

CHAPTER 250.**BRITISH GUIANA RICE PRODUCERS ASSOCIATION.****Proclamation under section 3.**

Proc. 10
of 1946.

By Proclamation dated the 13th September, 1946, the Governor has declared that the rice producers of the Colony for the time being shall collectively be a body corporate by the name of the British Guiana Rice Producers Association.

**BRITISH GUIANA RICE PRODUCERS ASSOCIATION
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Regs. 32 of
1948.
9 of 1949.
35 of 1951.

made by the Governor in Council under section 8 on the 14th October, 1948, and amended on the 24th August, 1949 and 30th October, 1951.

Short title.

1. These regulations may be cited as the British Guiana Rice Producers Association Regulations.

Interpre-
tation.

2. In these regulations, unless the context otherwise requires—

“ chairman ” means the chairman of a committee;

“ electors ” means the electors appointed by the committees of District Associations for the purposes of subsection (3) of section 5 of the Ordinance;

“ General Secretary ” means the General Secretary of the Association;

“ President ” means the President of the Council elected under subsection (4) of section 5 of the Ordinance;

“ Secretary ” means the Secretary of a committee, or any person appointed by a committee to perform the duties of Secretary;

“ the Ordinance ” means the British Guiana Rice Producers Association Ordinance.

THE REGISTER.

The
Register.

3. (1) The Committee of each District Association shall prepare a register of all rice producers who submit claims to be registered as members of the District Association in the manner hereinafter provided.

(2) The register shall be open for the registration of members at all times, but a committee may, from time to time, with the approval of the General Secretary, fix a time and place for the registration of members by the Secretary, and shall thereupon give adequate notice in the district of such time and place.

(3) Every Committee shall take all reasonable steps to ensure the registration of as many as possible of the members of its District Association.

Regs. 9
of 1949.

(4) The General Secretary shall, on or before the 1st April in each year publish a notice requiring every rice producer in every district in the Colony who desires to be registered as a member of the District Association to deliver to the district

administration officer, or the district agricultural officer or any chairman of a village council, any inspector of co-operative societies, any postmaster or justice of the peace on or before the 31st July a notice of that person's claim to be registered.

(5) Any person claiming to be registered as a member of a District Association shall produce to the Secretary a certificate that he is a rice producer in that district. The certificate shall be in Form No. 1 in the schedule hereto, and shall be signed by any district administration officer or district agricultural officer. Form No. 1.

(6) Any rice farmer claiming to be registered as a member of a District Association shall submit the receipt or receipts for the rent paid for the land cultivated by him, or produce such other evidence in support of his claim as may be required by the Secretary.

(7) The certifying officer may require any landlord or manufacturer claiming to be registered as a member of a District Association to produce evidence in support of his claim to be so registered.

(8) When it is certified as hereinbefore provided that a claimant is eligible for registration, he shall, upon payment to the Secretary of a fee of twenty-four cents, be registered as a member of the District Association for a period of two years from the 1st January previous to the date of the claim to be registered and shall thereafter remain a registered member on payment of the fees prescribed in regulation 25 of these regulations.

(9) A copy of the register of each District Association shall be kept by the General Secretary, and made up from the particulars supplied by the Committee at the end of each month. In the event of any dispute as to the accuracy of any entry in a register, the copy of that register kept by the General Secretary shall be deemed to be correct.

ELECTION OF MEMBERS OF A COMMITTEE.

4. (a) The Council shall fix a day, hour and place for the annual general meeting of each District Association on or before the 15th November in every year.

(b) The General Secretary shall give to members of a District Association at least fourteen days notice of the time when, and the place where, the general meeting will be held. Such notice to be given by leaflets, notice published in at least one of the daily newspapers, and the Gazette, and also by causing

Procedure
for electing
members
of a Com-
mittee.

to be posted up notices at the office of each District Association, police stations, magistrate court rooms and at other conspicuous places in the area.

(c) The General Secretary shall appoint Returning Officers for the purpose of conducting the elections of members of the Committees of District Associations and may at any time cancel any appointment.

