

# CONSTITUTION

# TOBAGO PEOPLE'S PARTY

January 20, 2024

**TOBAGO PEOPLE'S PARTY**

**Tobago, Trinidad and Tobago**



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**ARTICLE 1            NAME, SYMBOL AND COLOUR**

1. The name of the Party shall be the “TOBAGO PEOPLE’S PARTY” (hereinafter also referred to as “the Party”).
2. Symbol and Description

**1. SYMBOL**



## **2. DESCRIPTION**

The sturdy anchor stands upright with the ring, shank and stocks forming the ‘T’ for Tobago. The anchor represents the importance of identity, strength, spirituality, and resilience of the people of Tobago within the national context. The ring, shank and stock give the appearance of a man with outstretched arms. This ‘T’ shelters the two Capital ‘P’s located to the right and left of the shank and this placement symbolizes the assurance of God’s protection of the people. The anchor, and two ‘P’s are drawn within a circle that represents wholeness and the infinite possibilities of our diverse people. The words ‘Tobago People’s Party’ are at the base of the image in three separate lines.

This symbol unites all people who cherish the virtues of faith, equity, fairness, and productivity as our people are connected through a single vision across generations, and they defy geographical limitations. In times of peace or conflict, steady as the conviction of the people, the anchor holds.

## **ARTICLE 2           DECLARATION**

The “TOBAGO PEOPLE’S PARTY” hereby declare its intention and commitment to observe the following articles that constitutes the Universal Declaration of Human Rights. The articles set forth the civil, political, economic, social and cultural rights to which all persons are entitled, without discrimination. The Universal Declaration of Human Rights constitutes the principles which underscore the aims and objectives of the “TOBAGO PEOPLE’S PARTY”:

1. All human beings are born free and equal.
2. Everyone is entitled to the same rights without discrimination of any kind.
3. Everyone has the right to life, liberty, and security.
4. No one shall be held in slavery or servitude.
5. No one shall be subjected to torture or cruel or degrading treatment or punishment.

6. Everyone has the right to be recognized everywhere as a person before the law.
7. Everyone is equal before the law and has the right to equal protection of the law.
8. Everyone has the right to justice.
9. No one shall be arrested, detained, or exiled arbitrarily.
10. Everyone has the right to a fair trial.
11. Everyone has the right to be presumed innocent until proven guilty.
12. Everyone has the right to privacy.
13. Everyone has the right to freedom of movement and to leave and return to one's country.
14. Everyone has the right to seek asylum from persecution.
15. Everyone has the right to a nationality.
16. All adults have the right to marry and found (establish) a family. Women and men have equal rights to marry, within marriage, and at its dissolution.
17. Everyone has the right to own property.
18. Everyone has the right to freedom of thought, conscience and religion.
19. Everyone has the right to freedom of opinion and expression.
20. Everyone has the right to peaceful assembly and association.
21. Everyone has the right to take part in the government of one's country.
22. Everyone has the right to social security and to the realization of the economic, social and cultural rights indispensable for dignity.
23. Everyone has the right to work, to just conditions of work, to protection against unemployment, to equal pay for equal work, to sufficient pay to ensure a dignified existence for one's self and one's family, and the right to join a trade union.



24. Everyone has the right to rest and leisure.
25. Everyone has the right to a standard of living adequate for health and well-being, including food, clothing, housing, medical care and necessary social services.
26. Everyone has the right to education.
27. Everyone has the right to participate freely in the cultural life of the community.
28. Everyone is entitled to a social and international order in which these rights can be realized fully.
29. Everyone has duties to the community.
30. No person, group or government has the right to destroy any of these rights.

### **ARTICLE 3            AIMS AND OBJECTIVES**

The Tobago People's Party aims:

1. To provide a forum to bring together persons who are committed to contributing to the development of Tobago and the realization of the optimum potential of its people.
2. To strive for self-determination for the people of Tobago and the sustainable development of the island while maintaining the island's identity, promoting national unity and Caribbean socio-economic integration.
3. To promote active participation at all levels of decision making as the foundation for participatory democracy and people empowerment.
4. To nurture a society that values advancement based on merit, ability, competence and integrity.
5. To insist that there are equal opportunities for all residents of the island without discrimination.

6. To ensure the availability of, and access to a system of education, skills and advanced training, which address the qualitative, productive and developmental needs of the island.
7. To establish and maintain an efficient and responsive health system.
8. To take the youths of our island into our confidence, listening and responding to their views and concerns, while encouraging, inspiring and challenging them towards the attainment of their goals and objectives.
9. To formulate and implement programs and projects in response to the needs of the disadvantaged and the less fortunate.
10. To strengthen the family structure, nurture sound moral and spiritual values, facilitate healthy well-balanced individuals, productive family life and a safe and secure environment.
11. To promote an abiding appreciation and respect for the ethnic, cultural and religious diversity as a strategy to foster harmony, understanding, cohesion and national unity in Tobago and Trinidad.
12. To enhance the entrepreneurial base of the island by creating a climate in which private enterprise will thrive, and where creativity, productive endeavor and enterprise among all residents are encouraged as the basis for enduring economic development and social progress.
13. To protect and conserve Tobago's natural environment while managing the sustainable development and utilization of our land, forest, marine, fresh water, hydrocarbon and other natural resources.
14. To foster and maintain freedom of the media, and the open dissemination and interchange of ideas, subject to the laws of Tobago and Trinidad.
15. To promote good governance by making information on the activities and decisions of government available to the population in real time.





