

## THE JAMAICA 4-H CLUBS ACT

REGULATIONS  
(under section 5)

## THE JAMAICA 4-H CLUBS REGULATIONS, 1972

(Made by the Jamaica 4-H Clubs Board of Management with the approval of the Minister on the 25th day of May, 1972)

L.N. 112/72

[1st June, 1972.]

1. These Regulations may be cited as the Jamaica 4-H Clubs Regulations, 1972.

*Area Advisory Councils*

2. There shall be established, in relation to each Land Authority established under the Land Authorities Act, an Area Advisory Council for 4-H Clubs.

3. The functions of an Area Advisory Council shall be—

- (a) to give the 4-H Clubs in that area such help and guidance as may be necessary to enable such Clubs to achieve the educational, social and economic development of their members;
- (b) to promote the formation of additional 4-H Clubs in the area wherever the need and the possibility exist;
- (c) to stimulate interest in, and support for, the objectives of the 4-H Club movement, and to secure from whatever sources may be available within the area assistance in respect of leadership, finance or any matter for the benefit of the 4-H Club movement;
- (d) to advise and assist the 4-H Club organizer in the work of the 4-H Clubs within the area;
- (e) to administer the funds received by way of grant or subsidy from the Board, or funds raised in the area on behalf of the 4-H Club movement, or funds accruing to the 4-H Clubs within the area from any other source;
- (f) to promote competitions, displays, and such other activities as may appear to it to be necessary or desirable to publicize the work of the 4-H Club movement;

- (g) to take action approved by the Board for the benefit of the 4-H Club movement and the enhancement of its objectives.

4. The membership of an Area Advisory Council shall consist of—
- (a) three representatives, one being an adult leader, elected at the annual general meeting (of each affiliated Club in the area);
  - (b) the Secretary/Manager of the Board, or his representative, who shall be an ex-officio member;
  - (c) such persons, not exceeding in number twenty *per centum* of the total number of representatives from the 4-H Clubs, as the Executive Committee may accept;
  - (d) subscribing members accepted by the Executive Committee from each of the following:
    - (i) life members who subscribe not less than ten dollars to the Council, or
    - (ii) annual subscribing members who subscribe not less than two dollars annually to the Council;
  - (e) advisory members, being—
    - (i) one representative of the branch associations of the Jamaica Agricultural Society in each area;
    - (ii) the Branch Organizer of the Jamaica Agricultural Society;
    - (iii) the Parish Supervisor of the Social Development Commission;
    - (iv) one representative of the Sugar Industry Labour Welfare Board;
    - (v) an officer of the Ministry of Education;
    - (vi) the Executive Agricultural Officer of the Ministry of Agriculture;
    - (vii) one representative of the agricultural commodity associations in the area.

- 5.—(1) The officers of the Council shall be—
- (a) the chairman;
  - (b) the vice-chairman;
  - (c) the treasurer;
  - (d) the secretary, who shall be the 4-H Club organizer.

(2) The chairman, the vice-chairman and the treasurer shall be elected from their number by the members of the Council at the annual general meeting of the Council.

6. There shall be established, in relation to each Area Advisory Council, an Executive Committee which shall, subject to any directions given to such Committee by the Council, at a general meeting, administer the affairs, carry out the objects, and summon the general meetings, of the Council.

7.—(1) The membership of the Executive Committee shall be—

- (a) the officers of the Council specified in regulation 5;
- (b) five members to be elected at each annual general meeting;
- (c) three members, to be co-opted at the first annual general meeting.

(2) The Executive Committee may appoint from its members any sub-committee for any purpose which, in the opinion of the Committee, is necessary or expedient.

(3) The Executive Committee may meet at such times and in such places as may be necessary or expedient for the transaction of its business, and, in any event, shall meet not less than four times in each year.

(4) The quorum of the Executive Committee for the transaction of business shall be five members.

(5) The Executive Committee may at any time call a special general meeting within ten (10) days of the receipt of a written request for that purpose addressed to the Committee by not less than nine voting members of the Council, or at the request of the Board.