(d) At the time and place specified in the notice for such annual general meeting the Returning Officer shall attend for a period of one hour and receive the nomination of any qualified candidates for the seats to be filled.

(e) Whenever there is an equality of votes between candidates at any election of members of a Committee the Returning Officer shall declare the candidate or candidates first nominated to be a member or members of the Committee, and he shall make a special return of this to the General Secretary.

(f) Every candidate shall be proposed and seconded by two persons who are present at the time and place specified as aforesaid and whose names appear in the register as members of the District Association.

(g) A member whose registration fee for any year has not been paid shall not be entitled to be present at any meeting or be a member of a Committee.

(h) If there are not more candidates nominated than there are seats to be filled the Returning Officer shall at one hour after the time appointed for receiving nominations publicly declare those persons elected as members of the Committee.

(i) (1) If there are more candidates nominated than there are seats to be filled the Returning Officer shall adjourn the meeting for not longer than seven days in order to allow for the preparation of the ballot papers.

(2) On the resumption of the meeting the Returning Officer shall deliver a ballot paper, showing the names of the candidates, to each member of the District Association present and entitled to vote.

(3) Every member shall be entitled at every election to one vote for every seat to be filled, and to mark his vote a member shall draw his pen through the names of all the candidates other than those for whom he wishes to vote.

(4) If any member is incapacitated by blindness or other physical cause or by illiteracy from voting in the manner

specified in the preceding paragraph the Returning Officer shall at the request of such member mark his vote on a ballot paper in the manner directed by such member.

(5) All marked ballot papers shall be handed to the Returning Officer who shall record the number of votes given for each candidate, and the candidates securing the greatest number of votes shall forthwith be declared to be elected.

(6) On handing in his ballot paper, the member shall produce his membership card to the Returning Officer whose duty it will be to mark the member's name off his list of those entitled to vote, and when this has been completed to initial the fees' column of the membership card and then return same to the member.

(j) The Returning Officer shall forthwith report the result of the elections to the General Secretary who shall forward the results of the elections to the Governor.

(k) If no candidates are nominated for the seats to be filled or if there are not sufficient candidates nominated, then the Governor may appoint the members or the remaining members of the Committee.

(l) The members of every Committee shall, as hereinafter provided in these regulations, elect out of their number a Chairman, a Vice-Chairman and a Secretary of the Committee for the ensuing term.

Election of
Chairman,
Vice-
Chairman
and
Secretary.

(m) The General Secretary shall within fourteen days of the election summon a meeting of the members of the Committee for the ensuing term for the purpose of electing a Chairman, a Vice-Chairman, and a Secretary; and not less than three days' notice of the meeting shall be given in writing.

(n) The General Secretary or Secretary shall preside at the meeting and he shall, with such assistance as he may deem necessary preside over and conduct the election of the Chairman, Vice-Chairman and a Secretary.

(o) The Secretary shall not be entitled to vote at such meeting, save and except if he so happens to be one of the six members newly elected.

(p) The newly elected Secretary shall furnish the General Secretary with the names of the Chairman, Vice-Chairman and Secretary elected by the Committee.

(q) The Committee may act notwithstanding any vacancy on the Committee.

Designation
of Associa-
tions and
Committees.

5. A District Association or Committee may be designated by inserting the name of the district and a number in the expression, “.....District Rice Producers Association No.....” or “.....District Rice Producers Committee No.....”

APPOINTMENT OF ELECTORS.

Appoint-
ment of
electors.

6. A Committee shall on or before the 1st December in every alternate year appoint two electors; and shall forthwith report to the General Secretary the names and addresses of the electors so appointed.

Duty of
electors.

7. The electors appointed by the several Committees shall proceed to the place of meeting fixed in accordance with these regulations and elect the members of the Council in the manner hereinafter provided.

Disqualifi-
cation of
electors.

8. A member of a District Association whose name is not on the register or whose registration fee for any year has not been paid shall not be eligible to be appointed an elector.

ELECTION OF MEMBERS OF THE COUNCIL.

Procedure
for electing
the
Council.

