

**RULES**  
**OF THE**  
**CHINESE ASSOCIATION OF GUYANA**

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**NAME**

1. The name of the organisation is "the Chinese Association of Guyana", hereinafter called the Association.

**OBJECTS**

2. The objectives of the Association shall be:
  - (a) To promote the social and economic development of Chinese in Guyana.
  - (b) To foster unity among all Chinese.
  - (c) To improve the Chinese in social matters.
  - (d) To assist and protect Chinese whether members of the Association or not.
  - (e) To provide a place where Chinese may meet freely and on equal terms.
  - (f) To afford assistance and relief to poor, distressed or sick Chinese whether members of the Association or not.
  - (g) To promote respect of the Constitution and Laws of Guyana
  - (h) Generally, to watch over and protect Chinese interest.

**MANAGEMENT**

3. The management of the Association shall be entrusted to a President, a Vice-President, two Secretaries, one with a fair knowledge of both spoken and written Chinese and the other, with similar qualifications in English, a Treasurer, and seven other members, three of whom shall be elected as Local born and who together with the Office-bearers shall comprise the Committee of Management, hereinafter called the Committee. Seven members shall form a quorum, and no business transacted without such quorum shall be valid.

## **APPOINTMENT AND DUTIES OF OFFICE-BEARERS**

4. All Office-Bearers and members of the Committee shall be elected for a term of office of three years, and on retiring shall be eligible for re-election.

### **PRESIDENT**

5. The President shall preside at all meetings, and shall supervise the general workings of the Association. He shall possess a fair knowledge of both the Chinese and English languages both written and spoken.

### **VICE-PRESIDENT**

6. The Vice-President shall assist the President, and in the President's absence, to act in his stead, in which case he shall have all the powers of the President.

### **SECRETARIES**

7. The duties of the Secretaries shall be to take and read the minutes of all meetings; keep a correct record of the names and addresses of members to be kept in a register for that purpose. The Secretaries shall prepare reports of the Association's work to be read at the annual general meetings. The Chinese Secretary shall attend to all Chinese documents and correspondence; and shall countersign all Chinese documents. The English Secretary shall attend to all other matters, and countersign all such correspondence or documents. The Committee shall appoint an Assistant Chinese Secretary and an Assistant English Secretary. In the absence of one or both of the Secretaries, or their inability from whatever cause to perform their duties, the Assistant Secretary shall perform such duties.

### **TREASURER**

8. The Treasurer shall receive all monies due to the Association and keep a correct account of same. He/she shall submit monthly financial statements to the Committee and submit to the Annual General Meeting a statement of the Association's financial position, audited by two non-official members as hereinafter provided for. He/she shall immediately deposit in one of the recognized financial institutions in Guyana, all sums received on behalf of the

Association in the name of the Association. The books of the Treasurer together with the vouchers and the documents of his/her office shall at all times be open to inspection by the Committee. Provided however, that the Treasurer shall be entitled to retain in his/her hands for current expenses of the Association a cash imprest in an amount to be decided by the Committee. No money shall be withdrawn from the financial institution without three (3) signatures of the Office-Bearers, the President, the Vice-President, the Treasurer, the Chinese Secretary and the English Secretary. It shall also be the duty of the Treasurer to notify the Secretary of any member who is more than three months in arrears.

### **COMMITTEE OF MANAGEMENT**

9. The Committee of Management shall meet for the transaction of the business of the Association as often as occasion may arise, but at least once a month. A Statutory monthly meeting shall be held on a day and at such hour as may be fixed by the Committee. Three (3) clear days' notice of any non-Statutory meeting must be given by one of the Secretaries to each of the members of the Committee. Such notice shall contain the various matters to be discussed and decided at the meeting. Decisions shall be made on a majority vote of those present and voting.
10. Other members shall not be allowed to attend meetings of the Committee unless summoned by the Secretary, by order of the Committee.
11. For the proper working of the Association, the Committee may appoint and pay for the services of staff as may be found necessary.

### **EXECUTIVE MANAGEMENT**

12. The President, the Vice-President, the Secretaries and the Treasurer shall form an Executive for dealing with matters of routine and of emergency that may transpire in the intervals between meetings and shall report to the next ordinary Committee meeting.
13. Any Office-Bearer or member of the Committee may resign his post, in which case the vacancy shall be filled by the Committee. Unless for sufficient cause, if any officer or member of Committee fails to attend three successive Committee meetings, he shall be notified of the same by one of the Secretaries, and should he

further fail, then he shall be given an opportunity to be heard at a Special Meeting of the Executive

### **REGIONAL REPRESENTATIVES**

14. The Committee may appoint as it sees fit, from amongst the members of the Association, Regional Representatives for each Administrative Region or sub-Region of Guyana.

### **ADVISERS**

15. The Committee may appoint Advisers to the Committee in such areas as legal, education, cultural, business development and others.

