

**CONSTITUTION OF THE  
ST. ANDREW JUSTICES OF THE PEACE ASSOCIATION OF JAMAICA LIMITED**

**Table of Contents**

	<b>Page</b>
Clause 1: Definitions.....	2
Clause 2: Name.....	2
Clause 3: Affiliation.....	2
Clause 4: Aims and Objectives.....	3
Clause 5: Membership.....	3
Clause 6: Subscription.....	4
Clause 7: Voting Rights.....	4
Clause 8: Patron.....	4
Clause 9: Management & Officers.....	4
Clause 10: Duties of Officers.....	5
Clause 11: Appointment of Committees.....	6
Clause 12: Disciplinary Procedures.....	7
Clause 13: Meetings.....	8
Clause 14: Elections & Nominating Committee.....	8
Clause 15: Finance & Accounts.....	9
Clause 16: Audits.....	9
Clause 17: Amendments to Constitution.....	10
Schedule 1: Membership Information Form.....	11
Schedule 2: Proxy Form.....	12

**CONSTITUTION OF THE  
ST. ANDREW JUSTICES OF THE PEACE ASSOCIATION OF JAMAICA LIMITED**

**1. DEFINITIONS**

The following terms shall have the meanings ascribed to them hereunder for the purposes of interpretation of the Constitution of the St. Andrew Justices of the Peace Association of Jamaica Limited (hereinafter referred to as "the Constitution"):

<b>"Absolute Discretion"</b>	means complete and unfettered freedom to decide as the circumstances require, undertaken in accordance with the principles of natural justice.
<b>"Apology"</b>	means a humble acknowledgement of error or mis-speak accepted by the membership.
<b>"Disrespect"</b>	means to show a lack of deference, degrade, cause psychological or emotional distress or injury to or interfere with
<b>"Ex Officio"</b>	means Immediate Past President (IPP) and the Honourable Custos
<b>"Justice of the Peace"</b>	means a person commissioned by the Governor General to be a Justice of the Peace (JP) for the parish to carry out duties as stated in their commission and the laws of Jamaica
<b>"Officer"</b>	means the JP as defined in section 9 of this Constitution
<b>"Unbecoming"</b>	means not suited to or befitting as determined by unanimous vote in the manner prescribed in section 12 of this Constitution.

**2. NAME**

The Name of the Association shall be the **St. Andrew Justices of the Peace Association of Jamaica Limited** (hereinafter called "the Association").

**3. AFFILIATION.**

The Association will be apolitical, non-partisan and non-denominational, but will develop relationships and associations with institutions having similar interests and goals.

#### 4. AIMS & OBJECTIVES

The objectives of the Association are:

- a) To engender, promote and foster a good spirit of fraternity, camaraderie and unity among all Justices of the Peace and particularly those who fall within the purview of this Association.
- b) To protect and preserve honourable practices and standards of service among Justices of the Peace and to enhance the integrity, morals, status and historic traditions of this high Office by upgrading of the skills and competencies of its members thereby ensuring effectiveness in the performance of their duties.
- c) To promote among its members their responsibilities as Justices of the Peace and to acquaint them with the powers and duties delegated to them by Law.
- d) To aid the relevant legally constituted authorities in recruiting as Justices of the Peace, citizens who clearly possess the special qualifications for appointment and in constantly upgrading the selection process.
- e) To explore, articulate and advocate such amendments in Legislation, Regulations and Administrative Procedures as may, from time to time, be deemed desirable and which would better serve the interest of the people.
- f) To encourage expression of opinion by the official Security Forces, the Judiciary and the Legal Fraternity and to disseminate information, concerning subjects that have an important bearing upon the general welfare of the community and especially upon society's responsibility in the prevention and suppression of crime, the treatment of criminal offences and to take such action in the correction thereof as may, from time to time, be deemed desirable and appropriate.

