



Updated National Trust Rules, effective November 10, 2023.

<b>FIRST SCHEDULE</b>			Section 4.
<b>THE RULES</b>			
1. These Rules may be cited as the National Trust Rules.			Citation.
2. In these Rules— “Act” means the National Trust of Trinidad and Tobago Act. “Chairman”, “Deputy Chairman”, “Treasurer” and “Secretary” means the officers of the Council respectively constituted by section 12 of the Act.			Definitions.
3. The Classes of members of the Trust and the rates of their subscriptions are as follows:			Classes of members.
Class of Member	Rate of Annual Subscription	Description	(Classes of membership updated by approved Special Resolution #02/2017 A)
(a) Ordinary	\$25.00	The Ordinary Member will pay the annual subscription as a contribution to the Trust and is entitled to vote, utilise the Resource centre and other facilities at the head office of the National Trust and receive information on Trust activities on a regular basis.	
(b) Family (exceeding four)	400.00	The Family Member will pay the annual subscription as a contribution to the Trust and will be entitled to all the benefits of the Preferred Member except that only one representative can vote. A family member included under a Family subscription can request an additional membership card.	(Rate as amended by approved Special Resolution #04/2022)
(c) Life	\$1,500.00  (one-time subscription)	The Life Member will pay a one-time subscription as a contribution to the Trust and is entitled to all benefits of the Preferred Member and has one vote at the general meeting or other meetings of the Trust.	Rate as amended by approved Special Resolution #04/2022)
(d) Corporate	\$5,000.00	The Corporate member will pay the annual subscription as a contribution to the Trust and is entitled to all benefits of the Preferred member and has one vote at the general meeting or other meetings of the Trust.	Rate as amended by approved Special Resolution #04/2022)
(e) Non-Profit Organisation	\$400.00	The Non-Profit Organisation member will pay the annual subscription as a contribution to the Trust and is entitled to all benefits of the Preferred member and has one vote at the general meeting or other meetings of the Trust.	(Name of class amended by approved Special Resolution #03/2022)  Rate as amended by approved Special Resolution #04/2022)
			(Previous Rule 3(f) (Visiting class) deleted by approved Special Resolution #06/2020)
(f) Junior	\$20.00	The Junior member, defined as a member under 18 years of age, will pay the annual subscription as a contribution to the Trust and will be entitled to all the benefits of the Preferred member except that the member cannot vote at the general meeting or other meetings of the Trust. The member can vote nonetheless at Junior Trust chapter meetings, as required.	(Rule 3(f), as renumbered by approved Special Resolution #06/2020)
(g) Honorary	Free	The Honorary member shall be entitled to all the benefits of the Life member.	(Rule 3(g), as renumbered by approved Special Resolution #06/2020 and further amended by approved Special Resolution #02/2022)

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Rule 3(h) renumbered by approved Special Resolution #06/2020, previously inserted by approved Special Resolution #02/2017 and further amended in respect of the fee by approved Special Resolution #03/2019)	(h) Preferred	\$200.00	The Preferred Member will pay the annual subscription as a contribution to the Trust and in addition to the benefits of the Ordinary Member, would be entitled to receive discounts offered from time to time by the Trust in respect of tours, lectures, the Shop and other events upon presentation of a Preferred membership card at the time of payment.	(Rate as amended by approved Special Resolution #04/2022)
Description of members. (Rule 4(1) as amended by approved Special Resolution #03/2020)	4. (1) An Ordinary member is at least eighteen years of age.			
	(2) A Family member resides with an Ordinary grandparent, parent or child.			
	(3) A Life member is an individual who has paid his life subscription.			
Ch. 81:01 (Rule 4(4) as amended by approved Special Resolution #03/2022)	(4) A Corporate member is a Company, with the exception of a non-profit company, registered under the Companies Act or a Statutory Corporation.			
(Rule 4(5) as amended by approved Special Resolution #03/2022)	(5) A Non-Profit Organisation member is an incorporate or unincorporate non-profit organisation whose aims and objects are sympathetic to those of the Trust.			
(Rule 4(6) (Visiting member) deleted by approved Special Resolution #06/2020)				
(Rule 4(6) as renumbered by approved Special Resolution #06/2020)	(6) A Junior member is less than 18 years of age.			
(Rule 4(7) as renumbered by approved Special Resolution #06/2020), previously amended in respect of (a) and (b) by approved Special Resolution #02/2017 B)	(7) An Honorary member is any person who in the opinion of the Council has made a significant contribution— (a) to the promotion of the Trust; or (b) to the conservation of the environment, the national patrimony or any art form, may be granted the same benefits as a Life membership, and to whom the payment of a subscription fee shall be waived for life.			(Rule 4(7) amended by approved Special Resolution #02/2022)
(Rule 5(1) as amended by approved Special Resolution #04/2020)	5. (1) An applicant for membership shall have an interest in the aims and objects of the Trust and shall provide proof of identity where required.			
(Rule 5(2) as amended by approved Special Resolution #02/2020)	(2) An application shall be in a form approved by the Council and delivered to the Trust by hand or by electronic means.			
(Rule 5(3) Visiting class) deleted by approved Special Resolution #06/2020)				
	(3) The Honorary membership granted under Rule 4(7) shall be conferred for life and only by invitation of the Council and the requirement of an application form shall be waived in respect of this class of membership.			(Rule 5(3) amended by approved Special Resolution #06/2020, approved Special Resolution #02/2017 B and now further amended by approved Special Resolution #02/2022)

