



# JUNIOR CHAMBER INTERNATIONAL BARBADOS

# CONSTITUTION

(REVISED 2016)

**BELIEVING:**

**That faith in God gives meaning and purpose to human life;  
That the brotherhood of man transcends the sovereignty of nations;  
That economic justice can best be won by free men through free enterprise;  
That Government should be of laws rather than of men;  
That earth's great treasure lies in human personality;  
And that service to humanity is the best work of life.**

**PREAMBLE TO CONSTITUTION**

**We the people of Barbados, aware of our civic responsibilities, do hereby dedicate ourselves to serve our community and nation through the organisation governed by this Constitution.**

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## **CHAPTER I: INTERPRETATION**

### **ARTICLE 1-1: - INTERPRETATION**

In this Constitution unless the context otherwise requires:

**BALLOT PAPER:** - shall mean the paper showing the Offices and the names of the persons nominated therefor and shall bear the Official mark as may from time to time be determined by the Nominations Committee.

**JAYCEE:** - shall mean any member of a Junior Chamber International affiliated organisation.

**LOCAL ORGANISATION:** - shall mean an organisation (also referred to as a Chapter) of at least twenty-five (25) young persons between the ages eighteen (18) and forty (40) years which subscribes to the Aims, Objectives and Principles of Junior Chamber International.

**JCI:** - shall mean Junior Chamber International.

**JCI Barbados:** - shall mean Junior Chamber International Barbados

**JCI WI:** - shall mean Junior Chamber International West Indies

**MASCULINE AND FEMININE:** - unless otherwise indicated, the masculine shall include the feminine and vice versa.

**MEMBERS IN GOOD STANDING:** - shall mean a member who has paid his dues for the current financial year or period and other monies due and owing by him/her to the organisation.

**NATIONAL ORGANISATION:** - shall mean the National JCI Organisation (Junior Chamber International West Indies).

**NOTICE:** - Shall be deemed to have been received forty-eight (48) hours after such notice has been mailed to the member at the member's last known address. In the instance where notice has been sent by fax or email, notice shall be deemed to have occurred on the confirmation of a positive transmission to the last known fax number or email address of the member.

**SINGULAR AND PLURAL:** - unless otherwise indicated the singular should include the plural and vice versa.

## CHAPTER II: NAME

### ARTICLE 2-1: - NAME

The Association shall be known as **Junior Chamber International Barbados (JCI Barbados)** and hereinafter in this Constitution shall be referred to as the **Organisation**, and shall comprise persons resident in Barbados.

## CHAPTER III: EMBLEM

### ARTICLE 3-1: - EMBLEM

The Emblem of the Organisation shall consist of the **Emblem of Junior Chamber International** as reproduced at **Schedule 1**.

### ARTICLE 3-2: - LOCAL COLOUR

As a **Local Organisation** of JCI West Indies (JCI WI), JCI Barbados has adopted the national colour of JCI WI which is **JCI Dark Lilac (Pantone 2582)**. A representation is produced in **Schedule 2**.

### ARTICLE 3-3: - CORPORATE SEAL

The **Corporate Seal** of the **Organisation** shall be in the form of the **Emblem of JCI Barbados** and shall be applied by the Secretary General to any documents as directed by the **Board of Directors**.

### ARTICLE 3-4: - RESTRICTIVE USE

The use of the **name, initials, emblem or corporate seal** of the **Organisation** and those of **Junior Chamber International** shall be restricted to properly affiliated members of the **Organisation** and shall not be used without the written consent of the **President**.

## CHAPTER IV: AFFILIATION

### ARTICLE 4-1: - AFFILIATION

The **Organisation** shall be affiliated to the **Junior Chamber of Commerce of Barbados**, hereinafter known as the **Chamber**, the **Junior Chamber International West Indies**, hereinafter known as **JCI WI** and **Junior Chamber International**, hereinafter known as **JCI**, and by virtue of this affiliation:

- (1) Accepts the **JCI** Declaration of Principles and Purposes, which is inspired by the **JCI** creed and embodied in this Constitution as its preamble.

- (2) Complies with the conditions of the Constitutions and Bylaws of the **Chamber, JCI WI and JCI.**
- (3) Gives support to the policies, decisions and recommendations of the **Chamber, JCI WI and JCI,** so far as may be practicable within the **Organisation.**

## **CHAPTER V: PURPOSES and OBJECTIVES**

### **ARTICLE 5-1: PURPOSES OF JCI**

The purpose of JCI, inspired by the Declaration of Principles, shall be to provide development opportunities that empower young people to create positive change.

