



**Trinidad and Tobago Association of Village and
Community Councils**

CONSTITUTION

Revised 2024

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The Constitution of the Trinidad and Tobago Association of Village and Community Councils, a legally registered non-profit organisation in accordance to The Non-Profit Organisations Act, No. 7 of 2019

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Trinidad and Tobago Association of Village and Community Councils

CONSTITUTION

Revised 2024

i Vision

The Vision of the Trinidad and Tobago Association of Village and Community Councils is to be “A dynamic people/community centered organization promoting community and social development”

ii Mission Statement

The Mission of the Trinidad and Tobago Association of Village and Community Councils is to be the main instrument and networking agency for all community groups, in providing a greater sense of awareness and generally raising the standard of living of all the peoples of Trinidad and Tobago.

iii Definitions

The Village and Community Councils is a voluntary, non-political, non-governmental organization operating within a defined area. It is the co-ordinating agency for community improvement and its main function is to promote the interests and welfare of the community. Its members, both male and female, are drawn from every sector of the community regardless of ethnicity, class, creed, religion, status or political affiliation.

- (a) **“Auditor”** refers to a person or firm that conducts an official examination of the financial accounts of any organization registered with the Trinidad and Tobago Association of Village and Community Councils.
- (b) **“Affiliate”** refers to any organisation(s) operating within the geographic territory of Trinidad and Tobago, that are:
 - a. corporate, secular or other organisations desirous of joining with our cause of providing services to assist communities,

- b. subordinate groups engaged in activities to engage and motivate members of the communities.

Providing they have met all the relevant criteria of Article I, Section 8 of this constitution.

- (c) **“Branch Association”** is the organization(s) responsible for supporting, managing and developing all the Village and Community Councils in the geographic area, over which the Branch operates.
- (d) **“Chairperson”** refers to the person who presides over meetings of any organization registered with the Trinidad and Tobago Association of Village and Community Councils.
- (e) **“Constitution”** refers to the document that conveys the system of fundamental principles by which the Trinidad and Tobago Association of Village and Community Councils is governed.
- (f) **“Controller”** in accordance with the NPO Act, No. 7 of 2019, is a person who has control or management of an un-incorporated body registered with the Trinidad and Tobago Association of Village and Community Councils, where the non-profit organization is established as an un-incorporated body.
- (g) **“Convention”** refers to a large formal assembly of members and delegates engaged in discussion of and action on matters of importance relating to the efficient operation of the Trinidad and Tobago Association Village and Community Councils.

- (h) **“Defunct”** refers to any organization registered with the Trinidad and Tobago Association of Village and Community Councils that no longer exists or operates over a period of two (2) terms.
- (i) **“Dissolution”** refers to the legal process by which any organisation registered with the Trinidad and Tobago Association of Village and Community Councils is brought to an end, and its property and assets are distributed.
- (j) **“Executive”** refers to the group of individuals who have been elected or appointed to manage the affairs of any organisation registered with the Trinidad and Tobago Association of Village and Community Councils.
- (k) **“Honorary”** refers to a person who is regarded by the membership to have made notable contributions to the cause of servicing the community. He/She may or may not have been a past member of the council.
- (l) **“Meeting”** refers to a gathering of members of any level of the Trinidad and Tobago Association of Village and Community Councils for the purpose of discussing and making decisions on matters of importance.
- (m) **“Member”** is any person(s) fifteen (15) years and over, living in the area served by the Village/Community Councils, with up-to-date payments, an approved application, and accepted by the general membership.

- (n) **“The National Council”** is the administrative body responsible for the management and development of the Branch Associations and indirectly the Village and Community Councils.
- (o) **“Unit Councils”** are groups of people who represent the views and:
 - a. interests of their local community, liaising with other communities
 - b. groups and the local authorities to promote the development and improvement of their communities.

ARTICLE I.
UNIT COUNCILS OF THE TRINIDAD AND TOBAGO
ASSOCIATION OF VILLAGE AND COMMUNITY
COUNCILS

Section 1. NAME

The name of the unit council shall be preceded by that of the area served.

Section 2. LEGAL REQUIREMENT

The unit council, named in Article I, Section 1. above, must apply and obtain a certificate of registration as a Non-Profit Organisation (Un-Incorporated) from the Registrar General's Office in accordance with the Non-Profit Organisation Act 2019 as prescribed by the Laws of the Republic of Trinidad and Tobago. The Certificate of Non-Profit Organisation Registration, being valid for five (5) years, must be renewed by no less than a minimum of two (2) and a maximum of three (3) executive members who will serve as the controllers. These controllers are to be selected by the executive members of the unit council.

Section 3. REGISTRATION

All Village or Community Councils must apply for registration to the Trinidad and Tobago Association of Village and Community Councils on the prescribed form (See Appendix I – TTAVCC FORM REG-1A) through their respective districts.

Section 4. AIMS AND OBJECTIVES

- a) To promote the interests and welfare of the community by:

- i) Fostering cultural, recreational, educational, spiritual, social and economic activities.
- ii) Mobilizing the co-operative efforts of all members of the community in the pursuit of self-help and other measures for total development.
- b) To co-operate with government and other agencies in the promotion of community development activities aimed at improving life in the community.
- c) To pool the resources of the community with those of other communities through the Trinidad and Tobago Association of Village and Community Councils towards national and regional achievement.
- d) To monitor and where appropriate undertake the provision of services including works for maintenance of the community's infrastructure and facilities.
- e) To foster the protection and enhancement of the environment by assisting in preserving the natural habitat of man, animals, plants and marine life without pollution.
- f) To establish and maintain a Youth Arm within the Unit Council, capable of meeting the aspirations of youths in the community.
- g) Membership in the Youth Arm shall be for the youth between the ages of 15 and 25 years.

Section 5. BOUNDARIES

- a) i) The area to be served by each Village or Community Council shall be defined by a plan of the area as approved by the Executive of Trinidad and Tobago Association of Village and Community Councils. Such

areas shall not be subject to change except with the approval of the Executive of the Trinidad and Tobago Association of Village and Community Councils.

ii) The National Executive may delegate this authority to the Branch Association.

- b) If a Village or Community Council ceases to function for a term of two years or more and is resuscitated, the Branch Association must review its original boundaries and make recommendation to the Executive of the Trinidad and Tobago Association of Village and Community Councils

Section 6. OFFICE

Each Village or Community Council and Youth Arm shall operate an office at the same venue.

Section 7. MEMBERSHIP

- a) Membership in the Village and Community Council shall be open to:
- i) persons fifteen (15) years and over, living in the area served by the Village and Community Council. These persons shall be known as individual members.
 - ii) All organized groups in the community. These groups shall be known as affiliates and their representatives shall be known as Representative Members and shall not be less than fifteen (15) years of age.
 - iii) The Village or Community Council shall have the power to accept persons under the age of fifteen (15)

years, under such terms and conditions as they are entitled to vote or hold office.