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	<p>(4) Annual subscription fees payable to the National Trust on the anniversary of the member’s joining may be deposited directly at the office of the National Trust or via direct deposit or transfer to the designated bank account of the National Trust at no transaction fee. Alternatively, such payments to the Trust maybe made online, via a third-party bill payment/ticketing system at a transaction/service fee to be disclosed to the membership prior to such transaction or via any other mode of payment that the Council may from time to time direct.</p>	<p>(Rule 5(4) as renumbered by Special Resolution #06/2020, previously introduced by approved Special Resolution #04/2019)</p>
	<p>6. (1) The Council shall decide whether to accept an application for membership or to confer Honorary membership under Rule 4(7) and the Council may appoint a Committee to advise it in respect of either matter. (2) Within seven days after the regular meeting of the Council at which a decision is taken under subrule (1), the Secretary shall notify the person concerned of the decision.</p>	<p>Grant of membership. (Rule 6(1) as amended by approved Special Resolutions #02/2017 B, Special Resolution #06/2020 and further amended by approved Special Resolution #02/2022)</p>
	<p>(3) If the person conferred Honorary membership under Rule 4(7) does not respond to the notification sent under subrule (2) within thirty days, the decision of the Council is deemed to have been revoked.</p>	<p>(Rule 6(3) as amended by approved Special Resolution #02/2022)</p>
	<p>(4) The Secretary shall issue a card bearing a unique identification number and date of membership to each financial member. An individual covered by a Family membership may apply for an add-on card for an additional \$15.00; add-on cards bear the same membership number as the primary Family membership cardholder. All cards regardless of membership class shall be replaced at a cost of \$20.00 each. All members are required to present their membership cards to benefit from advertised promotions at Trust activities including tours and lecturers as well as on purchases from the Trust. Cards shall be subject to terms and conditions as determined from time to time by the Council.</p>	<p>(Rule 6(4) as amended by approved Special Resolution #07/2017)</p>
	<p>(5) The Secretary shall keep at its offices, Registers— (a) of members of the Trust; (b) of the officers and other members of the Council; and (c) of every Committee appointed by the Council.</p>	
	<p>(6) The Registers shall be open to inspection free of charge by members of the Trust during office hours.</p>	
	<p>7. (1) A member of the Council shall vacate his office when he—</p>	<p>Removal of members of the Council.</p>
	<p>(a) is absent from more than three meetings of the Council without the consent of the Council;</p>	
	<p>(b) has become bankrupt or has made an arrangement with his creditors;</p>	
	<p>(c) is incapacitated by physical or mental illness; or</p>	
	<p>(d) is otherwise unable or unfit to discharge the functions of a member.</p>	
	<p>(2) In case of absence or inability to act of a member, the Council may elect a suitable member of the Trust to act temporarily in place of that member.</p>	
	<p>(3) An elected member of the Council shall be eligible for reappointment to the Council upon being elected by a general meeting of the Trust in accordance with the National Trust Rules.</p>	<p>Rule 7(3) as amended by approved Special Resolution #001/2022)</p>