#### 5. MEMBERSHIP

There shall be two categories of members, namely:-

- a) **Ordinary member**
  - i) Every person commissioned as a Justice of the Peace in the parish of St Andrew shall automatically be an ordinary member of the Association.
  - ii) Every member is required to complete and submit the prescribed **Membership Information Form** as at Schedule 1 to the Secretary of the Association in order to provide updated information to the secretariat.
  - iii) Every member is required to pay the prescribed subscription annually to the Association.

b) **Honorary Member**

A person specially recognised by his/her distinguished service to the Association and/or wider community and whose honorary membership is conferred by at least two thirds (2/3) majority resolution of the Members.

**6. SUBSCRIPTION**

a) **Ordinary Members** shall pay such subscriptions as shall be prescribed from time to time at Annual General Meetings.

b) **Honorary Members** shall not be required to pay subscriptions.

**7. VOTING RIGHTS**

a) **Ordinary members** with paid up subscriptions shall have a vote at all meetings of the Association and shall be eligible for elected office.

If a member's subscription is in arrears for more than one year after due notification in writing and the arrears is confirmed by the Board, that member shall cease to enjoy the right to vote or to be elected to an office.

b) **Honorary Members** shall have no vote and shall not be eligible for election to any office but may attend and speak at all meetings of the Association.

**8. PATRON**

The Honourable Custos Rotulorum of St. Andrew shall be the Patron of the Association.

**9. MANAGEMENT AND OFFICERS**

a) The business of the Association shall be managed by the Board of Directors which shall consist of:

i) **Seven (7) officers** elected as President, First Vice-President, Second Vice-President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer at the Annual General Meeting of the Association, whose term shall be for two (2) years and be eligible for re-election for no more than two consecutive terms.

ii) **Six (6) ordinary members** elected from the floor whose term shall be for one year and be eligible for re-election for no more than two consecutive terms.

- iii) The **Immediate Past President** (IPP) and the **Custos Rotulorum of St. Andrew** shall be **ex-officio members** and shall have the right to attend and speak at meetings of the Board but **shall not be entitled to vote** at such meetings.
- b) Members of the Board shall hold office until the conclusion of their term unless they demit office earlier, and shall be eligible for re-election.
- c) Any member of the Board of the Association may be removed by resolution of the majority of the members of the Association present at any General Meeting; provided that such member of the Board shall be informed in writing of the charges against them at least fourteen (14) days before such meeting and at such meeting shall have reasonable opportunity to answer such charges.
- d) The Board shall have the power at any time to appoint a member to fill a vacancy on the Board caused by death, resignation or any other reason, but the member so appointed shall hold office only until the next Annual General Meeting.
- e) The Board shall exercise all powers and discharge all duties of the Association including the acquisition and disposal of property, real or personal, and any other powers and duties that may be required by Law to be exercised by the Association.
- f) The Board shall meet regularly on a set date in each month to be determined by the Board from time to time.
- g) The presence of any seven (7) members of the Board shall constitute a **quorum** for the transaction of business.
- h) No member of the Board shall disclose to any person who is not an Officer or member of the Board, any matters discussed, any documents or papers tabled or reviewed and any other information made available and dealt with at a meeting of the Board unless the Board directs otherwise.
- i) All public statements made on behalf of the Association shall be made by the President or the President's nominee.

## 10. DUTIES OF OFFICERS

The duties of Officers shall be as follows: -

- a) The **President** shall:
  - i) Preside as Chairman over all meetings of the Association and shall have an original vote and in any case where the voting is equal, a casting vote.

- ii) Perform such other duties as are normally assigned to the Office of President or as may be directed by resolution of the Board, which are not inconsistent with this Constitution.
- b) The **First Vice-President** shall, in the absence of the President through whatever cause, perform the duties of Chairman and such other duties as the Board may from time to time approve;
- c) The **Second Vice-President** shall perform the duties of Chairman as specified, in the absence of both the President and the First Vice-President; and such other duties as the Board may from time to time approve;
- d) In the absence from any meeting of the three (3) Officers listed above, it shall be within the jurisdiction of the Board to elect one of their members to act as Chairman of the meeting;
- e) The **Secretary** shall keep accurate record of all meetings of the Board and of all General Meetings. Secretary shall serve all Notices required by Law and this Constitution and shall perform all other duties attendant to the Office of Secretary;
- f) The **Assistant Secretary** shall assist the Secretary in his/her duties and shall act as Secretary in the absence of the Secretary;
- g) The **Treasurer** shall be in charge of the accounts and funds of the Association and shall keep all relevant books and perform all such duties as are attendant to the Office of Treasurer. The Treasurer shall prepare and submit monthly reports to the Board and an audited report to the Annual General Meeting;
- h) The **Assistant Treasurer** shall assist the Treasurer in his/her duties and shall act as Treasurer in the absence of the Treasurer;

