

**CONSTITUTION OF THE  
GUYANA SCHOOL OF AGRICULTURE  
ALUMNI ASSOCIATION**

**1. SHORT TITLE**

This may be cited as **Guyana School of Agriculture Alumni**, only for the purpose of a Rubber stamp of the Society

**2. NAME OF SOCIETY:**

This Association is an **Alumni Organisation** and it shall be called **The Guyana School of Agriculture Alumni Association**, herein after referred to as the Society.

**3. INTERPRETATION AND DEFINITION**

In the construction of these rules the following words and expression shall have respectively the meaning indicated unless the subject matter or context are inconsistent therewith: words importing the singular or plural number shall include the singular and plural: words importing the masculine shall include the feminine gender: -

- a. The "Society" means the **Guyana School of Agriculture Alumni Association Limited**;
- b. "The Act" means the Friendly Society's Act Chapter 36:04;
- c. "The Committee" means the Committee of Management of the Society;
- d. The 'male' shall denote the 'female' where relevant.

**4. REGISTERED OFFICE:**

- a. The Registered Office of the Society shall be **located at the Guyana School of Agriculture, Mon Repos, East Coast** in the County of **Demerara**
- b. The Registered Office shall not be changed except by resolution of a special meeting of the society.
- c. In the event of any change in the location of the registered office, notice of such change shall be sent to the Registrar within 14 days thereafter.

**5. OBJECTIVES:**

The Society is established for the following purposes *inter alia*:

- a. To provide a platform for past students to maintain the ties of friendship;
- b. To engage and support the Society and to promote the school and its contribution to food and agricultural development in Guyana
- c. To encourage and foster the interest of past students in the current programmes, activities and aspirations of The Society;
- d. To make a meaningful contribution in the sphere of education by giving help primarily to the school; but also to the community and to current and past students.

**6. APPLICATION OF FUNDS:**

- a. All moneys received on account of entrance fees, subscriptions, levies, donations, or otherwise and interest on investments shall be applied to carrying out the objects of the society, and in paying the expenses of management according to the Rules.
- b. Any officer misapplying the funds shall repay the amount misapplied and be excluded without prejudice to his liability to prosecution for such misapplication.

**7. MEMBERSHIP:**

**Eligibility for membership**

Membership shall be of three types: Ordinary, Associate and Honorary

**Qualification:**

- a. Membership shall **not** be granted to any person who has been convicted of a criminal offence either within or outside the jurisdiction. Membership shall **not** be granted to



- any person who is or was at any time a member of or affiliated to any criminal gang, group or organisation.
- b. No person can be refused membership on the grounds of race, gender, socio-economic class, religion, or place of residence.
  - c. Admission to membership shall be monitored by membership form bearing the name and particulars of the applicant and confirmation signature of the Secretary,
  - d. Annual subscription must be paid on renewal of membership. (refer to section 27)
  - e. Each member may authorize any person to act on the Member's behalf by proxy on all matters in which a Member is entitled to participate, whether by voting or participating at a meeting. Each proxy must be signed by the Member authorizing such proxy. No proxy shall be valid after the expiration of 30 days after the date thereof unless otherwise provided in the proxy. Every proxy shall be revocable by the Member executing the same.

### Category of Members

a. Ordinary Members:

- Any person who has been awarded a Diploma or Certificate by the **Guyana School of Agriculture** is eligible to be registered as an ordinary member. This category is the only one eligible for nomination to Committee of Management positions and has full voting rights. Membership is renewable annually.

Except as hereafter provided, no person other than graduates of the society shall be eligible for ordinary membership.

b. Associate Members:

Any other person who is not a graduate of the school but is supportive of the objects of the Society can apply for membership (would include long-serving **Guyana School of Agriculture** staff). Associate members shall **not** have the right to hold any office and will **not** be granted voting rights. Membership is renewable annually.

c. Honorary Members:

The Society shall have power to admit persons that have an interest in contributing towards the development of **Guyana School of Agriculture** as Honorary members.

