

TRINIDAD AND TOBAGO UNIFIED TEACHERS' ASSOCIATION

RULE 1 - NAME

The name of the Association shall be the TRINIDAD AND TOBAGO UNIFIED TEACHERS' ASSOCIATION (TTUTA).

RULE 2 - OFFICE

The office of the Association shall be registered with the Registrar of Trade Unions.

RULE 3 - AIMS AND OBJECTS

The aims of the Association shall be:

- (i) To promote the cause of education.
- (ii) To promote and protect the professional, economic, spiritual and social well-being of its members.
- (iii) To arouse and increase public interest in educational affairs.
- (iv) To secure conditions that will make possible the best professional service.
- (v) To promote cordial relationships amongst its members, between its members and Government and Boards of Management, and to settle disputes amicably wherever possible.
- (vi) To liaise with other associations and groups having similar aims and objects.

RULE 4 - MEMBERSHIP

4.1 GENERAL

Membership, in the Association shall be of four classes, viz., Ordinary, Retired, Honorary and Associate.

4.2 ORDINARY MEMBERSHIP

- (i) It is the function of the Central Executive of the Association to admit members to the Association. (cf Rule 8.12 (v) (h)).
- (ii) Ordinary Membership may be granted to the following persons:
 - (a) Those who occupy posts listed in Appendix I Schedule A to these Rules.
 - (b) Other Public Officers whether appointed, seconded or acting (occupying posts listed in Appendix I Schedule B to these Rules) who perform functions directly related to education or to the training of students and/or teachers, and who though not forming part of the bargaining unit, wish, for reasons acceptable to the Central Executive either to become Ordinary Members of the Association or to retain their Ordinary Membership. provided only that they shall not be eligible to hold office in the Association either at National or at District level, nor shall they be members of the Central Executive, General Council or Conference of Delegates or any District Executive.
 - (c) Other Officers who occupy posts that may be created in the Teaching Service.
 - (d) Others who, in the opinion of the Central Executive, are in the service of education in Trinidad and Tobago, provided that where this would involve the establishment of a new bargaining unit the decision be reserved to the General Council.
- (iii) Application for membership shall be made on the prescribed form, and shall be accompanied by a fee determined from time to time by the Conference of Delegates. In the case of an unsuccessful application the fee shall be refunded.
- (iv) Members dismissed from the Teaching Service:
 - (a) A member who is dismissed from the Teaching Service and whose dismissal is being disputed by the Association shall retain financial membership in the Association subject to paragraphs b) to e) below.
 - (b) Membership of such dismissed person shall continue until procedures for reversal of the dismissal have been exhausted or abandoned.

- (c) A member who retains membership under this Rule may not be a Staff or District Representative, but may be otherwise a member on committees, and may seek and hold National Office.
 - (d) The payment of dues by the member shall be suspended until final determination of the dispute.
 - (e) Should the dispute be determined in the member's favour all dues not paid during the period of dispute shall become payable.
- (v) Ordinary Members shall pay to the Association monthly dues, fixed from time to time by the Conference of Delegates and deductible from their salary unless circumstances make this impractical. Members on no-pay leave, however, shall be exempt from the payment of monthly dues for the period of no-pay leave, but shall retain all the privileges of Ordinary Membership.
- (vi) Unfinancial members:
- (a) A member shall be unfinancial who:
 - is three months in arrears in the payment of dues;
 - has not paid a levy within three months of its declaration.
 - (b) An unfinancial member shall not be permitted to vote at any meeting of the Association or of its various administrative units, nor be eligible to hold any elected office whatever within the Association, nor to inspect the books and accounts of the Association or a District.
- (vii) Continuous financial membership where applicable under these Rules, cannot be established by the retroactive payment of dues.

4.3 RIGHTS OF ORDINARY MEMBERS

- (i) Subject to Rule 4.2 (ii), an Ordinary Member in good standing shall have the right to
- (a) vote in the elections of National Officers. Each member shall have one (1) vote for each office being contested.
 - (b) elect one or more representatives from the member's School Staff to the District Staff Representatives' Association (DSRA).
 - (c) hold office, be a representative and/or serve on any committee subject to Rule 5.1 (ii), 4.2 (iv) c), and para. (ii) below.
 - (d) be an observer at the Conference of Delegates, General Council and meetings of the DSRA.
 - (e) report personal grievances in the manner outlined in the official Grievance Procedure.
 - (f) report on any matter concerning him, or to initiate discussions on anything which may affect him or the teaching profession as a whole using the structures of the Association.
 - (g) inspect the register of members and the books of the Association at the time and place specified by the General Secretary or the Treasurer respectively, provided that seven (7) days' notice is given in writing to the appropriate Officer. Such inspection shall take place at the Registered Office of the Association during normal working hours not more than seven (7) days after the notice was given.
 - (h) buy and possess a copy of the Association's Constitution.
- (ii) Only members who have at least two (2) years continuous financial membership in the Association shall be eligible to hold office at the District or the National level, or on the Central Executive, General Council or Conference of Delegates.

4.4 LOSS OF ORDINARY MEMBERSHIP

- (i) A member shall lose ordinary Membership in the Association, and by that very fact all rights and privileges of membership:
- (a) upon resignation from the Association. The resignation must be made in writing, and shall be effective from the date it is received at any of the offices of the Association.
 - (b) if, without making other arrangements for the payment of dues, the member causes the salary deduction of dues to be stopped. Membership shall cease on the date of the last payment of dues.

- (c) if six (6) consecutive months in arrears of payment of dues.
 - (d) upon resignation or retirement from the Teaching Service. Membership shall cease on the date of resignation or retirement.
 - (e) upon expulsion from the Association after due process.
- (ii) A member who has been expelled from the Association may only re-apply for membership after five years from the date of expulsion.
 - (iii) Debts to the Association incurred by a member are not cancelled by loss of membership.

4.5 RETIREE MEMBERSHIP

- (i) Ordinary Members who retire from the Teaching Service or positions in Appendix I Schedule B while in good financial standing in the Association, upon the payment of an annual subscription determined from time to time by the General Council, shall be considered Retiree Members with the following rights: -
 - (a) to vote at elections of the Retirees Section;
 - (b) to be elected to office within the Executive of the Retirees Section;
 - (c) to inspect the register of Members and the books of the Association at the time and place specified by the General Secretary of the Treasurer respectively, provided that seven (7) days notice is given in writing to the appropriate Officer. Such inspection shall take place at the registered Office of the Association during normal working hours not more than seven (7) days after the notice was given;
 - (d) be an observer at the Conference of Delegates, General Council and meetings of DSRA;
 - (e) serve on the Elections Commission and Standing Committees of the Association;
 - (f) report to any matter concerning him/her or to initiate discussion on anything which may affect him/her or the teaching profession as a whole using the structures of the Association;
 - (g) buy and possess a copy of the Association's Constitution
- (ii) The payment of the subscription is for a calendar year.
- (iii) Ordinarily the member shall have a grace period of six (6) months to make payments of the annual subscription. In exceptional cases where this period is exceeded, membership may be retained on the approval of the Central Executive.
- (iv) A member shall not be eligible for Retiree Membership if that member fails to join within eighteen (18) months of retirement from the Teaching Service.
- (v) Retiree Members shall constitute the Retirees Section of the Association. (cf Rule 8.13)

4.6 HONORARY MEMBERSHIP

- (i) The General Council of the Association may invite to Honorary Membership such persons as it thinks fit and proper.
- (ii) Honorary Members shall not be required to pay dues to the Association, but shall enjoy all the benefits of membership save and except those of voting and eligibility for election.
- (iii) A person who becomes an Honorary Member of the Association by virtue of Rule 4.6 (i) above, and who is subsequently employed or re-employed by the Government or by a Board of Management in a teaching post, shall once more become eligible for Ordinary Membership. Should such a member, however, decide not to re-apply for Ordinary Membership, he shall continue as an Honorary Member, but shall not be eligible for representation by the Association in matters concerning his new post.

4.7 ASSOCIATE MEMBERSHIP

- (i) Groups with aims and objects compatible with those of the Association may be invited by the Central Executive of the Association to apply for Associate Membership, or they may of themselves make such application.
- (ii) Associate Membership shall be granted or revoked by the General Council at its discretion.
- (iii) Each Associate Member shall be entitled to one representative on the General Council of the Association who shall have the right to participate in all the discussions but shall not have the right to vote.

RULE 5 - ELECTED NATIONAL OFFICERS

5.1 GENERAL

- (i) The Elected National Officers of the Association shall be:
 - The President
 - The First Vice-President
 - The Second Vice-President
 - The Third Vice-President
 - The General Secretary
 - The Treasurer
- (ii) Only members who have at least two (2) years continuous financial membership in the Association shall be eligible to hold the post of an Elected National Officer.
- (iii) The Elected National Officers shall be elected by popular secret ballot in the month of October with Ballot Boxes suitably distributed throughout the nation in a manner to be determined by the Elections Commission of the Association (cf Rule 16.5 (iv)). The details of the manner of holding these elections are set out in Rule 16 and in Appendix II.
- (iv) New Elected National Officers shall be officially installed in office on the sixth working day after the official declaration of the final results of the National Elections.
- (v) An Elected National Officer shall be required to serve the Association on a full time basis for the period of his term of office subject to a contract between the Officer and the General Council.
- (vi) The period between the official declaration of the final results and the installation of the new Officers shall be the Transition Period. During this period:
 - (a) All Associations books, documents and other effects shall be handed over by the outgoing Officers to the newly elected Officers.
 - (b) The outgoing Officers shall provide the newly elected Officers with all other information and/or explanations vital to the smooth running of the Association.
 - (c) All disbursement or commitment of funds shall be subject to the approval of the Finance Committee.

5.2 TENURE OF OFFICE

- (i) An Elected National Officer shall hold office for a period of three (3) years and shall not serve more than two (2) consecutive terms.
- (ii) An Elected National Officer who has served two (2) consecutive terms shall become eligible for election to national office only after a period of two (2) years.
- (iii) An Elected National Officer appointed to a post listed in Appendix I Schedule B in the Teaching Service shall be required to resign from office. The resignation shall be effective from the date of appointment. (cf Rule 4.2. (ii) b)).
- (iv) An Elected National Officer may at any time submit his resignation from office in writing to the President of the Association. If it is the President who resigns, the resignation shall be submitted to the next Officer in order of precedence. Two months' notice of an impending resignation must be given by the Officer.
- (v) Should an Elected National Officer resign from office, then for the purpose of this rule that portion of the term that shall have been served shall be counted as a full term. But should an Officer be elected to office by reason of a vacancy that occurred, the remaining portion of the term that is served shall not be considered a full term.
- (vi)
 - (a) Should the office of an Elected National Officer fall vacant during the first or second year of its term, the General Council shall appoint a member from amongst its own ranks to fill that office temporarily until a bye-election for that office can be held in accordance with the provisions of Rule 16.6.
 - (b) The Officer then elected shall hold office immediately upon the declaration of the results of the bye-election, but only until the end of the original term of office that had fallen vacant, when he shall become eligible to be elected to his first full term.
 - (c) Should an office fall vacant during its third year the General Council shall simply appoint one of its own members to fill the vacancy till the term ends.
- (vii)
 - (a) The General Council of the Association shall have the power to impeach an Elected National Officer for misconduct, gross inefficiency, or for any other cause which in the opinion of the General Council requires such a step to be taken. A two-thirds ($\frac{2}{3}$) majority vote of the General Council is required for impeachment to succeed. The procedure for impeachment is detailed in Appendix to these Rules.

- (b) After due process an Elected National Officer may be suspended for a specified period, or dismissed from office. In the latter case, an Acting Officer shall be appointed in accordance with Rule 5.2 (vi) above. An Officer who wins an appeal against suspension shall be immediately restored to office, but the period of suspension shall count as part of the full term.
 - (c) An Officer on suspension shall receive half pay during the period of suspension. Where the Officer on suspension is exonerated, emoluments lost during the period of suspension shall be restored.
 - (d) An Officer who has been found guilty and dismissed from office, shall be ineligible to hold office in the Association.
- (viii) Upon vacating office or upon suspension or dismissal an Officer shall immediately surrender to the Central Executive all books, documents and other effects of the Association in his possession.

5.3 DUTIES OF ELECTED NATIONAL OFFICERS

(i) GENERAL

- (a) The Elected National Officers shall accept the collective responsibility for:
 - the proper operation of the Association
 - the security and confidentiality of all official Association records and documents.
 To this end their mutual co-operation and co-ordination under the general direction of the President is essential.
- (b) Notwithstanding clause (a) above each Elected National Officer shall have his own sphere of proper and direct responsibility for which he is answerable to the General Membership of the Association.
- (c) In the discharge of duties each Elected National Officer shall give careful consideration to the views and opinions of fellow Officers.
- (d) In all that they do the Elected National Officers shall take great care to follow the policies of the Association as stated by the Conference of Delegates, General Council and/or Central Executive.
- (e) The Elected National Officers shall meet with the Tobago Officer once every month to:
 - discuss the monthly written report of the Tobago Officer:
 - plan and coordinate the Association's activities.
- (f) The Elected National Officers shall be keenly aware of their position in the public eye, and shall at all times conduct themselves in a manner calculated to enhance the status of the Association.
- (g) Each Elected National Officer shall submit in writing to the Annual Conference of Delegates a report of his stewardship.

(ii) PRESIDENT

The President shall:

- (a) preside at all meetings of the Conference of Delegates, General Council and Central Executive. At these meetings he shall have an original and a casting vote.
- (b) preside at the National Staff Representatives' Convention, and all general meetings of the Association.
- (c) supervise and co-ordinate the affairs and activities of the Association and ensure the proper functioning of all Districts and Committees.
- (d) have special responsibility for the Public Relations and the International Relations of the Association. He shall be Chairman of the Publicity and Public Relations Committee.
- (e) bear direct responsibility for the management of the Association's offices. Other Officers who are placed in charge of sub-offices shall report to the President.
- (f) have the right, unless explicitly excluded by these Rules, to attend all meetings of the Association, its Committees and its Administrative Units, but without the right to vote. The President is specially encouraged to visit the meetings of the District Executives and District Staff Representatives' Associations.

- (g) in an emergency, when the Central Executive or the Finance Committee cannot be summoned, and in agreement with the Treasurer, have the authority to authorise an extraordinary expenditure within the limits set by the Conference of Delegates. (cf Rules 8.9 (iii) d) and 13.5 (i) d)).
- (h) replace the Third-Vice-President as Chairman of the Disciplinary Committee when the latter is the subject of an investigation.
- (i) supervise the work of the Education and Research Officer. (cf Rule 7.3 (i), (iii)).

(iii) THE FIRST VICE-PRESIDENT

The First Vice-President shall:

- (a) in the absence of the President, the First Vice-President, (or failing him, one of the other Vice-Presidents in order of precedence) shall act in his stead.
- (b) have personal responsibility for the welfare of the members of the Association in all that concerns their professional development.
- (c) chair the Professional Advancement and the Central Education Committees.
- (d) co-ordinate the proposals and programmes of Committees of the Association in all that concerns the professional advancement of teachers, and educational policy.

(iv) THE SECOND VICE-PRESIDENT

The Second Vice-President shall:

- (a) be specially charged with the welfare of the members of the Association in all that concerns terms and conditions of service.
- (b) chair the Industrial Relations Committee of the Association.
- (c) co-ordinate the proposals and programmes of all the Committees of the Association in all that concerns industrial relations and conditions of service.
- (d) see to the expeditious settlement of grievances of members that are brought to his attention.
- (e) supervise the work of the Industrial Relations Officers. (cf Rule 7.2 (ii)).

(v) THE THIRD VICE-PRESIDENT

The Third Vice-President shall:

- (a) specially deal with all that concerns the welfare of the members of the Association in matters other than professional advancement and industrial relations.
- (b) accept responsibility for the internal morale of the Association.
- (c) be charged with devising, instituting and negotiating fringe benefits for the members of the Association.
- (d) co-ordinate the sporting, cultural and social activities of the Association on a national level.
- (e) be Chairman of the Credentials Committee, the Disciplinary Committee, the Group Health Management Committee, the Sports Cultural and Social Activities Committee and the Benefits and Welfare Committee.
- (f) On behalf of the Central Executive, forward to the Elections Commission, lists of new members and of those who have lost or withdrawn their membership [cf Rule 8.12 (vi)]

(vi) THE GENERAL SECRETARY

The General Secretary shall:

- (a) provide for the taking of proper minutes of all meetings of which he is a member, and for the keeping of records of the attendance of members at these meetings.
- (b) be responsible for the proper keeping of reports and the records of meetings of the Association and of its various Administrative Units as directed.