### **ARTICLE 5-2: - PURPOSES OF JCI BARBADOS**

The purposes of the **Organisation** shall be:

- (1) To develop the awareness and interest of its members and the community at large, in civic, economic, commercial, industrial and cultural affairs.
- (2) To encourage individual participation in training programs to develop leadership skills and through this individual development be a service to the community as a whole.
- (3) To promote the welfare of the community and its citizens through the planning and execution of constructive projects.
- (4) To promote economic development within the **Local Organisation** and **National Organisation** geographical areas.
- (5) To establish and maintain friendly relations and the furtherance of understanding between all **JCI Local Organisations,** other organisations and the people of the world.
- (6) To uphold and practice at all times the tenets of the **JCI Creed.**

### **ARTICLE 5-3: - POLITICS**

This **Organisation** shall refrain from any partisan political activity and any member shall avoid any conduct that would associate their personal political activities with those of the **Organisation.**

### **ARTICLE 5-4: - FREEDOM OF ASSOCIATION**

This **Organisation** shall not restrict membership of this association because of **gender, race, colour, class, political or religious beliefs,** and shall at all times respect all views, opinions and beliefs of its members.

## **CHAPTER VI: POWERS**

### **ARTICLE 6-1: - POWERS OF JCI BARBADOS**

The powers of the **Organisation** are set out below, inclusive of all rights granted under **Junior Chamber of Commerce of Barbados Act, 1961-64**:

- (1) To acquire, purchase, rent or take on lease any property of any kind and to rent, sell mortgage or lease the whole or any part of such property and to enter into contracts including contracts for employment of persons either for single engagements or for given periods of time.
- (2) To borrow or raise money for the purpose of the **Organisation** in such manner and on such terms as the General Assembly shall think fit.
- (3) To take such action as may appear necessary or desirable, and to do all other things that may be incidental or conducive to the furtherance of the aims and objects or to such other things as may be desirable to further the interest of the **Junior Chamber** movement in Barbados.

## **CHAPTER VII: MEMBERSHIP**

### **ARTICLE 7-1: - QUALIFICATION**

**Individual membership** in this Organisation shall be open to any person of good character in respect to Article 7-2.

### **ARTICLE 7-2: - AGE LIMIT**

Persons not less than eighteen (18) years of age and not more than forty (40) years of age shall be eligible for **Individual Membership** of the **Organisation**, notwithstanding that if a member passes the age of forty (40) during the calendar year, that person shall continue as an **individual member** until December 31 of the current calendar year.

### **ARTICLE 7-3: - MEMBERSHIP CLASSES**

The **Organisation** shall be empowered to grant the following classes of membership with rights of each class specified in this Constitution:

- (1) Individual member
- (2) Senior member
- (3) Honorary member
- (4) Sustaining member
- (5) Senator

### **ARTICLE 7-4: - ELECTION TO INDIVIDUAL MEMBERSHIP**

The following procedures shall apply to the Election of a new member to the Organisation:

- (1) All applications for **Individual Membership** shall be in writing on such forms as the **Board of Directors** may from time to time prescribe and shall be proposed



and seconded by members in good standing. A sample of this application form is in **Schedule 3** of this Constitution.

- (2) Upon receipt of an application, the **Secretary General** of the **Organisation** shall notify the **General Assembly** and within sixty (60) days of receipt of the application, the **Board of Directors** shall vote on that application for membership. The acceptance of an application shall be determined by a majority vote of the **Board of Directors**.
- (3) A newly elected member shall be immediately notified by the **Board of Directors** of acceptance of his application. His membership shall become effective upon completion of any prerequisites prescribed by the **Board of Directors** from time to time and on receipt of his dues. If the dues are not paid within one calendar month of such notification, the acceptance of such membership shall lapse unless otherwise directed by the **Board of Directors**.
- (4) The procedures set out in this section shall not apply to any person who is or has been a member of any Junior Chamber local organisation, which is currently affiliated to JCI. Such person shall become a member of this **Organisation** upon receipt of a letter of introduction from the **President** or **Secretary General** of the **Organisation** of which he is or has been a member and upon a majority vote of the **Board of Directors** and the payment of his dues.
- (5) **Membership Oath**  
All newly elected members shall swear the following Oath which shall be administered by the **President**, or such other person who has been designated by the **Board of Directors**, on their induction to the **Organisation**:  
  
“I (name) do solemnly promise that I shall faithfully serve the purposes of JCI and shall at all times uphold its ideals and principles.”
- (6) The privileges and responsibilities of an **Individual Member** are:
  - (1) The right to move and second resolutions at meetings of the Organisation and to vote thereat;
  - (2) The right to hold office on the Board of Directors or the Executive Council.
  - (3) Adhering to the principles of JCI as set out in **Chapter IV** of this Constitution.
  - (4) The prompt payment of membership dues.