- iv) The Village or Community Council in its discretion may appoint Honorary members for a period of three (3) years. Such members shall neither have a vote nor hold office, but shall be eligible for re-appointment. The total number of Honorary Members shall not exceed five (5).
- v) The minimum number of individual members required to form a Village and Community Council shall be twenty-five (25).
- b) Applications for membership must be made on the prescribed forms (copy appended) and must be submitted to the Secretary of the relevant Village or Community Council with the appropriate entrance fee as stipulated in Article 2, Section 16(a), subject to approval by the unit council.
- c) New members will be furnished with a Membership Card and will be free to attend meetings of the Council. A copy of the Constitution shall be made available to all new members at the designated price as stipulated by the National Council.
- d) Organisations whose applications for affiliation have been accepted shall pay affiliation fee and an annual subscription fee as stipulated in the regulations.

Section 8. AFFILIATION

a) Mode of Affiliation

Apply on prescribed form (See Appendix II – TTA VCC FORM REG-1B)

- b) i) An affiliation organization shall be represented on the Council by two (2) of its members one who shall attend Meeting and serve on the Village Council. These representatives shall have all the privileges of the individual members save that they shall not be eligible to vote.
- ii) A member who is (a) un-financial, (b) struck off the membership role, (c) suspended/expelled from a Village or Community Council shall not be accepted as a representative of an affiliated group on the Council.

Section 9. OFFICERS

The officers of the Village or Community Council shall be the President, Vice President, Secretary, Assistant Secretary, Treasurer, two (2) Trustees, Public Relation Officer, Education Training and Research Officer, Welfare Officer, Youth Officer.

- a) All these officers, together with five (5) committee members shall be elected at the Annual General Meeting of the Unit Council as stipulated in Section 16(b),(b) of this Article. They shall hold office for two (2) years until an election is held in the Annual General Meeting conducted at the end of this term, and shall be eligible for re-election in accordance with Article 1, Section 11. Only financial members shall take part in the election.

- b) There shall be two (2) Auditors, who shall be appointed externally from the Unit Council mentioned in Article 1, Section 1 above.

c) Conduct of Elections:

- i) The responsibility for conducting **all** elections of the Executive Body of the Village and Community Councils inclusive of the Interim Committees, rests **only** with the Branch Executive.
Save and except in circumstances where the Branch is unrepresented. The National Executive is empowered to conduct the exercise.
- ii) The Community Development Division may act as partners in the exercise in collaboration with the Branch Association.
- iii) No member who is a candidate for office shall serve as Returning Officer.

Section 10. MANAGEMENT

- a) The Village or Community Council shall be managed by an Executive Body consisting of the President, Vice President, Secretary, Assistant Secretary, Treasurer, two (2) Trustees, Public Relation Officer, Youth Officer, Welfare Officer, Education Officer, five (5) Committee members and one (1) representative from each affiliated organization.

- b) The Executive Body shall appoint sub-committees as may be deemed necessary.
- c) The Executive under the direction of the Council shall carry out the day-to-day affair of the Council.
ALL DECISIONS TAKEN BY THE EXECUTIVE SHALL BE RATIFIED BY A GENERAL MEETING OF THE COUNCIL.
- d) No member of the Executive shall be paid for executing his or her functions, as member of this body.
- e) The Council shall by at least a two-thirds majority of financial members at a special meeting called for the purpose of adoption of a vote of no-confidence; remove any officer (s) from office.
- f) Each Village or Community Council shall submit a quarterly written report on its activities, during the prescribed term, on a prescribed form (TTAVCC FORM REP-1C) provided by, and delivered to, the relevant Branch Association.

Section 11. TERM PERIODS AND LIMITS

a) Term Periods

The mandated period for an official term of office for any elected executive member shall be a maximum of two (2) years.

- i) All Unit Council Executive Officers are required to maintain their elected roles in an official capacity for no longer than a period of two (2) terms, unless directed by the National Council or Branch

Association in accordance with the Unit Council Regulations.

- ii) In the event that such changes cannot be made, the unit council shall send written communication to the national executive, giving valid reason(s) for the officer to continue serving in the post.

b) Term Limits

The Term Limit for each Unit Council Executive Officer operating within an elected position shall be no greater than a maximum of two (2) consecutive terms.

- i) A member can however be re-elected to that position after one term has elapsed.
- ii) All executive officers highlighted in Section 11(a) above are fully eligible for any other position, aside from the position in which they officially served during their two consecutive terms.

Section 12. FINANCE

- a) The Village or Community Council shall bank all monies collected in its name. The Treasurer shall be authorized by the Executive to keep a specified sum in hand as stated in the regulations.
- b) Withdrawals shall be made on the signatures of one of the Trustees and the Treasurer. The President shall replace the Treasurer as a signatory for withdrawals when the Treasurer is unavoidably unavailable. Monies in the possession of the Trustee or Secretary shall be handed over to the Treasurer to be deposited in an approved bank within forty-eight (48) hours of receiving the same.

- c) The funds of the Village or Community Council shall be used solely for the purpose of carrying out the aims and objectives of the Council. No portion thereof shall be paid or transferred to individuals or any member of the Council.
- d) The Trustee shall appear as defendants or complainants should there be legal matters affecting Unit Councils, and the Council shall pay all expenses incurred thereto.
- e) It shall be the duty of the Auditors to submit a correct statement of their findings when called upon to audit the books of the Village and Community Councils.
- f) The Treasurer's books shall be subject to inspection at any time by the Branch Executive.
- g) The Financial year of the Village or Community Council shall be from February 1st to January 31st
- h) The Treasurer shall report in writing at each monthly meeting of Village or Community Council on all Financial transactions of the Council during the previous month.
- i) The Treasurer shall submit all relevant documents to The Auditors for audit not later than the end of February of each year.
- j) The Council is empowered by a decision taken at a General Meeting to institute legal proceedings against any member or group of members who it believes is guilty of theft or misappropriation of the Village or Community Council funds.

Section 13. SUBSCRIPTION/DUES

Individual members and affiliates shall pay monthly dues and annual subscription fees as specified in the regulations.

Section 14. ARREARS

- i) An individual member whose subscription is three (3) months or more in arrears shall be deemed to be un-financial and such a member shall cease to enjoy rights and privileges of the Village or Community Council.
- ii) On payment of the arrears, such a member shall be re-instated save that he/she shall not be eligible for office unless the arrears is paid up at least one month prior to the date of the Annual General Meeting.
- iii) A member who is un-financial for eight (8) months or more shall be taken off the membership roll. Such persons can reapply as a new member.

Section 15. ATTENDANCE AT MEETINGS

- a) Any officer or member of the Executive, who is unable to attend a regular general, executive or special meeting shall send a reasonable written or oral excuse.
- b) The seat of a member of the Executive shall be declared vacant if he/she fails to attend three (3) consecutive, Executive Committee or General Meetings without a written or oral excuse, the Council shall firstly contact that person in writing, if they do not respond or responds negatively then

the seat shall be declared vacant and the appropriate steps must be taken to fill the vacancy.