- (c) be ex-officio secretary to the Professional Advancement Committee, the Credentials Committee and the Central Education Committee.
- (d) serve as secretary to the Special Tribunal and to the Appeals Committee but shall not have the right to take part in their deliberations or to vote. (cf Rules 17.4 (xiii) c) and (xviii) b)).
- (e) be Chairman of the Caribbean Union of Teachers Committee.
- (f) remind the Districts, at the appropriate time, of meetings they are to hold in accordance with the Constitution, and of the business to be attended to by these meetings.
- (g) receive from Districts written reports of meetings referred to in Clause e) above.
- (h) ensure that a meeting of the Elections Commission be convened not later than the middle of March in each year. (cf Rule 15.6).
- (i) prepare a draft Annual Report for the Conference of Delegates. This draft requires the approval of the Central Executive before the Report is submitted to the Conference.
- (j) summon special meetings of the Conference of Delegates, General Council and Central Executive when requested to do so (Rules 8.10 (i), 8.11 (v) a) and 8.12 (ii) b).
- (k) notify all members in a manner determined from time to time by the Central Executive, of all amendments and/or interpretations of the Rules approved by the Conference of Delegates. (cf Rule 8.12 (v)1) and 19.3).
- (l) perform such other duties as may be ascribed to him by the Central Executive.

(vii) THE TREASURER

The Treasurer shall:

- (a) see that proper Accounts of the Association's finances are kept and that financial statements are presented to the Central Executive and the General Council at all their statutory meetings.
- (b) in particular, supervise the work of the Accounts Department in all that pertains to the finances of the Association.
- (c) be the ex officio secretary of the Finance Committee (cf. Rule 17.4 (iii) b)) and the Investment Management Committee. (cf. Rule 17.4 (xxi) a)).
- (d) be a member of the Group Health Management Committee.
- (e) cause the Association's books to be presented for audit to the Association's auditors appointed at the previous Conference of Delegates.
- (f) cause the Association's books to be presented for audit to the auditor appointed by the Registrar of Trade Unions at least three (3) months in advance of the Annual Conference of Delegates and he shall present the auditor's report to that Conference.
- (g) publish the auditor's report.
- (h) determine the latest dates for requests for appropriations in the following financial year, and shall inform in writing the various Committees, Districts and the Elections Commission of these dates in good time for the preparation of their requests.
- (i) cause to be prepared an annual budget to be submitted for approval to the Annual Conference of Delegates and shall supervise the Association's expenditures in accordance with the approved budget.
- (j) after consultation with the Finance Committee and the Trustees of the Association, make recommendations to the Central Executive for the extraordinary deployment of funds not foreseen in the budget.
- (k) authorise an extraordinary expenditure not exceeding the sum fixed from time to time by the Conference of Delegates, in cases of emergency and when the Central Executive cannot be conveniently summoned to an extraordinary meeting, and in agreement with the President. (cf Rule 13.5 (i) d)).

- (l) be one of the designated signatories on the Association's Accounts.
- (m) make available to financial members the books of the Association not more than seven (7) days after he has received their written request. (cf Rule 14.2 (i)).

RULE 6 - TRUSTEES

- 6.1 Each year the Annual Conference of Delegates, acting normally on the recommendation of the General Council, shall appoint for a term of one (1) year, three (3) Trustees and/or an Incorporated Trustee, in whom shall be vested the real property and investments of the Association.
- 6.2 The Trustees shall not be members of the General Council or of the Central Executive.
- 6.3 The Trustees are directly responsible to the General Council and shall be invited to all its meetings.
- 6.4 One of the Trustees shall be appointed by the General Council to be Chairman of the Finance Committee. (cf Rule 17.4 (iii) b)).
- 6.5 It shall be the duty of the Trustees to secure, hold and dispose of the real property and the investments of the Association, but only in accordance with resolutions adopted by the Conference of Delegates, the General Council or the Central Executive within the limits of the policies of the Association.
- 6.6 (i) The Trustees shall have the authority to inspect the books and records of the Association at any time.
- (ii) The Trustees shall function as the Audit Committee. The functions of this Committee shall be to:
 - a) review Financial Statements.
 - b) review Auditors' Reports.
 - c) review accounting policies for compliance with the Constitution and Trade Union Act.
 - d) review periodically the effectiveness of the system of accounting and internal control in coordination with the Internal Auditor.
 - e) review the effectiveness of the internal audit and its report and discuss the scope and timing of internal audit work.
 - f) make recommendations to the General Council.
- 6.7 In the event of a vacancy arising amongst the Trustees, the General Council shall appoint a replacement for the remainder of that term.

RULE 7 - OTHER FULL TIME OFFICERS

7.1 GENERAL

- (i) The Association shall engage the full time services of officers to deal with the following areas:
 - a) Industrial Relations
 - b) Education and Research
 - c) The Affairs of Tobago Teachers
 - d) Such as may be determined by the Conference of Delegates
- (ii) An appointment to the post of a Full Time Officer shall be the prerogative of the General Council, and shall be subject to a written contract between the prospective Officer and the General Council.
- (iii) Such a contract shall be for a period of three (3) years in the first instance, and shall be renewable at the discretion of the Association. Each renewal shall be for a period not exceeding three years.
- (iv) The contract shall be subject to review at the time of renewal or by mutual agreement at any time.
- (v) A Full Time Appointed Officer who wishes to continue in the services of the Association shall apply to the General Council for renewal of the contract not later than three (3) months before the existing contract is due to expire. The application shall be submitted through the Central Executive, which shall make an appropriate recommendation to the General Council.
- (vi) The contract must be signed before the Officer assumes office.
- (vii) Problems related to the terms and conditions of service of the Full Time Appointed Officers shall be attended to by the Elected National Officers acting collectively. Unresolved problems shall be referred to the Central Executive, whose decisions shall be final and binding, except that the termination of services for cause shall be by the General Council.

7.2 INDUSTRIAL RELATIONS OFFICER

- (i) An Industrial Relations Officer shall:
 - (a) assist the Association in determining and carrying out policies affecting conditions of service.
 - (b) be an ex-officio member of the Industrial Relations Committee but without the right to vote, and shall be a member of the Association's negotiating team.
 - (c) serve as secretary to the Industrial Relations Committee.
 - (d) attend to the grievances of members of the Association.
 - (e) liaise with the Association's legal advisers.
 - (f) attend meetings of the Association and its Committees as directed, but without the right to vote.
- (ii) The Industrial Relations Officer shall report directly to the Association's Second Vice-President. (cf Rule 5.3 (iv) e)).

7.3 EDUCATION AND RESEARCH OFFICER

- (i) Under the direction of the President, the Education and Research Officer shall have responsibility for the general education of members and the organisation of educational seminars, work-shops, bulletins, pamphlets, teach-ins etc. in consultation with the relevant committees.
- (ii) In addition, the Officer shall:
 - (a) chair the Training and the Research Committees [cf Rule 17.4 (xvii) (c) and Rule 17.4 (xxii) (d) }
 - (b) assist the Professional Advancement Committee and the Industrial Relations Committee in the publication of their various pamphlets, booklets etc.
 - (c) assist the Publicity and Public Relations Committee in the production of its various publications.
 - (d) assist the Professional Advancement Committee and the Industrial Relations Committee in their research.
 - (e) attend the meetings of the Association and its Committees as directed, but without the right to vote.
- (iii) The Education and Research Officer shall report directly to the President. (cf Rule 5.3 (ii) i)).

7.4 THE TOBAGO OFFICER.

- (i) The Tobago Officer is governed by the provisions of Rule 7.1 in so far as these are applicable.
- (ii) The manner of election, the provisions for the contract and the duties of the Tobago Officer are described in Rule 9.

7.5 OTHER APPOINTED OFFICERS

- (i) On the recommendation of the Central Executive, the General Council may from time to time establish paid posts of Temporary Appointed Officer.
- (ii) Nominations to such posts are to be made by the Central Executive.

RULE 8 - INTERNAL STRUCTURE OF THE ASSOCIATION

8.1 GENERAL

- (i) The organisation of the Association shall be as follows:
 - (a)
 1. Districts and Zones
 2. District Staff Representatives' Associations
 3. District Executives
 4. Central Executive
 5. General Council
 6. Conference of Delegates
 - (b) Retirees Section

- (ii) (a) For the purposes of organisation , the country shall be divided into Districts:
 1. Port-of-Spain & Environs
 2. St. George East
 3. Caroni
 4. Victoria
 5. St. Patrick
 6. South Eastern
 7. North Eastern
 8. Tobago
- (b) The Conference of Delegates shall determine any change to the boundaries of a District upon recommendation of the Elections Commission. Prior to its recommendation the Elections Commission shall consult the District concerned.
- (c) Each District shall be organised into Zones. (cf Rule 8.7 (i)).
- (iii) Teachers shall qualify for registration in their Districts by reason of the school in which they work.

8.2 THE STAFF REPRESENTATIVE

- (i) Each school is entitled to proportionate representation on the District Staff Representatives' Association in accordance with the following scale:

- 20 financial members	- 1 representative
- 21 - 50 financial members	- 2 representatives
- More than 50 financial members	- 3 representatives
- (ii) For the purposes of staff representation at Junior Secondary Schools, each shift shall count as a separate school.
- (iii) Within each school, in the month of April each year, the financial members of the Association shall elect their Staff Representative(s) to the District Staff Representatives' Association. The members may decide on the manner of holding this election.
- (iv) If for some reason Staff Representatives' Elections were not held in April it shall be held no later than May of that year. Any Staff Representatives' Election to be held outside of the month of May, except those arising out of Rule 8.2 (xiii), (xiv) and (xv) shall be conducted by the Elections Commission.
- (v) Staff Representatives' Elections shall normally be held on Staff Representatives' Day (which shall be determined by the Central Executive). In all Staff Representatives' Elections, seven (7) days' notice shall be given to members of TTUTA on the staff. Such notice shall be in writing and should state date, time and place of meeting.
- (vi) A new Staff Representative shall normally hold office for a term of one (1) year (April to April) and may be reelected.
- (vii) Notwithstanding 8.2 (vi) a Staff Representative shall continue to hold office until a new Staff Representative is elected subject to 8.2 (xiii), (xiv) and (xv).
- (viii) The principal of each school, or some other person designated by the staff, shall forward to the General Secretary the names of those elected.
- (ix) The General Secretary shall submit to the Elections Commission before the 31st May each year the list of all the Staff Representatives in the Districts.
 - (a) This list shall be deemed the preliminary list.
 - (b) A supplementary list shall be published for each District not less than three (3) working days before the District AGM.
 - (c) The preliminary list and supplementary list shall together constitute those Staff Representatives eligible to vote at the AGM.
- (x) The Staff Representative is the Association's representative at the work place, i.e. the school.
- (xi) As liaison officer between the ordinary member and the Association, the Staff Representative is vital to the good health of the Association. For this reason, training sessions/seminars for Staff Representatives are to be regularly organized in each District and the Staff Representatives are directed to attend them.
- (xii) The Staff Representative shall:
 - (a) keep the staff informed of all Association business.
 - (b) attend to such grievances as occur among the staff and between staff and the administration in accordance with the official grievance procedure.

- (b) represent his school at all meetings of the DSRA and at National Staff Representatives' Conventions (Rule 12).
 - (d) be spokesman for the staff in the school as elsewhere, in all matters related to the business of the Association.
 - (e) promote the professional and industrial well-being of the members of the school's teaching staff.
 - (f) promote participation by the staff in all Association activities.
 - (g) canvass staff opinion as may be required by the Association from time to time.
 - (h) recruit new members of staff into the ranks of the Association.
 - (i) attend to other matters as may arise.
- (xiii) A Staff Representative may resign the post at any time by so informing the TTUTA members of staff, the Principal and the District Secretary, in writing. The District Secretary shall be responsible for informing the General Secretary in writing. Upon receipt of his resignation the staff may elect a replacement for the remainder of that term of office. The Principal and the District Secretary shall be informed.
- (xiv) Should a Staff Representative be transferred to another school, a new election shall be held to determine a successor.
- (xv) Where fifty percent (50%) or more of the TTUTA members of staff of a particular school express dissatisfaction with the performance of a Staff Representative they shall so inform the District Executive who shall appoint a date for a meeting of the TTUTA members of staff. The District Executive shall appoint an official of the District to chair the meeting. At this meeting a motion of no confidence in the Staff Representative shall be proposed, debated and a vote taken. A simple majority vote of TTUTA members of staff present shall suffice to have the Staff Representative replaced by another.

8.3 THE DISTRICT STAFF REPRESENTATIVES' ASSOCIATION (DSRA)

- (i) (a) The District Staff Representatives' Association (DSRA) shall comprise all the Staff Representatives of the schools in the District together with those teachers who have been elected to serve on the District Executive.
- (b) The DSRA shall give directions to the District Executive in all matters.
- (ii) (a) The DSRA shall hold statutory meetings at least once per term. One of these must be the Annual General Meeting to be held in the month of June. At least seven (7) days' notice shall be given for the Annual General Meeting. The agenda for this meeting is fixed. (cf APPENDIX IV Regulation 1).
- (b) At the Annual General Meeting all reports presented must be in writing.
- (c) At the Annual General Meeting the following shall be elected:
 - Officers and Floor Members (8.6 (i))
 - Delegates and alternates to the Central Executive (8.5 (i))
 - Delegates to the General Council (8.5 (ii))
 - Delegates-to the Annual Conference of Delegates (8.5 (iii))
- (d) All District Officers and delegates elected must command more than fifty percent (50%) of votes cast in their election.
- (e) No District Officer shall hold the same office for more than three (3) consecutive terms.
- (f) Within two (2) weeks of the DSRA's Annual General Meeting the District Secretary shall inform the General Secretary of the names of the District Officials and Delegates, together with their home and school addresses and telephone numbers if any.
- (g) A postponement of the District Annual General Meeting to a date later than June 30 requires the prior approval of the Central Executive, but the meeting must be held before the close of the school term.
- (iii) (a) All newly elected officials of the District and also its representatives on all administrative bodies of the Association shall assume office immediately upon their election.
- (b) All such officials shall be installed at the appropriate point on the Agenda of the District Annual General Meeting. (cf APPENDIX IV Regulation I).

- (c) Each official shall retain office until displaced at the following AGM upon the election of a new official subject to Rule 8.4 (iii), (iv), (v) and Rule 8.5 (iv).
- (iv) A Special Meeting of the DSRA shall be called at the request of at least twenty-five (25) financial members of the District from at least three (3) schools, their reason being stated in writing.
- (v) The quorum for the DSRA Meeting shall be a number equal to the District's total number of delegates on the Annual Conference of Delegates plus three representatives. See also Rule 11 Absence of a Quorum and APPENDIX V Regulation 12.
- (vi) (a) If an AGM is suspended after having a quorum, in order to complete the agenda, a resumption of the meeting shall be called after seven (7) days but not more than fourteen (14) days subject to Rule 8.3 (ii) (g) and Rule 8.4 (iii).
- (b) At the scheduled start of the meeting, those present at the start shall constitute a quorum.

8.4 DISTRICT OFFICIALS AND DELEGATES

- (i) (a) The District Officers shall be:
 - a Chairman
 - a Vice Chairman
 - a Secretary
 - an Assistant Secretary
 - a Treasurer
- (b) The District Officials shall comprise:
 - the District Officers
 - the Delegates and Alternates to the Central Executive
 - at least six (6) but not more than fifteen (15) floor members. (cf. Rule 8.6(i) (c)).
- (c) No District Officer shall hold the same office for more than three (3) consecutive terms.
- (ii) Each District shall be represented by delegates on the following bodies:
 - Central Executive
 - General Council
 - Conference of Delegates
 - National bodies requiring District representation
- (iii) A District Official or delegate may resign at any time by submitting a written resignation to the District Executive. The District Executive shall immediately inform the Elections Commission, via the General Secretary, and a bye-election shall be held within thirty (30) days (excluding school vacation) of the receipt of the resignation. (cf Rule 16.1 iv).
- (iv) Any District Official or delegate is subject to removal from office by the District Executive or DSRA, depending on the body that appointed him, if his performance is deemed unsatisfactory by that body. (cf Rule 10.2 (i)).
- (v) A District Official or delegate promoted to rank of School Supervisor, shall be required to resign the position as Official or delegate, effective from the date of appointment as a Supervisor. (cf Rules 4.2 (ii) b) and 5.2 (iii)).