#### ARTICLE 7-5: - SENIOR MEMBER

An **individual member** who passes the age of forty (40) shall be considered a **Senior Member** of the **Organisation** and will be entitled to the privileges and responsibilities of **Individual Membership**, except:

- (1) The right to move and second resolutions at meetings of the **Organisation** and to vote thereat;
- (2) The right to hold office on the **Board of Directors** or the **Executive Council**.

A **Senior Member** shall pay fifty percent, (50%), of the fees set for an **Individual Member**.

#### ARTICLE 7-6: - HONORARY MEMBER

The **Board of Directors** shall have the power to award to such persons as it shall think fit, **Honorary Membership** of the **Organisation**. Such members shall not be entitled to move or second resolutions, vote at Meetings, or hold office in the **Organisation**. An Honorary Member is exempt from the payment of fees to the **Organisation**.

#### ARTICLE 7-7: - SUSTAINING MEMBER

The Board of Directors shall have the power to award to such persons or entities making a financial or in-kind contribution to the **Organisation, Sustaining Membership** of the Organisation. Such members shall not be entitled to move or second resolutions, vote at Meetings, or hold office in the Organisation. A Sustaining Member is exempt from the payment of fees to the Organisation.

#### ARTICLE 7-8: - SENATORS

The **General Assembly** shall on the recommendation of the **Board of Directors**, as a means of recognizing the outstanding contribution of any member present or past of the **Organisation**, recommend that person as a **Senator of Junior Chamber International**.

The election to the **Senate** shall confer the following rights and responsibilities on the **Senator**: -

- (1) Life membership in **JCI**.
- (2) Payment of dues applicable to his normal membership in the Organisation.

#### ARTICLE 7-9: - RESIGNATION

Any member may terminate their association with the **Organisation** by immediately lodging notice of their wish to resign with the **President**. The resignation shall become effective immediately on receipt by the **President**. The resigning member shall at the time of resignation pay all monies due to the **Organisation** but shall not be refunded any unexpired dues.

#### ARTICLE 7-10: - DISQUALIFICATION

- (1) The **Board of Directors** on a majority ballot vote shall have the right, if the interest of the **Organisation** so requires, to ask any member to resign from the Organisation within a specified time, provided that such member shall have been given an opportunity to be heard by the **Board of Directors** and provided that the **Board of Directors** shall not be required to state in reasons for such expulsion to the **General Assembly** save and except in the cases of appeal to the **General Assembly**.
- (2) The **Board of Directors** shall be empowered to remove from the membership list names of any members who have not paid their dues within one (1) calendar

month of the due date. Any member so removed shall cease to be a member as from the date determined by the **Board of Directors**.

- (3) The **Board of Directors** shall have the power to remove any member other than a **Senior Member** who misses three (3) consecutive **General Meetings** or four (4) consecutive **Board Meetings** or **Committee Meetings**, without a reasonable excuse acceptable to the **Chairman** of the respective meeting.
- (4) Notwithstanding the provisions of **Article 7-10, (1);(2);(3)**; a member shall have the right to appeal to the **General Assembly** in writing against the decision of the **Board of Directors**, with a simple majority vote, the **General Assembly** shall determine whether or not such member shall be expelled from the **Organisation**.
- (5) Any person who has ceased to be a member under the foregoing provisions shall, if he desires to re-join the **Organisation**, follow the procedure prescribed in **Article 7-4**.

#### ARTICLE 7-11: - LEAVE OF ABSENCE

Any member may request a leave of absence from the **Organisation** by lodging notice of their wish for leave with the **President**. This notice must be in writing and must state the specific dates for which the leave is being requested. The member requesting such leave will be removed from the directory of membership during the leave period. The member shall pay all monies due to the **Organisation** but shall not be refunded any unexpired monies. Any person who has taken a leave of absence can re-join the **Organisation** by writing a letter to the **President** within one month after the leave has expired seeking re-admittance.

### CHAPTER VIII: GENERAL ASSEMBLY

#### ARTICLE 8-1: - SUPREME AUTHORITY

The **General Assembly** shall constitute the Supreme Authority of the **Organisation**. It shall control the affairs of the **Organisation** and shall retain the rights and privileges including those specifically assigned to the **Board of Directors**, or the **President** or any other Officer elected or appointed by the Assembly.

#### ARTICLE 8-2: - EXCLUSIVE PREROGATIVES

The **General Assembly** shall have the exclusive prerogative to vote on all of the following matters:

- (1) Election and appointment of Officers
- (2) Amendments to the Constitution
- (3) Approval of programs and activities for the ensuing year
- (4) Approval of the budget for the ensuing year
- (5) Approval of the appointment of the auditors for the ensuing year
- (6) Approval of Project Proposals, Interim and Final Reports
- (7) Approval of the Long-Range Plan

In addition the **General Assembly** shall act on all reports and recommendations referred to it by the **Board of Directors**.

