



The Constitution of the Media Association of Trinidad and Tobago

1. Name

Media Association of Trinidad and Tobago (hereinafter called MATT)

2. Office

The office of the Association shall be sited in Trinidad and Tobago at such address as members may determine when necessary, by ordinary resolution.

3. Aims and Objectives

The objectives of the Association shall be:

- (a) To promote the development of media workers, journalists and journalism.
- (b) Encourage and foster the observance of high professional standard by its members and to establish and **prescribe** such standards.
- (c) To promote the professional development of journalists.
- (d) To promote and gain recognition of the Association as the professional organization representing journalists and other media workers.
- (e) To do all in its power to safeguard the freedom of the press and the freedom of journalists engaged in their legitimate professional activities and to preserve the standards of the profession.

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- (f) To take such **action** (in keeping with its status as a professional body) as it deems necessary whenever the rights and liberty of the press and the journalists and any of its members are threatened.

- (g) To arrange meetings, discussions, conferences and the like on matters of common interest, and generally to act as a clearing house for the exchange of ideas on the practice of journalism.

- (h) To develop and foster relations with related bodies or authorities.

- (i) To issue a bulletin or journal and other publications.

- (j) To establish a library.

- (k) To keep a register of members.

- (l) To receive money or real estate, or other assets for the purpose of the Association, free from suitable Corporate, State and International bodies.

- (m) To purchase or acquire free, real or personal property and any rights or privileges which the Association may think necessary or convenient for the purpose of its objects, and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Association.

- (n) Generally to undertake all such activities as are likely to be of benefit to the practice of journalism and the interests of its members.



(o) To do all such things that are incidental or conducive to the attainment of the above objects or any of them.

4. Membership

The Association consists of the following types of membership:

(I) Full Members

Any media worker with no less than three (3) years experience at a Media House or any person with no less than three years (3) years full time journalistic experience who satisfies the Executive that he or she devotes a major part of his or her time and or earns a major part of his or her income from journalism as defined part of his or her income from journalism as defined in clause 3 (a) will be eligible for full membership.

(II) Probationary Members

Any person who is a full time journalist at a bona fide Media House but who has less than three years experience.

(III) Temporary Members

Visiting bona fide journalists may apply for and shall be entitled to temporary membership.



(IV) Life Members

Subject to sections 8 and 9, the general membership of the Association shall be empowered to nominate life membership upon individuals in recognition for outstanding services to journalism. Life members will be entitled to all privileges including voting rights. Life members will be entitled to attend all MATT events free, and are fully exempt from payment of annual subscription.

(V) Associate Members

Associate membership shall be open to Public Relations and Information and Advertising personnel from other related fields as the general membership may decide from time to time. Associates will not be entitled to vote at any General Meeting.

(VI) Loss of Right to Membership

Any person who no longer qualifies under clause 4 (I, II, III, and IV) except for veteran journalists and life members.

(VII) Executive Committee

(a) There shall be an executive committee (hereinafter referred to as the Executive) responsible for the general management of the Association. It shall be elected bi annually in the month of April by life, full and Probationary members of the Association and shall consist of the President, Vice President, Secretary, Assistant Secretary, Treasurer and two other full members of the Association. The Executive may however, for special purposes, co-opt additional members. Such additional members shall act only in an advisory capacity.



- (b) Whenever the vacancy occurs in the Executive during the bi annual period, the Executive may appoint any full members of the Association to fill such vacancy for the un-expired period.
- (c) The Executive shall meet at least once per month on such date and time as is fixed by the Executive at its first meeting after election.
- (d) Any member of the Executive absent for three consecutive meetings of the Executive Committee without leave may be called upon to demit office.

8. Obligations of Membership

- (a) Applications for, save and except life Membership, shall pay a non-refundable application fee of \$50.00 (fifty dollars) or such other sum as may be determined by the general membership from time to time.
- (b) All members except Life Members shall pay an annual subscription of \$50.00 (fifty dollars) or such other sum may be determined by the general membership from time to time.
- (c) A member whose subscription is three months in arrears shall become non-financial and shall not be entitled to vote at any meeting of the Association.

