

**TRINIDAD AND TOBAGO
POLICE RETIREES ASSOCIATION
(NON-PROFIT COMPANY)**



T.T.P.R.A.

BYE-LAWS

AMENDED 27th NOVEMBER 2021

In Brotherhood There Is Strength In Strength There Is Salvation

Vision

To Stimulate the Mental and Physical Well-being
Of Our Members

Mission

To engage In Consultations and Negotiations
With The Relevant Authorities With Respect To
The Welfare of Our Members



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TRINIDAD AND TOBAGO POLICE RETIREES' ASSOCIATION

THE COMPANIES ACT 1995

Bye-Laws relating generally

To the conduct of the affairs

Of

TRINIDAD AND TOBAGO POLICE RETIREES' ASSOCIATION

Be it enacted as the General Bye -Laws of The Trinidad and Tobago Police Retirees Association

(Hereinafter called 'the ASSOCIATION') as follows:

1. INTERPRETATION

1.1 In this Bye-Law and all other Bye-Laws of the Association, unless the context requires:

- (a) **“Act”** means the Companies Act, 1995 as from time to time amended and every statute submitted therefore and in the case of such substitution, any references in Bye-Laws of the Association to provisions of the Act shall be read as references to substituted provisions therefore in the new statute or statutes;
- (b) **“Association”** means the Trinidad and Tobago Police Retirees Association and its Zonal Chapters;
- (c) **“Regulations”** means any regulations made under the Act and every Regulation substituted therefore and in the case of such substitution, any references in Bye-Laws of the Association to provisions of the Regulations shall be read as references to the substituted provisions therefore in the new provisions;
- (d) **“Bye-Laws”** means any Bye-Law of the Association from time to time in force;
- (e) **“The Executive Committee”** shall mean the Board of Directors of the Association;
- (f) **“Committee”** means any member or group of members elected at the Annual General Meeting or appointed by the Executive Committee to perform a specific function subject to provisions of these Bye-Laws;
- (g) **“Management Team”** shall include members of the Executive Committee, the President and secretaries of the zonal chapters, the trustees, the public relations officer, the welfare Officer of the Association and any members appointed by the Executive Committee;
- (h) **“Officer”** includes the President, 1stVice President, 2nd Vice President, General Secretary, Assistant General Secretary and Treasurer, or other person empowered under the Act or any regulation or under the Bye-Laws of the Association to give directions with regard to the business of the Association;
- (i) **“Term”** means the period or any part thereof for which a member is elected or appointed to any position or office;

- (j) **“Expulsion”** the termination of membership at the direction of the Executive Committee subject to the provisions of these Bye-Laws.
- (k) **“Vacancy”** means the time in which a position or office remains unoccupied.
- (l) All Terms contained in the Bye-Laws and defined in the Act or the Regulations shall have the meanings given to such terms in the Act or the Regulations and;
- (m) The singular includes the plural and the plural include the singular; the masculine gender includes the feminine and neuter genders and the word “person” includes body corporate, companies, partnership, syndicates, trusts and any association or persons; and the ‘individual’ means a natural person;
- (n) **Zonal Chapters**
Zonal Chapters are sub-groupings of members of the Retirees Association operating in the local police divisions under the jurisdiction and directions of the Executive of the Retirees Association.

2. REGISTERED OFFICE

- i. The registered office of the Association shall be in Trinidad and Tobago and at such other address as the Executive Committee may fix from time to time by resolution.
- ii. The Association may also have Zonal Chapters in North, South, South-West, East, and Tobago and places of business at such other addresses within or outside the Republic of Trinidad and Tobago.

3. AIMS AND OBJECTIVES

The Association through a structure of International Chapters and affiliates/supplemental groups undertakes to:

- i. promote togetherness, goodwill and to improve the quality of life of its members, retired police officers and other law enforcement officers.
- ii. promote the social, civic, economic, cultural and educational activities for the benefit of its members and the community.
- iii. collaborate with the Trinidad and Tobago Police Service Social and Welfare Association in furtherance of the philosophy of the Association.
- iv. promote and make representation where applicable for beneficial Legislation regarding matters affecting the interest and welfare of its members.
- v. promote and improve the profile and image of its membership.

- vi. promote and collaborate with societies, associations, or community groups, locally, regionally, or internationally having similar aims and objectives of the Association for the advancement of its members.
- vii. enter into agreements with similar Associations or bodies for the protection and well-being of members of the Association.
- viii. provide financial and social support to deserving members of the community where applicable.
- ix. disseminate and publish newsletter, periodicals, books or leaflets that the Association may think desirable for the promotion of its aims and objectives.
- x. render assistance to the Trinidad and Tobago Police Service where applicable.

4. PATRON

- 4.1 The Executive Committee shall be empowered to appoint a Patron who in its opinion best exemplifies the aims and objectives of the Association and can enhance its value and image. The Patron shall not be a member of the Executive Committee or take part in the management and governance affairs of the Association. The appointment shall be ratified by the General Membership.
- 4.2 The Executive Committee shall be empowered to remove such individual as it deems fit and who in the opinion of the Association does anything inimical to its aims and objectives.

5. MEMBERSHIP

Membership of the Association shall be of four (4) classes:

Classes of Membership:

- **Full**
- **Associate**
- **Honorary**
- **Life**

i. Full Membership

Full membership shall be extended to those officers who served in the Trinidad and Tobago Police Service, which shall not be less than fifty-one (51%) percent of the membership. Membership shall be extended to Special Reserve Police Officers, and Supplemental Police Officers;

ii. **Associate Membership**

Associate membership shall be extended to retired members of the protective services, spouses, and adult children of retired police officers and retired civilian employees of the Police Service.

iii. **Honorary Membership**

Honorary membership shall be extended to persons, who in the opinion of the Executive Committee, have made significant contributions to the aims and objectives of the Association, or have distinguished themselves in various spheres of community service and national development. Such appointments shall be ratified by the General Membership.

iv. **Life Membership**

Shall be extended to those individuals who are in good standing and served twenty-five (25) years of continued membership.

- v. Membership in categories (ii) and (iii) above are not permitted to hold office or vote.

6. APPLICATION FOR MEMBERSHIP

Membership applications shall be considered on such terms and conditions as set out in these Bye-Laws: -

- i. Application for membership shall be made on the prescribed form within five (5) years of date of retirement.
However, applications for membership submitted after five (5) years of retirement shall be reviewed by the Executive Committee and recommended for ratification by the General Membership.
- ii. All applications for Full, and Associate membership shall be supported by such evidence as required on the prescribed form. This must be accompanied by the monthly membership subscription fee along with the one-time registration fee as prescribed.
- iii. No membership fees are to be paid by Honorary, and Life Members.
- iv. If it is established that an applicant knowingly submitted false or misleading information in his application, the Association shall disallow same, and the fees shall be forfeited.
- v. An applicant for membership must be proposed and seconded by members in good standing at any General Membership Meeting.
- vi. An applicant for membership will be notified in writing by the General Secretary of his acceptance or non- acceptance. The subscription fee paid by an unsuccessful applicant would be refunded.