- a. Any person who has contributed to the growth and development of Guyana School Agriculture.
- b. Any person who in the opinion of not less than two-thirds of the financial members of the Society present at a general meeting, can make a significant contribution to the objectives of the Alumni, may be admitted to honorary membership.
- c. Honorary Members shall not at any time exceed twenty percent of the Ordinary Membership of the Society.
- d. Honorary Members shall neither pay entrance fees nor annual subscriptions and may attend meetings but may **not** vote.

Honorary members shall be entitled to the benefits mentioned in these rules. They shall have a right to attend all meetings.

### Admission of members:

- I. Candidates for membership into this Society shall be required to fill in application forms and submit same for approval to the Secretary. Every approved candidate to be a member of this Society shall be notified in writing through the Secretary and shall be immediately required to pay an entrance fee as set by the Annual General Meeting.

Ordinary and Associate members shall be admitted by the Committee of Management in keeping with these rules.



III. Honorary members shall be admitted by the General Meeting.

#### 8. BENEFITS:

- a. The benefits of the Society shall, in so far as it is possible be extended to Financial and Honorary members only.
- b. The benefits of the Society shall consist of those facilities mentioned in its objects, to which the members, by the decision of the General Meeting, have specially subscribed.
- c. Benefits shall not include such matters as are normally considered to be personal or of a private nature.

#### 9. ARREARS:

- a. Any Ordinary or Associate member, three (3) months or more in arrears of subscription shall be deemed non-financial.
- b. A non-financial member shall have no voice whatever in the business of the Society, and shall not be entitled to any benefits of the Society.
- c. Any Ordinary or Associate member who remains non-financial for three (3) months or more shall cease to be a member of the Society provided that he may be re-admitted as a member on payment of the entrance fee and arrears in respect of subscriptions.

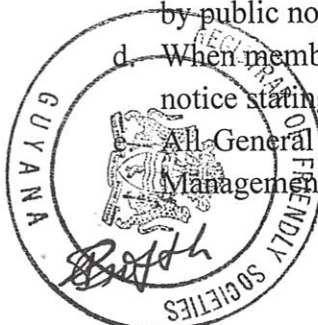
#### 10. DISQUALIFICATION AND FORFEITURE

- I. Membership shall be terminated by:
  - a. Death;
  - b. Permanent insanity
  - c. Expulsion under these rules.
- II. If any member acts in any way detrimental to the interests of the Society, such member shall be expelled by a vote of 2/3 of members present at a General Meeting upon a charge communicated to him in writing by the Committee, not less than one week before the meeting.
- III. A member may at any time resign from membership of the Society by letter to the Secretary of the Committee of Management, in which notice of such action shall be given two months in advance of the effective date of resignation. Upon termination or resignation of membership the Secretary shall remove the former member's name from the Membership Register.

#### 11. MEETINGS

The General Meeting of members shall be the supreme authority in the society.

- a. The Annual General Meeting (AGM) of members of the Society shall be held annually; at a specified time and consistently around that time thereafter; when the report on the audit of the accounts of the registered society by the registrar or person authorized by him is received by the Committee of Management.
  - b. Ordinary General Meeting shall be held quarterly;
  - c. A Special General Meeting shall be held whenever the Committee of Management thinks it expedient, or whenever twenty-five (25) percent of the members so request in writing delivered to the Secretary. Fourteen (14) days' notice of any Special General Meeting stating the business to be transacted at such meeting, shall be given by public notice.
  - d. When members request that a Special General Meeting be held, twenty- one (21) days notice stating the reason thereof shall be given in writing to the Secretary.
- All General Meetings shall be held at the registered office unless the Committee of Management (either generally or in a particular case) otherwise decides.



- f. Committee Meetings shall be held at least once every month. At all Committee Meetings the President shall preside. In the absence of the President, the Committee of Management decides who presides.
- g. If within one hour from the time appointed for the meeting, a quorum is not present, it shall stand adjourned to the same day in the next week at the same time and place, and if at the adjourned meeting a quorum is not present within one hour from the time appointed for the meeting, the members present shall form a quorum.
- h. The President may, with the consent of any meeting at which a quorum is present (and shall if so, directed by the meeting):
  - (i) adjourn the meeting from time to time and place to place; only unfinished business left shall be discussed at the meeting from which the adjournment took place;
  - (ii) when a meeting is so adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting, save as aforesaid it shall not be necessary to give any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

