RULES

OF THE

TRINIDAD AND TOBAGO

FIELD NATURALISTS' CLUB

(Published 1993 and incorporating amendments and additions made since the Revision in 1984.)

1

Name

The name of the club is "The Trinidad and Tobago Field Naturalists' Club". It is incorporated under Act No. 17 of 1991 of the Republic of Trinidad and Tobago.

Objects

2.

The objects of this Club are as follows:

a) to bring together persons interested in the study of natural history
b) to assist in the dissemination of knowledge on natural history.
c) to create an awareness of the need for conservation and the wise use of natural resources.

3.

The Management Committee of the Club may elect a Patron.

Officers

4.

The officers of the club shall consist of a President, Vice-President, Secretary, Assistant Secretary, and Treasurer, all to be elected at the Annual General Meeting.

5.

The office of President shall not be held by the same person for more than three consecutive years.

6.

No member shall hold more than one office at the same time.

President

7.

The President shall preside at the meetings of the Club, enforce the rules, and regulate discussion on matters of interest to the Club. He/She shall give the casting vote when required, and call Special Meetings of the Club at such times as he/she may deem necessary, or at the written request of any six members.

Vice-President

8.

The Vice-President shall discharge such leadership duties as delegated by the President. In the absence of the President, the duties of the President shall devolve upon the Vice-President. In the absence of both the President and the Vice-President, a chairman pro tempore shall be elected from the members present.
Secretary

9. The Secretary shall conduct and preserve the correspondence of the Club (except that of sub-committees), take and preserve minutes of meetings of the Club and its Management Committee, preserve in regular files all documents belonging thereto, keep membership records, notify members of forthcoming meetings, and lay before the Club at the Annual General Meeting a written report of the Club’s activities during the preceding year.

Assistant Secretary

10. The Assistant Secretary shall assist the Secretary and shall discharge the duties of the Secretary in the latter’s absence.

Treasurer

11. The Treasurer shall receive and take charge of the funds of the Club and attend to the collection and payment of monies. He/She shall keep a clear and detailed account of all receipts and payments which shall be laid before members at the Annual General Meeting, as well as at such other times as the Management Committee may request.

Auditors

12. The Auditors shall be registered with the Institute of Chartered Accountants of Trinidad and Tobago. They shall be elected at the Annual General Meeting, to which the Management Committee shall make a nomination. The Auditors shall certify the Treasurer’s report and shall make such recommendations as they see fit.

Management Committee

13. The affairs of the Club shall be conducted by the Management Committee, which shall be elected by secret ballot at the Annual General Meeting. The Committee shall consist of the President, Vice-President, Treasurer, Secretary, Assistant Secretary and three other members, at least one of whom should normally be a Junior Member. Five members shall form a quorum at meetings of the Management Committee. The Management Committee may appoint sub-committees from its members and co-opt onto these sub-committees any other members it sees fit. Each sub-committee shall present an annual report on its activities to the Secretary one month before the Annual General Meeting.

Membership

15. Membership is open to individuals at least 15 years of age who share the objects of the Club. The Club shall consist of Honorary, Ordinary, Life and Junior Members.

Privileges of Members

16. Members shall have the right to be present and to vote at meetings of the Club, and to introduce visitors at ordinary meetings. At any meeting of the Club a member shall be entitled to one vote only, except the President or Chairman, who shall in addition have a casting vote.

Honorary Members

17. An Honorary Member is a person elected as such at an Annual General Meeting of the Club. Honorary Membership shall be reserved for persons who have made an outstanding contribution in the field of natural history or conservation.

18. Proposals for election to Honorary Membership shall be made in writing to the Management Committee for approval. Presentation may then be made at an Annual General Meeting which must be passed by a two-thirds majority vote of eligible members present and voting.

19. Honorary Members shall be exempt from the payment of fees and contributions, and shall possess all the privileges of members.

Ordinary Members

20. An Ordinary member is one paying subscriptions to the funds of the Club and entitled to all its privileges. Temporary membership may be conferred at the discretion of the Management Committee.

Life Members

21. Life Membership shall be available to any new applicant or existing member. The one-time subscription for Life Membership shall be set by the Management Committee. Life Members shall have no claim upon the Club in the event of dissolution of the Club or termination of membership.
Family Membership

21b. A family membership is available for any number of first degree relatives* who share the same residence. Each individual in the family will have full membership rights except that the family will receive only one copy of club publications.

*First degree relatives include maternal or legally adopted children, spouse, parents.

Junior Members

22. Junior Membership shall be available to individuals under eighteen years of age and to full-time students under twenty-one years of age. A Junior Member shall pay half the subscription paid by an Ordinary member. He/she may not hold office, but shall have all other privileges of an Ordinary Member.

Election of Members

23. Every candidate for admission to the Club shall apply on the prescribed form. Application for membership shall be forwarded to the Management Committee for consideration. The Management Committee reserves the right to refuse membership.

