



INSTITUTE OF SURVEYORS OF TRINIDAD AND TOBAGO
BYLAWS

1.0 Interpretation

In these Bylaws:-

“The Act” means the Land Surveyors Act Ch. 27 No. 2, or as the same may be amended, replaced and re-enacted from time to time.

“Institute” means the Institute of Surveyors of Trinidad and Tobago.

“ISTT Board” means the Board of Directors of the Institute of Surveyors of Trinidad and Tobago

“AGM” means Annual General Meeting

“EGM” means Extraordinary General Meeting

“MISTT” means Full Member of the Institute of Surveyors of Trinidad and Tobago

“Conflict of Interest” is a situation in which a member is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.

2.0 Objectives of the Institute

The objectives for which the Institute is established are:-

- 2.1 To advance the practice of the sciences and technologies of surveying and mapping; valuation and estate management; quantity surveying; and the development of information systems for the proper management of the land and marine resources of Trinidad and Tobago;
- 2.2 To dedicate the resources of the Institute to promoting measures calculated to benefit and protect members of the public, the Institute and users of surveying and mapping products and services;
- 2.3 To support and protect the character, status and interests of Surveying professionals;

- 2.4 To collect and disseminate information regarding the science of surveying and to other sciences incidental thereto via lectures, discussions, publications, conferences, the ISTT website, blogs and online videos with public bodies or otherwise;
- 2.5 To defend and enforce the rights and privileges of Surveying Professionals;
- 2.6 To consider all questions affecting the interest of the profession, and if necessary, to petition Parliament or other body or private deputations in relation to general measures affecting the profession, and to lobby for changes in the law or practice, and to promote improvements in the principles and administration of the law affecting the qualifications, examination, training, licensing and registration of Surveyors.
- 2.7 To encourage and ensure that the profession of Surveying shall be conducted in an honourable and becoming manner, and to restrain and discourage all conduct which is discreditable, dishonourable, or unbecoming- to the members of such profession, and by any lawful means or due process in accordance with the bylaws of the ISTT, to procure the exclusion from such profession of any persons guilty of conduct rendering them unfit to be members thereof;
- 2.8 To act, if instructed by an aggrieved member of the public, as arbiter in disputes between members of the said profession or between any member or members of such profession and other persons, and to declare the rules which govern professional usage, custom, and to decide all questions of usage, custom arising out of such rules or for which such rules do not provide;
- 2.9 To assist or receive assistance from any other Association prompting or formed to promote any of the above objectives; and to subscribe to any society or association with a view to obtaining any advantages or benefits for the purpose of the Institute; and to subscribe to any fund, movement or society that the Institute may from time to time consider deserving;
- 2.10 To do all such other lawful things as are incidental or conducive to the attainment of the above objectives.

3.0 Power of the Institute

- 3.1 The Institute shall have power to make, alter or revoke these bylaws for carrying on the business of the Institute, provided always that the bye-laws shall not be in conflict with the Institute's Articles of Incorporation or Continuance under the Company's Act; or any Act of Parliament.
- 3.2 Amendments, alterations or revocation of these bylaws can only be made at a duly convened Extraordinary General Meeting or at the Annual General Meeting by simple majority vote of the Membership present.

4.0 The Seal of the Institute

The Seal of the Institute shall not be affixed to any instrument except by the authority of the ISTT Board and in the presence of two members thereof.

5.0 Membership

- 5.1 The membership of the Institute shall consist of Full Members, Associate Members, Student Members and Honorary Life Members which are described in the sections below:
 - 5.1.1 The academic qualification for new applicants for full membership is a Bachelor's degree or a higher degree in the relevant field of surveying from a tertiary institution or equivalent that is recognised by the ISTT Board.
 - 5.1.2 Any person who satisfies the academic qualification and has been actively involved in the practice of professional surveying, under the supervision of a Full member of the ISTT, for a minimum of two years shall be eligible to become a Full Member of the Institute provided that s/he passes an interview held by the ISTT Board; or an individual who is registered as a Land Surveyor or Trinidad and Tobago Land Surveyor under the Act shall be qualified hereunder;
 - 5.1.3 A full member may carry the designation "MISTT", meaning "Member of the Institute of Surveyors of Trinidad and Tobago" after his/her name.
 - 5.1.4 Any person who satisfies the academic qualifications which may from time to time be prescribed by the ISTT Board shall be eligible to become an Associate Member of the Institute;
 - 5.1.5 Any person actively pursuing a course of study leading to an academic qualification acceptable to the ISTT Board, shall be eligible to become a student member of the Institute, but shall not be entitled to vote at meetings of the Institute;
 - 5.1.6 Any person who is either no longer actively involved in the practice of professional surveying or who, in the opinion of the ISTT Board, has made a valuable contribution to both the profession of surveying and the Institute may be elected by the ISTT Board as an Honorary Life Member. Any person so elected shall not be liable for any further subscription and shall not be entitled to vote at meetings of the Institute or be eligible for election to the ISTT Board.
- 5.2 For the purposes of membership recognition, divisions of land surveyor, quantity surveyor and valuation surveyor and any other division which the ISTT Board may identify from time to time for the purposes of further membership recognition are hereby established within the Institute, providing such other divisions are approved by the membership at the Annual General Meeting.

