

BELIZE:

REFRIGERATION TECHNICIANS (LICENSING) ACT, 2010
ARRANGEMENT OF CLAUSES

(No. 1 of 2010)

PART I

Preliminary

1. Short title.
2. Interpretation.

PART II

Establishment of the Association

3. Establishment of the Association.
4. Body corporate.
5. Council of the Association.
6. Functions of the Council.
7. By-laws.
8. Staff of the Council.
9. Funds of the Association.
10. Accounts and audit.

PART III

Licensing and Registration of Technicians

11. Register.
12. Licensing of existing Refrigeration Technicians.
13. Renewal of licenses.
14. Appointment of Committees.
15. Functions of Committees.
16. Licensing of new Refrigeration Technicians.
17. License and Certificate of Registration.
18. Entitlement to practice.

PART IV

Legal and General

19. Prohibition on practice without a licence.
20. Association may institute legal proceedings.
21. Use of titles.
22. Removal of name from Register for failure to notify present address.
23. Offences and penalties.
24. General penalty provision.
25. Recovery of penalties.
26. Time limit for proceedings.
27. Association to be governed by its Constitution.
28. Regulations.
29. Commencement.

SCHEDULE



No. 1 of 2010

I assent,

(SIR COLVILLE N. YOUNG)
Governor-General

19th April, 2010

AN ACT to provide for the registration and licensing of refrigeration and air conditioning technicians; to regulate the practice of refrigeration and air conditioning services; and to provide for matters connected therewith or incidental thereto.

(Gazetted 24th April, 2010)

BE IT ENACTED, by and with the advice and consent of the House of Representatives and the Senate of Belize and by the authority of the same, as follows:

PART I
Preliminary

Short title.

1. This Act may be cited as the

REFRIGERATION TECHNICIANS (LICENSING) ACT, 2010

Interpretation.

2. In this Act, unless the context otherwise requires:

“Association” means the Association of Refrigeration and Air Conditioning Technicians of Belize established under section 3;

“Certificate of Registration” means a certificate issued pursuant to section 17;

“Constitution” means the Constitution of the Association prescribed in the

Schedule to this Act;

“Council” means the Council of the Association of Refrigeration and Air Conditioning Technicians of Belize established under section 5;

“License” means a license issued in accordance with section 17;

“Minister” means the Minister for the time being responsible for the Environment;

“Practice” means the installation, repairs or servicing of refrigeration or air conditioning equipment;

“Refrigeration and Air Conditioning Technician” means a person who is registered and licensed to practice in the refrigeration and air conditioning sector.

“Register” means the Register required to be kept pursuant to section 11.

PART II

Establishment of the Association

Establishment of the Association.

3. There is hereby established a body to be called the Association of Refrigeration and Air Conditioning Technicians of Belize.

Body Corporate.

4. (1) The Association shall be a body corporate having perpetual succession and a common seal and, subject to the provisions of this Act, shall have power to acquire, hold and dispose of movable and immovable property of whatever kind and to enter into contracts and do all things necessary for the fulfillment of its objectives.

(2) The Association may sue and be sued in its corporate name and shall for all purposes be described by that name.

(3) The seal of the Association shall be authenticated in the manner prescribed by the Association, and any document purporting to be sealed with the authenticated seal shall be receivable as evidence of the particulars stated in that document.

Council of the Association.

5. There is hereby established a Council of the Association, which shall be the governing body and board of directors of the Association and shall manage and administer its affairs.

Functions of
the Council.

6. The functions of the Council include
- (a) enforcing adherence to the ethics, discipline, professional conduct and standards of refrigeration and air conditioning service sector;
 - (b) promoting the continuous educational development of refrigeration and air conditioning technicians so as to increase their knowledge, skill and proficiency;
 - (c) promoting and protecting the welfare and interests of the Association and of the profession of refrigeration and air conditioning services;
 - (d) forming committees of the Association and prescribing the powers and functions of such committees;
 - (e) making provision for the training, education and examination of persons engaging or intending to engage in the practice of refrigeration and air conditioning services;
 - (f) advising and assisting, upon request and on such terms and conditions as may be mutually agreed upon, the Government of Belize, public statutory bodies, educational and charitable institutions, trade unions, businesses and other professional organizations on any question related to the practice of refrigeration and air conditioning;
 - (g) promoting and fostering relations with other professional organizations in or out of Belize with similar objectives to those of the Association, and joining and subscribing to regional and international associations of refrigeration and air conditioning technicians;
 - (h) doing all other things necessary for the better administration of this Act.

