

# CONSTITUTION OF THE ST. KITTS MUTUAL IMPROVEMENT SOCIETY

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## ARTICLE I

### **Name—How Composed—Quorum**

**SECTION 1.** This Society shall be called the “St Kitts Mutual Improvement Society”. It shall consist of at least ten members and shall continue as long as ten members in good standing agree thereto. Seven members shall constitute a quorum.

## ARTICLE II

### **Object of the Society**

**SECTION 1.** The object of this Society is for the mutual instruction and edification of its members and by Lecturers, Essays, Papers on popular subjects, Reading, etc, endeavour to promote a healthy intellectual and cultural influence in the community.

## ARTICLE III

### **Membership**

**SECTION 1.** No persons under 17 years of age, or known to be of such a character as would bring the Society in disrepute shall be admitted a member of this Society.

### **Proposition and Ballot**

**SECTION 2.** The name, residence and occupation of a candidate of membership shall be presented in writing by a member of the Society, and referred to a committee to be appointed by the President.

The committee shall investigate the subject and report thereon at the next regular meeting when the Society shall ballot on the proposition. If three of the votes be in the negative the candidate is rejected. A vote of rejection may be re-considered on the motion of any member at the same or next Regular Meeting but at no other. By the unanimous consent of the members present the President may grant a Dispensation to ballot for a candidate on the same evening he is proposed.

**Failure of Candidates to Appear for Admission**

**SECTION 3.** Any Candidate who fails to appear at any regular meeting for admission to membership within two weeks after notification of his or her acceptance (without reasonable excuse) shall forfeit the right to the entrance fee and such election shall automatically become null and void.

To re-introduce any such person he or she shall be proposed and balloted for in the usual manner.

**Expelled Members and Rejected Candidates**

**SECTION 4.** No person who has been expelled or rejected, shall be again proposed within three months from the date of his expulsion or rejection.

**Signing the Declaration**

**SECTION 5.** Every person on becoming a member shall sign the following Declaration:- "I do hereby declare that I agree to be a true and faithful member of the **ST. KITTS MUTUAL IMPROVEMENT SOCIETY**, and I do also pledge myself to do all that I can to support and further the object of the Society, to observe and obey its existing Constitution, Rules, Bye-Laws and Regulations and any that may hereafter be enacted: In Witness whereof I hereunto affix my name and signature."

**ARTICLE IV**

**Fees and Dues**

**SECTION 1.** The Admission Fee for each person shall be two shillings which sum shall accompany the proposal for membership.

**Subscription**

**SECTION 2.** The subscription for a member residing in Basseterre or its suburbs be one shilling; and for a member residing elsewhere, sixpence monthly. All subscription shall be paid in advance at the first regular monthly meeting.

## **ARTICLE V**

### **Officers and Terms**

**SECTION 1. Titles.** The Officers of this Society shall be 1<sup>st</sup> President; 2<sup>nd</sup> Vice-President; 3<sup>rd</sup> Secretary; 4<sup>th</sup> Treasurer; 5<sup>th</sup> Warden; 6<sup>th</sup> Chairman of Committee of Management; 7<sup>th</sup> Assistant Secretary; 8<sup>th</sup> Assistant Treasurer; 9<sup>th</sup> Librarian. The first six shall be elected by ballot. The Assistant Secretary and Assistant Treasurer shall be appointed by the Secretary elect and the Treasurer-elect respectively.

### **Absence**

**SECTION 2.** If any officer shall be absent from three successive regular meetings of the Society without rendering the expiration of that time a valid excuse, his seat may be declared vacant by a two-thirds vote.

### **Vacancies**

**SECTION 3.** Vacancies may be filled at any time and the member holding an office at the close of the term shall receive the honours of that term. In the absence of the President, the Vice-President is entitled to preside, and if both President and Vice-President are absent, the senior past President present. In the absence of all entitled to preside the Secretary shall call to order and the members present may by vote in the usual manner select some other member to act pro tem.

### **Terms and Elections**

**SECTION 4.** The regular terms shall commence with the first meeting in January, April, July and October in each and every year. The officers shall be elected by ballot and majority vote at the last regular meeting in each term and enter upon their duties at the first meeting in the new term. Notwithstanding the foregoing provision, it shall be lawful for the election of officers and their installation to take place at any other meeting, regular or special, if this becomes necessary.

**ARTICLE VI**  
**Committee of Management**

**SECTION 1.** The Committee of Management shall consist of its Chairman, the Treasurer, Secretary, Warden and three members appointed by the President who shall meet not less than once a quarter, four to form a quorum. Should any vacancy occur during the term the Committee shall have the power to fill the same.