#### ARTICLE 8-3: - COMPOSITION

The **General Assembly** shall be composed of the **Board of Directors** and all **Individual Members** in good standing at the time of any meeting. Senior, Honorary and Sustaining Members shall not constitute the General Assembly.

#### ARTICLE 8-4: - VOTING

At any meeting of the **General Assembly**, each **individual member** in good standing and present shall be entitled to one vote. All votes shall be by a show of hands, except for the election of officers or that a secret ballot be demanded by at least one-third (1/3) of the voting members who are present. The election of Officers shall be by secret ballot.

#### ARTICLE 8-5: - CASTING OF VOTE

The **President**, or the **Chairman** of the meeting if the **President** is not present, shall have a casting vote if there is an equality of votes, except in the case of the election of **Local Organisation** Officers.

#### ARTICLE 8-6: - PROXIES

Proxy voting shall not be permitted at any meeting of the **General Assembly**.

#### ARTICLE 8-7: - QUORUM

The quorum for the **General Assembly** shall be forty percent, (40%), of the members eligible to vote.

### CHAPTER IX: GENERAL MEETINGS

#### ARTICLE 9-1: - ANNUAL GENERAL MEETING

The **Annual General Meeting** shall be held in January of each year, on the date determined by the **Board of Directors**, to conduct the following business:

- (1) To receive the Annual Reports from members of the **Board of Directors**.
- (2) To receive the Financial Statements for the year.
- (3) To install Officers for the forthcoming year.
- (4) To approve the appointment of the auditors for the forthcoming year.
- (5) To approve the Plan of Action and Budget for the ensuing year.

- (6) To transact any other business as may be properly presented to the meeting, and which was previously circulated with the notice of the meeting.

Under this section **properly presented** shall mean:

- a) That any such business which is to be discussed shall be in sufficient detail to permit a member to form a reasonable judgment thereon: and
- b) The text of any special resolution to be submitted to the meeting.

#### ARTICLE 9-2: - NOTICE

Written notice of the **Annual General Meeting** shall be dispatched by the **Secretary General** to every Individual Member of the **Organisation** at least thirty (30) calendar days before the date of the said meeting. At least seven (7) calendar days before the meeting, the **Secretary General** shall send to each **individual member** an **Agenda** showing the business, which shall be conducted at the meeting.

#### ARTICLE 9-3: - CANCELLATION

The **Annual General Meeting** shall only be cancelled by unexpected events. When an **Annual General Meeting** is cancelled, the meeting shall be rescheduled within the next fourteen (14) calendar days by the **Board of Directors**. In the event of the cancellation of an **Annual General Meeting** the **Secretary General** shall notify the **President** of the **Organisation** and give the reason for its cancellation.

#### ARTICLE 9-4: - GENERAL MEETING

The **Organisation** shall hold regular meetings on the third Thursday of each month, or as otherwise determined by the **Board of Directors**.

#### ARTICLE 9-5: - SPECIAL GENERAL MEETING

- (1) **Special General Meeting** may be called at any time by the **President, Secretary General** or not less than twenty percent, (20%), of members in good standing.
- (2) Notice of a **Special General Meeting** shall be sent to members not less than ten (10) working days before the date of the meeting.
- (3) Notice of the meeting may be by regular mail, email, fax or telephone, provided always that any such telephone communication shall be with the member.
- (4) The business conducted at the **Special General Meeting** shall be limited to such business shown in the circulated notice to the meeting.

### CHAPTER X: OFFICERS

## ARTICLE 10-1: - ELECTED OFFICERS

The elected Officers of the **General Assembly** shall consist of:

- (1) The **President**, who must have served at least one year on the **Board of Directors** during the two years immediately preceding his taking office.
- (2) The **Executive Vice President**
- (3) **2 Vice Presidents**
- (4) The **Secretary General**
- (5) The **Treasurer**
- (6) Any other Officer who may from time to time be considered necessary.

## ARTICLE 10-2: - APPOINTED OFFICERS

The appointed Officers of the **General Assembly** may consist of:

- (1) The **Immediate Past President**, who shall be the person who vacated the office of **President** at the last **Annual General Meeting**.
- (2) The **General Legal Counsel**.
- (3) Any other Officer who may from time to time be considered necessary.

If no person is appointed to the post of **General Legal Counsel** by the **General Assembly**, the person who holds the office of **Immediate Past President** shall perform the duties of that office or failing him the **President** in his discretion shall appoint any member of the **General Assembly** who he considers best able to discharge that responsibility.

## ARTICLE 10-3: - DUTIES

The Officers of the **Organisation** shall carry out the duties assigned to them in this Constitution or as assigned to that office by the **President**.