## **ARTICLE 4            MEMBERSHIP**

### **1. CATEGORIES OF MEMBERSHIP**

- a. There shall be three (3) categories of membership:
  - i. Ordinary
    - Youth
    - Adult
  - ii. Associate
  - iii. Honorary.
- b. Ordinary Membership is open to all citizens of Tobago and Trinidad who have attained the age of fifteen (15) years and are not members of any other political party in Tobago and Trinidad.
- c. An Ordinary Member aged thirty (30) years and under will be classified as a Youth Member. An Ordinary Member over the age of thirty years will be classified as an Adult Member.
- d. Associate Membership is open to all groups and organisations which subscribe to the principles of the Party and are not associated with any other political party in Trinidad & Tobago.
- e. Honorary Membership shall be conferred by the Party Executive on persons who have made outstanding contributions to the political development of Tobago and Trinidad, and notification of the appointment will be served on the Island Council.

### **2. APPLICATION FOR MEMBERSHIP**

- a. Application for membership shall be made on the prescribed form and submitted to the General Secretary, together with the Membership Application Fee and Monthly Subscription Fees for three (3) months.

- b. A decision on all applications for membership shall be made by the Party Executive within six (6) weeks of receipt of the application by the General Secretary, and this decision shall be conveyed to the applicant within six (6) weeks thereafter.
- c. All applicants for membership shall agree to be bound by the provisions of the Party's Constitution, Standing Orders, Code of Ethics and decisions of the Party.
- d. There shall be a Membership Application Fee and a Monthly Subscription Fee the quantum which shall be as stated in the Party's Standing Orders.
- e. An applicant whose application for membership has been rejected shall be notified pursuant to the provisions of b. hereinabove, and the Subscription Fees paid on the making of the application shall be refunded.

### **3. DUTIES AND RIGHTS OF MEMBERS**

- a. All Members of the Party are:
  - i. Bound by the provisions of the Party's Constitution and must abide by the Standing Orders, Code of Ethics and decisions of the Party.
  - ii. Responsible for fostering and promoting the Aims and Objectives of the Party.
  - iii. Entitled to a copy of the Party's Constitution, Standing Orders and Code of Ethics.
  - iv. Entitled to appeal to the Appeal Council, established by the Party Annual Conference, in respect of any decision against them.
  - v. Entitled to resign from the Party by a written or electronic mail submission addressed and sent to the Party's General Secretary.
  - vi. Entitled to attend the Party Annual Conference or a Special Meeting of the Party Annual Conference.

- b. Ordinary Members of the Party are:
  - i. Required to pay the Monthly Subscription Fee by the last working day of each preceding month.
  - ii. Entitled to vote at the elections of any organ of the Party to which they are eligible to participate provided that their Monthly Subscription Fee is paid in full at least three (3) weeks prior to the date of the particular election.
  - iii. Entitled to hold office in any organ of the Party for which they are eligible or be a candidate for internal, local and national elections on behalf of the Party, provided that they have been a member of the Party for at least twelve (12) months prior to the date of their nomination or for such lesser period as may be determined by the Party Executive at its discretion.
- c. Associate Members of the Party are:
  - i. Required to pay the Monthly Subscription Fee by the last working day of each preceding month.
  - ii. Not entitled to vote at any internal Party elections.
- d. Honorary Members of the Party are:
  - i. Not required to pay a Monthly Subscription Fee or any other fee.
  - ii. Not entitled to vote at any internal Party Elections.

#### **4. LIMITATIONS / TERMINATION OF MEMBERSHIP**

- a. Any member who has been convicted of a crime for which the penalty is twelve (12) months or more; or serious misconduct, as defined by the Party's Code of Ethics, shall not be eligible to hold office in the Party or to contest any election as a candidate for the Party.
- b. A member of the Party may be expelled by the Party Executive for misconduct as defined by the Party's Code of Ethics, after due process, on the recommendation of the Disciplinary Committee or Appeal Council.



- c. Any member who has been expelled from the Party shall be eligible to reapply for membership after the expiration of twelve months from the date of the expulsion.

