Rules of The Institute

Revised August 3rd, 2004

1.0 TITLE
The Institute shall be known as the Trinidad and Tobago Institute of Architects.

2.0 PROVINCE
The area covered by the Institute shall be the Territory of Trinidad and Tobago.

3.0 BUSINESS MEETING
Meetings wherein motions are proposed, voted upon and decided, and wherein the procedure is recorded in minutes, shall be known as "Business Meetings". Business Meetings shall be held on the Final Thursday of every other month i.e. six 6 Business Meetings per year at a time and place decided upon by the Executive and notified by the Secretary in writing to all members at least seven (7) days before the date of the meeting.

4.0 ANNUAL GENERAL MEETING

4.1 Event Dates
The Annual General Meeting shall be held on or before the last Thursday in May each year, at a time and place notified by the Secretary writing, to all members, at least seven (7) days before the above date.

4.2 Agenda
This Annual General meeting shall include the presentation of Annual Reports on all activities, the Annual Statement of Accounts, and the appointment of Officers.

5.0 OBJECTIVES
The objectives of the Institute shall be:

5.1 To advance the Art and Profession of Architecture.

5.2 To consider and safeguard matters of Professional Practice

5.3 To promote and afford facilities for the study of Architecture
   5.3.1 To serve as a medium of friendly communication between the members and others interested in the progress of Architecture.
6.0 ADMISSIONS, MEMBERSHIP, RESIGNATION AND RE-ADMISSION

Application for membership shall be by letter setting out sufficient particulars for the Executive Committee to decide for which class of membership, if any, the applicant is eligible.

6.1 Admission

Architects who are in all other respects capable of admission to the Institute must in order to obtain the M.T.T.I.A. satisfy the formal requirements to practice in Trinidad and Tobago as stated below and in 6.2.

6.1.1 Professional Examinations –
Applicants must write a written paper to the Institute consisting of questions relating to:-

1. Contracts
2. Regulations and Procedures
3. Conditions of Engagement and Code of Conduct
4. Brief demonstration of ability to correspond and to write reports.

6.1.2 Interview –
Applicants must attend an interview and discussion to be held with three (3) members of the Institute, two (2) of whom would have been involved in the examining paper (a). Candidates are eligible to sit the examination after two 2 years of Professional Practice.

6.1.3 CARICOM Nationals –
CARICOM nationals who are University Graduates and applying to become Full Members shall, in addition to 6.1 and 6.2, hold a Certificate of Recognition of CARICOM Skills Qualification of ‘Indefinite Entry’. The Institute must have upgraded the Certificate of Recognition of CARICOM Skills Qualification from the designated Ministry in their home country of ‘Definite Entry’ for six months to ‘Indefinite Entry’. This is achieved by the review of the applicant’s qualifications by the Institute and to the satisfaction of the Institute. The Institute does not guarantee an award of ‘Indefinite Entry’.

6.1.4 Exemptions to 6.1 A and 6.1 B
Any applicant with Accredited Professional Registration upon presentation of such would be exempt from the Professional Practice Examination as stated in Clause 6.1a but will be eligible for the M.T.T.I.A. after six 6 months of residence and practice in Trinidad and Tobago and an interview before the Examination Accredited Committee.

6.1.5 Announcement of New Members
Admission of New Members shall be announced at the following Business Meeting upon becoming a new member.

6.2 Classes of membership –
The following are the classes of membership

6.2.1 Full Members
Full members shall hold a degree approved by the T.T.I.A. or who are persons admitted to Full Membership before 26th October 1967. This class of Membership shall be open to citizens and permanent residents of Trinidad and Tobago as well as CARICOM Nationals who hold an ‘Indefinite Entry’ Certificate of Recognition of CARICOM Skills Qualification and who are University Graduates. All Full Members must have satisfied all other requirements and criteria for membership as stated in 6.1. Only Full Members may vote or hold office.

