily be disqualified from being at any time thereafter re-elected or re-appointed.
- 54 Any person, upon resignation, suspension or dismissal from membership of the Association, or from any office or Committee of the association, shall surrender to the Secretary all books, papers, documents and other effects of the Association in his/her possession.
- 55 A member of the Council or of the Executive or other Committee, or the holder of any office to which election or appointment is made by the Council or Executive Committee shall vacate his/her seat or office on ceasing to be a financial member of the Association or on being suspended from membership of the Association.
- 56 **FINANCE**
- (i) The Financial Year of the Association shall be 1st December to the 30th November of the following year.
- (ii) The Bankers of the Association shall be such recognized Bank as approved by the Council.
- (iii) Funds of the Association which are not required for everyday operational expenses may be invested as the Executive Committee thinks fit.

(iv) All withdrawals must be on the joint signature of any two (2) of the following :-

President

Vice-Presidents

Honorary Treasurer

General Secretary

- 57 The Association shall have power upon a resolution of the Council to borrow money for the furtherance of its objects, but no member shall be called upon to provide security for the money borrowed.
- 58 No person, unless specially authorized by the Executive Committee and acting within the limits of the authority so conferred shall enter into any contract which imposes any liability on the Association, or otherwise pledges the credit of the Association.
- 59 The income and property of the Association whenever derived shall be applied solely towards the promotion of the objects of the Association, provided that nothing herein shall prevent the payment in good faith of an honorarium to any officer or member of the Association in recognition of service rendered to the Association. No honorarium shall be paid to any officer or member of the Association except by resolution of an Annual General Meeting.
- 60 Any member may inspect the books of the Association at the office of the Association after giving five (5) days notice in writing to the General Secretary.

61 **TRUSTEES:**

- (i) The Executive Committee for the time being shall be and is hereby authorized to purchase, lease or otherwise acquire any real or personal property that the Council may consider expedient in the interests of the Association and the same shall be vested in Trustees appointed by the Committee in trust to hold the same for the time being, as the property of the Association subject to the rules of the Association, and also from time to time direct the improvement of such property generally and the erection of new buildings, on any land, and the repairing, altering, or enlarging of the buildings, offices and conveniences thereon subject to the same directions.
- (ii) The Trustees for the time being shall subject to the directions of the Council; of the Association have power to sell either by public auction or private contract, mortgage, lease, rent or otherwise dispose of all or any part of the real and personal property of the Association, and in every such case the Trustees shall hold and apply the money arising from such sale, mortgage, lease, or renting in such manner for the benefit of the Association as the Council for the time being shall direct and no purchaser, mortgager, leasee or other person dealing with the Trustees shall be bound to enquire as to the authority of Trustees, to sell, mortgage ,lease, or otherwise deal with any real or personal property of the Association or any moneys arising therefrom or to ascertain whether such sale or mortgage or other act has been made or done under the direction of the Committee, or not or be answerable for the mis-application or non-application of any money by the Trustees.
- (iii) The Committee shall have the power in their absolute discretion, to appoint Trustees in addition to or in substitution for any other Trustee they may by resolution at any time with or without assigning any reason and without the necessity for any deed of appointment, appoint such new Trustee and there upon all real and personal property of the Association shall forthwith

be conveyed or handed over as the case may require so as to vest in such new Trustee or Trustees in such manner and with like powers so fully and effectual to all intents and purposes as if such new Trustee or Trustees had been originally appointed. A deed vesting any real or personal property of the Association in any person or persons as Trustee or Trustees shall be sufficient evidence that such person or persons has or have been duly appointed Trustee or Trustees.

62 AUDITORS:

Two (2) Auditors, who shall not be members of the Executive Committee, shall be appointed at each Annual General Meeting to Audit the accounts of the Association.