9. (1) Before the 15th December in every alternate year, the electors shall meet at some convenient time and place named by the Council for the purpose of electing the members of the Council for the next ensuing term.

(2) The General Secretary shall give to every Committee and every elector at least seven days' notice of the time when and the place where the meeting shall be held.

(3) The General Secretary shall preside over the meeting of electors and conduct the election of members of the Council. In the event of there being any equality of votes, the General Secretary shall submit the names of those who tied to the Governor for selection by him.

(4) At a meeting of electors nine rice farmers at least, five manufacturers at least, four landlords at least and six other rice producers at least, all being registered members of District Associations, shall be nominated and seconded as fit and proper persons to be members of the Council.

(5) If only the requisite number of rice producers of any class mentioned above is nominated and seconded, the General Secretary shall declare them duly elected members of the Council, but if a greater number of rice producers of any class is nominated and seconded the names of all of that class shall be

entered on a voting paper of the appropriate class and every elector present at that meeting shall be supplied with a true copy of the voting paper for each class of member for the registration of his votes.

(6) If a greater number of rice producers of any class is nominated and seconded, there shall be an adjournment of not longer than twenty-four hours in order to allow the preparation of the voting papers.

(7) The elector shall mark his vote upon the ballot paper by drawing his pen through the names of all the candidates other than that or those of the person or persons for whom he wishes to vote.

(8) Every elector shall be entitled at every election to one vote for every seat to be filled.

(9) The requisite number of rice producers of each class as indicated in sub-regulation (4) hereof receiving the highest number of votes at the meeting shall be declared members of the Council.

(10) The General Secretary shall notify each Committee of the names of the rice producers who have been elected members of the Council; and also shall notify each member of his appointment.

(11) A rice producer whose name is not in the register or whose registration fee for any year has not been paid shall not be eligible for election as a member of the Council.

(12) At the first meeting of the Council, the General Secretary shall preside over and conduct the election of a President and two Vice-Presidents, a Senior and a Junior. In the event of there being any equality of votes, the General Secretary shall submit the names of those who tied to the Governor for selection by him.

Election
of President
and Vice-
Presidents.

QUORUM, TIMES OF AND PROCEDURE AT MEETINGS.

10. (1) At every meeting of the Council, nine members shall form a quorum.

Quorum at
meetings
of the
Council.

(2) In the absence of the President and both Vice-Presidents, the members present may choose one of their number to preside over the meeting.

11. (1) The Council may meet for the transaction of business as often as it may be summoned either by direction of the President or on the written requisition of at least thirteen members of the Council. In such requisition there shall be

Convening
of meetings
of the
Council.

stated the nature of the business to be transacted at the meeting, and the requisition shall be delivered to the General Secretary.

(2) The General Secretary shall summon a meeting of the Council on, and in accordance with, the instructions of the President, and also within three days after the receipt by him of a requisition made in accordance with sub-regulation (1) of this regulation and in so doing he shall notify the time and place of, and the nature of the business to be transacted at such meeting.

(3) Subject to the provisions of the Ordinance, the Council may fix the times of the regular meetings of the Council.

(4) Every notice convening a meeting of the Council shall state the time and place of, and the nature of the business to be transacted at such meeting.

(5) Members of the Council shall be notified as to the dates of Ordinary Meetings at least seven days beforehand, and of Special Meetings at least three days beforehand.

Decision
of Council
by majority
of votes.

12. Every question at a meeting of the Council shall be decided by a majority of votes and every member present at a meeting shall have one vote upon any question before the Council, but the President or other presiding member shall have in addition a casting vote in the case of equal votes being given on any question.

Quorum
at meetings
of a Com-
mittee.

13. (1) At a meeting of a Committee four members shall form a quorum.

(2) In the absence of the Chairman and Vice-Chairman, the members present may choose one of their number present to preside over the meeting.

Convening
of meetings
of Com-
mittee.

14. (1) A Committee may meet for the transaction of business as often as it may be summoned either by direction of the Chairman or on the written requisition of at least four members of the Committee. In such requisition there shall be stated the nature of the business to be transacted at the meeting and the requisition shall be delivered to the Secretary.

