

CONSTITUTION AND BYE-LAWS, RULES & REGULATIONS
OF
THE JAMAICA STATISTICAL SOCIETY LIMITED (JSS)

As ~~Authorised adopted~~ on ~~August~~November 25-1, 2015~~3~~

by

~~at the Special General Meeting~~

~~And~~

~~As amended on September 13, 2014~~Companies Office of Jamaica014

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Article A.1 – Name, Definitions and Structure

- A.1.1 The name of the society shall be The Jamaica Statistical Society Limited.
- A.1.2 "JSS" will mean The Jamaica Statistical Society Limited.
- A.1.3 "Member" means a person who is an **ordinary** member of the JSS as defined in Article A.4 below.
- A.1.4 The National Executive Council of JSS shall consist of **twelve ordinary members**.
- A.1.5 "Council" will mean National Executive Council of JSS.
- A.1.6 "Student" will mean a person who is pursuing a full-time or part-time course of studies (excluding doctorate and post-doctorate) at an educational institution.

Comment [M1]: What of students members

Comment [M2]: This has to be changed to 5?

Article A.2 – Vision, Mission and Objectives

- A.2.1 The vision of JSS is to see statistical practice, applications and research play an integral role in national policy, decision making and development; thereby confirming the relevance of statistical education and the need for higher professional standards in the management, analysis and interpretation of data.
- A.2.2 The mission of JSS is to enhance human welfare and development by providing a forum for:
1. Collaboration in statistics among individuals from all backgrounds, disciplines and professions including governmental and non-governmental institutions.
 2. Exchange of statistical ideas and interests among all persons involved in handling statistical data and applying statistical methods.
 3. Providing support for excellence in statistical practice, research and data management.
 4. Improving statistical education among the general public.
 5. Providing professional development for all stakeholders applying statistics in their disciplines.

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Article A.2 – Vision, Mission and Objectives continued

- A.2.3 The objectives for which JSS is formed are:
1. To promote the study and use of statistics for Jamaica's development.
 2. To encourage the formation of affiliates and other statistical bodies in Jamaica.
 3. To promote research and effective teaching of statistics in Jamaica.
 4. To organize seminars, workshops and training sessions related to statistics.
 5. To be affiliated with other regional and international statistics organizations.
 6. To do all such things as are incidental or conducive to the attainment of all or any of the above-named objectives.

Article A.3 – Headquarters

- A.3.1 The principal office of JSS shall be situated at any place on the island of Jamaica, as its Council shall from time to time direct.

Article A.4 – Membership

- A.4.1 There shall be four classes of membership:
1. ~~Ordinary~~Professional,
 2. Student,
 3. Retired, and
 4. Honorary
- A.4.2 Any person may apply in the manner prescribed in Chapter B.2 of the Bye-laws of JSS for ordinary membership.
- A.4.3 Anyone pursuing a programme of study that has duration of a minimum of six months may apply for student membership while they can provide valid proof that they are students currently in pursuit of qualifications.

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Article A.4 – Membership continued

- A.4.4 Any person who has retired from active service and can provide written evidence of such, is eligible to apply for membership as a retired member
- A.4.5 Notwithstanding the preceding paragraphs A.4.1, A.4.2 and A.4.3, the members of JSS may confer Honorary Membership on any person whom it deems to be worthy of such honour, following the nomination of such a person.
- A.4.6 There shall be issued to every ordinary member on his acceptance as such a Membership Number or such other identification as prescribed in Chapter B.2 of the Bye-Laws of JSS.
- A.4.7 All ordinary members shall pay an annual membership fee as prescribed in Chapter B.2 of the Bye-Laws of JSS.
- A.4.8 The members of the Council will have the status of ordinary members of the society.

Article A.5 – Officers

- A.5.1 The officers of JSS shall be:
1. The President,
 2. Two Vice Presidents,
 3. The Treasurer, and
 4. The Secretary.
- A.5.2 The officers of JSS shall hold office for two years and shall demit office at the next Annual General Meeting and shall be eligible for re-election.
- A.5.3 The officers will be selected from among the ordinary members of JSS.