By-Laws.

7. The Council may, with the assistance from committees and approval of the members of the Association, from time to time, make By-laws governing
- (a) the holding of annual or general and other special meetings of the Association;
 - (b) the quorum needed at meetings of the Association or the Council;
 - (c) the election of the officers of the Council including the President, Vice-President, Secretary, and Treasurer, and the method of voting at that election;

- (d) the constitution of committees of the Association and the procedures to be adopted by the committees;
- (e) the manner in which members of the Council may resign;
- (f) the use of the facilities of the Association by members of the Association, students and the public;
- (g) the rights and privileges of members of the Association;
- (h) the fees which may be charged by the Council in respect of any matter governed by this Act;
- (i) any other matter necessary for the promoting and protecting the welfare and interests of the Association and of the profession of refrigeration and air conditioning services.

Staff of the
Council.

8. The Council may appoint such staff as shall be necessary for the purposes of this Act, at such remuneration and subject to such terms and conditions as it thinks fit.

Funds of the
Association.

9. (1) The funds of the Association shall consist of
- (a) fees imposed under any By-law made under this Act;
 - (b) subventions, donations, benefactions, endowments or bequests given to the Association by any source, including regional and international organizations; and
 - (c) all other sums which may in any manner become payable to the Association in respect of any matter incidental to its functions.

(2) The Association may receive gifts, donations or bequests of any property whatsoever, and may either retain the property for the use of the Association or dispose of the property and use the proceeds for the purpose of carrying out the provisions of this Act.

Accounts and
audit.

10. (1) The Council shall keep proper accounts of the Association's financial transactions, assets, liabilities and a complete record of all other matters relating to finances.

(2) The accounts of the Association shall be audited annually by an auditor appointed by the Council and approved by the membership of the Association.

PART III

Licensing and Registration of Technicians

Register.

11. (1) The Council shall keep a Register of Refrigeration and Air Conditioning Technicians in which it shall cause to be entered the name of every person required by section 12 or entitled under section 16 to be registered as a Refrigeration and Air Conditioning Technician together with the following particulars in relation to each such person

(a) his full address;

(b) the date of his registration, or in the case of section 12, the date of his qualification;

(c) the description of his qualifications.

(2) The Register shall, at all reasonable times, be open to inspection at the Council's office without payment of a fee.

(3) A person whose name is included in the Register shall as and when any change occurs in his qualifications or address, inform the Council of such change.

(4) The Council, if satisfied about the change in qualifications or address, shall make the necessary changes in the Register.

(5) A copy of the Register duly certified by the Secretary to the Council to be a correct copy shall be *prima facie* evidence that any person named in the Register is registered as a Refrigeration and Air Conditioning Technician in accordance with the provisions of this Act.

Licensing of existing Refrigeration Technicians.

12. (1) Within three months after the commencement of this Act, the Council shall, without payment of a fee, cause to be entered in the Register, the particulars specified in paragraphs (a), (b) and (c) of section 11 (1) of persons who can prove that immediately before such commencement, they were practicing as Refrigeration and Air Conditioning Technicians in Belize; and upon such entry the persons shall be deemed to be Refrigeration and Air Conditioning Technicians within the meaning of this Act and shall be licensed accordingly.

(2) The Council shall issue to every person whose name is entered in the Register pursuant to subsection (1), a Certificate of Registration in the prescribed form.

Renewal of licenses.

13. (1) Upon expiration of a license, a Refrigeration and Air Conditioning Technician may apply in the prescribed form to the Council for the renewal of a license.