## 11. APPOINTMENT OF COMMITTEES

- a) The Board for purposes of the effective discharge and furtherance of its Objectives, may appoint Sub-Committees comprising persons drawn from the membership of the Association including but not restricted to the following Standing Committees:
  - i) Finance & Fund Raising Committee
  - ii) Membership Committee
  - iii) Public Relations, Consultative and Awards Committee
  - iv) Training & Development Committee

- v) Inspection Committee
  - vi) Disciplinary Committee
- b) Each Committee may regulate its own proceedings in accordance with its terms of reference and this Constitution and may co-opt persons from the ordinary membership and such other suitable persons to assist in the execution of its responsibilities.
  - c) The Board may delegate to any Sub-Committee the power and authority to carry out on its behalf, such duties as the Board may determine.
  - d) Where any Sub-Committee carries out duties in relation to any matter under powers delegated to it by the Board, the Sub-Committee shall refer its decision(s) for confirmation by the Board at the first meeting of the Board held subsequent to the meeting of the Sub-Committee at which decision(s) was taken.

## 12. DISCIPLINARY PROCEDURES

- a) Absence of any Board member from three (3) consecutive meetings without an apology or first obtaining leave from the Board or the President shall automatically constitute a resignation from the Board.
- b) Should a member show disrespect or cause embarrassment by rude or offensive behaviour to another member of the Association or disrupt the orderly conduct of a meeting; on a motion by another member duly seconded and passed by a majority vote, the member may be suspended from attending up to a maximum of three (3) meetings and upon resumption shall be subject to the tendering of an apology.
- c) Membership in the Association may be terminated for conduct unbecoming of a Justice of the Peace.
- d) Where the Board intends to take action pursuant to Clause 12(c) it shall notify the member concerned at least fourteen (14) days in advance of the sitting of the Board so that the member may appear and be heard at that sitting. The member may use a third party as support at the hearing.
- e) A **unanimous vote** shall be required of the Board members present at a Board meeting considering a resolution for termination of membership on the grounds of conduct unbecoming of a Justice of the Peace for the resolution to be passed.
- f) Where membership has been terminated for conduct unbecoming of a Justice of the Peace, such action shall be reported to the next General Meeting and also to the Custos Rotulorum of St Andrew.

### 13. MEETINGS

- a) The Annual General Meeting (AGM) shall be held in January, but no later than the end of February of each year. The time and venue of the meeting shall be determined by the Board.
- b) Fourteen (14) clear days Notice shall be given by the Secretary in calling an AGM and such Notice may take the form of an advertisement in a daily newspaper, the electronic media or by the post.
- c) At every AGM written reports shall be received from the President and Secretary, together with audited Financial Statements from the Treasurer, concerning the activities of the Association over the preceding Financial Year.
- d) The **quorum** for any AGM shall be fifty (50) paid up members.

If after the expiration of one hour from the time fixed for the meeting a quorum is not present, the meeting shall stand adjourned to a date no later than 30 days thereafter and at that adjourned meeting the paid-up members present shall constitute a quorum.

- e) The Association shall hold Quarterly General Meetings (QGM) on dates to be determined by the Board for the purpose of dissemination of information, education and continuous training, and conducting business.
- f) Interim reports shall be received at each QGM from the President, Secretary and Treasurer concerning the activities of the Association over the preceding quarter.

