

THE MASSAGE THERAPY ASSOCIATION OF TRINIDAD & TOBAGO (TMTATT)

REGISTERED OFFICE: - #68 Market Street, Gopaul Lands, Marabella,
Trinidad W.I.

PHONE: - 1-868-221-5497 (Office)/ 1-868-770-8994 (WhatsApp)

EMAIL: - tmtattassociation@gmail.com

FACEBOOK: - The Massage Therapy Association of Trinidad & Tobago

WEBSITE: tmtattassociation.wixsite.com/massage



**THE ASSOCIATION OF MASSAGE THERAPISTS HEREIN
REFERRED TO AS
“THE ASSOCIATION OF MASSAGE THERAPISTS”**

THIS BOOKLET CONTAINS TWO DOCUMENTS

There are two (2) Entities within “The Association”

- 1) “THE MANAGEMENT COMMITTEE” THAT OVERSEES THE WELFARE OF MEMBERS OF THE ASSOCIATION
- 2) “THE BOARD”:- THAT REGULATES MASSAGE THERAPISTS AND ANY OTHER MATTERS INCIDENTAL THERETO THAT MAY BE BROUGHT BEFORE “THE BOARD” PERTAINING TO MASSAGE THERAPY.

These Rules and Regulations are made pursuant by Section 8 of Act 8 of 1998 by Parliament.

NOTICE: It is against the laws of Trinidad & Tobago for anyone to practice Massage Therapy without a current license.

HEALING THROUGH MASSAGE, HOLISTIC ARTS, SCIENCE AND PROFESSIONAL PRACTICE

LAST REVISED: 2022

**CONTACT INFORMATION OF
“THE MANAGEMENT COMMITTEE”
AND “THE BOARD”**

REGISTERED OFFICE: - #68 Market Street Gopaul Lands, Marabella

PHONE: - 1-868-221-5497(Office) / 1-868-770-8994(WhatsApp)

EMAIL: - tmtattassociation@gmail.com

FACEBOOK: - The Massage Therapy Association of Trinidad & Tobago

WEBSITE: - tmtattassociation.wixsite.com/massage

TABLE OF CONTENTS	PAGE #
Address and Logo	1
Contact Information of “The Management Committee” and “The Board”	2
Table of Contents	3-4
Revised 2022	5
Duties “The Management Committee”	5
Equal Opportunity Policy Statement	5
Rules and Regulations for Massage Therapists	5
Preamble	5
Registered Office	6
TMTATT Vision and Mission Statement	6
The Vision	6
The Mission	6
The Purpose	6
Aims and objectives of the Association	6
Values	7
Short title	7
Incorporation	7
Aims and Objects	7
Powers of the Association	7-8
Transfer and vesting of Property	8
Mode of Execution of documents	8
Service of documents	8
Powers to make Rules	8
Saving of State and other rights	8
Advisory Group	8
Committees/Secretariat	8
Sections	9
Chapters	9
Membership	9
Full Membership	9
Honorary Membership	9
Register of Licensed Members	9
This Section was amended by Motion (Annex 2 page 23)	10
Quorum	10
Voting rights	10
Motions	10
Roles of serving members	10
The President	10-11
The Vice President	11
The Secretary	11
Assistant Secretary	11
Treasurer	11
Assistant Treasurer	11
Public Relations Officer	11
Trustees	11

TABLE OF CONTENTS	PAGE #
Accounts Income and Property	12
Indemnity	12
Committees	12
Advertisements	12
Meetings	12
Annual General Meeting	12
Extra Ordinary Meeting/Emergency Meetings	13
Notice of Meetings	13
Definition for purpose of Rules	13
Advisory Group	13
The Management Committee	13
Secretariat/ Committee	13
Chapters	13
Sections	13
Alteration to the Rules and Regulations	13
Dissolution	14
Bylaws of the Massage Therapy Association	14
Definition of the Bylaws of an Association	14
Bylaws	14
Template	14
Rule 1- Membership in Good Standing	14
Rule 2 – Financial Consideration	14-15
Rule 3 – Name of Group	15
Rule 4 - Logo and Seal	15
Rule 5 – Use of Logo	15
Rule 6 – Establishment of branches and Regional Offices	15
Rule 7 – To meet the objectives of the Association the following may be created	15-16
Rule 8 – To seek advice from outside the Association	16
Rule 9 – Approvals	16
Ethics and Discipline	16
Code of Conduct	17
Penalties for Code Violations	18
“The Board”	18
Approved Schools and Clinics	18
Content of field	18
Credential evaluation	19
Promotion of Profession	19
Fund Raising	19
Advertising and Publication	19
Endorsement of Insurance form	20
Code of Ethics	20
Ethics and Discipline	20
Scope of Practice for Massage Therapists	20
Annex 1- The Approval of Rules and Regulations of TMTATT	21
Annex 2 -Motion	22

“THE MANAGEMENT COMMITTEE”

REVISED 2022

**AMENDED TO COINCIDE WITH PREVIOUS GUIDELINES RULES AND REGULATIONS
SINCE 1999**

DUTIES OF “THE MANAGEMENT COMMITTEE”

EQUAL OPPORTUNITY POLICY STATEMENT

The Massage Therapy Association of Trinidad & Tobago and its Members prohibit preferential or adverse discrimination on the basis of race, creed, color, gender, age, national and ethnic origin, marital status, religion, sexual orientation and handicaps in all areas and arenas of its activities to practices and respecting the inherent worth of all persons.

RULES AND REGULATIONS FOR MASSAGE THERAPISTS

PREAMBLE

Reference is made to Act #8 of 1998 of Trinidad & Tobago incorporating said Association as of May 21 1998. These rules should be read in conjunction with said act.