## ARTICLE 10-4: - ELECTION

- (1) Each Officer designated in **Article 10-1-2 to 10-1-6** shall be elected by the majority of votes cast during the meeting called for the election of Officers, which shall be held in September of each year.
- (2) Unless for good reason he/she be excused by the President every nominee for election shall be in attendance at the General Assembly at which he is a nominee.

## ARTICLE 10-5: - NOMINATIONS

- (1) Nominations shall be in writing stating the name of the nominee, the office for which the nominee is standing, and must be supported by two members in good standing. The nomination shall be delivered to the **Secretary General** with the written consent of the person nominated not less than twenty-four hours before the date of meeting at which the elections shall be held.

- (2) If at the time of the election, no nominations have been received for any position, the **Chairman** of that meeting shall seek verbal nominations from the **General Assembly**.
- (3) All nominations shall be submitted on the prescribed nomination form, which is at **Schedule 4** to this Constitution.

#### ARTICLE 10-6: - PERIOD OF OFFICE

Elected and appointed Officers shall hold office for a period of one (1) year commencing the first day of January following their election or appointment. In the case of appointment after the first day of January, the period of office shall be from the date of appointment until the last day of December of the current financial year.

#### ARTICLE 10-7: - ELIGIBILITY

##### **Section 1. Restrictions:**

No Officer shall be eligible to hold the same office for more than one (1) term. A person may be re-elected to the **Board of Directors**, but would not be eligible to be re-elected or re-appointed to any office which he may have held in the preceding year unless:

- (1) That officer was appointed to the office during the year and would not have served a full term in such office prior to December 31.
- (2) For a valid reason, accepted by the **President**, the Officer was obliged to resign before the expiration of that officer's term of office.

Notwithstanding (1) and (2), no Officer may be re-elected or re-appointed if in the preceding year, that Officer served more than two-thirds (2/3) of the term of office.

##### **Section 2. Age:**

No person shall be elected or appointed who will reach his fortieth (40th) birthday prior to assuming office.

##### **Section 3. Members:**

No member nominated for election or recommended for appointment to any office of the **Organisation** shall be eligible for election or appointment if his dues to the **Organisation** are in arrears.

##### **Section 4. Meeting Attendance:**

Unless excused by the **President** for a valid reason, every nominee for election shall be present at the **Annual General Meeting** at which the individual is a nominee.

#### ARTICLE 10-8: - VACANCIES

##### **Section 1. Board Members**

- (1) Vacancies of the **Board of Directors** other than that of the **President** may be filled by a vote of the **Board of Directors** and any such member so appointed shall hold office for the unexpired portion of the term of the original holder of that office.
- (2) The **Board of Directors** shall notify the **General Assembly** within thirty (30) calendar days of its appointment to the **Board of Directors** of anyone to fill a vacancy under the provisions of this section.

## **Section 2. President**

- (1) Upon the death, disability, resignation or other disposition that shall prevent the **President** from discharging his duties, an election shall be held to elect a new **President** for the unexpired term of the original holder of that office. The Immediate Past President shall automatically become President and shall serve until a duly qualified successor has been elected as hereinafter provided. Written notice of elections shall be given to the General Assembly within 30 days of the President vacating office.
- (2) Any member of the **Board of Directors** who wishes to be nominated for a vacant post in such circumstances as provided under this section, shall first resign his substantive office, which shall remain vacant until the office for which he/she seeks to be elected is filled at which time the **Board of Directors** acting under this section may reappoint that member to the office which he/she had vacated.
- (3) Where a new **President** is elected under the provision of this section, and the unexpired term of the original holder of the office of **President** is one hundred and eighty (180) days or less, that person shall continue in the office of **President** for the next calendar year. The office of **Immediate Past President** shall remain vacant for the next calendar year.

## ARTICLE 10-9: - OATH OF OFFICE

All elected or appointed officers shall swear the following Oath which shall be administered by the retiring **President** at the **Annual General Meeting** or, if necessary, as soon as possible thereafter:

**“I (name) do solemnly swear that I will faithfully execute the Office of (title) of Junior Chamber International Barbados and will, to the best of my ability, serve as a living example of this organisation’s philosophy and belief, and will uphold the Constitution of this Organisation and its affiliates at all times.”**

## ARTICLE 10-10: - DIRECTORS & OFFICERS INDEMNITY

- (1) No **Director** or **Officer** of the **Organisation** shall be liable to the **Organisation** for any loss of property, deficiency of security or title, insolvency, or any other loss or expense incurred while in the execution of his duties or responsibilities assigned to him under this Constitution or as authorised by the **General Assembly** or the



**Board of Directors** and provided that he has exercised his duties or responsibilities honestly and with all necessary due care, diligence and skill which a reasonably prudent person would exercise in similar circumstances.