7. MEMBERSHIP SUBSCRIPTION FEES

- i. Every member saves and except Honorary and Life members shall pay such subscription/fee as may be prescribed from time to time.
- ii. Every successful applicant shall continue to pay his monthly subscription fees which may be reviewed and approved from time to time at an Annual General Meeting.

8. CESSATION OF MEMBERSHIP

A Member of the Association shall cease to be a member where such member is deemed unfinancial; where such member resigns; or where such member is expelled.

8.1 Unfinancial Members

- 8.1.1 A member is deemed unfinancial if the member's subscription is in arrears for more than three (3) months from the date such subscription becomes due and payable.
- 8.1.2 Where such a situation occurs, the secretary shall notify such member in writing of his financial status.
- 8.1.3 Any member so notified and who fails to rectify his status within thirty (30) days of such notification shall have his membership ceased.
- 8.1.4 The Association reserves the right to reinstate an unfinancial member after investigating the circumstances that led to his status.
- 8.1.5 No benefit shall be paid to any un-financial member.
- 8.1.6 A member who fails to regularise his status shall cease to be a member of the Association, and his name shall be removed from the membership financial database. However, such un-financial member may be reinstated after satisfying the terms and conditions as stipulated by these Bye-Laws.

8.2 Resignation

- 8.2.1 A member may resign his membership by giving to the Association one (1) month notice in writing.
- 8.2.2 A member may withdraw such notice in writing before the expiration of the one (1) month.

8.2.3 Expulsion

- 8.2.4 If a member refuses or neglects to comply with the Bye-Laws or Policy of the Association, or engages in any conduct which may bring the Association into

disrepute, such member may be liable to expulsion on a motion of the Executive Committee supported by a two thirds (2/3) majority vote of its general membership present at a meeting convened for the purpose.

- 8.2.5 Prior to such motion, the member must be served with a concise statement in writing within fourteen (14) days of the alleged grounds for such expulsion and he must be given reasonable opportunity to be heard in his defence before passing a resolution having regard to the principles of natural justice.
- 8.2.6 A member who is expelled by the General Membership may be reinstated after a period of one year in keeping with these Bye-Laws.

9. EXECUTIVE COMMITTEE

The Executive Committee (herein after referred to as the Executive) shall consist of no more than six (6) elected members being the President, 1st Vice-President, 2nd Vice-President, General Secretary, Assistant Secretary and Treasurer.

9.1 The Executive Committee

During the first month in office shall appoint from the General Membership, Two (2) Internal Auditors, Two (2) Trustees, a Public Relations Officer, a Chaplain, and a Welfare Officer, subject to the ratification of the General Membership. They shall hold office for the period up to the time of the current Executive Committee. These members may be re-appointed and or new members selected to carry out such functions, who in the wisdom of the membership, possess the necessary skills and expertise.

- 9.2 Any member of the Executive Committee who is unable to attend a meeting shall notify the General Secretary prior to the meeting. In case of the General Secretary such notification should be sent to the President.
- 9.3 The Executive Committee shall meet at least once a month at such time and place as may be deemed necessary by the President.
- 9.4 The Executive Committee shall have the powers to appoint members of the Association who are in good financial standing and in the judgement of the Executive Committee worthy of appointment to any sub-committee by reason of their calling, expertise, professionalism, qualification or status in the community.

These Sub-Committees shall schedule and hold meetings for the effective discharge of their functions. The Chairperson must apprise the President, either directly or through the General Secretary, of their plans to conduct meetings and are to submit timely reports at monthly meetings.

9.5 Remuneration

- 9.5.1 The Executive Committee (President, the 1st and 2nd Vice-Presidents, the General Secretary, the Assistant Secretary, and Treasurer) shall be paid a

monthly stipend. The quantum shall be approved by the General Membership. No Management office holder shall be in receipt of more than one stipend at any given time.

- 9.5.2 An honorarium may be paid to members of the Executive Committee not exceeding three (3) monthly stipends at the end of their three (3) year term in office and subject to the financial status of the Association and approved by the General Membership.

VACATING OF OFFICE

10 A member of the Executive Committee shall cease to be a member of the Executive if: -

- i. He ceases to be a member of the Association.
- ii. He resigns his office and/or membership in the Executive Committee of the Association.
- iii. He is absent from three (3) consecutive meetings of the Executive Committee without reasonable excuse.
- iv. He becomes of unsound mind.
- v. He is convicted of any criminal offence.
- vi. He is declared bankrupt or applies for bankruptcy.
- vii. He becomes un-financial for a period in excess of the period stated in accordance with section (8.1)
- viii. If in the opinion of the Executive Committee, the Executive member does anything to bring the Association into disrepute or shows conduct inimical to the aims and objectives of the Association; he may be removed from office subject to *Clause 8.3*.

10. REMOVAL FROM OFFICE

10.1 The Association may by a Special Resolution passed at any Special Meeting of the Association summoned on requisition, remove any member of the Executive Committee from office for good reason, and may by a special resolution, supported by two-thirds (2/3) majority of the General Membership present and voting; appoint another member of the Association in his stead. The member so appointed shall hold office until the term of expiration of the Executive Committee.

10.2 Vacancies that arise during the tenure of the Executive Committee, notwithstanding the circumstance at *11.1 above* and for any other reason, shall be referred to the Election Committee having regard to the proximity of the next election. However, the Executive Committee reserves the right to appoint any member of the Association to serve the remaining period. Such appointment shall be approved by the General Membership.

11. EXECUTIVE OFFICERS

The Executive of the Association shall consist of:

- i. President
- ii. First Vice President
- iii. Second Vice President
- iv. General Secretary
- v. Assistant Secretary
- vi. Treasurer

11.1 President

The President shall be the Principal Executive Officer of the Association and subject to these bye laws, have the powers to call meetings, in consultation with the General Secretary and preside at all meetings of the membership, except the meetings of the Elections Committee.

- i. Be responsible for the proper conduct of the business of such meetings, sign the approved minutes of each meeting of the Executive Committee, General Council, Special Meeting, or any other meeting of which he is the Chairman.
- ii. Have full authority to carry out the policies of the Association in accordance with these Bye-Laws and under the direction of the Executive Committee and or General Membership.
- iii. When required to do so, and in accordance with these Bye-Laws sign all instruments, countersign cheques, notes and other documents which require signature.
- iv. In consultation with the Executive Committee appoint all Committees, provided for under these Bye-Laws and be an ex-officio member thereof.
- v. Monitor and coordinate the affairs and activities of the Association and ensure the proper functioning of all Zonal Chapters and Committees.
- vi. Have the right, unless explicitly excluded by these Bye-Laws to attend all Zonal Chapter meetings of the Association.
- vii. Perform all duties incidental to his office and is the custodian of the Retirees' Mess.
- viii. Have such other powers and duties that may from time to time be assigned to him by the Executive Committee.