6.0 Subscription

- 6.1 A Non-refundable Application Fee becomes payable upon application for admission to the Institute. That Fee shall be quantified by the ISTT Board at any of its duly convened meetings.
- 6.2 The annual subscriptions payable by the various classes of membership shall be quantified by the ISTT Board at any of its duly convened meetings and the membership notified of such proposal at least sixty (60) calendar days prior to the commencement of the calendar year to which such schedule will become applicable;
- 6.3 Annual subscriptions shall become payable on the first day of January of each calendar year to the Treasurer. Persons admitted to the Institute after June 30th shall pay one half of the annual subscription applicable to their grade of membership;
- 6.4 Any member of any class whose annual subscription remains unpaid after the 31st day of January shall not be entitled, before s/he has paid his subscription in full, to exercise or benefit from any of the rights or privileges of membership;
- 6.5 Any member who has not paid his/her annual subscription for two (2) consecutive years shall cease to be a member of the Institute. Notice shall be given to the affected member via registered mail and \ or email to the their registered address \ email address 90 days prior to the date of termination of membership. Further, if the individual is desirous of re-entry they can reapply in accordance with the current matriculation requirements as set out in 5.0
- 6.6 Persons wishing to be re-admitted to the membership of the Institute shall be required to pay any arrears which they owe up until the time their membership ceased, before their applications are considered by the ISTT Board. The ISTT Board may, in its discretion, waive the payment of entrance fees of such applicants.
- 6.7 Former members seeking re-admission will be required to undergo the same procedures as new applicants.
- 6.8 Every application for membership shall be made in the form prescribed by the ISTT Board.
- 6.9 This application shall be brought before the ISTT Board at its next regular meeting, when the applicant, upon review of his/her qualifications and experience, and having passed a technical interview arranged by the ISTT Board, was accepted for membership by the ISTT Board; and upon payment of the proper subscription, shall be duly enrolled as a member of the Institute.
- 6.10 A member of the Institute may withdraw from the Institute by giving to the Institute one (1) months' notice in writing of such intention. A member may, with the consent in writing of the ISTT Board, withdraw any such notice before the end of the financial year in which the notice was given.

- 6.11 Every member shall be bound to further, to the best of his/her ability, the objects, interests, and influence of the Institute and shall observe all the requirements of these bylaws of the Institute, made pursuant to the powers in that behalf hereinafter contained.

7.0 The ISTT Board of Directors

- 7.1 The business of the Institute shall be managed by an ISTT Board of Directors elected from among its Full Members and shall consist of a President, President – Elect, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer, the Immediate Past-President and not more than eight (8) members, shall be elected annually at the Annual General Meeting of the Institute. The Institute shall provide liability \ indemnity insurance for its Board of Directors.
- 7.2 The post of President Elect shall be rotated among the three divisions of the ISTT, namely – Land, Valuation and Quantity Surveying.
- 7.3 At the First Annual General Meeting and at each subsequent annual general meeting, all the members of the ISTT Board shall retire from office but shall be eligible for re-election; with the exception of the President Elect who shall take office as the President, and the President who shall take office as the Immediate Past President.
- 7.4 If the President Elect, for any reason, cannot assume the role of President, a new President from the same division shall be elected to the role of President by the membership at an EGM/AGM
- 7.5 Upon the death, illness, absence or retirement of the Secretary during the term of his office, the Assistant Secretary shall act in his/her place. The Assistant Secretary shall act in place of the Secretary until either the return to office of the elected Secretary or until the next Annual General Meeting of the Institute, whichever shall first happen.
- 7.6 The quorum necessary for the transaction of business by the ISTT Board shall be seven (7) which must include either the President, Vice-President or Secretary.
- 7.7 The Institute may, by simple majority at an AGM or EGM, remove any member of the ISTT Board and may by simple majority, appoint another person in his/her stead. The person so appointed shall retire at the next annual meeting following his/her appointment.
- 7.8 The ISTT Board may meet together for the despatch of business and otherwise, as they may think fit. The President shall preside at every meeting of the ISTT Board, or if s/he is not present, the Vice President shall preside, and in the absence of the President and Vice-President, the members present shall choose one of their numbers to preside. Questions arising at any meeting of the ISTT Board shall be