## **ARTICLE 5            STRUCTURE**

1. The following Organs shall make up the structure of the Party:

- a. Party Group
- b. District Council
- c. Island Council
- d. Youth Council
- e. Women Council
- f. Men Council
- g. Legislative Council
- h. The Standing Committees
- i. Strategy and Advisory Council
- j. Party Executive
- k. Appeal Council
- l. Party Annual Conference

2. There shall be nine (9) Standing Committees as follows:

- a. Finance Committee
- b. Membership and Mobilisation Committee
- c. Operations Committee
- d. Public Relations and Communications Committee
- e. Elections Committee
- f. Disciplinary Committee

- g. Conflict Resolution Committee
- h. Education, Research and Training Committee
- i. Law Reform Committee

3. The Party Executive may establish such other Committees as may be considered necessary from time to time to carry out the aims and objectives of the Party.

## **ARTICLE 6            ACTION GROUP**

1. The Action Group shall be the basic unit of the Party. The functions of the Team shall be to:-
- a. Recruit new members for the Party.
  - b. Consider the needs of the residents in its 'community' and to report same to the District Council, Island Council or the Party Executive.
  - c. Provide feedback, guidance and assistance in the identification of suitable candidates for elections, whether Party, Tobago House of Assembly or Parliamentary elections.
  - d. Participate in the process of the selection of candidates as required.
  - e. Assist the Party in executing its election strategy and in mobilising community support.
  - f. Organise at the community level educational, social, fund raising and other activities.
  - g. Maintain close contact with supporters and residents in the community, and represent their views to the District Council, Island Council, Party Executive or Party Annual Conference.
  - h. Carry out all directives and decisions of the District Council, Island Council, Strategy and Advisory Council, Party Executive and the Party Annual Conference.

- i. Maintain proper and accurate financial records of all property and funds of the Party entrusted to it.
- j. Ensure the circulation/distribution of the Party's literature and policies.
- k. Keep an up to date register of all its members and the electors within its area.
- l. Such other duties as may be assigned to it from time to time by the District Council, Island Council, Strategy and Advisory Council or Party Executive.

2. The Action Group shall comprise:

- a. Members of the Party resident in one (1) or more adjacent polling divisions or resident in contiguous Electoral Districts, providing that such contiguous Electoral Districts are Electoral Districts designated to be overseen by the same District Council ..
- b. Members of the Party resident in one (1) or more adjacent villages or communities. providing that such villages or communities are within Electoral Districts designated to be overseen by the same District Council
- c. Members of the Party with the same place of employment, or community interest, subject to the approval of the Membership and Mobilisation Committee.
- d. Members of the Party who are members of the Tobago House of Assembly and/or Members of Parliament, and are resident in the Electoral District and/or Constituency, respectively, in which an Action Group is located. Such a member is only entitled to vote at the elections of officers of the Action Group to which the member belong before becoming a member of the Tobago House of Assembly and/or Members of Parliament or to which they may have subsequently transferred their membership.

3. The minimum number of members required to form an Action Group shall be eight (8) persons.

4. The membership of each Action Group shall elect from among itself annually, on a date prescribed by the Membership and Mobilisation Committee, the following officers to manage the affairs of the Team:
  - a. Chairman
  - b. Deputy Chairman
  - c. Secretary/Treasurer
  - d. Assistant Secretary/Treasurer
  - e. Youth Development Officer
  - f. Such other officers as may be determined from time to time by the Membership and Mobilisation Committee.
5. The election of officers at the Annual General Meeting of the Action Group shall be held under the supervision of the Membership and Mobilisation Committee.
6. All members of each Action Group who are in good standing shall be entitled to vote, stand for, and hold office at the elections of officers at the Annual General Meeting of the Team, subject to the provisions of Article 4.3.b.iii.
7. The Chairman of the Action Group shall be responsible for the proper conduct of the affairs of the Team.
8. Each Action Group shall hold meetings at least once per month. A quorum for such meetings shall be five (5) of whom two (2) shall be elected officers.
9. The Chairman of each Action Group shall submit quarterly written reports on its activities to the District Council and the Party Executive.

## **ARTICLE 7            DISTRICT COUNCILS**

1. There shall be established a District Council in each Electoral District, established by the Election and Boundaries Commission for the purpose of the Tobago House of Assembly Elections.
2. The functions of each the District Councils shall be to:
  - a. Coordinate and supervise the activities of the Action Groups within its Electoral District as designated to each District Council by the Executive



- b. Organise educational, social, cultural and fund-raising activities.
  - c. Carry out the directives and decisions of the Island Council, Strategy and Advisory Council, Party Executive and Party Annual Conference.
  - d. Maintain proper and accurate financial records of all property and funds of the Party entrusted to it.
  - e. Establish proper election machinery within the Electoral District as designated to each District Council by the Executive
  - f. Participate in the process of selecting candidates for elections as may be required.
  - g. Assist the Party in planning its election strategy and in the mobilization of Action Groups in its Electoral District as designated to each District Council by the Executive
3. Each District Council shall comprise: -
- a. The Chairmen and three (3) other members of each Action Group in the Electoral District as designated to each District Council by the Executive, one of whom must be an ordinary member and may include:
    - i. The Party member in the Tobago House of Assembly for the particular Electoral District or the Party's candidate for the last THA elections for the particular Electoral District or such other person as designated to each District Council by the Executive.
    - ii. Any non-elected Party member in the Tobago House of Assembly resident in the Electoral District and
    - iii. Members of Parliament resident in the Constituency in which the Electoral District lay shall be Ex Officio members of the District Council.