11.2 First Vice President

The First Vice President shall in the absence of the President perform all the duties of the President subject to these Bye-Laws.

He shall perform with sufficient dispatch, any responsibility/function which he is mandated so to do. He shall also oversee the administration of the Zonal chapters.

11.2.1 Second Vice President

The Chairperson of the Tobago Zonal Chapter elected by its membership to head the Zonal Chapter shall be retained as the 2nd Vice President.

He shall perform the duties of the President, and or the 1st Vice President in their absence.

11.3 General Secretary

The General Secretary shall summon all meetings of the Executive Committee, Special Meetings and meetings of the General Council, in consultation with the President and in accordance with these Bye-Laws.

- i. He shall attend all meetings of the Executive Committee, Special Meetings and meetings of the General Council and shall record the minutes of the proceedings of these meetings.
- ii. He shall prepare the agenda in consultation with the President for all such meetings and cause notice(s) to be given to members as required under these Bye-Laws.
- iii. He shall keep the roll of all members of the Association and such other books or registers as are provided by these Bye-Laws and as directed by the Executive Committee.
- iv. He shall have the power to call Special Meetings in consultation with the President, whenever it is deemed necessary for the good conduct of the affairs of the Association and the benefit of its members.
- v. He shall monitor the functioning of the Zonal Chapters or as directed by the Executive Committee and shall cause all decisions, correspondence or other direction to be forwarded to them with reasonable dispatch.
- vi. He shall bear direct responsibility for the management of the Association's offices; oversee the public and international relations of the Association in conjunction with the Public Relations Officer.
- vii. He shall have custody of the seal and shall affix same to appropriate instruments in accordance with the Bye-Laws.
- viii. He shall perform all other acts and or duties as may be required of him as directed by the Executive Committee or in accordance with the Laws of Trinidad and Tobago or these Bye-Laws.

11.4 Assistant Secretary

Shall assist the General Secretary in the performance of his duties and shall act as General Secretary in his absence.

He shall perform with sufficient dispatch any responsibility or duty assigned to him by the Executive Committee.

11.5 Treasurer

Shall be responsible for the general financial administration of the Association and shall in all cases in the exercise of his duties be accountable to the Executive Committee and the General Membership.

- i. He shall keep a register of all financial transactions on behalf of the Association and ensure that the proper accounts of the Association's finances are maintained.
- ii. He shall present a monthly statement of account to the Executive Committee, and a quarterly statement to the General Membership at their Statutory Meetings respectively.
- iii. He shall be responsible for all cash coming into the Association, which must be deposited in the Association's account the next working day, or within seventy-two (72) hours after receipt. He shall not keep on hand sums of monies exceeding the amount approved by the Executive to be kept on hand.
- iv. He shall keep or cause to be kept the accounting records referred to in Section;(187) of the Company's Act and shall be responsible for the proper keeping of all books, accounts, registers and other documents of the Association under his control.
- v. He shall keep or cause the Association's financial records to be presented for audit by the Association's auditors.
- vi. He shall be responsible for the preparation of budgets and financial or other statements as the Executive Committee may require.
- vii. He shall in conjunction with the Trustees, and upon the explicit approval of the President, sign cheques for payments or withdrawals from the Association's funds in accordance with the Bye-Laws of the Association.
- viii. He shall oversee the accounts and financial affairs of the Zonal Chapters and report the status of such accounts and financial affairs in accordance with section (12.5) [ii].
- viii. He shall make available to all financial members the financial records of the association in accordance with these Bye-Laws.

- ix. He shall perform such other duties as the Executive Committee may require of him in accordance with the Laws of Trinidad and Tobago and these Bye-Laws.

11.6 Trustees

There shall be two (2) trustees who shall hold in their joint names, real property, personalty, including money in trust for the Association and its members and shall:

- i. Hold documents of the Title and securities, deeds and other instruments of the Association that are placed in their hands or under their control and take such measures for the safe custody and preservation thereof at the expense of the Association as they deem fit and shall produce them for inspection when required to do so.
- ii. It shall be the duty of any Trustee who resigns from office to effect within twenty-one (21) days, all such steps as may be necessary to transfer to the remaining Trustee all documents of the Title and securities, deed, property and any instrument or things of the association for the time being under their control.
- iii. The Trustees shall perform with sufficient dispatch their fiduciary responsibility mandated by the Laws of Trinidad and Tobago and these Bye-Laws.
- iv. In the event of any of the trustees dying, resigning, or being removed from office, the Executive Committee shall appoint a member who in their opinion possesses the necessary skill and competency to fill the vacancy.
- v. Pending the filling of such vacancy, the remaining Trustee shall in all matters act as Trustee of the Association.
- vi. The Executive Committee shall provide the Trustees with appropriate facilities for the safe preservation and custody of the Association's assets.

12. POWERS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- i. The Executive Committee shall have the power to manage and conduct the business affairs of the Association, in conformity with the Bye-Laws as stipulated and shall ensure that every member strictly observe these Bye-Laws.
- ii. Shall perform the duties prescribed to it under these Bye-Laws, to further the aims and objectives of the Association and diligently protect the rights of the Association's members, with particular regard to their well-being and quality of life.
- iii. Shall be responsible for the management and control of all venues, and properties including real property and proceeds derived from any project or business venture and shall administer the funds judiciously in accordance with these Bye-Laws or as directed by the General Membership.

- iv. Shall have the power to employ and dismiss paid employees, servants, consultants, contractors, professionals and other like persons as may be necessary for the good conduct of the affairs of the Association. They shall also determine jobs, salaries and other forms of remuneration.
- v. Shall have the power to invest the funds of the Association in its name, in accordance with these Bye-Laws or as directed by the General Membership.
- vi. Shall have the power to enter into contracts on behalf of the Association, lease, rent, exchange or acquire in the name of Association, construct, maintain, improve, sell or dispose of or otherwise deal with any land, building, premises or personal estate for the use or purpose of the Association.
- vii. Shall have the power to borrow money from any approved Financial Institution to an annual limit approved by the General Membership. Enter into mortgages or other security, debentures or other charges on any of the property of the Association in accordance with these Bye-Laws.
- viii. Shall have the power to manage the disciplinary process observing the rules of natural justice and good industrial relation practices for maintenance and conduct of the affairs of the Association.
- ix. Shall have the power to accept any gift of property or money whether subject to any special trust or not for any one or more of the objects of the Association and to undertake and execute any trust or any agency business which may seem directly or indirectly conducive to any of the objects of the Association.
- x. Shall have the power to install officers of the Zonal Chapters and appoint sub-committees following the Annual General Meeting and may delegate all or any of their powers to any sub-committee established for a specific purpose.

