

Caribbean Utilities Employees Association



Accepted:
March 29, 2002, Barbados

Amended:
March 31, 2013, Curacao

Revised:
April 02, 2015, St. Lucia

CONSTITUTION

**A Dream Sowed Like A Seed Bore Root, Leaves, Branches,
Fruit And Is Slowly Maturing Into A Giant Tree.**

CARIBBEAN UTILITIES EMPLOYEES ASSOCIATION

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1. NAME:

The name of the Association shall be **THE CARIBBEAN UTILITIES EMPLOYEES ASSOCIATION (CUEA)** herein after referred to as the Association.

- 1.1 The address for service of documents on the Association shall be that of the Honorary Secretary.
- 1.2 Notice of any change in address of the registered office shall be made known to each individual member.

2. MOTTO:

FOSTERING INTEGRATION THROUGH SPORTS, CULTURAL AND RECREATION ACTIVITIES.

3. AIMS & OBJECTIVES

- 3.1 To promote, foster and develop integration in the Caribbean.
- 3.2 To manage and administer the affairs of the CUEA within the policies of the Association.
- 3.3 To raise funds from sponsorship and other sources.
- 3.4 To prepare development plans with short term and long-term goals.
- 3.5 To foster a closer relationship among all employees in the Caribbean Utilities Employees Association.

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- 3.6 To identify and motivate members for leadership roles in the Association.
- 3.7 To provide an avenue for uniting members in a sporting, social, and cultural atmosphere.
- 3.8 To upkeep the policies of the Association in all organized activities as approved by the Association.
- 3.9 To review and revise the rules if and when necessary.
- 3.10 To perform all other reasonable acts that, in the opinion of the Association are incidental and conducive to carrying out the aims and objectives.

4. MEMBERSHIP:

Membership of the Association (herein referred to as the member) shall be open to all Sports Cultural and Social Clubs of Utilities in the Caribbean.

4.1 Categories Of Membership

Membership shall be in the following categories:

- (a) Full Membership.
- (b) Associate Membership.

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4.1 (a) A Full Member shall be affiliated to the Association on the following conditions: -

- (i) That it submits the required application form addressed to the Honorary Secretary, signed by the President and Secretary of the applicant. A copy of the club's Constitution and the names and addresses of its officers must accompany such application.
- (ii) That it pays the stipulated fees as determined by the Association.

(b) If an affiliate of a full member holding an Executive position ceases to be employed by a utility, that Executive position automatically becomes vacant.

(c) Associate membership may be granted to a separate employee of a member club who is interested in the Association's activity on the following conditions: -

- (i) That the member subjects himself/herself to the constitution and regulations of the Association.
- (ii) The member cannot hold office nor attend meetings **but shall enjoy all privileges and benefits of the Association.**

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4.2 Cessation Of Membership:

4.2.1 Upon non-payment of Annual Subscription and other debts. If such subscription is in arrears at the end of the financial year it shall be reported **to the General Council**. If the subscription of any member shall be in arrears more than ten (10) months after written application has been made for it by the Honorary Secretary or Treasurer, **the General Council** may at its discretion remove their name from the list of members, but they shall nevertheless remain liable for their subscription and other debts.

4.2.2 Upon resignation.

4.2.3 Upon infringement of the constitution.

4.2.4 **Expulsion.**

4.2.5 Upon dissolution of member. If a member has dissolved, membership in the Association shall cease and their name removed from the list of members. If in the future the member club is re-established, the club may submit a new application to the Association for membership.

4.2.6 When a member's associated utility ceases to exist.

4.2.7 When a member's associated utility name has changed due to e.g. change of ownership resulting in a name change of the member club. The member club shall submit notice of name change to the Association, along with new club's constitution and the names and

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addresses of its officers within twelve (12) months of the change occurring. Failing which, the General Council may at their discretion remove their name from the list of members, but they shall nevertheless remain liable for their past subscription and other debts. The club may then submit a new application to the Association for membership.

4.3 Application For Membership

The Executive Committee of the Association shall examine all applications for membership and make recommendations to the General Council regarding acceptance, deferment, or rejection of an application.

Any candidate whose application has been rejected shall not be eligible to reapply until the expiration of 12 months after the date of the previous application.

