

LAWS OF GUYANA

GUYANA RICE PRODUCERS ASSOCIATION ACT

CHAPTER 69:01

Act

7 of 1946

Amended by

38 of 1952

10 of 1960

14 of 1960

6 of 1965

11 of 1967

20 of 1969

4 of 1972

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CHAPTER 69:01

GUYANA RICE PRODUCERS ASSOCIATION ACT

ARRANGEMENT OF SECTIONS

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1953 Ed.
c. 250

7 of 1946

An Act to provide for the establishment of the Guyana Rice Producers Association and for purposes connected therewith.

[14th SEPTEMBER, 1946]

Short title.

1. This Act may be cited as the Guyana Rice Producers Association Act.

Interpretation.
[38 of 1952
10 of 1960]

2. In this Act—

“Association” means the Guyana Rice Producers Association established under this Act;

“Committee” means a Committee established under this Act

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Guyana Rice Producers Association

for the management of the affairs of a District Association;

“the Council” means the Council established under this Act for the management of the affairs of the Association;

“district” means one of the districts into which Guyana is subdivided for the purposes of this Act;

“District Association” means an Association of rice producers constituted in a district for the purposes of this Act;

“Executive Committee” means the Executive Committee established under section 6;

“industry” means the rice industry of Guyana;

c. 72:01

“rice producer” has the meaning assigned to it in section 2 of the Rice Marketing Act;

“the regulations” means regulations made under section 9.

Establishment
of the
Association.

3. As from the 13th September, 1946, the rice producers of Guyana for the time being shall collectively be a body corporate by the name of the Guyana Rice Producers Association.

Functions of
the
Association.
[10 of 1960
6 of 1965
20 of 1969]

4. The functions of the Association shall be the performance of any of the following services:

- (a) the protection, promotion and advancement of the interests of rice producers generally;
- (b) the proposal of any measures including co-operative schemes of all kinds conducive to the maintenance

or extension of production in the industry;

- (c) making representations to the Minister concerning any matter affecting production in the industry, the operations of the Rice Marketing Board and the interests of rice producers generally; and
- (d) inquiring into and reporting on any questions relating to the industry which may be referred to it by the Minister or by anybody lawfully concerned with any phase of the industry, and advising on any matter connected therewith.

Management of affairs of Association vested in a Council.
[10 of 1960
20 of 1969]

5. (1) The management of the affairs of the Association shall be vested in a Council.

(2) The members of the Council shall be —

- (a) one member of the Committee of each District Association appointed in accordance with the regulations; and
- (b) four other persons elected by the members appointed under paragraph (a) at a meeting held in pursuance of the regulations.

(3) If any person appointed under paragraph (a) of the last preceding subsection ceases to be a member of the Committee of a District Association, his appointment as a member of the Council shall cease to have effect without prejudice to anything previously done by him in pursuance

thereof, and the Committee of the District Association of which such person was a member shall appoint another of its members in his place.

(4) The Council shall be constituted as hereinbefore provided for a period of two years commencing with the day on which members who are appointed or elected as aforesaid take office and shall, in like manner, be reconstituted for each period of two years commencing immediately after a period for which the Council was constituted or reconstituted under this subsection.

(5) The Council shall, at its first meeting during each period for which it is so constituted or reconstituted, elect from among its members a President, a Senior Vice-President and a Junior Vice-President as officers of the Council.

(6) The Council shall have power to fill by appointment any vacancy therein (whether occasioned by death, resignation or any other cause) in respect of any member or officer of the Council for the unexpired portion of the term of office of such member or officer.

(7) The Council shall meet at least once in every three months.

(8) The seat of a member of the Council shall become vacant if he fails to attend three consecutive meetings of the Council:

Provided that the Council may grant leave of absence to any member thereof.

(9) The Council may appoint some fit and proper person to be General Secretary of the Association and such other officers and servants of the Association as may be necessary, and may pay any person so appointed such

remuneration out of the funds of the Association as the Council considers adequate, and may dismiss any such person.

(10) In the event of there being any equality of votes between candidates qualifying for any office or seat at an election held under any provisions of this section, the candidate who was first in order of nomination shall be deemed to have been elected in accordance with such provisions.

Constitution
and powers of
the Executive
Committee.
[10 of 1960
6 of 1965
20 of 1969]

6. (1) There shall be established an Executive Committee of the Council consisting of five members, being the President and Vice- Presidents of the Council and two other members thereof who shall be appointed by the Council at its first meeting during each period for which it is constituted or reconstituted under the last preceding section:

Provided that if the seat of any member of the Executive Committee becomes vacant, by reason of his ceasing to be a member of the Council or resigning from the Executive Committee or otherwise, the Council shall appoint another of its members in his place.