Effective November 2015 “The Massage Therapy Association of Trinidad and Tobago” under the review of an Attorney At Law together with key stakeholders the following was achieved for clarity:-

- 1) “The Management Committee” was created to oversee the welfare of members of “The Association” and any other matters that may arise.
- 2) “The Board” was created to Regulate and Educate massage therapists and any other matters that may be brought before “The Board” pertaining to massage therapy in Trinidad & Tobago.

REGISTERED OFFICE

The Registered office is at #68 Market Street Gopaul Lands Marabella Trinidad W.I. Address correspondence to President or Secretary.

Phone: - 221-5497 / 770-8994

Email: - tmtattassociation@gmail.com

Website is: - tmtattassociation.wixsite.com/massage

TMTATT – Vision and Mission Statement

THE VISION STATEMENT: - is to create, maintain and sustain the professional synergy necessary for Massage Therapists to bring the holistic approach: - mind, Body and Sprit connection to all those persons that may come in contact with.

THE MISSION STATEMENT: - To be totally committed to supporting; to promoting; developing and advancing the highest form of Education for Massage Therapies and related modalities as acceptable standards to the field of medicine in a nurturing, caring and ethical manner in order to benefit the health and welfare of the environment.

THE PURPOSE

The Association recognizes that the practice of massage is potentially dangerous to the public in that massage therapists must have knowledge of anatomy and physiology and an understanding of the relationship between the structure and the function of the tissues being treated and the total function of the body. Massage is therapeutic, and regulations are necessary to protect the public from unqualified practitioners. It is therefore deemed necessary in the interest of public health, safety, and welfare to regulate the practice of massage.

AIMS AND OBJECTIVES OF THE ASSOCIATION

To serve the public and its members, TMTATT pursues the following aims and objectives:

1. To proclaim the benefits of massage therapy which are inter alia; -to relieve pain, to reduce stress, to synergize the mind and body, to promote peak performance, and to rehabilitate from devastating illnesses
2. To register and regulate all qualified professional Massage Therapists for the general betterment of the profession
3. To establish a code of ethics for the practice of Massage Therapy and to establish disciplinary procedures for professional misconduct in relation to such code
4. To establish an acceptable professional body capable of supervising the local training of Massage Therapists to acceptable International Standards.
5. To establish an acceptable rates and fees applicable to Massage Therapists for professional services.
6. To establish and enhance the practice of Massage Therapy as a recognized part of supplemental and integrative medicine
7. To provide facilities for further education and retraining of Massage Therapists for the advancement of the profession and to be up to date with modern technology.

VALUES

To achieve these Aims and Objectives, TMTATT will be guided by the highest standard of morals, values, care and competency.

SHORT TITLE

This Act may be cited as The Massage Therapy Association of Trinidad and Tobago (Incorporation) Act 8 of 1998.

INCORPORATION

The Massage Therapy Association of Trinidad and Tobago (in this Act referred to as “The Association”) is hereby created as a “**body**” corporate.

AIMS AND OBJECTS

The aims and objects of the Association are:

- (a) to proclaim the benefits of massage therapy which are inter alia-
 - (i) to relieve pain;
 - (ii) to reduce stress
 - (iii) to synergize mind and body;
 - (iv) to promote peak performance; and
 - (v) to rehabilitate from devastating illnesses;
- (b) to register and regulate all qualified professional Massage Therapists for the general betterment of the profession;
- (c) to establish a code of ethics for the practice of Massage Therapists and to establish disciplinary procedures for professional misconduct in relation to such code.
- (d) to establish a professional body capable of supervising the local training of Massage Therapists to acceptable international standards;
- (e) to establish acceptable rates and fees applicable to Massage Therapists for professional services;
- (f) to establish and enhance the practice of Massage Therapy as a recognized part of supplemental and integrative medicine;
- (g) to provide facilities for further education and retraining of Massage Therapists for the advancement of the profession and to be up to date with modern technology.

POWERS OF THE ASSOCIATION

- (a) the association may lease, rent or acquire in the name of the Association, land, buildings or premises and to build upon, pull down, rebuild, add to, alter, repair, improve, sell or dispose of, or otherwise deal with other premises for the users of the Association
- (b) enter into contracts on behalf of the Association, and commence, defend or compromise any proceedings in the name of the Association before any court or other authority of competent jurisdiction;
- (c) borrow money with or without security on any of the property of the Association for securing the same;
- (d) employ (and dismiss) such servants, employees, consultants, contractors, professionals and other persons as may be found necessary for the due conduct of the affairs of the Association with annual salaries or other forms of remuneration;
- (e) carry out such disciplinary measures amongst the members of the Association as it may deem necessary for the maintenance and carrying out of the objects of the Association;
- (f) carry out any act or deed in the name of the Association and for such purpose to order the Seal of the Association to be affixed to any petition, memorial, deed, instrument or other document requiring same;
- (g) delegate all or any of the powers of the Association to any sub-committee established for such purpose;
- (h) make, and from time to time to repeal or alter, regulations as to the management of the Association and the affairs thereof, and as to the duties of any officers or servants of the Association and as to the

- conduct of business by “The Management Committee” or any sub-committee and as to any of the matters or things within the power or under the control of “The Management Committee”;
- (i) take any gift or money or other property whether from local, or overseas donors and whether subject to any special trust or not for any one or more of the purposes of the Association;
 - (j) purchase or otherwise acquire from the relevant authorities and/or corporations the right to broadcast and to advertise its objectives in any periodical newspaper; and
 - (k) Generally to do all things necessary or expedient for the due conduct of the affairs of the Association not herein provided for.

TRANSFER AND VESTING OF PROPERTY

All real or personal property of whatever nature now held by or vested in any person for the use and benefit of The Massage Therapy Association is hereby transferred to and vested in the Association.