decided by a simple majority of votes. In the event of an equality of votes, the Chairman shall have a second casting vote.

- 7.9 Meetings of the ISTT Board shall be summoned by the Secretary at the direction of the President, or at the written request of two members of the ISTT Board, providing due and sufficient notice of time, place and business to be transacted being sent to each member of the Committee.
- 7.10 It shall be the duty of the Secretary to ensure that minutes of the meeting of the ISTT Board are taken.
- 7.11 All acts done at any meeting of the ISTT Board by any person acting as a member of such board shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the ISTT Board or person acting as aforesaid, be as valid as if every such member of the ISTT Board had been duly appointed.
- 7.12 The ISTT Board may delegate any of its powers to sub-committees consisting of such Full Members, Associate Members, Student Members or Honorary Life Members as they think fit and any committee so formed shall, in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the ISTT Board. Sub-Committees may in particular be appointed to represent and put forward the views of separate division of Surveyors.
- 7.13 A Sub-Committee may elect a Chairman of its meetings who is a member of the ISTT Board; if no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the same, the members present may choose one of their members to be Chairman of the meeting.
- 7.14 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a simple majority of votes of the members present and in case of an equality of votes the Chairman shall have a second casting vote.
- 7.15 At each Annual General Meeting of the Institute, persons appointed to any Committee by the ISTT Board shall retire but shall be eligible for re-appointment.

8.0 Meetings of the Institute

- 8.1 There shall be an Annual General Meeting on such date in every calendar year as the ISTT Board may, from time to time, determine for the purpose of (a) receiving the report of the ISTT Board, (b) receiving the statement of accounts and (c) considering, if necessary, taking action with reference to any business or motion contained in the agenda, or although not contained in the agenda, which all of the members present may determine to entertain, not being inconsistent with these bylaws.
- 8.2 At each Annual General Meeting, the ISTT Board shall present a written report of its proceeding since the last Annual General Meeting, signed by the President and

Secretary, and certified, audited accounts of the Institute covering the last financial year ending on the 31st December.

- 8.3 Meetings of the Institute shall be held on such dates and at such place or places in the Republic of Trinidad and Tobago as may be fixed by the ISTT Board.
- 8.4 An Extraordinary General Meeting shall be convened by the Secretary within two (2) weeks (a) whenever he may be instructed by the ISTT Board so to do and (b) on the requisition in writing of twenty-five (25) Full Members; and notices shall state the objectives of the meeting and no other business shall be entertained.
- 8.5 Notices convening the meetings of the Institute shall be given either personally or by being sent to the last known postal or e-mail address of each member specifying the place and time of the meetings. In the case of the Annual General Meeting, at least fourteen calendar (14) days, and in the case of Extraordinary General Meetings, at least seven calendar (7) days, before the date of each such meeting and notice shall be deemed to have been given immediately it is posted in the ordinary way of business. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any member shall not invalidate the proceedings of any meetings.
- 8.6 No business shall be transacted at any meeting unless a quorum of members is present at the time when the meeting proceeds to business; a quorum shall consist of one quarter of the number of Full members or thirty-five (35) Full members, whichever is the lesser, of the Institute entitled to vote thereat.
- 8.7 If within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned until the same day in the following week at the same place or if such day shall be a Sunday or Public Holiday, then until the next succeeding Saturday and if at such adjourning meeting a quorum is not present, then the Full members present shall form a quorum, and in any other case the meeting shall be dissolved.
- 8.8 The President shall preside at every meeting of the Institute or if s/he is not present, the Vice President, and in the absence of both of these officers, the Full members present shall choose one of their number to be Chairman who is also a member of the ISTT Board.
- 8.9 Motions shall be determined by a majority of members present, unless a poll is demanded by any Full Member present.
- 8.10 In the event of votes given on a show of hands being equally divided, and provided no poll is demanded as aforesaid, the President shall have a second casting vote.
- 8.11 If a poll is duly demanded, it shall be taken of all members present and in such a manner as the Chairman directs and the results of the poll shall be deemed to be a resolution of the meeting at which the poll was demanded.
- 8.12 On a poll, every Full Member shall have one vote.