- (2) Nothing contained above shall relieve any **Director** or **Officer** from his duty to act in accordance with the **Acts** or **Regulations** under which the organisation is regulated, or for any negligent or fraudulent acts or acts of wilful deceit executed in the name of and for the **Organisation**.

## CHAPTER XI: DUTIES OF THE OFFICERS OF THE ORGANISATION

### ARTICLE 11-1: - PRESIDENT

The President shall:

Be the Chief Executive Officer of the **Organisation**

- (1) Be responsible for the overall management of the **Organisation**.
- (2) Preside at all **General Meetings** and meetings of the **Board of Directors**.
- (3) Be the principal representative of the **Organisation**.
- (4) Report to the General Assembly and the Board of Directors.

### ARTICLE 11-2: - EXECUTIVE VICE PRESIDENT

An Executive Vice President shall:

- (1) Perform any duties assigned to him/her by the **President** and shadow all activities of the President.
- (2) Supervise the activities of the **Vice Presidents** ensuring that all materials and resources necessary are available to them.
- (3) Advise the **President** and the **Board of Directors** on the status of projects and programs under his portfolio.

### ARTICLE 11-3: - VICE PRESIDENT

A Vice President shall:

- (1) Perform any duties assigned to him/her by the **President**, particularly those assigned relating to the management of the **Areas of Opportunity** assigned to his portfolio and shall report on the status of these commissions to the **President**.
- (2) Supervise the activities of the **Program Directors** assigned to him/her ensuring that all materials and resources necessary are available to them. The **Vice President** shall be an ex officio member of all commissions under his portfolio.
- (3) Advise the **President** and the **Board of Directors** on the status of projects and programs under his portfolio.

### ARTICLE 11-4: - SECRETARY GENERAL

The Secretary General shall:

- (1) Be the Chief Administrative Officer of the **Organisation** and be directly responsible to the **President**.
- (2) Give notice for all **General Meetings** of whatever nature.
- (3) Ensure that proper minutes are kept of all **General Meetings** and meetings of the **Board of Directors** and shall have custody of the Corporate Seal and the organization's records.
- (4) Prepare agendas for all **General Meetings** and submit them to the **President** for his approval.
- (5) Be responsible for the co-ordination and preparation of the **Annual Report** of activities and programs for the **Annual General Meeting**.
- (6) In conjunction with the **General Legal Counsel** ensure that all statutory returns required under the **Companies Act, CAP 308 of the Laws of Barbados**, are filed on a timely basis.

#### ARTICLE 11-5: - TREASURER

The **Treasurer** shall:

- (1) Issue notices of dues payable and shall be responsible for their collection.
- (2) Keep proper books of account and financial records of the **Organisation**.
- (3) Be responsible for the disbursement of monies on the direction of the **Board of Directors**.
- (4) Be responsible for the preparation of the budget and the annual financial statements.
- (5) Be the Chairman of the Ways and Means Commission.
- (6) Countersign all cheques, orders or any other banking document relating to the management of the funds of the **Organisation**.

#### ARTICLE 11-6: - GENERAL LEGAL COUNSEL

The General Legal Counsel shall:

- (1) Serve as the legal advisor to the **Board of Directors** and the **General Assembly**.
- (2) Rule on matters of procedure on the request of the presiding officer.
- (3) Be the **Chairman** of the **Constitutional Review Commission** and shall review and propose amendments to the Constitution.
- (4) Review and propose changes to other procedures for the management of **Organisation** affairs.
- (5) Assist the **Secretary General** with regard to the statutory requirements of the laws governing the activities of the **Organisation**.
- (6) Generally assist the **Secretary General** with any other administrative matters.

#### ARTICLE 11-7: - PROGRAM DIRECTORS

The Program Directors shall:

- (1) Manage and supervise the activities of projects which fall under their respective commissions.

- (2) Review information submitted to them regarding the project activities, which fall under their respective commissions and make recommendations as appropriate to the **Board of Directors** and the **General Assembly**.

## CHAPTER XII: BOARD OF DIRECTORS

### ARTICLE 12-1: - COMPOSITION

The **Board of Directors** shall be composed of the following elected and appointed Officers of the **General Assembly**:

- (1) The President
- (2) The Executive Vice President
- (3) 2 Vice Presidents
- (4) The Secretary General
- (5) The Treasurer
- (6) The Immediate Past President
- (7) The General Legal Counsel
- (8) any other Officer who may from time to time be considered necessary.

### ARTICLE 12-2: - DUTIES

The Board of Directors shall:

- (1) Manage the affairs of the **Organisation** inclusive of the control over the property and funds of the **Organisation**.
- (2) Discharge all functions of the **Organisation** except those which are the exclusive prerogative of the **General Assembly**.
- (3) Make recommendations to the **General Assembly** or act on any matters referred to it by the **General Assembly**.
- (4) Approve all affiliation of its members.