MODE OF EXECUTION OF DOCUMENTS

All documents requiring the Seal of the Association shall be sealed with the Common Seal of the Association in the presence of the President and Secretary for the time being in office or in the event of incapacity in the presence of some other person or persons authorized for that purpose by the Association who shall both sign every such document and such signing shall be the prima facie evidence that the said Seal was duly affixed and that the same is the lawful Seal of the Association.

SERVICE OF DOCUMENTS

- (a) The Association shall at all times have a fixed address in Trinidad and Tobago for the service of documents on the Association and that address and any change thereof shall be registered with the Registrar General within twenty-eight days of date of incorporation or the change of address, as the case may be.
- (b) Every document to be served on the Association may be served by leaving the same at or by sending the same by registered post to the registered address of the Association.
- (c) Failure to register the address and any change thereof is a summary offence and renders the Association liable to a fine of one hundred and twenty dollars and to a further fine of ten dollars for each day during which the offence continues after conviction thereof.

POWER TO MAKE RULES

The Association may from time to time make rules for the proper conduct of its proceedings and discharge of its duties, powers and functions and such rules may be amended from time to time.

SAVING OF STATE AND OTHER RIGHTS

Nothing in this Act shall affect or be deemed to affect the rights of the State, or of any bodies politic or corporate or of any persons, except such as are mentioned or referred to in this Act and those claiming by, through from or under them.

ADVISORY GROUP

Is that body of persons who have been chosen by “The Management Committee” as persons who collectively or individually can bring a wealth and range of experiences to the Association that can be used to further its objectives. These represent skills or particular positional incumbencies that are not normally available in the organization e.g. lawyer, doctor, License Massage Therapist with over five (5) years of experience in their respective field.

COMMITTEES/SECRETARIAT

These are groups drawn from the membership of the Association (with technical assistance as needed) to recommend to the management committee courses of action in their sphere of competencies and to assist the management committee in execution of said courses of action.

SECTIONS

These are members of the Association who get together for the purpose of furthering the development of one particular aspect of the profession. For example, those who have an interest in sports massage, chair massage and any other Allied Modalities that could meet periodically to make the Association aware of general development in their field and what they and the Association can do to secure the best interests of all its members in light of said developments.

Under these sections similar or other parallel organizations will be considered to register with TMTATT for a fee to be decided upon by “The Management Committee” and “The Board”.

CHAPTERS

This is a regional group of the Association that secures the recognition of “The Management Committee” to execute in their geographic area massage therapy activities that can advance previously agreed goals of the Association.

MEMBERSHIP

Membership of TMTATT shall consist of only current Licensed Massage Therapists

1) FULL MEMBERSHIP of TMTATT shall only consider individuals who have obtained a license to practice massage therapy, who have graduated from an Accredited/Registered Institution with evidence of certification and who have filled out the Application Form for Membership. The annual fee for membership will be \$300.00 until further notice.

2) HONORARY MEMBERSHIP may be offered at the sole discretion of “The Management Committee” to individuals whose exceptional work on behalf of the Profession warrants recognition. Honorary Members can hold office or have a vote if they wish to remain a financial member.

REGISTER OF LICENSED MEMBERS

A Register of members will be maintained at the Registered Office and will be updated annually. Only financial members can vote at meetings.

Members are expected to uphold and observe TMTATT’S Rules and Regulations as so stated in the Constitution at all times.

 **MANAGEMENT COMMITTEE OF TMTATT** will comprise of the following:-

President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer, Assistant Public Relations Officer, Trustees and any other officers that the Management Committee shall deem necessary to carry out the function of the Association at the meeting called for this purpose. Members voted in or selected shall serve for only two terms unless other suggestions are made by the membership for them to continue.

- ❖ Members voted in or selected shall serve only 2 terms
- ❖ Each serving member shall be held accountable to the President for the proper performance of all duties and obligations.
- ❖ All serving members of “The Management Committee” are accountable to the general membership of TMTATT and may report to “The Board” from time to time. “The Board” shall have the power to investigate complaints or unfavorable reports received concerning the actions of its members. A Management Committee or General Membership shall take appropriate action thereon, which may include removal of any management serving members for malfeasance, neglect of duty, after great consideration and proper investigation.
- ❖ “The Board” shall seek legal advice whenever necessary to resolve problems
- ❖ It is expected that all members elected will uphold at all times the Rules and Regulations of the Association.
- ❖ **QUORUM:** - A quorum shall be no less than three persons to hold monthly meeting. It must consist of A President, Vice President, Secretary, Assistant Secretary and any other serving committee member present.
- ❖ **VOTING RIGHTS:** - All members in order to vote must be financial. Every member of good standing of the Association shall be entitled to vote at all meetings. “The Management Committee”, “The Secretariat” and the chairperson of “The Board” will determine whether a member is in good standing should the question arise.
- ❖ Any person elected to serve on “The Management Committee” will be for a period of two years unless the elected wishes to resign. He/she will give fourteen days’ notice in writing to the President.
- ❖ **MOTIONS** - Any member of the Association may bring forward any motion at the Annual General Meeting provided that due notice thereof be given to the Secretary at least one month in advance.
- ❖ **ROLES OF SERVING MEMBERS:-**
THE PRESIDENT:-
 - a) The President shall preside over all meetings of “The Management Committee”.
 - b) The President shall be authorized, in consultation with the Secretary, to summon meetings of “The Management Committee” and exercise general supervision of TMTATT.
 - c) The President shall notify the Secretary and the Assistant Vice President, except in the case of an emergency, at least three days before, if he/she shall be unavailable for a meeting, and the Assistant Vice President shall act for the President in his/her absence
 - d) The President shall manage and coordinate the affairs of the Association.

He/She shall be responsible for promotion of activities in the fulfillment of the Association's objectives with consultation and the cooperation of the other members of "The Management Committee"

- e) The President shall be responsible for appointing a Committee, depending on the availability of qualifying individuals, subject to the approval of "The Management Committee".