(2) Subject to the directions and general control of the Council, the Executive Committee may, in the name and on behalf of the Council, exercise the powers, duties and functions of the Council under this Act not being a power, duty or function of the Council under section 5 exclusive of subsection (1) thereof, this section, section 7, section 9(3) or section 10(3).

(3) The seat of a member of the Executive Committee shall become vacant if he fails to attend three consecutive meetings thereof and if the seat of the President or a Vice-President becomes vacant under this subsection he shall cease to be the President or a Vice- President of the Council, as the case may be:

Provided that the Council may grant leave of absence to any member of the Executive Committee.

(4) Any two members of the Executive Committee may, by a minute under their hands addressed to the General Secretary of the Association, require him to submit for the consideration and decision of the Council any matters relating to the business of the Association.

Constitution
of District
Associations.
[10 of 1960]

7. (1) The Council shall, subject to the approval of the Minister, subdivide Guyana into districts for the purposes of this Act, and the rice producers in each of the districts so created shall constitute a District Association and be the members thereof.

(2) The Council may, subject to the approval of the Minister, at any time and from time to time alter the boundaries of any district or make a new subdivision of Guyana into districts and the rice producers in each of the districts so created shall constitute a District Association and be the members thereof.

(3) The management of the affairs of a District Association shall be vested in a Committee consisting of seven members being—

- (a) a Chairman;
- (b) a Vice-Chairman; and
- (c) five other members of the District Association.

(4) Subject to this Act, a Committee shall be elected for each District Association by members thereof in every alternate year and the members of a Committee shall hold office until the election of another Committee for the District

Association.

(5) A Committee shall meet at least once in every month.

(6) The seat of a member of the Committee shall become vacant if he fails to attend three consecutive meetings of the Committee:

Provided that the Committee may grant leave of absence to any member thereof.

(7) A Committee shall have power to fill by appointment any vacancy therein (whether occasioned by death, resignation or any other cause) in respect of any member or officer thereof for the unexpired portion of his term of office.

Functions of
Committee.
[20 of 1969]

8. A Committee may with respect to its own district perform any of the functions of the Association under section 4(b) and (c), but the decision of a Committee on any measure to be proposed under paragraph (b) or any representation to be made under paragraph (c) shall be communicated through and by the Council.

Power to make
regulations.
[10 of 1960
4 of 1972]

9. (1) The Minister may make regulations generally for the purpose of giving effect to this Act.

(2) Without prejudice to the generality of the powers conferred by subsection (1), the Minister may in particular make regulations for the following purposes:

- (a) regulating the registration of members of a District Association;
- (b) providing the mode of electing members of the Council or of a

Committee;

- (c) fixing the quorum and prescribing the times of and the procedure at meetings of the Council, the Executive Committee, a District Association and a Committee;
- (d) prescribing the duties of the officers of the Council and of the officers of a Committee;
- (e) prescribing the duties of the General Secretary of the Association and of the Field Representative of a Committee;
- (f) prescribing the records, books and accounts which shall be kept by the Council or a Committee; and
- (g) prescribing the mode of authentication of any document by the Council, the Executive Committee, a District Association or a Committee and of service of documents on the Council, the Executive Committee, a District Association or a Committee.

Finance and
accounts.
[10 of 1960
11 of 1967
20 of 1969]

10. (1) The funds of the Association shall consist of money paid by rice producers to the District Associations of which they are members as registration fees prescribed by the regulations.

(2) The said registration fees shall be paid to the Committee of each District Association and the Committee shall cause same to be deposited to the credit of the Association in such account, opened under the provisions of

subsection (7) at such bank as may be approved by the Council.

(3) The funds of the Association shall be appropriated to the purposes of this Act, and subject to the provisions thereof the Council and every Committee may pay and defray all expenses lawfully incurred by them out of any money granted or allocated to or received by them.

(4) The reasonable travelling and subsistence expenses incurred by members of the Council in attending meetings of the Council or the Executive Committee, or by any officer or servant of the Association appointed by the Council in visiting in the performance of his duties areas outside the City of Georgetown, shall be paid by the Council out of its funds.

(5) The reasonable travelling expenses incurred by the members of a Committee in attending meetings thereof shall be paid by the Committee out of its funds.

(6) The Council shall have power to open and operate a current or savings account with any bank in Guyana and any cheque or other order for the payment of money shall be signed by any officer of the Council and countersigned by the General Secretary.