**12. RIGHT OF VOTING:**

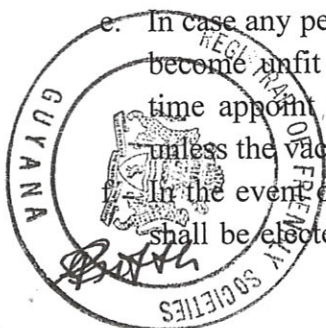
- a. Every eligible member present (and not disqualified by arrears or otherwise mentioned in these rules) shall have one vote, and when votes are equal the President shall have an additional or casting vote.
- b. At any meeting a resolution put to vote of the meeting shall be decided on a show of hands unless a ballot is demanded.

**13. AMENDMENT OF RULES:**

- a. Amendment of rules will be done in accordance with Cap. 36:04 section 23(1) of the Act.
- b. 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 two-thirds of the total membership at a General Meeting specially called for the purpose.
- c. No new or amendment of rule is valid until registered by the Registrar of the Friendly Societies.

**14. APPOINTMENT OF OFFICE:**

- a. All officers shall be elected annually at an Annual General Meeting and at every such meeting the said officers shall be elected by a majority of the members present and entitled to vote.
- b. No candidate shall be submitted for election except his proposer and seconder are both financial members of the society. A register of such transactions shall be kept by the Society. See 7(e) on proxy voting.
- c. The officers appointed at Annual General Meeting for the Committee of Management shall comprise not less than seven (7) and not more than eleven (11) with two (2) trustees and shall consist of: The President, Vice President, Secretary, Assistant Secretary, Treasurer Assistant Treasurer, the four Committee Members and two Trustees.
- d. All officers shall be over 18 years of age. A member shall not be nominated, who is in arrears with his subscriptions.
- e. In case any person other than the Trustees shall die, resign, be removed from office or become unfit or incapable to function, the Committee of Management may at any time appoint a person to fill the vacancy until the next Annual General Meeting, unless the vacancy is previously filled at a Special General Meeting.  
In the event of any Trustee dying, resigning, or being removed from office, another shall be elected by a resolution of a majority of the members present and entitled to



- vote at the Annual General Meeting or at a Special General Meeting to fill the vacancy. Every resolution appointing a Trustee shall be entered into the minutes of the meeting at which he is appointed.
- g. No officer or servant shall at any time hold the society's funds in hand without the approval of the Committee of Management.
  - h. No person who is an un-discharged, bankrupt or who has compounded with his creditors or who has made arrangement or composition with his creditors under the insolvency Act, or any other Act, shall be appointed or if appointed shall act as an officer of the Committee of Management of the Society.
  - i. No person shall hold an office for more than two years in succession in the same position.
  - j. A person shall be disqualified from being an Officer of the Society if within the previous ten (10) years he has been convicted of any offence involving dishonesty.

#### 15. REMOVAL OF COMMITTEE OF MANAGEMENT:

- a. Any Officer may be removed whenever he acts in contravention of the rules. To effect this, an application in writing stating the reason for such removal shall be made to the Committee of Management, who would summon a Special General Meeting at which the matter shall be decided by the majority of votes of the members present.
- b. In the event of the Committee of Management not functioning in the best interest of the Society, any member may request that a Special General Meeting be summoned for the purpose of considering the matter, and if in the opinion of the majority of members present the Committee of Management should be removed the members shall call upon them forthwith to vacate their seats.
- c. The Committee of Management having vacated their seats, the members shall have the power there and then to appoint a new Committee of Management.

#### 16. PRESIDENT

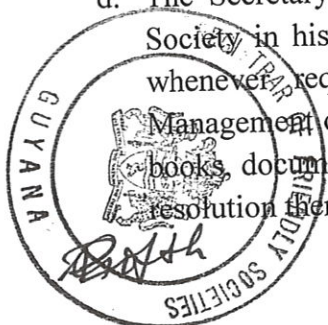
The President shall preside at all meetings of the Society. He shall preserve order and administer the business of the Society in accordance with the rules. He shall have an original vote at meeting over which he presides, as well as a casting vote in case there is an equality of votes in deciding any matter.

#### 17. VICE PRESIDENT

- a. The Vice President shall assist the President in all of his or her duties and shall act as President in his absence.
- b. In absence of the President and the Vice- President the Secretary shall preside.