THE VICE PRESIDENT:-

The Vice President shall assume *inter alia* the following responsibilities such as Membership, Programmes and Events.

THE SECRETARY:-

The Secretary shall be responsible to convene all meetings, prepare reports and maintain records of the TMTATT and shall deal with all incoming and outgoing correspondence of TMTATT as agreed by "The Management Committee". The Secretary together with the Public Relations officer shall be responsible for the physical arrangements for meetings of TMTATT.

Prepares the agenda for the meetings and distribute it one week in advance of the meetings and be responsible for taking the minutes at each meeting and getting it approved by members of "The Management Committee" at the next schedule meeting. Keep strict attendance in meetings and maintain a member's Register.

THE ASSISTANT SECRETARY:-

He/she shall assist the Secretary in all the aforesaid duties.

TREASURER:-

The Treasurer shall be responsible for maintenance of all financial records and books of TMTATT and submit the required financial reports and budget.

The Treasurer shall, with the sanction of "The Management Committee", administer the finances of the Association and shall have the power to receive and make payments with the approval of the Association subject to periodic review. Disburse no funds except as authorized by the majority of "The Management Committee". Transfer all assets, books and other financial records to the incoming Secretary Treasurer.

ASSISTANT TREASURER: - He/She shall assist the Treasurer in all his/her aforesaid duties.

PUBLIC RELATIONS OFFICER: - The Public Relations officer shall be responsible for all public notices, invitation and announcements of TMTATT. He /She shall assist the Secretary with the physical arrangements for meetings of "The Management Committee", Annual General Meeting and other meetings of TMTATT.

TRUSTEES:-

All the property and assets of TMTATT shall be invested in the names of the Association.

The Trustees shall hold office for two years or by resignation or removal from office by a resolution of the members.

The Trustee may deal with the property by way of sale, mortgage, charge, and lease or otherwise as directed by the Association. Such direction shall be given by a resolution of the members of the association passed by a majority of the members present at a duly convened meeting of the association and when so passed shall in favor of a purchaser mortgagee charge lessee or grantee be binding upon all members of the Association. A certification purporting to be signed by the Secretary for the time being of the association shall in favor of those persons be conclusive evidence that a direction complying in all respect with the above provisions of this rule was duly given to the trustees.

ACCOUNTS INCOME AND PROPERTY

The financial year of the Association shall end on 31st December in every year, to which day the accounts shall be balanced and drawn.

As soon as is practicable after the end of the current financial year, there shall be prepared a statement of the assets and liabilities of the Association, including a statement of income and expenditure during that year, which statements shall be audited by the Auditor not less than 28 days before the Annual General Meeting.

Copies of the audited statement of accounts shall be sent to every member with the notice convening the Annual General Meeting. The Auditor shall be a professional accountant and shall not be members of the Association.

He/She will be appointed at each Annual General Meeting and shall hold office until the end of the next following meeting. All monies received by the Association shall be paid into an account in the names of the Association at bankers appointed by "The Management Committee". Cheques and other instruments drawn on this account shall be signed by not less than two officers.

No action involving expenditure in the name or on behalf of the Association shall be taken, and no undertaking which would commit the Association to expenditure or other liability shall be made without prior authority of a resolution of the Association.

INDEMNITY

The Trustee and members of "The Management Committee" shall not be liable (otherwise than as members) for any loss suffered by the Association as a result of such.

The Trustee shall be appointed by the members at the Annual General Meeting and shall hold office for 2 (Two) years or not more than subject thereafter to annual extension by decision of members at the Annual General Meeting unless removed from office by a resolution passed by two thirds of the members at an emergency meeting.

COMMITTEES: - Committees are formed to assist in advising, developing and implementing projects. "The Management Committee" shall appoint such committee with such members thereof and on such terms of reference as it deems appropriate. Committees shall be created and dissolved according to the needs appropriate. The Executive shall spell out the duties and responsibilities of committees. The committees shall report directly to the President.

ADVERTISEMENTS

Each massage therapist or massage establishment licensed under the provisions of this act shall include the number of the license in any advertisement of massage services appearing in any newspaper, airwave transmission, telephone directory, or other advertising medium. Pending licensure of a new massage establishment pursuant to the provisions of the license number of a licensed massage therapist who is an owner or principal officer of the establishment may be used in lieu of the license number for the establishment.

MEETINGS

"The Management Committee" shall hold such meetings during the year, as it may deem necessary, one of which shall be the Annual General Meeting to be held on the first Sunday of February every year. The Chair of "The Board" shall have authority to call other meetings at his/her discretion. The Chair, Secretary and other Board members shall be elected at the Annual General Meeting.

ANNUAL GENERAL MEETING

This is the yearly coming together of the members of the Association to ascertain that the past year's activities that were conducted in accordance with their wishes as expressed in the minutes of the last general meeting and to give strategic direction to projected activities for the coming year.

EXTRA ORDINARY/EMERGENCY MEETINGS

The Management Committee (MC) may hold an Extra Ordinary Meeting to ratify and adopt any changes made to documents of TMTATT by giving a minimum of seven days' notice. Emergency meeting notwithstanding the provision of rules for the purpose of acting on emergency matters shall be called at the discretion of the MC of any matters affecting the public health, safety and welfare "The Board" may hold an emergency meeting notwithstanding the provision of rules for the purpose of acting on emergency matters affecting the public health, safety, and welfare.

NOTICE OF MEETINGS

Except in the case of emergencies, "The Management Committee" shall give at least seven (7) days' notice of any meeting or workshop to the members and the public, via the media/press. The notice shall state the date, time and place and a contact number or address to obtain information or agenda.

DEFINITION FOR PURPOSE OF THE RULES

Annual General Meeting is the yearly coming together of the members of the Association to ascertain that the past year's activities were conducted in accordance with their wishes as expressed in the minutes of the last general meeting and to give strategic direction to projected activities for the coming year.

