

Trinidad and Tobago Amateur Radio Society Inc.

*Founded 1951
Incorporated by Act of Parliament No. 13 of 1981*

Rules & Regulations

1. Name	The Society shall be called the "Trinidad and Tobago Amateur Radio Society Inc" (hereinafter called "The Society").
2. Mailing Address	The mailing address of the Society shall be: P.O. Box 1167, Port of Spain, Trinidad and Tobago.
3. Aims and Objectives	<p>The Aims and Objectives of the Society shall be:</p> <ul style="list-style-type: none">(a) To promote, foster and encourage interest in Amateur Radio in Trinidad and Tobago.(b) To train prospective aspirants for the City and Guild's of London Radio Amateur Examination or it's equivalent and the Morse Code to enable them to obtain an Amateur Radio Licence.(c) To co-operate with Government and other Organizations in providing communications, both National and International, in the event of disasters and emergencies.(d) To provide a Voluntary Monitoring Service to include an intruder watch on assigned frequencies.(e) To co-operate with Government and organizations working in Public Service Operations.(f) To educate its members and others in communications and disaster preparedness.(g) To lobby and preserve the rights and privileges of Amateur Radio Licensees.(h) To operate a Technical School under the terms of reference as determined by registration with the Ministry of Education.(i) To raise funds to fulfill specific aims and objectives of the Society.
4. Patron	The President of the Republic shall be requested to be the Patron of the Society.

<p>5. Association</p>	<p>The Society may associate or seek affiliation with any National, Regional, or International Agency which may further its aims and objectives.</p>
<p>6. Membership</p>	<p>Membership in the Society shall comprise the following categories:</p> <p>(a) Full Member: Any person holding a valid Amateur Radio Transmitting Licence issued by the competent Authority Ordinance Chapter 36, No. 2 or such successor legislation, shall be eligible to apply for full member.</p> <p>(b) Associate Member: Any person who is interested in Amateur Radio and supportive of the aims and objectives of the Society.</p> <p>(c) Honorary Member: Persons who have provided outstanding service to the Society may be proposed for such membership.</p> <p>(d) Affiliate Member: Any person holding a valid foreign Amateur Radio Licence and who may be resident in the Country for a Period not exceeding six (6) months shall be eligible to apply for Affiliate membership. An Affiliate Member shall not be eligible to hold office in the Society.</p> <p>All applications for Membership shall be considered by the Management Committee under the rules and they shall determine whether such persons should be granted membership. All acceptances are to be presented to the Members at the next Ordinary Meeting for ratification.</p> <p>Roll of Members The Management Committee shall keep an up to date roll of members which shall be made available for inspection by the members on a quarterly basis.</p>
<p>7 Structure</p>	<p>To encourage the fullest participation of its members in furthering the Aims and Objectives of the Society the Country is deemed to consist of four (4) Geographical Regions. The Regions are defined as follows:</p> <p>(a) Northern Region... All Regions administered by the Corporations of Diego Martin, Port of Spain, Laventille and San Juan.</p> <p>(b) Central Region... All Regions administered by the Corporations of Chaguanas, Couva, Tunapuna, Piarco, Arima and Sangre Grande.</p> <p>(c) Southern Region... All Regions administered by the Corporations of San Fernando, Rio Claro, Princess Town, Penal Debe, Siparia and Point Fortin.</p>