These Sub-Committees shall schedule and hold meetings for the effective discharge of their functions. The Chairperson must apprise the President, either directly or through the General Secretary, of their plans to conduct meetings and are to submit timely reports at monthly meetings.
- xi. Shall have the power to enter on behalf of the Association and to commence, defend or commence any proceedings in the name of the Association before any court or other authority of competent jurisdiction.
- xii. Shall have the power to solicit funds locally, regionally and internationally through donations, raffles or any other fund-raising venture in accordance with the laws of Trinidad and Tobago and the Bye-Laws of the Association in furtherance of its aims and objectives.
- xiii. Shall have the power to subscribe to local and other charities espousing similar aims and objects of the Association and to grant donations for any worthy cause.

- xiv. Shall have the power to provide social and other support to aid the establishment of any other association or group formed for all or any of the objectives of the Association.
- xv. Shall have the power to make policies in its own right, review the Bye-Laws of the Association, or delegate such function as deemed necessary to a sub-committee appointed for that purpose and make recommendations to a special committee meeting or the General Membership for ratification to facilitate the efficient and effective conduct of the affairs of the Association.
- xvi. Shall have the power to collaborate with any company, institution, society or association, having objectives altogether, or in part, similar to those of this Association or which have been approved as a charitable organization by law.
- xvii. Shall have the power to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagement of any one or more of the companies, institutions, societies or associations authorised or collaborated, subject to the approval of the General Membership.
- xviii. Shall disburse funds to the Zonal Chapters subject to its budgetary allocation.

13.1 Executive Decisions

- i. Decisions at Executive Committee meetings shall be made by a majority of the members present and voting. Every member shall have one (1) vote only, except the member presiding who, in the event of equality of votes shall have a casting vote.
- ii. The President or failing him, any of the Vice Presidents acting together with the General Secretary or failing them, any three (3) members of the Executive Committee may call a meeting of the Executive at any time, to discuss any issue that may be deemed urgent and necessary.
- iii. Any decision or resolution in writing (including by telegram, facsimile, or electronic transmission) approved and signed by a majority of all members of the Executive Committee or any sub-committee thereof, shall have the same effect and validity as a decision or resolution of the Executive or any sub-committee made at a meeting thereof, duly convened and constituted.
- iv. Any decision or resolution in writing conveyed by (including by telegram, facsimile, or electronic transmission) or any sub-committee or duly convened and constituted meeting thereof, shall have the same effect and validity, once approved by the Executive Committee.
- v. The Executive Committee shall cause minutes to be recorded and kept of the proceedings at General Meetings of the Association and at meetings of the

Executive. The Executive shall cause all resolutions put to the vote to be recorded therein and the result of any such voting. The minutes shall be signed by the President and the General Secretary, or by any member of the Executive appointed by the Chairman. Voting details shall be sufficient evidence of the passing of any resolution, those in favour, those against and any abstention thereof.

13.2 Conflict of Interest

A member who serves as an officer of the Executive Committee or as a member of any sub-committee or as a consultant for the time being, serving in that capacity or an employee of the Association shall:

- i. Disclose to the Executive Committee of the Association or any committee established for that purpose, any interest that he may have in the matter coming before the respective committee, and shall thereafter recuse himself from participation in the deliberation or vote on the matter.

14. MEETINGS

Meetings of the Association can be conducted in person, virtually or in a hybrid manner to effect decisions on behalf of the Association; whether that be confirmation of minutes, acceptance and adopting of reports and to elect committee members, the Association will vote electronically to make such decisions. All decisions made through electronic means will be binding.

14.1 General Membership Meetings

General Membership Meetings shall be held on the first Saturday of each month or at some other specified time, date, and place. Twenty-five (25) members shall form a quorum, inclusive of at least three (3) members of the Executive.

In the event a quorum cannot be formed after a lapse of one hour, the members present shall deal with the agenda, but no decisions shall be taken. The meeting can be rescheduled by the members.

14.2 Executive Meeting

The Executive Committee shall meet at least once per month, or as often as is deemed necessary. Four (4) members shall constitute a quorum inclusive of The President and General Secretary, In the event a Quorum cannot be formed after a lapse of one (1) hour the members present shall deal with the agenda, but no decisions shall be taken.

14.3 The Management Team Meeting

The Management Team shall meet at such time and place as may be deemed necessary by the President.

14.4 Annual General Meeting

- i. The Supreme Authority of the Association shall be vested in a properly constituted Annual General Meeting of members at which every financial member has the right to attend and vote on all matters.

- ii. The Annual General Meeting shall be held in the month of November each year and at such time and place as maybe determined by the Executive Committee by resolution. At least twenty-one (21) days' notice of the meeting shall be given stating the time, date and place of the meeting and the business to be transacted thereat.

14.5 Special General Meeting

A special General Meeting shall be held at any time upon the request of the President, the Executive or by not less than twenty-five (25) members. Twenty-one (21) days' notice of the Meeting shall be given to all members and only such matters as that so listed on the agenda of the Special Meeting shall be discussed even though a majority of members present vote otherwise.

14.6 Quorum for Annual General Meeting

The Quorum for any Annual General Meeting shall be thirty (30) members.

- i. If a quorum is not present at the expiration of one (1) hour after the time appointed for such a meeting:
 - a. An adjournment shall be taken to a date not less than twenty-one (21) days thereafter and members shall be notified accordingly at least ten (10) days before the date thereof.
 - b. Such notification to be made in the same way as is provided in the case of a General Meeting.
- ii. At the adjourned meeting the number of members present not being less than twenty (20) shall constitute a quorum.
 - a. Any decision of the adjourned meeting shall be final and binding.

14.7 Notification

Notwithstanding anything to the contrary herein contained notice of any General Meeting shall be deemed to have been given or served upon every member of the Association if a notice is posted in a conspicuous place at the registered office or a place deemed a registered office for the time being for at least twenty-one (21) days prior to the meeting.

- i. In addition, a notice thereof shall be published in at least two (2) daily newspapers once a week, for at least two (2) consecutive weeks, immediately prior to such meeting. Notice may also be given electronically or by post.