#### 18. SECRETARY

- a. The Secretary shall record correctly the names of the officers, members of the Committee of Management and other members present, and the minutes of the proceedings which he transcribes into a book to be authenticated by the signature of the President as the proceedings of the meeting.
- b. The Secretary shall attend all meetings of the Society, and of the Committee of Management.
- c. The Secretary shall receive proposals for admission to the Society; he shall at the close of every Meeting; forthwith hand over all moneys received by him to the Treasurer.
- d. The Secretary shall produce all books, documents, property and money of the Society in his possession, and render a full and clear account at each audit and whenever required by resolution of the Society or of the Committee of Management or by the Trustees. He shall also pay over all money, and give up all books, documents and property belonging to the Society when ordered to do so by resolution hereafter or by the Committee of Management or by the Trustees.



- e. The Secretary shall summon and give due notice of all meetings of the Society and of the Committee of Management, and keep the accounts, documents and papers of the Society in such manner and for purposes as the Committee of Management may appoint and shall prepare all returns and other documents required by the Act and duly forward them to the Registrar.
- f. The Secretary shall on all occasions, in the execution of his office, act under the supervision, control and direction of the Committee of Management.

**19. ASSISTANT SECRETARY:**

To assist the Secretary is the execution of all duties.

**20. TRUSTEES:**

- a. All deeds, documents of title and securities for money shall be held by the Trustee, who shall take such measures for the safe custody and preservation thereof, at the expense of the Society as they think fit, and they shall be responsible for the safe custody of all deeds documents and securities as are placed in their hands or under their control, and shall produce them for inspection by the auditors when required by a resolution of a General Meeting of the Committee.
- b. The Trustees shall be the persons to sue and be sued on behalf of the Society.
- c. If any Trustee, being removed from office, refuses or neglects to assign or transfer any property of the Society as General Meeting may direct, such Trustee may be expelled, and if so shall cease to have any claim on the Society without prejudice to any liability to prosecution.
- d. The Reserve Funds shall be deposited and kept deposited in an account approved by the Registrar in the names of the Trustee or Trustees. **Section 28 (b) Friendly Societies Act 36:04**

**21. TREASURER:**

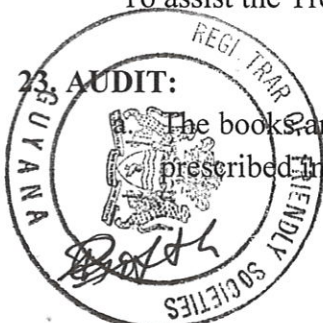
- a. The Treasurer shall take charge of the funds of the Society and pay all demands when ordered to do so by the Society or by the Committee of Management or by the President and Secretary for the time being.
- b. He shall not pay any money without written authority signed by the President and the Secretary, or another authorised Officer in the case of incapacity of the President or the Secretary.
- c. He shall produce all books, documents property and money of the Society in his possession and render a full and clear account at each audit, and whenever required by resolution of the Society, or of the Committee of Management. He shall also give up all books, documents, monies and property of the Society in his possession when required to do so by a resolution of the Society, or by the Committee of Management or by the Trustees.

**22. ASSISTANT TREASURER:**

To assist the Treasurer is the execution of all duties.

**23. AUDIT:**

The books and accounts of the Society shall be presented to the Registrar for audit as prescribed in Section 27 of the Friendly Societies Act, Cap 36:04.



- b. The Auditor shall have access to all the books and accounts of the Society, shall examine the Annual Return and shall verify it with the accounts, vouchers, deeds, documents of title and securities for the whole of the Year to which the Annual Return relates and shall either sign it as found by him to be correct, duly vouched and in accordance with law or specially report to the Executive Committee in what respect(s) it is incorrect, unverifiable or not in accordance with law.

#### **24. ANNUAL RETURNS:**

- a. Every year before the first day of May, the Secretary of the Society shall send to the Registrar a general statement (to be called "Annual Return") of the receipts and expenditure, funds and effects of the Society, and the statement shall show separately the expenditure in respect of the several objectives of the Society, and shall be made out on the thirty first (31<sup>st</sup>) day of December, then last inclusively.