- 8.13 No member shall be entitled to vote at any meeting unless all moneys duly payable by him to the Institute have been paid.
- 8.14 The Institute at each Annual General Meeting shall elect an Auditor or Auditors to hold office until the next Annual General Meeting and shall at the same time fix the remuneration payable to such Auditor or Auditors.

9.0 Minutes

Correct minutes of the proceedings of the Institute and of the ISTT Board shall be kept by the Secretary. Minutes of the proceedings of the Institute shall be open for the inspection of any member at all convenient times providing three (3) business days' notice in writing to the Secretary.

10.0 Accounts and Assets of the Institute

- 10.1 The ISTT Board may accept any bequest, gift or donation towards, or to accumulate and provide a fund or an endowment and to invest the same and apply the income arising therefrom, or to resort to the capital thereof, for and of the objectives of the Institute;
- 10.2 The Institute acquire by purchase, lease, or otherwise, lands and buildings and all other property, real or personal which the Institute for the purpose thereof, may from time to time think proper to acquire, and which may lawfully be held by them, and to re-sell, under-lease, sublet, surrender, turn to account, or dispose of, such property or any part thereof, and to erect upon any such land any building for the purpose of the Institute and to alter or add any building erected upon any such land, and to provide rooms and facilities for the use of the members and for holding and conducting meeting and other like matters;
- 10.3 The ISTT Board may permit any of the buildings of the Institute for the time being under its control to be used, either gratuitously or on such terms and conditions as the ISTT Board may think fit, for public and other meetings, lectures, evening or other classes, discussions, entertainment, or for any other purpose that the Institute deem useful;
- 10.4 The Institute may buy or otherwise obtain furniture, books, papers, apparatus and other things for or which may be of use at or in connection with the Institute or its property;
- 10.5 The ISTT Board may employ servants for the purpose of the Institute and the benefit of its members in connection with the Institute's property and to pay such servants reasonable wages or salaries;
- 10.6 The Institute may borrow or raise money upon all or any of the property of the Institute or without any such security and upon such terms as the Institute shall think fit, upon agreement from the general membership at an AGM or EGM;
- 10.7 The ISTT Board may invest the money of the Institute, not immediately required, in such manner as the Institute shall determine at an AGM or EGM;

- 10.8 An account in the name of the Institute shall be opened at such Bank or Banks as may be elected by the ISTT Board. All contributions, donations, and other moneys of the Institute shall be paid to the Treasurer who shall retain thereout in his hands a sum to be determined by the ISTT Board to meet current disbursements and shall deposit forthwith any sums over and above this amount to the credit of the Institute's account at such Bank or Banks, and all cheques shall be signed by two authorised signatories of the ISTT Board.
- 10.9 The books of account shall be kept at the registered office of the Institute or at such other places as the ISTT Board think fit and shall always be open for inspection of the ISTT Board. These accounts shall also be accessible to Full Members upon the provision of three working days' notice in writing to the Secretary.
- 10.10 Once at least in every year the accounts of the Institute shall be examined and the correctness of the Balance Sheet ascertained by one or more qualified Auditor or Auditors appointed by the Institute.
- 10.11 Every Auditor of the Institute shall have a right of access at all times to the books and accounts of the Institute and shall be entitled to require from the ISTT Board and officers of the Institute, such information and explanation as may be necessary for the performance of the duties of the Auditors, and the Auditors shall sign a certificate at the foot of the Balance Sheet stating whether or not all their requirements as Auditors have been complied with; and shall make a report to the members on the accounts examined by them and on every balance sheet laid before the Institute in the Annual General Meeting during their tenure of office; and in every such report shall state whether in their opinion the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the financial state of the Institute; and such report shall be read before the Institute in Annual General Meeting.

11.0 Code of Ethics

The Institute recognises the following principles as being the core of its objectives stated herein and requires all members to abide by this code.

