

CONSTITUTION

OF THE



**TRINIDAD AND TOBAGO
ASSOCIATION OF PSYCHOLOGISTS**

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ARTICLE I

NAME AND OBJECTIVES

1. There is established an association of psychologists.
2. The name of the Association shall be the 'TRINIDAD AND TOBAGO ASSOCIATION OF PSYCHOLOGISTS' (hereinafter referred to as "TTAP"). It shall be a non profit organization pursuant to and in accordance with the laws of the Republic of Trinidad and Tobago.
3. Our mission shall be to promote the advancement and diffusion of knowledge of psychology and to establish ourselves as the main professional association representing psychologists in Trinidad and Tobago.
4. The Principal Aims and Objectives of TTAP shall be:-
 - a. to promote and protect the general and professional welfare of psychologists,
 - b. to promote and maintain the honour and interests of the profession of psychology,
 - c. to promote the concept of total wellness as it pertains to the psychological well being of all persons,
 - d. to promote the enactment of legislation relating to the professional practice of psychology and to speak on behalf of psychologists with regard to legislative action,
 - e. to represent and speak on behalf of psychologists with allied professional, governmental and non-governmental groups and the public,
 - f. to maintain and improve the standards of ethical conduct and proficiency in the practice of psychology through a Code of Ethics,
 - g. to support continuing education and research in the field of psychology through publications, seminars, workshops and other related activities,

- h. to represent the interests of psychologists of Trinidad and Tobago in local and international bodies,
- i. to maintain a register of practicing psychologists with any accompanying information deemed by the Association to be appropriate and in the interest of the public,
- j. to promote good relations within the profession, between the profession, and other professional bodies and the public generally,
- k. to promote good relations between the profession and professional bodies in other countries and to participate in the activities of any international body or association of psychologists and to become a member thereof,
- l. to engage in publications, seminars, workshops, and other activities for the purpose of disseminating information and knowledge of psychology in the interest of general human welfare and development; and
- m. do all such other lawful things as are incidental or conducive to the achievement of the foregoing aims and objectives.

ARTICLE II

MEMBERSHIP AND CONDITIONS OF MEMBERSHIP

1. There shall be the following seven (7) categories of members:

Member
Graduate Member
Fellow
Student Member
Affiliate Member
Affiliate Group Member
Honorary Member

2. **MEMBER**

- (a) An applicant shall be eligible to be a Member of TTAP, once s/he has obtained a B.A. or B. Sc. degree in Psychology from an institution recognized by the Accreditation Council of Trinidad and Tobago (ACTT) or any equivalent accrediting body in Trinidad and Tobago.
- (b) Applicants shall submit an application on the prescribed form to the Secretary and shall also submit payment of the application fee, subscription and such other membership fee as the Executive may from time to time determine.

3. **GRADUATE MEMBER**

- (a) An applicant shall be eligible for graduate membership in TTAP, once s/he has obtained a minimum of a Masters degree in Psychology from an institution recognized by ACTT or any equivalent accrediting body in Trinidad and Tobago.
- (b) Applicants shall submit an application on the prescribed form to the Secretary and shall also submit payment of the application fee, subscription and such other membership fee as the Executive may from time to time determine.
- (c) Graduate members may carry the letters m.t.t.a.p. after their names.

4. FELLOW

- (a) Any Member who is in good standing and who enjoys high academic achievement as well as successful professional experience for at least fifteen (15) years shall be eligible for nomination as a Fellow.
- (b) A member shall become a Fellow upon acceptance of his/her nomination by the Executive and upon payment of the subscription and such other membership fee as the Executive may from time to time determine.
- (c) Fellows shall have 50% discount on all paid TTAP events.
- (d) Fellows may carry the letters f.t.t.a.p. after their name

5. STUDENT MEMBER

- (a) Any student who is enrolled in a Psychology degree programme or any related field and who accepts the aims, objectives and principles of TTAP and is committed to the furtherance of Psychology and/or related fields shall:
 - (i) be eligible to apply for Student Membership of TTAP; and
 - (ii) become a student member upon:
 - (a) submission of an application on a prescribed form to the Secretary accompanied by a letter confirming enrollment in an ACTT accredited institution; and
 - (b) payment of the subscription and such other membership fee as the Executive may from time to time determine.
 - (c) A student may transfer to any other category of membership upon satisfaction of conditions of that membership.