ADVISORY GROUP is that body of persons who have been chosen by "The Board" and "The Management Committee" as persons who collectively or individually can bring a wealth and range of experiences to the Association which the Association can use to further its objectives. These represent skills or particular positional incumbencies that are not normally available in the organization e.g. lawyer and parliamentarian etc.

THE MANAGEMENT COMMITTEE comprises five elected members who run the organization and is comprised of the President, the Secretary and three members at large. These three members can be assigned substantive duties e.g. Assistant Secretary, PRO, Treasurer but ideally the five-person board should not be related by last name, kinship or marriage.

SECRETARIAT /COMMITTEE is a group drawn from the membership of the Association (when technical assistance is needed) to recommend to "The Management Committee" and "The Board" courses of action in their spheres of competencies and to assist "The Management Committee" and "The Board" in the execution of said courses of action. **The Secretariat** operate out of the Registered office #68 Market Street Gopaul Lands Marabella

CHAPTERS are regional groups of the Association that secures the recognition of "The Management Committee" to execute in their geographic area massage therapy activities that can advance previously agreed goals of the Association.

SECTIONS are members of the Association who get together for the purpose of furthering the development of one particular aspect of the Profession. For example, those who have an interest in sports massage could periodically make the Association aware of general developments in their fields and what the Association can do to secure the best interest of all its members in light of said developments.

ALTERATION TO THE RULES AND REGULATIONS

Suggestions for amendments to the above named must reach the Secretary in writing. The Secretary in conjunction with all other serving Members shall then decide on the date of a forum meeting (Special/ Extraordinary Meeting) to discuss such proposal, giving at least fourteen days (14) clear notice. Any proposed changes to the Constitution must be voted and agreed upon by at least two thirds of those members present.

DISSOLUTION:-

TMTATT may be dissolved by the passing of a special resolution framed to that end at an Extraordinary General meeting convened for that purpose. Any Assets remaining on termination of TMTATT, after satisfying outstanding debts and liabilities shall not be distributed among the financial members of TMTATT but will be transferred to some other charitable organization(s) having similar objectives or concerns, as decided at the termination Meeting, or failing which, at the discretion of the Trustee.

BYLAWS OF THE MASSAGE THERAPY ASSOCIATION

Bylaws set out the duties and objectives by creating Bylaws and clearly defining how your Association will set expectations for its members, “The Management Committee and “The Board”.

DEFINITION OF BYLAWS OF AN ASSOCIATION:-

The written rules for conduct of the Association and its membership should not be confused with the Articles of Incorporation which state the basic outline of the Association.

BYLAWS generally provide for meetings, elections of the “Board” and Executive Management Committee, filling vacancies as they may arise, notices, types and duties of officers, committees, assessments and other routines to be conducted.

BYLAWS are, in effect a contract among members, and must be formally adopted and/or amended by its membership. A quorum to be decided upon by the President of the Executive Committee and “The Board”

TEMPLATE

The following Template of TMTATT shall be in conjunction with the Rules, Regulations and Constitution as stated in the following topics

1. Name
2. Objects
3. Membership
4. “The Management Committee”, Secretariat and “The Board”
5. General Meetings
6. Powers of “The Management Committee and “The Board”
7. Duties of “The Management Committee and “The Board”
8. Code of Conduct
9. Affiliations
10. Changes to BYLAWS

RULE 1:- Membership in good standing

Members in good standing are those who at the time of the request

- Are in compliance with these regulations and
- Paid all duly determined dues, penalties and fees. Members not in good standing are reinstated after they comply with the codes of conduct prescribed by the Association
- Such items as the management board and the ethics and disciplinary or other relevant council may decide and
- Paid their membership fees.

RULE 2:- Financial consideration

The financial year begins from the 1st of January to 31st December.

“The Management Committee” appoints when sufficient funds are available a treasurer who then serves as said Management Committee determines once those determinations are in keeping with the best financial practices of running a business in Trinidad & Tobago. The treasurer should give a statement of accounts, in keeping with normal accepted accounting practices in Trinidad & Tobago.

All financial records and books of the association shall be audited once a year by an individual/firm of qualified auditors selected by TMTATT and assented to by the annual general meeting.

Dues and fees for each category of membership become legal, after they are proposed by “The Board”, upon the receipt of the input of the relevant bodies’ 1 and approved by the Annual General Meeting. Chapters and sections are free to make their own additional financial membership arrangements with the consent of “The Board”.

RULE 3:- Name the group

The name of the group is “The Massage Therapy Association of Trinidad & Tobago”. (TMTATT)

RULE 4:- Logo and Seal

The logo and the seal of the organization are to be used only for the sole purpose to transact business for the Association’s benefit.

RULE 5:- Use of Logo

The logo (graphic image, insignia or emblem), the seal and the name of the Association can only be used with the written permission of the Secretary/President and in keeping with decisions taken by TMTATT “The Management Committee” and “The Board”.

RULE 6:- Establishment of branches and regional offices

The present Central office is at #68 Market Street, Gopaul Lands, Marabella, and Trinidad & Tobago. Branch/regional offices or chapters/sections can only be established with the permission of the main office via the management committee and these branches and sections too must have an official address and telephone number where a branch/section officer can be reached during normal business hours.

RULE 7:- To meet the objectives of the Association the following may be created

- An advisory group containing expertise, training, education, experience and exposures not normally available to the association
- A five member elected from “The Board” to execute the business of the Association and
- Councils to assist in determining or achieving particular objectives. For “The Board” as to findings and recommended courses of action. The objectives, of the respective councils and caliber of persons needed for the Association.

- Advance the art and science of massage and related techniques (President, Principal or CEO of an approved Therapeutic Massage College, LMT or Fellow from an approved college, experienced member of profession).