- 11.1 *Integrity* – Members are required to act with honesty and fairness in all their undertakings, particularly in regard to their professional dealings. To achieve this a member must:
- 11.1.1 Be honest and straightforward with clients and all stakeholders.
 - 11.1.2 Pay regard to the duty of care owed to the parties involved and specifically to the client.
 - 11.1.3 Not accept gifts, donations or rewards that are apart from or in addition to the agreed remuneration for the services rendered, which may suggest or give rise to an improper obligation.
 - 11.1.4 Not certify work that was not done under the member's direct supervision or subject to a thorough review by the member.

11.2 *Transparency* – members must conduct all professional dealings with openness and sincerity and ensure that:

- 11.2.1 They are accessible to the client and all stakeholders at reasonable business hours. A member must not evade clients or deliberately ignore requests for contact or dialogue.
- 11.2.2 Pertinent information is not concealed or withheld from the client, which the client ought to be made aware of.
- 11.2.3 The client or other stakeholder is not misled or misinformed as to terms of service. To this end, a member ought to enter into written terms of engagement with the client so that both parties are aware of what is expected of each other.
- 11.2.4 Advice provided must be presented in plain language that the client or stakeholder can understand. In the event that the advice or service provided is highly technical in nature, the member ought to avail himself/herself to the client to provide clarification.
- 11.2.5 Any possible conflicts of interest must be declared to all parties involved. Where this potential conflict can be seen to introduce bias or any form of undue influence, the member shall decline the instructions received.
- 11.2.6 If the client and all other stakeholders agree to the member undertaking the assignment after disclosing a potential conflict of interest, this must be agreed to in writing by the client and stakeholders. A written declaration ought to be made by the member and issued to the client indicating that the assignment was undertaken with the highest level of professional competence and without bias or prejudice.

11.3 *Accountability* – A member must take full responsibility for the assignment undertaken and:

- 11.3.1 Not seek to blame others if difficulties occur.
- 11.3.2 Take steps to remedy any errors or omissions made in the assignment.
- 11.3.3 A member ought to keep correspondences and all relevant information on file, so that s/he will be sufficiently prepared for an audit of the service provided or to defend the findings of the assignment, for at least six (6) years from the date the service was completed.

11.4 *Confidentiality* – A member is expected to keep in private any information personal to the client, the client's agent, property or other information that would be deemed as proprietary or confidential. A member must not disclose such information without prior written permission from the client or any information that is not relevant to the instructions given.

11.5 *Competence* – A member must act with skill, care and diligence, and:

- 11.5.1 Only provide services to which the member has the relevant qualifications and experience.
- 11.5.2 Rely on evidence that is relevant, valid and objective to undertake any assignment.
- 11.5.3 Ensure that all employees and assistants have the necessary skills and training to carry out the duties assigned to them.
- 11.5.4 Provide professional leadership and oversight to junior colleagues and other subordinates.
- 11.5.5 Seek regular professional development and training on modern methods, equipment and standards that affect the member's practice. This training

can be in the form of workshops, seminars, conferences or classes held by a tertiary institution in which the learning outcomes are relevant to the practice of surveying.

11.5.6 A Full member shall undertake no fewer than 20 hours of professional development each year.

11.6 *Objectivity* – A member must be impartial in all professional undertakings and avoid situations that will potentially bring about personal biases.

11.6.1 The member must consider all material facts that relate to the terms of reference for the assignment.

11.6.2 If a member is of the view that his/her objectivity in the assignment has been compromised, the member should recuse himself/herself from the assignment.

11.7 *Respect* – Members should be polite, courteous and considerate to everyone, and particularly clients and stakeholders involved in an assignment. A member must:

11.7.1 Acknowledge the client and the contractual relationship that was established.

11.7.2 Not discriminate against anyone on any basis, including but not limited to race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status or political affiliation.

11.7.3 Be genuine in responding to client concerns and complaints and avoid flared tempers, sarcastic remarks and offensive language and tones

11.7.4 Members shall have respect for fellow professionals in that they must not ill speak him\her.

11.8 *Trust* – Members must act in a manner that will promote himself/herself, any organisation to which the member is affiliated and the surveying profession in a positive way. A member must therefore:

11.8.1 Uphold the responsibility to promote the reputation of the Institute and by extension, the profession.

11.8.2 Provide a professional service for a professional fee.

11.8.3 Recognise that his/her conduct and practice bears upon the maintenance of public trust and confidence in the profession and the Institute.

11.9 *Obedience to the law* – Members must abide by the laws of the country within which the member resides or practices. Members must also observe the legal requirements applicable to the discipline within the jurisdiction and any applicable international laws.