4.4 Responsibility Of Membership

4.4.1 Members shall notify the Honorary Secretary in writing, of any changes in the names and addresses of its officers.

4.4.2 Each member must ensure that its appointed representatives attend meetings of the Association and exercise this function faithfully. The Association recognizes however, that its members, being part

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of essential utility services may not always be able to attend Easter Festivals due to exigencies of the relevant services. If:

(a) A member is absent for three (3) consecutive Festivals or more and pays subscription fees yearly, the member shall be deemed committed to the Association and the Easter Festival and as having financial standings with the Association. The General Council is responsible through the Honorary Secretary to remind the member of its responsibility of representation at meetings.

4.4.3 Members shall submit to the Honorary Secretary an updated copy of its constitution and thereafter give immediate notification of any change/s to the said constitution within fourteen (14) days.

No club shall be permitted to continue as an affiliate of the Association if it fails to comply with the **stipulation**, but such club may reapply for affiliation at any time thereafter the said conditions are satisfied.

4.4.4 Each member is responsible for its membership being aware of and adhering to the CUEA Code of Ethics during the Easter Festival. Following a breach of the Code of Ethics, the General Council may at their discretion expel the member or call for another penalty to be exacted.

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5 ORGANISATION:

The business of the organization shall be administered by the following: -

- (i) The Executive Committee.
- (ii) The Association in General Council Meeting.

5.1 Executive Committee:

The elected officers shall form the Executive Committee, which shall manage the day-to-day activities of the Association and have power to perform any reasonable act for the proper functioning of the Association.

5.2 The Council Shall Comprise Of:

- (a) The Executive Committee and
- (b) No more than two (2) delegates/representatives from each member club.
- (c) Observers are permitted if prior approval is sought from the Executive.

5.2.1 Elections

- (a) Elections of officers shall be held biennially.
- (b) Delegates at the meeting shall make nomination for members to the Executive.

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(c) Outgoing members of the Executive can be eligible for reelection.

(d) No member shall serve more than two (2) consecutive terms (four years) in any position.

(e) Voting shall be by secret ballot.

6. OFFICERS

The officers of the Executive Committee shall be: -

- (i) President.
- (ii) Vice President.
- (iii) Honorary Secretary.
- (iv) Treasurer.
- (v) Public Relations Officer
- (vi) Immediate Past President.

The above officers shall be elected biennially at the Annual General Meeting with the exception of the Immediate Past President.

The Honorary Secretary shall be selected by the President, in such a manner that the person resides in the same country as the President, and the Treasurer shall be elected in such a manner so that the residence of the person is different to that of the President and Secretary.

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Two trustees shall be elected at the Annual General meeting. They shall oversee the functions of the Association but are not part of the Executive. However, they may be called upon by the President in consultation with the Executive Committee to act in any capacity that becomes vacant.

7. DUTIES AND RESPONSIBILITIES OF OFFICERS

7.1 The President

- (a) The President shall preside at all meetings of the Association at which he is present.
- (b) Perform all other acts, which may be required of the President.
- (c) Shall present a President's report at the end of the year.
- (d) On demitting office deliver to the successor all documents, stationery and any other property of the Association within two (2) months of the Annual General Meeting.

In the absence of the President the Vice President will preside; and in the absence of both the President and Vice President a Chairman shall be elected from among the persons present and entitled to vote at the meeting.

7.2 The Vice President

The Vice President shall be responsible for:-

- (a) Duties assigned by the President at the first Executive Meeting.

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- (b) To **assist in** matters relating to publicity, entertainment and public relations.

7.3 **The Honorary Secretary**

The Honorary Secretary shall:

- (a) **Prepare** correct minutes of all meetings of the Association
- (b) **Be responsible** for all correspondence on behalf of the Association.
- (c) Perform all other reasonable acts, which may be required of the Honorary Secretary and shall present a report at the end of the year.
- (d) Within two (2) months of demitting office, hand over all **records**, stationery and any other property of the Association.

7.4 **The Treasurer**

The Treasurer shall: -

- (a) Receive monies belonging to the Association and be responsible for its safekeeping, and make all payments as authorized by the President.
- (b) Shall demand and issue receipts for monies paid and received by the Treasurer in the name of the Association.

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- (c) Shall cause proper records and accounts to be kept which shall be open for inspection at any time by any member of the Council upon request in writing.
- (d) Assist generally with all finances and fund-raising activities of the Association.
- (e) Shall prepare an Income and Expenditure Account and Balance Sheet for submission to the Auditors; when duly audited, shall present the same counter-signed by the President to the Annual General Meeting.
- (f) On demitting office deliver to the successor all financial documents of the Association within two (2) months of the Annual General Meeting.