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Article A.6 – Management

- A.6.1 The management of the affairs of the JSS shall be vested in the Council.
- A.6.2 The Council shall consist of ~~the~~ five officers of JSS as described in Article A.5.
- A.6.3 The Council is cooperatively responsible for performing the tasks for the following committees:
1. Membership,
 2. Public Relations & Programmes, and
 3. Finance
- A.6.4 The members of the Council shall **hold office for two years** and shall demit office at the next Annual General Meeting and shall be eligible for re-election.
- A.6.5 The Council shall appoint such Committees as are necessary to carry out the objectives of JSS and may delegate to them such of its powers and duties as it thinks fit.
- A.6.6 The Council shall make such Bye-Laws and/or Regulations and prescribe such forms as it deems necessary to carry out the objectives of JSS, in particular, in relation to the following matters:
1. Its own Procedure,
 2. Its Committees and their Procedure,
 3. Membership,
 4. Nomination of Candidates for election, and
 5. Fees.

Comment [M3]: Can the council make changes to the Bye-Laws without the approval of the members? See A.13.1

Article A.7 – Executive Director

- A.7.1 The Council may appoint an Executive Director who shall be charged with the day to day operations of the JSS for such period and on such terms as it thinks fit.

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Article A.8 – Nomination Committee and Voting Procedures

- A.8.1 All ordinary members shall be eligible to vote for positions of President, First and Second Vice Presidents, Treasurer and Secretary.
- A.8.2 At the General Meeting, voting shall take place in one of the following ways:
1. By a show of hands (ordinary open ballot), or
 2. By secret ballot.
- A.8.3 From the Membership Committee, a **Nomination Sub-Committee** consisting of three members shall be formed. This sub-committee in conjunction with the Secretariat, is responsible for:
1. Preparing nomination forms
 2. Reviewing nominee submissions
 3. Prepare a publication of a list of candidates eligible for election in the notice of the Annual General Meeting at which the election should take place.
 4. Prepare and administer voting papers when required.
 5. Counting of votes and announcement of results.

Comment [M4]: Should we say Nomination Committee appointed on recommendation of the Council. At the present the memrship committee does not have any members

Article A.9 – Vacation of Office

- A.9.1 An elected member of the Council shall demit office before the expiry of his or her term as defined in Article A.5.2 and Article A.6.4 in the following circumstances.
1. His or her death occurs during the term of office.
 2. He or she tenders his or her resignation in writing from the Council or from JSS.
 3. He or she fails to attend four consecutive meetings of the Council without the **written permission** of the Council.
 4. The Council, for good cause, passes a resolution by a three-fourths majority requiring the termination of the member.

Comment [M5]: Or valid reason eg illness

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Article A.10 – Filling of Vacancies

- A.10.1 The Council, in consultation with the Nomination Sub-Committee shall select a suitable member to fill any vacancy in its membership occasioned by the operation of Article A.9. Any such member selected to fill a vacancy shall hold office until the next Annual General Meeting, at which time the post shall be filled by election.

Article A.11 – Advisory Board

- A.11.1 There shall be an Advisory Board consisting of all past officers of JSS who indicate to the Council their willingness to serve JSS in an advisory capacity.
- A.11.2 The Advisory Board shall elect its own Chairman and shall meet and consider any matters pertaining to JSS referred to them by the Council.
- A.11.3 The Advisory Board shall where requested by the Council perform the role of arbitrators in any dispute or unresolved issue on which the Council is deadlocked or on which the Council deems it requires expert advice. [\[This heading should be deleted as it is not necessary here\]](#)
- A.11.4 The Advisory Board shall bring to the attention of the Council any matter relating to the observance of the Constitution and Bye-Laws of JSS.
- A.11.5 The quorum at all meetings of the Advisory Board shall be three.