(2) The Secretary shall summon a meeting of a Committee on, and in accordance with, the instructions of the Chairman, and also within three days after the receipt by him of a requisition made in accordance with sub-regulation (1) of this regulation and in so doing shall notify the time and place of, and the nature of the business to be transacted at such meeting.

(3) Subject to the provisions of the Ordinance, a Committee may fix the times of the regular meetings of the Committee.

(4) Every notice convening a meeting of a Committee shall state the time and place of, and the nature of the business to be transacted at such meeting.

(5) A notice of each meeting of the District Committee or District Association shall be sent the General Secretary at the same time when being despatched to members of the Committee.

(6) Members of the Committee shall be notified as to the dates of Ordinary Meetings at least seven days beforehand, and of Special Meetings at least three days beforehand.

15. Every question at a meeting shall be decided by a majority of votes and every member present at a meeting shall have one vote upon any question before a Committee, but the Chairman or other presiding member shall have in addition a casting vote in the case of equal votes being given on any question.

Decision of
Committee
by majority
of votes.

NOTICE OF MOTIONS, ETC.

16. Notice of motions, resolutions, and questions shall be served on the General Secretary or the Secretary, as the case may be, in writing at least ten days before the meeting, and copies of all such notices of motions and resolutions shall be circulated to members at least three days beforehand.

Notice of
motions, etc.

DUTIES OF OFFICERS OF THE COUNCIL.

17. The President when present at a meeting shall preside over and conduct the meeting of the Council.

The
President.

18. A Vice-President shall preside at a meeting of the Council in the absence of the President, and in case of the inability of the President from any cause whatever to perform his functions the Senior Vice-President and in his absence the Junior Vice-President shall act for the President.

Vice-
Presidents.

DUTIES OF THE GENERAL SECRETARY.

19. The General Secretary shall—

The General
Secretary.

(a) attend all meetings of the Council; and record the minutes of the proceedings thereof, incorporating only salient points in discussion and decisions taken;

(b) keep a copy of the register of each District Association;

(c) receive all annual grants and other money payable to the Council of the Association and give receipts therefor and deposit in an approved bank all money received by him for the Council of the Association except such sums as he may be authorised by the Council to retain in his possession for miscellaneous expenses;

(d) keep the accounts, documents and papers of the Council of the Association in such manner and for such purposes as the Council may direct ;

(e) prepare and transmit to the Chief Secretary, after approval by the Council, the statement referred to in subsection (7) of section 9 of the Ordinance; and

(f) on all occasions in the execution of his office act under the superintendence, control and direction of the Council; and also generally do all things necessary to ensure the proper functioning of the Association including the supervision of the work of the District Committees, the general administration of the affairs of the Association, and also shall secure the observance of the provisions of the Ordinance and regulations by all concerned.

DUTIES OF A SECRETARY OF A COMMITTEE.

20. Every Secretary shall—

(a) attend all meetings of the Committee and record correctly the minutes of the proceedings thereof;

(b) receive all money provided by the Council for the payment of the expenses of the Committee, and all fees paid by members of the District Association, and give receipts therefor, and deposit in an approved bank all money received by him for the District Association, except the sum of ten dollars which may be retained in his possession from time to time for miscellaneous expenses;

(c) keep the accounts, documents and papers of the District Association in such manner and for such purposes as the Committee may direct;

(d) transmit to the General Secretary forthwith a copy of the minutes of the proceedings of every meeting of the Committee authenticated by the signatures of the Chairman and himself; and

(e) on all occasions in the execution of his office act under the superintendence, control and direction of the Committee.

Duties of a
Secretary
of a Com-
mittee.

THE RECORDS, BOOKS AND ACCOUNTS TO BE KEPT.

21. The Council shall—

Council's
books.

(a) prepare and keep a cash account showing receipts and expenditure of all moneys and the dates and purposes thereof;

(b) annually make out a balance sheet showing receipts and expenditure, funds and effects of the Association.

