

DRAFT

Constitution  
Of the  
North Rupununi District Development Board

*The following are the rules and regulations governing the business and activities of the North Rupununi District Development Board.*

1. NAME & CONSTITUTION

- 1.1 The organization shall be called the North Rupununi District Board, hereafter referred to as the District Development Board.
- 1.2 The District Development Board shall be comprised of representatives from the following North Rupununi District communities: Rewa, Apoteri, Fairview, Surama, Wowetta, Rupertee, Kwatamang, Annai, Aranaputa, Yakarinta, Massara, Toka, Yupukari, Katoka, Crash water.
- 1.3 It will be a fully autonomous body free of any part, political, religious or other institutional affiliation. It will seek to represent the interests of its constituent communities and to facilitate the development of these. It will be established as a non-governmental, not-for-profit, community-based organization which will act as an umbrella for convening the elected representatives of the fifteen North Rupununi communities as listed above.

2. AIMS

The overall aim of the District Development Board is to represent the interests of its constituent communities and to facilitate the general development of these. One of the key functions of the District Development Board is to serve as the formal consultative and decision-making body on behalf of the stakeholder communities in this regard the District Development Board reserve the right to nominate an Amerindian Representative to sit on the Iwokrama Board of Trustees in accordance with the Iwokrama Act.

3. OBJECTIVES

- 3.1 To facilitate and encourage short, medium, and long-term community development initiatives within the North Rupununi sub-district and to ensure that such initiative provide benefits for and serve the interest of its constituent communities.
- 3.2 To monitor the effects of all other regional , national and international programmes and / or initiatives upon its constituent communities, to offset any adverse effect on these and to formulate plans within the stakeholder framework and other such agencies in the interest of the communities and to lobby for the implementation of such plans.
- 3.3 To bring together its constituent communities so as to formulate the direction of district development, to assist in implementing policy, and to bring about co-ordination of activities in the interest if it's constituent communities.
- 3.4 To encourage and facilitate a process of consultation, collaboration, collective planning and general networking amongst regional and District authorities, local Government bodies, NGOs and other organization involved in the management and development of its constituent Communities.
- 3.5 To create communication links among its membership and its constituent communities; and between all other relevant, local and International organizations, and to network and establish relations with such organizations where possible.
- 3.6 To serve as a forum where its constituent communities can express concerns, find resolutions and implements action.
- 3.7 To mobilize resources and generate income so as to facilitate and support community development initiatives and the other objective and activities of the District Development Board.
- 3.8 To promote and to encourage the involvement of women in decision-making and participation in all community plans and projects.

- 3.9 To encourage the development of youths within its constituent communities, and to ensure participation of youths in development and decision making process.

#### 4. MEMBERSHIP

- 4.1 The membership of the District Development Board will consist of the Toshao and second representative each of the sixteen constituent communities, in addition one woman representative, one youth representative and one elder representative to serve on the District Development Board.
- 4.2 All constituent community representatives elected and/or appointed to the District Development Board must be bona fied residents of the communities.
- 4.3 The District Development Board reserves the right to appoint ex-officio or honorary members. These ex-officio or honorary members are to include the Manager of the Iwokrama Field Station, the District Development officer and the Minister responsible for Amerindian Affairs, or his/her representative; as well as any other regional administrative person as may be agreed to by the elected members of the District Development Board.
- 4.4 The District Development Board reserves the right to co-opt to its membership other personnel on an ad hoc advisory basis as it sees fit.

#### 5. STRUCTURE

- 5.1.1 Office Bearers  
The District Development Board shall elect office bearers from its ranks consisting of a Chairperson and Deputy Chairperson, a Secretary and Assistant Secretary, a Treasurer and Assistant Treasurer. All elected office bearers shall have full participatory and voting rights. The office bearers shall be elected for three years, with a maximum of two consecutive terms in office.
- 5.2 Board Members  
All other community representative elected to serve on the District Development Board will be board Members with full

participatory and voting rights. All board members shall be elected for three year, with a maximum of two consecutive terms in office.