8.5 DISTRICT REPRESENTATION ON HIGHER BODIES

- (i) (a) The representation of the various Districts on the Central Executive shall be as follows:

Port of Spain and Environs	- 2 delegates
St. George East	- 2 delegates
Caroni	- 2 delegates
Victoria	- 2 delegates
St. Patrick	- 2 delegates
South Eastern	- 1 delegate
North Eastern	- 1 delegate
Tobago	- 1 delegate
- (b) 1. Districts shall be accorded alternates to their Central Executive delegates. Both delegates and alternates shall be members of the District Executive. An alternate shall have the right to attend meetings of the Central Executive with full voting rights whenever the substantive delegate cannot attend, provided that the accredited delegate send a written explanation of his absence to the meeting.
- 2. Alternates shall be elected according to the same provisions as laid down for the substantive delegates.
- (c) Only members who have at least two (2) years continuous financial membership in the Association shall be eligible to sit on the Central Executive. (cf Rule 4.3

- (ii).
- (ii) (a) Each District shall be represented on the General Council by its Central Executive delegates and at least three (3) other members. Additional members, if any, shall be appointed by the DSRA in the number determined each year by the Elections Commission in accordance with Rule 15.1 (v). In appointing delegates to the General Council the District should take care to include as wide a cross-section of teachers as possible.
- (b) In addition to the other representatives from their District, each Teachers' Training College having more than one hundred and fifty (150) financial members shall appoint one (1) delegate to the General Council.
- (c) Only members who have at least two (2) years continuous financial membership in the Association shall be eligible to sit on the General Council. (cf Rule 4.3 (ii)).
- (iii) (a) In addition to its representatives on the General Council each District shall be entitled to a minimum of ten (10) seats at the Conference of Delegates, inclusive of the two (2) representatives appointed directly by the District Executive. (cf Rule 8.6 (iv) (a)). Additional seats on the Conference of Delegates shall be allocated proportionately to the Districts as determined by the Elections Commission each year in accordance with Rule 15.1 (v). In appointing delegates to the Conference of Delegates care should be taken to include as wide a cross section of teachers as possible.
- (b) Only members who have at least two (2) years continuous financial membership in the Association shall be eligible to sit on the Conference of Delegates. (cf Rule 4.3 (ii)).
- (c) No delegate to the Conference who was elected at an AGM shall be replaced except through a bye-election conducted by the Elections Commission. (cf. Rule 15.1 (iv))
- (iv) **Transfer of District Delegates:**
 - (a) A member having a seat on the Conference of Delegates, General Council or Central Executive who is transferred to a school in a new District, may, at the discretion of the Officers of the former District Executive retain such seat for the rest of the term.
 - (b) Should such a member accept any elected or representative position in his District, he automatically ceases to hold any office in his previous District.

8.6 DISTRICT EXECUTIVES

- (i) The District Executive shall comprise:
 - (a) The District Officers
 - (b) The Delegates and Alternates to the Central Executive
 - (c) At least six (6) but not more than fifteen (15) floor members
- (ii) The District Executive shall hold its statutory meetings once per month except during school vacation but may be convened more frequently at the discretion of the Chairman and the Secretary. The quorum of the District Executive Meeting shall be six (6) of which at least two (2) shall be District Officers. (cf Rule 11 Absence of a Quorum and APPENDIX V Regulation 12).
- (iii) A Special Meeting of the District Executive shall be called by the District Secretary at the request of fifteen (15) financial members of the District, or five (5) members of the District Executive, one of whom must be a District Officer. The reasons must be stated in writing. At the Special Meeting no business other than that stated shall be transacted. The fifteen (15) members requesting the meeting shall be entitled to attend, and shall collectively have one (1) vote.
- (iv) Within one (1) week of the Annual General Meeting, the District Executive shall meet and the following shall be appointed:
 - a) Two (2) delegates to the Conference of Delegates. These delegates are in addition to those elected at the Annual General Meeting in June (cf. Rule 8.5 (iii)).
 - b) Two (2) nominees to the Elections Commission (cf. Rules 15.2 and 15.3).
 - c) Zone Convenors (cf. Rule 8.7).
 - d) District Field Officer (cf. Rule 8.8 (i)).
- (v) The District Executive shall report directly to the DSRA in all matters.

- (vi) On matters affecting specific Districts substantially the District Executive shall have the right to request and obtain an audience with the Elected National Officers.
- (vii) It shall be the function of the District Executives:
 - (a) to organise and coordinate the activities of the Association in its District.
 - (b) to organise an Annual Convention of members in its District.
 - (c) to bring to the attention of the Central Executive any problems that may be seen to exist within its District, and to advise the Central Executive in solving these problems.
 - (d) to liaise with the Central Executive on expenditure deemed necessary within its District. Such expenditure shall be determined according to procedures set out in Rule 13.

8.7 ZONES

- (i) The District Executive shall organise its District into Zones, and for each Zone appoint a Convenor who shall act as coordinator within the Zone.
- (ii) The Convenor shall liaise between the Zone and the District Executive.
- (iii) The Zone Convenors shall have the right to attend the meetings of the District Executive, and shall have the right to vote.

8.8 THE DISTRICT FIELD OFFICER

- (i) At the first meeting following the Annual General Meeting of the DSRA, the District Executive shall appoint a District Field Officer (DFO) whose term of office shall be one year. He may be re-appointed.
- (ii) The Association shall negotiate appropriate time-off from school duties for the DFO to attend to District affairs.
- (iii) It shall be the function of the DFO:
 - (a) to be the main liaison officer for all the schools in the District.
 - (b) to attend to such grievances as shall be referred to him, provided that these grievances do not exceed the jurisdiction of the District Officials of the Ministry of Education.
 - (c) to be of such other service to the District as the District may decide.
- (iv) The District Field Officer shall report to the District Executive at every statutory meeting.
- (v) It shall be the duty of the District Field Officer to be familiar with the Regulations governing teachers, and with the accepted grievance procedures negotiated by the Association.

8.9 THE ANNUAL CONFERENCE OF DELEGATES

- (i)
 - (a) The Conference of Delegates shall comprise the six (6) Elected National Officers of the Association, District Delegates and four (4) delegates from the Retirees Section.
 - (b) In the year of TTUTA's National Elections, the outgoing Elected National Officers shall be floor members of the Conference with the right to vote.
 - (c) Sixty-one (61) members shall form the quorum.
- (ii) The Annual Conference of Delegates shall be held in the month of October except in the year of TTUTA's National Elections when it shall be held in November. If for serious reasons the General Council decide on a postponement the new date fixed must not be later than 31st December of the same year.
- (iii) The Conference of Delegates shall:
 - (a) determine the policy of the Association on matters referred to it by the General Council or by the Central Executive.
 - (b) determine from time to time the registration fees and monthly dues in the Association.
 - (c) have the exclusive right to levy special contributions on members in accordance with Rule 13.9.

- (d) set limits to the authority of the President and Treasurer, the Central Executive and the General Council in the extraordinary expenditure of the Association's funds.
 - (e) set limits to the authority of the Central Executive, and the General Council in making or transferring investments.
 - (f) have the final right of approval of the regulations, submitted to it by the Elections Commission, for the proper conduct of the Association's National Elections.
 - (g) have the exclusive right to make amendments to the Constitution. (cf. Rule 22).
 - (h) be the final arbiter on all matters of interpretation of the Rules of the Association. (cf Rule 23).
 - (i) appoint members of the Association to serve on the Special Tribunal in accordance with Rule 17.4 (xviii).
 - (j) determine the rebates, if any, that are to be made to the various Districts from the dues of members in their Districts.
- (iv) The Agenda for the Conference shall be circulated in advance not less than three (3) weeks before the date of the Conference.
 - (v) Accompanying the Notice of the Meeting and the Agenda shall be the Minutes of the previous Conference, the Reports of the Central Executive, the Financial Statement of the Association, the Draft Budget for the ensuing financial year, and all papers and documents considered relevant to the topics to be discussed by the Conference.

8.10 SPECIAL CONFERENCE OF DELEGATES

- (i) The General Secretary of the Association shall summon a Special Conference of Delegates on the instructions of the Central Executive, General Council, or at the request of not less than three (3) District Executives, the reason being stated in writing.
- (ii) The Special Conference of Delegates shall have the authority:
 - (a) to determine policies of the Association or to alter existing policies. (APPENDIX V).
 - (b) to impose a levy in accordance with Rule 13.9.
 - (c) to make amendments to the provisions for the election of the six Elected National Officers.
 - (d) to make alterations to the Association's Annual Budget, and to alter limits.
 - (e) to sit as a final court of appeal on major disciplinary matters concerning the Elected National Officers. (cf. APPENDIX III Regulation 5.3).
 - (f) to appoint when necessary new members to vacancies occurring on the Special Tribunal.
- (iii) No Special Conference of Delegates shall have the right to amend the Constitution of the Association, or its Appendices except as provided for above. Neither shall it have the right to alter the amount payable as Association dues.
- (iv) The Agenda and appropriate documents for a Special Conference shall be posted not less than three (3) weeks before the date fixed for the Conference.
- (v) No business other than that specified on the Agenda shall be conducted at a Special Conference of Delegates.

8.11 THE GENERAL COUNCIL

- (i)
 - (a) The General Council of the Association shall consist of all members of the Central Executive, thirty-four (34) other members elected by the DSRAs, two (2) delegates from the Retirees Section, and one (1) additional member from each Teacher Training College having one hundred and thirty (130) or more financial members. In selecting a Training College representative, the provisions of Rule 4.3 (ii) shall be observed.
 - (b) Districts shall be proportionately represented amongst the thirty-four (34) floor members of the General Council in accordance with the provisions of Rule 8.5 (ii).
 - (c) Each organisation enjoying Associate membership shall have one (1) representative on the General Council, who shall have the right to participate in the deliberations of the Council, but shall not have the right to vote.

- (ii) The quorum for a meeting of the General Council shall be twenty-one (21). (cf. Rule 11 Absence of a Quorum).
- (iii) The General Secretary shall see that a register of attendance at General Council meetings be carefully kept.
- (iv) Statutory Meetings of the General Council shall be held at least once per school term. Notice of Statutory Meetings shall be given at least two (2) weeks prior to the date of the meeting. All relevant documents shall be made available to the delegates at least ten (10) days prior to the date of the meeting.
- (v)
 - (a) Extraordinary Meetings of the General Council may be called to deal with specific issues which are not emergencies. Notice of such meetings shall be given at least two (2) weeks prior to the date of the meeting. All relevant documents shall be made available to the delegates at least ten (10) days prior to the date of the meeting.
 - (b) An Emergency Meeting of the General Council may be called to deal with matters of emergency. The Council when convened must first decide by a two-thirds majority whether or not there is an emergency.
 - (c) Extraordinary Meetings or Emergency Meetings of the General Council shall be called by the General Secretary on the instructions of the Central Executive, or at the written request of three (3) Elected National Officers, or of any seven (7) members of the Central Executive, or of three (3) District Executives, the reason being stated in writing.
 - (d) An Emergency Meeting called in accordance with Rule 8.11(v) c) must be held within ten (10) days.
- (vi) It shall be the function of the General Council:
 - (a) to direct the Central Executive in the implementation of the policy guidelines established by the Conference of Delegates.
 - (b) to appoint the Standing Committees of the Association in accordance with the provisions of Rule 17 and to receive reports from them.
 - (c) to appoint interim National Officers to vacancies that might arise from time to time according to the provisions of Rule 5.2 (vi) and APPENDIX III Regulation 6.5.
 - (d) to consider reports from the Central Executive and from the Sub-Committees appointed by the Central Executive in accordance with the provisions of Rule 8.12 (vii).
 - (e) to initiate and supervise measures affecting the welfare of the Association that may arise between Conferences of Delegates. Where these measures involve the expenditure or investment of the Association's funds, the limits set by the Conference of Delegates must be carefully adhered to.
 - (f) on the recommendation of the Central Executive, to decide on a course of industrial action, or alternatively to refer the matter to the next Annual Conference or a Special Conference of Delegates. (cf. Rule 18).
 - (g) to interpret the Rules of the Association. These interpretations must be submitted for ratification to the following Conference of Delegates (cf. Rule 23). Meanwhile they are binding on the Association.
 - (h) to appoint Committees not listed in Rule 17, in so far as these are judged to be necessary.
 - (i) in emergencies when the matter cannot wait till the next Conference of Delegates, to approve extraordinary expenditures not foreseen in the budget, but within the limits fixed by the Conference of Delegates. (cf. Rule 8.9 (iii) d)).
 - (j) to deal with disciplinary matters referred to it by the Disciplinary Committee. (cf. APPENDIX III).
 - (k) to see to the implementation of a proper Code of Ethics for teachers. This Code should be kept under constant review.
 - (l) to admit other Groups or Associations to Associate Membership.
 - (m) to invite persons to Honorary Membership.
 - (n) to establish posts of Temporary Appointed Officers in accordance with Rule 7.5.
 - (o) To fix the date for the Annual Conference of Delegates in accordance with Rule 8.9

- (ii).
- (vii) (a) A delegate to the General Council who deliberately and seriously disrupts a meeting of the Council may be expelled from the meeting by a two-thirds majority vote of the members present, and the delegate's District shall be informed.
- (b) Should the offence be repeated, the General Council shall inform the delegate's District that the delegate may be suspended by the Council for one meeting by a two-thirds majority vote of the members present and the District shall be required to send a replacement for that meeting.

8.12 THE CENTRAL EXECUTIVE

- (i) The Central Executive shall consist of the six (6) Elected National Officers of the Association and in addition thirteen (13) delegates elected by the DSRA's in accordance with the provisions of Rule 8.5 (i).
- (ii) (a) Statutory meetings of the Central Executive shall be held each month.
- (b) Special meetings may be called by the President and General Secretary at their discretion, or upon the request of not less than three (3) other members, the reason being stated in writing.
- (iii) Eleven (11) members shall form a quorum at a meeting of the Central Executive. (cf. Rule 11 Absence of a Quorum).
- (iv) The General Secretary shall see that a register of attendance at Central Executive meetings be carefully kept. Absence of a delegate from three (3) consecutive meetings of the Executive without reasonable excuse shall be reported to the District by the General Secretary. (cf. Rule 10.2 (i)).
- (v) It shall be the function of the Central Executive:
 - (a) to carry out the instructions and policies of the Conference of Delegates and the General Council in the day to day affairs of the Association.
 - (b) to receive monthly progress reports of the Association's Standing Committees, and to supervise the work of these Committees within the policy guidelines of the Association.
 - (c) to keep the General Council advised on all matters affecting the affairs of the Association.
 - (d) to determine the Bankers of the Association and to nominate three (3) persons, in addition to the Treasurer, to be signatories to the Association's accounts.
 - (e) in emergencies when the General Council cannot be summoned, to authorise expenditure not in excess of such amount as has been fixed by the Conference of Delegates.
 - (f) in emergencies, when the General Council cannot be summoned, to take decisions or initiate procedures in the interest of the Association, industrial action excluded.
 - (g) to recommend a course of industrial action to the General Council when, having heard the Industrial Relations Committee, it sees such action as conducive to the cause of education. (cf Rule 18).
 - (h) to admit individuals to Ordinary Membership in the Association. This duty may be routinely delegated to the President and the Third Vice-President, but the Executive shall retain the right of final decision.
 - (i) to invite other Groups/Associations to Associate Membership.
 - (j) to make appointments to the permanent posts of Office Staff.
 - (k) to recommend to the General Council the establishment of posts of Temporary Appointed Officers, and to nominate persons thereto.
 - (l) to prescribe the manner of promulgation amongst members of amendments and/or interpretations of these Rules.
- (vi) Each month, the Central Executive, acting through the Third Vice-President shall forward to the Elections Commission lists of new members and of those who have lost or withdrawn their membership. (cf Rule 5.3(v) f)).

- (vii) The Central Executive shall have the power to appoint ad hoc Sub-Committees without prior reference to the General Council. But where these Sub-Committees require the expenditure of funds, their reports must be presented to the General Council. Funds made available to these Sub-Committees must not exceed the limits of the competence of the Central Executive. (cf Rule 8.9 (iii) d)).
- (viii) (a) A Delegate to the Central Executive who deliberately and seriously disrupts a meeting of the Executive may be expelled from the meeting by a two-thirds majority vote of the members present and the delegate's District shall be informed.
- (b) Should the offence be repeated, the Central Executive shall inform the delegate's District that the delegate may be suspended by the Central Executive for up to two (2) meetings, by a two-thirds majority vote of the members present, and the District shall be required to send a replacement for the duration of the suspension of the delegate.