22. A Committee shall—

Commit-
tees' books.

(a) keep a cash account showing receipts and expenditure of all moneys and the dates and purposes thereof;

(b) annually make out a balance sheet showing receipts and expenditure, funds and effects of the District Association;

(c) have power to open and operate a current or savings account with any approved bank in the Colony and any cheques or other order for the payment of money shall be signed by any officer of the Committee and countersigned by the Secretary;

(d) keep such books and accounts as may be necessary to record its receipts and payments; and

(e) on or before the 28th February in each year transmit the Council a statement of its transactions to the 31st December in the year last past, which statement shall be audited by the General Secretary or by someone authorised in writing by him.

23. The register shall be made out in suitable columns for the purpose of recording members numerically, registering the names and addresses of members, their respective categories of membership, recording the payment of their annual registration fees, stating year for which paid, date of payment, receipt number, and remarks; and for these purposes the Form No 2 as set out in the schedule hereto must be used.

Form of
the register.

24. (a) Every member of a District Association shall be supplied with a membership card containing the same particulars as the register mentioned in regulation 23 of these regulations, and of every payment of registration fees by the member.

Member-
ship card.

(b) If the original card is lost a duplicate shall be issued on payment of a fee of twelve cents and it shall be marked "DUPLICATE" written in red ink.

FEES ON REGISTRATION.

Registration
fee.

25. Every member shall pay to the Secretary the sum of twenty-four cents each alternate year in respect of his membership of the Association; and shall be given a receipt for such payment.

AUTHENTICATING DOCUMENTS AND SERVICE THEREOF.

Authentica-
tion of
documents.

26. Every document made by the Council, not being a letter written on the instructions of the Council, shall be authenticated by the signatures of the President and the General Secretary, and every such letter shall be signed by the General Secretary.

27. Every document made by a Committee, not being a letter written on the instructions of the Committee, shall be authenticated by the signatures of the Chairman and the Secretary and every such letter shall be signed by the Secretary.

Service of
notices, etc.

28. All notices and other documents for service on the Council or a Committee shall be served by handing the same to the General Secretary or the Secretary, as the case may be, or by sending the same by post to the said General Secretary at the head office of the Association, or to the said Secretary at his usual place of abode.

GENERAL.

Council's
decisions
binding on
all District
Associations.

29. Decisions of the Council of the Association in any matter affecting the interests of the Association shall be binding on all District Associations and members thereof.

Attendance
of General
Secretary
at meetings
of District
Committees,
etc.

30. The General Secretary shall be entitled to attend any meeting of a District Committee or District Association and to take part in the proceedings at the meeting but not to vote thereat.

SCHEDULE.

BRITISH GUIANA RICE PRODUCERS ASSOCIATION.

FORM NO. 1.

CLAIM TO BE REGISTERED AS A MEMBER.

To the Secretary of District Rice Producers Association No. reg. 3.

I of name in full sufficient postal address

a rice farmer/landlord/manufacturer hereby claim to be registered as a member of the above named District Rice Producers Association. strike out which do not apply

Qualifications.

- 1. I have attained the age of 21 years.
2. I possess the following qualification. (Fill in one which applies).
(a) I cultivate acres of rice land rented from at vide receipt attached or entry in Pass Book.
(b) I am owner of Plantation
(c) I am the owner of a rice factory situated at
Dated this day of 19.....

Signature or Mark.

Witnesses to Mark.

- 1.
2.

To the Secretary:

I hereby certify that this claimant is eligible to become a member of the above named District Rice Producers Association. not eligible

District Administration Officer. District Agricultural Officer.

FOR OFFICE USE ONLY.

Date Received
Receipt No.
Membership No.

BRITISH GUIANA RICE PRODUCERS ASSOCIATION.

FORM NO. 2.

REGISTER of Members of the..... District Rice Producers Association No.....

No.	Name	Address	Description and Location of Qualifying Property	Category	1949			1950	1951	1952	1953	1954	1955	1956	Remarks
					Fee	Date of Payment	Receipt No.								