11.10 *Reflection* – Members must regularly reflect on this code of ethics to ensure compliance. A member must also continually evaluate the professional service(s) that s/he provides to ensure that the service is consistent with evolving ethical standards or any changes to this code of ethics that are published by the Institute.

11.11 This code of ethics does not replace or repeal any code of conduct stipulated in any Act of Parliament, particularly those that stipulate a more onerous obligation on the part of the member.

11.12 All members agree to be bound by the Institute's Code of Ethics, both at the initial registration and then annually, on renewal, where they are reminded of the Code and asked to re-state their commitment.

11.13 Land Surveying members of the Institute who are also Trinidad and Tobago Land Surveyors (TTLS) are also bound by the code of conduct stipulated in the Act.

12.0 Disciplinary Committee

The Institute of Surveyors of Trinidad and Tobago (ISTT) is not a regulatory body required by statute to police the professional conduct of its members, but it does have obligations and rights to ensure that its members uphold the code of ethics stated herein and, as a point of principle, treats complaints against its members with the utmost importance.

12.1 The disciplinary procedure stated herein is underpinned by the Principles of Natural Justice which include the following:

12.1.1 The right to a fair hearing

12.1.2 The right of reply

12.1.3 No bias or conflicts of interest

12.2 The ISTT Board shall set up a Disciplinary Committee which shall consist of 5 members including: one Valuation Surveyor; one Quantity Surveyor; one Land Surveyor; one non-surveyor; and one member who is an attorney at law, appointed for a period of 3 years. The member of the Disciplinary committee shall elect a member among the surveying members to serve as chair.

12.3 Meetings of the Disciplinary committee will require a minimum of three (3) of its members, including the Chairman to form a quorum.

12.4 The non-surveying member is to be drawn from the regulatory/disciplinary bodies of other professional Institutes and will have experience in dealing with breaches of the code of conduct in his/her own professional discipline.

13.0 Disciplinary Procedure

13.1 Any complaint about the conduct of a member should be made in writing to the Chairperson of the Disciplinary Committee and submitted to registered office of the Institute. The complaint should set out the details of the alleged breach of the Code of Ethics and include any supporting documentary evidence and be witnessed by a Commissioner of Affidavits.

13.2 Copies of all the documents which the Disciplinary Committee are to consider shall be sent to the member prior to the hearing.

13.3 The Disciplinary Committee shall not investigate a complaint if:

- 13.3.1 The member concerned is not, or is no longer a member of the Institute at the time of complaint.
- 13.3.2 The complaint is not in writing
- 13.4 If it is discovered that the complaint is the subject of court proceedings or before the disciplinary committee of the Land Survey Board, the Disciplinary Committee would await the outcome of the proceedings before pursuing the matter further.
- 13.5 Complaints will not be addressed if raised after the period stipulated by the Limitation Act has passed. Record of any complaint should be kept on file for six (6) years.
- 13.6 When a complaint is received, it shall be assessed by an initial review panel which consists of the Chairperson of the Disciplinary Committee, the President of the Institute and the Secretary of the Institute. The role of this review panel is to verify that the complaint is admissible and the following must be ascertained:
 - 13.6.1 The person named in the complaint is a current member of the Institute
 - 13.6.2 The complaint is formally lodged in writing
 - 13.6.3 The complaint relates to a breach of one or more principles of the Code of Ethics.
- 13.7 Provided that the criteria outlined in 13.6 are satisfied, a copy of the complaint and any supporting documentation shall be admissible to the Disciplinary Committee, and an acknowledgement shall be sent to the complainant.
- 13.8 The initial review panel shall not give an opinion on whether or not there is a case to answer. A copy of the complaint and any supporting documentation shall be sent to the member asking for his/her comments in writing or via email within 30 days of the date of receipt of the letter (registered with the national postal service), and the process shall be explained to the member.
- 13.9 When the member's response is received, the Disciplinary Committee shall be convened. While the Institute has no statutory powers to compel the member to co-operate, it does expect its members to reply promptly to requests for information. However, if the member does not respond within the stipulated time frame, then the Disciplinary Committee will proceed with the case and reach a judgement based on the evidence at hand.
- 13.10 The complaint shall then be sent to the members of the Disciplinary Committee to consider independently and a meeting shall be arranged to discuss the evidence and agree one of the following options:
 - 13.10.1 That based on the information presented there is no case to be answered and the file can be closed;
 - 13.10.2 That there appears to be a case to answer but additional information or evidence is required before a decision can be made;
 - 13.10.3 That based on the information presented there is a case to answer and a formal hearing should be held.