(6) The decisions of the Executive Committee shall be by a majority of votes and, in addition to an original vote, the chairman or other member presiding at the meeting shall have a casting vote in any case where the voting is equal.

8.—(1) An annual general meeting of each Area Advisory Council shall be held not later than two months after the end of the financial year.

(2) In addition to such annual general meeting, there shall also be held, during each financial year, a half-yearly general meeting.

(3) Not less than fourteen days' prior notice in writing of the date of any general meeting shall be given to each member of the Council.

(4) The Executive Committee shall approve the agenda for a general meeting, and shall forward a copy thereof to each member of the Council not less than seven days prior to such meeting.

(5) A member who proposes to move a resolution at a general meeting shall forward a copy of such resolution to the secretary of the Council not less than ten days prior to such meeting.

(6) The quorum for the transaction of business at a general meeting shall be eleven members.

(7) At each annual general meeting the members shall elect three of their number, one being a senior member, to represent the Council on the Island Advisory Council.

(8) No subject on which a decision is taken at a general meeting shall be discussed at any other general meeting for a period of six months unless the Executive Committee places such subject on the agenda for such meeting.

(9) No ex-officio member or advisory member shall have any right to vote on any matter voted upon by the Council.

9.—(1) Each Area Advisory Council shall keep proper accounts and other records in relation to the business of the Council and shall lodge all funds of the Council in a bank account in the name of the Council.

(2) The bank account of the Council shall be administered by the Executive Committee, and all cheques drawn on such account shall be signed by the treasurer and counter-signed by the chairman or by such other officer as may be authorized in that behalf.

(3) The Council's accounts shall be audited annually by a person appointed by the Executive Committee.

(4) The Council shall, as soon as may be practicable after the end of the financial year and, in any event, not less than one month prior to the annual general meeting of the Council, transmit to the Secretary/Manager of the Board a copy of the annual statement of accounts audited in accordance with the provisions of paragraph (3).

(5) In addition to the annual audit specified in paragraph (3), the Board may, from time to time, audit or cause to be audited the accounts of any Area Advisory Council.

*Island Advisory Council*

**10.** There shall be established a body to be called the Island Advisory Council of 4-H Clubs, hereinafter referred to as the "Island Advisory Council".

**11.** The functions of the Island Advisory Council shall be—

- (a) to co-ordinate the work and the activities of the 4-H Clubs throughout the Island by providing the means whereby the representatives of the Area Advisory Councils and representatives of other bodies may discuss matters relating to the welfare of the 4-H Clubs;
- (b) to advise the Board on any matter which—
  - (i) the Board may refer to the Island Advisory Council; or
  - (ii) the Island Advisory Council, in its discretion, may consider it necessary to bring to the attention of the Board;
- (c) to co-operate with the Board in any action calculated to attain or enhance the objectives of the 4-H Club movement, and, in particular—
  - (i) to encourage within the 4-H Club movement any work or activity directly or indirectly relating to matters of health, cultural improvement, education, recreation, agriculture, or home-making;
  - (ii) to encourage the co-operation in furthering the aims of the 4-H Club movement of the Jamaica Teachers' Association, the Jamaica Agricultural Society, the Social Development Commission, the Ministry of Education, and of any organization engaged in agricultural extension or in other forms of education;
  - (iii) to assist the Board in raising funds for the benefit of the 4-H Club movement, and to make recommendations for the administration of such funds or of funds according to the Board from any other source.

**12.—(1)** The membership of the Island Advisory Council shall consist of—

- (a) three representatives, one being a senior member of each Advisory Council;
- (b) ex-officio members, who shall be—

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- (i) one member of the Board of Management of the Jamaica Agricultural Society;
  - (ii) the Director of Training in the Ministry of Agriculture, or his representative;
  - (iii) one member of the Social Development Commission;
  - (iv) one representative from each of the agricultural commodity associations;
  - (v) the Health Education Officer or her representative;
  - (vi) one representative from the Jamaica Teachers' Association;
  - (vii) the Education Officer of Agricultural Training in the Ministry of Education;
  - (viii) the Education Officer of Home Economics Training in the Ministry of Education;
  - (ix) the Principal of the Jamaica School of Agriculture, or his representative;
  - (x) one representative from the Extra Mural Department of the University of the West Indies;
- (c) honorary members, being all the members who have been elected so to serve;
- (d) advisory members, being—
- (i) the Secretary/Manager and the Assistant Secretary/Manager of the Board; and
  - (ii) senior organizers and organizers of 4-H Clubs.

