

CONSTITUTION

OF THE



TRINIDAD AND TOBAGO

ASSOCIATION OF PSYCHOLOGISTS

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ARTICLE I

DEFINITIONS

Psychologist:

ARTICLE II

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 III

MEMBERSHIP AND CONDITIONS OF MEMBERSHIP

There shall be the following nine (9) categories of members:

Student Member
Student Associate Member
Member
Full Member
Associate Member
Affiliate Member
Affiliate Group Member
Fellow
Honorary Member

For those transferring to another category of Membership, the following represents the prescribed route:

Psychology: Student → Member → Full Member
Related Field: Student Associate → Associate → Affiliate

1. STUDENT MEMBER

- (a) Any student who is enrolled in a Psychology undergraduate degree programme 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;
 - (ii) be eligible to transfer to any other category of membership upon satisfaction of conditions of that membership; and
 - (iii) be eligible to serve on committees of TTAP, but shall not be eligible to serve on the Executive.
 - (iv) have voting rights in TTAP

2. STUDENT ASSOCIATE MEMBER

- (a) Any student who is enrolled in an undergraduate degree programme in a field related to psychology 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 Associate Membership of TTAP;
 - (ii) be eligible to transfer to any other category of membership upon satisfaction of conditions of that membership; and
 - (iii) be eligible to serve on committees of TTAP, but shall not be eligible to serve on the Executive.
- (iv) have voting rights in TTAP

3. 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) Members shall be eligible to serve on committees of TTAP, but shall not be eligible to serve on the Executive.
© have voting rights in TTAP

4. FULL MEMBER

- (a) An applicant shall be eligible for full membership in TTAP, once s/he has obtained a minimum of a Master's degree in Psychology from an institution recognized by ACTT or any equivalent accrediting body in Trinidad and Tobago.
- (b) Full members shall be eligible to serve on committees and the Executive of TTAP.
- (c) Have voting rights

5. ASSOCIATE MEMBER

- (a) Associate membership shall be granted to anyone holding an undergraduate degree in a field related to Psychology.
- (b) Associate Members shall be eligible to serve on committees of TTAP, but shall not be eligible to serve on the Executive.

6. AFFILIATE MEMBER

- (a) Affiliate membership shall be granted to anyone who holds a graduate degree in a field related to Psychology.
- (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.
- (d) Have voting rights

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.
- (b) 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. FELLOW

- (a) Any Full 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) Retain all the rights of full members

9. 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. These restrictions do not apply if the member is accorded membership in another category or qualifies for another category of membership.

CONDITIONS OF MEMBERSHIP

- (a) 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.
- (b) Membership shall be granted to applicants who meet the criteria determined by TTAP.
- (c) The membership committee shall meet at least every two months and shall comprise: the Secretary, the Treasurer, one other Executive member, and any other members of the Association as the Committee sees fit.
- (d) The membership process shall be complete once the application has been approved by the membership committee
- (e) The Executive shall determine any additional membership regulations.

ARTICLE III

SUBSCRIPTION

1. Membership fees are due by 1st January of each calendar year.
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.
5. Any member whose subscription is at least six (6) months in arrears shall be removed from the Financial List of Members until such time as they are once more in good financial standing.
6. Any member whose subscription has lapsed for at least more than twelve (12) months will be required to pay a \$100.00 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 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 be eligible for re-election to the same post for one further term of office.
 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, and to prescribe regulations for the functioning of such committees
- (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, TTAP, inclusive of the holding of meetings in a virtual format and the conduct of polls arising therefrom in keeping with public health protocols,
- (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) send out seminar, workshop and training announcements, promoting the Association and its activities to all stakeholders,
- b) be responsible for developing promotional activities and materials,
- c) 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,
- d) oversee production of visual (film or video) and audio electronic material, as well as an Internet web site,
- e) 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 ten 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 ten financial members.
4. If within forty-five (45) minutes of the time fixed for the Special Meeting the quorum shall not be present, the meeting shall stand adjourned for not more than one month 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 Appeal Board.

ARTICLE XIV

INVESTIGATIVE COMMITTEE AND APPEAL BOARD

1. The Investigative Committee for any incident of misconduct shall consist of five people, at least three of whom shall be TTAP members.
2. The following shall be eligible to serve on the Investigative Committee:
 - members who are Fellows;
 - Full Members who have been in good financial standing for at least five consecutive years immediately preceding the date on which they are appointed to the Investigative Committee;
 - any non-members whom the TTAP members of the Investigative Committee shall deem fit to assist them in their inquiries.
4. The Executive shall formally appoint the members of the Investigative Committee. At the close of the investigation, the Investigative Committee shall be disbanded.
5. The TTAP member who is the subject of the investigation shall have the right to lodge no more than two objections to the composition of the Investigative Committee.
6. The Appeal Board shall comprise five members: at least one Fellow and four Full members, to be voted on at the AGM, and to serve a term of one year.
7. After their term of service, members shall not be eligible for reappointment to the Appeal Board for a period of at least one year.

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.