7.5 Public Relations Officer

The Public Relations Officer shall: -

- (a) Be responsible for all marketing strategies of the Association.
- (b) Liaise with media along with host country for upcoming activity.
- (c) Be responsible for all internal publications, promoting and publicizing the aims and objectives and activities of the Association.
- (d) Shall present a Public Relations Officer's report at the end of the year.

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- (e) On demitting office deliver to the successor all documents, stationery and any other property of the Association within two (2) months of the Annual General Meeting.

8. AUDIT

The accounts of the Association shall be audited annually by a qualified auditor appointed by the Executive on the direction of the Treasurer.

9. FINANCE

9.1 Funds Of The Association

9.1(a) Shall be derived from: -

- (i) Membership fees
- (ii) Gifts and Subsidies.
- (iii) Proceeds from Fund-raising activities.
- (iv) Any other sources that the Executive may accept.

9.1(b) To be used: -

- (i) To further the aims and objectives of the Association
- (ii) To allow Executive members to travel to and from scheduled meetings of the Association.
- (iii) To implement projects which will be beneficial to the membership.

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9.2 Management Of Funds:

- (a) The funds shall be paid into a bank account to be known as **“The Caribbean Utilities Employees Association Account”** funds may be deposited on a high interest bearing account at the discretion of the officers.
- (b) Any two (2) signatures from the Treasurer, the President and the Honorary Secretary shall be the normal authority for the withdrawal of funds from the Association’s bank account. **The Treasurer’s signature is mandatory.**

10. FEES

- 10.1 The General Council shall decide the affiliation fees, annual subscription and any other fees or levies from time to time.
- 10.2 Each new club on submission of application shall pay an affiliation fee of Fifty US Dollars (\$50.00 USD).
- 10.3 The Annual subscription shall be Five Hundred US Dollars (\$500.00 USD) and shall be paid no later than Easter Festival each year.
- 10.4 **Fees are subject to revision as determined by the Executive from time to time and ratified by council.**
- 10.5 Payments shall be made in the form of a draft drawn on an international banker.

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11. COLLECTION OF FEES

Fees and outstanding debts can be collected through: -

- (1) Moral Suasion**
- (2) Communicate with the club's Employers.**
- (3) Litigation**

12. MEETINGS:

12.1 Quorum

At all General Meetings of the Association, Sixty-Six percent (66%) of the present membership shall form a quorum. Fifty percent (50%) of Executive members shall form a quorum at all Executive Committee meetings of the Association, for the transaction of business.

12.2 General Meetings

The Annual General Meeting of the Association shall be held annually at such time and place as shall be deemed convenient by the President of the Association for the following purpose.

- (a) The confirmation of minutes of the previous Annual General meeting.**
- (b) Business Arising out of the minutes.**
- (c) To receive and adopt the Annual Report and Audited Financial Statement.**
- (d) Motions that are in order according to the Constitution.**

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- (e) Election of officers for the ensuing term of office (biennially).
- (f) Any other business for which due notice has been given.

12.3 **Procedure At Meetings**

- (i) If within **the time appointed for an Executive** meeting a quorum is not present, the meeting shall **stand adjourned until a convenient time.**
- (ii) At any meeting a resolution to a vote shall be decided on by a show of hands, unless, before the resolution is put to a vote, a ballot is demanded.
- (iii) A declaration by the chairman of the meeting that the resolution has been carried or lost, as the case may be, must have an entry to that effect made in the minutes of the proceedings of the meeting.
- (iv) If a ballot is demanded, the Chairman of the meeting shall take it in such a manner. The result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was deemed. The demand for ballot shall not prevent the continuance of a meeting for transacted business.
- (v) Each member is entitled to two votes. The President/Chairperson of the meeting is entitled to an original and casting vote.

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13. INTERPRETATION:

“Affiliation Fee” is the sum to be submitted when applying for membership.

“Agenda” refers to the program for Executive and Council meetings.

“Ballot” refers to the secret ballot used in the voting process.

“Council” refers to the Executive and delegates representing member clubs at meetings.

“Executive” comprises members elected at the Annual General Meeting.

“Member” means club granted full membership

“Subscription” is the sum paid annually as membership fee.

The Executive shall be the sole authority for the interpretation of these rules and regulations made from time to time. The decision of General Council upon any question of interpretation or upon any matter affecting the Association and not provided for by these rules shall be final and binding on member clubs.

