

TRINIDAD AND TOBAGO SOCIETY OF PLANNERS CONSTITUTION

CONSTITUTION

ARTICLE 1 NAME.

(1) The Society shall be known as the TRINIDAD AND TOBAGO SOCIETY OF PLANNERS,

ARTICLE 11 - PROVINCE.

(1) The area covered by the Society shall be the Territory of Trinidad and Tobago.

ARTICLE III AIMS AND OBJECTS.

(1) The aims and objects of the Society shall be to secure the interests of its members and to advanced the practice of planning as a profession in all its aspects (including local, regional and national planning) for the benefit of the public, and for those purposes the Society shall have the power to do all or any of the following things:

- (a) To encourage and further the education of persons intending to enter or be associated with the planning profession.
- (b) To devise and impose standards of qualification for entry into this Society and to establish codes of practice for persons engaged professionally in planning in Trinidad and Tobago.
- (c) To further research and all such other activities as may contribute to the advancement of the knowledge and practice of planning and the dissemination of Information on planning matters to the general public.
- (d) To secure the closer association of those engaged or interested professionally or otherwise in planning in Trinidad and Tobago in particular and in the Caribbean region in general.
- (e) To do all such other lawful things as are necessary or expedient for the attainment of the aims and objects of the Society.

TRINIDAD AND TOBAGO SOCIETY OF PLANNERS CONSTITUTION

ARTICLE IV - MEMBERSHIP (Amended by EGM 13/02/12)

- (1) The Society shall have the following classes of membership:
- a) Honorary Member - this designation shall be conferred from time to time by the Society on persons, who, in the opinion of the Society, have made an outstanding contribution to planning. The award of Honourary member shall be proposed by a Professional Member of the Society and after approval by the Executive is taken to an Annual General meeting for ratification. These members shall be entitled to use the designation of Hon. M.TTSP
 - b) Professional Member - membership in this class will be limited to persons resident in Trinidad and Tobago who are qualified by academic training and experience to practice as Professional Planners in Trinidad and Tobago. A Professional Member must have graduated from a recognised Planning programme. If the qualification is a BSc, the applicant must have a minimum of three years relevant spatial planning experience, or if the qualification is an MSc, the applicant must have a minimum of two years relevant spatial planning experience. These members shall be entitled to use the designation M.TTSP.
 - c) Graduate Member - A Graduate Member must have graduated from a recognised planning programme, employed in the field of relevant spatial planning and be working towards Professional Membership. The Applicant shall name a Professional Member of no less than five years standing to be a Mentor and Recommender to the Applicant. The Membership Committee then appoints either the person named or any other Professional Member of no less than five years who is willing to be a mentor. The Mentor is expected to liaise with the Graduate Member on a regular basis but not less than once per quarter and advise/assist with any planning issue in which the Graduate Member may need an opinion. The Mentor is expected to form an opinion of the progress and competence of the Graduate Member, with a view to being able to make a recommendation for Professional Membership when applicable.
 - d) Student Member - A person who is currently engaged in a recognised degree programme can apply to the TTSP for membership as a student member
 - e) Affiliate Member – An Affiliate Member shall be a person who does not possess a recognised Planning qualification but is collaborating with Professional Planners in the advancement of professional knowledge and practice in the built development field. The applicant should be a

TRINIDAD AND TOBAGO SOCIETY OF PLANNERS CONSTITUTION

professional/full member in the association of their discipline, if there is such an association

f) Overseas Member A person who resides and works in the English-speaking Caribbean region and does not have a professional association in their country of origin and practice; and, has suitable graduate level qualifications, can apply for Overseas Membership.

(2) An application form is obtained by contacting the TTSP at its email address. The completed form and attachments, which must include a recommendation from a professional member of good standing for a minimum of five years, must be submitted to the secretary of the TTSP by email or hard copy. The application fee is \$100.00. The application is forwarded to the Membership Committee, which should submit its recommendations to the Executive within one month of receipt of the application. Those that are approved by the Executive are so informed and on payment of the first year's dues are accepted into membership by email.

(3) Admission of new members shall be announced at the General or Business Meeting immediately following their acceptance by the Executive Committee.

(4) A member may resign on giving written notice, such notice to take effect from the date of the Business Meeting following the receipt of such notice.

(5) The Executive Committee, sitting as a Disciplinary Committee, shall be empowered to judge any breach of discipline, infringement of rules or any form of misconduct of a member, for which the Committee may caution, suspend, require to resign, or expel any member. A decision of the Disciplinary Committee shall only be taken by the unanimous decision of all of its members.

ARTICLE V

SUBSCRIPTIONS. (Amended by EGM 13/2/12)

(1) The annual subscription, payable before the 1st January each year shall be as follows.-

- a. Professional Members - \$500.00 per year. Application fee of \$100.00
- b. Graduate Members - \$300.00 per year. Application fee of \$50.00
- c. Student Member - \$100.00 per year. No application fee.
- d. Affiliate Member - \$200.00 per year. Application fee of \$75.00
- e. Overseas Member - \$300.00 per year. Application fee of \$300.00
- f. Honourary Member – No fees are applicable

TRINIDAD AND TOBAGO SOCIETY OF PLANNERS CONSTITUTION

(2) Payment of Dues - All members upon payment of the dues by the end of the first quarter of each year will be deemed a member in the category in which they have been accepted.

Any membership, which has not been paid up for two consecutive years (with the exception of student members) and is not settled by the end of the first quarter will be deemed to have lapsed and the person must reapply for membership. For lapsed membership, there will be a reinstatement fee (equivalent to the annual membership due for the class of membership) in addition to the membership fee due for the year.