6. AFFILIATE MEMBER

- (a) Membership based on discretion of the TTAP Executive and TTAP Membership Committee.
- (b) Affiliate members can hold the following offices on the TTAP Executive: Assistant Secretary, Treasurer or Public Relations Officer.
- (c) Affiliate members can serve on TTAP Committees.

7. AFFILIATE GROUP MEMBER

- (a) Any national or international organization which accepts the aims, objectives and principles of TTAP and is committed to the furtherance of Psychology and/or related fields shall:
 - (i) be eligible to apply for Affiliate Group Membership of TTAP; and
 - (ii) become an Affiliate Group Member upon:
 - (a) submission of an application on the prescribed form to the secretary accompanied by a Certified Copy of its Constitution and Regulations, if any and a list of its Officers; and
 - (b) payment of the application fee, subscription and such other membership fee as the Executive may from time to time determine.
 - (c) Affiliate Groups can send three (3) Group representatives with one (1) voting right to the Annual General Meeting or Special Meetings. The person with the voting right shall be declared to the chairman, before voting commences.

8. HONORARY MEMBER

- (a) Any person who has made commendable contributions to the furtherance of the profession of Psychology or to TTAP shall be eligible for nomination as an Honorary Member.
- (b) The name of such person shall be submitted to the Executive for approval.
- (c) An Honorary Member shall be exempt from payment of annual subscription but shall not have any voting rights nor be eligible to hold office in TTAP.

9. CONDITIONS OF MEMBERSHIP

- (a) Membership shall be at the discretion of the Membership committee
- (b) The membership committee shall meet quarterly and shall comprise:
The Public Relations Officer,
the Secretary,
the Treasurer, and
two senior members from the Membership Sub-Committee

- (c) The membership process shall be complete once:
 - i. Application form
 - ii. Application fee
 - iii. Original documents
 - iv. Appropriate subscription feehave been approved by the membership committee
- (e) All categories of member except Affiliate Group Member shall receive on admission a Membership I.D. Card.
- (f) All Affiliate Group Members shall receive upon admission, a Certificate of Affiliated Membership signed by the President and the Secretary.

ARTICLE III

SUBSCRIPTION

1. Annual subscriptions are due at the Annual General Meeting and shall be as follows:

Member	-	\$300
Graduate Member	-	\$300
Fellow	-	\$300
Student Member	-	\$100
Affiliate Member	-	\$300
Affiliate Group Member	-	\$1000
Honorary Member	-	Exempt from annual subscription

or such other sum as the Executive shall in its discretion fix provided that such amendment shall be by a two-thirds majority of the Executive.

2. Any person who pays the subscription upon becoming a member will be financial for the remainder of the year.
3. Any member who has not paid the annual subscription shall not have any voting rights at meetings nor shall he/she be entitled to hold office or to enjoy the benefits of TTAP.
4. Any member whose subscription is at least six (6) months in arrears shall be removed from the List of Members until such time as they are once more in good financial standing.
5. Any member whose subscription has lapsed for at least more than twelve (12) months will be required to pay a \$100 late fee in addition to any outstanding subscription arrears. Only thereafter will their membership be reinstated.

ARTICLE IV
THE EXECUTIVE

1. The day to day administration of TTAP shall be run by an Executive comprising:
 - (i) A President
 - (ii) Immediate Past President
 - (iii) A Secretary
 - (iv) An Assistant Secretary
 - (v) A Treasurer
 - (vi) A Public Relations Officer
 - (vii) A President Elect
2. Four members shall form a quorum. If a quorum is not present within 30 minutes of the time fixed for a meeting of members, the persons present and entitled to vote may adjourn the meeting to a fixed place and time not later than four weeks thereafter but may not transact any business; and if at the adjourned meeting, a quorum is not present within thirty minutes of the appointed time, the members present constitute a quorum for the purposes of fixing another adjourn date. Those members who are present at the next meeting shall constitute a quorum for the purpose of conducting any business.
3. The President or, in his/her absence, the Immediate Past President, shall chair the Meeting of the Executive, and in the absence of both the President and the Past President, the Meeting shall elect its own Chairman.
4. The Executive shall meet at least six (6) times per year.
5. Voting shall be by secret ballot or by show of hands and in the event of a tie in the votes the President shall have the casting vote.
6. The Executive shall regulate its own procedure and conduct its business.
7. The President, President-Elect and Immediate Past President shall hold office for one (1) year, and shall not be eligible for re-election to the same post for a further period of one (1) year except when appointed for an interim term. After one (1) year the President-Elect becomes the President and the out-going President becomes the Immediate Past President.