- Discipline and ethics to raise, sustain, enforce and maintain the standards of the profession using a panel of judges and two other legal professionals. Members of the Association will first do fact finding for and against alleged trespasser and present report to the Secretary of the Association who after consulting with “The Board” will convey the finding(s) to the member involved. If the aggrieved party disagrees with the conclusion and recommendations of the report, the three-member panel above will then hear evidence of all aggrieved parties and come to a final conclusion on the matter which will bind all involved in the disputation.

- Registration of all qualified professional massage therapists as determined by credentials.

- Promotion of profession, relevant laws and regulations, protect and preserve rights of members and acceptable rates and fees with members of the public and insurance and similar agencies (the PRO and two members of the association. This group also acts as a liaison/representative to enhance public’s understanding and appreciation of massage, foster a spirit of cooperation and exchange of ideas and techniques before other health professional associations and national and international institutions. (Others can be co-opted as needed).

- Fund raising to meet specific objectives of the association as determined or approved by “The Board. (Three members of the Association with others co-opted as necessary).

-Promote welfare of members and persons in need of massage care (Three members with others as needed).

These members function on authority derived from the act as delegated to them by the elected five-person “The Board” that runs the affairs of the association. The members are finders of fact and provide a reasoned course of action upon which “The Board” and “The Management Committee” makes a decision.

“The Board” and “The Management Committee” may add interim members to the councils in the case of indisposition, disability or death to serve until the next annual general meeting of the association. In case where speedy action is needed “The Management Committee” can delegate to a particular individual in the relevant member the power to investigate and recommend a relevant course of action.

RULE 8:- To seek advice from outside the Association

“The Management Committee” and “The Board” are encouraged to seek as many views as possible and co-opt members as necessary to serve in giving advice to the decision making process. They may also approach skills and personalities outside of the organization for advice if in their opinion the best interests of the organization can be served. Ultimately however the right to act is the prerogative of “The Management Committee” and “The Board”.

RULE 9:- Approvals

Each section shall make specific submissions for approval by “The Management Committee” so the business assigned to that section can be properly and professionally executed. The approved submissions will become annexes to these rules and incorporated as such when they are approved at the annual general meeting.

ANNEX I: - ETHICS AND DISCIPLINE

“The Management Committee” and “The Board” has drawn up a code of conduct and added a list of specific penalties as below to meet all anticipated transgressions. These can be modified once a year at the annual general meeting if it so decides providing notice of change is deposited with the secretary one month before said AGM.

This code conveys to the practicing massage professional

- The rights and privileges of the patient
- How they the practitioners are expected to conduct themselves in rendering therapy and
- The personal and professional standards expected of the practitioner so that any particular professional or group will not bring disrepute to the profession.

In keeping with these precepts the following are adopted as an integral part of the Association’s code of ethics. All members of the Association by belonging to the Association agree to abide by this code of professional accountability. In so doing their major considerations are the protection of the integrity of the profession and ensuring that their clients get the best care available. They are also consenting to the proper discharge of all responsibilities related to Therapeutic Massage.

CODE OF CONDUCT:-

1. All action should be

- (a) To justify and create public trust and confidence in therapeutic massage.
- (b) To enhance and uphold the good standing and reputation of the profession of Massage Therapy and provide the highest quality of care to those seeking professional services.
- (c) To serve Society while upholding the interests of all patients regardless of age, gender, ethnic origin, sexual preference, creed, political affiliation etc.
- (d) To Ensure that patients are referred as needed so they can get comprehensive patient care.
- (e) To Promote patient rights, wellbeing and total quality care and
- (f) To Determine that personal conduct of practitioner promotes integrity and respect for the profession.

2. Prior to engaging in practice on a client Practitioners must

- Represent their qualifications honestly and provide only those services which they are registered to perform.
- Represent honestly the strengths, scope and limitations of their profession.
- Make known to the patient all of their conscientious objections, which may be relevant to that particular case.
- Maintain all patient communications with strict confidentiality unless there is an overriding state reason for doing otherwise.
- Maintain standards of dress and deportment that reflect credit on self and profession.
- Engage in opportunities for development of self and profession.
- Help other Professionals with personal support and peer review.
- Help other Professional increase community support for health objectives.
- Refuse any gifts the intention of which is to seek or obtain preferential treatment.
- Support educational efforts and programs recognized by the Association.
- Not use of Profession to promote products whenever this compromises professional independence or that of the Association.
- Exclude all use of narcotics by massage therapists both for professional and personal purposes.
- No therapist is allowed to sign or give misleading statements.
- No therapist should misuse any title assigned to them or pretend to have titles that they do not hold.
- **No therapist should practice without license or other credential approved by the Association.**
- Therapist should provide treatment only where there is a reasonable expectation that it would be advantageous to client.
- Professional dishonesty, negligence, incompetence, habits, illness or any other criteria that make a therapist unfit to serve can be brought by anyone to the attention of the Association. The Association then has the obligation to investigate and make a full report and penalties to be applied if the behavior continues.
- Clients have the right to refuse or ask for modification of treatments.
- All clients should be draped or otherwise protected to ensure their safety, comfort, modesty and privacy.
- Therapists can refuse the treatment of any part of the body for any professional reason.
- Under no reason or circumstances should a client/therapist relation become a sexual one or give the impression that it is.
- All therapists should follow all guidelines promulgated by The Massage Therapy Association of Trinidad & Tobago (TMTATT).

The Massage Therapy Association of Trinidad and Tobago issues this Code of Ethics for Massage Therapists. Any suggestion for additions or modifications should be addressed to the secretary at our registered office. Periodic reviews in light of our experiences are projected.

PENALTIES FOR CODE VIOLATIONS:-

To maintain the profession in good standing and for the proper execution of its functions the association recognizes the following categories of penalties.