- 14.8 Should there exist any circumstance in the country (such as earthquakes and national disasters) which may affect the obtaining of a quorum at any membership meeting entirely, the Executive shall have the power to reduce the required quorum for such meetings to not less than fifteen (15) members for an ordinary membership meeting and twenty (20) members for an Annual General Meeting

15. CONDUCT OF BUSINESS AT ANNUAL GENERAL MEETINGS

The business transacted at Annual General Meetings shall consist of:

- i. Receiving the report of the Executive Committee and Zonal Chapters of its proceedings following the last Annual General Meeting of the Association signed by the President and General Secretary and read to the members of the Association.

The Zonal Chapters are to submit their annual reports fourteen (14) days before the schedule date of the Annual General Meeting.

- ii. Receiving the audited accounts of the Association covering the financial year certified by the External Auditors of the Association.
- iii. Appointing an External Auditor of the Association for the succeeding financial year as recommended by the Executive Committee and approved by the General Membership.
- iv. Approving and amending the budget for the current financial year.
- v. Approving or amending the Bye-Laws, rules and policies as recommended by the Executive Committee and approved by the General Membership.
- vi. Approving and setting the maximum liability of the Association as a ceiling for investment and other financial commitments as deemed necessary.
- vii. Dealing with any other business duly brought forward to the Annual General Meeting.

16. MOTION AND RESOLUTION

- i. No decision shall be transacted at any meeting unless a quorum of members as provided for by these Bye-Laws is present at the time the meeting commences.
- ii. The business to be transacted at any meeting other than an Annual General Meeting and any special business to be transacted at an Annual Meeting shall be set forth in the notice convening such meeting in the form of a Resolution or Resolutions in the said notice.
- iii. At the Annual General Meeting, any member may bring before the meeting any subject or proposal which relates to the affairs of the Association, provided if he gives notice not less than seven (7) days before the meeting to the General Secretary in writing thereof.

- iv. With permission of the Chairman any member of the Association shall be at liberty to forward any matter pertaining to the affairs of the Association for discussion at the Annual General Meeting under the heading of general business.
- v. If in the opinion of the Chairman, the matter being sought for discussion without the requisite notice, cannot be discussed owing to the insufficiency of information, he shall so rule and the ruling shall be final and conclusive providing a two thirds majority of the members present do not vote otherwise.
- vi. All matters to be resolved at any meeting shall be decided by the majority of votes cast, provided that in the event of any equality of votes, the Chairman of the meeting shall have in addition a casting vote.
- vii. Voting at Meetings shall ordinarily be by a show of hands unless a ballot is requested by no fewer than five (5) members present at the meeting.
- viii. If a poll is duly demanded, it shall be taken of all the members present and in such manner as the Chairman of the meeting directs. The result of the poll shall be deemed to be a resolution of the meeting at which the poll is demanded. In the event of a poll, every member shall have one vote save and except the Chairman, who, in the event of an equality of votes shall have a casting vote.
- ix. No person shall be entitled to attend or vote at any special meeting unless at the date of same, that person is a financial member in good standing of the Association.
- x. The Chairman at a General or Committee Meeting may propose a motion without previous notice, provided that the majority of members present agreed thereto.
- xi. In respect of every motion put to a vote the Chairman shall declare:
 - a. Whether it has been carried or lost
 - b. Whether the voting was by show of hands or secret ballot
 - c. Whether the decision was unanimous
 - d. Or by particular majority; and respect of all such declaration the minutes shall be conclusive evidence thereof.

17. FUNDS AND ACCOUNTS OF THE ASSOCIATION

- 17.1** An account or accounts in the name of the Association shall be opened at such bank or banks or financial institutions as may be selected by the Executive Committee. All contributions, donations, subscriptions and other monies of the Association shall be paid to the Association's account or accounts and such banks or financial institutions. Further, all cheques or mandates for the withdrawal of the Association's funds from the said account(s) shall be signed by the Treasurer and one of the Trustees, on the explicit approval of the President.
- 17.2** In accordance with 18.1 above, all cheques, drafts, or orders for the payment of money and all notes and acceptance and bills of exchange shall be signed by the Treasurer and one of the Trustees on the explicit approval of the President.

17.3 No member or any other person or persons, unless authorised by the Executive in writing and acting strictly in accordance with the authority so conferred, shall enter into any contract which may impose any liability on the Association or otherwise pledge to the credit to the Association.

17.4 Approval by a three fourths ($\frac{3}{4}$) majority present and voting at a General Membership meeting must be obtained by the Executive Committee for the expenditure of funds in excess of fifty (\$50,000.00) thousand dollars, on any single item or project.

17.5 *Funds and Distributions.*

The General Fund shall comprise all membership dues, all interest accrued from investments and 20% of financial donations, along with the monies held in Zonal Chapters' accounts.

- i. *Benevolent Funds* - shall comprise 55% of the net revenue derived from fund raising activities and 40% of financial donations.
- ii. *Building Fund* – shall comprise 45% of the net revenue derived from fund raising activities and 40% of financial donations.
- iii. The Executive Committee may recommend the revision for the distribution of funds and the percentage thereof, subject to the approval at a meeting of the membership.

17.6 **The Executive Committee shall cause true accounts to be kept:**

- i. Of all monies received and expended by the Association and the matters in respect of which such receipts and expenditure take place.
- ii. Of the assets and liabilities of the Association and in such accounts, assets held upon any special trust and receipts and payments on account of such trust shall be entered separately and apart from all other assets, receipts and payments and
- iii. Of all sales and purchases of assets by the Association.

17.7 **Bonding of Financial Officers**

Every officer or employee having receipt or charge of money or goods belonging to the Association shall before taking upon himself, the execution of his office becomes bound with sufficient surety or for any loss or reason of the failure of the Association to receive an indemnity thereby provided.

18 **AUDITORS**

- i. The Association at each Annual General Meeting shall appoint an External Auditor to hold office until the next Annual General Meeting.
The External Auditor shall indicate whether or not all their requirements as Auditors have been complied with and shall submit a report to the Executive Committee on the accounts examined. The report shall be read at the Annual General Meeting and shall

state whether in their opinion the financial statements are unqualified and in compliance with general accounting principles.

- ii. The Two (2) Internal Auditors of the Association appointed by the Executive shall have a right of access at all times to the books and vouchers of the Association inclusive of the Zonal Chapters and shall be furnished by the Executive and Officers of the Association such information and explanations as may be necessary for the performance of their duties.

19. SIGNATURES

The signature of the President, 1st Vice-President, 2nd Vice- President, General Secretary, Assistant General Secretary, Treasurer, or any elected member of the Association hereof, by resolution of the Executive Committee, may, if specifically authorised by resolution of the Executive shall manually sign any contract, document or instrument in writing, bond, debenture or other security of the Association executed or issued by or on behalf of the Association.