- c) A bye-election shall be held within twenty-one (21) days of the position/office being declared vacant.

Section 16. MEETINGS

a) Regular Meetings:

A regular general meeting shall be held at least once per month on a specified day at a specified time and place. Ten (10) financial members shall form a quorum. In the event of there being no quorum after sixty (60) minutes, the meeting shall be held one (1) week after the date at the same time and place in the event of there being less than a quorum at this meeting, those present will proceed to deal with the agenda.

b) Annual General Meeting:

The Annual General Meeting shall be held no later than the end of March each year. Sixteen (16) financial members shall form a quorum. In the event of there being no quorum at the expiration of sixty (60) minutes an Interim Committee must be elected to administer the affairs of the community council for a period not exceeding three (3) months when the AGM may be called.

- a) The Interim Committee shall comprise President, Secretary, Treasurer, PRO and Trustee. If at the end of the three (3) month period, the Council is still unable to have an AGM a letter should be written to the Branch Executive stating the reasons why the AGM

cannot be held and the Branch Executive shall investigate such reasons and arrive at a decision as to the way forward for the particular Council.

- b) Each individual member of the Council shall be notified in writing of the date, time and place of the Annual General Meeting at least seven (7) days before the date of meeting. A notice shall be posted in some conspicuous place in the community, giving date, time and place of the Annual General Meeting.
- c) Annual General Meetings shall as far as possible be held in a public place e.g. community centre, school, Society Hall, Church Hall, etc.
- d) Voting must be conducted in-person by secret ballot save and except in circumstances of Government restrictions with respect to assembling or in situations of **pestilences (pandemics, plagues, epidemics etc.)**

In those circumstances, the process used will be done electronically as directed by the National Executive.

c) Special Meetings:

Special Meetings of the Village and Community Council may be called at the discretion of the President, or in his/her absence by the Vice President or on the written request of the ten (10)

financial members of the Council of which two (2) shall be Executive Officers.

d) Executive Meetings:

The Executive shall meet at least once per month. One third of its membership which must include at least two (2) officers shall form a quorum. In the event of there being no quorum, the meeting shall be held one (1) week after the date, at the same place and time and in the event of there being less than a quorum at this meeting, those present will proceed with the agenda.

e) Virtual Meetings

All types of meetings with the exception of the exception of Annual General Meetings, can be held both in-person or via an online platform, if deemed necessary and voted upon by the membership.

a) Scheduling

- i) Virtual Meetings should be scheduled at a time that is convenient for all participants separately from Section 15(a), considering local time zones.
- ii) The secretary should send out calendar invites with the meeting link, agenda, and any pre-reading materials in advance.

b) Participation

- i) If an Executive Member cannot attend a virtual meeting, they should notify the

secretary as soon as possible with a valid reason for their absence to be recorded and excused.

- ii) If an Executive Member misses a virtual meeting without providing a valid reason, they are subject to the penalties stated in Section 14(b).
- iii) The quorum of the virtual meeting shall adhere to the terms stated in Section 15(a).
- iv) Providing there are no extra-ordinary circumstances and the terms of Section 15(e), item (b)(ii) are met, each member is allowed to attend no less than 50% of the total virtual meetings held during that term.

c) Technology

- i) All participants should have access to a stable internet connection and the necessary hardware and software to participate in the meeting.
- ii) Each participant is personally responsible for any technical issues that may arise.

d) Conduct

- i) Participants should join the meeting on time and stay for the entire duration unless otherwise agreed.

- ii) Participants should mute their microphones when not speaking to minimize background noise.
- iii) Participants should use video, when possible, to facilitate better communication.
- iv) Participants should respect others' speaking time and avoid interrupting.

e) Confidentiality

- i) Confidential information should not be shared or discussed in virtual meetings unless first approved, and both necessary and appropriate security measures are in place.
- ii) No participant may willingly record and distribute any virtual meeting without the express permission of all participants, the secretary and any executive officer participating.

f) Recording

- i) Virtual meetings may be recorded by the secretary or any executive officer, **if** the secretary is unable to do so, for reference. Participants should be informed if a meeting is being recorded.
- ii) All items discussed within a virtual meeting are to be recorded in writing by the secretary as part of the minutes.

g) Accessibility

- i) The organization will strive to make virtual meetings accessible to all participants, including those with disabilities.
- ii) The organization will select user-friendly online platforms that facilitate written, oral and visual communications to conduct virtual meetings.

h) Non-Compliance

- i) Failure to comply with this policy item may result in disciplinary action in accordance with Article 2, Section 7.

Section 17. REGISTRATION/AFFILIATION

The Village or Community Council shall be registered with the Branch Association operating in its area, and shall be represented on this Association by three of its members. It shall pay the appropriate registration fee and other dues and report to the Branch Association on a quarterly basis on its activities.

Organisations accepted as affiliates to Village and Community Council shall pay an affiliation fee and an annual Subscription fee as stipulated in the regulations. Unit Councils and affiliated groups shall be certified by the Trinidad and Tobago Association and the Branch respectively.

Section 18. DEFUNCT

- a) A Village or Community Council that has not held its Annual General Meeting for two (2) consecutive terms shall be deemed to be defunct.

- b) The Branch shall then take over and put the necessary steps in place, which may involve the installation of an Interim Committee to mobilize the members of the community to restart the Council.

Section 19. DISSOLUTION

- a) The Village or Community Council shall not be dissolved except with the consent of not less than five-sixth of the financial members present and by voting by secret ballot at a Special Meeting called for the purpose.
- b) A Village or Community Council may also be dissolved with the consent of the National Council in circumstances of misconduct brought in writing by a member or concerned person who lives within the area served by council.
- c) However, this will only be done after an investigative process is carried out to determine what transpired.
- d) If upon dissolution of the Council, there remains after satisfaction of all its debts and liabilities, any property whatever, the same shall be vested in the Trinidad and Tobago Association of Village and Community Council until a new council is formed.

Section 20. GENERAL

- a) The Village or Community Council shall make such rules, as it deems necessary for the good governance of the Council, these rules must be approved by the Trinidad and Tobago Association of Village and

Community Councils and shall not be repugnant to this Constitution and/or its associated regulations.

- b) All offices who have been replaced are required to hand over to the new incumbent all information, documents etc., including property pertaining and/or belonging to the Council within twenty-one (21) days failing which disciplinary or legal action will be taken against such person.

ARTICLE II.

UNIT COUNCIL REGULATIONS

Section 1. REGISTRATION

All applications to the Community Development Division for Registration **must** have the approval from the appropriate Branch Association, or would not be recognized as a member of the Association.

Section 2. QUALIFICATION FOR OFFICE

No member of a Village or Community Council shall be elected to the Executive Body unless he or she has been a member of that Council for at least three (3) months. Save for that of a new or resuscitated Unit Council.