(7) The Council shall keep such books and accounts as may be necessary to record its receipts and payments and shall, on or before the 31st March in each year, cause its books and accounts in so far as they relate to its transactions to the 31st December in the preceding year to be audited by an auditor qualified under section 121 of the Companies Act and published in at least one newspaper.

c. 89:01

Transitional provisions.

11. (1) The members of the first Council and its officers shall be appointed by the Minister, and they shall remain in office and perform all the functions of the Council

until the Council has been elected in manner provided by section 5(3).

(2) Until Guyana shall be subdivided into districts as provided by section 7(1), the Council appointed pursuant to subsection (1) shall create such and so many districts as it may think fit, and the rice producers in each such district shall collectively constitute a District Association and be the members thereof.

(3) The Minister may, on the recommendation of the Council appointed pursuant to subsection (1), appoint the Committee for the management of the affairs of each District Association constituted under subsection (2) and every such Committee shall remain in office and shall perform all the functions of a Committee until a Committee has been elected under section 7.

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**GUYANA RICE PRODUCERS ASSOCIATION
REGULATIONS**

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**GUYANA RICE PRODUCERS ASSOCIATION
 REGULATIONS**

made under section 9

Citation.

1. These Regulations may be cited as the Guyana Rice Producers Association Regulations.

Interpretation.
[Reg.12/1960]

2. In these Regulations –

“chairman” means the chairman of a committee;

“Field Representative” means the person appointed by the Council to be the Executive Officer of a committee;

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

“President” means the President of the Council.

THE REGISTER

The Register.
 [Reg. 29/1953.
 2/1955, 28/1957,
 12/1960,

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

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8/1966B]

in the manner hereinafter provided.

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

(3) On or before the 1st May in each year, the General Secretary shall publish, in at least one daily newspaper, a notice requiring every rice producer in every district in Guyana 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, or any rice producer who is a landlord, on or before the 31st December a notice of that person's claim to be so registered.

(4) Every person to whom a notice of any such claim is delivered may require the claimant to produce evidence in support of his claim, and if satisfied that the claim is valid, shall sign and deliver to the claimant a certificate which shall be in Form 1 in the Schedule.

(5) Any person claiming to be registered as a member of a District Association shall produce to the Field Representative of the Committee of the district a certificate signed under the preceding paragraph, that he is a rice producer in that district.

(6) When it is certified as hereinbefore provided that a claimant is eligible for registration, he shall, upon payment to the Field Representative of a fee of one dollar, be registered as a member of the District Association for a period of one year 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.

(7) A copy of the register of each District Association shall be kept by the General Secretary, and made

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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

Procedure for
election of
Committee
{Reg. 2/1955,
12/1960
6/1962}

4. (1) A Committee shall be elected for each District Association in the manner hereinafter provided on or before the 30th April in every alternate year commencing with the year 1960.

(2) The Council shall, in every year in which such elections are to be held, appoint a day and place for the nomination of candidates, and a day and polling station for the election of candidates, in each district:

Provided that the Council may subdivide any district, and may appoint a head polling station in any such subdivision and a sub-polling station in every other subdivision of the district and may alter the boundaries of any subdivision or make new subdivisions or cancel or vary any appointment made under this paragraph.

(3) The General Secretary shall, by leaflets, by notice published in at least one daily newspaper and by causing notices to be posted up at the office of each District Association, police stations, magistrate court rooms and at other conspicuous places in the district, give to members of the District Association at least fourteen days notice of such days and places as may be appointed for the nomination and election of members of a Committee of the District Association.

(4) For the purpose of an election of a Committee, the General Secretary shall appoint a Returning Officer for the district and, in the case of a district which has been subdivided under paragraph (2), a Presiding Officer for each

subdivision in which a sub-polling station is situated and may cancel or vary any such appointment.

(5) The General Secretary shall, for the said purpose, compile a list for the district, or for each subdivision thereof, if any, of the rice producers entitled to vote therein and shall forward the list to the Returning Officer for the district or, if the list is for a subdivision in which a sub-polling station is situated, to the Presiding Officer for the subdivision.

(6) On the day and at the place appointed for the nomination of candidates in his district, the Returning Officer shall attend to receive nominations from the hours of eight to ten in the forenoon.

(7) No nomination shall be accepted unless the candidate is a registered member of the District Association and is proposed and seconded by two other registered members who are present when the nomination is made. A person shall not be deemed to be a registered member of a District Association for the purposes of this paragraph if his registration fee for any year has not been paid.

(8) No less than seven candidates shall be nominated for the purpose of the election of a committee.

(9) If only seven candidates are nominated, the Returning Officer shall publicly declare them elected as members of the Committee.