8. The Immediate Past President shall assist the President with conducting the affairs of the Organization.
9. The President Elect shall be available to assist the Executive, and shall understudy the President and be assigned duties and responsibilities as deemed necessary by the Executive.
10. The Secretary, Assistant Secretary, Treasurer and Public Relations Officer shall hold office for two (2) years and shall not be eligible for re-election to the same post for a further period of two (2) years.
11. An office of the Executive shall be declared vacant where the member:
 - (a) resigns by giving the Secretary written notice;
 - (b) is absent without notifying the Secretary for three (3) consecutive meetings; after three consecutive absences the office will be reviewed.
 - (c) is unable to carry out his/her functions as outlined by the constitution or to the satisfaction of the general membership; or
 - (d) is guilty of misconduct.
12. The Executive shall declare an office vacant at a meeting of the Executive and appoint an interim office holder until the next Annual General Meeting when an election shall be held to fill such office.
13. The member has the right to appeal based on the provisions in Article XIV.
14. The President, the Secretary and the Treasurer shall be the Signing Officers of TTAP.
15. The President Elect shall understudy the President and be assigned duties and responsibilities as deemed necessary by the Executive. S/he shall be available to learn from and assist the President.

ARTICLE V

POWERS OF THE EXECUTIVE

The Executive of TTAP shall have the following among other powers:

- (a) to manage the affairs of TTAP,
- (b) to co-opt additional members not exceeding three (3) in number to serve as additional members of the Executive,
- (c) to appoint members to a standing and other committees of TTAP for the purposes of studying and reporting upon such matters as may be designated for their attention,
- (d) to delegate to a committee of members of TTAP any of the functions of the Executive from time to time,
- (e) to make regulations, which shall be subject to ratification at a Special Meeting, and to give directions for the purpose of regulating the conduct of the affairs of TTAP,
- (f) to interpret the provisions of the Constitution of TTAP and any regulation made thereunder, and
- (g) to do all acts and things which, may be necessary or conducive to the proper management of TTAP and the governance of its affairs.

ARTICLE VI
THE SECRETARY

The Secretary shall:

- (a) convene all meetings,
- (b) record and keep the minutes of all the meetings of TTAP,
- (c) keep a Register of members,
- (d) be responsible for all documents and correspondence of TTAP,
- (e) present a comprehensive report at the Annual General Meeting of the activities of TTAP for the term of office of the Executive, and
- (f) perform other duties as prescribed by the President and/or Executive.

ARTICLE VII

THE ASSISTANT SECRETARY

The Assistant Secretary shall:

- (a) assist the Secretary in conducting his/her duties as outlined above,
and
- (b) perform other duties as prescribed by the President and/or Executive.

ARTICLE VIII

THE TREASURER

The Treasurer shall:

- (a) be responsible for all monies and financial transactions of TTAP,
- (b) keep proper accounts,
- (c) collect annual subscription and membership fees from members,
- (d) communicate with those members with dues outstanding,
- (e) arrange for an independent audit of the finances of TTAP on a yearly basis to coincide with TTAP's financial year,
- (f) present a comprehensive annual financial report including the audited balance sheet and statement of accounts to the Executive and at the Annual General Meeting, and
- (g) perform other duties as prescribed by the President and/or Executive.

ARTICLE IX

THE PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- a) be responsible for:
 - 1. promoting the Association; and
 - 2. increasing membership
- b) send out seminar, workshop and training announcements, promoting the Association and its activities to all stakeholders,
- c) be responsible for developing promotional activities and materials,
- d) liaise with the media and/or public, i.e. respond to inquiries, arrange interviews with journalists, prepare and distribute news releases and make statements, in collaboration/ after consultation with the Executive,
- e) oversee production of visual (film or video) and audio electronic material, including managing an internet web site,
- f) and perform other duties as prescribed by the President and/or Executive.