(2) The Council shall, during the month of January of every year and subject to approval from the Admission Committee receive applications for the renewal of licenses of Refrigeration and Air Conditioning Technicians in Belize and shall process them for renewal accordingly.

Appointment of Committees.

14. For the purposes of this Act there shall be appointed annually by the Council

- (a) an Education Committee of Refrigeration and Air Condition Technicians hereinafter referred to as “the Education Committee;”
- (b) a Committee of Admissions hereinafter referred to as “the Admission Committee;”
- (c) a Committee of Legislation Development hereinafter referred to as “the Legal Committee;”
- (d) a Committee of Standards and Codes hereinafter referred to as “the Standards Committee;”

constituted in accordance with Regulations which may be made by the Council for this purpose.

Functions of Committees.

15. (1) It shall be the duty of the Education Committee to recommend to the Council

- (a) the establishment of Examination Standards, Develop Syllabi and Training Programmes for refrigeration and air conditioning technicians in Belize;
- (b) the recognition of any examination in refrigeration and air conditioning the passing of which ought, in the opinion of the Committee, to qualify persons for licensing under this Act;
- (c) the holding of any examination in refrigeration and air conditioning which ought, in the opinion of the Committee, to be passed by applicants for licensing under this Act; and

to hold examinations in refrigeration and air conditioning in accordance with this Act and any Regulations made under this Act.

(2) It shall be the duty of the Legislation Committee to develop By-Laws and Regulations for approval by the Council and the Association in accordance with this Act and any Regulation or By-Laws made under this Act.

(3) It shall be the duty of the Standards Committee to develop, establish, implement and update minimum standards, industry guidelines and criteria for the refrigeration and air conditioning sector in Belize.

Licensing of new
Refrigeration
Technicians.

16. (1) Subject to section 12, a person who, after the commencement of this Act, applies to the Admission Committee in the prescribed manner to be licensed as a Refrigeration and Air Conditioning Technician and who satisfies that Committee that he is-----

- (a) qualified to be so licensed; and
- (b) physically and mentally fit to practice the refrigeration and air conditioning profession in Belize,

Shall be entitled, on payment of the prescribed fee, to be licensed as a Refrigeration and Air Conditioning Technician, and to be admitted to the membership of the Association.

(2) It shall be the duty of the Admission Committee to consider every application for licensing under this Act and to report to the Council whether or not the applicant is, in the opinion of the Committee, fit and qualified for licensing as a Refrigeration and Air Conditioning Technician.

(3) A person is qualified to be licensed as a Refrigeration and Air Conditioning Technician under subsection (1)(a) above if he holds a diploma, degree, fellowship, membership, license, certificate, or other status or form of recognition or registration granted by a University, College or Board empowered to confer authority to practice refrigeration and air conditioning by the law of the country or place where such diploma, degree, fellowship, membership, license, certificate or other status is granted and which in the opinion of the Admissions and Education Committees is evidence of satisfactory refrigeration and air conditioning training.

(4) An applicant for licensing shall furnish to the Admission Committee

- (a) evidence of his professional qualifications and experience;
- (b) proof of his identity;
- (c) proof of current license, if applicable; and

(d) such other information as the Admission Committee may require.

(5) The Council shall cause a written notice of its decision on any application for licensing under this section to be served on the applicant within the prescribed period after the date of the decision.

(6) Where the Admissions Committee recommends to the Council the recognition of any diploma, degree, fellowship, membership, license, certificate or other status under subsection (3) above, the Council shall recognize that qualification for the purposes of paragraph (a) of subsection (1) of this section.

(7) Subject to the foregoing provisions of this section, the Admissions Committee and the Council shall favorably consider the application of Belizean nationals for licensing as Refrigeration and Air Conditioning Technicians and shall use their utmost endeavors to ensure that the interest of Belizeans as to the membership of the Association are duly protected.

Licence and
Certificate of
Registration.

17. (1) If the Admission Committee recommends to the Council that an applicant is fit and qualified to be licensed as a Refrigeration and Air Conditioning Technician, the Council shall, after receiving the prescribed licensing fee from the applicant, issue him with a License in the prescribed form.

