

Regulations and By-Laws
of
The Chinese Benevolent Association of Jamaica Limited
(made in accordance with Section 74 (e) and Section 80)

Membership Dues:

(dues as provided in Sections 22 & 23)

- 1) Annual Membership Dues shall be as follows:
Members - Adults: \$1,000
Members - Seniors (65 years or older): \$200
Associate Members: \$1,000
- 2) Annual Membership Dues shall be due for the period March 1st to February 28th of each year. A new member approved by the Committee after September 1st of any year shall only be liable for half of the applicable Annual dues for that particular year.
- 3) If a Member's Dues are not paid on time for a particular year, no partial credit shall be issued for any part of the year that has elapsed. If a Member is more than 3 years in default he may become current and paid up by paying the applicable Dues for the current year and the 2 immediately preceding years.

(Prescribed Application Form)

Use of sports facilities:

(including benefits and privileges under Sections 22 & 23)

GYM:

1. all paid up members will be able to use the gym for free
2. members wanting to use the gym, must request a gym card from the Office Manager (Doreen) to show security to be allowed in the gym
3. if they would like to bring a guest with them, the guest have to pay \$500.00 (must have receipt from the Office Manager (Doreen) first)
4. gym is only open whenever there is security
5. only those members with keys now will be allowed keys, no more

BADMINTON

1. One court on Wednesdays will be free to paid up members, book through the Office Manager (Doreen)
2. Charges are \$750/hr/court for members and \$1,500/hr/court for non-members
3. Courts are free on family nights
4. Courts are available from 11AM – 10PM Monday – Friday and 11AM – 6PM Saturday.

TAI CHI / BASKET BALL

1. only a paid up member can be responsible for the activity
2. basketball courts will be allowed free for two times per week for one hour each day, week days to be designated

3. security guard must be on duty
4. 50% of the group must be paid up members
5. BB court can be rented for additional time for \$15,000 per month for an additional hour, two times per week including security
6. time cannot be later than 10:00PM
7. Tai Chi Tuesdays and Thursdays 7PM-8PM on the basketball Court led by Mr. Thomas Chin (free)

GUNG FU AND TAI CHI CLASSES

See Flyers

MEETING ROOM

Available for use by Members (see office for availability)

SOCIAL NIGHTS

Saturdays starting at 7PM whenever the Hall is not booked for a function. Activities include Badminton and mah jong.

MANDARIN CLASSES

Costs per term:

Adults: \$8,000 for members, \$10,000 for non-members

Children \$7,000 for members' children, \$8,000 for non-members.

For a family with more than 1 child enrolled, there is a 10% discount on the additional children.

MUSEUM

Accessible Monday-Friday 11AM to 4PM

CENTER RENTAL

The cost is \$280,000 per day + GCT

CODE OF CONDUCT

(including grounds for suspension/expulsion under Sections 22 & 23)

This Code of Conduct covers the behavior of any member of CBA, in any forum, mailing list, web site, public meeting or private correspondence. The President and the Supervisory Board will arbitrate in any dispute over the conduct of a member of the CBA.

Application

It is expected that this Code of Conduct will be strictly observed by all CBA members – Executive Committee, Supervisory Board and Ordinary members.

Statement of Principles

All members of CBA will observe the following principles:

1. We respect the dignity of others and ourselves.

The CBA community and its members treat one another with respect. Everyone can make a valuable contribution to CBA. We may not always agree, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. We expect members of the CBA to be respectful when dealing with each other as well as with people outside the CBA.

2. We will demonstrate a high degree of personal responsibility, recognizing at all times that our words and actions are an example to all members of our community.

3. We will act at all times in a manner in the best interest of the CBA, thereby setting a personal and appropriate example to follow.

4. We will not (while involved with CBA Projects or Programs) promote our own personal beliefs, behaviours or practices where these are incompatible with the best interest of CBA.

5. We will act with consideration, good judgment and high moral ideals in all our interpersonal relationships, both inside and outside CBA.

6. We will respect the absolute right of each individual to personal privacy at all times.

7. We acknowledge that we must at all times act in a manner upholding the name of CBA.

Sub Committees:

(applicable regulations under Section 67)

Associate members, non-Committee members, and non-CBA members can sit on sub-committees. However each sub-committee should be chaired by a full or reserve member of the Management Committee.

Membership Sub-Committee Terms of Reference

COMPOSITION

The Membership/Recruitment Committee shall consist of at least two (2) and up to not more than four (4) Management Committee Representatives, and at least two (2) but no more than four (4) representatives from the general membership community

PURPOSE AND AUTHORITY

The Membership/Recruitment Committee is responsible for the following:

1. Engaging the membership to promote the CBA;
2. Recruiting new members and encouraging completion of application forms;
3. Educating members on the requirements and benefits of membership;
4. Developing and overseeing the implementation of membership orientation programs;
5. Developing membership-building programs;
6. Developing and overseeing the implementation of membership satisfaction surveys;
7. Promoting membership peer;
8. Promoting volunteerism and diversity amongst the CBA membership;
9. Providing advice to the Management Committee concerning activities such as training, recruitment and cultural programs;
10. Partnering with other committees as appropriate on matters of common interest;
11. Reporting to the Management Committee at least quarterly or more often as required on membership committee activities.