20. SEAL AND EXECUTION OF INSTRUMENT AND AGREEMENT

- i. The Executive Committee shall provide a common Seal for the purposes of the Association, which shall be kept under the custody and control of the General Secretary or any other authority that may be determined by the Executive. The Seal of the Association shall not be affixed to any instrument except by the authority of the Executive and in the presence of two (2) members of the Executive who shall sign and date every instrument to which the Seal is affixed in their presence. And every such instrument shall be counter signed by the General Secretary.
- ii. All agreements, contracts, documents and instruments generally or specific contracts, documents or instruments in writing required to be executed on behalf of the Association shall be duly binding upon the Association if duly executed pursuant to a resolution of the Executive Committee and signed by the President, Vice President, the General Secretary, Assistant General Secretary or the Treasurer or two (2) elected members of the Executive subject to the approval of the General Membership.

21. ALTERATIONS OR AMENDMENTS

- i. No alterations, amendments or additions shall be made to these Bye-Laws except such alterations, amendments or additions shall first be passed by a special resolution of a two thirds (2/3) majority vote of the members present and voting at any General Membership Meeting or Special General Meeting duly convened for such purpose.
- ii. Any member who is desirous of an amendment and or addition to any rule; shall notify the General Secretary in writing specifying the proposed amendment/addition.
- iii. Formal notice of the amendments and or addition shall be given to members at least fourteen (14) days in advance of the meeting at which such amendments/addition are scheduled for discussion.

22. NOTICES

- i. A notice may be served upon any member, either personally, through the print or electronic media or by electronic transmission or sending through the post by registered mail addressed to such member at his address or filed by him with the Association.
- ii. In the latter case, it shall be deemed to have been served at the time when the letter containing the same would have been delivered in the ordinary course of post, except in the case of a notice of a meeting when it shall be sufficiently deemed to have been served at the expiration of forty-eight (48) hours after the posting or publishing of such notice and in providing such service it shall be sufficient to prove that the letter containing the notice was properly addressed and posted or published.
- iii. If a member has not filed an address with the Association for service of notices, any notice shall be sufficiently served on him by posting up in the office of the Association, a notice addressed generally to the members.
A member who has no address in Trinidad and Tobago for the giving of notices shall not be entitled to have a notice served on him.
- iv. The accidental omission to give notice of a meeting or the non-receipt of a notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting or activity.
- v. A notice for any meeting or activity of the Association shall be communicated through the print, electronic media or by electronic transmission or by sending registered letter or by posting on the notice board at the head office or any office of the Association so deemed by resolution of the Executive Committee.

23. INSPECTION OF BOOKS

- i. Every financial member shall be entitled to inspect the books and membership roll of the Association. Due notice shall be given in writing to the General Secretary of the Association at least seven (7) days before such inspection and no official books or records shall be taken away, removed, copied or photographed without the authority of the Executive Committee or other lawful authority.

24. BENEFITS

- i. The Association shall pay benefits in accordance with its Policies. The member shall submit the original receipts attesting to these claims together with an application on the prescribed form.
- ii. The Association shall evaluate and determine all claims made by a member on the prescribed form accompanied by the original receipts within three (3) months from the date the claim was incurred.

- iii. The Association shall pay benefits to members after twelve (12) months of membership. A member who is desirous of accessing a benefit must be financial and in good standing.
- iv. The Association shall pay a Death Benefit to members' beneficiaries upon proof of death, of such sums as approved by General Membership from time to time. The benefit shall be paid in the name of the beneficiary, if such beneficiary is alive. However, should the beneficiary predecease the member and the member dies without naming another beneficiary, the death benefit shall be paid to the funeral home charged with the funeral arrangements.

25. INDEMNITY

The members of the Executive Committee, Auditors and any other officer for the time being of the Association and their heirs, executors and administrators, respectfully, shall be indemnified out of the assets of the Association from and against all actions, proceedings, cost, charges, losses, damages and expenses which they or any of them shall or may incur or sustain by reason of any act done or omitted in or about the execution of their duties in their respective offices, except such (if any) as they shall incur by or through their own wilful neglect or default respectively and no such officer shall be answerable for the acts, receipts, neglects or default of any other officer or for joining in any receipt for the sake of conformity or for the solvency or honesty of any bankers or other persons with whom any monies or effects belonging to the Association may be lodged or deposited for safety upon which any monies of the Association shall be invested or for any loss or damage due to any such cause aforesaid or which may happen in or about the execution of his office unless the same shall happen through the wilful neglect or default of such officer.

26. ZONAL CHAPTERS

26.1 The Executive Committee shall recommend to the General Membership for ratification, the formation of Zonal Chapters within the Association. The Committee shall formulate such policies, guidelines and procedures as deemed necessary for the operations of these groupings in accordance with these Bye-Laws.

26.2 Zonal Chapters so formed shall carry the designation according to their location and catchment area. The members shall elect an Executive Committee for their respective Zonal Chapters:

- i. The Executive of the Zonal Chapters shall be elected biennially in the month of March, and will comprise of the President, Vice President, Secretary, Assistant Secretary and a Treasurer. Persons may be co-opted including a Welfare Officer as may be deemed necessary to aid the Executive in the efficient and effective operations of the Zonal Chapters.
- ii. Zonal Chapters shall be responsible for all the activities in their respective Chapters and shall furnish the Executive Committee of the Association with reports, minutes of their monthly meetings, and quarterly financial statement. They may be provided with a subvention.

- iii. The quorum for Zonal Chapters meetings shall be eleven (11) members.
- iv. The members of the Executive Committee of the Association shall be ex officio members of all Zonal Chapters.

26.3 Financial Responsibility

- i. Zonal Chapters desirous of opening a bank account or any other financial business account must obtain prior approval from the Executive Committee of the Association.
- ii. The signatories for such bank account or any other financial business account, shall be the Treasurer and any other member of the Executive of the Zonal Chapters approved by their Executive Committee.

27. ELECTIONS

- i. There shall be an Election Committee which shall be responsible for the management and conduct of all elections; it shall be drawn from the membership and comprise of not less than five (5) members, who are not candidates in the impending elections. The committee should include a non-member of the Association versed in electoral matters who shall serve as the Returning Officer and chair all meetings of the committee.
- ii. A quorum of the Elections Committee shall be any three (3) members, one of whom shall be the Returning Officer.
- iii. The members of the Election Committee shall be appointed by the General Membership and shall serve for the duration of the election or any period thereafter as deemed necessary.
- iv. The Election Committee subject to the Bye-Laws of the Association shall not fall under the purview of the Executive and shall exercise such authority as required for the efficient and effective discharge of its functions in accordance with these rules.
- v. The Executive Committee shall provide financial and other resources to the Election Committee for the efficient and effective discharge of their functions.
- vi. The Elections Committee shall be the sole appellate body for the determination of electoral matters concerning the validity of any election.
- vii. An aggrieved party shall make an application to the Election Committee seven (7days) prior to the Election Day concerning any queries, questions or requests regarding the election process.
- viii. The Election Committee shall approve voting by electronic means, all forms, ballot papers, and election paraphernalia for the electoral process.