(2) The Council shall, after issuing a license, authorize the Secretary in writing to enter the name of the applicant in the Register, and the Secretary shall as soon as possible enter the name of the applicant in the Register and furnish the applicant with a certificate of registration in the prescribed form for refrigeration and air conditioning.

(3) A license shall expire on the 31st of December in each year and must be renewed in accordance with section 13.

(4) Subject to this Act and any regulations made thereunder, the Council may attach to the issue or renewal of a license such conditions as may have been approved by at two-thirds majority of the membership of the Association at an Annual or Special General Meeting.

(5) In the event of a breach of any of the conditions of the license, the Council may, after giving the license-holder a reasonable opportunity to make representation in that behalf, revoke or suspend the license.

Entitlement to practice.

18. Every person licensed as a refrigeration and air condition technician under this Act shall be entitled to practise refrigeration and air conditioning profession in Belize and to charge reasonable fees for services rendered by him as a refrigeration and air condition technician.

PART IV
Legal and General

Prohibition on practice without a licence.

19. (1) No person shall engage in the practice of refrigeration and air conditioning or hold himself out as a Refrigeration and Air Conditioning Technician unless that person is licensed under this Act.

(2) For the purpose of this section, proof of the performance of one act in the practice of refrigeration and air conditioning on one occasion is sufficient to establish that the person was engaging in the practice of refrigeration and air conditioning.

(3) A person who contravenes this section commits an offence and is liable on summary conviction to a fine of five thousand dollars or to imprisonment for a period of one year or to both fine and period of imprisonment.

Association may institute legal proceedings.

20. The Association may in its own name, by any officer of the Council or any other person duly authorized in that behalf, under the hand of its President, institute, carry on, prosecute and defend any actions, complaint, information or proceedings whatever, and every court shall take judicial notice of the signature of the President of the Council to any such authorization.

Use of titles.

21. A licensed person shall be entitled to take and use the name or title of "Licensed Refrigeration and Air Conditioning Technician," but no person shall practice under any name, title or style containing the words "Licensed Refrigeration and Air Conditioning Technician" unless he is licensed in accordance with the provisions of this Act, and any unlicensed person who so practices or willfully pretends to be a licensed Refrigeration and Air Condition Technician, or takes or uses the name or title of a licensed Refrigeration and Air Conditioning Technician any name, title, style or description implying that he is a licensed person, is liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a period not exceeding one year, or to both such fine and period of imprisonment.

Removal of name from Register for failure to notify present address.

22. For the purpose of maintaining the Register the Council may at any time by notice in writing addressed to the last known address of any Refrigeration and Air Conditioning Technician as reflected in the Register, inquire if such a professional has changed his regular business address, and if no answer shall be received

within six months from the sending of such notice, the Council shall again send to the Refrigeration and Air Conditioning Technician a further notice by registered post, and if no answer shall be received within three months from the sending of the further notice, it shall be lawful for the Council to cause the Secretary to remove the name of the Refrigeration and Air Conditioning Technician from the Register.

Offences and penalties.

23. (1) A person who procures or attempts to procure a licence as a Refrigeration and Air Conditioning Technician for himself or any other person by making or producing or causing to be made or produced any false or fraudulent representation or declaration, either orally or in writing, commits an offence and is liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a period not exceeding one year or to both such fine and term of imprisonment.

(2) Any person who, during a period when his licence as a Refrigeration or Air Conditioning Technician under this Act is suspended, or who, not being licensed as a Refrigeration and Air Conditioning Technician, practices refrigeration and air conditioning services or any branch of this profession, or acts as a partner of any Refrigeration and Air Conditioning Technician commits an offence and is liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding one year, or to both such fine and term of imprisonment.

General penalty provisions.

24. A person who contravenes any provision of this Act for which no other penalty is provided is liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a period not exceeding one year or to both fine and period of imprisonment.

Recovery of penalties.