63 DISSOLUTION:

The Association shall not be dissolved except by the affirmative vote of not less than five- sixths (5/6) of its members voting. Such voting shall be by ballot at a Special General Meeting called for the purpose. A decision that the Association be dissolved shall be a decision, at the same meeting for the proper winding up of the affairs of the Association.

64 If upon dissolution of the Association, there remains after the satisfaction of all its debts and liabilities any property whatever; the same shall be distributed equally among the financial members of the Association.

65 AMENDMENT OF RULES:

The rules of the Association may be added to, amended, altered, or rescinded by a majority of at least two-thirds (2/3) of the members present and voting at any Annual General Meeting, or at any Special General Meeting called for the purpose. The notice convening the meeting shall state the exact nature of the proposed amendment or amendments.

66 MISCELLANEOUS:

All acts done in good faith by any meeting of the Council, or of the Executive Committee or other Committee, shall be valid, notwithstanding that it shall afterwards be discovered that there was some defect in the appointment or election of any such Council or Committee, or that they were or had become disqualified.

67 No members of the Council or of the Executive or other Committee, Trustee or Officer, shall be personally liable for any loss suffered, or expenditure incurred by the Association, or the Council, or the Executive or other Committee, unless such loss or expenses resulted from his own wilful act or default.

68 The members of the Council, members of the Executive and other Committee, Officers of the Association and Trustees, shall be indemnified by the Association from all losses and expenses incurred by them in or about the discharge of their respective duties except such as results from their own respective wilful act or default.

69 Officers, members of the Executive Committee and Members of the Council, when travelling on Association's business, shall be paid travelling expenses in accordance with regulations or decisions of the Executive Committee.

70 A Notice may be served upon any member either personally or by transmission through the post to the last known address of such member. Any notice if served by post shall be deemed to have been served on the fifth day following that on which it was posted unless it can be proved to the contrary. When it is required to give a certain number of days notice, the day of service shall be counted in such number of days

71 DEFINITIONS

“CHAPTER” - A Chapter shall consist of members of the Association within a parish or group of parishes who form themselves into an active body to consider matters affecting them in particular and the Service in general.

“GROUP” - A group shall consist of members of the Association of a particular category who form themselves into an active body to consider matters peculiar to themselves. The Association shall not recognise more than one such group of the particular category / entity, provided that any group now enjoying representation on the General Council shall not be deprived of such rights.

72 DEFINITIONS

In these Rules, unless the contrary intention appears:

- (i) “Words” denoting the masculine gender shall be deemed to include the feminine.**
- (ii) “Words” in the singular shall include the plural and vice versa**
- (iii) “The Association” means the Jamaica Civil Service Association.**
- (iv) “Executive Committee” or “Executive” means the governing body of the Association entrusted with the management of its affairs.**
- (v) “Days” means working days.**
- (vi) “Gender Balanced” means equal or near equal representation of males and female.**

73 RULES IN RELATIONS TO CHAPTERS AND GROUP

- I. Only members of the Association shall be eligible to membership in either a Chapter or a Group.

- a) Membership of a Chapter shall be determined by the Parish, in which the member holds substantive office, provided that where the office covers more than one Parish, his Chapter shall be determined by his principal place of business.
 - b) Membership of a Group shall be restricted to members of a particular profession, occupation or class who in the discretion of the Council, have or kindred interest.
 - c) Not less than **fifty (50)** members of like interest may apply through the General Secretary of the Association to the Council for affiliation as a Group.
 - d) The Council in authorizing the affiliation of a Group shall determine the qualification for membership of such Group.
 - e) The Council shall have the power to rescind the affiliation of any Group.
- II. The Chapters of the Association shall be situated outside the parishes of **Kingston and Metropolitan Region(KMR)** and shall at all times receive the sanction of the General Council before functioning as such
- Save that the Council may vary the number and names of the Chapters, and areas in which they operate.