8.13 THE RETIREES SECTION

- (i) The main objective of the Retirees Section shall be to organise activities and pursue initiatives that will improve the lot of its members and the Association.
- (ii) The Retirees Section shall operate within the framework of the Association and its activities shall be consistent with the general policies of the Association. It shall work in close collaboration with the Elected National Officers.
- (iii) The Retirees Section may work closely with other kindred organisations to advance the cause of its members.
- (iv) (a) The Section shall elect an Executive at the Annual General Meeting to be held in the month of June.
- (b) These elections shall be conducted by the Elections Commission, in the manner consistent with the procedure adopted at the annual General Meetings of District Staff Representatives' Associations.
- (c) The quorum of all General Meetings shall be 25 including at least two Executive Officers. (cf. Rule 8.13 (vi))
- (v) (a) At the Annual General Meeting the Retirees Section shall also elect two Delegates to the General Council and two additional delegates to the Conference of Delegates. In addition to making representation on behalf of their Section the delegates shall have the right to participate in the deliberations of the General Council and the Conference of Delegates but shall not have the right to vote.
- (vi) The Executive shall consist of: -
 - (a) five (5) Officers viz: Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer
 - (b) five Floor Members, and
 - (c) its Delegates to the General Council and to the Conference of Delegates.
- (vii) (a) The Chairman or in his absence the other Officers in order of precedence shall preside at all meetings of the Section. He shall coordinate the affairs and activities of the Section and ensure its proper functioning. He shall be responsible for the Public Relations of the Section in close collaboration with the President.
- (b) The Vice-Chairman shall assist the Chairman in the execution of his duties.
- (c) The Secretary shall be responsible for all records and correspondence related to the Section. He shall prepare an Annual Report for submission to the Annual General Meeting and for submission through the General Secretary to the Annual Conference of Delegates. He shall notify members and summon meetings as required.
- (d) The Assistant Secretary shall assist the Secretary in the execution of his duties.
- (e) The Treasurer shall be responsible for the preparation of the budget of the Section, the disbursement of its funds and the keeping of its accounts in accordance with the financial procedures of the Association. He shall submit these accounts to the Association's Treasurer for auditing.

- (viii) The Executive shall have the right to co-opt additional members with special expertise to serve a particular purpose but without the right to vote.
- (ix) Executive meetings shall be held at least once per term. The quorum shall be five including at least two (2) Officers.
- (x) A Special Executive Meeting may be requested through the Section's Secretary by at least 50% of the Elected Executive.
- (xi) (a) A Special General Meeting may be called in two ways:
 - 1. At the discretion of the Executive.
 - 2. On the request of at least 25 Non-Executive Members.
- (b) In the case of (ii) above the request shall be made in writing to the Secretary and must include the reason (s) for calling the meeting. The Secretary must call such a meeting within four (4) weeks of the request.
- (c) Three (3) weeks' notice must be given for a Special General Meeting.
- (xii) (a) Executive Officers of this Section shall not serve for more than three consecutive terms but may become eligible for office nine (9) months after the expiry of the normal term of office.
- (b) Should a vacancy in the Executive arise the Executive may fill the vacancy from among its ranks, until the normal term of office expires.
- (xiii) (a) The delegates to the General Council shall report to the Council on the activities of the Section.

RULE 9 - RULES SPECIAL TO THE TOBAGO DISTRICT

The Association recognizes the special situation of its Tobago membership due to its geographical location, and wishes to make suitable provision for this. Therefore:

9.1 POLICY MATTERS

On policy matters affecting Tobago specifically, the Tobago District Executive shall have the right to request and obtain an audience with the Central Executive in order to present its position.

9.2 THE TOBAGO OFFICER

- (i) In addition to the District structure established under Rule 8, there shall be a Full Time Officer for the Tobago District.
- (ii) This Officer shall be elected every three (3) years from amongst the teachers resident and working in Tobago by the financial members of the District.
- (iii) This election shall be on the basis of a popular secret ballot, and shall be supervised by the Elections Commission under the Rules laid down in Appendix II.
- (iv) The Tobago Officer shall hold office for a period of three (3) years and shall not serve more than two (2) consecutive terms.
- (v) A Tobago Officer who has served two (2) consecutive terms shall become eligible for election to the post of Tobago Officer only after a period of two (2) years.
- (vi) Whenever the Tobago Officer is granted leave in excess of two (2) weeks he shall be replaced by a member of the Tobago District Executive who shall be appointed by Central Executive for the duration of the leave. In making this appointment the Central Executive shall consider the views of the Tobago DSRA.
- (vii) Should the term of Tobago Officer fall vacant in the first or second year of office a Tobago delegate to the General Council shall be appointed to act. This appointment shall be made by the General Council after a recommendation of the Tobago DSRA, and a bye-election shall be held within three (3) months of the date of the commencement of the vacancy.
- (viii) The Officer then elected shall hold office immediately upon the declaration of the results of the bye-election. The Officer shall do so until the end of the original term of office that had fallen vacant, when he shall become eligible to be elected to a full term.
- (ix) Should the office fall vacant during its third year, a Tobago delegate to the General Council shall be appointed by the General Council to fill the vacancy until the term ends. This appointment will be made on the recommendation of the Tobago DSRA.

- (x) The Tobago Officer shall serve the Association under contract with the General Council. The contract shall be signed before assumption of office.
- (xi) In arriving at the terms and conditions of the contract, the General Council shall respect the wishes of the Tobago District, and shall observe the provisions of Rule 7.1 in so far as these are applicable to the Tobago Officer. In particular, the contract shall provide that the Tobago Officer shall be subject to recall by the Tobago DSRA.

9.3 DUTIES OF THE TOBAGO OFFICER

- (i) The Tobago Officer shall perform for the Tobago District duties similar to those of the Elected National and Appointed Officers of the Association, and such other duties as may be specified in the terms of his contract.
- (ii) He shall operate in accordance with the instructions of the Conference of Delegates, General Council, Central Executive and the Elected National Officers.
- (iii) He shall have responsibility for the administration of the Association's office in Tobago, under the direction of the President.
- (iv) He shall meet the Chairman of the Tobago District at least once per month to discuss matters pertaining to the District.
- (v) He shall attend meetings of the Tobago DSRA and Tobago District Executive and shall have the right to vote.
- (vi) He shall attend meetings of the Conference of Delegates, General Council and other meetings as required, but without the right to vote.
- (vii) He shall submit a written report of his stewardship to the Annual General Meeting of the Tobago DSRA. This report shall be updated and submitted to the Annual Conference of Delegates. He shall also report at the regular DSRA meetings.

9.4 ELECTION OF THE TOBAGO OFFICER

- (i) The election shall be held on a school day in the month of January every three (3) years on a date to be announced by the Chairman of the Elections Commission before the end of October prior to the year of the elections.
- (ii) Nominations to the Office shall be submitted to the Elections Commission on the approved form, on a date before November 15 in the year prior to the year of the election at the District Office in Tobago and any other venue/s selected by the Elections Commission.

RULE 10 - DUTY TO ATTEND MEETINGS

- 10.1 Members elected or appointed to the various administrative bodies or committees of the Association must consider it their primary duty to attend the meetings of these bodies or committees.
- 10.2 (i) Failure to attend three (3) consecutive meetings shall be sufficient reason for replacing a member of a committee unless a satisfactory reason for absence is given to the committee. This rule also applies to the General Council, the Central Executive and the District Executives. The decision to make the replacement rests with the body that made the original appointment.
- (ii) The Chairman of the relevant Committee shall inform the body that made the appointment of any such irregularity in attendance.

RULE 11 - ABSENCE OF A QUORUM

11.1 GENERAL

This section shall apply to all statutory meetings of administrative bodies and committees except the Annual Conference of Delegates.

- 11.2 (i) If forty-five (45) minutes after the scheduled start of a meeting there is no quorum, the meeting shall be adjourned to a suitable venue, time and date to be fixed by those present at the time of the adjournment. Those present shall appoint one of their members to inform the secretary.
- (ii) Members who are not present at the time of the adjournment shall be marked absent on the roll.
- (iii) The new date for the meeting shall not be less than seven (7) nor more than fourteen (14) days later than the original date.

- (iv) The secretary of the meeting shall ensure that all members are properly informed in writing of the new venue, time and date for the meeting as fixed in accordance with Rule 11.2 (i).
- (v) At the reconvened meeting those present at the scheduled start shall constitute a quorum, and shall validly conduct all the business of the meeting.

RULE 12 - NATIONAL STAFF REPRESENTATIVES' CONVENTION

- 12.1 (i) A National Staff Representatives' Convention shall be held annually and shall be organised by the Central Executive.
 - (ii) National Staff Representatives' Conventions shall be called by the General Secretary on the instruction of the Central Executive or General Council.
 - (iii) The body requesting the Convention shall state the reason for the request in writing.
 - (iv) The date for the meeting shall not be more than fourteen (14) days from the date of the request.
 - (v) If a Special Meeting of the Central Executive is required to meet this deadline, Rule 8.12 (ii) applies.
 - (vi) The President shall be the Chairman of the Convention.
- 12.2 The National Staff Representatives' Convention shall be advisory in nature. Its recommendations shall be supported by a two-thirds majority vote.
- 12.3 The recommendations of the Convention shall be carefully considered by the General Council.

RULE 13 - FUNDS

13.1 **GENERAL**

- (i) Both the Association per se and its Districts are entitled to hold and administer funds, but only in accordance with the explicit policies of the Association as determined by the Constitution.
- (ii) All funds held by the Association or any of its Districts shall be lodged in commercial banks chosen by the Central Executive or the District Executive respectively.
- (iii) No cheque drawn on an Association or District account shall be signed by less than two signatories appointed by the Central Executive or District Executive respectively.
- (iv) The Central Executive and each District Executive shall appoint the signatories to the Association accounts, and to the District accounts respectively, with the Treasurers being by right amongst those appointed.
- (v) At the end of each financial year, all unused balances for that year, with the exception of District funds, must be returned to the General Funds.
- (vi) Subscriptions, contributions, levies or other funds that are collected for specific purposes must be allocated as such. In circumstances where these funds may have to be diverted to other purposes, permission must first be granted by the body that approved the collection of those funds in the first instance.

13.2 **GENERAL ASSOCIATION FUNDS**

- (i) The Treasurer shall lay before the Conference of Delegates each year for its approval an Annual Budget setting out in sufficient detail the manner in which the Association's funds are to be spent during the following financial year.
- (ii) Before presenting the Annual Budget to the Conference of Delegates, the Treasurer shall first seek the advice of the Finance Committee and the approval of the Central Executive. The recommendations of the Finance Committee shall be made known to the Central Executive by the Treasurer.
- (iii) Once it has been approved by the Conference of Delegates, any substantial modification of the Annual Budget requires the approval of either a Special Conference, or of the subsequent Annual Conference.
- (iv) The General Funds of the Association shall be administered by the Treasurer in accordance with the approved budget, and under the direct control of the Central Executive, to whom he shall report at each Statutory Meeting.

13.3 **DISTRICT FUNDS**

(i) Subventions:

- (a) To enable the Districts to attend to their domestic matters, the Annual Budget shall provide for subventions to the Districts in accordance with a formula determined by the Conference of Delegates, and subject to review by the Conference from time to time.
- (b) A District Treasurers' Handbook, compiled by the Finance Committee and approved by the Central Executive, shall outline the policies to be followed and identify the Books of Accounts to be used by Districts in fulfilling their financial responsibilities.
- (c) Prior to the disbursement to the District of the first part of the subvention approved for that District, the District shall submit to the Treasurer its annual budget, setting out in sufficient detail the manner in which the District intends to spend its subvention.
- (d) The District annual budget must keep to the limits of the subvention set by the previous Conference of Delegates, and must be drawn up in accordance with the District Treasurers' Handbook.
- (e) The District annual budget must be approved by the District Executive and signed by the Chairman, the Secretary and the Treasurer of the District and shall be accompanied by the minutes of the meeting giving the approval.
- (f) Any subsequent substantial modification of this budget shall require the approval of the Finance Committee.
- (g) Books of Accounts as described in the District Treasurers' Handbook shall be kept by the District, and these shall be subject to audit each year by the Treasurer, or his delegate, who shall have the right to refer them to the Association's auditors.

(ii) Special Funds:

- (a) Special Funds comprise surplus on loans to districts and/or funds raised by a District for any special projects with prior approval of the Central Executive.
- (b) Special Funds are to be kept in separate accounts from those received from the General Funds of the Association.
- (c) Districts may also with prior approval of the Central Executive raise Special Funds of their own but these are to be kept in separate accounts from those received from the General Funds of the Association.
- (d) While the central administration can exercise no control over a District's Special Funds, Districts shall take care to follow the normal accounting procedures established in the Association.
- (e) The District must report to the Central Executive on the use of Special Funds.
- (f) A report on any Special Funds it may have raised must be appended to the District Annual Financial Report.
- (g) All Special Funds are subject to audit by the Treasurer or his delegate.

(iii) The District Treasurer:

- (a) District Funds shall be administered by the District Treasurer in accordance with the District budget and within the guidelines set from time to time by the Central Executive as described in the District Treasurers' Handbook.
- (b) The District Treasurer shall at all times act under the direct control of the District Executive in accordance with Rule 13.3 (iii) (a), and shall submit a financial report to it at every Statutory Meeting.

13.4 COMMITTEE FUNDS

- (i) Standing and ad hoc Committees shall submit project budgets to the Finance Committee for approval prior to the disbursement of funds for any Committee project.
- (ii) Each Committee shall submit to the Treasurer financial reports with supporting vouchers, after each of its projects, and in time for the annual audit of the Association's Books of Accounts.

13.5 EXTRAORDINARY EXPENDITURE

- (i) (a) A Special Emergency Fund shall be established to meet extraordinary circumstances not foreseen at the time the Annual Budget is presented.
- (b) The amount of this fund shall be reviewed each year by the Annual Conference of Delegates.
- (c) This fund shall be kept in a separate account.
- (d) The disbursement of this fund shall be under the control of the General Council, the Central Executive or the Treasurer acting in agreement with the President according to the limits determined in advance by the Conference of Delegates.
- (ii) Applications by Districts or Standing Committees for extraordinary grants not provided for in the Annual Budget shall be made to the Treasurer, who shall submit the application to the Central Executive or the General Council depending on the amount being sought.

13.6 FINANCIAL STATEMENT

- (i) The Financial Year of the Association shall be from May 1 to April 30.
- (ii) Financial statements shall be presented at each Statutory Meeting of the Central Executive and General Council.
- (iii) A Balance Sheet and a Statement of receipts, funds, effects and expenditures shall be made out annually and laid before the Conference of Delegates. They shall be made out up to April 30th, and shall be accompanied by the report of the auditors appointed by the Registrar of Trade Unions.
- (iv) These Annual Statements of Accounts shall also be subject to audit by the Association's auditors appointed by the preceding Conference of Delegates and shall be forwarded to all the financial members of the Association.

13.7 INDEMNITY OF ASSOCIATION PERSONNEL

The Officers, Administrative Personnel, members of the General Council, Central Executive, Committees and other persons while carrying out any acts for and on behalf of the Association, shall be indemnified out of the funds of the Association from and against legal action of any kind, unless it be established by proper disciplinary procedure that such acts arose from willful neglect or default on their part.

13.8 MORTGAGES AND INVESTMENTS

- (i) The General Council may raise or borrow money in accordance with recommendations of the Central Executive, and may secure the repayment of same by mortgage or charge upon the whole or any part of the assets and property of the Association. In all such deliberations the Central Executive must consult with the Finance Committee and the Trustees of the Association.
- (ii) (a) Investments of the Association's funds shall be made and administered by the Trustees in accordance with instructions from the Central Executive, General Council or Conference of Delegates. (cf Rule 6.5).
- (b) The Central Executive and the General Council shall adhere to the limits set by the Conference of Delegates. (cf Rule 8.9 (iii) e)).
- (c) In all investments, the Central Executive and the General Council shall seek the advice of the Finance Committee and the Trustees. (cf Rule 17.4 (iii) e)).

13.9 LEVIES

- (i) It belongs exclusively to the Conference of Delegates, Annual or Special, to levy special contributions on teachers for reasons it considers sufficiently serious. The General Council may at its discretion call a Special Conference of Delegates to determine the matter. (cf Rules 8.9 (iii) c) and 8.10 (ii) b)).
- (ii) Where due notice of the intention of fixing a levy is given to delegates to the Conference, a two-thirds ($\frac{2}{3}$) majority vote of the members present is required for the imposition of the levy. Otherwise a nine-tenths ($\frac{9}{10}$) majority vote is required.