Comment [M6]:

Comment [M7]: We have not indicated the number of persons to serve on the Advisory Board

Article A.12 – General Meetings

- A.12.1 The Annual General Meeting of JSS shall be held no later than the 30th day of September of every year.
1. Ordinary business of the Annual General Meeting shall include:
 - (i) Confirmation of the minutes of the previous meeting;
 - (ii) Report of the President;
 - (iii) Adoption of the Financial Statements for the preceding year; and
 - (iv) Elections of Officers and Members of the Council as they adhere to Articles A.5.2, A.6.4. and A.9.1.
 2. The Annual General Meeting may consider any matter of which at least 30 days written notice thereof had been given to the Council.

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Article A.12 – General Meetings continued

- A.12.2 Any other General Meeting of JSS is a Special General Meeting. A Special General Meeting of JSS may be summoned by:
1. The President; or
 2. The Council; or
 3. The Secretary, PROVIDED THAT a written requisition stating the matter to be dealt with by the Meeting and signed by at least 20 ordinary members OR at least 20% of the paid membership (if the membership consists of less than 100) has been served on the Council at least 14 days before the date of the proposed Meeting via email.
- A.12.3 In the case of the Annual General Meeting at least 221 days written notice and
_____ in case of a Special General Meeting at least 1414 days written notice
_____ specifying
_____ the purpose of the meeting shall be given to every member of
_____ JSS.
- A.12.4 The President of JSS shall preside over all General Meetings; in his/her absence, one of the Vice-Presidents may preside and in their absence, the meeting shall be postponed.
- A.12.5 The quorum of the meeting shall be 20 ordinary members OR at least 20% of the membership (if the membership consists of less than 100); if a quorum is not present when the meeting is called to order, the meeting shall be adjourned for a period of 7 days for the same place and time when it may proceed to transact its business, although the requisite quorum is not present.
- A.12.6 Every **ordinary** member shall have one vote at the General Meeting.
- A.12.7 If a member is unable to attend the General Meeting, he may appoint another member to vote by proxy on his or her behalf PROVIDED THAT the Secretary has been notified at least 24 hours before the commencement of the meeting. Each member shall only be allowed one proxy vote.
- A.12.8 Candidates eligible for election, in the years when elections are to be held, should normally be notified to members via a Notice of the Annual General Meeting which should be distributed three months before the meeting.

Comment [M8]: Deas the quarterly members meeting fall into this category? If not it would appear that decisions cannot be made at the members meeting unless it is called as a Special General Meeting

Comment [M9]: Is this for any special meeting or for only meetings called by the Secretary?

Comment [M10]: Should be distributed with the notice of the AGM. Three months seem too long

Article A.13 – Amendments

- A.13.1 This Constitution may be amended by a 75% majority of the votes cast at a General Meeting.:

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Article A.14 – Notices

- A.14.1 Any Notice which is required to be served pursuant to this Constitution or any Bye-Law, Rules or Regulation made thereunder shall be deemed to be properly served PROVIDED THAT if it is sent via e-mail to the last known e-mail address for service registered by the member; it is sent at least 7 days before the period for proper Notice commences.

Article A.15 – Liquidation

- A.15.1 In the event of the liquidation of JSS, its assets shall be transferred to an organization with objectives as close as possible to those of JSS.

BYE-LAWS, RULES & REGULATIONS (Schedule 2013)

Chapter B.1 – Interpretation

- B.1.1 "Council" will mean National Executive Council of JSS.
- B.1.2 "Designated Region" will mean a region of Jamaica with sufficient members and/or 'statistical related' activity to be designated as such by the Council and placed under the control of a regional committee. The Designated Regions for the time being are:
1. Kingston and St. Andrew.
 2. The Middlesex Zone – St. Catherine, Clarendon, Manchester and St. Ann.
 3. The Western Zone -St. James, Hanover, St. Elizabeth, Trelawny and Westmoreland.
 4. The Eastern Zone – St. Mary, Portland and St. Thomas
- B.1.3 "JSS" will mean The Jamaica Statistical Society Limited.
- B.1.4 "Non-JSS event" will mean an event organized by any affiliated body in which more than two-thirds of the participants are not ordinary members of JSS.
- B.1.5 "Status" will mean the class of membership for a member.
- B.1.6 "Student" will mean a person who is pursuing a full-time or part-time course of studies (excluding doctorate and post-doctorate) at an educational institution.