	<p>(d) Tobago Region... All areas in the sister Island of Tobago.</p>
<p>8. Officers of the Society</p>	<p>Once every two (2) years at the Annual General Meeting of the Society, the members present shall elect a Committee herein-after referred to as the Management Committee, to manage the affairs of the Society.</p> <p>The Management Committee shall be the sole administrative authority of the Society and shall hold office for a period of Two (2) years.</p> <p>Only full financial members of the Society shall be eligible to hold office on the Management Committee.</p> <p>The Management Committee shall comprise of the following:</p> <ul style="list-style-type: none"> (a) The President (b) The Vice-President (c) The Secretary (d) The Assistant Secretary (e) The Treasurer (f) Four (4) Regional Representatives (g) One (1) Representative of the Associate Members <p>All Members of the Management Committee with the exception of the Regional Representatives shall be elected at the Annual General Meeting.</p>
<p>9. Terms of Office</p>	<ul style="list-style-type: none"> (a) All Members of the Management Committee including the Regional Representatives shall serve in their specific elected position for not more than two (2) consecutive terms. That is a maximum of four (4) years in any specific position. (b) The Regional Representative shall be proposed and seconded by full members resident in the defined Region and be elected by majority votes of the full financial members present at the last ordinary meeting held prior to the Annual general meeting of the Society. (c) The Management Committee shall be responsible for disciplinary matters.
<p>10. Meetings</p>	<ul style="list-style-type: none"> (a) Ordinary meetings of the respective regions shall be held quarterly or at such other times as the Management Committee shall decide. Meetings

	<p>are to be held on the first Monday of each quarter or any other day in the month at a venue to be decided.</p> <p>(b) Extra-Ordinary General Meetings may be called at the discretion of the Management Committee or if requested in writing to do so by at least five (5) Full Financial Members of the Society. At least seven (7) days written notice, must be given to all fully paid up members.</p> <p>(c) The Annual General Meeting. This meeting shall be held in the month of March each year. The Management Committee shall decide the venue. One Fifth of the full financial members shall be notified in writing and by regular post at least seven (7) days before, of the date, time and place of the meeting.</p> <p>(d) All meetings shall follow a set agenda and minutes shall be kept.</p> <p>The Management Committee may call Committee Meetings at its discretion.</p>
<p>11. Quorums</p>	<p>Management Committee Meetings: Four (4) members of this committee, one of whom must be the President or the Vice-President are necessary to form a quorum.</p> <p>Ordinary, Regional, Extra-Ordinary and Annual General Meetings: One fifth of the financial members shall constitute a quorum.</p> <p>Sub-Committees: Two financial members of such committees shall form a quorum.</p> <p>If there is no quorum at any of the meetings, the meeting shall be re-called one week after and if there is still no quorum, at the expiration of thirty (30) minutes after the meeting was due to start, the financial members present shall carry on the meeting provided the President or Vice-President is in the chair.</p>
<p>12. Attendance at Meetings</p>	<p>Any officer of the Management Committee who is unable to attend a Management Committee, Extra-Ordinary or General Meeting shall send a reasonable written or verbal excuse as appropriate.</p> <p>The Regional representative must attend Ordinary Meetings or send a reasonable excuse in writing.</p> <p>The seat of any member of the Management Committee</p>

	<p>may be declared vacant if such a member fails to attend three (3) consecutive Committee meetings without a reasonable written or verbal excuse and The Society shall take steps to fill the vacancy. Any member so elected to fill a vacancy will serve the un-expired term of this position and can stand for re-election at the next Annual General Meeting.</p>
<p>13. Removal from Office</p>	<p>Any member of the Management Committee or the entire Management Committee may be removed from office by an Extra-Ordinary Meeting called for this purpose and adoption of a vote of no confidence by a two-thirds majority of full financial members of the Society.</p>
<p>14. Finance</p>	<p>(a) Registration... The registration fee shall be one hundred dollars (\$100.00)</p> <p>(b) Subscription... The annual dues shall be one hundred dollars (\$100.00) for all categories of members. Dues will be pro-rated on a quarterly basis for the new members at the time of acceptance into the Society.</p> <p>(c) Financial Year... The financial year of the Society shall be from the 1st of January to 31st December.</p> <p>(d) Bankers... All funds of the Society shall be deposited in a commercial Bank in the name of the Society and shall be used for the purpose of achieving the aims and objectives of the Society.</p> <p>(e) Arrears... Members whose dues are not paid up by 1st March shall be deemed non-financial. Only financial members shall be eligible to vote and hold office.</p> <p>(f) Payments... No disbursements of the Society's funds shall be made without prior approval of the Management Committee. The Treasurer may hold up to one hundred dollars (\$100.00) in petty cash to cover incidental expenses. Withdrawals shall be signed by the Treasurer and any of the following;</p> <ul style="list-style-type: none"> - President - Vice-President or - Secretary.
<p>15. Affiliation</p>	<p>The Society may accept applications from any Club, Society, or Association representing licensed Radio Amateurs in Countries outside the Territorial Limits of Trinidad and Tobago.</p> <p>Applications for affiliation are to be submitted in writing to the Management Committee and shall be considered at the</p>