RULE 14 - INSPECTION OF BOOKS BY MEMBERS

- 14.1 The records of Accounts and membership shall be kept at the Registered Office of the Association or at such other place or places as the General Council thinks fit, and shall always be open to inspection by members of the General Council.

- 14.2 (i) Financial members of the Association may inspect the books and accounts of the Association after seven (7) days' notice in writing is delivered to the appropriate Officer. Delivery of such notice to the Association's Registered Office shall be deemed to have fulfilled the requirements of this Rule. (cf Rules 4.2 (vi) b). 4.3 (i) g) 4.5 and 4.6 (ii)).
- (ii) Financial members of a District may inspect the books and accounts of the District after fourteen (14) days' notice is given in writing to the Secretary of the District.
- 14.3 Every auditor of the Association shall have the right of access at all times to the books, accounts and vouchers of the Association, and shall be entitled to require from the members of the General Council and other agents of the Association such information and explanations as he may require in the performance of his duties.

RULE 15 - THE ELECTIONS COMMISSION

- 15.1 (i) (a) There shall be established an Elections Commission whose main function is to organise and supervise the National Elections of the Association according to the provisions of Rule 16 and Appendix II to these Rules.
- (b) Before the end of May in a year of elections of National Officers, the Commission shall announce the date in October on which the elections are to be held. (cf Rule 16.1 (ii)).
- (c) It shall be the responsibility of the Commission to determine the eligibility of prospective candidates for election to office according to the criteria set out in Rule 16.2.
- (ii) Additionally, the Elections Commission shall organize and supervise the election of the Tobago Officer pursuant to Rules 9.2 (ii) & (iii) and 9.4 (i) & (ii)
- (iii) (a) The Elections Commission shall also be responsible for conducting all elections in the Districts for District Officials and for delegates to the Central Executive, General Council and Conference of Delegates except those appointed by the District Executive in accordance with Rule 8.6 (iv) a).
- (b) The Elections Commission is also charged with determining each year, on the basis of financial membership in the Association, the number of delegates of each District at the Conference of Delegates and on the General Council over and above the minimum stipulated in Rule 8.5 (ii) and (iii), but within the limits set by Rules 8.9 (i) a) and 8.11 (i) a). This information shall be published each year before the end of May in time for the Annual General Meeting of the DSRA's in June.
- (iv) The Elections Commission shall be further responsible for conducting the elections of the executive of the Retirees Section at its Annual General Meeting and of the election of its delegates to Administrative Bodies of the Association [cf rule 8.13, (iv), (v) and (vi)].
- 15.2 The Commission shall consist of two (2) representatives from each District. These representatives may be Ordinary, Retiree or Honorary members who by reason of experience or expertise are adjudged by the District Executive to be suitable for this task.
- 15.3 (i) Appointment of the members of this Commission shall be made in each District by the District Executive, provided however that no member be appointed who is a member of a District Executive, the Central Executive, General Council or Conference of Delegates.
- (ii) Once made, these appointments shall remain until explicitly revoked by the District Executive, or until the member himself becomes ineligible to hold the post. Except for very grave reasons the District shall not change both its appointees at any one time.
- 15.4 (i) No member of this Commission shall be a candidate in the Election of National Officers or the Election of the Tobago Officer or District Elections.
- (ii) A member of the Commission who decides to contest a post of National Office in the Association, must resign from the Commission before its meeting in March of the Election year.
- (iii) A member of the Commission who decides to contest a District election at any level must resign from the Commission by the end of April.
- (iv) A member of the Commission may resign at any time by informing in writing the Secretary of the District that made the appointment.
- 15.5 Before the end of March in the year of National Elections in the Association the District Executive shall forward to the General Secretary the name, address and telephone number of any new appointee to the Commission. This notification must be accompanied by a written statement of acceptance of the post signed by the appointee, who, if he is a financial member of the Association, shall also be required to declare that he shall not be a candidate in the Elections.
- 15.6 Each year the General Secretary shall ensure that there be convened, or he shall himself convene, a meeting of the Commission before the 15th March. Subsequent meetings shall be held at the discretion of the Commission itself.

- 15.7 (i) The Commission shall elect its own Chairman, Vice Chairman, Secretary and Treasurer from amongst its members.
- (ii) The Chairman shall preside at meetings of the Commission.
- (iii) The Secretary shall be responsible for its correspondence and records.
- (iv) The Treasurer shall be responsible for the preparation of the budget of the Commission, the disbursement of its funds and the keeping of its accounts. These accounts shall be submitted to the Association's Treasurer for auditing and shall be submitted to the auditors as part of the general accounts of the Association.

RULE 16 - NATIONAL ELECTIONS

16.1 GENERAL

- (i) The National Elections of the Elected National Officers of the Association shall be by popular secret ballot.
- (ii) The elections shall be held on a school day in the month of October every three (3) years, on a date to be announced by the Chairman of the Elections Commission before the end of May in the year of the Elections. (cf APPENDIX II Regulation 3.2).
- (iii) In special circumstances, as determined by a two-thirds majority of the General Council, when National Elections cannot be held in October, the Elections Commission shall fix a new date for elections within one month of the end of the circumstance(s) which caused the postponement.

16.2 ELIGIBILITY FOR OFFICE

- (i) Only financial members with not less than two consecutive years of continuous financial membership shall be eligible for nomination to office. (cf Rule 5.1 (ii)).
- (ii) Former officers who have been dismissed from office are not eligible for nomination. (cf Rule 5.2 (vii) d)).
- (iii) Members of the supervisory staff or in any post listed in APPENDIX I SCHEDULE B shall not be eligible for nomination. (cf Rule 5.2 (iii)).
- (iv) Members of the Elections Commission are not eligible for nomination. (cf Rule 15.4 (ii)).

16.3 NOMINATIONS

- (i) Nominations for any office in the Association shall be submitted to the Secretary of the Elections Commission in care of the Association's Registered Office, on the approved form, before June 15th in the year of the Elections. (cf APPENDIX II Regulations 1.1).
- (ii) Each nomination shall be accompanied by two photographs of the nominee and his curriculum vitae.

16.4 REGULATIONS

- (i) The Elections Commission shall formulate regulations for the proper conduct of the Elections and shall submit these for approval to the Conference of Delegates. These regulations once approved, shall form an Appendix to these Rules. (cf APPENDIX II).
- (ii) Amendments to these regulations shall similarly have the approval of the Conference of Delegates before they take effect.
- (iii) Both the regulations and the approved amendments shall be suitably publicised during the first week of September in the year of the Elections.

16.5 CONDUCT OF THE ELECTIONS

- (i) It is the duty of the Elections Commission to obtain from the Central Executive the official list of the financial members of the Association, so as to draw up the official list of voters in each District. (cf Rule 8.12 (vi)).
- (ii) In the month of September in the year of the Elections the Commission shall forward to each District Secretary the official list of voters in the District.
- (iii) The Commission shall forward to all schools before September 30, the list of nominations for office, together with the curricula vitae of the nominees, and all relevant information as may be necessary for the proper conduct of the Elections.

- (iv) The Commission shall determine the number and location of ballot boxes in each District, and appoint Officials to each ballot box to ensure the proper conduct of the Elections. These Officials may be chosen from the District Staff Representatives' Association (DSRA).
- (v) (a) The Association shall apply to the Ministry of Education and the Tobago House of Assembly for time off for teachers for the purpose of voting.
- (b) Time off from school shall be so organised in each school as to disrupt as little as possible the proper conduct of classes.
- (c) The Association shall apply for leave of absence for teachers working as Elections Personnel.
- (vi) The results of the voting shall be announced by the Chairman of the Commission as soon as they are determined.

16.6 BYE-ELECTIONS

- (i) In the event of an office falling vacant during the first or second year of its term, a bye-election for that office shall be held in the following October if, in the opinion of the Elections Commission, there is sufficient time for the smooth organisation of the election.
- (ii) Should the time be considered insufficient by the Commission, the bye-election shall be deferred to the following year.

16.7 COSTS

- (i) The costs of National Elections shall be borne by the Association.
- (ii) The Commission's Treasurer is to see that proper accounts are kept. These accounts are subject to audit by the Association's auditors and the audited accounts shall be submitted to the Association's Treasurer to be included in his Annual Report.

RULE 17 - STANDING COMMITTEES OF THE ASSOCIATION

17.1 LIST OF STANDING COMMITTEES

The Standing Committees of the Association shall be:

1. Professional Advancement
2. Industrial Relations
3. Finance
4. Disciplinary
5. Credentials
6. Early Childhood Care and Education
7. Primary Education
8. Secondary Education
9. Tertiary Education
10. Special Education
11. Technical and Vocational Education and Training
12. Central Education
13. Appeals
14. Publicity and Public Relations
15. Sports, Cultural and Social Activities
16. Benefits and Welfare
17. Training
18. Group Health Management
19. Committee on the Status of Women
20. Caribbean Union of Teachers
21. Investment Management
22. Research
23. Such others as the General Council may decide
24. Special Tribunal of the Conference of Delegates

17.2 APPOINTMENT

- (i) Except for the Finance Committee (No. 3), and the Special Tribunal of the Conference of Delegates (No. 24), these Committees shall be appointed by the General Council at a Special Meeting to be held in the first term of each academic year. In the year of National Elections, this meeting shall be held after the elections. Immediately prior to the appointment of Committees for the ensuing year, this Special Meeting shall receive the reports of the Standing Committees appointed the previous year.
- (ii) The Chairmen of these Committees shall ordinarily be chosen from amongst the members of the General Council, but should the need arise, other members of the Association may

be appointed to serve, especially when it is considered that these enjoy a special expertise in a given field.

17.3 GENERAL RULES FOR ALL COMMITTEES

- (i) The times and the dates for statutory meetings of all committees shall be decided by each Committee at its first meeting. It is desirable that these meetings should not be held less than once per month.
- (ii) The quorum for such meetings shall be 51% of elected members of the Committee except where otherwise specified in these rules. (cf Rule II Absence of a Quorum).
- (iii) In the absence of the Chairman the members in attendance shall elect a chairman for the meeting.
- (iv) These Committees shall have the right to co-opt voting members, except where this is expressly forbidden.
- (v) Minutes of all meetings shall be carefully kept and shall include a list of those attending the meetings.

17.4 COMPOSITION AND TERMS OF REFERENCE OF STANDING COMMITTEES

- (i) PROFESSIONAL ADVANCEMENT COMMITTEE
 - (a) This Committee shall have the First Vice-President as Chairman, the General Secretary as Secretary, the Tobago Officer with the right to vote and eight (8) elected members.
 - (b) This Committee is charged with what the Association regards as its most important function, i.e.
 - It shall deal with all matters pertaining to the professional advancement of teachers.
 - It shall sponsor and/or organise courses, workshops, seminars and other activities designed to improve the professional qualifications and attitudes of teachers.
 - (c) This Committee shall meet as often as it deems necessary, but not less than once per month and shall report to each Statutory Meeting of the Central Executive.
 - (d) Professional matters affecting major policies of the Association shall be referred by this Committee to the Central Executive in the first instance, and then to the General Council or even the Annual or a Special Conference of Delegates.
- (ii) INDUSTRIAL RELATIONS COMMITTEE
 - (a) This Committee shall have the Second Vice-President as Chairman, the Tobago Officer with the right to vote and four (4) other members.
 - (b) It is the chief negotiating Committee of the Association in matters affecting conditions of service, and shall be responsible for the general conduct of the industrial relations matters of the Association.
 - (c) The Committee shall keep under constant review the conditions of service in the Teaching Service, and shall make such representations as to promote the maximum benefit to the members of the Association, having due regard to all circumstances.
 - (d) Industrial relations matters affecting major policies of the Association shall be referred by this Committee to the Central Executive in the first instance, and then to the General Council or even the Annual or a Special Conference of Delegates.
 - (e) During the course of negotiations, this Committee may not take decisions known to be contrary to the general policy of the Association, or outside the specific terms of reference of the Committee.
 - (f) This Committee is also charged with the expeditious handling of all grievances submitted to it by financial members of the Association. It shall take care regularly to inform those members as to the progress of their affairs.
 - (g) In accordance with the general aims of the Association as outlined in Rule 3 the Committee shall seek at all times to arrive at amicable decisions with the Government or Boards of Management.

(iii) THE FINANCE COMMITTEE

- (a) This Committee shall comprise the three (3) Trustees of the Association, the Treasurer, and the District Treasurers.
- (b) The General Council shall appoint one (1) of the Trustees as Chairman, and the Treasurer shall be the Secretary ex-officio.
- (c) One Trustee, the Treasurer and three (3) other members shall constitute a quorum.
- (d) The Finance Committee shall meet at least once per month, or at the request of the Treasurer or three (3) of its members.
- (e) It is the function of this Committee:
 - to make regular inspection of the books of the Association and to bring any irregularities it may find to the attention of the Central Executive and/or the General Council.
 - to make recommendations to the Central Executive, General Council and/or the Conference of Delegates, depending on the amounts involved, concerning the deployment of the Association's financial resources.
 - to assist the Treasurer in the preparation of the Annual Budget.
 - in concert with the Trustees of the Association, to make recommendations to the Central Executive, General Council and/or Conference of Delegates, relating to the real and invested properties of the Association.
 - to prepare and keep under constant review guidelines for the disbursement of funds by the Districts. These guidelines are not binding till approved by the Central Executive.
- (f) This Committee is encouraged to co-opt persons of proven financial expertise. In very important matters, it may seek advice from persons who, while not being members of the Association, are known and respected in financial circles.

(iv) THE DISCIPLINARY COMMITTEE

- (a) This Committee shall have as Chairman the Third Vice-President of the Association, unless he himself be the subject of investigation, when the Chair shall be taken by the President. The President shall not otherwise have the right to attend meetings of this Committee.
- (b) Six (6) other members appointed by the General Council shall serve on this Committee, but these may not be members of the General Council. This Committee shall not have the right to co-opt members.
- (c) It is the function of this Committee to investigate any charge laid against an Elected National Officer or any other member, and to take the appropriate action not excluding, in the case of a member not an Elected National Officer, expulsion from the Association. In so doing, the Committee shall follow the procedures set out in APPENDIX III to these Rules.
- (d) Where the member of the Association preferring charges or being himself charged, is a member of the Disciplinary Committee, he shall be replaced on the Committee by a member nominated by the Central Executive for the duration of the hearing of these charges.
- (e) A member whose case is brought before this Committee shall have the right, before the hearing begins, to challenge any member of the Committee, and the Chairman of the Committee shall give a final ruling on the matter. Should the Chairman himself be challenged, he shall be replaced on the Committee by another member nominated by the General Council and this replacement shall be final.

(v) THE CREDENTIALS COMMITTEE

- (a) The Credentials Committee shall have the Third Vice-President as Chairman, the General Secretary as Secretary, and three (3) other members. The quorum at meeting shall be three (3).
- (b) This Committee shall:
 - be responsible for the examination of the credentials of each delegate elected to attend and vote at meetings of the Conference of Delegates, and

for certifying whether or not these are in order.

- examine and certify the credentials of members elected to General Council and Central Executive.
 - (c) The members of the Committee shall act as scrutineers at the Annual and any Special Conference of Delegates and General Council Meetings.
- (vi) EARLY CHILDHOOD CARE AND EDUCATION COMMITTEE
- (a) This Committee shall consist of five (5) members who are involved in Early Childhood Care and Education.
 - (b) This Committee is specially encouraged to exercise its right to co-opt members.
 - (c) The Chairman and one (1) other member of the Committee shall be members of the Central Education Committee.
- (vii) THE PRIMARY EDUCATION COMMITTEE
- (a) Shall consist of seven (7) members who are primary school teachers.
 - (b) The Committee shall consider all matters affecting the primary level of education, and make recommendations to the Central Education Committee.
 - (c) This Committee is specially encouraged to exercise its right to co-opt members.
 - (d) The Chairman and one (1) other member of the Committee shall be members of the Central Education Committee.
- (viii) THE SECONDARY EDUCATION COMMITTEE
- (a) Shall consist of seven (7) members who are secondary school teachers.
 - (b) The Committee shall consider all matters affecting the secondary level of education, and make recommendations to the Central Education Committee.
 - (c) This Committee is specially encouraged to exercise its right to co-opt members.
 - (d) The Chairman and one (1) other member of the Committee shall be members of the Central Education Committee.
- (ix) THE TERTIARY EDUCATION COMMITTEE
- (a) Shall consist of five (5) members who are tertiary school teachers.
 - (b) The Committee shall consider all matters affecting the tertiary level of education, and make recommendations to the Central Education Committee.
 - (c) This Committee is specially encouraged to exercise its right to co-opt members.
 - (d) The Chairman and one (1) other member of the Committee shall be members of the Central Education Committee.
- (x) SPECIAL EDUCATION COMMITTEE
- (a) This Committee shall consist of six (6) members who are teaching children with special education needs.
 - (b) It shall consider all matters affecting special education of this type and make recommendations to the Central Education Committee.
 - (c) This Committee is specially encouraged to exercise its right to co-opt members.
 - (d) The Chairman and one (1) other member of the Committee shall be members of the Central Education Committee.
- (xi) THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COMMITTEE

- (a) This Committee shall consist of seven (7) members who are teaching in Technical Vocational areas.
- (b) This Committee is charged with the special responsibility of monitoring Technical Vocational Education and Training in all schools and/or institutions, and shall make recommendations to the Central Education Committee.
- (c) This Committee is specially encouraged to exercise its right to co-opt members.
- (d) The Chairman and one (1) other member of the Committee shall be members of the Central Education Committee.