28. NOMINATION OF CANDIDATES

- i. Candidates must be members of the Association in good financial standing for not less than two (2) years.
- ii. Candidates wishing to contest the elections shall do so by signing a Nomination Form and shall be nominated and seconded by two (2) financial members, one of whom shall be the proposer and the other, the seconder of his nomination and must do so by the date appointed by the Elections Committee for such nomination.
- iii. Candidates shall submit their nomination to the Returning Officer by 4:00p.m. on the day and place fixed for the nomination of candidates. The Election Committee in conjunction with the nominees shall carefully scrutinise the nomination forms and certify the validity of same in accordance with the rules of elections, and where necessary give reasons in writing for any invalidation.
- iv. Candidates whose nomination is found to be invalid by the Returning Officer shall be notified immediately and can lodge an appeal in writing to the Election Committee within twenty-four (24) hours thereafter. The Election Committee shall give a decision in writing within forty-eight (48) hours and the candidate notified accordingly.
- v. The decision of the Election Committee is final. However, candidates who are dissatisfied with the decision may exercise their right of legal redress, but must do so at least five (5) days before polling day.
- vi. Candidates shall not be allowed to submit nominations for more than one (1) position. If more than one (1) nomination is received for a nominee, he shall be advised by the Returning Officer to withdraw all but one (1) nomination. If he refuses all the nominations shall be rendered invalid and the nominee advised accordingly.
- vii. The Elections Committee shall be the sole custodian of all keys to cabinets in which electoral documents and materials are lodged.

28.1 Code of Conduct for Candidates

- i. Candidates who are certified by the Election Committee to contest a position on the Executive Committee shall inform the Election Committee by nomination day of the names and addresses of two (2) persons who shall act as an agent and sub-agent of the candidate. Such agents shall assist the candidate in his campaign activities and where possible conduct business on his behalf.
- ii. Candidates, their agents and persons who support their interests shall in their conduct, leading up to election day, not destroy, deface, superimpose or pull down any posters or advertising election material of any other candidate; such conduct would be a violation of the candidate's rights under these Bye-Laws and the Laws of Trinidad and Tobago and may amount to an offence.

- iii. Candidates, their agents and interested parties should conduct themselves at all times during the election period and maintain decorum and dignity during the election campaign. They shall avoid mudslinging, use of language or behaviours that maybe slanderous and injurious to the reputation of any other candidate. Such conduct maybe libellous and actionable and the aggrieved party can seek legal redress.

29. RULES GOVERNING ELECTIONS

- i. The General Secretary of the Trinidad and Tobago Retirees Association shall prepare and collate three (3) copies with the names and addresses of members eligible to vote in the elections, (called the Voters List) and shall deliver one (1) copy to the Election Committee not later than twenty-one (21) days before the date fixed for such elections.
- ii. The Election Committee on receipt of the List of Electors (Voters List) shall compare its contents with that retained by the General Secretary to ensure accuracy, and where necessary entertain any complaints relative to financial members whose names are not on the list.
- iii. The Election Committee having compared and certified the Voters List shall then give notice by publishing in two (2) or more daily newspapers, the date and place for receipt of nominations of candidates.
- iv. Requests for corrections of the Voters List, shall be made no later than five (5) days before polling day.
- v. A revised List of electors shall be published no later than three (3) days before polling day.
- vi. The Election Committee as soon as practicable after nomination day and no later than seven (7) days before polling day shall give notice by publishing in two (2) or more daily newspapers, by electronic transmission or by posting on notice boards at the Association's offices, the day and date on which elections are to be held, the number of vacancies to be filled, the names, symbols, and addresses of the candidates where necessary.
- vii. Any candidate may withdraw his candidacy at any time by delivering a letter in writing stating his intention to the Secretary of the Election Committee no later than five (5) clear days before polling day. Such letter must be signed by the candidate and must bear the signature of the proposer and the member who seconded him.
- viii. The Election Committee shall by way of notice, publish in two (2) or more daily newspapers, by electronic transmission or posted on notice boards at the Association's offices for the benefit of the other candidates and prospective voters, the fact that the candidate withdrew his nomination.
- ix. On the day declared Election Day, if more than one candidate stands validly nominated for a position, a poll shall be taken in accordance with these rules. If only

one candidate stands validly nominated, the nominated candidate shall be declared elected unopposed.

- x. The Election Committee shall appoint persons who are not candidates to act as presiding officers for each polling division and the Presiding Officer shall have oversight of the revised list of electors and shall ensure the integrity of the voting process at each polling station to which he is assigned.
- xi. The Election Committee shall be responsible for the preparation and design of all election paraphernalia including ballot boxes, ballot papers, forms and any other materials, and shall be responsible for the integrity of its custody in accordance with the Laws of Trinidad and Tobago and these Bye-Laws.
- xii. The Election Committee shall be responsible for the training of all officials including officers, poll clerks and agents who will be serving in various administrative capacities on polling day.
- xiii. Where the death of a candidate occurs before the close of the poll on Election Day, the Election committee must receive proof of death before the notice of taking a poll results and proceedings relating to the elections are published.
- xiv. Persons who at any time officiating for and on behalf of the Election Committee or in the capacity of Presiding Officer shall not wear or carry any mark, emblem or insignia which will identify them as supporting any candidate or any group of candidates.
- xv. No person shall congregate or canvas within 100 yards of a polling station.
- xvi. Any candidate who is desirous of using a symbol against their name for the election shall submit a prototype to the Election Committee for approval two (2) weeks prior to nomination day.

30. TAKING OF THE POLL

The Election Committee shall establish polling stations and mobile polling stations, the latter for those members who are incapacitated, shut-ins (homebound) or are at health institutions, and those members who for logical reasons are unable to cast their votes at a polling station.

- i. The Election Committee shall establish the hours for the taking of the poll at each polling station/division and such poll shall be between the hours of 7:00a.m.and 6:00p.m.
- ii. The Presiding Officer shall on polling day ensure that poll clerks and other officials responsible for the conduct of the election at the polling station arrive one (1) hour before the opening of the polls at 7:00 A.M. and he shall inspect the ballot boxes to ascertain there are no ballots or other paper therein. Such inspection shall take place in full view of all present including the candidate or agent whoever is available or one (1) independent person.

The box shall then be locked, or sealed and placed in the voting booth and monitored by an independent representative appointed by the Election committee until the close of voting at 6:00 p.m.