	<p>next regular meeting. Acceptance shall be ratified at an Ordinary Meeting of the Society.</p>
<p>16. Conflict of Interest</p>	<p>No member may stand for election or serve on the Management Committee if such member(s) shall hold any office in any Club, Society, Association or grouping comprising Radio Amateurs of Trinidad and Tobago under the Wireless Telegraphy Ordinance Chapter 36, No. 2 or any such successor Legislation.</p>
<p>17. Forfeiture of Membership</p>	<p>An Extra-Ordinary General Meeting with a majority of two thirds of its full financial members present and voting shall have the power to suspend or expel any member or group within the Society who in its opinion has been guilty of conduct prejudicial to the Society or calculated to bring the Society into disrepute.</p> <p>Any expelled member(s) shall have the right to appeal at the next Annual General Meeting, provided that at least one month's notice in writing is given.</p> <p>In the event of an appeal being lodged or notice given to the Society the Member shall not be entitled to any rights and privileges pending consideration of the appeal.</p> <p>A simple majority vote of the financial members will be the final decision.</p>
<p>18. Assets</p>	<p>All Assets of the Society however obtained shall remain the property of the Society unless otherwise decided by the Management Committee and ratified at an Extra-Ordinary or Annual General Meeting.</p> <p>Any such assets, after being declared surplus, obsolete or otherwise, may be disposed off by the Management Committee acting within the framework of the Law.</p>
<p>19. Dissolution</p>	<p>Dissolution of the Society shall be decided by two-thirds majority of full financial members present at an Extra-Ordinary Meeting called for the purpose of discussing the dissolution.</p> <p>In the event of dissolution all property of the Society shall be disposed of and all sums thereby accrued shall be added to the funds of the Society and shall be distributed to selected Charitable Organizations.</p>
<p>20. Resignation</p>	<p>A member may resign at any time providing he gives three (3) days notice in writing. If however, he is a member of the</p>

	Management Committee his notice period shall be thirty (30) days and steps should be taken to fill such a vacancy for the un-expired term.
21. Society's Facilities	Only financial members have the right to use these resources.
22. General	<p>Each financial member of the Society shall be provided with a copy of the Rules and Regulations deemed necessary for the good government of the Society.</p> <p>Such Rules and Regulations must be approved at an extra-Ordinary Meeting.</p> <p>No addition, deletion amendment shall be made to these Rules and Regulations unless so authorized by a Majority of full financial members at an Extra-Ordinary Meeting specifically called for the purpose.</p>

These Rules and Regulations, replace any and all Rules and Regulations of the Society previously assented to.

The above Rules and Regulations were amended and authorized by the majority of financial members present at the Extra-Ordinary meeting, called for this purpose held at Boys Scout Headquarters, St Anns on April 2nd 1990.

Item 12 (a) was amended and authorized by the majority of financial members present at the Annual Meeting held at Naparima College San Fernando on March 19th, 1994

Items 7 and 8 were amended and authorized by the majority of financial members present at the Extra-Ordinary Meeting called for the purpose, which was held at TTARS Headquarters, 29 Mucurapo Road, St. James on 28th March, 1998.

Item 14 was amended and authorized by the majority of financial members present at an Extra-Ordinary Meeting called for the purpose and held at the California Government School, Southern Main Road on Saturday August 10th 2002.