ARTICLE X

PROPERTY OF TTAP

TTAP shall receive, keep, invest and disburse funds and hold property in such manner as the Executive may by resolution determine.

ARTICLE XI

ANNUAL GENERAL MEETING

1. The Annual General Meeting of TTAP shall be held in the month of October of each year.
2. The President or, in his/her absence, the President Elect shall be chairman of the meeting and in the absence of the President and the President Elect, the meeting shall elect its own chairman.
3. The quorum of the Annual General Meeting shall be one third of the financial members.
4. The following shall be the business to be conducted at the Annual General Meeting:
 - (a) to elect the Executive of TTAP by a nomination process,
 - (b) to receive the Treasurer's report, which should include the status of TTAP's accounts,
 - (c) to receive a report of the year's work from the Secretary,
 - (d) to receive a written report from the President and Public Relations Officer, and
 - (e) to receive a report from the subcommittees.
5. All other meetings of TTAP shall be Special Meetings.
6. Voting at meetings shall be by secret ballot or show of hands.
7. If within thirty (30) minutes of the time fixed for the Annual General Meeting the quorum shall not be present, the meeting shall stand adjourned for one (1) week at the same time and place and those then present shall form a quorum.

ARTICLE XII

SPECIAL MEETINGS

1. A Special Meeting shall be called upon the requisition of the Executive or upon the written requisition of one third of the financial members of TTAP to the Secretary stating the business to be discussed at such meeting and any resolution which the requisitionists may wish to propose. Unless specifically set out in the requisition for the meeting, no business other than that proposed by the requisitionists shall be discussed.
2. Upon the receipt of a requisition for a Special Meeting, the Secretary and/or the Executive shall make arrangements for the holding of the meeting as promptly as possible and in any event not later than 14 working days after the receipt of such requisition. Notice of such meeting must be given not less than 7 working days before the holding of such meeting.
3. The quorum for a Special Meeting shall be one third of the financial members.
4. If within thirty (30) minutes of the time fixed for the Special Meeting the quorum shall not be present, the meeting shall stand adjourned for one (1) week at the same time and place and those then present shall form a quorum.

ARTICLE XIII

MISCONDUCT

1. Any act or omission which contravenes the TTAP Ethical Principles of Psychologists and Code of Conduct and/or brings TTAP and its members into disrepute shall constitute misconduct.
2. When a complaint of misconduct is brought to the attention of the Executive, the Executive shall refer to the Investigative Committee, in accordance with Article XIV clause 2,
3. The Committee shall afford the member against whom a complaint is lodged an opportunity to be heard.
4. Upon conclusion of its investigations, the Committee shall make recommendations to the Executive as to what action, if any, is to be taken.
5. A member who is not satisfied with the recommendations of the Committee shall be entitled to appeal to the Executive.
6. The members of the Executive appointed to the investigating Committee shall not vote at the hearing of such an appeal.

ARTICLE XIV

APPEAL BOARD

1. In accordance with Article IV clause 10, an appeal board shall comprise five members: at least 2 Fellows and 3 Graduate members, to be voted on at the AGM, and to serve a term of one year.

2. The members appointed to the Appeal Board may also serve as the Investigative Committee in accordance with Article VIII clause 2.

ARTICLE XV

FUNDS OF TTAP

1. The Treasurer shall deposit all TTAP funds in a bank named by the Executive.
2. TTAP funds shall be withdrawn only with the signature of the Treasurer and any of the other Signing Officers.

ARTICLE XVI

AMENDMENT OF THE CONSTITUTION

No amendment of the Constitution shall be made except by a two-thirds majority of the votes cast by members of TTAP present at a Special Meeting held for that purpose.

ARTICLE XVII

STATUTES AND RULES

- (1) Every member shall accept and at all times observe and uphold the Constitution of TTAP and adhere to the Regulations from time to time made and promulgated by the Executive and ratified at a Special Meeting.

- (2) The Executive may, after, considering any application, grant or refuse membership.

ARTICLE XVIII

INTERPRETATION

The decision of the Executive of TTAP as to any question of interpretation of this Constitution and any regulations made thereunder shall be conclusive and binding on members.

ARTICLE XIX

This Constitution was approved at a Special Meeting of the membership by a two-thirds majority vote on Saturday 25th October, 2008.

Asha Francis
Secretary

Date: _____