### 14. ELECTIONS & NOMINATING COMMITTEE

- a) Elections for vacant Board positions shall be held at the Annual General Meeting
- b) At least thirty (30) days prior to each Annual General Meeting the Board shall appoint a Nominating Committee comprising three (3) members, including a Chairman. The Nominating Committee shall have no more than one member of the existing Board.
- c) It shall be the duty of the Nominating Committee to nominate at least one member of the Association for each vacancy, including any unexpired term vacancy, for which elections are being held.
- d) The Nominating Committee shall first present to the members its nominees for the vacancies occurring at the AGM. Thereafter, nominations may be taken from the floor. When nominations are closed, the nominees shall then be presented to the meeting; ballots shall be distributed, votes shall be taken and tallied and the results



announced.

- e) All elections shall be determined by a majority vote and shall be by ballot; except where there is only one nominee for each vacancy and the post is therefore unopposed.
- f) Elections may be by separate ballots or if preferred may be by one ballot.
- g) Each paid up member of the Association shall be entitled to one vote per vacancy.
- h) A paid up member is entitled to vote by proxy using the prescribed **Proxy Form**, attached in Schedule 2 hereto, which shall be duly signed and dated by the absent member and delivered to the Nominating Committee at least one day prior to the holding of an election.

## 15. FINANCE & ACCOUNTS

- a) The Board shall keep only funds of the Association which shall be deposited in financial institution(s) operating in accordance with the laws of Jamaica, in accounts in the name of the Association.
- b) All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Association, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the Board shall from time to time by resolution determine.
- c) All withdrawals from any account referred to in this section shall be on the joint signatures of any two officers of the Board appointed from time to time to be signatories on such account.

## 16. AUDITS

- a) The members of the Association shall at each AGM appoint an Auditor to hold office until the close of the next AGM.
- b) Where an Auditor is appointed in accordance with this section and the office of auditor becomes vacant, the Board shall appoint an auditor to hold office until the next AGM.
- c) The Board shall arrange to have books and accounts audited annually and the Treasurer shall produce the books and accounts to the Auditor accordingly.
- d) The financial year of the Association shall be from the first (1<sup>st</sup>) of January to the thirty-first (31<sup>st</sup>) of December of each year.

**17. AMENDMENTS TO CONSTITUTION**

- a) This Constitution shall not be altered, added to or in any way amended, except by Resolution passed at an AGM of the Association.
- b) Amendments to this Constitution to be proposed at an shall be forwarded by way of Resolution to the Secretary and circulated to the membership, along with the Notice convening the meeting, at least fourteen (14) clear days prior to the date of the meeting.
- c) A two-thirds (2/3) majority of those present shall be required for alterations or amendment to this Constitution.

**SCHEDULE 1**

**SCHEDULE 1**

**ST. ANDREW JUSTICES OF THE PEACE ASSOCIATION OF JAMAICA LIMITED**

**Membership Information Form**

1. DATE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ 3. DATE OF BIRTH: \_\_\_\_\_

4. ADDRESS: \_\_\_\_\_

5. TELEPHONE: Home \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_

6. EMAIL: \_\_\_\_\_

7. OCCUPATION: \_\_\_\_\_

8. COMPANY/ORGANIZATION: \_\_\_\_\_

9. SPECIAL SKILLS: \_\_\_\_\_

10. DESIRED AREA(S) OF SERVICE: (Check as applicable)

i) Courts      ii) Restorative Justice      iii) Mediation      iv) Dispute Resolution

11. DATE COMMISSIONED: \_\_\_\_\_

12. SIGNATURE: \_\_\_\_\_

-----00o-----

The Office of St. Andrew Justices of the Peace Association of Jamaica Limited is located at  
33 Tobago Avenue, Kingston 10; Tel. #s (876) 906-5669/906-7693

Email: [saintandrewjp@gmail.com](mailto:saintandrewjp@gmail.com).

Meetings are held once per quarter; with the AGM in January of each year.

Subscription is due and payable each year.

**SCHEDULE 2**

**ST. ANDREW JUSTICES OF THE PEACE ASSOCIATION OF JAMAICA LIMITED**

**PROXY FORM**

**1. Date of Annual General Meeting:** \_\_\_\_\_

**2: Member Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**3. I appoint** the following person as my proxy to exercise my vote at the Annual General Meeting of the SAJPAJL:

**Name of Proxy:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**4. Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**5. Validated by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Nominating Committee Member

BLANK PAGE