25. All penalties and fees imposed by or pursuant to this Act may be recovered summarily.

Time limit for proceedings.

26. Any proceedings under this Act may be instituted within twelve months after the offence is committed, or within twelve months after the discovery of the offence, whichever is the later period.

Association to be governed by its Constitution. Schedule.

27. (1) The Association shall be governed by its Constitution set out in the Schedule to this Act which Schedule shall be read and construed as an integral part of this Act.

(2) The Association may from time to time by two-thirds majority of its membership amend the Schedule by notice published in the Gazette.

Regulations.

28. (1) The Council may, with the concurrence of two-thirds majority of the membership of the Association and with the approval of the Minister, make Regulations generally for giving effect to the purposes and provisions of this Act and in particular, but without prejudice to the generality of the foregoing, may make Regulations

- (a) prescribing any other requirements or criteria which shall be prerequisites for licensing;
- (b) prescribing the form of the Register and any notice or document required to be given or made under this Act;
- (c) prescribing the level of fees payable under this Act;
- (d) requiring the making of returns of information by members of the Association in respect of names, addresses, telephone numbers, professional partners, employees and areas of professional activity;
- (e) requiring refrigeration and air conditioning technicians to keep books and records of business transactions;
- (f) prescribing a code of ethics for refrigeration and air conditioning technicians;
- (g) prescribing forms which are required to be prescribed under the provisions of the Act;
- (h) prescribing any other matter or thing which may be, or is required by this Act to be prescribed.

(2) Regulations made under this section may provide that any person who contravenes the Regulations is liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a period not exceeding two years, or to both fine and period of imprisonment.

(3) All regulations made by the Council under this Act shall be subject to negative resolution.

Commencement.

29. This Act shall come into force on a day to be appointed by the Minister by Order published in the *Gazette*.

SCHEDULE*[Section 27]***THE CONSTITUTION OF THE ASSOCIATION OF
REFRIGERATION AND AIR CONDITION TECHNICIANS OF BELIZE****ARTICLE I
NAME OF ASSOCIATION**

The name of the association shall be the "Association of Refrigeration and Air Conditioning Technicians of Belize."

**ARTICLE II
OBJECTIVES OF THE ASSOCIATION**

The objectives and purposes for which the Association of Refrigeration and Air Condition Technicians of Belize (hereinafter called "the Association") is hereby constituted are

- (i) to promote, encourage and protect the general advancement of the profession of Refrigeration and Air Conditioning technicians (hereinafter called "the Professions");
- (ii) to facilitate the exchange of information and ideas among the members of the Association;
- (iii) to provide a means of evaluating the development of professional skills among members of the professions and to provide professional status to those members of the professions who have exemplified themselves as worthy of such status in accordance with the terms and conditions laid down by this Constitution and its By-laws;
- (iv) to regulate the conduct of members of the Association such as to encourage the application of the highest standards of excellence in the performance of services and in the ethics of the professions;
- (v) to implement standards in the practice of the professions and instill a conscious recognition of the professions' obligation to society and the environment;
- (vi) to seek, for the protection and benefit of society and the environment, legislation for mandatory registration of refrigeration and air conditioning technicians to practice in Belize.

**ARTICLE III
MEMBERSHIP**

1. Subject to the provisions of the Act, membership in the Association shall be open to qualified Refrigeration and Air Conditioning Technicians. The membership of the Association shall consist of the following classes

- (a) Corporate / Professional Members
- (b) Individual Members;
- (c) Associate Members;
- (d) Honorary Members;
- (e) Student Members.

2. Corporate/Professional Members

Every candidate for election or transfer to the class of Corporate Member shall be a person who in the opinion of the Council has by his achievements acquired an established reputation and whose admission as a Corporate Member will be in the interest of the Association.

In addition he shall either:

- (a) (i) hold a degree, diploma or an equivalent award in Refrigeration and Air Conditioning or an allied Profession, from a University or place of learning at which the syllabus for the particular field is approved by the Council; and
- (ii) have at least four years practical experience after graduation of a nature acceptable to the Council, under the guidance and supervision of a Corporate Member, or a Corporate Member of a like society of international repute, who is prepared to vouch for the experience gained; or
- (b) be a Corporate Member of a Society similarly constituted which is approved by the Council and has had practical experience in Belize for a period of not less than ten years.