Section 3. AUDITORS

The appointment of the Auditors of the Village and Community Councils shall be executed at an Annual General Meeting of the Councils. They shall not be members of the Unit Council named in Article I, Section I. A copy of identification verifying signature must be appended to the Audit Certificate.

Section 4. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held not later than the last day of March in each year, for following purposes. The Branch Executive on the directive of the National Council may grant an extension to this deadline not exceeding one month.

- i) The Annual General Meeting shall be held for the following purposes
 - a) To confirm the Minutes of the previous Annual General Meeting;
 - b) To receive and adopt the Secretary's Report for the year under review;
 - c) To consider and adopt the Financial Statement duly audited; and certified.
 - d) To receive the report of the Trustees and Committees of Village and Community Councils;
 - e) To elect the Officers and other Members of the Executive at the end of each executive **term** in accordance to Article I, Section 11(a);
 - f) To elect three (3) Representatives to serve on the Branch Association, and to elect three (3) Alternates at the end of each executive **term** in accordance to Article I, Section 11(a);
 - g) Except in the case of a new or resuscitated Councils. No member shall be elected to represent the Council on the Branch Association unless he/she has been a member of that Unit Council for at least twelve (12) months;
 - h) To elect two (2) delegates to attend the Annual Convention of the Branch at the end of each term;
 - i) To appoint Honorary Members;
 - j) To appoint two Auditors;
 - k) To transact any other business of which due notice has been given.

- ii) Un-financial members shall not participate in the Annual General Meeting and shall not be eligible for election to Office.
- iii) No monies shall be collected at Annual General Meeting.
- iv) Unit Councils whose representatives fail to attend a minimum of fifty percent (50%) of Branch Representative Meetings shall not be considered for the Branch Association's Annual General Meetings.

Section 5. FINANCE

Treasurer shall not authorize to keep in hand a sum of money not exceeding one thousand (\$1000.00) dollars to cater for the day-to-day expenses.

Section 6. SUBSCRIPTIONS AND DUES

- a) An individual member of the Village and Community Council shall pay an entrance fee of twenty dollars (\$20.00) and a monthly subscription of ten dollars (\$10.00).
- b) A Unit Council shall pay to the respective Branch Association a Registration fee of one hundred dollars (\$100.00) and an Annual Subscription of one hundred dollars (\$100.00).
- c) Affiliated Groups shall pay to Unit Councils a Registration Fee of one hundred and fifty dollars (\$150.00) and an Annual Subscription of one hundred and fifty dollars (\$150.00).

Section 7. SUSPENSION/EXPULSION

- a) Any Disciplinary action leading to suspension, or expulsion of members shall be laid in writing within seven (7) days of the discovery of the alleged offense.
- b) All officers who have been replaced, suspended or expelled are required to hand over within seven (7) days to the new incumbent, all information, documents etc. including property pertaining and/or belonging to the Unit Council to the Branch Association. Failing which disciplinary or legal action will be taken against such person(s).
- c) Suspension or expulsion of a member of a Unit Council shall be determined by the Branch Association. Following which, all properties vested in the name of the Unit Council, shall be handed over to the Branch Association with immediate effect.
- d) Re-instatement of a member shall be at the discretion of the Unit Council, or the Branch or National Executive as deemed appropriate in specific cases.

Failure to comply with any of the aforementioned Rules or Regulations stated in Section 7. above shall result in litigation.

Section 8. AMENDMENT

These regulations may be amended at a properly constituted meeting of the National Council, ratification of which must be given by the Annual Convention.

ARTICLE III.
THE BRANCH ASSOCIATIONS OF THE TRINIDAD
AND TOBAGO ASSOCIATION OF VILLAGE AND
COMMUNITY COUNCILS

Section 1. NAME

The name of the Organization shall be the
.....
.....Branch of the Trinidad and Tobago Association of
Village and Community councils hereafter referred to as the
Branch Association.

Section 2. LEGAL REQUIREMENT

The Branch Association, named in Article III, Section 1. above, must apply and obtain a certificate of registration as a Non-Profit Organisation (Un-Incorporated) from the Registrar General’s Office in accordance with the Non-Profit Organisation Act 2019 as prescribed by the Laws of the Republic of Trinidad and Tobago. The Certificate of Non-Profit Organisation Registration, being valid for five (5) years, must be renewed by no less than a minimum of two (2) and a maximum of three (3) executive members who will serve as the controllers. These controllers are to be selected by the executive members of the Branch Association.

Section 3. AIMS AND OBJECTIVES

The aims and objectives of the
.....Branch Association of the
Trinidad and Tobago Association of Village and Community
Councils shall be:

- a) To assist in the organization and administration of
Village and Community Councils and their
affiliates.
- b) To foster cultural, recreational, educational, social,
economic, spiritual and allied activities.
- c) To co-operate with government and other Agencies
engaged in activities aimed at improving conditions
in the community over which the Branch operates.
- d) To promote the interest and welfare of the people
of.....
.....
- e) To establish and maintain a headquarters office in
.....
.....
- f) To co-ordinate the activities/programmes etc.
between the Local Government body and the
Village and Community Councils.

Section 4. MEMBERSHIP

Eligibility

Any Village or Community Council operating in
.....
.....
shall be eligible for membership in the Branch
Association.

Procedure

- i) Any Village or Community Council applying for membership must submit the prescribed form (in duplicate), duly filled out, to the Secretary of the Branch Association accompanied by appropriate annual subscription and registration fees.
- ii) Village and Community Councils or Youth Arm shall be admitted to membership only at a Regular Meeting of the Branch Association.

Honorary Members shall be appointed at the Annual Convention of the Branch from recommendations made by the Branch Executive.

Section 5. ANNUAL SUBSCRIPTION

- i) The Annual Subscription Fee **must** be paid by the Unit Council to the Secretary of the Branch Association, not later than the last day of March of each year.

- ii) Any Village and Community Council whose subscription is in arrears for more than three (3) months shall not be entitled to a voice in the Branch Association or any of its benefits.
- iii) Fifty percent (50%) of the Registration Fees and /or Annual Subscriptions paid by Units shall be paid to the Secretary of the National Executive by the respective Branch Association.

Section 6. THE BRANCH ASSOCIATION

- a) The Branch Association shall be responsible for the efficient operation of all Village and Community Councils and for conducting all affairs of the Association within its particular area subject to the dictates of the Constitution and in keeping with instructions from time to time, by the Trinidad and Tobago Association.
- b) The Branch Association shall be comprised of three (3) accredited representatives of each member Council; and shall be eligible for re-election to serve for a period of two (2) consecutive terms until an election is held at an Annual General Meeting conducted at the end of the second term, and shall be eligible for re-election in accordance with Article III, Section 10. Only financial members shall take part in the election.
- c) Decisions of the Branch Association on interpretation of this Constitution shall be binding unless rescinded by the National Council of the Trinidad and Tobago Association of Village and Community Councils.

d) The Branch shall elect annually an Executive which shall comprise the following members;

- | | |
|--|-----------------------|
| • President | • Welfare Officer |
| • Vice President | • Youth Officer |
| • Secretary | • Ordinary Members |
| • Treasurer | (6) |
| • Public Relations Officer | • Assistant Secretary |
| | (2) |
| • Education, Training & Research Officer | • Trustees (2) |

In addition, it shall elect an Education Training and Research Committee, a Sports Committee, a Cultural Committee and such other committees as are considered necessary to manage the affairs of the Branch.