#### **25. INSPECTION OF BOOKS:**

- a. The Committee of Management shall cause the books of the Society to be available for the inspection of any member having an interest in the funds of the Society at the registered office of the Society, or at any place where the books are kept.
- b. It shall be the duty of the Committee of Management to keep a copy of the last annual balance sheet, together with any special report of the auditors, always hung in a conspicuous place at the registered office of the Society.

#### **26. DISPUTES:**

- a. Subject to Section 47 (2) of the Act (Reference of Dispute to the Registrar) any dispute between a member and the society or any officer thereof, shall be decided by reference to Arbitration.
- b. The decision of the Arbitrator shall be binding and conclusive on all parties without appeal and shall not be removable into any court of justice or restrainable by injunction.

#### **27. VOLUNTARY RETIREMENT:**

Any member shall be entitled to withdraw at any time from the Society by tendering his resignation to the Secretary in writing giving two months' notice.

#### **28. SEAL:**

The Society shall have a seal in the form of a rubber stamp with the name of the Guyana School of Agriculture Alumni Association and Registration Number of the society (short title paragraph 2) embossed thereon. The seal shall be affixed to all correspondence and documents of the Society and shall be enhanced with the initials of the Secretary and in accordance with Section 58; Friendly Societies Act Chapter 36:04. Such seal must be kept in the custody and possession of the Secretary.

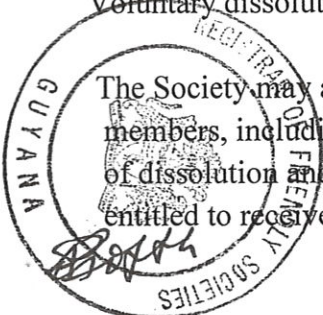
#### **29. ACCOUNTS:**

The Committee of Management shall cause the record of the accounts of the Society to be kept regularly by the Secretary in proper books. All moneys will be kept at an approved registered financial institution in Guyana.

#### **30. VOLUNTARY DISOLUTION**

Voluntary dissolution will be done in accordance with Section 56 of the Act.

The Society may at any time be dissolved by the consent of five-sixths in value of the members, including honorary members, if any, testified by their signatures to an instrument of dissolution and also by written consent of every person for the time being receiving or entitled to receive any relief, annuity or other benefits from the fund, unless the claim of



that person is first duly satisfied or adequate provision is made of satisfying such claim.

### 31. APPLICATION TO THE REGISTRAR:

- a. One-fifth of the total number of members, or if the number of members is 1,000 or more, then such number of members, as is prescribed by the Section 49; Friendly Societies Act Chapter 36:04, by and application in writing to the Registrar, signed by them on that behalf, may apply: -
  - i. for the appointment of one or more inspectors to examine into and report on the affairs of the Society;
  - ii. for the calling of a Special General Meeting of the Society;
  - iii. for the investigation into the affairs of the Society with a view to the Dissolution thereof where the funds are insufficient to meet the existing claims thereon, or the rates of contribution fixed in the rules are insufficient to cover the benefits assured.

### 32. REGISTRATION AND MEMBERSHIP FEES:

The Committee of Management with the concurrence of the general membership shall institute registration and membership fees and shall determine from time to time the amount of such fees.

At the inception, registration fees shall be G\$1,000. Upon acceptance of membership, the annual membership fees shall be G\$5,000 for Ordinary Members and shall be G\$3,000 for Associate Members.

### 33. DONATIONS:

The Committee of Management shall have power to accept donations on behalf of the Society.

### 34. QUORUM:

- a. The quorum for the Committee of Management shall be  $\frac{3}{4}$ .
- b.  $\frac{3}{4}$  of members shall constitute a quorum for any meeting other than a meeting of the Committee of Management.
- c. Where a Special General Meeting is called for the purpose of amending these rules the quorum shall be 50 percent plus one of the total memberships.

### 35. DECLARATION

The Guyana School of Agriculture Alumni Association fully subscribes to the Anti Money Laundering and Countering of Financing of Terrorism Act of 2009 and Subsequent Amendments passed in the National Assembly. The Society pledges to report any Suspicious transaction to the Financial Intelligence Unit accordance with Sections 18, 1, 2, 3 and 4