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Meetings of the Trust.  (Rule 8(1) as amended by approved Special Resolution #02/2019)	8. (1) The Secretary shall send to every member of the Trust a digital or electronic notice of the General Meeting or other meeting of the Trust, and the agenda for that meeting.	
	(2) The non-receipt by a member of the notice or agenda of a meeting does not invalidate the proceedings of the meeting.	
(Rule 8(3) as amended by approved Special Resolution #04/2017)	(3) Fifty financial members shall constitute a quorum.	
	(4) When neither the Chairman nor the Vice-Chairman is present at a meeting, the meeting shall elect a member to preside at that meeting.	
	(5) With the consent of the members present, the Chairman may adjourn a meeting to another time and to the same or another place.	
	(6) No business shall be transacted at an adjourned meeting other than that left indisposed of at the meeting at which the adjournment took place, unless in pursuance of a notice and agenda as provided for in this rule.	
(Rule 8(7) as amended by approved Special Resolution #03/2020)	(7) Every financial member at least eighteen years old shall be entitled to one vote.	
(Rule 8(8) as amended by approved Special Resolution #05/2017 and further amended by approved Special Resolution #03/2022)	(8) No proxies are allowed, but Corporate and Non-Profit Organisation members may exercise their voting rights exclusively through a nominee. Family members are entitled to only one vote for each Family subscription. Members less than eighteen years of age under a Family membership or holding Junior membership do not have voting rights at the general meeting or other meetings of the Trust but may vote to elect representatives to Junior Trust chapters.	
	(9) Voting is by a show of hands unless a ballot is demanded by one-third of the members present.	
	(10) Where the votes are equally divided, the presiding member has, in addition to his own vote, a second or casting vote.	
Annual General meetings.  (Rule 9(1) as amended by approved Special Resolution #01/2019)	9. (1) The General Meeting shall be held on a day between September 1 and November 30 at a time and place as appointed by the Council or if this time is not possible because of the absence of a constituted Council, on a date, time and place to be determined by the Council once fully constituted, with notice provided to the membership a minimum of twenty-eight calendar days prior to the General Meeting.	
(Rule 9(2) as amended by approved Special Resolution #02/2019)	(2) The Council shall lay before the General Meeting a Report of the work done by the Trust during the preceding year and the Accounts of the Trust for that year shall be sent electronically to all members and placed on the website of the National Trust of Trinidad and Tobago for the attention of members on a date prior to the General Meeting.	
	(3) If within one hour after the time appointed for the General Meeting a quorum is not present, the Meeting shall be called to order and adjourned. Notwithstanding the foregoing, where two-thirds of the financial members in attendance agree that effective notice of the General Meeting was provided and no extenuating circumstances exist to reasonably prevent membership from	(Rule 9(3) as amended by approved Special Resolution #02/2019)

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	attending, all matters on the agenda shall be conducted with the exception of election of members to Council.	
	(4) Members nominated to Council elections shall be citizens or ordinarily resident in Trinidad and Tobago at least eighteen years of age and in good financial standing before the Trust for a minimum period of one (1) calendar year prior to nomination.	(Rule 9(4) as amended by approved Special Resolution #03/2017) and further amended by approved Special Resolution #05/2020)
	(5) The Nomination Paper shall be signed by not less than five financial members of the Trust, in addition to the nominee, and shall be left with the Secretary on a date appointed by Council with notice not less than twenty-one calendar days provided to the membership.	(Rule 9(5) as amended by approved Special Resolution #03/2017)
	(6) The Nomination Paper shall be accompanied by a résumé and written information, not exceeding 200 words, concerning the nominee, that may assist the members in exercising their vote.	(Rule 9(6) as amended by approved Special Resolution #03/2017)  (Rule 9(7) deleted in its entirety by approved Special Resolution #03/2017)
	10. (1) The Council may, whenever it thinks fit, convene an extraordinary meeting of the Trust; and the Council shall, upon requisition made in writing and signed by not less than ten financial members convene an extraordinary meeting.	Extraordinary meetings.
	(2) A requisition shall specify the object of the proposed meeting and shall be left with the Secretary.	
	(3) On receipt of the requisition the Council shall forthwith convene an extraordinary meeting; and if it does not do so within twenty-eight days of the receipt, the requisitionists may convene the meeting.	
	(4) The Council, or the requisitionists, shall serve notice of the meeting on members of the Trust not less than fourteen days before the date of the meeting.	
	(5) No business shall be transacted at the meeting other than that set out in the notice convening the meeting.	
	11. (1) The Chairman shall— (a) preside at meetings of the Trust and of the Council; (b) maintain order at the meetings, at which his ruling on all points of procedure is final; (c) have an ordinary vote, and in case of a tie a casting vote also; (d) at each meeting sign the minute book kept by the Secretary; and (e) sign or countersign all vouchers for the payment of money.	Functions of officers of the Trust. (Rule 11(1) (e) as amended by Special Resolution #01/2020)
(Rule 11(2) as amended by Special Resolution #01/2020)	(2) The Vice-Chairman shall assist the Chairman in the exercise of his duties including the signing or countersigning of vouchers for the payment of money and, in the absence of the Chairman, shall perform the duties of the Chairman.	
	(3) The Secretary shall—	