(xii) CENTRAL EDUCATION COMMITTEE

- (a) This Committee shall have the First Vice-President as Chairman and the General Secretary as Secretary and shall have as floor members the Chairman and one (1) other member of each of the Association's Education Committees.
- (b) The quorum for its meetings is eight (8).
- (c) It shall meet once per term, and more often if necessary.
- (d) It is the special duty of this Committee to keep in review all matters relating to the integration of education at its various levels and to make suitable recommendations thereupon to the General Council.
- (e) It shall liaise closely with the Professional Advancement Committee.
- (f) It shall receive the reports of the various Education Committees of the Association, and shall append these reports to its own annual report to the General Council.

(xiii) APPEALS COMMITTEE

- (a) The General Council shall appoint an Appeals Committee to serve as an appellate tribunal in cases of disciplinary procedures against ordinary members of the Association who are not Elected National Officers.
- (b) This Committee shall consist of the President of the Association and eight (8) other members who shall not be members of the General Council. It shall not have the right to co-opt members.
- (c) The General Secretary of the Association shall not be one of the nine (9) members, but shall serve as secretary to the Committee without the right to vote or to take part in its deliberations.
- (d) A member whose case is brought before this Committee shall have the right, before the hearing begins, to challenge any member of the Committee, and the Chairman of the Committee shall give a final ruling of the matter. Should the Chairman himself be challenged he shall be replaced on the Committee by another member nominated by the General Council, and this replacement shall be final.
- (e) Where the member of the Association preferring charges, or being himself charged, is a member of the Appeals Committee, he shall be replaced on the Committee by a member nominated by the General Council for the duration of the hearing of the appeal.
- (f) In its deliberations this Committee shall proceed in accordance with the provisions of APPENDIX III.

(xiv) PUBLICITY AND PUBLIC RELATIONS COMMITTEE

- (a) This Committee shall comprise the President as Chairman, the General Secretary, one (1) representative (or alternate) from each District, and the ERO (without the right to vote).
- (b) The Committee shall:
 - act always in accordance with policy guidelines set by the General Council;
 - keep these guidelines under constant review, and make suitable recommendations to the General Council for any changes it considers necessary or useful;
 - prepare publicity programmes to promote the image of the Association

consistent with the aims and objects of the Association;

- implement the Association's policies in International Relations;
- be responsible for the regular publication of the official organ of the Association;
- ensure that members of the Association be kept informed of the Association's position on all matters;
- ensure that the variety of opinions within the Association be given suitable exposure within the Association. (c.f. APPENDIX V Paragraph 15).

(xv) THE SPORTS, CULTURAL AND SOCIAL ACTIVITIES COMMITTEE

- (a) The Sports, Cultural and Social Activities Committee shall comprise sixteen (16) representatives nominated by the districts and ratified by the General Council.
- (b) No more than two (2) representatives shall be appointed from each district.
- (c) This Committee shall be chaired by the Third Vice-President.
- (d) The Sports, Cultural and Social Activities Committee is especially charged with the responsibility of co-ordinating and organising sports, social and cultural activities at the national level.
- (e) The Committee shall have the power to co-opt members and form sub-committees as it sees fit.

(xvi) BENEFITS AND WELFARE COMMITTEE

- (a) This Committee shall have the Third Vice President as Chairman, the Treasurer as ex officio member, and five (5) other members.
- (b) It shall be the function of this Committee to assist and advise the Third Vice-President in all that concerns fringe benefits for members of the Association. (cf Rule 5.3 (v) c)).

(xvii) TRAINING COMMITTEE

- (a) This Committee shall be responsible for all training in the Association. It may initiate training programmes on its own or be mandated by an Administrative Body or Elected National Officer to mount such programmes.
- (b) The Committee shall comprise the Education and Research Officer, a representative of any current national mass membership training programme, one (1) representative of the Elected National Officers and nine (9) other members with at least one (1) representative from each District.
- (c) The Committee shall have the Education and Research Officer as Chairman, and shall elect a Vice-Chairman and a Secretary from among its members.
- (d) Any Elected National Officer may exercise the right to attend any meeting of the Training Committee.
- (e) Elected National Officers (in the planning and mounting of training programmes specific to their individual portfolio) shall liaise with the Training Committee.
- (f) A Standing Committee that wishes the Training Committee to mount a training programme shall submit its request to the Elected National Officer with the appropriate responsibility for the area of training.
- (g) The Training Committee shall submit in writing to the Central Executive by the end of October, after consultation with relevant Administrative Bodies, Districts and Officers, a comprehensive plan for training in the Association for the next calendar year.
- (h) The Training Committee is especially encouraged to seek and utilize the expertise of persons, either from within or outside of the Association, who possess the required knowledge and skills in specific areas to be covered by training programmes.
- (i) The Training Committee shall hold a statutory meeting at least once per month.

(xviii) GROUP HEALTH MANAGEMENT COMMITTEE

Terms of Reference to be submitted.

(xix) COMMITTEE ON THE STATUS OF WOMEN

- (a) The Committee on the Status of Women shall comprise seven (7) members of which at least five (5) shall be women.
- (b) The Committee shall appoint a Secretary at its first meeting.
- (c) The Committee shall consider all gender issues as they relate to education.
- (d) The Committee shall encourage the promotion of equal rights in the teaching profession.
- (e) The Committee shall make recommendations to the General Council on policy matters affecting the status of women and other gender issues.
- (f) The Committee shall advocate training programmes for women in leadership and administration and their related areas.
- (g) The Committee shall work towards encouraging women to become more actively involved in the Association at all levels.
- (h) The Committee is specially encouraged to exercise the right to co-opt members.
- (i) This Committee is especially encouraged to work along with the Benefits and Welfare Committee.

(xx) CARIBBEAN UNION OF TEACHERS COMMITTEE

- (a) The Committee shall comprise the General Secretary who shall be the Chairman, the President and six (6) other members.
- (b) The Committee shall make representation for the implementation of policies of the Caribbean Union of Teachers (CUT).
- (c) It shall encourage solidarity between and among teachers of the Caribbean.
- (d) It shall facilitate the forwarding of positions of the Association to the CUT.

(xxi) INVESTMENT MANAGEMENT COMMITTEE

- (a) This Committee shall have a Trustee as Chairman, the Treasurer as Secretary and six (6) other members. This Trustee shall not be the Chairman of the Finance Committee.
- (b) The Committee shall have the responsibility to make recommendations to the Central Executive, General Council and/or Conference of Delegates relating to investment strategies.
- (c) It shall ensure that the Association optimises its funds by using a mix of investment strategies.
- (d) The Committee may exercise the right to co-opt persons with expertise in Investment Management.
- (e) The Committee is especially encouraged to work along with the Finance Committee.
- (f) The Investment Management Committee shall meet at least once per month or at the request of the Treasurer or three (3) of its members.
- (g) The Treasurer and four (4) other members shall constitute a quorum.

(xxii) RESEARCH COMMITTEE

- (a) The Research Committee is constituted to carry out the research functions of the Association.
- (b) The role of this Committee is to engage in research which is necessary for keeping the Association informed of developments in those areas which are pertinent and relevant to its needs.

- (c) Research activities shall be:
 - either mandated by any of the decision making bodies of the Association, or
 - projects which are identified by the Committee itself, and/or other Committees of the Association and approved by the Central Executive or General Council.
- (d) The Committee shall consist of nine (9) members. The Chairman of the Committee shall be the Education and Research Officer. The Committee shall also have a Vice Chairman who shall be nominated by its members.

(xxiii) SPECIAL TRIBUNAL

- (a) The Annual Conference of Delegates shall appoint a Special Tribunal consisting of five (5) members not being Officers of the Association nor members of the General Council. The Conference shall also appoint two alternates in order of precedence, in case vacancies arise during the course of the year.
- (b) The General Secretary shall not be one of the five (5) members, but shall serve as Secretary to the Tribunal, without the right to vote or to take part in its deliberations. Where the General Secretary is himself the subject of the investigation he shall be replaced on the Tribunal by a member nominated for the purpose by the General Council.
- (c) The President of the Association shall not have the right to attend sittings of this Tribunal.
- (d) The Tribunal shall not have the right to co-opt members.
- (e) The function of this Tribunal shall be:
 - to hear the appeals of Officers of the Association whom the Disciplinary Committee has found guilty of charges preferred against them.
 - where an Officer has been impeached by the General Council, to hear and determine the matter.

(xxiv) OTHER COMMITTEES

The General Council may appoint other Standing Committees as it considers necessary.

RULE 18 - INDUSTRIAL ACTION

- 18.1 Subject to the provisions of any existing law should the Central Executive, on the advice of the Industrial Relations Committee, deem industrial action on the part of teachers necessary or conducive to the cause of education, it shall make suitable recommendations to the next meeting of the General Council or to an Extraordinary Meeting called for that purpose.
- 18.2 Where notice of a motion for industrial action to be taken has been duly given, the General Council may make the necessary decision by not less than a two-thirds majority vote or it may refer the matter to the Annual or to a Special Conference of Delegates. In the absence of such notice a nine-tenths majority is required for the motion to succeed.

RULE 19 - MEMBERS TO HAVE RULES

- 19.1 Every member of the Association is at all times entitled to have an up-to-date copy of the Association's Constitution. On first admission to the Association a member shall be issued with an up-to-date copy of the Constitution. Any additional copies required must be purchased by the member.
- 19.2 Constitutions and the Association's Policy Statement shall at all times be available for purchase at the Association's Office.
- 19.3 All members shall be notified, in a manner determined from time to time by the Central Executive, of all amendments and/or interpretations of the Rules approved by the Conference of Delegates. The General Secretary of the Association is specially charged with the responsibility to see that this is done. (cf Rule 5.3 (vi) j)).

RULE 20 - MISCONDUCT

- 20.1 The following shall be considered misconduct:

- (i) Any deliberate action that brings the Association into disrepute.
- (ii) To misappropriate the funds of the Association.
- (iii) To willfully and maliciously disturb the proceedings of a meeting of the Association or any of its administrative units.
- (iv) Culpable neglect in the repayment of a loan received from the Association.
- (v) To perform such other acts as shall, in the opinion of the Disciplinary Committee, constitute an offence and/or a violation of the Code of Ethics.

RULE 21 - OFFENCES / PENALTIES / PROCEDURES

- 21.1 A charge of misconduct against any Elected National Officer or member of the Association must be made in writing, and normally laid before the Chairman of the Disciplinary Committee within three (3) months of the incident.
- 21.2 Any Elected National Officer or other member of the Association found, after due process, to be guilty of misconduct may be reprimanded, fined, suspended or expelled from the Association. (cf Rule 5.2 (vii) b) and APPENDIX III Regulations 3 and 4).
- 21.3 The procedure for the hearing of the charges is set out in APPENDIX III to these Rules.
- 21.4 Any Elected National Officer or other member found guilty of misappropriating the funds of the Association shall forthwith be dismissed from Office and/or expelled from the Association, and at the discretion of the Central Executive may be prosecuted in the Courts of Law.
- 21.5 A member who has been expelled from the Association may only re-apply for membership after five years from the date of his expulsion.

RULE 22 - AMENDMENTS TO THE CONSTITUTION

- 22.1 The Rules of the Association shall be amended only by a two-thirds majority of those present and voting at the Annual Conference of Delegates.
- 22.2 Due notice of proposed amendments shall be published by the Association's General Secretary in a manner determined by the General Council, not less than two (2) months before the Conference.
- 22.3 The proposed amendments shall also be circulated to all delegates to the Conference along with the other information pertaining to the Conference.
- 22.4 The Appendices to the Constitution may be amended by a simple majority of those present and voting at the Annual Conference of Delegates.
- 22.5 All amendments to the Rules and Appendices, shall be promulgated by the General Secretary in the manner determined by the Central Executive.

RULE 23 - INTERPRETATION OF RULES

- 23.1 These Rules shall be interpreted by the General Council, and the interpretations shall be submitted to the following Annual Conference of Delegates for ratification.
- 23.2 Once ratified the interpretation has the same force as the Rule.
- 23.3 These official interpretations of the Rules shall be promulgated by the General Secretary in the manner determined by the Central Executive.

RULE 24 - DISSOLUTION

- 24.1 The Association shall not be dissolved except with the consent of three quarters ($\frac{3}{4}$) of the membership that votes in a general secret ballot of the Association.
- 24.2 In the event of the Association being dissolved all debts and liabilities incurred on behalf of the Association shall be fully discharged, and the remaining funds and/or assets transferred to some other Association having objects similar to those of the Association. The choice of this Association shall be made at a final Special Meeting of the Conference of Delegates.

**APPENDICES TO THE CONSTITUTION OF
THE TRINIDAD AND TOBAGO UNIFIED TEACHERS' ASSOCIATION**

APPENDIX I - CERTAIN PUBLIC SECTOR POSTS

SCHEDULE A

Assistant Teacher (Trainee)	Technical/Vocational I
Assistant Teacher I	Technical/Vocational II
Assistant Teacher II	Technical/Vocational III
Assistant Teacher III	Technical/Vocational IV
Teacher I	Technical/Vocational V
Vice Principal I	Special Teacher I
Principal I	Special Teacher II
Teacher II	Special Teacher III
Heads of Dept & Deans	Land Surveyor I (Lecturer)
Vice Principal II	Land Surveyor II (Lecturer)
Principal II	Mechanical Engineer I (Lecturer)
Heads of Dept. (T.C' &T. I)	Electrical Engineer (Lecturer)
Vice Principal III	Guidance Instructor (Mentally Handicapped)
Principal III	Dean of Women Skills

SCHEDULE B

Library Assistant I	Education Broadcasting Officer I
Library Assistant II	Education Broadcasting Officer II
Librarian I	School Supervisor I
Librarian II	School Supervisor II
Librarian III	School Supervisor III
Cultural Officer I	School Farm Attendants
Cultural Officer II	Laboratory Attendants
Cultural Officer III	Guidance Officer I
	Guidance Officer II
	School Attendance Officer
	Workshop Attendants

**APPENDIX II - REGULATIONS GOVERNING THE ELECTIONS OF THE ELECTED
NATIONAL OFFICERS**

The Elections of President, First Vice-President, Second Vice-President, Third Vice-President, General Secretary and Treasurer of the Trinidad and Tobago Unified Teachers' Association shall be conducted in accordance with the regulations herein stated and in conjunction with the Constitution.

1. NOMINATIONS

- 1.1 The Elections Commission shall set aside a day when nominations shall be received and checked and the stipulated sum paid as a deposit between the hours of 9:00am to 6:00pm at the Registered Office of the Association or at any other place or time as determined by the Commission after consultation with the Central Executive.
- 1.2 A candidate shall not be nominated for more than one office.
- 1.3 Only registered and financial members are entitled to be nominated. (cf Rule 5.1 (ii))
- 1.4 Each nomination for office shall be signed by the candidate and not less than five proposers who must be financial members of the Association.
- 1.5 Nominations shall be made on the prescribed form and must be submitted to the Commission by the appointed time.
- 1.6
 - (a) Each nomination shall be accompanied by a deposit of such sums as may be determined from time to time by the Annual Conference of Delegates.
 - (b) This deposit must be paid to the Elections Commission and shall be refunded to those candidates who poll a minimum of at least one tenth of the total number of votes cast in the elections of the post contested by the candidate.
 - (c) This deposit shall also be refunded to candidates who withdraw their nominations in accordance with Article 1.9 of Appendix II
 - (d) Any candidate who is disqualified from contesting the election shall have his deposit forfeited.
- 1.7 A list of candidates nominated shall be forwarded to all school representatives and DSRA's within fourteen (14) days of the nominations.