6.2.2 Visiting Members
Visiting members shall hold a degree or diploma from a recognized university or institute of higher education approved by the T.T.I.A. This class of Membership shall be open to persons who are in possession of a valid work permit issued by the Ministry of National Security or who hold a Certificate of Recognition of CARICOM Skills Qualification permitting a six-month ‘Definite Entry’. Such CARICOM nationals are subjected to a review of qualifications to the satisfaction of the Institute for the award of an ‘Indefinite Entry’. The Institute does not guarantee the award of an ‘Indefinite Entry’.

6.2.3 Student Members
Student members shall be currently attending a full-time course at a recognized school approved by the T.T.I.A. This class of Membership shall be open to citizens and permanent residents of Trinidad and Tobago only.

6.2.4 Honorary Members
"Honorary Members" shall be awarded to distinguished non-practicing architects and to distinguished persons who may be in the field of Art or Science.

6.2.5 Fellowships
Fellows must be practicing Architects in recognition of distinguished service to the society and Profession and must be a nomination from the Awards committee to the Executive and then to the Board of Fellowship.

6.2.6 Retired Members
Retired Members are members who have officially and by state law have retired from their profession. A retired member who wishes to remain a member will subscribe 50% of dues for Full Membership.

6.2.7 Graduate Members
Architects who hold a degree recognized by the TTIA and are in the process of becoming Full Members.

6.2.8 Overseas Members
Architects who are Nationals of Trinidad and Tobago or non-nationals who held Full Membership but now reside overseas can qualify by application to the Executive. These Members must hold a degree approved by the TTIA. An overseas member who wishes to remain a member will subscribe 50% of dues for Full Membership.

6.3 Resignations and Re-Admission

6.3.1 Written Notice of Resignation
A Member wishing to resign should do so, in writing, to the Honorary Secretary, PO Box 585, Port of Spain. Such resignation should be received on or before December 31st in
the year prior to the year of resignation. Such notice shall take effect from the date of the Business Meeting following receipt of such notice.

6.3.2 Re-Admission
A previous Member seeking re-admission will be required to apply in the usual way.

7.0 SUBSCRIPTIONS

7.1 Fees
Fees are based per calendar year

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>a. Student Member</td>
<td>Free</td>
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<tr>
<td>b. Overseas Member</td>
<td>$250.00</td>
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<tr>
<td>c. Visiting Member</td>
<td>$250.00</td>
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<tr>
<td>d. Retired Member</td>
<td>$250.00</td>
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<tr>
<td>e. Graduate Member</td>
<td>$250.00</td>
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<tr>
<td>f. Full Member</td>
<td>$500.00</td>
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7.1.2 Annual Subscriptions and Due Dates
Annual Subscriptions are due on or before January 1st of the subscribing year and members will be sent an invoice by regular mail. If payment of subscriptions from any members is not received by February 1st of the subscribing year, each defaulting member will be sent ONE final reminder notice by registered mail.

7.1.3 Voting Powers
Members will cease to have voting powers or privileges if their subscriptions remain unpaid after April 1st of the subscribing year and will only be re-instated after payment of an administrative fee of $100, together with all outstanding subscriptions owed.

7.1.4 Publications
A Register of Members of the Institute will be published in the national press on or before the date of the AGM each year. This register will state the names of all Members who have paid subscriptions for the subscribing year and are entitled to use the initials M.T.T.I.A. on their letterheads, drawings and other official documentation.

7.1.5 Debts to the Institute
The owing, by a Member, of any other debts to the Institute, besides subscriptions, shall not be grounds for the application of these rules if all subscriptions are duly paid up by the prescribed dates.

7.1.6 Application of Rules
The above rules are to apply retroactively from 1st January 2000.

7.1.7 Applicable Subscription Rates
The subscription rates above are applicable retroactively from January 1997.

7.2 Defaulting Members
A member who remains in default for a continuous period of two years from the April 1st of the year of commencement of the default will have to apply for re-admission as a new member, under the provisions of Clause 6 and pay the required admission fee in force at the time of application.