4. The membership of the District Council shall elect from among itself each year, at a date agreed to by the Membership and Mobilisation Committee, the following officers who shall manage its affairs:
  - a. Chairman
  - b. Deputy Chairman
  - c. Secretary
  - d. Treasurer
  - e. Assistant Secretary/Treasurer
  - f. Public Relations and Communications Officer
  - g. Education Officer
  - h. Youth Development Officer
  - i. Women’s Development Officer
  - j. Men’s Development Officer
  - k. Elections Officer.

A failure to elect a full slate of officers (with the exception of the offices described at a. to e., which offices are a condition precedent for to a properly constituted District Council) shall not preclude the installation and legality of the District Council.

5. The election of officers at the Annual General Meeting of the District Council shall be held under the supervision of the Membership and Mobilisation Committee.
6. All members of the District Council who are in good standing shall be entitled to vote, stand for, and hold office at the elections of officers at the Annual General Meeting of the District Council, subject to the provisions of Article 4.3.b.iii.
7. The Chairman of a district council shall be responsible for the proper conduct of the affairs of that District Council.
8. The Chairman of each District Council shall submit quarterly written reports to the Party Executive.



## **ARTICLE 8 ISLAND COUNCIL**

1. The Island Council shall be the highest organ of the Party between Party Annual Conferences.
2. The functions of the Island Council shall be to:
  - a. Provide general oversight of the operations of the Party Executive and other organs of the party in between Party Annual Conference.
  - b. Consider and decide on matters referred to it by the Party Executive, and matters on which the Constitution, Standing Orders and Code of Ethics are silent. With regard to matters on which the Party's Constitution, Standing Orders and Code of Ethics are silent, the decision of the Island Council shall be considered a draft amendment to the respective referenced document, as the case may be, to be put to the membership for approval at the next Annual Conference of the Party.
  - c. Receive and consider quarterly reports from the Party Executive on the overall management and administration of the Party.
  - d. Contribute to policy formulation on matters related to strategy and management of the Party.
  - e. Report, through its Chairman, to the Party Annual Conference.
3. The Island Council shall have the authority to summon before it the Chairman of any of the Standing Committees of the Party or any other organ of the Party, except the Strategy Committee and the Legislative Council.
4. The Island Council shall comprise:
  - a. All members of the Party Executive.
  - b. The Chairman and Secretary of each District Council, in addition to one (1) representative from each Action Group represented at a District Council, except from the Action Group(s) represented by the Chairman and Secretary of the District Council.
  - c. Three (3) representatives from the Youth body (Chairman, Secretary & Floor Member).



- d. Three (3) representatives from the Women’s body (Chairman, Secretary & Floor Member).
  - e. Three (3) representatives from the Men’s body (Chairman, Secretary & Floor Member)
  - f. Members of the Strategy Committee.
  - g. One (1) representative from each Associate Member.
5. The Party Chairman shall convene and chair the first meeting of the Island Council for the purpose of electing the officers of the Council.
  6. Within a period of fourteen (14) days following a Party Annual Conference, the members of the Island Council shall elect the following officers to manage the affairs of the Council:
    - a. Chairman
    - b. Deputy Chairman
    - c. Secretary
    - d. Assistant Secretary
    - e. Any other office/position which the Council may deem necessary from time to time.
  7. All representatives to the Island Council, except representatives from Associate Members, who are in good standing shall be entitled to vote, stand for, and hold office at the election of officers to the Executive of the Council, subject to the provisions of Article 4.3.b.iii.
  8. The Executive of the Island Council may invite persons with varying expertise and competencies to serve on the Council. Such persons are Ex Officio members of the Council and are not entitled to vote.
  9. The Island Council shall meet bimonthly (every two (2) months) or more often as may be decided by its Executive. A quorum for such meetings shall be one third of its membership.



10. The Chairman of the Council shall by resolution supported by not less than two-thirds of the members in good standing present at the meeting called for that purpose, write to the Chairman of the Party Executive requesting a Special Meeting of the Party Conference within a period of thirty (30) days from the date of receipt of the correspondence, and the Chairman of the Party Executive shall comply.

#### **ARTICLE 9          YOUTH COUNCIL**

To be finalised in consultation with youth body.

#### **ARTICLE 10        WOMEN COUNCIL**

To be finalised in consultation with women body.

#### **ARTICLE 11        MEN COUNCIL**

To be finalized in consultation with men body.