- 1.8 Within seven (7) days of Nomination Day, each candidate shall present to the Supervisor of Elections two (2) passport-sized pictures and a resume for publication in the Association's newspaper.
- 1.9 No later than fourteen (14) days prior to Elections Day a candidate may withdraw his nomination by letter countersigned by three (3) of his proposers to the Supervisor of Elections. A candidate's name cannot be removed from the ballot paper after the expiry of this period except for grave reasons or disqualification.

2. VOTERS LIST

- 2.1 Financial members who are on the Approved List of Voters or Supplementary List of Voters shall be entitled to vote.
- 2.2 Members whose names did not appear on the Approved List of Voters or the Supplementary List of Voters shall be allowed to vote if they can prove that they were financial up to three (3) months prior to the date of the Elections.
- 2.3 The Approved List of Voters shall be sent to each school, listing the names of the members who are eligible to vote from that particular school and stating the Polling Station at which such members shall cast their votes. This list shall be circulated at least twenty-eight (28) days prior to Elections Day.
- 2.4 If a voter's name is omitted from or included wrongly on the Approved List of Voters, representation must be made to the Supervisor of Elections for changes not later than twenty one (21) days prior to Elections Day. Such changes as necessary shall be placed on the Supplementary List of Voters and sent to all the relevant schools not later than seven days prior to Elections Day.
- 2.5 Members who were deemed unfinancial (Rule 4.2 (vi) a)) and whose names did not appear in the Approved List of Voters or Supplementary List of Voters, shall be allowed to vote by presenting evidence of payment of dues.

3. ELECTIONS DATE

- 3.1 The Elections Commission shall fix a date and place for the elections within the limits of the Constitution. (cf Rule 16.1 (ii)).
- 3.2 Elections Day must be set at least sixty (60) days prior to the elections.
- 3.3 The Elections Commission must inform all schools and DSRA's of the date of Elections Day within seven (7) days of the setting of such date.

4. ELECTIONS PERSONNEL

- 4.1 The Chairman and Vice Chairman of the Elections Commission shall be the Supervisor and Deputy Supervisor of Elections.
- 4.2 The Elections Commission shall appoint the following at least twenty-eight (28) days prior to Elections Day:
 - a. One Returning Officer for each Electoral District
 - b. One Presiding Officer per Polling Station
 - c. One Poll Clerk per Polling Station
- 4.3 The Supervisor and Deputy Supervisor of Elections shall be responsible for duties outlined herein and for seeing that all elections personnel carry out their duties to the satisfaction of the Elections Commission.
- 4.4 The Returning Officer shall be responsible for the distribution of all Ballot Boxes and documents to his District in time for the scheduled start of the poll, and at the end of the poll for the collection and transport of same to the Supervisor of Elections.
- 4.5 The Presiding Officer shall be responsible for the physical arrangement of the Polling Station under his charge, shall attend to all relevant matters for the proper conduct of the poll and shall transport and deliver the Ballot Box to the Returning Officer of his District.
- 4.6 The Poll Clerk shall assist the Presiding Officer in the performance of his duties.
- 4.7 Polling Agents appointed by Candidates shall look after the interest of Candidates but shall not in any way obstruct the smooth process of the elections.

5. POLLING STATIONS

- 5.1 The Elections Commission shall determine the necessary number of Polling Stations in each Electoral District.
- 5.2 Polling Stations shall be open from 7:00am to 6:00pm on the date set for polling.
- 5.3 All voters who are on the compound of the Polling Station at 6:00pm shall be allowed to cast their votes.
- 5.4 The Elections Commission, having due regard for the number of voters and the distances to be covered by them, may set up Mobile Polling Stations.
- 5.5 Information regarding the location of a Mobile Polling Station after school hours and its itinerary during school hours must be given to voters at least twenty-eight (28) days prior to the elections.
- 5.6 Mobile Polling Stations shall not be closed before 6:00pm.
- 5.7 A Candidate shall have the right, either personally or through an Election Agent, to visit Polling Stations during the course of the elections, but may not in any way disrupt the process of the elections. The Candidate or his Election Agent shall not remain in the Polling Station together with his Polling Agent for more than five (5) consecutive minutes.

6. BALLOT PAPERS

- 6.1
 - a. The Elections Commission shall provide Ballot Papers listing for each post the names of the candidates in alphabetical order.
 - b. Each Ballot Paper shall contain spaces for registering the voter's 'X' or '√' mark, the Ballot Box number and the signature of the Presiding Officer.
 - c. Each Ballot Paper shall be divided into sections corresponding to the number of posts to be filled.
 - d. When considering spoilt ballots, each section of the Ballot Paper shall be considered a separate ballot.
 - e. Only the prescribed Ballot Paper shall be valid.
- 6.2 For each post the voter shall place an 'X' or '√' in pen or pencil, between the parallel lines, on the right hand side of the name of the candidate for whom he intends to cast his vote. Only one mark per section is allowed.
- 6.3 Each voter shall be entitled to one vote per candidate per post making a total of six votes for the six offices.
- 6.4
 - a. If a voter spoils a ballot by voting for the wrong candidate or in such a form that it is necessary to change the ballot paper the voter has a right to request another ballot paper and further instructions for voting. In such cases the Presiding Officer must use the Guidance Ballot to assist.
 - b. Spoilt Ballot Paper must be kept in an envelope marked "Spoilt Ballot" and a record must be kept on the prescribed form for "Irregularities".
- 6.5 If a Ballot Paper is suspect, the Presiding Officer shall not permit the voter to place the suspect ballot in the box. Each such ballot is to be placed in a separate envelope marked "Suspect Ballot". At the preliminary count these ballots will be mixed with the other ballots and counted.
- 6.6 A record of the number of suspect ballots must be kept on the form for "Irregularities".

7. VOTING PROCEDURE

- 7.1 The procedure to vote shall be as follows:

The voter shall:

- a. identify himself to the Poll Clerk, showing his Association Registration Card or Identification Card or Driver's Permit or Passport.
- b. collect a Ballot Paper from the Presiding Officer and sign next to his name on the Approved List or Supplementary List of Voters.
- c. mark the ballot in secret in the Polling Booth.

- d. fold the Ballot Paper in the Polling Booth and return to the Presiding Officer with the folded Ballot Paper for its identification.
 - e. place the ballot in the Ballot Box.
- 7.2 If a voter comes to vote and discovers that someone has voted in his name, he can, after presenting the required identification and taking an oath of identity be permitted to vote. The Presiding Officer shall then record this information on the form for “Irregularities.”
- 7.3 Voters who are handicapped in some way shall be allowed to vote with the assistance of the Presiding Officer in the presence of the Poll Clerk and Polling Agents.
- 7.4 No voter shall be allowed in the Polling Booth for more than three (3) minutes.

8. OFFENSIVE BEHAVIOUR

- 8.1 A voter or candidate or his agent is guilty of an offence who does any of the following:
- a. Influences or obstructs any voter by threats or force in the exercise of his right to vote;
 - b. Damages or destroys or willfully misplaces electoral material;
 - c. States falsely that a candidate has withdrawn from the election;
 - d. Makes or publishes any derogatory statements in relation to the personal character or conduct of a candidate or his family;
 - e. Attempts to break up an election meeting by behaving in a disorderly manner or by encouraging others to do so;
 - f. Remains in the polling station for more than five (5) consecutive minutes. (cf Appendix II 5.7).
- 8.2 The Elections Commission shall have the authority, after hearing the complaint, to report the matter to the Central Executive.

9. SPECIAL VOTING

- 9.1 The following persons shall be entitled to vote as Special Voters:
- a. A person who is a patient of a medical institution.
 - b. A person who is likely to be out of the country on Elections Day.
 - c. All Elections Personnel who are financial members if they are functioning outside their Polling Station.
- 9.2 Procedure for Special Voting - Non-Elections personnel:
- a. Non-Elections personnel who wish to vote as Special Voters shall apply in writing to the Elections Commission for permission.
 - b. Applications may be made in the period beginning from the fourteenth (14th) day after Nomination Day and ending fourteen (14) days before Elections Day.
 - c. In cases of emergency, applications made after the expiration of this period may be considered but each will be treated on its merit.
 - d. As soon as possible after the approval of an application a prescribed Ballot Paper shall be sent to the Special Voter.
 - e. All marked ballots must be returned by post to the Elections Commission at the address indicated to reach at least seven (7) days before Elections Day.
- 9.3 Procedure for Special Voting - Elections Personnel and Reassigned Voters:
- a. Elections Personnel, who are functioning outside of the Polling Station at which they are eligible to vote, may vote in the Polling Station at which they are working. In the preparation of this ballot at least two (2) witnesses must be present.
 - b. Voters, whose names appear on the Approved List of Voters but are working in a different Polling Division must be allowed to vote at the Polling Station for their present school, provided that each ballot is placed in a separate envelope marked “Reassigned Voter” and marked with the name and Association number of the voter and the former school and polling station number to allow for checking that the voter does not vote more than once.

- c. These ballots, once multiple voting has been discounted, shall be mixed together in one Ballot Box before being counted in the presence of the Supervisor of Elections.
 - d. At this time the Returning Officer shall cast his vote in the presence of the Presiding Officer.
- 9.4 All Special Votes shall be kept in a sealed and secured Ballot Box which shall be opened by the Supervisor of Elections in the presence of the candidates or their agents at the time of the Preliminary Count.

10. THE BALLOT BOX

- 10.1 Each Ballot Box shall be made from a durable material and shall contain a slot, which allows for the reception of the Ballot Paper but not its removal. There shall be a locking device and facility for inclusion of a seal.

11. STATEMENT OF THE POLL

- 11.1 At the close of the poll there shall be a preliminary count at each Polling Station. After this count each candidate or his agent shall be given a certified statement of the preliminary results signed by the Presiding Officer, the Poll Clerk and Polling Agents.
- 11.2 After the preliminary count the original of the certified statement of the results shall be placed in the Ballot Box with all other relevant documents. The box shall then be transported to the Returning Officer who will in turn transport all boxes and certified copies of the preliminary count from his District to the Supervisor or Deputy Supervisor of Elections.
- 11.3 In the event that a Ballot Box is lost or cannot be located the certified statement as issued will be accepted as representing the results of the poll at that Polling Station.

12. RESULTS

- 12.1 The results of the Preliminary Count shall be declared as soon as they are available.
- 12.2 a. Within twenty-four (24) hours of the declaration of the Preliminary Results a Recount can be requested in writing by any candidate with the reasons stated.
- b. The Recount shall be conducted in the presence of the Supervisor of Elections, and/or his deputy, and the candidate(s) or agent(s).
- 12.3 If twenty-four hours after the declaration of the Preliminary Results there is no request for a Recount, the Preliminary Results shall be deemed the Final Results.
- 12.4 If within twenty-four (24) hours of the declaration of the results of a Recount, these results are not challenged, the results of the Recount shall be deemed the Final Results.
- 12.5 a. If the results of the Recount are challenged, there shall be a Final Count.
- b. The decision of the Elections Commission in a Final Count shall be final.

APPENDIX III - DISCIPLINARY PROCEDURES

REGULATIONS GOVERNING THE DISCIPLINING OF ELECTED NATIONAL OFFICERS AND MEMBERS OF THE ASSOCIATION

1. A disciplinary charge must be laid in writing before the Disciplinary Committee. (cf Rule 21.1).

2. PRELIMINARY

- 2.1 (i) A member who is charged before the Disciplinary Committee must receive within fourteen (14) days a written copy of any charge laid.
- (ii) He shall have the right to defend himself, either personally or through a representative of his choice, at any hearing of the Committee.

2.2 Hearings

- (i) A hearing shall be scheduled for a date not later than twenty-one (21) days after the defendant has been given a copy of a charge.
- (ii) Both the person laying a charge and the defendant shall be summoned to the hearing of the Committee.

- (iii) The Committee shall take evidence from the member charged, and from such other sources as it considers pertinent.

2.3 Failure to Appear at a Hearing

- (i) If either party fails to appear at the scheduled hearing the matter shall be re-scheduled to a date not less than fourteen (14) days nor more than twenty-one (21) days from the date scheduled for the original hearing.
- (ii) If at the re-scheduled hearing the complainant fails to appear without sufficient cause, the matter shall be dismissed.
- (iii) If at the re-scheduled hearing the defendant fails to appear without sufficient cause, the matter shall be heard and determined in his absence. If a sufficient cause for his absence is presented, the hearing shall be re-scheduled for the earliest convenient date as determined by the Disciplinary Committee.

2.4 Committee Findings

Within two (2) working days of the determination of a matter the Chairman of the Disciplinary Committee shall disclose in writing the findings of the Committee to the complainant and the defendant and a copy shall be sent to the General Secretary of the Association.

3. ORDINARY MEMBER, NOT AN ELECTED NATIONAL OFFICER, FOUND GUILTY

- 3.1 When, after due process, the Disciplinary Committee finds an ordinary member guilty of a charge preferred against him, it shall impose such penalty as it deems appropriate in accordance with Rule 21.2.
- 3.2 An ordinary member found guilty by the Disciplinary Committee shall have the right to appeal to the Appeals Committee.
- 3.3 Should the member be found guilty by the Appeals Committee, he shall have the right to appeal to the Central Executive.
- 3.4 Should the Central Executive find the member guilty, he shall have right of final appeal to the General Council.

4. ELECTED NATIONAL OFFICER FOUND GUILTY

- 4.1 When, after due process, the Disciplinary Committee finds an Officer of the Association guilty of a **charge preferred against** him, the Officer shall be immediately suspended and the Committee shall submit a full report to the General Council at its next statutory meeting. If, in the opinion of the Disciplinary Committee, the matter is urgent enough, it may make representation for the calling of an Extraordinary Meeting of the General Council within three (3) weeks to determine the matter.
- 4.2 Where, in the opinion of the General Council, an offence is not sufficiently serious to warrant impeachment the Council may itself reprimand, fine, suspend the Officer on half-pay from Office for a period not exceeding one (1) month, or determine some other appropriate penalty, other than dismissal from Office, suspension of membership or expulsion from the Association.
- 4.3 An Officer who has been disciplined by the General Council in accordance with Regulation 4.2 above shall have the right of final appeal to the Special Tribunal.

5. IMPEACHMENT

- 5.1 Should the General Council decide by a majority vote of not less than two-thirds (2/3) of its members that any charge proven against an Officer is sufficiently serious, it shall impeach the Officer before the Special Tribunal of the Conference of Delegates.
- 5.2 If the impeached Officer is found guilty by the Special Tribunal, he shall be dismissed from Office. In addition he may be suspended from the Association for a specified period of time, or expelled.
- 5.3 An impeached Officer found guilty has the final right of appeal to the Conference of Delegates.

6. APPEALS

- 6.1 An Officer or member who has been disciplined and wishes to appeal must file the appeal in writing with the General Secretary within three (3) weeks of the decision against which he is appealing, the grounds for the appeal being stated.
- 6.2 Notice of the appeal, together with all the relevant documents, must be forwarded by the General Secretary to all members of the appropriate appellate body.
- 6.3 An Officer or member has the right to appear, either personally or through a representative of his choice, before the appropriate appellate body to argue his appeal.
- 6.4 The hearing of an appeal must be scheduled within three (3) weeks of the date on which the notice of appeal was filed with the General Secretary except in the case when the Conference of Delegates is itself the appellate court, in which case a Special Conference must be convened not more than thirty (30) days, not including periods of school vacation, after the date on which the appeal was filed with the General Secretary.
- 6.5 An Officer who appeals his dismissal from Office shall have his sentence suspended until the determination of his appeal. In the meantime he shall continue to be suspended from Office without pay, and the General Council may appoint a replacement in accordance with Rule 8.11 vi)c).

APPENDIX IV - RULES AND AGENDA - CERTAIN STATUTORY MEETINGS

1. AGENDA FOR THE ANNUAL GENERAL MEETING OF THE DSRA's

1. Registration of Staff Representatives
2. Meeting called to order - Chairman
3. Chairman's Remarks
4. Adoption of minutes of previous Annual General Meeting and related matters arising therefrom
5. Adoption of Reports:
 - (a) District Field Officer's Report
 - (b) District Annual Report
 - (c) Financial Report
6. Election of:
 - (a) District Executive in accordance with Rule 8.4 (i)
 - (b) Delegates to Central Executive, General Council and Conference of Delegates in accordance with Rule 8.5 (i) to (v)
7. Installation
8. Close of meeting

2. AGENDA FOR STATUTORY GENERAL COUNCIL MEETINGS

1. Registration of Delegates
2. Declaration of quorum by Chairman - Credentials Committee
3. Meeting called to order
4. President's Opening Remarks
5. Minutes
6. Business of Minutes
7. Reports from Treasurer
8. Reports from Standing Committees/Other Committees
9. Appointment of Standing Committees where appropriate
10. Motions/Resolutions
11. Other Business
12. Close of Meeting

3. RULES AND AGENDA FOR THE ANNUAL CONFERENCE OF DELEGATES

3.1 RULES FOR THE CONFERENCE

- (i) The Annual Conference of Delegates shall be held during the month of October each year. (cf Rule 8.9 (ii)).
- (ii) Districts shall bid two (2) years in advance to host the Conference.
- (iii) The Conference shall be presided over by the President of the Association assisted by the other Elected National Officers of the current term.
- (iv) Notice of the date, venue and time of the Conference shall be posted to member delegates by the General Secretary not less than three (3) weeks before the date fixed for the Conference.