Entrance Fee

24. There shall be an entrance fee of such sum as proposed by the Management Committee and ratified by the Annual General Meeting. Junior members shall not be required to pay an entrance fee.

Resignation

25. A member who resigns from the Club by reason of the fact that he/she ceases to reside in Trinidad and
26 Finances*

26 a The annual and life subscriptions shall be proposed by the Management Committee and ratified by an Annual General Meeting. All subscriptions shall be due and payable on 1st January of the current year. Members elected after 31st August shall pay half the annual subscription for the year.

26 b Club funds will be held in a bank account or similar secure account at a finance house, that is widely recognized to be a reputable and responsible custodian of public funds.

26 c The Club finances will be controlled by the Management Committee. The following require a majority vote by the Management Committee:
Purchase and sale of club equipment that will be recorded in the Club’s capital asset register.
Transfers of funds between bank accounts

* As amended on 8th January 2009
29. Should any member act in a manner likely to bring the Club into disrepute, on a written complaint signed by at least six members and handed to the Secretary, a special meeting shall be called to consider the complaint. Members shall be given at least seven days' notice of such a meeting. The Secretary shall send a copy of the complaint and notice of the special meeting by registered post to the member concerned, so as to arrive not less than seven days before the date of such special meeting, together with an invitation to the member to attend or send in a written defense. Any positive action on the complaint shall require a two-thirds majority of the eligible members present and voting.

Public Representation

30. Any written or verbal communication purporting to be the views of the Club shall require the explicit prior approval of the Management Committee. In addition, any such written communication shall be transmitted through the President or Secretary.

The Library

31. The lending of books, pamphlets and papers, belonging to the Club shall be subject to such regulations and decisions as the Management Committee may make from time to time.

Meetings of the Club

32. The monthly meetings of the Club shall be held on the second Thursday of each month or on such days as the Management Committee may decide.

33. Members shall receive seven days notice from the Secretary of the date, time and place at which the meetings are to be held.

34. Twenty members shall constitute a quorum for the transaction of business at Monthly, Annual General and Special Meetings of the Club.

35. The order of business at monthly meetings shall be, as far as practicable, as follows:
   1. Confirmation of Minutes
   2. Matters arising out of the Minutes
   3. Field trips
   4. Other matters arising
   5. Announcements
   6. Lecture
   7. Exhibits.

Publications

36. A Publications Sub-Committee shall be appointed annually by the Management Committee.

37. The Club's Journal shall be published at such time and at such price as the Management Committee may decide.

Amendments and Suspensions of the Rules

38. Any proposal to amend or suspend any of these rules shall be submitted in writing to the Management Committee, which shall have it published in a notice convening the next Annual General Meeting or a special meeting. The proposal may be adopted by the affirmative vote of two-thirds of the members present and voting.

Procedure

39. Authority is vested in the Chairman to exercise his/her discretion at any meeting on all points of order not governed by these Rules.

Dissolution of the Club

40. In the event of the winding up or dissolution of the Club, the surplus assets shall be paid or distributed to another charitable institution approved by the President of the Republic of Trinidad and Tobago.
TTFNC Sub-committee Guidelines

1. The Management may appoint sub-committees as per Rule 13 for any purpose.

2. Proposals for member-interest subcommittees will require evidence of at least 5 members who are prepared to work to further the interest of the proposed subcommittee.

3. Proposals for member-interest sub-committees shall state in writing the objectives of the sub-committee and these shall be in the field of natural science, the environment, and natural history.

4. The Management Committee will consider any proposal for a member-interest sub-committee taking into account the stated interests, the effect on the good name of the Club, the feasibility of any funding, and the apparent support from members, and approve/disapprove its establishment as a recognized sub-committee.

5. Sub-committees will apply sound safety standards, particularly for field operations, including Club safety requirements as published from time to time.

6. No sub-committee shall engage in activities that incur liability for loss, injury, damage, or general liability, upon the Club, or the Management Committee.

7. During the existence of sub-committees the objectives may evolve, change, require correction, or otherwise develop. Whenever such developments are significant the new objectives will be stated in writing for the approval of the Management Committee.
INDEX

Assistant Secretary.........................................................3
Auditors ........................................................................4
Club, Meetings & Dissolution ..........................10, 12
Entrance Fee.................................................................7
Honorary Members.........................................................5
Junior Members.........................................................7
Library...........................................................................9
Life Members.................................................................6
Management Committee.................................4
Members, Election & Privileges............................5, 7
Membership, Termination.................................5, 8
Name..............................................................................1
Objects..........................................................................1
Officers..........................................................................1
Ordinary Members.........................................................6
Patron...........................................................................1
President........................................................................2
Procedure......................................................................11
Publications....................................................................11
Public Representation..................................................9
Resignation.................................................................7
Rules (Amendments & Suspensions).................11
Secretary.................................................................3
Subscriptions..............................................................8
Treasurer.................................................................3
Vice-President..............................................................2

TTFNC Sub-committee Guidelines .................13