



**THE NATIONAL TRUST
OF TRINIDAD AND TOBAGO**

NATIONAL TRUST RULES

(as amended pursuant to s. 4(3) of the National Trust of Trinidad and Tobago Act Chap. 40:53)

Date: September 14, 2020

IMAGE: Gate of Sacred Heart Roman Catholic Church. Source: Leslie-Ann Paul

FIRST SCHEDULE

THE RULES

1. These Rules may be cited as the National Trust Rules.
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.
3. The Classes of members of the Trust and the rates of their subscriptions are as follows:

Class of Member	Rate of Annual Subscription	Description
(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)	200.00	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.
(c) Life	\$1,000.00 (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.
(d) Corporate	\$1,000.00	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.
(e) Association	\$250.00	The Association 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.
(f) Visiting	\$50.00	
(g) 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.
(h) Honorary	Free	
(i) Preferred	\$100.00	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.

Section 4.

Citation.
Definitions.

Classes of members.

(Classes of membership updated by approved Special Resolution #02/2017 A)

(Rule 3(i) was introduced by approved Special Resolution #02/2017 and was further amended in respect of the fee by approved Special Resolution #03/2019)

National Trust of Trinidad and Tobago Act Chap. 40:53

Description of members.

4. (1) An Ordinary member is over 18 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

- (4) A Corporate member is a Company registered under the Companies Act or a Statutory Corporation.
- (5) An Association member is an unincorporate non-profit organisation whose aims and objects are sympathetic to those of the Trust.
- (6) A Visiting member is not a permanent resident of Trinidad and Tobago.
- (7) A Junior member is less than 18 years of age.

(Rule 4(8)(a) and (b) as amended by approved Special Resolution #02/2017 B)

- (8) 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 Life membership and to whom the subscription for this class would be waived.

5. (1) Subject to this rule, an applicant for membership is a citizen of, or is ordinarily resident in Trinidad and Tobago and has an interest in the aims and objects of the Trust.

(2) An application shall be in a form approved by the Council, be addressed to the Council and delivered at the head office of the Trust.

(3) Visiting membership is conferred by invitation of the Council on the written recommendation of two members, one of whom is a member of the Council.

(Rule 5(4) as amended by approved Special Resolution #02/2017 B)

(4) The Life membership granted under Rule 4(8) shall be conferred only by invitation of the Council.

(Rule 5(5) introduced by approved Special Resolution #04/2019)

(5) 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.

6. (1) The Council shall decide whether to accept an application for membership or to confer Life membership under Rule 4(8) and the Council may appoint a Committee to advise it in respect of either matter.

Grant of membership.

(Rule 6(1) as amended by approved Special Resolution #02/2017 B)

(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.

(3) If the person concerned does not respond to the notification within thirty days, the decision of the Council is deemed to have been revoked.

(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 lectures 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.

(Rule 6(4) as amended by approved Special Resolution #07/2017)

- (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.

(6) The Registers shall be open to inspection free of charge by members of the Trust during office hours.

7. (1) A member of the Council shall vacate his office when he—

Removal of members of the Council.

- (a) is absent from more than three meetings of the Council without the consent of the Council;
- (b) has become bankrupt or has made an arrangement with his creditors;
- (c) is incapacitated by physical or mental illness; or
- (d) is otherwise unable or unfit to discharge the functions of a member.

(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.

(3) An elected member of the Council is ineligible for reappointment for more than two consecutive terms.

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.

Meetings of the Trust.

(Rule 8(1) as amended by approved Special Resolution #02/2019)

(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.

(7) Every financial member is entitled to one vote.

(Rule 8(8) as amended by approved Special Resolution #05/2017)

(8) No proxies are allowed, but Corporate and Association 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;

(Rule 9(3) as amended by approved Special Resolution #02/2019)

(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 attending, all matters on the agenda shall be conducted with the exception of election of members to Council.

(Rule 9(4) as amended by approved Special Resolution #03/2017)

(4) Members nominated to Council elections shall be over eighteen years old and in good financial standing before the Trust for a minimum period of one (1) calendar year prior to nomination.

(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) countersign all vouchers for the payment of money.

Functions of officers of the Trust.

(2) The Vice-Chairman shall assist the Chairman in the exercise of his duties and, in the absence of the Chairman, shall perform the duties of the Chairman.

(3) The Secretary shall—

- (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;
- (b) in the minute book, record a true minute of all business transacted at each meeting of the Council and of the Trust;
- (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;

- (d) pay over all monies he received at the earliest opportunity to the Treasurer and obtain a receipt therefor; and
- (e) sign vouchers for payment by the Treasurer of sums due and payable by the Trust.

(4) The Treasurer shall—

- (a) receive from the Secretary the monies paid to and on behalf of the Trust and issue receipts therefor;
- (b) pay other liabilities of the Trust on receipt of orders or vouchers signed by the Secretary and countersigned by the Chairman;
- (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;
- (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.

(Rule 11(4)(c)
as amended by
approved
Special
Resolution
#02/2019)

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.

(Rule 12 as
introduced by
approved
Special
Resolution
#01/2017)

- **Special Resolutions Nos. 1,2,3,4,5 and 7 of 2017 adopted by the membership at the General Meeting on November 9th, 2017 were subsequently approved by the Minister of Planning and Development by official correspondence dated September 12th, 2018.**
- **Special Resolutions Nos. 1,2,3 and 4 of 2019 adopted by the membership at the General Meeting on October 30th, 2019 were subsequently approved by the Minister of Planning and Development by official correspondence dated September 14th, 2020.**