9. Powers of the Executive Committee

- (a) It shall be responsible for the administration of the Association's funds.
- (b) It shall be responsible for making all preparations with respect to elections.



- (c) Pending the approval of the general membership, it shall have the power to suspend any member of the Executive for misconduct, breach of these rules, dishonesty, refusal to carry out the lawful decisions of the Executive and conduct calculated or likely to affect adversely the Association or its members and for any other reason which it deems good and significant in interest of the Association.
- (d) It shall have power to interpret these rules and to decide all questions to which these rules are silent and its decision thereon shall be binding unless reversed by the Association at general meetings.
- (e) Except as may otherwise be provided by these rules, the Executive shall in all things act for and in the name of the Association and shall take full force and effect as the acts of the Association in general meetings.
- (f) The Executive Committee shall appoint any four of its members, a Disciplinary Committee to consider charges of misconduct and other offences (as stated in sub clause c) against any member of the Association.

10. Quorum (Executive Meetings)

- (a) Four (4) members of the Executive shall constitute a quorum. The President or in his or her absence the Vice President shall have an original and casting vote.
- (b) Save as in herein provided the Executive shall regulate its business as it deems proper.



11. General Meeting

- (a) There shall be a General Meeting of the Association on a quarterly basis effective from the date of a Bi annual general meeting or as often as deemed necessary by the Executive.
- (b) A quorum for a general meeting shall be eight (8) full members. If after two attempts to hold such a meeting, there is no quorum, those members present at the third attempt shall constitute a quorum.
- (c) Voting members shall be entitled to raise resolutions at General Meetings without prior notice, providing that the moving of such resolution is accepted by the Chairman.

12. (A) Biennial Meetings

- (a) They shall be held every two months in the month of April on such day or days to be appointed by the Executive at a Biennial General Meeting of the Association on which day shall be elected the officers and such delegates to the Executive as these rules allow.
- (b) Any voting member wishing to bring before a biennial General meeting any resolution shall give notice of such resolution to the Secretary no less than seven (7) days before the date fixed for the Annual General Meeting and no such resolution shall come before the meeting shall see fit to dispense with this rule, except it be deemed by a majority of voting members present as being of “urgent” importance.
- (c) The Secretary at least three (3) days before the biennial General Meeting shall send to every voting member a written copy of any resolution proposed.



12 (B) Extraordinary General Meeting

An Extraordinary General Meeting:

(a) May be called by the Executive Committee

(b) Shall be called by the Executive Committee within seven (7) days of receipt of the requisition thereof signed by no fewer than seven (7) members. Such requisition to state the business proposed for the meeting which shall be the sole agenda item.

13 (A) Officers

The officers of the Association shall be the President, the Vice President, Secretary, Assistant Secretary, Treasurer and two Floor Members who shall be elected by and from the members of the Association at its annual General Meeting. Two Trustees are to be appointed by the Executive.

President

(a) The President shall preside at all meetings of the Association and the executive and shall be responsible for the proper conduct of the business at all meetings. He/She shall be an ex-officio member of all and any Committees which may be appointed from time to time by the Executive.

(b) The President shall call a special meeting of the Executive whenever he/she deems necessary.

(c) The President shall present an annual report to the membership at the annual general meeting.



(d) The President shall in conjunction with the Secretary or Treasurer and Trustees sign all payment vouchers of the Association.

(e) The President in conjunction with the Secretary or Treasurer and Trustees sign all cheques of the Association.

Vice President

(a) The Vice President shall in the absence of the President preside at all meetings of the Association and the Executive and do all such things as the President is empowered to do under these rules.

Secretary

(a) The Secretary shall be responsible for taking and keeping all the notes and records of the Association.

(b) The Secretary shall conduct all correspondence by and on behalf of the Association and be responsible for the keeping of proper records and minutes of all meetings of the Association.