<p>Rule 11(3) (d) as amended by Special Resolution #01/2020)</p> <p>(Rule 11(3) (e) deleted by Special Resolution #01/2020)</p>	<p>(a) keep the seal, the minute book, and all other books, registers, documents and papers of the Trust and shall be responsible for their proper care and custody;</p> <p>(b) in the minute book, record a true minute of all business transacted at each meeting of the Council and of the Trust;</p> <p>(c) at a meeting of the Council and of the Trust read the minutes of the previous meeting, and after approval of those minutes sign them after the Chairman has done so;</p> <p>(d) sign or countersign vouchers for the payment of money; and</p>	
<p>(Rule 11(4)(a) as amended by Special Resolution #01/2020)</p> <p>(Rule 11(4)(b) as amended by Special Resolution #01/2020)</p> <p>(Rule 11(4)(c) as amended by approved Special Resolution #02/2019)</p> <p>(Rule 11(4)(e) inserted by Special Resolution #01/2020)</p>	<p>(4) The Treasurer shall—</p> <p>(a) receive the moneys paid to and on behalf of the Trust and issue receipts therefor;</p> <p>(b) pay other liabilities of the Trust on receipt of orders or vouchers signed and countersigned by two officers of the Council;</p> <p>(c) as directed by the Council, prepare and present at the General Meeting or other meeting a statement of accounts showing the financial position of the Trust for a specified period;</p> <p>(d) retain in his possession moneys of the Trust, not exceeding that specified by the Council; and deposit all sums in excess thereof in a bank approved by the Council;</p> <p>(e) sign or countersign vouchers for the payment of money.</p>	
<p>(Rule 12 as introduced by approved Special Resolution #01/2017)</p>	<p>12. The Rules of the Trust can be amended by special resolutions passed by the membership in accordance with section 4(3) of the Act. Notice of the resolutions as special resolutions should be provided to the membership a minimum of twenty-one calendar days prior to the general meeting. A special resolution should be approved by a majority of not less than seventy-five percent of the votes cast by members who voted in respect of said resolution.</p>	

- **Special Resolutions Nos. 1,2,3,4,5 and 7 of 2017 adopted by the membership at the General Meeting on November 9<sup>th</sup>, 2017 were subsequently approved by the Minister of Planning and Development by official correspondence dated September 12<sup>th</sup>, 2018.**
- **Special Resolutions Nos. 1,2,3 and 4 of 2019 adopted by the membership at the General Meeting on October 30<sup>th</sup>, 2019 were subsequently approved by the Minister of Planning and Development by official correspondence dated September 14<sup>th</sup>, 2020.**
- **Special Resolutions Nos. 1,2,3,4, 5 and 6 of 2020 adopted by the membership at the General Meeting on November 25<sup>th</sup>, 2020 were subsequently approved by the Minister of Planning and Development by official correspondence dated July 6<sup>th</sup>, 2021.**
- **Special Resolutions Nos. 2,3, and 4 of 2022 adopted by the membership at the General Meeting on November 16<sup>th</sup>, 2022 were subsequently approved by the Minister of Planning and Development by official correspondence dated March 22<sup>nd</sup>, 2023.**
- **Special Resolution No. 1 of 2022 adopted by the membership at an Extraordinary General Meeting convened by requisition pursuant to Rule 10 on September 20<sup>th</sup>, 2023 and was subsequently approved by the Minister of Planning and Development by Official Correspondence dated November 10<sup>th</sup>, 2023.**