Chapter B.2 – Membership

- B.2.1 All ordinary members shall be classified as either Retired, Student or Non-studentProfessional members for the purpose of determining fees. There shall be no application of membership fees necessary for ordinary members designated as Honorary members.
- B.2.2 All applicants for ordinary membership shall submit to the Council the following:
1. A membership application form duly completed and signed by the Applicant.

Comment [M11]: But this is not how we classified ordinary members in A.4.1. its important to clarify as it relates to voting and holding office. Are students ordinary members?

BYE-LAWS, RULES & REGULATIONS (Schedule 2013)

2. The membership fee for a period of at least 1 year payable on approval of application

Chapter B.2 – Membership continued

- B.2.3 Membership may be renewed at any time before it has lapsed by payment of the appropriate membership fee to the Council within three months of the end of the last year for which the membership fee was paid.
- B.2.4 After ordinary membership has lapsed for non-payment of membership fee, it may be renewed by payment of the membership fee and the prescribed Renewal Fee to the Council, provided that this is done before the end of the third month after the month in which it had lapsed.
- B.2.5 The Council shall within 2 months of the date of receipt of the application for ordinary membership or of fee for renewal of Membership EITHER issue to the applicant a Membership Number OR return the amount received as membership fee with a notification of that membership was not approved.
- B.2.6 The Membership year of the JSS shall be the period commencing the 1st day of August and ending on the last day of July in the following year.

Comment [M12]: If fees are for renewal, then the person would already have a membership number.

Chapter B.3 – Fees

- B.3.1 All fees received by the JSS shall be accounted for by the Treasurer of the JSS and lodged to the JSS's Bank Account.
- B.3.2 The following fees shall be prescribed by the Council from time to time:
1. Application Fee
 2. Annual Membership Fee
 3. Three Year Membership Fee
 4. Renewal Fee for lapsed membership.
 5. Appeals Fee to Appeals Committee

BYE-LAWS, RULES & REGULATIONS (Schedule 2013)

Chapter B.4 – Executive Council Functions

B.4.1 The Executive Council is defined as in Articles A.5.1 and A.6.2. The duties of the officers are as follows:

1. The President shall be the chief executive officer (CEO) of the Society and shall have general powers of supervision and management. The President must preside at all meetings of the Society and is automatically a member of all sub-committees. In the absence of the President, s/he shall delegate responsibility to one of the Vice-Presidents; who shall act with all the powers of the President. Otherwise the meeting shall be postponed. The President performs all other duties incident to the office according to the Constitution & Bye-Laws and Regulations for the Society.
2. The 1st Vice President shall be responsible for all matters concerning the membership of the Society. As such, s/he must liaise with the Secretary so as to be informed of the status of the Society's membership and serve as chair of the Membership Committee. In the event of the resignation or incapacity of the President, the 1st Vice President shall be appointed to succeed to the Presidency until the next election.
3. The 2nd Vice President shall be responsible for overseeing all matters regarding the promotion of the Society. As such, s/he must chair the Public Relations & Programmes Committee which manages the advertising, publishing and fund-raising for the Society.
4. The Secretary shall be responsible for all matters concerning the Secretariat and as such should chair the related Committee. Matters that fall under the Secretariat should include:
 - Initiating all correspondence for the Society and the JSS Executive.
 - Issuing and receiving all correspondence for the Society.
 - Recording the proceedings of all meetings of the Society and the JSS Executive.
 - Maintaining communication with the members of the Society.
 - Maintaining registration for conferences
 - Providing notifications on behalf of JSS Executive
 - Preparing the nomination forms and (if necessary) the voting papers required for voting procedures
 - Making the relevant documents concerning minutes and other correspondence available on request of JSS Executive.