(c) The Secretary shall keep the roll of members of the Association and such other books as provided by these rules or as the Executive shall direct and shall cause all decisions and directions of the Executive to be forwarded to the members.

(d) The Secretary shall attend all meetings of the Executive and shall cause Minutes of the proceedings to be recorded. He / She shall with the approval of the President prepare the agenda for all such meetings and cause notice to be given to members as required under these rules.



Treasurer

- (a) The Treasurer shall be responsible for all monies of the Association and shall keep a register of all monies received by, and banked or withdrawn by the Association.
- (b) The Treasurer shall attend all meetings of the Executive.

Trustees

- (a) There shall be two Trustees who shall hold in their joint names and that of the President, the title to all property of the Association, in trust for the Association and its members.
- (b) In the event of a Trustee dying, resigning or being removed from office, another shall be appointed by the Executive until the next Annual General Meeting of the Association.
- (c) The remaining Trustees in all matters, act only under the direction of the Executive but subject to such direction, shall have the power to invest all or any part of the general fund of the Association in such manner as the Executive may from time to time determine.
- (d) All Deeds, Documents of Title and Securities of the Association shall be held by the Trustees and the President. They must take such measures for the safe custody and preservation thereof at the expense of the Association, as the Executive of the Executive thinks fit, and shall be responsible for the safe custody of all such Deeds, Documents and Securities are all placed in their hands under control and shall produce them for inspection when required by the Executive and / or general membership to do so.



- (e) It shall be the duty of the Trustee who has resigned or has been removed from office to execute such documents and take all such other steps as may be necessary to transfer to the trustee for the time being of the Association all property, securities and other things held by him on behalf of the Association within 21 days of his resignation or removal from office.
- (f) The Trustee shall not invest any part of the funds of the Association upon Security of their own property or otherwise than in accordance with the law and then only by direction of the Executive and or the general membership.

13 (B) Sub Committees

The Executive from time to time may establish such Sub Committees as the Executive sees fit.

Such Sub Committees may be permanently established such as the Constitution Sub Committee and the Legal Sub Committee.

Appointment to membership of such Permanent Sub Committees is for life. Members may if they choose become inactive, but shall be not allowed to resign, even if they cease to be members of MATT.

Members of MATT Sub Committees may be experts or professionals who are not members of MATT. The Chairman (or Acting Chairman) of all MATT Sub Committees shall however, in all cases, be a member of MATT. Appointment of such outside experts shall be done at the absolute discretion of the President and Executive of MATT. Once the President and Executive agree on the appointment, a letter of appointment of the expert is prepared by the President of MATT and delivered to the Appointee.



Temporary Ad Hoc Sub Committees set up to supervise or run any special event, shall be dissolved once the event is successfully held or finally abandoned.

The President of MATT shall be an ex officio member of all MATT Sub Committees (See 13B), permanent and temporary. The Treasurer shall be an ex officio member of all temporary Ad Hoc Committees set up to supervise or run any special event. The profit (or loss) from each special event of MATT, shall be disclosed by the Treasurer to the membership, at the first available general meeting, after the event's final financial results are computed.

14. Inspection of Books and Membership Roll

Any financial member may inspect the books and membership roll of the Association at the office of the Association by giving two days notice to the Secretary.

15. Amendment of Constitution

(a) The Constitution or any provision herein including this provision may be amended by not less than a two-thirds majority vote of the Association at a General Meeting.

(b) This Constitution of the Association and all amendments thereto shall be binding on all members of the Association.

16. Dissolution

(a) The Association shall not be dissolved except with the consent of not less than five-sixths of the members voting by ballot at a meeting or an election called for that purpose.



(b) If upon dissolution of the Association there remains after settlement of all its debts and liabilities, and property whatsoever, the same shall be paid or distributed in equal proportion among all financial members who have been on the membership roll of the Association for not less than one year prior to the date of the decision to dissolve.

17. Voting

All voting at meetings of the Association shall be by a show of hands except when otherwise decided by the meeting.