Two (2) Auditors shall be appointed. They shall not be a member of the Association.

e) The Branch Association shall also elect annually six (6) representatives to the National Council, and also six (6) alternates.

f) Election of Officers of the Branch Association shall be held during its Second Annual General Meeting, which is held at the end of the second term, not later than the end of May. All offices held are for re-election. The responsibility for conducting the election of the Branch Executive rests with the National Executive.

g) The scheduling of the date for Election of Officers of the Branch Association is incumbent the following:

- i) the Branch Association must apply in writing to the National Executive giving the date it is

desirous of holding its Election of Officers. This letter must be accompanied by copies of **ALL** of its Unit Councils Election Returns.

- ii) Additionally, Branch Associations shall submit **ALL** registration fees and subscriptions no later than fourteen (14) days after **ALL** Unit Councils have completed their Annual General Meetings.
- h) No member who is a candidate for office shall serve as Returning Officer.
- i) The Branch Association shall hold a regular meeting at least once per month. **ALL DECISIONS TAKEN BY THE EXECUTIVE SHALL BE RATIFIED IN THIS GENERAL MEETING OF THE BRANCH ASSOCIATION.**
- j) The Branch Association Convention shall be held in the month of July each year.
- k) The Branch Association shall report quarterly in writing on its activities to the National Executive, on a prescribed form (TTAVCC FORM REP-1B) provided by, and delivered to, the National Executive in the manner as prescribed by the National Council.

Section 7. BRANCH ASSOCIATION EXECUTIVE

- a) The Branch Executive shall comprise the officers and six (6) other members.
- b) The Branch Executive shall meet at least once per month. Six (6) members shall form a quorum. Two (2) of which shall be Officers.

- c) The Branch Executive shall be charged with the responsibility of running the day-to-day affairs of the Branch Association and shall be accountable to the respective Branch Association.
- d) If any officer absents himself/herself from three (3) or more consecutive Regular Branch Association Meetings without a reasonable excuse stated in writing to the Secretary, or in the untimely event that an executive officer, be it willingly or unwillingly, is unable to serve their officer roles, his/her office shall automatically become vacant. A bye-election shall be held within twenty-one (21) days of the office becoming vacant.

Section 8. FINANCE

- a) All monies and properties of the Branch Association shall be vested in two (2) Trustees, elected at the end of each term by the Branch Association.
- b) The Treasurer of the Branch Association shall be required to keep proper books of accounts which would be subject to inspection and audit by the Auditors of the Branch Association.
- c) A bank account shall be opened in the name of the Branch Association and the passbook and statement where applicable shall be available at meetings for inspection, upon request.
- d) The Treasurer shall report in writing on the state of the finances at the Branch Association meetings in the months of July, October and end of January.

- e) The Treasurer shall submit all relevant documents to the Auditors for audit no later than the end of March of each year.
- f) The financial year of the Branch Association shall commence on 1st April and close on the 31st March of each Year.
- g) The Branch Association shall determine the amounts of money to be kept in hand by the Treasurer.

Section 9. QUORUM

- a) Ten Unit Councils shall form a quorum at Regular General or Special Meetings or the Branch Association.
- b) One-third of the membership of any committee shall form a quorum.
- c) In the event of failure in getting a quorum at any meeting of the Branch Association or any Committee such a meeting shall be cancelled after the expiration of one (1) hour and another meeting shall be convened within fourteen (14) days. At such a meeting the members present shall constitute a quorum.

Section 10. ANNUAL GENERAL MEETING

The Annual General Meeting of the Branch Association shall be held not later than the end of May **each year** for the following purposes;

- The Confirmation of the Minutes of the previous Annual General Meeting.

- The Presentation and Adoptions of Reports
- Appointment of Auditors

The Annual General Meeting of the Branch Association shall also be held not later than the end of May, at the end of **each term**, for the following additional purpose;

- The Election of Officers in accordance to Article III, Section 6.
- Persons qualified to participate in the election shall be:
 - i) Accredited representative or their alternates elected by their Village or Community Councils to serve on the Branch Association for the new term.
 - ii) Only accredited representatives to the Branch Association are eligible for election to office.

Section 11. ANNUAL CONVENTION

The Branch Association Annual Convention shall be held in the month of July in each year for the following purposes:

To deal with any matter placed before it by the Annual General Meeting.

To consider motions submitted by Unit Councils, the Branch Executives and the Branch Association.

To deal with matters that affect the interest and welfare of the various communities within the Branch Association.

Persons who qualify to attend the Convention shall be:

- i) Entire membership of the Branch Association

- ii) The three accredited representatives from the Village and Community Councils elected to serve for the new term.
- iii) Two (2) delegates from each Unit Council.
- iv) Such observers and special guests as the Branch Association Executive may determine.

Section 12. HONORARY MEMBERS

The Branch may appoint such persons as it thinks fit to become Honorary Members, but such members shall have no vote and shall not hold office.

The total number of Honorary Members shall not exceed five (5) and shall be appointed for a period of one (1) year and are eligible for re-appointment annually at the Convention of the Branch.

ARTICLE IV. **BRANCH ASSOCIATION REGULATIONS**

Section 1. REGISTRATION

All applications from Unit Councils to the Community Development Division for Registration must have the approval of the appropriate Branch Association, or would not be recognized as a member of the Association.

Section 2. QUALIFICATION FOR OFFICE

All accredited representatives from a Unit Council are eligible for office at the Branch Association, provided that he/she has been a financial member in his/her Unit Council for at least one (1) year.

Section 3. AUDITORS

The appointment of the Auditors of the Branch Association shall be executed at an Annual General Meeting of Branch. They shall not be a serving member of the same Branch Association.

Section 4. SUSPENSION/EXPULSION/REPLACEMENT

All officers who have been replaced, suspended or expelled are required to hand over (within seven (7) days) to the new incumbent all information, documents etc. including property pertaining and/or belonging to the Branch Association. Failing which disciplinary or legal action will be taken against such person(s).

In the case of suspension of the Executive of a Branch Association, all information, documents etc. including property pertaining and/or belonging to the Branch Association must be handed over to the Executive of the Trinidad and Tobago Association of Village and Community Councils, within a period of seven (7) days.

Section 5. DUES

A Unit Council shall pay to the respective Branch Association a Registration Fee of one hundred dollars (\$100.00) and an Annual Subscription of one hundred dollars (\$100.00). These dues shall be reviewed from time-to-time by the National Council.