Comment [M13]: This does not agree with statement in A.7.1 which speaks to the appointment of a CEO by the Council

BYE-LAWS, RULES & REGULATIONS (~~Schedule 2013~~)

Chapter B.4 – Executive Council Functions continued

5. The Treasurer shall be responsible for the charge and custody of all financial matters for the Society. As such, s/he must chair the Finance Committee. Matters shall include:

- The charge and custody of all funds of the Society.
- Depositing the funds of the Society in the bank(s) approved by the Society.
- Keeping detailed and accurate records of the financial transactions of the Society.
- Making the books and accounts of the Society available to any member of the JSS Executive within a reasonable time period.
- Paying all the bills owed by the Society.
- Investing the funds of the Society as approved by the Society.
- Liaising with the Secretary so as to maintain a listing of the members (~~ordinary~~professional, student, retired and honorary) who have contributed funds.
- Preparing budgets at the start of the financial year so as to sustain the Society's members' meetings, fund-raising activities and programmes.
- Preparing a monthly financial report for the JSS Executive meetings.
- Preparing an annual financial report for the AGM.

B.4.2 The quorum at meetings of the Council shall be **five** members.

Comment [M14]: This is not possible as the Council consists of 5 persons

B.4.3 The Council shall meet at least once every month.

B.4.4 At each Council meeting copies of all correspondence received and dispatched since the last Council meeting shall be tabled.

B.4.5 The Council may at its discretion recruit and appoint a suitable person to be Executive Director of JSS.

B.4.6 The Executive Director shall perform such duties as are assigned to him/her by the Council.

B.4.7 The Council shall at its first meeting after every Annual General Meeting appoint the following Standing Committees:

1. Membership,
2. Public Relations & Programmes, and
3. Finance.

BYE-LAWS, RULES & REGULATIONS (Schedule 2013)

Chapter B.4 – Executive Council Functions continued

- B.4.8 In accordance with Article A.6.4 of the Constitution and with Chapter B.4.1, the above Committees shall be chaired as follows:
1. Membership – by the 1st Vice President
 2. Public Relations & Programmes – by the 2nd Vice President
 3. Finance – by the Treasurer
- B.4.9 The Council in consultation with the designated chairman of each Committee shall appoint at least two ordinary members to each Committee.
- B.4.10 The Chairman of a Committee shall have the power to co-opt a maximum of three additional persons to his Committee but every such appointment must be ratified by the Council.
- B.4.11 The Council in consultation with the Chairman of a Committee may fill any vacancy which may occur in the membership of the Committee.
- B.4.12 The Chairman of every committee shall within one month of his appointment submit to the Council a written outline of the programme for his Committee and thereafter Quarterly reports of the progress of the programme and such other reports as requested by the Council. The Chairman of each committee will also provide reports on their respective programmes at each Council meeting.
- B.4.13 The Chairman of each Committee shall preside at all meetings of his Committee and shall cause a record of its decisions to be kept. The quorum of the meetings shall be three. In the event of a tie in the voting on any issue, the Chairman of each Committee shall have a second or casting vote.
- B.4.14 The Council shall determine the price at which the publications may be sold to ordinary members and other persons or organizations.
- B.4.15 The Council shall encourage the publication of any suitable newsletter, magazine, periodical or book which promotes the aims and objectives of JSS.

Comment [M15]: I thought that reports would be made at the monthly meetings.

Comment [M16]: Not sure what this is related to.