3. Individual Members

Every candidate for election to the class of Individual Member shall be a person who, in the opinion of the Council, is qualified either by experience or education and who is directly involved in the practice of refrigeration or air conditioning trade in Belize. Preference will be given to a person who holds a degree, diploma or equivalent award in Refrigeration and Air Conditioning or an allied Profession from a University or place of learning at which the syllabus for the particular field is approved by the Council.

4. Associate Members

Every candidate for election to the class of Associate Member shall be a person whose admission will, in the opinion of the Council, be in the interest of the Association. In addition, he shall hold a degree, diploma or equivalent award in Refrigeration and Air Conditioning or an allied Profession from a University or place of learning at which the syllabus for the particular field is approved by the Council.

5. Honorary Members

Honorary Members shall comprise every person who has been elected into the class of Honorary Member so long as his name is on the Register as such. They shall be either distinguished persons who from their position have been or are able to render assistance in the execution of public works, or persons eminent in science and experienced in pursuits connected with the professions of refrigeration and air conditioning but who are not engaged in the practice of the professions.

6. Student Members

Every candidate for the election to the class of Student Member shall be a person who, at the time of his application, shall be actively pursuing a course of studies leading to an academic qualification acceptable to the Council. Student Members involved in training to achieve experience shall be under the supervision of a qualified license technician for a period not exceeding five years. No person shall remain in this grade for more than 5 years.

**ARTICLE IV
ADMISSION, EXPULSION AND RETIREMENT**

1. Candidates shall be admitted to membership in the Association only by the Council. A candidate elected shall be admitted as a Corporate / Professional Member, Individual Member, Associate Member, Honorary Member or Student Member, as the case may be, on payment of such entrance fee or installment and annual subscription as the By-laws may prescribe.

Should payment of such dues not be made within the period of three calendar months after the date of notification to the candidate of his election, such election may be declared null and void by the Council and the candidate shall be notified accordingly.

2. The Council in accordance with the By-laws may expel any member who shall have willfully acted in contravention of the By-laws and/or Standards or Code of Professional Conduct of the Association, or who, in the opinion of the Council, shall have been guilty of such conduct as shall render him unfit to continue to belong to the Association, and he shall thereupon cease to be a Member (of any class) of the Association.

3. Any member of any class may retire from the Association by sending his resignation in writing to the Secretary, after payment of all subscriptions due from him, including for that current year.

ARTICLE V FEES AND DUES

A license fee in an amount determined by the Council for the class of membership to which the candidate is elected shall be due and payable as of the date of election to that class. The schedules of fees and annual dues shall be established, and when established may be modified by a two-thirds majority of the Council. The schedule of fees and dues shall be set forth in the By-laws.

ARTICLE VI NOMINATION AND ELECTION OF OFFICERS

1. The Council shall consist of the President, Vice-President, Secretary, Treasurer and three other members. All members of the Council shall be Corporate/ Professional or Individual Members.

2. The term of office of all elected officers shall be two years and the conditions of eligibility for re-election to the same office or any other office shall be as specified in the By-laws. A term of office shall begin at the close of the Annual General Meeting at which the Officer's election is announced and shall continue until a successor is elected.

3. Vacancies in the offices of President, Vice-President, Secretary, Treasurer and Members of Council shall, subject to the provisions of the By-laws, be filled every two years by a ballot of members of the Association.

4. In the case of disability of any member of the Council, or neglect in performance of his duties, the Council, on the approval of the membership of the Association, shall have power to declare that office vacant.

ARTICLE VII MANAGEMENT

1. The Council shall direct and manage the property and affairs of the Association in accordance with the Regulations and the By-laws of the Association and may exercise all such powers of the Association except those required to be exercised by the Association in meeting.