#### **ARTICLE 12        LEGISLATIVE COUNCIL**

1. There shall be a Legislative Council which shall be responsible to the Party Executive. The functions of the Council shall be to consider and review:
  - a. All matters of a legislative nature related to Parliament or the Tobago House of Assembly.
  - b. All matters of a constitutional nature that may impact the island or national interest.
  - c. Other matters as the Council may deem to be appropriate.
2. The Legislative Council shall comprise:
  - a. The Political Leader who shall serve as Chairman of the Council.
  - b. The Deputy Political Leaders, one of whom shall serve as Deputy Chairman of the Council.
  - c. All Party Members in the Tobago House of Assembly and Parliament and/or members selected by the Party Executive, and confirmed by the Island

Council, to perform the role of shadow representatives for Electoral Districts and/or Parliamentary constituencies.

3. The Officers of the Legislative Council shall be the:
4. The Officers of the Legislative Council, with the exception of the Chairman, shall be elected by the Legislative Council.
5. The Legislative Council shall meet once every two (2) months or more often as decided by its Chairman. The quorum for such meetings shall be one third of its membership.
6. The Legislative Council shall submit quarterly reports and a detailed annual report on its activities to the Party Executive.

### **ARTICLE 13      PARTY EXECUTIVE**

3. The functions of the Party Executive shall be to:
  - a. Formulate policies and programmes for the Party and to pursue its aims and objectives.
  - b. Contribute to the development of strategies for the Party and coordinate their implementation.
  - c. Review and ensure adherence to the Party's Constitution, Standing Orders and Code of Ethics.
  - d. Manage and administer the general affairs of the Party.
  - e. Provide oversight to the functions and operations of all Standing Committees.
  - f. Consider and recommend candidates for all Parliamentary and Tobago House of Assembly elections to the Island Council, after appropriate consultations with the District Councils and Action Groups.
  - g. Consider, make recommendations and/or otherwise address all matters referred to it by the Party Annual Conference and by any other organs of the Party.



- h. Receive and consider reports from District Councils and from Action Groups in Electoral District where there is no functioning District Council.
4. The Party Executive may appoint ad-hoc committees as required.
5. The Party Executive shall:
  - a. Summon and make arrangements for the Party Annual Conference.
  - b. Report to the Party Annual Conference on the functioning of all organs of the Party, except the Island Council.
  - c. Report on the activities of the Party in general.
6. The Party Executive is empowered to summon meetings with any organ of the Party, except the Island Council, and meetings with any member of the Party.
7. The Party Executive shall be answerable to the Island Council and Party Annual Conference.
8. The Party Executive shall include the following Party Officers:
  - a. The Chairman
  - b. The Deputy Chairman
  - c. The Political Leader
  - d. Three (3) Deputy Political Leaders
  - e. The General Secretary
  - f. The Party Treasurer
  - g. The Elections Officer
  - h. The Membership and Mobilization Officer
  - i. A Youth Council Representative

And may include the following offices:

- a. The Assistant General Secretary
- b. The Assistant Party Treasurer
- c. The Education, Research and Training Officer
- d. The Public Relations and Communications Officer
- e. A Women Council Representative



- f. A Men Council Representative
  - g. The Members of the Legislative Council
9. The Party Executive shall meet at least once per month and the quorum for such meetings shall be a half of its membership.

**ARTICLE 14 THE PARTY ANNUAL CONFERENCE/ SPECIAL MEETING OF THE PARTY ANNUAL CONFERENCE**

1. The Party Annual Conference shall be held at least once each year between the months of September to December, to:
- a. Receive annual reports from the Political Leader, Party Chairman, General Secretary, Party Treasurer, Chairman of the Island Council and the Chairman of the Appeal Council.
  - b. Make decisions and issue directives as may be necessary.
  - c. Review matters relating to policy of the Party.
  - d. Review the state of Tobago and the nation.
  - e. Elect officers of the Party Executive as listed at Article 12.6.
  - f. Appoint members of the Appeal Council.
10. Outside of the party annual conference A Special Meeting of the Party Annual Conference shall be summoned by the Party Executive on the written request of at least two third of the membership of the Island Council or the Party Executive who are in good standing, for the purpose of treating with matters described above at 1. or such other matters as the constitution mandates be treated with at A Party Annual Conference.
11. At a Party Annual Conference or Special Meeting of the Party Annual Conference one quarter of the members in good financial standing at least one (1) week prior to the Conference shall form a quorum. Should there be no quorum present within 1 hour on the date and time scheduled for the Party Annual Conference or Special Meeting of the Party Annual Conference, the Party Annual Conference or Special Meeting of the Party Annual Conference shall be adjourned to a date and time to be fixed by the Chairman. On the



adjourned date and time fixed for Party Annual Conference or Special Meeting of the Party Annual Conference, the Party Annual Conference or Special Meeting of the Party Annual Conference shall proceed whether or not there is a quorum and decisions taken at such a Party Annual Conference or Special Meeting of the Party Annual Conference shall be binding.