- (v) This Notice shall be accompanied by the Minutes of the previous Conference, the Agenda for the current Conference, an audited Financial Statement for the year just completed and such notes and documents as may assist member-delegates in their deliberations on the business of the Conference.

3.2 AGENDA FOR THE ANNUAL CONFERENCE OF DELEGATES

1. Registration of Delegates
2. The Meeting is called to order by the President
3. Roll Call and Declaration by the Chairman of the Credentials Committee that the credentials of the Delegates are in order
4. Adoption of the Minutes of the previous Conference and matters arising therefrom
5. Formal Opening
 - (a) Ceremonial Installation
 - Newly Elected National Officers
 - Members of the Central Executive and General Council
 - (b) Address of the President of the Association
6. Report of Central Executive
7. Audited Financial Report
8. Ratification of Interpretation of Rules
9. Discussion on Conference Theme
10. Appointment of Standing Committees where appropriate
11. Appointment of Auditors
12. Appointment of Trustees
13. Rebates to Districts
14. Determination of limits of authority of the President and Treasurer, Central Executive or General Council in extra-ordinary expenses and in the making of investments. (cf Rules 13.5 and 13.8)
15. Resolutions of which due notice had been given before hand
16. Close of Conference

APPENDIX V - THE ASSOCIATION POLICY STATEMENT

1. All the various levels of administration within the Association shall keep in mind that the main interest of the Association is the promotion of the cause of education through the welfare of its own members. In seeking this end, the Association shall give its primary attention to the professional advancement of the members. For this reason the Standing Committee for Professional Advancement shall be regarded as the most important of the Association's Sub-Committees, and the greatest care shall be taken to see that this Committee functions at all times as it should.
2. Because of the intrinsic importance of this Committee, it shall be chaired by the First Vice-President of the Association.
3. Sufficient funds shall be allocated to this Committee for the efficient performance of its duties.
4. It is the policy of the Association that teachers at all levels be encouraged to keep abreast of modern advances in their respective disciplines. It is therefore incumbent on the Standing Committee for Professional Advancement to organise evening and/or summer courses for members of the Association.
5. It is the policy of the Association to seek to have the evening and summer courses for teachers recognised by the University and other Governing Bodies towards the acquisition of further certification.
6. The Association shall also seek to have the Ministry of Education implement a system of sabbatical leave whereby teachers may attend full-time courses from time to time.
7. It is the policy of the Association to encourage a system of incentives, such as additional remuneration by the Employer, for teachers to undertake further courses, designed to equip them better for the essential role they play in the physical, moral, intellectual and social advancement of their charges.
8. The Association shall at all times encourage the formation of interest groups which would monitor curricula and procedures in the various educational disciplines.
9. The Association shall seek to have evidence of professional training a necessary part of the qualifications of prospective teachers. It shall encourage those teachers already in the Teaching Service, but without qualifications as professional teachers, to seek those qualifications at the earliest opportunity, at least by in-service training, unless the Association is satisfied that the experience of the teacher concerned is an adequate alternative to professional training.
10. The Association shall seek to have established suitable criteria for the proper assessment of academic and professional qualifications, and shall monitor the application of these criteria in individual cases.

11. The Association accepts that neither its Officers nor its members should be left out of pocket because of travelling they undertake on its behalf. It is therefore the policy of the Association to entertain claims for travelling and subsistence submitted by members, or other persons, travelling on its business. Principles governing these claims shall be determined from time to time by the General Council, and provision for these allowances shall be made by the Treasurer in preparing the Annual Budget.
12. Where meetings of different administrative bodies or committees of the Association have to be abandoned because of the lack of a quorum, to profitably utilize the time of members present at such meetings, informed discussions should ensue and the views, suggestions and consensus of those assembled be canvassed for the guidance of the relevant body or committee until the next properly constituted meeting.
13. TTUTA shall seek to have all posts listed in Appendix I SCHEDULE B included in the Bargaining Unit.
14. (i) TTUTA shall seek to have all members in the Bargaining Unit/s join the Association.
(ii) The Association will not provide legal representation to a member who joined the Association seeking representation on a matter which took place while he was a non-member.
15. TRADE UNION RIGHTS OF TEACHERS (adopted WCOTP 1984 and by TTUTA 1985)
 - 15.1 Freedom of association is a fundamental civil right, and an indispensable condition for a democratic society.
 - 15.2 TTUTA takes note of, and endorses, a Convention adopted without opposition by the International Labour Conference in 1970 which states *inter alia*, that:

“there exist firmly established, universally recognised principles defining the basic liberties which should constitute a common standard of achievement for all peoples and for all nations”.

and which explicitly lists the following, embodied in the Universal Declaration of Human Rights, as fundamental rights essential for the exercise of freedom of association:

 - (i) the right to freedom and security of the person and freedom from arbitrary arrest and detention;
 - (ii) freedom of opinion and expression, and in particular freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers;
 - (iii) freedom of assembly;
 - (iv) the right to a fair trial by an independent and impartial tribunal;
 - (v) the right to a protection of the property of trade union organisations.
 - 15.3 (i) Freedom of association must, for teachers, mean the right to form free and independent organisations for the promotion and defense of their rights and interests.
(ii) Freedom of assembly must, for teachers, mean the right of representatives of Teachers’ Organisations and or/their members to assemble for the purpose of conducting their legitimate business; and hold public assembly for the furtherance of their just cause; to hold meetings at their place of work or other appropriate venues outside normal working hours.
(iii) Freedom of opinion and expression must, for teachers, mean the right of Teachers’ Organisations to express opinions and publish views without restriction or interference by the public authority through legislation or any other means.
 - 15.4 Considering the nature of teaching, the protection of the professional freedom of teachers against all forms of harassment and intimidation must be recognised as a necessary and legitimate function of their organisation.
 - 15.5 Teachers’ Organisations must enjoy guarantees against interference by the employer or by the public authorities in conducting their activities and managing their affairs in accordance with the mandate given by their members.
 - 15.6 Teachers, whether employed in the public or the private sector, must have legislative guarantees of the exercise, through their organisations of:

- (i) the right to negotiate salaries and conditions of work on the basis of equality with their employers;
 - (ii) the right to conclude collective agreements;
 - (iii) the right of access to an impartial process for the resolution of impasse in negotiations;
 - (iv) the right to take industrial action, including strike, as a means of creating conditions for negotiations on an equal footing.
- 15.7 The exercise of the above rights must not be interfered with by the public authorities through legislation or by any other means.
- 15.8 Teachers' Organisations should be consulted on all matters of educational policy, and must have the right to appoint their own representatives for this purpose.
- 15.9 Teachers must have protection against arbitrary action by their employers on disciplinary grounds, or on any other pretext, and must have firm guarantee of recourse to impartial judicial or quasi-judicial processes in any matter affecting their employment status. Teachers' Organisations must have the right to participate in establishing disciplinary machinery according to fair and objective criteria.
- 15.10 Teachers' Organisations must have the right to affiliate to International Organisations of their own choosing, and to communicate freely with such organisations and participate in their activities.
- 15.11 Teachers' Organisations must promote the ratification and observance of the I.L.O. Conventions most frequently used by teachers.
16. Adequate provisions shall be made within the Association for full debate on any issue, and as far as possible these provisions should be used in preference to the public media on potentially divisive issues.
17. Membership dues shall be fixed at 1% of the minimum base salary applicable to Grade 3 of the Teaching Service Pay Scale, in the final year of the Collective Agreement, rounded off to the nearest five (5) dollars.

This provision shall be subject to **Rule 8.9 (iii) (b)** and **Rule 8.10**.

APPENDIX VI

STANDING ORDERS FOR MEETINGS OF CENTRAL EXECUTIVE, GENERAL COUNCIL AND ANNUAL CONFERENCE OF DELEGATES

1. QUORUM

- (a) Sessions of Central Executive, General Council and Annual Conference of Delegates shall begin and end at the time fixed. If after:
 - (i) Forty-five (45) minutes have elapsed after the time fixed for a start and there is not a quorum of the Central Executive, the meeting shall be postponed in keeping with the provisions of the Constitution.
 - (ii) Forty-five (45) minutes have elapsed after the time fixed for the start there is not a quorum of the General Council, the meeting shall be postponed in keeping with the provisions of the Constitution.
 - (iii) Sixty (60) minutes have elapsed after the time fixed for the start and there is not a quorum of the Conference of Delegates, the meeting shall be postponed to a date and time to be fixed by the Central Executive.
- (b) At the beginning of sessions, it shall be the duty of the Credentials Committee, the Third Vice President or the General Secretary, to ascertain and declare when the session is duly constituted.
- (c) All sessions shall be presided over by the President or in his absence, the Vice-Presidents in order. In the absence of the President or all of the Vice-Presidents, the meeting shall be chaired by the General Secretary and a pro tem Secretary appointed.

2. MOTIONS AND AMENDMENTS

- (a) When a motion has been presented for debate the question shall be open for discussion by the meeting. Every amendment must be seconded and any amendment not seconded shall not be discussed.

- (b) No motion or amendment to the motion shall be proposed which is the same in substance as any question which, during the same session, has been resolved in the affirmative or negative, and no question shall be re-opened, except by notice of motion, at a subsequent session.
- (c) A motion, having been proposed, may be amended by omitting certain words, or by leaving out certain words in order to insert or add other words, or by inserting and adding other words.
- (d) When an amendment to a motion has been moved and seconded, it shall be stated from the Chair, and then the debate may proceed on the original motion and the amendment together, but, the question raised by the amendment being a new one, any delegate may speak to that question though he has spoken to the original motion.
- (e) Whenever any amendment is made upon any motion, no second amendment shall be taken into consideration until the first amendment is disposed of. If that amendment is carried, it shall then be put as a substantive motion upon which a further amendment may be moved to the original question, but only one amendment shall be submitted for discussion at one time. For the purpose of this Standing Order, a motion to adjourn the meeting or the debate shall not be considered as an amendment.
- (f) Every proposed amendment to a motion must be relative to the motion under discussion and must be stated to the Chair before the mover speaks thereon.
- (g) No amendment to a motion shall be received which amounts merely to a negative.
- (h) No member may move or second more than one amendment to any motion.

3. **DEBATE ON MOTIONS/AMENDMENTS**

- (a) The meeting may limit the time allowed to each speaker except on procedural questions, when the Chair shall limit each intervention to a maximum of five (5) minutes. When a delegate exceeds the allotted time, the Chair shall call that delegate to order without delay.
- (b) The mover of a motion on speaking shall address the Chair and his speaking time must not be more than ten (10) minutes.
- (c) No member, other than the mover of the motion, shall be allowed to speak longer than seven (7) minutes except by vote of the Meeting.
- (d) When it appears that a motion has been fully discussed, the Chairman shall put the matter to the vote. In the event of a tie, the Chairman shall use his casting vote to resolve the issue.
- (e) The mover of a motion shall have the right, if he so desires, to speak for not more than five (5) minutes at the close of debate on his motion, provided that his speech shall be a summary or refutation of the arguments and not merely the opening of a new debate, and further provided that no additional discussion of the motion shall be allowed after the mover has thus closed the debate.
- (f) The Chairman's decision shall be final as to whether or not a speaker is introducing a new debate in his closing remarks.
- (g) Observers shall not be allowed at meetings of the Central Executive, but can attend and participate in meetings of the General Council, Annual Conference or a Special Conference but without the right to vote.
- (h) No member may speak twice to a question before the meeting except that members may, with the permission of the Chair;
 - (a) ask a question
 - (b) reply to a question
 - (c) make a personal explanation, or
 - (d) reply to a misrepresentation of a material part of their own speeches, but shall not introduce any new matter.
- (i) No member may speak to any question after it has been put by the Chair.
- (j) The proposer of any original motion shall have a right to reply at the close of the debate upon such motion, immediately before it is put to the vote. If an amendment is proposed, the proposer of the original motion shall be entitled to reply at the close of the debate upon the amendment. A member exercising a right to reply shall not introduce a new matter. After every reply to which this Standing Order refers, a decision shall be taken without further discussion. The proposer of an amendment (including an amendment which, having been carried, has become a substantive motion) shall not be entitled to reply.

4. PRECEDENCE BY CERTAIN OFFICIALS

With permission from the Chair the Elected National Officers, Tobago Officer or Appointed Officers may make statements at any time to the meeting concerning any question under consideration that falls within their portfolio. When reports are being discussed, the presenter of the report may be accorded precedence at any time for the purpose of explanation.

5. INTERRUPTION OF DEBATE

The debate on a question may be interrupted:

- (a) by a point of order;
- (b) by a motion for reading an official document relevant to the question;
- (c) by the presenter of a report under debate.

6. POINTS OF ORDER

- (a) In case of continued irrelevance or tedious repetition, or any action on the part of any member contrary to the decorum of the debate, the Chairman may call such member to order.
- (b) The member may be permitted to state his cause by an appeal to the meeting through the Chair.
- (c) Any other member may also cause such member to cease speaking by addressing the Chair saying "I rise on a point of order."
- (d) The point of order shall be immediately decided by the Chair in accordance with the Standing Orders.
- (e) A delegate may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote, and the ruling of the Chair shall stand, unless overruled by a majority of the delegates present.
- (f) A delegate raising a point of order may not speak on the substance of the matter under discussion at the time of raising the point of order.
- (g) The Chairman shall decide whether a member is in order and his decision shall be final. He has also the power to decline to put from the Chair any amendment, which is out of order.
- (h) If member, when out of order, and/or who refuses to sit or to cease speaking when called to order by the Chair, he shall be named by the Chair.
- (i) If disorder should arise, the Chairman acting on his own discretion can vacate the Chair and announce the adjournment of the meeting for a specified time and by that announcement the meeting shall immediately adjourn and no business subsequently transmitted will be valid.
- (j) If disorder continues after an adjournment arising out of an incident when a member is named, then the Chairman shall have the right to suspend the meeting.

7. ORDER OF PROCEDURAL MOTIONS

The following motions shall have precedence in the following order over all other proposals or motions before the meeting:

1. to suspend the meeting.
2. to adjourn the meeting.
3. to adjourn the debate on the item under discussion.
4. to close the debate on the item under discussion.

8. ADJOURNMENT OF DEBATE

During the discussion of any matter, but only at the conclusion of a speech, a delegate may move the adjournment of the debate on the item under discussion. The motion shall be put to the vote immediately but amendments as to the time, date and place of the adjourned meeting for the resumption of the debate are permissible.

9. CLOSURE

- (a) At the close of any speech, a delegate who has not already spoken to the question may move, without debate, "that the question be now put" and unless the Chair rules otherwise, if this is seconded and carried, the question under discussion shall be put forthwith.
- (b) After the carrying of the motion "that the question be now put" no question shall be allowed but the right to reply by the mover of the original motion shall not be affected.

- (c) Where an amendment to a motion is under discussion the closure motion shall apply only to the amendment, and shall not be taken on the main question until the amendment has been disposed of, unless the Chair is of the opinion that the time has come when the main question may be fairly put.

10. DIVISION OF PROPOSALS AND AMENDMENTS

- (a) The Chair may order a complicated question to be divided or a delegate may move that parts of a proposal or an amendment shall be voted on separately.
- (b) If objection is made to the request for division, the motion for division shall be voted upon.
- (c) If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole.
- (d) If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

11. WITHDRAWAL OF MOTIONS AND AMENDMENTS

A motion or amendment having been seconded and put by the Chair for discussion cannot be withdrawn without the consent of the mover and seconder of the motion or amendment to the motion.

12. RECORD OF PROCEDURE

The General Secretary shall keep a record of every vote and proceedings of meetings. The number of votes for any motion shall be recorded before any other motion or any other business shall be attempted.

13. GENERAL

Any of these Standing Orders may be suspended by a majority vote of the meeting.