2. The day-to-day management of the affairs of the Association shall be exercised by the Secretary acting as general manager under authority of the Council.

ARTICLE VIII MEETINGS

1. General Meetings of the Association shall be held at such places and at such times as the Council may determine.

2. The meetings of the Association shall be as follows

- (a) Ordinary Meetings for the reading and discussion of papers, for lectures and discussions, and for visits to works of interest;
- (b) The Annual General Meetings;
- (c) Special General Meetings.

3. All members shall be entitled to vote at the meetings specified in paragraph 2 of this Article, and each voting member shall have one vote.

4. In addition to the Ordinary Meetings specified by paragraph 2 (a), the Council may at their discretion arrange for other meetings to be held for the dissemination of knowledge by means of lectures or cinematograph, slide show or other pictorial representations, or for the discussion of papers; and the Council shall determine the conditions of admission to such meetings, and the manner in which they shall be conducted.

5. The Ordinary Meetings of the Association shall be conducted as prescribed by the Council from time to time and the Council shall determine the conditions of admission to such meetings.

6. At the Ordinary Meetings no question shall be discussed or motion made, relating to the direction and management of the Association.

7. Every member of any class shall have the privilege of introducing one or more visitors at each Ordinary Meeting of the Association, by writing his or their names in the book provided for that purpose.

8. The Annual General Meeting shall be held in the month of December or at such earlier time as the Council may determine. The business of the Annual General Meeting shall be to receive and consider the Report of the Council and the Accounts of the Association for the past year; to elect officers, and (with the approval of the Council) to transact any other business of which notice in writing shall have been given to the Secretary at least seven days before such meeting.

9. A Special General Meeting may be called at any time by the Council for any specific purpose relating to the direction and management of the affairs of the Association, or for amending the Constitution or any By laws of the Association, and the Council shall at all times call such meeting on a requisition of five members specifying the nature of the business to be transacted.

ARTICLE IX ORGANIZATION

1. In pursuance of the objects of the Association, the Council may at their discretion set up one or more sub-committees of the Association as they may specify, for the holding of meetings, the reading of papers and for the discussion of subjects or for other activities falling within the purview of the Association, and the Council may dissolve any such sub-committee at any time.

2. The Council may form such Branches and/or Divisions as may seem to them necessary in order to meet the needs of groups of members. The continuance of such Branches and/or Divisions and the terms of their relationship with the Council, and the rules under which they operate, shall be as the Council may determine under the By-laws.

ARTICLE X AMENDMENTS

1. A proposed amendment to the Constitution shall be submitted to the Secretary in written petitions signed by not less than five members of the Association. Counterparts of petitions may be signed and presented with the same effect as if the signature were on one petition.

2. Petitions for a proposed amendment shall be presented to the Secretary not less than twenty-eight days in advance of the date of the Annual General Meeting or Special General Meeting. A proposed amendment in accordance with the intent of the petitions shall be drafted by the Secretary and sent by letter to all the members of the Association at least fourteen days in advance of the Annual General Meeting or Special General Meeting. The proposed amendment shall be presented for discussion at the Annual General Meeting or Special General Meeting and may be amended in any manner pertinent to the petitions by two-thirds vote:

Provided that, if the meeting shall so decide by majority vote, it may defer the proposed amendment to a committee for further consideration and a report at the next Annual General Meeting or Special General Meeting.

3. In a similar manner, amendments to the By-laws of the Association may be proposed but only at the Special General Meeting convened for that purpose. Such

amendments shall only be regarded as approved by the Association, if two-thirds or more of the members present in person or by proxy at such Special General Meeting vote in favor of such amendment.

**ARTICLE XI
INCORPORATION OF KINDRED SOCIETIES**

The Council may, upon receipt of a request to the effect, from any Society with objects kindred to those of the Association, arrange for the union, alliance or incorporation of such Society with the Association and may also, remit or reduce the entrance fees of the members of such Society at the time of their union, alliance or incorporation:

Provided that no such union, alliance or incorporation shall be effective unless it is sanctioned by the membership of the Association at a Special General Meeting..