12. Notice of the Party Annual Conference or Special Meeting of the Party Annual Conference shall be published in a daily or weekly newspapers, or by such other means of publication that the executive may deem fit no later than one (1) week before the Conference.
13. The Agenda for a Meeting of the Party Annual Conference or Special Meeting of the Party Annual Conference shall be determined by the Party Executive.
14. All members of the Party may attend the Party Annual Conference or Special Meeting of the Party Annual Conference.
15. Only Ordinary Members of the Party who are in good financial standing at least three (3) week prior to the Party Annual Conference or Special Meeting of the Annual Conference, shall be entitled to vote, stand for, and be elected to office at the Party Annual Conference or Special Meeting, as the case may be, subject to the provisions of Article 4.3.b.iii.
16. A maximum of three (3) persons from an Associate Member group or organisation shall have observer status only at the Conference.

## **ARTICLE 15**                      **APPEAL COUNCIL**

1. The functions of the Appeal Council are to:
  - a. Receive, consider and report on any complaint referred to it by the Island Council, Party Executive, or Disciplinary Committee.
  - b. Receive, consider and report on submissions from individual members of the Party in connection to a complaint.
17. The Appeal Council shall comprise five (5) members appointed by the Party Annual Conference.





18. A Chairman of the Appeal Council shall be elected from amongst its members at the first meeting of the Council.
19. The Council's decision on non-disciplinary matters, referred to it by the Island Council and the Party Executive, shall be submitted to the respective organs in the form of advice or recommendations.
20. The Appeal Council's decision on matters referred to it by the Disciplinary Committee shall be final, except matters referred to it under Article 18.9.
21. The Appeal Council's decision on matters referred to it by individual members shall be submitted to the Island Council for the consideration of its Executive in the form of advice or recommendations. The Executive is obligated to inform the member originating the submission that the Appeal Council report has been received but may withhold the contents of the report at its discretion.
22. The Appeal Council shall submit a report on each matter referred for its consideration within a period of two months. Where a final report cannot be submitted within the two (2) month period, status reports should be submitted at two (2) months intervals until the final report is submitted.
23. The Chairman of the Appeal Council shall present an annual report on its activities at the Party Annual Conference.

## **ARTICLE 16 DUTIES OF OFFICERS OF THE PARTY EXECUTIVE**

### **1. PARTY CHAIRMAN**

Responsible for the:

- a. The overall management and general administration of the affairs of the Party.
- b. Convening and chairing meetings of the Party Executive, the Party Annual Conference and Special Meetings of the Party Annual Conference.
- c. Presenting annual reports at the Party Annual Conference on the management of the Party and activities of the Party Executive.



## **2. PARTY DEPUTY CHAIRMAN**

The Party Deputy Chairman shall act as Party Chairman in the absence of the Party Chairman and perform duties delegated to him/her by the Party Chairman.

## **3. POLITICAL LEADER**

Responsible for the:

- a. Political direction and general leadership of the Party in consultation with the Chairman, Deputy Chairman, and the Deputy Political Leaders.
- b. Serving as the Chairman of the Strategy Committee.
- c. Presenting a wide-ranging political report to the Party Annual Conference.

## **4. DEPUTY POLITICAL LEADERS**

Responsible for:

- a. 'Party Administration and Development' and the other the responsibility for 'Party Elections and Election Related Matters', such responsibility to be assigned to one of the Deputy Political Leaders by the Political Leader, in consultation with the Party Executive .
- b. Acting in the absence of the Political Leader and performing any other assignments delegated to him/her by the Political Leader.

## **5. GENERAL SECRETARY**

The General Secretary shall:

- a. Accurately record minutes of Party Executive, Special Meetings of the Party Annual Conference and Party Annual Conference.
- b. Issue notices of meeting of the Party Executive, Special Meetings of the Party Annual Conference and the Party Annual Conference, subject to the provisions of the Constitution.
- c. Receive and record incoming communication, generate out going responses, and initiate other communications outreaches, all involving a range of media and information technologies.



- d. Establish and maintain database systems and processes that accurately detail the membership of the Party.
- e. Perform such other duties as may be assigned to him/her by the Party Chairman.

## **6. PARTY TREASURER**

The Party Treasurer shall:

- a. Be responsible for the financial affairs of the Party.
- b. Maintain accurate financial records of the Party in several formats.
- c. Submit financial reports to the Party Executive on a quarterly basis, or for such periods as may be mandated by the Party Executive.
- d. Ensure that all Party funds are properly kept and accounted for.
- e. Present an externally audited Financial Statement to the Party Annual Conference.

## **7. ASSISTANT GENERAL SECRETARY**

The Assistant Secretary shall act in the absence of the General Secretary and perform such other duties as may be assigned to him/her by the General Secretary.

## **8. ASSISTANT PARTY TREASURER**

The Assistant Party Treasurer shall act in the absence of the Party Treasurer and perform such other duties as may be assigned to him/her by the Party Treasurer.