- Verbal Warning
- Written warning
- Letter of reprimand
- Fines to be determined by “The Board” and “The Management Committee”
- Letter of condemnation
- Removal from list of registered members
- Public condemnation at annual general meeting
- Publication of verified transgression in the media.
- Demotion to inactive status of membership of individuals.
- Loss of right to practice under banner of Association
- Loss of professional license

“THE BOARD”

“The Board” recognizes that membership is achieved through formal education, experience, training, exposure and ability to communicate meaningfully with all of our public.

Education has to be in an approved registered school by the Association or any other Regulations body of the state that meets the following academic and professional criteria

- I. Medical Studies in Anatomy and Physiology
- II. Massage Therapy and practical
- III. Allied Modalities
- IV. An Attached Clinic for supervised practicum in areas of study completed.
- V. A supporting Field of Study e.g. Esthetics/Beauty Culture or some other field related to Massage Therapy.

APPROVED SCHOOLS AND CLINICS

The Association approves schools for the purpose of education and training of professionals for the practice of massage and clinics in which said professional can practice. All approved schools and clinics must first meet the basic state requirements e.g. Ministry of Health, Ministry of Education, Fire, Electrical etc. for an operating facility of that type. In addition clinics and schools can only teach and practice and advertise for clients and students in areas where their staff are competent so to do. The professional product produced by the school or clinic must also meet one or more of the categories of professionals who cannot teach courses above the level for which he/she has been certified or can they teach in a discipline for which the state and Association has not approved them. Similarly graduates can only practice in keeping with their level of Education and Training received and for which the Association has approved them.

CONTENT OF FIELD

The content of the field is as outlined in the curricula for approved schools by the state. Once every two years “The Board” and “The Management Committee” of the Association shall review developments in the field and agree as to what should be added or taken away as legitimate subjects of education and practice.

CREDENTIAL EVALUATION

Any person, instructor, school or clinic wishing to advertise education or professional services in the area of therapeutic massage or any of its sub-disciplines must first receive the approval from “The Board” Their application will be judged according to criteria of education, training, experience and exposure as noted above and they will be given a rating within which they would be free to practice in keeping with the standards of the profession. To execute this aspect of the objective “The Board” shall maintain a short list of qualified examiners of schools, instructors, clinics and membership. The aim of these examiners is to serve the Association in encouraging the fit to become full-fledged active members and keeping out the unfit.

PROMOTION OF PROFESSION

“The Board” is interested in establishing, keeping and furthering the good name of the profession and will work with stakeholders, the association and interested parties so to do.

FUND RAISING

The objective of this group is to find funding and other mechanisms to allow and facilitate the association to carry out its stated objectives. They are allowed to engage in general fund raising that has met the approval of the management committee.

ADVERTISING AND PUBLICATION

This is the domain of the PRO and a publication group. They are specifically charged with putting out the quarterly newsletter and promotion of any other events of the Association.

ENDORSEMENT OF INSURANCE FORM

1) Only *currently licensed* massage therapist will be authorized to endorse Insurance Forms for Insurance claims 2) Official stamp of your Clinic must be used 3) The client must be referred by a Doctor (the referral must be for '*massage therapy*' and not '*physiotherapy*'))

CODE OF ETHICS

This code conveys to the practicing massage professional;

The rights and privileges of the patient;

How they, the practitioners, are expected to conduct themselves in rendering therapy and;

The personal and professional standards expected of the practitioner so that a particular professional or group will not bring disrepute to the profession.

In keeping with these precepts the following are adopted as an integral part of the Association's code of ethics. All members of the Association by belonging to the Association agree to abide by this code of professional accountability. In doing so their major considerations are the protection of the integrity of the profession and ensuring that their clients get the best care available. They are also consenting to the therapeutic massage.

This code is a summary statement of the standards by which massage therapists agree to conduct their practice and is a declaration of the general principles of acceptable, ethical, professional behavior. Massage therapist shall:

Demonstrate commitment to provide the highest quality massage therapy / bodywork to those who seek their professional service.

Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and / or colleagues.

Demonstrate professional excellence through regular self-assessment of strengths, limitations and effectiveness by continued education and training.

Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy.

Conduct all business and professional activities within their scope of practice, the law of the land, and project a professional image.

Refrain from engaging in any sexual conduct or sexual activities involving their clients.

Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients and associates.

ETHICS AND DISCIPLINE

"The Management Committee" has drawn up a code of conduct and ethics. See "The Board" policies for misconduct in practice.

SCOPE OF PRACTICE FOR MASSAGE THERAPISTS:-

In Trinidad & Tobago, in order for a massage therapist to perform a therapeutic session he/she must be licensed. The specific scope of practice for Massage Therapists is to utilize their skills and knowledge **FOR ONLY** what they are trained to do. That is to manipulate the soft tissues of the body for the purpose of stress reduction, to relieve pain, to synergize the mind and body, to promote peak performance, and relaxation to all.

To work only topically, they are not allowed to diagnose, work internally, prescribe medication nor perform any surgery or write sick leaves.

ANNEX: - 1

**THE APPROVAL OF THE RULES AND REGULATIONS OF
THE MASSAGE THERAPY ASSOCIATION OF TRINIDAD & TOBAGO (TMTATT)**

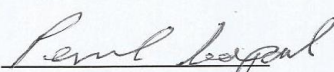
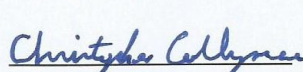
THE APPROVAL OF THE RULES AND REGULATIONS OF THE MASSAGE THERAPY
ASSOCIATION OF TRINIDAD & TOBAGO

These Rules and Regulations are functions of how The Trinidad and Tobago "The Board" and "The Management Committee" govern Massage Therapists in T&T.

These Rules were approved at an extra ordinary meeting held on Thursday 7th January 2016 and on Tuesday 12th January 2016 at the registered office #68 Market Street Gopaul Lands, Marabella at 5pm.