### ARTICLE 12-3: - BOARD MEETINGS

The **Board of Directors** shall hold meetings at least on a monthly basis at such time and place as may be decided by the **President** or by one-third (1/3), of the members of the **Board of Directors**. Each member shall receive at least five (5) days written notice from the **Secretary General** except in such cases where the date of the meeting was set at the last meeting.

### ARTICLE 12-4: - QUORUM

At least forty percent (40%) of the members of the **Board** shall constitute a meeting of the **Board of Directors**.

### ARTICLE 12-5: - VOTING

- (1) All members of the **Board of Directors** shall have one vote each.

- (2) All voting shall be by show of hands except if otherwise determined by the **President** or by one-third (1/3) of the members present.
- (3) Proxy votes shall not be permitted.

#### ARTICLE 12-6: - REMOVAL OF MEMBERS OF THE BOARD

- (1) Any member of the **Board of Directors** shall cease to hold office, if the Board of Directors is of the opinion that such member is not performing satisfactorily the duties of the office assigned to him/her by this Constitution or by the **Board of Directors** or the **General Assembly**, and on a two-thirds (2/3) majority vote, the **Board of Directors** shall remove any member of the **Board of Directors**. However, such member shall have been given an opportunity to state his case and shall have the right to appeal to the **General Assembly**, in which case a simple majority vote of the **General Meeting** shall determine whether or not such member shall be removed from office.
- (2) Alternately on a two-thirds (2/3) majority vote the **General Assembly** shall remove any member of the **Board of Directors**. However, that the member shall be given the opportunity to state his case at the **General Meeting** at which the vote is to be taken.

### CHAPTER XIII: AREAS OF OPPORTUNITY

#### ARTICLE 13-1: - AREAS OF OPPORTUNITY

The following terms of reference shall apply to facilitate the achievement of the purposes of the **Organisation**:

- (1) **Individual Opportunities:** To provide the individual with opportunities to realize potential through training programs.
- (2) **Community Opportunities:** To develop the sensitivity of the individual to his community by helping solve the problems of the community through programs and activities.
- (3) **International Opportunities:** To provide the opportunity for the individual to promote goodwill, understanding and co-operation amongst all peoples.
- (4) **Business Opportunities:** To provide the opportunity for the individual to contribute to the development of the economic infrastructure, prosperity and well-being in all nations.

#### ARTICLE 13-2: - COMMISSIONS

The following Commissions shall be established to ensure that the individual shall be involved in the **JCI Areas of Opportunity** -

- (1) Individual Opportunities
  - (1.1) Personal Development Commission
  - (1.2) Trainers Commission

- (1.3) Officers Training Commission
- (1.4) Membership Growth and Extensions Commission
- (1.5) Meetings Commission
  
- (2) Community Opportunities
  - (2.1) JCI Major Emphasis Theme Commission
  - (2.2) Community Development/Involvement Commission
  - (2.3) Economic Affairs Commission
  - (2.4) Children and Youth Commission
  - (2.5) Governmental and Civic Affairs Commission
  
- (3) International Opportunities
  - (3.1) International Affairs and Relations Commission
  - (3.2) Chapter Twinning Commission
  - (3.3) JCI Meetings Commission
  - (3.4) Awards Commission
  
- (4) Business Opportunities
  - (4.1) Finance Commission
  - (4.2) Records Commission
  - (4.3) Strategic Planning Commission
  - (4.4) Marketing and Public Relations Commission
  - (4.5) Business Affairs Commission
  - (4.6) International Business Council
  - (4.7) Chamber of Commerce Partnership Commission

As far as possible, persons shall be appointed to serve on each of these commissions at the **Annual General Meeting** with the exception that the following commissions shall be regarded as **Standing Commissions**:

- (1) Leadership and Development Commission
- (2) Ways and Means Commission
- (3) Constitutional Review Commission
- (4) Records and Recognition Commission
- (5) Membership Commission
- (6) Marketing and Public Relations Commission

#### ARTICLE 13-3: - MANAGEMENT

The **Board of Directors** shall recommend to the **General Assembly** the **Program Directors** of each of these commissions. The **Program Directors** shall recommend to the **General Assembly** the other members who shall serve on the respective commissions.

#### ARTICLE 13-4: - AWARDS

There shall be an awards program for the recognition of the outstanding achievement of the fulfilment of the purposes of Junior Chamber. The awards program shall be administered by the **Records and Recognition Commission**.

## **CHAPTER XIV: FINANCES**

### **ARTICLE 14-1: - FINANCIAL YEAR**

The Financial Year shall commence on January 1st of each year and end on December 31<sup>st</sup> of the year.