(10) If at the close of the nominations there are more candidates nominated than there are seats to be filled, the Returning Officer shall publicly declare that an election of the candidates will be held on the day appointed therefor and shall assign a symbol to each candidate:

Provided that the Returning Officer shall not be precluded from assigning the same symbol to more than one

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candidate by reason only of this paragraph.

(11) The Returning Officer shall, at the close of the nominations, forward a report under his hand of the result of the nominations to the General Secretary.

(12) At every election of a Committee, voting shall be by ballot.

(13) Every Returning Officer and every Presiding Officer shall ensure that the polling station or head polling station or sub-polling station in his district or subdivision thereof, as the case may be is sufficiently provided with doors, barriers, tables, chairs, a ballot box and such other conveniences as may be necessary for the holding of the election therein.

(14) On the day appointed for the election, the Returning Officer shall attend at the polling station or head polling station in his district, and, if the district has been subdivided as aforesaid, every Presiding Officer shall attend at the sub-polling station in his subdivision, from the hour of seven in the forenoon to the hour of six in the afternoon.

(15) At an election of a Committee, every registered member of the District Association shall be entitled to one vote for every seat to be filled. A person shall not be deemed a registered member of a District Association for the purpose of this paragraph if his registration fee for any year has not been paid.

(16) Upon producing his membership card between the hours aforesaid on the day appointed for the election at the polling station or head polling station or sub-polling station in the district or subdivision thereof in which he is a rice producer, as the case may be, a member of the District Association who is entitled to vote at the election shall be given a ballot paper showing the names and symbols of

the candidates by the Returning or Presiding Officer.

(17) Upon being given a ballot paper as aforesaid, the member shall delete the names of all candidates other than those for whom he wishes to vote.

(18) 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 or Presiding Officer who gave him the ballot paper shall, at the request of the member mark such ballot paper in the manner directed by him.

(19) Every ballot paper marked in accordance with paragraph (17) or (18) at any polling, head polling, or sub-polling station shall be placed in the ballot box at such station in the presence of the Returning or Presiding Officer attending there.

(20) When a member has voted, the Returning or Presiding Officer who gave him the ballot paper shall cross the member's name off the list of those entitled to vote at the station where he has voted.

(21) At the hour of six in the afternoon on the day appointed for an election of a Committee, voting shall cease at every polling, head polling or sub-polling station in the district and the Returning Officer shall record the number of votes given for each candidate at the station where such Officer is attending and, if the district has been subdivided as aforesaid, each Presiding Officer shall record the number of votes given at his sub-polling station for each candidate, seal the ballot box at the sub-polling station, and forthwith take the same, together with such record and the list of persons entitled to vote at the sub-polling station, to the Returning Officer at the head polling station in the district.

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(22) After recording the number of votes in accordance with the preceding paragraph and receiving the records made in accordance therewith by the Presiding Officers (if any) in the district, the Returning Officer shall publicly declare the seven candidates who have received the highest number of votes, to be elected as members of the Committee.

(23) Whenever there is an equality of votes between candidates qualifying for any seat at an election of members of a Committee the candidate who was first in order of nomination shall be declared elected to that seat.

(24) The decision of the Returning Officer as to any question arising in respect of any ballot paper shall be final.

(25) After declaring the results of the election, the Returning Officer shall forward a statement of the candidates elected, and return all lists of persons entitled to vote in the district, to the General Secretary who shall forward such statement to the Minister.

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

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

(28) The General Secretary, or a person deputed by him, 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 and the Vice-Chairman.

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Designation of Association and Committees. [Reg. 2/1955 12/1960]

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 MEMBERS OF THE COUNCIL

Appointment of members of Council. [Reg. 12/1960]

6. Each Committee shall, on or before the 15th May in the year in which it is elected, appoint one of its members to be a member of the Council and shall forthwith report to the General Secretary the name and address of the person so appointed.

Duty of persons appointed members of the Council. [Reg. 12/1960]

7. The persons appointed by the several Committees in any year to be members of the Council shall proceed to the place of meeting fixed in accordance with these regulations and elect four other members of the Council in the manner hereinafter provided.

ELECTION OF MEMBERS OF THE COUNCIL

Procedure for electing the Council. [Reg. 2/1955 12/1960]

8. (1) The persons appointed as aforesaid, in this regulation referred to as electors, shall, before the 31st May in the year in which they were appointed, meet at some convenient time and place named by the Council for the purpose of electing four other members of the Council for the 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.

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(4) At the meeting at least four persons shall be nominated and seconded by electors as fit and proper persons to be members of the Council.