7.3 Member Firms (Practice)

7.3a Membership levy shall be charged to each member firm (practice).
7.3b A Member firm (practice) shall pay $100 per year for each full member practicing with the firm (practice).
7.3c The levy charge is to be suspended retroactive from 1988.

8.0 OFFICERS
This describes the roles of the officers of the Institute, the nomination and voting procedures.

8.1 Officers of the Institute

8.1.1 Officers of the Institute
The Officers of the Institute shall be as follows

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Executive Officers - Three (3)

8.1.2 The Executive Committee
These Officers of the Institute shall form the Executive Committee with the President as Chairman.

8.1.3 Nominations
Any Full Member may submit nominations for these posts.

8.1.4 Deadlines for Nominations
Nominations are to reach the Secretary not later than seven (7) days before the Annual General Meeting. Such nominations to state specifically for which offices the nominees are intended.

8.1.5 Voting and Voting Forms
Voting at the Annual General Meeting shall be by secret ballot; each Full Member shall have one (1) vote for each office. Nominations for all offices for which there is more than one (1) candidate shall be printed on voting forms and distributed to all voting Members.

8.1.6 Voided Nominations
In the event of a nominated Full Member proposing to be absent from the Territory for more than three (3) consecutive months during the proposed term of office, he must notify the Meeting, and his nomination shall be deemed null and void.

8.1.7 The Office of President
The Office of President shall not be held for more than two (2) consecutive years.

8.1.8 The Office of the Secretary
The Office of the Secretary shall not be held for more than three (3) consecutive years.

8.1.9 Appointment of Scrutineers
The President shall appoint Scrutineers for checking nominations and counting the votes.

8.1.10 Office Vacancies
Vacancies arising in these offices during their tenure shall be filled by nominations and Ballot at a convenient Business Meeting.

8.1.11 The Outgoing President
The outgoing President will be an automatic Executive Officer for one (1) year only.

8.1.12 Office of The Treasurer
The office of Treasurer shall not be held for more than three (3) consecutive years.

8.2 Powers of the Executive

8.2.1 Affairs and Business of the Institute
The affairs and Business of the Institute shall be managed and controlled by the Executive which shall be responsible to the General Membership.

8.2.2 Powers and Jurisdiction
The Executive shall have the following powers and jurisdiction:-

a. Power to be and act as the accredited representatives of the Institute.

b. Power to preserve and carry out the aims and objectives of the Institute in such manner as it may determine.

c. Power concerning:-
   1. The promoting and fostering of proper architectural practice.
   2. Recommendations with regards to proper architectural education.

d. Jurisdiction in such other matters as may be assigned to it by any or all Members of the Institute.

e. Jurisdiction to act in an advisory capacity in such matters as may be referred to it by any Member.

f. Power of review in and/or settlement of any matter referred to it by any Member for such purpose.

g. Power to appoint special or standing Sub-Committees from Members of the Institute to inquire into and report on any matters that may be assigned to it.
h. Powers from time to time to propose the alteration or repeal of rules for the purpose of regulating the proceedings at the meetings and effectively carrying out the aims and objectives of the Institute.

j. Power to decide the mode in which effect is to be given to these rules or to any question of construction of fact arising on these rules.

k. Power to determine any matter or question about which of these rules are silent.

m. Power to manage the funds of the Institute including the power to pay any expenses which on behalf of the Institute may be reasonably incurred in carrying out the aims and objects of the Institute.

n. To enter into contracts on behalf of the Institute.

o. To expend the funds of the Institute in such manner as it shall consider most beneficial for the purposes of the Institute and to invest in the name of the Institute such part thereof as it may see fit, and to direct the sales or transportation of such investments and to expend the proceeds of any such sale for the purpose of the Institute.

p. To delegate powers to any Sub-Committee for the effective performance of the duties of the said Sub-Committee.

q. And generally to do all things necessary or expedient for the due conduct of the affairs of the Institute herein otherwise provided for.

r. The Executive Committee shall have all the powers as hereinbefore described provided that where the Executive does any act or transaction not previously sanctioned by the General Membership such act must be ratified by the Membership at the next Business Meetings.