**ARTICLE VII**  
**Duties of Officers**

**SECTION 1.** The President shall be the chief Executive Officer of the Society, preside at its meetings, enforce a due observance of the Constitution. Rules, Bye-Laws and Regulations, see that all officers perform their proper duties, appoint all officers and committees not otherwise provided for, inspect and announce the result of all balloting and votes, but shall not vote himself except upon ballot and in case of tie, when all present have voted. He shall together with the Secretary call Special Meetings when necessary, and perform such other duties as may be required by the Society property devolving upon that Office.

**SECTION 2.** The Vice President shall render the President such assistance as may be required and perform the duties of that office in his absence.

**SECTION 3.** The Secretary shall keep a fair and impartial record of the proceedings of the Society, write communications, fill up certificates, notify members of all meetings when ordered by the President, and attest all moneys ordered to be paid at a regular meeting and no other.

He shall make out at end of the term for the Society, a full report of the proceedings during his term. He shall perform such other duties as may be required of him by the Society or his charge and deliver up to his successor, within one week from the expiration of his term, all books, papers or other property in his possession, belonging to his office.

**SECTION 4.** The Treasurer shall receive all monies of the Society, and hold the same until the expiration of his term, unless otherwise ordered. He shall keep a full and correct account of all monies received and expended and deliver up all books, monies, papers and other property of the Society to his successor in office, or to whomsoever the Society may appoint, He shall make a report at the end of his term and perform such other duties as may be required of him by the Society or his charge.

**SECTION 5.** The Warden shall have charge of all the properties of the Society which are not specially entrusted to other officers, and see that they be kept in proper order, and at the end of his term report a schedule of the same and their condition. He shall have the supervision of the Janitor and see that he properly performs the duties of his office, have charge of the doors and ante-room, assist the President in preserving order, count the votes upon decision, introduce candidates, and perform such other duties as may be required by the Society or his charge.

**SECTION 6.** The Committee of Management shall have a general oversight of the business of the Society, investigate all charges brought against any member of the Society, and through their Chairman summons any member which may be brought before them. They shall have power to expel, if necessary, and their decisions in all cases shall be final. They shall examine and attest all accounts and render a full report of all proceedings to the Society.

**SECTION 7.** The Assistant Secretary and Assistant Treasures, shall act under the directions of the Secretary and Treasurer respectively, and perform such duties as may be required of them

## **ARTICLE VIII**

### **Trustees**

All the real and personal property of the Society shall be vested in three trustees, in trust for the members for the time being and for any of the purposes of the Society according to the constitution and bye laws thereof. The Trustees shall have the power of making such investments of the funds of the Society as they shall deem advantageous to the interests of the Society.

No Personal liability shall attach to any trustee, except to the extent of such funds of the Society as may be actually received by him.

The trustees shall remain in office until death or resignation or until a general meeting shall think proper to remove them or any of them.

The trustees shall be selected at a General Meeting from amongst the Ordinary as well as the Honorary members of the Society. And on a vacancy occurring among the trustees, a new trustee shall be selected in the same way.

## **ARTICLE IX**

### **Roll of Members**

**SECTION 1.** The Secretary shall keep a roll of the members with the date of their admission.

## **ARTICLE X**

### **Withdrawal**

**SECTION 1.** Any member who is free from all charges may withdraw from the Society only by first filing with the Secretary a written resignation of membership which shall lie on the table until the next Regular Meeting when the President may,

without vote of members, cause the member's name be struck from the roll.

**ARTICLE XI**  
**Bye-Laws and Amendments.**

**SECTION 1.** This Society may adopt such bye-laws, regulations and rules of order as may be deemed advisable and which do not conflict with this Constitution; provided that said bye-laws, regulations, rules and all amendments thereto shall first receive the yeas of the majority at the meeting when presented, and when passed shall be signed by the President and Secretary.

**Amendments of Constitution**

**SECTION 2.** The Constitution shall not be altered or amended except a proposition therefore be made to the Society signed by at least ten members and entered upon the minutes of the Society at a Regular Meeting.

At the next Regular Meeting after being so offered each proposition shall be considered and shall be subject to amendment, alterations or postponements by a majority vote of members present, and upon its final passage, if agreed to by two-thirds of the members present, such proposition or amendment thereof shall become part of this Constitution.

**BYE-LAWS OF THE ST. KITTS MUTUAL  
IMPROVEMENT SOCIETY**

**Meetings**

1. The Regular meetings of this Society shall be held on Tuesday evening of each week.
2. The hour of meeting shall be eight o'clock and the hour of closing ten o'clock, unless the session be extended by two-thirds vote of members present.

### **Decorum**

3. Any member who should at any meeting of the Society use profane or objectionable and improper language or refuse to obey the commands of the President when call to order, or member of the Society shall be subject to suspension or expulsion as the Society by majority vote may direct.