74 OFFICERS OF CHAPTER & GROUP

- i. The Officers of a Chapter of Group shall be a Chairman, Vice Chairman, a Secretary, and any other officer the Chapter or Group may deem necessary.
- ii. The Annual General Meeting of the Chapter or Group shall be held in the Month of January, and the Chapters or Groups shall meet not less than once a quarter during the year. Seven (7) members shall form a quorum provided that for Chapters or Groups in which the

Membership exceeds one hundred (100), the quorum shall be fifteen (15).

- iii. Special Meetings of the Chapter or Group May be called:-
 - a) At the discretion of the Chairman of the Chapter or Group; or
 - b) In an emergency in his absence by the Vice Chairman; or
 - c) On the request in writing of ten (10) members of the Chapter or Group.

- iv. A Chapter or Group at its Annual General Meeting shall elect its Officers, Chapter or Group Committees, and its Representative to the General Council. Not less than three other members, together with the Officers shall be entitled to elect a Representative on the General Council of the Association, but where the membership exceeds fifty (50), the Chapter or Group shall be entitled to two (2) Representatives **one of which shall be the Chief Delegate attending meetings of the General Council**, provided that a Chapter of less than twenty (20) members shall not have representational rights on the General Council.

The results of the election an Annual Report activities, and any other information requested, shall forwarded to the **General Secretary** of the Association not later than the 1st February of each year.

- v. The affairs of each Chapter or Group shall be managed by the Chapter or Group Committee, which shall meet at least once a month. Four (4) shall form a quorum.

- vi. The Chairman of a Chapter or Group shall:-
 - a. Summon and preside over all meetings and sign all minutes;
 - b. Have an original and casting vote;

- vii. The Vice Chairman of a Chapter or Group shall, in the absence of the Chairman, have the same powers and perform the same functions as the Chairman.

- viii. Should an office to which election is made by the Chapter or Group fall vacant, the Chapter or Group shall fill the vacancy by election at

the next meeting, save that the Chapter or Group Committee may in its discretion nominate a temporary holder of the office until the date of such meeting .

- ix. Should members of the Chapter or Group Committee absent himself from three consecutive monthly meetings of the Committee, his seat in the absence of an acceptable excuse, shall become vacant and shall be so declared by the Chairman.
- x. Any member of the Chapter or Group Committee proceeding abroad on leave of absence shall give notice in writing to the Chapter or Group Secretary and the temporary vacancy shall be filled at the discretion of the Committee.
- xi. The Chapter or Group Committee may co-opt additional members but such co-opted members shall not be permitted to vote at meetings of the Chapter or Group Committee.
- xii. The Executive Committee of the Association shall have power by a vote of not less than two-thirds(2/3) of its members present and voting, to suspend the operations of a Chapter or Group save that a Chapter or Group so suspended shall have the right of appeal to a meeting of General Council.
- xiii. A member of a Chapter or Group suspended under the preceding paragraph unless also suspended or expelled under Rule 9 of the Constitution of the Association shall continue to be a member of the Association but shall be entitled to the personal benefits of membership but shall exercise no rights he may have in the management of the Association by virtue of election or appointment in such Chapter or Group.
- xiv. The property of any Chapter or Group shall be vested in the Association.

THE JAMAICA CIVIL SERVICE ASSOCIATION
Established 6th May, 1919

**BY-LAWS FOR THE MANAGEMENT
OF JACISERA PARK**

BY-LAWS NO.I to IV shall be approved for the operation of “JACISERA PARK”

BY-LAWS I - That the normal opening hours shall be from **12noon to 12 a.m.**

BY- LAWS II – That no member of the Association shall introduce more than two visitors at any one time and the same persons may not be admitted as visitors more than twice in any calendar month;

BY-LAWS III- That no visitor shall be a person eligible for membership in the Jamaica Civil Service Association;

BY-LAWS IV- That a **spouse** of a member of the Association shall not be restricted to any specific number of visits.

Amended and approved May 26,2000
Amended and approved May 30,2014