8.3 Ex Officio Executive Assistant

There will be an Ex Officio Executive Assistant at a salary range of between $20,000 and $30,000 per year to be funded solely by income from special projects and not from general membership subscriptions.

8.3.1 Duties

The duties of the Ex Officio Assistant will be as follows:

a. General administrative duties, handling of correspondence and communications.

b. Collect Dues, issue receipts and assist the Treasurer to keep the books.

c. Organize and implement all special events and projects including an annual Diary to be funded out of advertising revenue.

d. Research and assembly of information for distribution to members on matters pertaining to the Construction Industry and the Architectural Profession.

e. Preparing and issuing press releases and advertisements under the direction of the Executive.

f. Any other appropriate tasks as determined by the Executive for the purpose of Institute business.
9.0 SUB-COMMITTEES

9.1 Standing Sub-Committees

9.1.1 At the Business Meeting immediately following the Annual General Meeting, the Executive Committee shall announce its Officers to serve for each Standing Sub-Committee.
9.1.2 The Chairman of each sub-committee should appoint his members and these will be approved by the Executive.

9.2 Special Sub Committees

9.2.1 At any Business Meeting the Executive Committee shall announce its officers to serve on a Special Sub-Committee.
9.2.2 The Chairman of each Sub-Committee should appoint his members and these will be approved by the Executive.
9.2.3 Standing Sub-Committees and Special Sub-Committees shall be under the direction of the Executive Committee.
9.2.4 The President or Vice-President may exercise the right to be voting Members of all Standing and Special Sub-Committees to which they are not appointed or elected.

9.3 Council of Presidents

9.3.1 Composition
a. The Council of Presidents shall consist of all Past Presidents Members of the Trinidad and Tobago Institute of Architects.

9.3.2 Meetings of the Council of Presidents
a. The President of the Institute shall request in writing meetings of the Council of Presidents to discuss matters relating to the affairs of the Institute.

9.3.3 Powers and Duties of the Council of Presidents
a. The "Council" of Presidents shall be entrusted to advise the incumbent President on the management of the Institute, matters relating to international and national affairs, to take all measurers to provide for the management of the affairs of the Institute for which no provision is specifically made in the rules of the Institute.

b. The "Council" of Presidents recommendations does not obviate the powers of the Executive.

10.0 QUORUM

10.1 At an Annual General Meeting one-third (1/3) of the Full Members shall constitute a quorum.

10.2 At a Business Meeting, ten (10) Full Members shall constitute a quorum.
10.3 At any Standard or Special Sub-Committee, two-thirds (2/3) shall constitute a quorum.

10.4 At any Executive Committee Meeting, four (4) Members shall constitute a quorum.

11.0 PROPERTY AND FUNDS

11.1 An inventory of the Institute's Property shall be kept and checked annually by a Sub-Committee of two (2) Members of the Institute who shall subsequently report to the Executive Committee.

11.2 An account in the name of the Trinidad and Tobago Institute of Architects shall be maintained at a Bank approved by the Members. Cheques drawable upon this account shall bear the signatures of the Treasurer and either the President or Vice President.

12.0 PROFESSIONAL CONDUCT

12.1 Code of Professional Conduct

12.1.1 Guidelines for serving on State Boards, Commissions and Authorities.
Members of the TTIA who serve on State Boards, Commissions and Authorities are hereby guided:

a. This guideline does not go as far as to state that members of a Board should not accept work or commission from that Board. It does attempt however to alert members of the dangers of so doing. In the final analysis the Institute accepts that circumstances could exist whereby the member of the Board may have been fairly selected and could be the professional best suited to do the job of work, also that a pre-condition of non-acceptance of work may deter some members from fulfilling their public duty.

b. Declare your assets and Interest by Statutory declaration before taking your position on a State Board, Commission etc.

c. Observe the rules and regulations of the Board / Commission in respect of declaration of interest.

d. Act fairly and dispassionately on all matters pertaining to your professional expertise and on which your advice is sought.