## **9. ELECTIONS OFFICER**

The Elections Officer shall:

- a. Plan and coordinate all electoral arrangements.
- b. Obtain copies of all electoral lists and maps from the Elections and Boundaries Commission and prepare copies for use by canvassers etc.
- c. Prepare analysis of voting patterns and interpret same for use by the Party.
- d. Coordinate the selection and training of Polling Agents and Sub Agents.
- e. Collect all 'Statements of Poll' and submit a report on the election for the Party Executive.

**10. PUBLIC RELATIONS AND COMMUNICATIONS OFFICER**

The Public Relations and Communications Officer shall:

- a. Serve as the Chairman of the Public Relations and Communications Committee.
- b. Draft, seek approval for and executes a public relations and communications strategy, while keeping same under constant review.
- c. Review and coordinate the issue of media releases.
- d. Keep abreast of political developments and advise the appropriate organs of the party accordingly.

**11. MEMBERSHIP AND MOBILIZATION OFFICER**

The Membership and Mobilization Officer shall:

- a. Serve as the Chairman of the Membership and Mobilization Committee.
- b. Draft, seek approval for, and execute membership and mobilisation strategy while keeping same under constant review.
- c. Coordinate the participation of members in a range of Party events, functions and gatherings.

**12. YOUTH COUNCIL REPRESENTATIVE**

To be drafted in consultation with the Youth body.

**13. WOMEN COUNCIL REPRESENTATIVE**

To be reviewed in consultation with Women body.

**14. MEN COUNCIL REPRESENTATIVE**

To be reviewed in consultation with men body.

**15. EDUCATION, RESEARCH AND TRAINING OFFICER**

The Education Research and Training Officer shall

- a. Serve as the Chairman of the Education, Research and Training Committee.
- b. Draft, seek approval for and execute an education, research and training strategy, while keeping same under constant review.

## **ARTICLE 16      STANDING COMMITTEES**

1. The functions, composition, and other matters relating to the operations of all Standing Committees shall be determined by the Party Executive.
2. The Chairmen and members of Standing Committees shall be appointed by the Party Executive at its first meeting after the Party Annual Conference.
3. Each Standing Committee shall submit a written report to the Party Executive on a bimonthly basis (every two (2) months).
4. Each Standing Committee is empowered to co-op for a specific period, any person(s) whose expertise is required to serve on the committee.

## **ARTICLE 17      STRATEGY AND ADVISORY COUNCIL**

1. The functions of the Strategy and Advisory Council are to:
  - a. Give consideration to all the circumstances surrounding the Party at any given period and to formulate strategies and action plans to optimise the best possible outcomes.
  - b. Develop and keep the Party's strategic 'game plan' under constant review.
  - c. Constantly monitor the activities of other political entities to identify "windows of political opportunity."
  - d. Conduct appropriate and relevant socio-economic research to guide political actions.
  - e. Constantly follow and monitor local, regional and global economic, social and political trends to inform the party's actions.
  - f. Constantly develop new and changing political scenarios on the basis of (a) to (d) above.
  - g. Advise the Party on matters involving media and political responses.
2. The Strategy and Advisory Council shall comprise :
  - a. The Political Leader
  - b. The Deputy Political Leaders
  - c. The Party Chairman

- d. The Chairman of the Island Council
  - e. The Chairman of the Finance Committee
  - f. The Chairman of the Membership and Mobilization Committee
  - g. The Chairman of the Elections Committee
  - h. The Chairman of the Operations Committee
  - i. The Chairman of the Public Relations and Communications Committee
  - j. The General Secretary
  - k. A Women Council Representative
  - l. A Men Council Representative
  - m. A Youth Council Representative.
3. The Strategy and Advisory Council is empowered to co-op, for a specific period, any person whose expertise is required.
  4. A quorum for meetings of the Strategy and Advisory Council shall be half of its membership.

## **ARTICLE 18      RESIGNATION AND REMOVAL FROM OFFICE**

1. An Officer of and/or delegate to any organ of the Party may resign at any time by a written or electronic mail submission addressed and delivered to the General Secretary of the Party.
2. An Officer of and/or delegate to any organ of the Party who fails to attend three (3) consecutive meetings of that organ, without a written excuse, may be deemed to have vacated his/her post.
3. Where a vacancy occurs in an office of any organ of the Party, that organ may appoint a replacement for the duration of the term of the vacating officer.
4. Prior to resignation and/or removal from office, all property and appurtenances of the Party in the possession of the member must be returned to the Secretary of the Party Executive or the Secretary of the Party's Organ to which the member holds office, before the effective date of resignation or as soon as it reasonably practical in the case of removal from office.