- 13.11 If the Disciplinary Committee decides that there is a case to answer, it shall set a date and venue for the hearing and instruct the Secretary to inform the member. The member shall be given at least 30 days' notice in writing by registered mail.
- 13.12 The Secretary shall inform the complainant who may attend the hearing to present their case in person.
- 13.13 The Disciplinary Committee may ask the complainant, the member, or any other interested party for further information or clarification of any of the points of evidence prior to the hearing.
- 13.14 The member may attend the hearing in person or submit evidence in writing. If the member chooses not to attend, then the Disciplinary Committee shall consider the written evidence and reach a decision on that basis. If the member attends, he or she shall be invited to present his/her response to the allegations. The Disciplinary Committee may ask questions and shall then consider its decision in private.
- 13.15 The Secretary of the Institute shall attend the hearing to take a record of the proceedings and advise on procedural matters, but does not take part in the decision-making.
- 13.16 The Chairman of the Disciplinary Committee may adjourn the meeting if the Committee decides that additional information or clarification of a particular point is required, and reconvene it at a later date.
- 13.17 Once the decision has been made, by simple majority, the Chairman of the Disciplinary Committee shall prepare and sign a formal minute of the meeting, recording the decision taken, the rationale, and any applicable sanctions. A copy of the formal minute shall be sent to the member and to the complainant as soon as possible after the hearing, but within 30 days at the latest.
- 13.18 In the event of an equality of votes, the Chairman shall have a second casting vote.

14.0 Sanctions

- 14.1 The Disciplinary Committee will select what it considers to be the most appropriate sanction, which should be proportionate to the seriousness of the breach of the Code of Ethics. The options are:
- 14.1.1 Expulsion from membership (lifetime)
 - 14.1.2 Suspension from membership, for a specific period of time as determined by the Disciplinary Committee, with conditions imposed for reinstatement.
 - 14.1.3 A written reprimand with conditions imposed for continuation of membership
 - 14.1.4 No sanction imposed

14.2 The Disciplinary Committee shall put its recommended sanction to the next scheduled meeting of the ISTT Board.

14.3 The decision of the ISTT Board must be communicated to both the member and the complainant in writing within 7 days of the meeting.

14.4 Expulsions from the membership will result in removal from the published membership register (website and any other published list). If the member has only been suspended for a short period or reprimanded, s/he may be allowed to re-join this register once s/he has completed remedial requirements as set out by the Disciplinary Committee.

14.5 Members who are suspended will not be required to pay membership fees for the period when s/he is suspended.

14.6 The decision taken by the Disciplinary committee is final; the sanction will be applied and a note made on the member's record.

15.0 Appeal

15.1 The complainant and the member have the right to appeal the decision taken by the Disciplinary committee through the services offered by the Dispute Resolution Centre; and if subsequent redress is required, in a court of law, within 60 days of the official notice of the decision taken by the Disciplinary Committee as stated in section 13.3 of these bylaws. The decision of the Disciplinary Committee shall be suspended pending the decision taken by the Dispute Resolution Centre or the Court of law if an appeal is lodged.

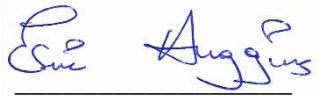
16.0 Dissolution of the Institute

16.1 Every member of the Institute undertakes to contribute to the assets and liabilities of the Institute in the event of the same being wound up during the time that s/he is a Member (or within one year afterwards) for payment of the debts and liabilities of the Institute contracted before the time at which s/he ceases to be a Member and of the costs, charges and expenses incidental to such winding up and of the adjustments of the rights of the contributors among themselves.

16.2 If any property shall remain on the winding up or dissolution of the Institute after satisfaction of all its debts and liabilities, the same shall be paid to or distributed among its Members equally.

16.3 Expended by the Institute and the matters in which such receipts and expenditures took place and of the property, credits and liabilities of the Institute; and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with these bylaws for the time being shall be open to the inspection of the Members providing three (3) business days' notice in writing to the Secretary.

These bylaws were made effective at the duly convened Annual General Meeting held on October 11th, 2018.

A handwritten signature in blue ink, appearing to read "Eric Huggins", is written over a horizontal line.

Mr Esric Huggins,
Secretary