- iii. The Presiding Officer shall maintain a Polling Station Diary at each polling station for the purpose of recording all the activities on the day of election including the inspection of the ballot boxes, the persons present and the name and I.D. number of the Trinidad and Tobago Identification Card or Driver's Permit of each elector who shall then sign thereto.
- iv. The Presiding Officer or his nominee shall instruct the elector on the manner and procedure of voting and except as otherwise provided by the rules governing elections under the Laws of Trinidad and Tobago and these Bye-Laws.

Voting shall be secret and obscured from all persons except the voter, who shall then immerse his index finger in the electoral ink, signifying that he has voted.

- v. The Presiding Officer who has been informed that an elector is incapacitated either through blindness, visual impairment or by other physical cause and who is therefore unable to vote in the manner directed by the Laws of Trinidad and Tobago and these Bye-Laws, shall require the elector to sign a declaration form and shall be allowed to vote with the assistance of a companion or if no companion is available, he shall be assisted by the Presiding Officer witnessed by an agent or sub-agent or any independent person in the vicinity. Care should be taken that the elector is not prompted in any way.
- vi. An elector may vote for as many candidates as there are vacancies and shall place an 'x' with the stamp provided by the Presiding Officer or his nominee, next to the candidate names in the space provided, therefore on the right side of the names of the candidate as printed in the ballot.
- vii. An elector who may inadvertently place the 'x' outside the space provided but is next to the candidate's name he intends to vote for shall not spoil the vote; however, if the elector dealt with the ballot paper so as to deface it in such a manner that it cannot be conveniently used it shall be rendered spoilt and the Presiding Officer shall deliver another ballot paper to the elector who may cast his vote.
- viii. The Presiding Officer shall ensure that no alcohol is served or consumed in the polling station, no violence is meted out to anyone or that anything is done by anyone to interrupt or obscure the proceeding on Election Day so as to cause an adjournment. If anything, or anyone has or may seem to cause any interruption or obstruction, the Presiding Officer shall move with dispatch to employ all the resources at his disposal to avert the situation.
- ix. The Presiding Officer shall in the event that anything is done as identified in **paragraph viii above** and he has investigated and discovered that the facts are true he shall immediately inform the Returning Officer who after discussion with the Election Committee may decide to adjourn the poll to the following day.

- x. Where the poll is adjourned at the polling station, under this rule the hours of the poll on the day to which it is adjourned shall be the same as for the original day.
- xi. The Presiding Officer shall at the close of the poll at 6:00 pm on election day immediately announce the close of the poll and shall proceed to record in the Polling Station Diary, the hour the poll was closed and the number of members who voted at the polling station appearing on the stub with that of the Register of Electors. He shall then sign the record in the Polling Station Diary witnessed by any candidate or his agents or any independent person present who shall append their signature.
- xii. If at the hour of the closing of the poll there are members within the polling station who have not cast their votes, the poll shall be kept open for a sufficient time to enable them to vote.

31. ELECTION OF OFFICERS

- i. The Executive Committee shall be elected triennially in the month of March.
- ii. No member of the Executive Committee shall serve in the executive for more than two (2) consecutive terms of three (3) years duration. in any executive position.

32. PROCEEDINGS AFTER THE POLL

- i. The Presiding Officer shall at the close of the polls, count the ballots cast for each candidate, using the appropriate form and shall prepare the result of the poll, signed by the candidates and or their agents, who shall be witnesses.
- ii. The Presiding Officer shall, after preparing the count of the ballots on the appropriate form, convey to the Returning Officer at the offices of the Retirees Association, the results of the poll from the polling station where he presided.
- iii. The Returning Officer shall, following receipt of all the results of ballots counted at the polling stations across Trinidad and Tobago, then on the appropriate forms thereafter; collate all the votes and announce the total votes recorded for each candidate. This process shall be witnessed by candidates, and or their agents, or any independent person present.
- iv. The Returning Officer shall then declare a provisional result of the election of each candidate pending any request by any candidate or his agents for a recount which shall be made not later than 12:00 noon on the day following polling day.
- v. The Returning Officer shall after declaring the final count of results for the elections then place all the ballots counted and supervised by him together with the appropriate forms in envelopes which shall be sealed and the agents, candidates or any independent person shall sign the envelopes as witnesses.

- vi. Where the final count results in equality of votes, between and among the candidates, there shall be a recount by the Returning Officer. If the results remain the same, the Returning Officer shall in consultation with the Election Committee declare the polling of those candidates void and a fresh poll shall be held as soon as possible in accordance with these rules.
- vii. The Election Committee shall with dispatch call a fresh poll within three (3) days after the final election results relative to the candidates that have been announced.
- viii. The Election Committee under the supervision of the Returning Officer shall cause the destruction of all ballot papers one (1) month after polling day, but if a candidate is desirous of seeking legal redress it must be done within that period and all such ballot paper and the appropriate forms shall be kept until the conclusion of the legal process.
- ix. Upon publication of the results by the Returning Officer, the Election Committee shall by way of notice, publish the same in two (2) or more daily newspapers, by electronic transmission and posted on notice boards at the Association's offices for the benefit of the other candidates.
- x. The outgoing officers shall deliver to the incoming President or General Secretary all documents, keys, books, ledgers, mail, monies and all other properties of the Association with proper documentation of same within 48 hours exclusive of 'Public Holidays'.
- xi. The incoming officers shall take their Oath of Office within 48 hours upon receipt of the said results.

33. WINDING UP

- i. Each member undertakes to contribute to the assets of the company in the event of it being wound up while he is a member, or within one (1) year after he ceases to be a member, for payments of the debts and liabilities of the company contracted before he ceases to be a member and of the cost, charges and expenses of winding up and for adjustments of the rights of the contributors among themselves, such amount as may be required not exceeding two hundred (\$200.00) dollars.
- ii. The number of members with which the Trinidad and Tobago Police Retirees Association duly registered as a "Non-Profit Company" is proposed to be registered 'is' one hundred (100) members.
- iii. The Association shall not be dissolved except with the consent of not less than five-sixths (5/6) of the financial members voting by ballot at a special meeting called for the purpose.
- iv. If upon dissolution there remains after settlement of all debts and liabilities, any monies or property whatever, same shall be paid or distributed amongst financial members in accordance with Section 426, of the Companies Act of 1995 as amended.

34. FINANCIAL YEAR

The financial year of the Association shall commence on 1st October of one year and end on the 30th September of the following year.

The Executive Committee subject to approval of the Annual General Meeting may from time to time by resolution established the financial year of the Association as deemed necessary.

35. INTERPRETATION OF RULES

The Executive Committee shall be the sole authority for the interpretation of these rules; and may give a ruling on any matter in which the rules appear to be silent, or ambiguous as guided by the *Robert's Rules of Order*.

Dated the 27th day of November 2021.

Approved at the 47th Annual General Meeting held on 27th November by 88% majority of the members present and voting.

President

General Secretary