(5) If only four persons are nominated and seconded, the General Secretary shall declare them duly elected members of the Council, but if more than four persons are nominated and seconded, the names of such persons shall be listed and every elector present at the meeting shall be supplied with a ballot paper showing a true copy of such list.

(6) A meeting of electors may be adjourned for not longer than twelve hours in order to allow the preparation of ballot 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 persons 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 persons who have been elected members of the Council; and also shall notify each member of his appointment.

Election of
President and
Vice-
Presidents.

9. 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.

QUORUM, TIMES OF AND PROCEDURE AT MEETINGS

Quorum at meetings of the Council and the Executive Committee.
[Reg. 12/1960]

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

(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.

(3) At any meeting of the Executive Committee the President, or a Vice-President, or two other members thereof shall form a quorum.

Convening of meetings of the Council.
[Reg. 12/1960]

11. (1) The Council may meet for the transaction of business as often as it may be summoned either by direction of the President the written requisition of at least thirteen members of the Council or for the purpose of complying with a requisition made under section 6(4) of the Act. 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 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 paragraph (1) of this regulation or section 6(4) of the Act 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 Act, 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.

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(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 or Executive Committee by majority of votes.
[Reg. 12/1960]

12. Every question at a meeting of the Council or the Executive Committee 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 or the Executive Committee, but the President or other member shall have in addition a casting vote in the case of equal votes being given on any question.

Quorum at meetings of a Committee.

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 Committee.
[Reg. 12/1960]

14. (1) A Committee may meet for the transaction of business as often as it may be summoned either by direction of the Chairman 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 Field Representative.

(2) The Field Representative 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 paragraph (1) 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 Act, 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.

Decision of
Committee by
majority of
votes.

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.

NOTICE OF MOTIONS, ETC.

Notice of
motions, etc.
[Reg. 12/1960]

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

DUTIES OF OFFICERS OF THE COUNCIL

The President.
[Reg. 12/1960]

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

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Vice-
Presidents.

18. A Vice-President shall preside at a meeting of the Council or the Executive Committee 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.

DUTIES OF THE GENERAL SECRETARY

The General
Secretary.
[Reg. 12/1960]

19. The General Secretary shall—

- (a) attend all meetings of the Council or the Executive Committee; 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 or the Executive Committee 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 or the Executive Committee may direct;

- (e) prepare and transmit to the Minister, after approval by the Council, the statement referred to in section 10(7) of the Act; and
- (f) on all occasions in the execution of his office act under the superintendence, control and direction of the Council and the Executive Committee,

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 Act and regulations by all concerned.

DUTIES OF A FIELD REPRESENTATIVE OF A COMMITTEE

Duties of a Field Representative of a Committee.

20. Every Field Representative 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;

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- (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.

**THE RECORD, BOOKS AND ACCOUNTS TO BE
KEPT**

Council's
books.

21. The Council shall –

- (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.

Committees'
books.

22. A Committee shall –

- (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

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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 Guyana and any cheques or other order for the payment of money shall be signed by any officer of the Committee and countersigned by the Field Representative;
- (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.

Form of the register.

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 Form 2 in the Schedule must be used.

Membership card.

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

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(2) 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.
[Reg. 12/1960
8/1966B]

25. Every member shall pay to the Field Representative the sum of one dollar each year in respect of his membership of the Association; and shall be given a receipt for such payment.

AUTHENTICATING DOCUMENTS AND SERVICE THEREOF

Authentication
of documents.
[Reg. 12/1960]

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

Authentication
of
Documents.

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 Field Representative and every such letter shall be signed by the Field Representative.

Services of
notices, etc.
[Reg. 12/1960]

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 Field Representative, as the case may be, or by sending the same by post to the General Secretary at the head office of the Association, or to the Field Representative at his usual place of abode.

GENERAL

Council's
decisions

29. Decisions of the Council or the Executive Committee of the Association in any matter affecting the

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binding on all District Associations. [Reg. 12/1960] 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

[Reg. 12/1960]

FORMS

[Reg. 28/1957]

GUYANA RICE PRODUCERS ASSOCIATION

FORM 1

CLAIM TO BE REGISTERED AS A MATTER

To the Field Representative of District Rice Producers Association No.....

IOf..... Name in full sufficient postal address

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

Qualifications

- 1. I have attained the age of 21 years.
2. I possess the following qualification. (Fill in one which applies).

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- (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.....Dates this.....day of.....20.....

.....
Signature or Mark

Witnesses to Mark

- 1.
- 2.

To the Field Representative:

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

.....
(State qualification of Certifying officer)

FOR OFFICE USE ONLY

Date Received.....
 Receipt No.
 Membership No.