5.3 Employees:

The District Development Board shall be free to engage by contract, salaried staff such as an administrative secretary/ Accountant, a clerical assistant, and a book- keeper. These persons will be appointed as employees of the District Development Board, without voting rights. The duties and responsibilities of these employees shall be set out by the District Development Board in the terms of reference as per contract of any such employees.

5.4 Management committee

The elected office bearers shall constitute the management committee of the District Development Board. The official employees as described above may be appointed to serve on the management committee.

5.5.1 Others Appointed Members

All other ex-officio, honorary or ad hoc members appointed to the District Development Board will not have voting rights.

**5.5.2.** In the event of the bona fied absence of any elected member, his/her authorized representative should be awarded the same legal rights as the elected member.

5.5 Duties of the Chairperson:

The chairperson shall preside over the meetings of the North Rupununi District Development Board there in known as (NRDDB) shall ensure that they are conducted in a proper, efficient and democratic manner. (in the event that the chairperson does not function efficiently, it may be necessary to call a vote of no confidence).

**5.6.1** In the event of the chairperson being unable to perform his/her duties, the Deputy /vice Chairperson shall perform the Duties of the chairperson until the elected chairperson can resume his/her duties or a new chairperson is elected by the district Development Board.

*(Exact details of duties for office bearers are not prescribed at this stage. But will be considered, discussed, and approved by the Board and included as amendments to the constitution.)*

5.6 Disciplinary Committee:

A disciplinary committee shall be formed from the executive body to settle disputes which may arise.

5.7.1 Any member being absent for three consecutive schedule meetings without proper reason will be dismissed from the board.

## 6. MEETINGS

6.1 The District Development Board shall meet on a quarterly basis, and shall reserve the right to convene any other meeting as may be deemed necessary.

### 6.2 Quorum

Two-thirds of the membership of the District Development Board shall constitute a quorum for any meeting of the Board. Two-Third of the membership of the management committee shall likewise constitute a quorum for any meetings of the management committee.

## 7. FINANCING

7.1 The District Development Board shall establish a fund, to be serviced by contributions and other fund-raising efforts to be organized by its members.

7.2 Contributions to the fund may be solicited from funding agencies, companies, individuals and other sources agreed to and sanctioned by the membership of the Board.

7.3 Each board member is to contribute a fixed amount of whatever can be afforded by his/her constituent community on a quarterly basis.

7.4 Funding and other assistance will also be sought for specific projects approved by the Executive committee.

7.5 All such fund shall be used solely for the administrative and logistical needs of the District Development Board and/or for the welfare and Development of the constituent communities.

## 8. AUDIT & INSPECTION OF BOOKS

8.1 The books and accounts of the District Development Board shall be presented to the registrar for audits as prescribed in section 27 of the friendly societies Act 36;04. An annual audits of the books and accounts will be undertaken by a recognized audit and accounting firm.

8.2 Annual Return. The audits report will be presented to the registrar of friendly societies as the official Annual return of the District Development Board.

8.3 The books and accounts of the District Development Board shall be available for inspection by any member or person having a interest of the funds and financing of the District Development Board through the management committee. Copies of the balance sheet and other special reports of the auditors shall be held at the respective village council office or community centers where appropriate.

9. THE SEAL

The District Development Board shall have seal in the form of a rubber stamp. The seal shall be affixed to all correspondence and should be kept by the secretary.

10. REGISTERED OFFICE

10.1 The registered office of the District Development Board shall be at Bina Hill Institute in Annai, North Rupununi.

10.2 The Registered office of the District Development Board shall not be changed except by resolution of a special general meeting.

10.3 In the event of any change in the situation of the registered office, notice of such change shall be sent to the registrar of friendly societies within fourteen (14) days thereafter.

11. TIMING OF ELECTION:

Election will be held in the year of Toshao’s election of the same year.

12. AMENDMENT OF CONSTITUTION

The constitution of the District Development Board shall be amended as time and situation demands. Any such amendment will be arrived at by the consensus of its members. No new or amendment of rules is valid until registered with the registrar of friendly societies.

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WITNESSES:

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