(2) The Island Advisory Council may, in each year, co-opt as members such persons, not exceeding five in number as they may think fit:

Provided that no fewer than three of such co-opted members shall be active farmers.

**13. The officers of the Island Advisory Council shall be—**

- (a) the chairman;
- (b) the first vice-chairman;
- (c) the second vice-chairman;
- (d) the treasurer; and
- (e) the secretary, who shall be the Secretary/Manager of the Board.

(2) The officers, other than the Secretary/Manager, shall be elected from their number by the members of the Island Advisory Council, and shall be eligible for reelection.

14. There shall be established an Executive Committee of the Island Advisory Council, and that Executive Committee shall, subject to any direction given to it by the Island Advisory Council at a general meeting, administer the affairs, carry out the objects, and summon the annual general meetings of the Council.

15.—(1) The membership of the Executive Committee of the Island Advisory Council shall be—

- (a) the officers of the Council specified in regulation 13; and
- (b) five members who shall be elected at each annual general meeting.

(2) The Executive Committee may, if it thinks fit, co-opt three additional members from among the members of the Island Advisory Committee.

(3) The chairman of the Island Advisory Council shall be chairman of the Executive Committee.

(4) The Executive Committee may appoint from its members such sub-committee as in the opinion of the Committee, may be necessary.

16.—(1) The Executive Committee may meet at such times and in such places as may be necessary or expedient for the transaction of its business, and, in any event, shall meet not less than twice in each year.

(2) The quorum of the Executive Committee for the transaction of business shall be five voting members.

(3) The decisions of the Executive Committee shall be by a majority of votes, and, in addition to an original vote, the chairman or other member presiding at the meeting shall have a casting vote in any case in which the voting is equal.

(4) The Executive Committee may at any time call a special general meeting within ten days of the receipt of a written request for that purpose addressed to the Committee by not less than nine voting members of the Council, or at the request of the Board.

(5) Not less than fourteen days' prior notice of the date of a general meeting and of the business to be transacted at such meeting shall be given to each member of the Island Advisory Committee.

17.—(1) The annual general meeting of the Island Advisory Council shall be held not later than the 31st day of July in each year and all members specified in paragraphs (1) and (2) of regulation 12 shall be eligible to attend.

(2) The annual general meeting shall be held at such places as the Executive Committee may, from time to time, decide.

(3) Not less than fourteen days' prior notice in writing of the date of any general meeting shall be given to each member.

(4) Any member who proposes to move a resolution at any general meeting of the Council, or who desires to have any matter put on the agenda, shall forward to the secretary of the Island Advisory Council a copy of such resolution or a request for the inclusion of such matter not less than ten days prior to such meeting.

(5) A copy of the agenda for a general meeting shall be sent to each member of the Island Advisory Council not less than seven days prior to each meeting.

(6) The quorum for the transaction of business at a general meeting of the Council shall be fifteen members, none of whom shall be an advisory member.

(7) No advisory member shall have any right to vote on any matter voted upon by the Council.

18.—(1) Any funds raised by or with the assistance of the Island Advisory Council for the benefit of the 4-H Club movement shall be lodged to the credit of the Board in a special bank account and shall be kept separate and apart from any funds provided by way of Government subvention or otherwise.

(2) The funds specified in paragraph (1) shall be used for purposes of education, or for organizing services, or for such other specific purposes as may be recommended by the Island Advisory Council; but any such recommendation shall be subject to the approval of the Board.

(3) Notwithstanding the provisions of paragraphs (1) and (2), the Island Advisory Council may retain and spend annually, for the purpose of carrying out functions, such sums as the Board may approve.

(4) The Board may from time to time audit or cause to be audited the accounts of the Island Advisory Council.