In respect of Student membership, any dues not paid by the end of the second quarter in which they are due will be deemed to have lapsed and the person must reapply for membership. For lapsed membership, there will be a reinstatement fee (of \$100.00) in addition to the membership fee due for the year. If however the individual is applying for Graduate Membership, in which case the application will be treated as a new membership and will be subject to the guidelines and procedures set out below.

ARTICLE VI EXECUTIVE COMMITTEE AND OFFICERS. (Amended 13/02/12)

1. The affairs of the Society shall be managed by an Executive Committee, which shall comprise the following officials: **President, Vice President, Secretary, Treasurer, Immediate Past President, Executive Member – Communications, Executive Member – Membership and Professional Development, Graduate Member Representative and Student Member Representative**
2. Members of the Executive Committee shall be elected from among the members at the Annual General Meeting of the Society.
3. The office of President and Vice President shall not be held by the same member for more than two consecutive years and no other office of the Executive Committee shall be held by the same person for more than four (4) consecutive years.
4. Any professional member may submit nominations for posts on the Executive Committee.
5. The Executive Committee is empowered to co-opt such members, appoint such committees, act as Ballot Committee, Admissions Board and Disciplinary Committee, Interpret the articles of the Constitution, employ such administrative and other staff, and carry out such functions as it may consider necessary to properly manage the Society and achieve its aims.

TRINIDAD AND TOBAGO SOCIETY OF PLANNERS CONSTITUTION

6. At a meeting of the Executive Committee, three members shall constitute a quorum, except when sitting as a Disciplinary Committee, then a quorum shall be five.

ARTICLE VI1

MEETINGS.

- (1) Meeting of the Society shall be of three types:
 1. Annual General Meeting
 2. Extraordinary General Meeting
 3. Business General Meeting.
- (2) The Annual General Meeting shall be open to all classes of financial members and shall be held during the month of April each year.
- (3) Business to be transacted at the Annual General Meeting will include the election of officers, the President's and Treasurer's report, the Auditor's report.
- (4) A quorum for the Annual General Meeting shall consist of at least one-third of the financial professional members of the Society.
- (5) The Annual General meeting must be called by the Secretary of the Society in consultation with the President, and members informed at least two weeks prior to the date of the meeting.
- (6) Extraordinary General Meetings shall be held to consider urgent matters. Extraordinary General Meetings can be called by the Executive Committee or at the written request of at least twenty percent (20%) of all financial members of which at least three (3) must be professional members.

Members must be given at least 7 days notice in writing of the date and agenda of an Extraordinary General Meeting. And only such matters shall be discussed at the meeting

- (7) Business General Meetings shall be called for the purpose of discussing technical or other matters of interest to planning and shall be open to members of the general public.
- (8) At least four Business General Meetings shall be held during the course of each year. Adequate notice of these meetings must be given to members as well as to the general public.

ARTICLE VI11

- FINANCE, PROPERTY AND FUNDS.

TRINIDAD AND TOBAGO SOCIETY OF PLANNERS CONSTITUTION

- (1) The fiscal year of the Society shall be from the 1st January to 31st December. The accounts for each year shall be audited and presented to the following Annual General Meeting.
- (2) An Inventory of the Society's property shall be kept and checked annually by a Sub-Committee of two members of the Society who shall subsequently report to the Executive Committee.
- (3) An account in the name of the Trinidad and Tobago Society of Planners shall be maintained at a National Bank approved by the members. Cheques drawn payable upon the account shall bear the signature of two members of the Executive who have been approved by the Executive to be signatories.

ARTICLE IX - AMENDMENT TO CONSTITUTION.

This constitution may be amended at an Extraordinary General Meeting by two-thirds majority of financial professional members present provided that 14 days notice of such a meeting and its proposed agenda is given.

ARTICLE X - CONTINUING PROFESSIONAL DEVELOPMENT

The practice of spatial planning embraces the totality of land use, including consideration of the adjacent seabed, to ensure the rational and sustainable utilization of land and related natural resources, and in pursuit of the integrated development of settlements and supporting networks which promote human well-being and environmental harmony, and which are aesthetically pleasing. The purpose of such planning is to make considered interventions in a course of action, based on the empirical analysis of information and data, in order to influence the achievement of a desired outcome.

Continuing Professional Development (CPD) is defined as 'The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life.' Work experience is not in itself CPD, although action-based learning undertaken on a structured basis to fulfil objectives identified in a member's professional development plan would generally be accepted as CPD.

Every Registered Urban and Regional Planner, except for Honorary Planners shall, subject only to the exercise of the Executive's discretion in exceptional cases:

TRINIDAD AND TOBAGO SOCIETY OF PLANNERS CONSTITUTION

- (a) At least once every two years, prepare a professional development plan for the next two years identifying his or her personal professional development needs and every year prepare a statement on the implementation of this plan;
- (b) In any two-year period undertake a minimum of 50 hours CPD activity related to the undertaking or managing of town planning;
- (c) Maintain a written record of his or her CPD activity;
- (d) Submit to the Executive of the TTSP on request and in such form as may be prescribed by the TTSP
 - i. a copy of his or her professional development plan or plans covering the previous two years;
 - ii. a written record of his or her CPD activity over the same period of two years, with an assessment of the value to him or her of each activity recorded and an explanation of the relationship between the CPD undertaken and the professional development plan or plans covering the period in question, taking into account any revisions to the plan made during the two year period;
 - iii. a copy of his or her current professional development plan, if not already submitted under (i) above.
 - iv. where appropriate, an explanation of his or her reasons for not having complied with any part of this regulation.

The Continuing Professional Development Plan and the yearly statement as to its implementation, along with the receipt of payment of fees for the current year, will be the basis of the certificate of good standing issued by the TTSP to each person who applies to the Council for registration on a yearly basis for a Professional License to practice as an Urban and Regional Planner.