### **ARTICLE 14-2: - FINANCIAL RECORDS**

The **Treasurer** shall maintain a cashbook, ledger and any other financial records, which shall be considered essential for the proper administration of the financial resources of the **Organisation**.

### **ARTICLE 14-3: - BUDGET**

The **Treasurer**, after consultation with the various commissions, shall submit to the **Board of Directors** a budget for the ensuing year. On approval by the **Board of Directors**, the budget shall be submitted to the **General Assembly** for approval at the **Annual General Meeting**.

### **ARTICLE 14-4 - BI-MONTHLY REPORTS**

The Treasurer shall prepare a bi-monthly financial statement and circulate it to the **Board of Directors** and the **General Assembly** for approval.

## **CHAPTER XV: DUES**

### **ARTICLE 15-1: - PAYMENT**

Dues shall be payable in advance on or before 31<sup>st</sup> January of each year for annual payments; on or before the last day of January, February, March and April with respect to partial payments in the amounts prescribed in **Article 15-2**. Each individual member shall be responsible for notifying the **Treasurer** of his preferred payment schedule on an annual basis on or before 1<sup>st</sup> January.

### **ARTICLE 15-2: - AMOUNT**

The dues for an individual member shall be **\$150 per annum or \$160 for partial payments** or such an amount, which may be determined from time to time by the **Ways and Means Commission** and approved by the **General Assembly**. Payment made after the dates outlined in **Article 15-1** corresponding to the preferred payment schedule selected by the member and

indicated to the **Treasurer** are considered as late payment. A **Late Payment Fee** of **\$5** shall be imposed by the **Treasurer** on any payment determined to be a late payment and shall be payable at the time of making the said late payment.

#### ARTICLE 15-3: - NON-PAYMENT

A member shall be suspended temporarily or permanently for non-payment of dues under the provisions set out under **Article 7-10 (2)** of this Constitution.

A member shall be suspended temporarily by the **Board of Directors** under **Article 7-10 (2)** after having been served notice by the **Treasurer** that he is more than one (1) calendar month in arrears. A member shall be suspended permanently for non-payment of dues if in the opinion of the **Board of Directors** he has been habitually delinquent in the payment of dues. Notwithstanding **Article 7-10 (4)**.

### CHAPTER XVI: HEADQUARTERS

#### ARTICLE 16-1: - HEADQUARTERS

The Headquarters of the **Organisation** shall be located at such place as may from time to time be determined by the Board of Directors.

### CHAPTER XVII: RULES OF PROCEDURE

#### ARTICLE 17-1: - RULES OF PROCEDURE

The business of this **Local Organisation** shall be conducted according to this Constitution and, where not otherwise provided, by **Robert's Rules of Order**.

### CHAPTER XVIII: AMENDMENTS

#### ARTICLE 18-1: - AMENDMENTS

The Articles of this Constitution may be amended by a vote of two-thirds (2/3) of the **General Assembly** members present and voting at a **Special General Meeting**, provided that written notice of the proposed amendment is given to each member thirty (30) days prior to the date of that meeting.

#### ARTICLE 18-2: - WAIVER

An Article of this Constitution may be waived by a unanimous vote of the members at a **General Meeting**, provided that four-fifths (4/5) of the members eligible to vote are in attendance at that meeting.





**SCHEDULE 1: EMBLEM**



SCHEDULE 2: LOCAL COLOUR



**SCHEDULE 3: MEMBERSHIP APPLICATION FORM**



**Membership Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

D. O. B.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

What do you think you can do for JCI? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A few things to consider before applying for membership:

Will I have the necessary time to invest?

(Prospective Members training, Monthly meetings, project planning meetings)

Will I be able to meet my dues commitment?

**FINANCIAL COMMITTEMENT**

JOINING FEES: BDS \$20

**DUES**

**OPTIONS: (A)** Dues: Quarterly BDS\$ 40

**(C)** Annually: BDS \$150

**Contact us:** P O Box 1175, Bridgetown, Barbados E-mail: [info@jcibarbados.com](mailto:info@jcibarbados.com)

**SCHEDULE 4: NOMINATION FORM**



The undersigned nominates .....for the post of  
....., to contest the Elections of Junior Chamber International  
Barbados for the year on (insert date).

Proposed by: .....  
*Name Signature*

Seconded by: .....  
*Name Signature*

Date: .....

---

I ..... consent to contest the post of .....  
*Name Position*

Nominee: ..... Date .....  
*Signature*

***NB.*** Kindly forward all nomination materials to the Nominations Chairman at [legal\\_counsel@jcibarbados.com](mailto:legal_counsel@jcibarbados.com) no later than (insert date).

*Interviews of candidates will be done on (insert date). Nominators and nominees must be financial for eligibility.*