BYE-LAWS, RULES & REGULATIONS (Schedule 2013)

Chapter B.5 – Disciplinary Procedures

- B.5.1 If an allegation of mis-conduct is being made against a member a written complaint thereof shall be sent to the Council within 14 days of the commission of the misconduct or the discovery thereof.
- B.5.2 If the Council considers the matter frivolous or ~~out-side~~outside of the jurisdiction, the complainant shall be so informed; if it has jurisdiction and considers the matter serious, it shall direct the Secretary and/or an authorized person to investigate the complaint and make a written report thereon within a specified period of time.
- B.5.3 The report should conclude EITHER by stating that the complaint is unfounded and so is dismissed OR by formulating a charge against the member.
- B.5.4 A copy of the report shall be sent to the complainant and the member; if the report contains a charge against the member, the copy thereof shall be accompanied by a written notice of the time, date and place fixed for the hearing of the charge, PROVIDED THAT there should be at least 30 days between the date of the service of the notice and the date of the hearing.
- B.5.5 The Council shall appoint a Disciplinary Committee of 3 members to hear the charge; at the hearing the complainant and the member may call witnesses and may be represented by Council or other person; after hearing the evidence, the Committee may dismiss the charge, counsel the member, suspend the membership for such period it deems fit, or cancel the membership of the member.
- B.5.6 The member may appeal any fine, suspension or cancellation imposed by the Disciplinary Committee to the Appeals Committee of the Council.

Chapter B.6 – Appeals Committee

- B.6.1 There shall be an Appeals Committee of the Council. It shall be made up of the officers of JSS, unless an officer shall be disqualified from sitting as a member if he has a direct interest in the appeal being heard. The President of JSS shall preside at all of its meetings and in his absence the meeting shall elect a Chairman; the quorum shall be 5.
- B.6.2 The Appeals Committee of the Council may hear any appeal it deems fit to hear.
- B.6.3 Every appeal to the Appeals Committee shall be in writing and shall state precisely the exact point or points being appealed against and the grounds of appeal;

Comment [M17]: The Appeals Committee would have to be made up of the Council plus xx other JSS members, in order to have a quorum of 5.

BYE-LAWS, RULES & REGULATIONS (Schedule 2013)

Chapter B.6 – Appeals Committee continued

- B.6.4 The appeal shall be lodged with the Secretary of the Council no later than 14 days after the date of the decision being appealed against.
- B.6.5 The decision of the Appeals Committee shall be final.

Chapter B.7 – Nominations for Elections

- B.7.1 A member is eligible for nomination as an officer or member of the Council if on the list of persons in good financial standing with JSS.
- B.7.2 All nominations of members for election to the position of an Officer or member of the Council shall be made to the Nomination Committee at least 2 months before the first day of the month in which the elections are to be held.
- B.7.3 The Nomination Committee shall require any nominated member to send it a resume and/or a written statement of his proposed plan of action and/or sphere of interests in the development of statistics.
- B.7.4 No member shall stand for election as an Officer or member of the Council unless his name is in the list of persons eligible for election in the Notice summoning the relevant Annual General Meeting.
- B.7.5 At the General Meeting, voting shall take place in one of the following ways:
1. By a show of hands (ordinary open ballot), or
 2. By secret ballot.
- B.7.6 The quorum of meetings of the Nomination Committee shall be 3.

Chapter B.8 – Financial Rules

- B.8.1 Budgets of estimated INCOMES AND EXPENDITURES shall be presented to the Council at the AGM and at all council meetings.
- B.8.2 A quorum of 70% of Council members is required for approval of all expenditures.

Comment [M18]: Suggest that this time be reduced

Comment [M19]: Need a number, possible between 3-5

BYE-LAWS, RULES & REGULATIONS (Schedule 2013)

Chapter B.8 – Financial Rules continued

- B.8.3 The Council shall designate the official signatories on cheques and documents of JSS.
- B.8.4 An annual audit of accounts shall be conducted by an auditing firm prescribed by the Council.
- B.8.4 All revenues generated by fundraising/sponsorship activities should be accounted for by the Treasurer and routed through the JSS bank account.
- B.8.5 The Financial Year of JSS shall be the period commencing the first day of January and ending on the last day of December in each year.
- B.8.6 The Council in consultation with the Treasurer shall cause the annual Financial Statements of JSS to be audited by an independent accountant.
- B.8.7 The Council shall in consultation with the Treasurer and the Chairman of the Fund-raising Committee prepare a budget of anticipated income and expenditure for each financial year.

Comment [M20]: Repeat of B.8.4, could possible combine these statements