5. A Motion of “no confidence” may be moved in accordance with the procedure outlined in the Standing Orders of the “TOBAGO PEOPLE’S PARTY” and as provided for in this Constitution.
6. A ‘motion of no confidence’ against an elected officer of any Party organ, with the exception of the Political Leader, a Deputy Political Leader or the Party Chairman, may be moved at a meeting of the organ to which the office holder was elected.
7. A motion of no confidence passed against an elected officer of a Party organ in accordance with Article 18.5 requires that the officer immediately demits office.
8. A motion of no confidence against the Political Leader, a Deputy Political Leader or the Party Chairman may be moved at a meeting of the Island Council.
9. A motion of no confidence passed at the Island Council in accordance with Article 18.8 shall serve as a mandate for the matter to be referred in writing to the Appeal Council for enquiry and recommendations. The Appeal Council should communicate its decision in writing to the Island Council as soon as is reasonably practical, but not more than two (2) month after the matter has been referred.
10. A written recommendation by the Appeal Council, pursuant of Article 18.9, supporting the motion of no confidence passed in accordance with Article 18.8, shall serve as a mandate to the Party Executive to call a Special Meeting of the Party Annual Conference within thirty (30) days of receipt of the Appeal Council decision, to determine what action shall be taken with regard to the motion of no confidence.
11. A two thirds affirmative vote of members in good financial standing present at a meeting of a Party organ at which the motion of no confidence is tabled, is required for a motion to be passed.
12. Where a motion of no confidence has been passed against an elected officer of an organ of the Party in accordance with Article 18.5, the General Secretary of the Party shall be notified within seven (7) days, and the particular organ may appoint a replacement for the remainder of the terms of the particular officer.



13. Where the Political Leader, a Deputy Political Leader or the Party Chairman has been removed from office in accordance of Article 18.10, the Special Meeting of the Party Annual Conference shall elect a replacement office holder(s) as may be necessary.

## **ARTICLE 19          ELECTION AND APPOINTMENT TO OFFICES OF THE PARTY**

1. The Political Leader shall be elected at the Party Annual Conference for a term of three (3) years.
2. The three (3) Deputy Political Leaders shall serve a term of two (2) years. One (1) of those shall be elected, and two (2) appointed by the Political Leader.
3. All other elected officers shall serve a term of two (2) years .
4. All members appointed to Standing Committees shall serve a term of one (1) year.

## **ARTICLE 20          VOTING**

1. Voting at all organs of the Party for the election of officers shall be by secret ballot on the basis of one (1) person one (1) vote.
2. There shall be no absentee or proxy voting with respect to any matter.
3. Except as otherwise provided, all decisions shall require an affirmative vote of a simple majority of the members present to be effective.

## **ARTICLE 21          STANDING ORDERS AND CODE OF ETHICS**

1. The Party Executive shall periodically review the Standing Orders and Code of Ethics of the Party, and make such amendments as may be necessary, subject to the subsequent ratification by the Island Council.
2. All changes to the Standing Orders and Code of Ethics that have been ratified by the Island Council shall be tabled at the next Party Annual Conference.
3. All members of the Party are bound by duty to encourage and maintain the highest standards of conduct, fair play and good order, consistent with the Party's Code of Ethics.



4. All members of the Party are under an obligation to avoid acts which are contrary to the Party's Constitution, Standing Orders and Code of Ethics.
5. The Party, through its organs, shall take such measures as are provided in this Constitution to ensure that all members conform to its Constitution, Standing Orders and Code of Ethics.

## **ARTICLE 22 FINANCE**

1. The Finance Committee shall be responsible for fund raising, collecting, maintaining and control of funds of the Party's funds.
2. Each organ of the Party shall be responsible for such funds and property of the Party that from time to time may come under its particular control, and shall account for such funds and property.
3. The Finance Committee is authorised to inspect, audit and report on all financial books, records and transactions of any organ of the Party.
4. In the event of the dissolution or non-functioning of any organ of the Party such funds and/or property held by the organ in the name of the Party shall be recovered by the Party Executive.

## **ARTICLE 23 EFFECTIVE DATE**

This constitution will take effect upon approval at the meeting called for that purpose, with the exception of Article 4.3.b. Article 6.6. Article 7.6. Article 8.7. and Article 13.7. These Articles, and any other, which inform members' eligibility to vote, stand for or hold office in various organs of the Party, shall come into force with effect from January 01, 2025.

## **ARTICLE 24 INTERNAL ELECTION COMMITTEE**

The Executive shall appoint an Internal Election Committee of not less than five (5) persons, not less than 3 months prior to any Internal Election. The Internal Election Committee so appointed shall have the power to determine the Election apparatus required. Decisions made by the Internal Election Committee are deemed to be

decisions of the Executive. The Internal Election Committee so formed shall set forth its rules in writing within 2 weeks of being constituted. These Rules shall be known as the Internal Election Rules and shall be incorporated into the Constitution at the Annual General Meeting or Special General Meeting next after the Internal Election Committee is constituted.

**The Constitution of the “TOBAGO PEOPLE’S PARTY” was approved,**

**At 9:26pm**

**on January 20, 2024**