**DEVELOPING A CONSTITUTION - BASIC CONSTITUTION TEMPLATE**

# Contributors

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| Name | Title | Location |
| **Dr Dwayne Vernon** | **Executive Director** | **Head Office** |
| Governance Team |
| **Ms. Sherine Walker** | **Director** | **Head Office** |
| **Ms. Shana-Lee Archibald** | **Coordinator (Acting)** | **St Thomas****Kingston & St Andrew****St Catherine****Portmore****Clarendon** |
| **Ms. Rockeish Beckford** | **Senior Administrative Assistant** | **Head Office** |
| **Mr. Ron Daley** | **Coordinator** | **Manchester****Westmoreland****St Elizabeth****Hanover****St James****Trelawny** |
| **Ms. Aneita Davis** | **Coordinator** | **St Ann****St Mary****Portland** |
| Past Coordinators of the Department |
| **Ms. Parsha Allen** | **Coordinator** | **Head Office** |
| **Mrs. Tisha Ewen-Smith** | **Coordinator** | **Head Office** |
| **Ms. Nicola Green** | **Coordinator** | **Head Office** |
| **Ms. Nickole Kellyman** | **Coordinator** | **Head Office** |
| **Mr. Andre McCarthy** | **Coordinator** | **Head Office** |
| **Ms. Kauna McKenzie** | **Coordinator** | **Head Office** |
| Community Groups and Civil Society Organisation Registry (CSO Registry) |
| **Ms. Nickole Kellyman** | **Registrar** | **St Catherine** |
| **Mr. Roshaine Bailey** | **Inspector** | **St Catherine** |
| **Mr. Fabian Coombs** |  **Records Officer**  | **St Catherine** |
| **Mrs. Norda Dawkins Lyons** | **Inspector** | **St Catherine** |
| **Ms. Nicole Tingle** | **Senior Administrative Assistant** | **St Catherine** |
| **Ms. Desrene Williams** | **Inspector** | **St Catherine** |
| Parish Teams |
| **Mr. Baldvin Mckenzie** | **Parish Manager** | **Clarendon** |
| **Mrs. Tova Malka Trench Anderson** | **Parish Manager** | **Hanover** |
| **Ms. Judith Taylor****Ms. Parsha Allen** | **Parish Manager****Deputy Parish Manager** | **Kingston and St Andrew** |
| **Ms. Beverly Boothe** | **Parish Manager** | **Manchester** |
| **Mr. Karl Coke** | **Parish Manager** | **Portland** |
| **Ms. Ishiwawa Hope** | **Parish Manager** | **Portmore** |
| **Mrs. Hillory McBayne** | **Parish Manager** | **St Ann** |
| **Mr. Samuel Heron** | **Parish Manager** | **St Catherine** |
| **Mr. Alric Miller** | **Parish Manager** | **St Elizabeth** |
| **Mr. Randy Hayle** | **Parish Manager** | **St James** |
| **Mr. Shawin Reynolds** | **Parish Manager** | **St Mary** |
| **Mrs. Lorian Peart-Roberts** | **Parish Manager** | **St Thomas** |
| **Ms. Paula Barrett** | **Parish Manager** | **Trelawny** |
| **Mrs. Carolyn Brown-James** | **Parish Manager** | **Westmoreland** |

**MAIN ELEMENTS:**

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| **ARTICLE I DESCRIPTION (minimum requirements as per SDC Standards)** |
| **Organization name & contact address** | * State the name of the organization as agreed by members.
* Record the address to which correspondence/letters should be directed.
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| **Vision, Mission & Objectives of Organization** | * State the agreed Vision & Mission statements as well as Objectives for the organization.
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| **ARTICLE II** |
| **Types of Meetings and Regulations Governing Meetings** | * Describe the different types of meetings which will take place (e.g. AGM, Monthly and General).
* Describe how each type of meeting will be conducted (frequency, time, and place).
* Describe how meetings will be recorded (eg. written minutes, video/audio recording).
* State the time, place (venue) and frequency of meetings. An agenda must guide the proceedings of each meeting.
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| **Annual General Meetings** | * State the time and place (venue) meeting. An agenda must guide the proceedings of each meeting.
* State the type of AGM to be conducted (e. reporting, election of officers).
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| **ARTICLE III** |
| **Titles of Officers** | * Describe the structure of the executive body (e.g. President, PRO, Secretary).
* Explain how they were appointed; e.g. Election at the AGM.
* Outline their roles and functions and state how long each officer is allowed to serve.
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| **Committee Structure** | * Name any permanent committees which the organization will form (e.g. fundraising, maintenance).
* Describe how they are formed (elected or selected), the numbers and positions of people serving on these committees.
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| **Quorum** | * State the number of people who must be at a meeting before business can be conducted and decisions made (e.g. simple majority, absolute majority).
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| **ARTICLE IV** |
| **Membership** | * State who is an eligible member (eg. CBO must be operating within the community, District/Street representatives)
* Outline conditions of membership (eg. complete membership form, agree on dues to be paid).
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| **ARTICLE V** |
| **Election of Officers** | * Define the criteria for election to office (eg. not to be a politically elected representative, not to be charged for or convicted of any criminal offence, must be in good financial standing)
* State the method of nominating members (eg. show of hands)
* Describe the election procedures
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| **ARTICLE VI** |
| **Accountability**  | * Describe how financial accounts will be maintained & information shared (e.g. frequency of reports).
* Describe how amendments to the constitution will be made.
* Describe how resignation and disciplinary matters will be dealt with.
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| **Audit**  | All registered CDCs are required to present their books and records for mandatory annual auditing. This audit shall be conducted by an auditor approved by the registrar. CDCs shall bear the cost of the audit, as determined by the auditor. * State the procedure/s for mandatory annual auditing.
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| **Finance** | * State the group’s financial year, when it commences and ends
* Describe how financial transactions or processes are managed in the group
* State how dues and collections may be used and how these decisions are made
* State costs for membership and dues.
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