Section 6. AMENDMENT

These regulations may be amended at a properly constituted meeting of the National Council; ratification of Amendments must be given by the Annual Convention.

ARTICLE V.
THE NATIONAL COUNCIL OF THE TRINIDAD AND
TOBAGO ASSOCIATION OF VILLAGE AND
COMMUNITY COUNCILS

Section 1. NAME

The name of the organization shall be Trinidad and Tobago Association of Village and Community Councils.

Section 2. LEGAL REQUIREMENT

The organisation, named in Article V, Section 1. above, must apply and obtain a certificate of registration as a Non-Profit Organisation (Un-Incorporated) from the Registrar General's Office in accordance with the Non-Profit Organisation Act 2019 as prescribed by the Laws of the Republic of Trinidad and Tobago. The Certificate of Non-Profit Organisation Registration being valid for five (5) years, must be renewed by no less than a minimum of two (2) and a maximum of three (3) executive members who will serve as the controllers. These controllers are to be selected by the executive members of the unit council.

Section 3. AIMS AND OBJECTIVES

The aims and objectives of Trinidad and Tobago Association of Village and Community Councils shall be:

- i) To co-ordinate the efforts of all national community-based organizations towards national, regional and international improvements and developments.
- ii) To empower members of the community to be better able to promote their own interests and developments.

- iii) To co-ordinate and supervise the activities and programmes of the Branch Associations.
- iv) To strengthen the organization of Village and Community Councils.
- v) To assist Branch Associations, all unit councils and their affiliates, in organization and management.
- vi) To foster cultural, recreational, education, spiritual, social, economic and allied activities.
- vii) To co-operate with other agencies engaged in community development.
- viii) To promote the interest and welfare of Trinidad and Tobago.
- ix) To initiate movements designed to stimulate the building and equipping of Community Centres.
- x) To establish a Community Foundation Fund.
- xi) To work towards the formation of a Caribbean Association of Village and Community Councils.
- xii) To assist and provide oversight of all affairs regarding the Trinidad and Tobago Association of Village and Community Councils.

Section 4. MEMBERSHIP

Eligibility

- i) Any Village and Community Council is eligible for membership in Trinidad and Tobago Association of Village and Community

Councils provided it is a member of a Branch Association.

- iii) There shall be an additional category of membership called Associate Membership which shall be opened to individuals who are qualified in the field of Community Development, either academically or through practical association and experience.

Procedure

To become a member of Trinidad and Tobago Association of Village and Community Councils. Each Village and Community Council must apply on the prescribed form in duplicate to the Secretary of the Branch Association operating in its area. Such an application must be accompanied by a membership fee.

Fifty percent (50%) of the membership fee and/or annual subscription together with the duplicate of the enrollment form, must be forwarded to Secretary of the National Executive Committee and the original form, together with fifty percent (50%) of the membership fee and/or annual subscription retained by the Branch.

Section 5. ANNUAL SUBSCRIPTION

The appropriate annual subscription fee must be paid by unit council to the Secretary of the Branch not later than March 31st in each year.

Fifty percent (50%) of this subscription must be forwarded to the Secretary of the National Executive Committee.

Any Branch Association whose subscription is arrears of three (3) months or more, shall not be entitled to a voice in the management of the Association nor receive any of its benefits.

Section 6. BRANCHES

The Trinidad and Tobago Association of Village and Community Councils shall have Branches comprised of members within the following areas:

- | | |
|---------------------------|-----------------|
| ● St. Andrews / St. David | ● Nariva/Mayaro |
| ● Caroni | ● St. Patrick |
| ● St. George East | ● Victoria |
| ● St. George West | ● Tobago |

The National Council shall, after consultation with the Branches concerned, have the power to alter these areas.

Section 7. RESPONSIBILITIES OF BRANCHES

- a) The Branch shall be responsible for conducting its own affairs within its particular area, subject to the general principles and regulations laid down by the National Council.
- b) All Branches elections shall be held not later than the end of May **each term**, the National Council may grant an extension to this deadline.
- c) The Branch Association and the Branch Executive shall each meet at least once per month.
- d) A Convention, open to every individual Village and Community Council of each Branch shall be held once per year, during the month of July.

Section 8. THE NATIONAL COUNCIL

- a) The National Council shall be the Governing Body of the Association between Conventions. It may

delegate this responsibility to the National Executive.

- b) It shall comprise six (6) representatives from each Branch Association.
- c) Decisions of National Council on the interpretation of these rules and any other matters shall be final unless challenged at the Annual Convention next following
- d) The National Council shall meet once per quarter. However, if deemed necessary a special session of the National Council shall be convened.

Section 9. THE ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in the month of September of **each year** for the following purposes:

- a) To confirm the Minutes of the previous Annual General Meeting.
- b) To receive the Annual Executive Report.
- c) To consider for adoption, the Audited Financial Statement of the Association.
- d) To appoint two (2) Auditors

The Annual General Meeting shall also be held in the month of September of **each term** for the following purpose:

- a) To elect the Executive for the ensuing term

- b) To elect the Chairpersons of the Standing committees
- c) To receive reports of Standing Committees

Section 10. NATIONAL EXECUTIVE COMMITTEE

- a) The National Executive Committee shall comprise the officers of the Trinidad and Tobago Association of Village and Community Councils, the Chairmen of the four (4) Standing Committees and one (1) representative each from any Branch not represented on the Executive.
- b) The National Executive Committee shall be responsible to the National Council. It shall be charged with the responsibility of running the day-to-day affairs of the Association and shall be empowered to take such decisions as are necessary for the good governance of the Association. These decisions must not be repugnant to this Constitution and/ or Regulations.
- c) The National Executive Committee shall meet at least once per month.
- d) If a member of this committee absents him/herself from three (3) consecutive meetings without a reasonable excuse stated in writing to the Secretary his/her seat shall automatically become vacant and the National Council shall take steps to fill the vacancy.

Section 11. THE POWER AND DUTIES OF STANDING COMMITTEES

i). Membership and General Purposes Committee:

- a) To stimulate interest, promote membership and supervise the functioning of branches
- b) To organize and promote Village and Community Council Week, festivals and other Special Events.
- c) To perform all other duties as directed by the National Executive.

ii). Community Centre Management and Improvement Committee:

- a) To encourage the building and equipping of Community Centres
- b) To supervise the management and use of Community Centres
- c) To co-ordinate and monitor the function of Wardens and Caretakers.
- d) To perform all other duties as directed by the National Executive

iii). Education, Training and Research Committee:

- a) To organize and mount an Annual Leadership Training Course.
- b) To organize and mount other training programmes on topics of national importance.
- c) To assist Branches in the organization of training courses.