CHAIR OF THE MEMBERSHIP COMMITTEE

The Chair of the Membership/Recruitment Committee shall be appointed by the Management Committee. The Chair shall be responsible for selecting Committee members from amongst the Management Committee, chairing the meetings, and reporting Committee activities to the Management Committee.

The Membership/Recruitment Committee shall be responsible for the selection and invitation of the general representatives from the general membership. Invited membership shall be in good standing with the CBA.

MEETINGS

Meetings will be convened on an as needed basis but no less than quarterly.

QUORUM

Quorum shall be a majority of the membership of the committee.

GOVERNANCE

Recommendations and decisions of the Membership Committee, to the extent decisions may be rendered, shall be made by consensus.

The Membership Committee shall report to the Executive Committee.

Finance Sub-Committee Terms of Reference

The Finance Sub-Committee is a sub-Committee of the Management Committee;

- 1) Membership – Treasurer, 3 members of the Management Committee and a member of the Supervisory Board. Total of five.
The President should be an ex-officio member on this and other committees, with observer status, i.e. the President doesn't have a vote.
- 2) Appointment of Sub-Committee – At their first meeting following their election, the Management Committee shall determine the members of the Sub-Committee until a new Management Committee is elected
- 3) Vacancies/resignations – Replacements should be drawn from the management and supervisory committees, as applicable
- 4) Frequency of Meetings – at least 3 times a year, normally in March, June, September
- 5) Recording of Meetings – The Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Management Committee. The copy must be signed by the Chairman and recorder. The recorder function will be on a rotating basis from members other than the Chairman.
- 6) Quorum - Two

Role of Finance Sub-Committee

To provide financial oversight for the organization:-

- 1) Budgeting and financial planning
- 2) Reporting
 - i) monthly financial report to Board
 - ii) Present investment report to Board
 - iii) Review and present audit and financial report to Board

These reports should assist the Board to focus the board's discussion about expected outcomes and potential strategies for overcoming setbacks or changes in the financial environment (especially as applied to a rapidly currency devaluating environment) and the preservation of its charitable and tax-free status.

- 3) Internal Control and Accountability Policies
 - i) Create, approve and update as necessary policies that help ensure the assets of the organization and its subsidiaries are protected, including safekeeping of documentation for those assets.
 - ii) Ensure updating bank account signatories and legal and governmental filing requirements and deadlines being followed.
 - iii) Establishing policies for:
 - a. Long term contract or leases
 - b. Insurance requirements and reviews
 - c. Staff compensation packages

- d. Record retention
- e. Gift acceptance
- 4) Investment
 - i) Draft an investment policy detailing the objectives of the investment portfolio, guidelines on the asset allocation of the portfolio based on our level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.
 - ii) Ensure provisions of the policy are followed
 - iii) Review the policy at least annually and update if necessary.
- 5) Audit
 - i) Review draft audit report by the auditor, present report to board (with the auditor)
 - ii) Follow up on and manage any recommendation from auditor
- 6) Role of the Chair
 - i) Set agenda for each meeting
 - ii) Notify members about the meeting
 - iii) Ensure handouts and reports are prepared and sent to members in advance

Inspection of accounts and books of the Association:

(Section 102)

Proceedings of the Management Committee

(Section 74(e))

1. The draft of the Minutes of each meeting of the Management Committee should be prepared and circulated to all Members and Reserve Members of the Management Committee within 14 days of such meeting.
2. Members of the CBA who are not full or reserve members of the Management Committee may attend any Committee Meetings with observer status only.
3. Such members may attend and speak at Committee Meetings, or portions of a meeting, only after obtaining permission from the Chairman of the meeting through the Secretary: such request should be made sufficiently in advance of the meeting, indicating the item in which they are interested, so that proper notice of the item can be made on the agenda.
4. A member may ask a Committee member to raise specific issues under Any Other Business (AOB) of the Agenda.
5. The Committee may invite non-members to attend, make presentations to, or participate in Committee Meetings.
6. Monthly Committee Meetings are normally held on the 3rd Tuesday of each month at 6PM at the CBA Center

7. Committee members are expected to attend all committee meetings. Under clause 58 of the Articles, if a member misses 3 consecutive or 6 meetings in total without special leave of absence, a vacancy will be deemed to have occurred.
8. The quorum for a meeting is 7 full members, excluding reserves. If one or more full members are absent for a particular meeting, the reserve members present who received the highest number of votes will be entitled to vote at that meeting instead. (section 63)

Supervising Board

1. Shall meet at least twice per year, and elect a Chairman. (section 87) The quorum for a meeting is 3 full members, excluding Reserves. (section 90)
2. Supervisors are expected to attend Committee Meetings as well as Supervising Board Meetings. Under clause 91 of the Articles if a Supervisor misses 2 consecutive or a total of 4 Supervising Board meetings (or 4 consecutive or a total of 10 Committee meetings) without special leave of absence, a vacancy will be deemed to have occurred.
3. If one or more full members are absent for a particular meeting, the reserve members present who received the highest number of votes will be entitled to vote at that meeting instead. (section 90)