### **Conduct**

4. (a) Any member who shall be guilty of any criminal offence or vicious or immoral habits which will injure himself or his family or disgrace the Society shall be expelled.
- (b) No member shall bring into or use any spirituous liquors, or shall smoke at any time in the Society's Club-room during any of its meeting. Any member who shall violate or infringe this rule may be suspended or expelled.

### **Funds**

5. The funds of this Society shall be used for defraying its necessary expenses. No money shall be used otherwise or appropriated unless two-thirds of all the members present at a regular meeting of the Society vote to do so.

### **Elections**

6. No officer shall be declared elected who has not received a majority of all legal votes cast.

### **Dues**

7. Any member who shall neglect or refuse to pay his dues for three months shall thereby cease to be a member of this Society and the President may – at a regular meeting – without vote of the members, cause the name to be struck off the roll.

### **Honorary Members**

8. Honorary Members shall be proposed by any members of the Society and elected by a two-thirds vote of the members present at any Regular Meeting

### **Tattling Members**

9. Any member of the Society who shall be guilty of divulging the name of another who may speak or vote against any candidate or any member who shall make public any of the private business or transactions of this Society, shall be suspended or expelled, as the Society by a two-thirds vote may direct.

### **Use of the Hall for Dancing**

10. It has been a long standing Rule that the Society's Hall be used for dancing by the Society only. But it is hereby enacted that the Committee of Management shall have the authority to use their discretion in permitting its use, by hire, to any reputable Association, they, in so doing having due regard to the interest and prestige of the Society.

### **Associate Membership.**

11. Any member of the Society who has paid his or her financial liabilities to the Society in full, on leaving the island or a lengthy or an indefinite period, may enroll as an Associate Member by paying a subscription of one dollar per annum; and on the return to the island of an Associate Member who has paid the annual subscription during absence, active membership may be resumed without further obligation. In any instance where the subscription was not kept up, the condition of re-admission shall be decided by the Society.

### **Validity of Rules**

12. All Rules or Bye-Laws that may have been adopted prior to this revision, and are not included herein, are hereby rescinded.

### **Amendments**

13. No part of these Bye-laws shall be repeated, altered or annulled, unless a notice to that effect be presented in writing to the Society which shall lie over one week before action shall be taken thereon when if two-thirds, of the members present vote in favour of the amendment, it shall be adopted.

### **Rules of Order**

14. The rules of order embraced in "Cushing's Manual" at present used by the Society and Roberts Rules of Order shall govern the deliberations of this society so far as the same may apply.

ERNEST QUEELEY – President

E. THEOPHILUS ADAMS – Secretary

These Constitution and Bye-Laws were revised, amended and adopted at a Regular Meeting held on 16<sup>th</sup> December 1933.

J. W. BLACKETT - President

J. S. HORSFORD – Secretary

### **LIBRARY RULES OF THE ST KITTS MUTUAL IMPROVEMENT SOCIETY**

1. The Library shall be open on Tuesday and Friday of every week from 7:30 pm to 8 p m, holidays excepted, for the delivery and receipt of book magazine and papers.
2. All members of the Society, who are in good standing and in possession of a copy

of the Library Rules shall be entitled to obtain books, magazines and papers from the Library.

3. Not more than two books, and one magazine or paper, shall be issued to any member at one time; except with regard to back-numbers of papers and magazines, which the Librarian may issue at his discretion.
4. Magazines and papers shall be returned to the Library with the expiration of seven days and books with the expiration fourteen days. Any member infringing this rule, shall be liable to a fine of three pence a week, for each week exceeding the time limit. (a) No member shall keep any books, magazines or papers in his or her possession beyond a period of eight weeks.
  - (b) Any books, magazine or paper kept beyond eight weeks shall be deemed to have been lost.
5. Members shall be responsible for any books magazines or papers issued to them and shall be required to pay for any loss or damage with respect to such articles.
6. Any member who refuses or neglects to pay fines incurred by him or her or to pay for books, magazines or papers damaged or lost, while issued to him or her shall cease to enjoy the privileges of the Library until such liabilities shall have been paid.
7. The Librarian shall be appointed by the President at the first regular meeting of each year for a period of twelve months. He shall be responsible by the Management Committee for the faithful discharge of his duties.
8. The Librarian shall keep a catalogue of all books, magazines and papers in the Library

and a register of all such articles issued by him, with the duties of issue and return. He shall render a report to the Society at the end of every quarter.

9. Should the Librarian at any time fail to perform his duties satisfactorily, he may, at a regular meeting, be deprived of his office by the President, on the recommendation of the Management Committee. In event of this post becoming vacant during a term, the President shall have power to fill the vacancy for the remainder of that period.

These Rules wer adopted at a Regular Meeting held on 20<sup>th</sup> October, 1925.

W. N. PODD – President

J. M. L. Bailey - Secretary