- d) To produce the Association's periodical.
- e) To perform all other duties assigned by the National executive.

iv). **Finance Committee**

- a) Fundraising shall be an integral function of the committee. All monies and properties of the Association shall be vested in three (3) Trustees of the Association.
- b) To prepare an annual budget, subject to the normal provisions of the law.
- c) All Branch Associations are authorized to raise funds by public subscription, donation or function to carry on their work under clause 4(b) and shall pay at least one tenth of the profits made, to the Secretary of the National Council. The remainder shall be retained by the Branch for the purpose of meeting any expenses in connection with works under clause 4(b). The same shall apply to unit councils.
- d) The Treasurer of the National Council and of each Branch shall be required to keep proper books of accounts, which shall be subject to inspection and audit by the Auditors appointed or elected by the National Council.
- e) The financial year shall commence from August 1st to 31st July of the following year.
- f) The Treasurer shall report quarterly on the finances of the Association.

Section 12. QUORUM

- a) For meetings of the National Executive Committee six (6) members shall form a quorum.

For meetings of the National Council, the quorum shall be minimum of sixteen (16) persons representing at least four (4) Branches. Four (4) of which **must** be Executive Officers.

Section 13. ANNUAL CONVENTION

The Annual Convention of Trinidad and Tobago Association of Village and Community Councils shall be held in the month of October, at a venue to be decided on by the National Executive Committee. At each Convention, the business to transacted shall be:

- a) Report on the proceedings of the last Annual Convention.
- b) Consideration and Adoption of the Report.
 - i) National Council Report.
 - ii) Report of Standing Committees and Youth Council.
 - iii) Treasurer's Report duly audited.
 - iv) Annual Executive Report of Branch Associations.
- c) Amendment of the Constitution governing the administration of the Village and Community Council.

- d) Consideration of motion from Branch Associations, the National Executive and the National Council.
- e) Any other matter that is properly before the Convention.
- f) Fifty (50) members shall form the quorum for the Annual Convention.

ARTICLE VI.

THE NATIONAL COUNCIL REGULATIONS

The National Council shall be the main instrument of policy for the efficient operation of the organisation and for the good governance of all affairs of the Association subject to the dictates of the Constitution and in keeping with instructions from time to time, by the Trinidad and Tobago Association of Village/Community Councils.

Section 1. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in the month of September for the following purposes:

- i) To confirm the Minutes of the previous Annual General Meeting.
- ii) To receive and adopt the Report of the National Executive for the year under review.
- iii) To consider and adopt the Financial Statement of the Association duly audited.

iv) To receive and adopt the Report of the Trustees.

v) To elect the National Executive Committee which shall comprise:

- **President**
- **Vice Presidents (3) One of which must be from the Tobago Branch**
 - a) Administration, b) Operation and c) Tobago Affairs
- **Secretary**
- **Assistant Secretaries (2)**
- **Treasurer**
- **Public Relations Officer**
- **Trustees (3)**
- **Youth Officer**
- **Welfare Officer**
- **Education, Training and Research Officer**
- **Chairmen of the four (4) Standing Committees**

vi) To appoint two Auditors

The Executive shall appoint a returning Officer as the needs arises, to conduct all Elections of the organisation.

Section 2. STANDING COMMITTEE

The Standing Committees of the Association shall be:

- i) Membership and General Purposes
- ii) Community Centre Management and Improvement
- iii) Education, Training and Research
- iv) Finance

These Committees shall each comprise one (1) member from each Branch Association (exclusive of the Chairman) serving on the National Council, the Chairman of any of one of these Committees is authorized to coopt the services of persons to assist him/her in the efforts to achieve the desired goals.

The Trinidad and Tobago Association may appoint a Patron; such appointment shall be made at the Annual Convention.

Section 3. DUTIES OF OFFICERS

i. President

The President in the role of chairperson shall preside at all meetings and shall be responsible for the proper conduct of business at these meetings. He/She shall have a deliberative and casting vote. He/She shall sign the minutes of each meeting at the time they were approved. He/She must approve all vouchers before payments and made by the Treasurer. He/She shall superintend the general administration of the organization and secure the observance of and adhere to the approved rules and regulations.

ii. Vice President

In the absence of the President, the Vice-President shall perform all the duties of the President. He/she shall exercise all powers of and be subject to the same limitation imposed on the President. He/She shall perform in the absence of the President however the Vice President is also absent; the members present shall elect by majority vote an executive member to chair the meeting.

iii. Secretary

The Secretary shall carry out the directives of the Executive. He/she shall maintain a roll of the membership of the organization and such other books that the committee may direct. He/she shall attend all meetings, take Minutes of the proceedings, notify all members of their acceptance and generally conduct the correspondence of the Unit Council or the Branch Association. He/she shall keep an inventory of all property belonging to the Council/Association which inventory shall be updated periodically by the Trustees.

iv. Assistant Secretary

The Assistant Secretary shall assist the Secretary in all his/her duties.

v. Treasurer

The Secretary shall receive all monies of the Council, which shall be noted and handed over to the Treasurer, who shall sign the order for payment which **must** be countersigned by the President before payment is made. He/she shall keep proper accounts of monies received and issue receipts for monies in his/her hands belonging to the council, until such time as he/she have lodged them with the Bankers in the name of the Council. Such a period shall not exceed forty-eight (48) hours. He/she shall submit for audit, books, vouchers etc. and the accounts of the Council when required.

vi. Trustee

The Trustees shall be responsible for the property (inclusive of community centres) vested in the Organisation. The Trustees shall be responsible for the care, upkeep and maintenance of such property and giving an assessment of their condition as at the end of the financial year.

vii. Public Relations Officer

The Public Relations Officer shall be responsible for publicizing the activities of the movement and maintaining a good public image at all times specifically, he/she shall maintain good relations with the media and ensure proper coverage of major activities staged by the Movement.

viii. Welfare Officer

The Welfare Officer shall be responsible for identifying cases in which persons may be socially dispossessed and spearhead relief activities for the wellbeing of the entire membership/communities.

ix. Education, Training and Research Officer

The Education Officer shall be responsible for Education, Training and Research.

x. Youth Officer

The Youth Officer shall be responsible for attracting young people to the Association to introduce a youth perspective to all the Association's activities. He/she shall articulate the

views of youth and develop programmes to ensure youth participation at all levels.

Section 4. DISCIPLINE

Bona fide members of the Association are privileged to (lay charge/charges) against any other member or group of members whom it is believed transgressed the Constitution and/or its regulations provided that the charge (s) is/are laid in writing.

The procedure for dealing with the charge/s shall be as follows:-

- i)
 - a. The Executive in the case of a Unit Council and Branch Executive in the case of a Branch shall investigate the charge (s) and report its findings in the writing to the general meeting of the Unit or Branch Council as the case may be. After consideration the decision of the meeting shall be communicated in writing to the complainant.
 - b. If the reported transgression resides exclusively within the Trinidad and Tobago Association, the National Executive shall investigate the matter and its findings shall be reported in writing to the complainant and the National Council.
- ii) Members charged shall be afforded the opportunity of defending against all complaints brought against them.
- iii)
 - a. Either party shall have the right of appeal and shall in the first instance (if the case is within a Unit Council), appeal in writing to the appropriate Branch Association not later than twenty-one (21) days after being officially informed of the decision.