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14. AMMENDMENT OF THE CONSTITITION AND BY-LAWS

- (i) Any member club or Executive member may propose any amendment to the constitution and bylaws.
- (ii) The Annual General meeting or any special meeting proposed for that purpose should have the power to amend any provisions of the constitution.
- (iii) Notice of proposed amendments shall be made in writing to the Honorary Secretary of the Association at least two (2) months prior to the date of the meeting. The Honorary Secretary shall circulate at least one (1) month prior to the date of the meeting to all members the proposed amendments.
- (iv) Amendments can only be, made to the Constitution by two-thirds (2/3) majority of those present and entitled to vote.
- (v) By-laws may be amended by a single majority decision.
- (vi) Decisions concerning any amendments to the constitution made at a meeting of council convened for that purpose should become effective immediately except where otherwise determined by council.

15. STANDING ORDERS

- (a) The President or any other person acting as Chairperson shall presume order and rule all points on order in accordance with these rules, decide priority of speeches, and ask for terms of a motion or amendment before a speech is delivered thereon if he thinks it fit.

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- (b) All speakers shall address the Chair.
- (c) The chairperson shall in the case of equality of voters have a casting vote.
If there is equality on an amendment, and the chairperson does not exercise his casting vote, the amendment is lost.
- (d) The decision of the Chairperson on any point shall be binding upon the meeting.
- (e) Speeches and discussions having no connection with the matter or motion under consideration shall be ruled out of order.
- (f) The poser of a motion or amendment without remarks shall be considered to have spoken.
- (g) When an amendment has been made upon motion, no second amendment may be considered until the first amendment has been disposed of. If the first amendment is successful it shall then be put as a substantive motion upon which a further amendment may then be considered submitted for discussion at once.
- (h) Any question or discussion on any motion or amendment may be closed by a resolution that the question now put be moved, seconded and carried. Such resolution shall be put to the meeting without delay. The mover of the original motion shall be allowed to reply.
- (i) If a member rises on a point of order, he must specify the standing order being violated and the member shall wait until the point of order has been

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discussed and settled. Only the Chairperson can rule. The original member shall resume the speech subject to the Chairperson's ruling.

- (j) Any standing order may be suspended upon a motion to that effect provided that such motion is duly seconded and carried.
- (k) Provisions are to be made for protection of the vilification of the chair.

This constitution was approved at a meeting of council held on 2002 March 29th at Lester Vaughn Secondary School in the Parish of St. Thomas, Barbados. The constitution was later amended in 2013 in Curacao and then again in 2015 in St. Lucia, and takes effect in accordance with the provision of this article.

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President

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Honorary Secretary

.....

Dated

.....

Dated

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CODE OF CONDUCT

Objective and Scope:

The purpose of this document is to establish a set of guidelines and procedures, which outline the responsibilities and behavior of both clubs and their members who are members of the Caribbean Utilities Employees Association (CUEA).

Whilst it is specifically aimed at "away" trips where travel and accommodation are required, it is expected that the principles of the Code of Conduct should be followed at all events and sessions.

The Standards of conduct shall serve as a guideline for how individuals are expected to behave when participating in any CUEA sponsored, coordinated or endorsed activities.

Participants assume an obligation to conduct themselves in a manner compatible with the desired standards of the organization. When a Sports Club Member (anyone traveling with the club) participates in an event endorsed or sponsored by the CUEA the participant indicates, by their participation in the event, that they are willing to represent their club in a way that does not detract from the reputation of the club they are representing and to act morally and display good sportsmanship and camaraderie during the event.

Members have a right to:

1. Be treated fairly, equally and with respect by the club, its committee and other members.
2. Socialize in an environment free from all forms of harassment and discrimination.
3. Privacy and confidentiality concerning records, documents and any other communication that contains their personal information.
4. Be informed and actively involved in club events and club outings.
5. Voice their opinions and requirements.

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Code of Conduct (cont'd)

Members have a responsibility to:

Behavior and Personal Conduct:

1. Must at all times be of a high standard and reflect favorably on the Club. Language in public or relevant group situations must always be appropriate and socially acceptable.
2. A member must treat other club members fairly, equally and with respect.
3. A member should not strike, attempt to strike or otherwise physically abuse other participants or officials.
4. Participants shall not engage in or incite other participants to engage in abusive or violent action.
5. A member must not carry any weapons.

Consumption of Alcohol must be in moderation. It must not be consumed to a point where you are no longer in control of your faculties.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden while traveling, competing, socializing and/or using facilities including lodging spaces. Drugs for medical purposes are okay.