### **TRUSTEES**

16. The President, Vice-President, Secretaries and Treasurer for the time being shall be the Trustees of the Association and in them shall vest all real and personal, immovable and movable property. It shall be the duty of these officers to insure the property of the Association against fire and other risks, to pay all taxes and other dues and generally to do all necessary acts to protect such property.

### **AUDITORS**

17. The Auditors shall examine and report on the Treasurer's account and cash. Their audit shall also extend to the accounts of the Trustees. Such reports shall be presented to the Committee, which shall adopt them if satisfied that they are correct.

### **MEMBERSHIP**

18. Any person of Chinese descent and who is eighteen years of age and upwards shall be eligible for membership.
19. Candidates for membership shall forward to a Secretary a written application with the names of a proposer and seconder stated therein. Such application shall be accompanied by an application fee, which amount is decided annually by the Committee. The Committee shall have the right to admit or reject any applicant without assigning any reason therefor.

## MEETINGS

20. The Annual General Meeting shall be held on any day fixed by the Committee near or on Chinese New Year. The reports of the President, the Secretaries, Treasurer and Auditors shall be read and confirmed. Fourteen (14) clear days' notice must be given. Only matters included in the agenda of the Annual General Meeting shall be discussed. Items proposed and seconded by two (2) members may be considered for inclusion on the agenda. At every third Annual General Meeting Office-Bearers of the Association and seven other members of the Committee shall be elected. The Committee shall appoint a Returning Officer for the purpose of conducting elections.
21. A Special General Meeting may be called at any time by the Committee or on a requisition signed by not less than twelve members who shall specify in the requisition the business to be discussed; on the requisition being sent to a Secretary, the Secretaries shall issue notices summoning each meeting, fourteen (14) clear days' notice must be given.
22. A Special Committee Meeting may be called at any time by the Committee or on requisition signed by any three members of the Committee who shall specify in the requisition the purpose and nature of the business to be discussed, and the Secretaries shall then issue three (3) clear days' notice to the members of the Committee.

## ORDER

23. The Presiding Officer's ruling at any meeting shall be final so far as that meeting is concerned; but any member feeling aggrieved at such ruling may have his grievance considered by appeal to the Committee. Notice of appeal shall be given at the meeting at which such ruling takes place, and the reasons forwarded to a Secretary in writing, within four days after the meeting and such member shall be notified and entitled to be heard when such appeal is being considered.
24. Any member who shall refuse to submit to the ruling of the Presiding Officer shall be deemed guilty of misconduct, and the Presiding Officer may suspend such offending member until the next meeting of the Committee when it shall be decided whether the term of suspension be extended or shortened or whether the member shall be expelled.

25. No member shall be allowed to address the meeting while another member is in possession of the floor, except for the purpose of calling attention to a point of order, when the sanction of the Presiding Officer shall first be obtained. Members shall stand when addressing the Meeting, and all remarks shall be directed to the Presiding Officer.
26. All motions shall be seconded before discussion on them be permitted.
27. All amendments shall be seconded before discussion on them be permitted.
28. Not more than three amendments on the same proposition shall be received.
29. In voting, amendments shall be submitted to the meetings in precedence of the motion they are designed to amend. The motion or amendment shall be carried by a majority of votes.

#### **VOTING**

30. All matters shall be determined by a majority of votes, unless otherwise provided for. The votes, except in the case of election of Office-Bearers and Committee members shall be taken by a show of hands. The Presiding Officer shall be allowed, beside the single vote of a member, a casting vote to be used in the event of a tie. Voting for Office-Bearers and Committee members shall be by ballot.
31. Only financial members are entitled to vote.
32. These Rules may be changed by resolution adopted at a General Meeting with a two-thirds majority of members present and voting.
33. The rules of the Association shall be printed both in Chinese and English, and every member is entitled to a copy of either, in payment of a sum determined by the Committee, for an English copy or for a Chinese copy.

#### **SUBSCRIPTION**

34. Every member shall pay an annual subscription before Chinese New Year, which amount is determined annually by the

Committee. Any member in arrears for three months, shall be informed of same and requested to pay. Failure to pay the annual subscription within twenty one (21) clear days shall result in the Committee removing his name from the roll of members and he shall not then be entitled to any of the rights and privileges of a member.

35. All payments shall be made to the Treasurer or any person authorised by the Committee, who shall give a receipt therefor, with the Association's seal thereon, and no payment made otherwise, shall be valid and binding on the Association.

#### **MISCELLANEOUS**

36. Suitable books, periodicals, audiocassettes, compact discs and videocassettes shall be provided by the Committee for the use of the members.
37. Any member found guilty by the Committee of acts that are contrary to the Objectives of the Association shall be liable to be expelled by the Committee.

The foregoing rules were passed by a Special General Meeting held on *Sunday,*  
*April 8, 2001* at the Chinese Association Hall, Brickdam, Stabroek,  
Georgetown, Guyana.