A copy of the appeal must be sent to the Secretary of the Unit Council involved.

- b. If the initial decision is made by the Branch the appeal shall be made to the National Executive which shall deal with the matter.
 - c. If the initial decision is made by the National Executive the appeal shall be made to the National Council.
- iv) Appeals having been dealt with as detailed above, all decisions shall be communicated in writing to both parties.
- v) If either party is still not satisfied at this stage, the following procedure will apply:
- a. For disciplinary charges originating within a Unit Council the National Executive shall be the arbitrator. An appeal shall be made to the National Council.
 - b. For charges originally dealt with at the level of the Branch, an appeal can be made to the National Executive, regarding the decision of the National Executive final appeal may be made to the Annual Convention, which decision shall be binding on all parties.
 - c. For charges, which reside exclusively within the Trinidad and Tobago Association the final appeal shall be made to the Annual National Convention.

Section 5. SUSPENSION/EXPULSION/LITIGATION

Disciplinary charge (s) leading to suspension, expulsion and or Litigation shall be laid in writing against any member or group of members, who it is believed:

- i) Transgressed the Constitution and or Regulations of the Trinidad and Tobago Association of Village/Community Councils.
- ii) Is convicted by the courts of the Republic of Trinidad and Tobago, on criminal charge (s)
- iii) Is guilty of theft or misappropriation of the funds of any Village or Community Council, or any other Organisation of the Association of Village and Community Councils.
- iv) Used the name and or seal of any Village or Community Council or any other Organisation of the Association of Village and Community Council for their personal benefit. Shall be subject to Litigation.
- v) Brought their respective Village or Community Council or any other, Organ of the Association of Village and Community Council into disrepute, by their utterance and or actions.
- vi) Used their position to usurp and undermine the authority of their respective Village or Community Council into disrepute, by their utterance and or actions.
- vii) Failed to comply with a lawful order issued in writing., by the Executive of the respective Village or Community Council, or any other

Organ of the Association of Village and Community Councils, in like manner.

- viii) Refused to carry-out an official directive issued verbally or in writing, by the Executive of the respective Village or Community Council or any other Organ of the Association of Village/Community Councils, in like manner, by due process.

A copy of the charge(s) shall be forwarded to the person(s) charged for the alleged offences/s within seven (7) days of the charge(s) made.

Re-instatement of suspended membership shall be at the discretion of the Unit Council, Branch or National Executive as the case may be.

Where suspension is handed down, all property in the name of the said Branch or Unit Councils shall be vested in the Trinidad and Tobago Association of Village and Community Councils until such time as the matter is resolved.

Section 6. COMPANY'S REGULATION

Authorization is given to all arms of the Organization regarding the formation of a Company(s).

Wherever a Company is formed an Audited Financial Report and a Progress Report **Must** be submitted on a quarterly basis and a yearly Comprehensive Audited Report at the Annual General Meeting.

Section 7. CONSTITUTION AMENDMENT

- a) The Constitution shall **ONLY** be amended on recommendation by the National Council, which **MUST** be ratified by the National Convention.

- b) Any person(s) found by, or reported to, the National Council to be directly making any unauthorized alterations, modifications, or changes to the constitution will be considered as doing so with malicious intent. The person(s) found taking such actions outside of Article 7, Section 7(a) above, may result in being subject to strict penalties, including but not limited to legal sanctions, as provided by the Laws of the Republic of Trinidad and Tobago.

APENDIX 1 – TTAVCC FORM REG-1A



Trinidad and Tobago Association of Village and Community Councils

"Service Before Self"

TTAVCC FORM REG-1A

LPI La Fantasie Rd, St. Anns, Port-of-Spain, TT, W.I.

Tel: 1 868 761 9993 Email: info@ttavcc.com

APPLICATION FORM UNIT COUNCIL MEMBERSHIP

(PLEASE FILL OUT IN BLOCK LETTERS)

I _____ hereby apply for membership in
the _____ Unit Council, and agree to abide by its Constitution
and Rules.

Date of Birth: ____/____/____

ID Number: _____

Gender: ☐ Male ☐ Female ☐ Other

ID Type: ☐ National ID ☐ Drivers Permit ☐ Passport

Address: _____
Trinidad and Tobago, West Indies.

Phone Number: 1 (868) _____ Email: _____

Occupation Status: ☐ Student ☐ Employed ☐ Homemaker
☐ Unemployed ☐ Retired

Education: ☐ Primary ☐ Secondary ☐ Tertiary
☐ Specialization ☐ Vocational ☐ Self-Learned

Occupation: _____ My Interests: _____

I am a member of the following organization(s)

1. _____
2. _____
3. _____

I remit my entrance fee of \$ _____ dollars and \$ _____ cents in monthly subscriptions.

Date: ____/____/____

Signature _____

▼ FOR OFFICIAL USE ONLY ▼

Nominated By: _____ Seconded By: _____

Council President: _____ Council Secretary: _____

Approval Date: ____/____/____

This Membership Application Form is an Official Document of the
Trinidad and Tobago Association of Village and Community Councils
LPI La Fantasie Rd, St. Anns, Port-of-Spain, TT, W.I. | Tel: 1 868 761 9993 | Email: info@ttavcc.com

APENDIX II – TTAVCC FORM REG-1B



Trinidad and Tobago Association of Village and Community Councils "Service Before Self"

TTAVCC FORM REG-1B

LPI La Fantasie Rd, St. Anns, Port-of-Spain, TT, W.I.
Tel: 1 868 744 9990 Email: info@ttavcc.com

APPLICATION FORM AFFILIATION OF COMMUNITY ORGANISATION (PLEASE FILL OUT IN BLOCK LETTERS)

Name of Organization: _____

Registered Address: _____

NPO Identifier: _____ NPO Number: _____

Meeting Place: _____

Days of Executive Meetings: _____ Days of General Meetings: _____

Time of Executive Meetings: _____ Time of General Meetings: _____

Date of Last AGM: ____/____/____

Areas of Interest (Primary Activities): _____

Phone Number: 1 (868) _____ Email: _____

The organization named above hereby applies for affiliation to the _____

_____ Unit Council, and hereby undertakes to abide by its
Constitution and Rules.

FEES REMITTED: (i) Affiliation _____

(ii) Annual Dues _____

President: _____ Secretary: _____

▼ FOR OFFICIAL USE ONLY ▼

We have reviewed the above application and have found it to be:

☐ In Order ☐ Worthy of further consideration

Council President: _____ Approval Date: ____/____/____

Council Secretary: _____ Approval Date: ____/____/____

This Membership Application Form is an Official Document of the
Trinidad and Tobago Association of Village and Community Councils
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The Constitution of the Trinidad and Tobago Association of Village and Community Councils, a legally registered non-profit organization
in accordance to The Non-Profit Organisations Act, No. 7 of 2019.



Revised and Adopted January, 2024
by the
Trinidad and Tobago Association of Village and Community Councils
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