e. Should a commission be in the offering, ensure that the procedure for selection is fair and equitable with a view to having the professional best suited to handle the project.

f. Do not attempt to influence the Board or its members that you or your firm is best suited to do the project.
g. the event that you find that you or your firm are being discussed, should you have an interest in the project, you should immediately declare your interest and cease to partake in any discussion on the subject until a decision is made by the Board.

h. Should you be offered and you accept a commission from the Board, the following additional factors should be considered.

j. Identify client person or group – try not to be in a position where you are your own client and therefore pronouncing on your own work.
k. Given all the precautions, should there be a dispute in the settlement of your fees you may have difficulty resorting to the normal channels for delinquent payments i.e. through legal action and even though the matter may be referred to the Institute of Architects, it too might be constrained to act on your behalf.

12.2 Code of Ethics
The Code of Ethics for Professionals applies to those who sit on State Boards Act 37 of 1972 and who sit on the Boards of Public Companies.

12.2.1 A Member of the Authority who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the Authority or in any other matter whatsoever in which the Authority is concerned, shall declare the nature of his interest at the first meeting of the Authority at which he is present after the relevant facts have come to his knowledge.

12.2.2 A Member shall not take part in any deliberation or decision of the Authority with respect to any transaction with the Authority or any other matter with which the Authority is concerned in which he has whether directly or indirectly any interest.

12.2.3 For the purpose of this Act, a member of the Authority shall be deemed to have an interest in a transaction if he is a Member of a Company or is in the employment of or employed by a person or a Company or is married to a person who transacts or proposes to transact or undertake to execute or carry out any works or services which is the subject of consideration by the Authority.

12.2.4 A Member who fails to comply with the provisions of this action is guilty of an offense and is liable on summary conviction to a fine of One Thousand dollars ($1,000) unless he proves that he did not know that a contract, proposed contract or other matters in which he had a pecuniary interest was the subject of consideration at the meeting.

12.2.5 A disclosure under Sub-section (I) shall be recorded in the minutes of the Authority.

13.0 AUDIT

13.1 Auditing Firm
A Firm of Auditors should be approved by the Executive to audit the Accounts of the Institute.

13.2 Auditors Statement
A copy of the Auditors Statement should be sent to all Members at least one week before the Annual General Meeting.

14.0 ALTERATION TO RULES
This applies to any alterations of rules within this document

14.1 Any intended alterations to these rules shall be proposed and seconded at a Business Meeting, and the motion shall be circulated by the Secretary to all members, at least one (1) week before the next Business Meeting and the motion will be deemed carried only if a two-third (2/3) majority of the Members present vote in favor.

15.0 MEMBER FIRMS
This explains the definition of a “Member Firm”

15.1 The definition of “Member Firms” is as follows:
"Member Firms who shall be principally engaged in the Practice of Architecture and whose principals, being Full Members of the T.T.I.A. have controlling majority interest in the Firm "

16.0 DELETIONS AND ALTERATIONS

16.1.0 Deletions

16.1.1 Work Permit Levy deleted from the Rules with effect from April 30th, 1993.

16.2.0 Alterations

16.2.1 Alterations to Chapter 6.0 – Sub Chapter 6.1.3
Requirements for the Admissions of CARICOM Nationals added to the Rules on the 3rd August 2004 to the Trinidad and Tobago Institute of Architects under Chapter 6.1.3 of this document, and in accordance with the revised Article 45 of the Treaty of Chaguaramas for member states of the CARICOM Single Market and Economy (CSME).

16.2.2 Alterations to Chapter 6.0 – Sub Chapter 6.2.1 and 6.2.2
Classes of Memberships described for Full and Visiting Members to include CARICOM Nationals added to the Rules on the 3rd August 2004 to the Trinidad and Tobago Institute of Architects under Chapters 6.2.1 and 6.2.3 of this document, and in accordance with the revised Article 45 of the Treaty of Chaguaramas for member states of the CARICOM Single Market and Economy (CSME).