After these Rules were carefully reviewed and discussed on Tuesday 12th January 2016.....

A motion was moved by Mr. Anil Roopnarine and seconded by Ms Angel Gruny "**that the Rules and Regulations be approved**". All present were in agreement with the changes made.

Witnessed: -			<u>12/01/16</u>
	Professor Pearl Gopaul	Mr. Christopher Collymore	Date
	Executive Chairperson	President of "The Management Committee"	

ANNEX :- 2

DIFFICULTIES TO FIND PERSONS TO TAKE POSITIONS ON "THE BOARD"

AND

"THE MANAGEMENT COMMITTEE"

Based on the Agenda dated Sunday 5th February 2017, "In respect of the difficulties to find members to serve on "The Board" and "The Management Committee" items #15 of the Agenda", Ms Rose Rajbansee one of the founding members of TMTATT moved a motion:-

MOTION:-

I Rose Rajbansee hereby move a motion: - "That in respect of the difficulties to find members to serve on "The Board" and "The Management Committee" and that in light of members being extremely pleased with the work done by the current team,- "The Board" and "The Management Committee" that they should continue the good work that they are doing. If for some reason someone of the team wishes to take leave of absence or resign they can do so and another person will be selected for that position that is now vacant. If a member has brought disrepute to the Association or their position he/she will be asked to vacate office immediately until further notice."

The **motion** was seconded by Mr. Amir Ali.

This **motion** took place by the show of hands.

Members present were asked "If they agreed with the motion put forward that they should show their right hand. Those in disagreement show their left hand".

NONE of the members present was against the motion, 34 members were present and were in agreement with the said **motion**.

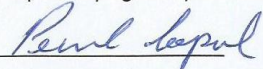

It was resolved (passed) that the current "The Board" and "The Management Committee" stay in place until further notice.

This motion is to be considered as an amendment to the Rules and Regulations of The Massage Therapy Association of Trinidad & Tobago (TMTATT) Booklet, "The Management Committee of TMTATT page 10.

AMENDMENTS:-

Annex 1" page 34.

Respectfully signed by the under mentioned.

Professor Pearl Gopaul
Executive Chairperson
"The Board"

Mr. Christopher Collymore
President of The Management Committee (TMTATT)

“THE BOARD”

**THE RULES, POWERS AND
FUNCTIONS OF
THE TRINIDAD & TOBAGO
BOARD OF
MASSAGE THERAPISTS**

TABLE OF CONTENTS	PAGE #
Table of contents	2-3
The Board	4
Objects	4
Secretariat	4
Duties of the Secretariat	4
Motions	4
Powers of “The Board”	5
Definition, Roles and Functions	5
Definitions	5
“The Board” of Massage Therapy	6
Hierarchy of “The Board”	6
Duties of “The Board”	7
Quorum	7
Accountability of Board members	7
Advisory Group	7
Committees	7
Investigative Services	7
Chapters	7
Civil Proceedings	8
Criteria for Application for a License	8
Re-Examination	8
Licensed Professionals	8-9
Biennial Renewal of Massage Establishment License	9
Display of License	9
Biennial Renewal Fee for Massage Therapists	9
Biennial Renewal of Massage Therapists License	9
Requirements for Re activation of an Inactive License	10
Affiliations	10
Changes to the Bylaws	10
“The Board” defined	10
‘License’	10
“Massage Therapy” Defined	10
Organization administration and functions of “The Board” of Massage Therapist’s	10
General Powers of “The Board”	10-11
Civil Proceedings	11
Requirements for a Provisional License	11
Policy statement on Qualifications and LMT Exams	11
Steps to be followed to write LMT Exam	12
Useful information on the LMT Examination	12
Grade Scheme	12
Examinations Written & Practical	12-13
Re-Examination	13
Examination Review Procedure	13
Licensed Renewal Continued Education	13
Take Notice	13

Inactive Status & Renewal of Inactive Status	14
Delinquent Status License	14
Massage Establishment Requisites, Licensure Inspection	14-15
Requirements for Board Approval of Continuing Education Programs CE Provider/Teacher	15-16
Application for Continuing Education Provider/Teacher	17
Massage Establishment Name	17
Sexual misconduct in the practice of Massage Therapy	18
Sexual Activity Prohibited	18
Draping	18
Notice of “The Board” Mailing Address & Place of Practice of Licensee	18
Disciplinary Guidelines	18-20
Grounds for Disciplinary Action by “The Board”	22
Ministry of Education and Board Approved Massage School	22
Definitions	22
Statement	22
Minimum requirements for Board of approved massage school	22
Program Description	23
Lost Certificate	23
Rules to be guided by	24
Preamble	24
Licensed Professional	24
Statement on polices, rules and regulations that are not included herein	24
ANNEX 1:- This Memorandum of Articles of Incorporation	25-36
ANNEX 2:- Act 8 of 1998	37-42
ANNEX 3:- The Hierarchy of “The Board”	43
STATEMENT	44
COORDINATOR/DUTIES	44
SIGNATORIES	44
SECRETARY	44
ANNEX 4:- STATEMENT	45
ANNEX 5:- CEU Providers Application Form	46
ANNEX 6:- CEU Providers Application Form	47
ANNEX 7:- The Approval of the Rules and Regulations of TMTATT	48
ANNEX 8:- Difficulties to find Persons to take Positions on “The Board” and “The Management Committee”	49

“THE BOARD”

Objects

The objects of the Association are:

- (a) to proclaim the benefits of massage therapy which are inter alia-
 - (i) to relieve pain;
 - (ii) to reduce stress
 - (iii) to synergize mind and body;
 - (iv) to promote peak performance; and
 - (v) to rehabilitate from devastating illnesses;
- (b) To register and regulate all qualified professional Massage Therapists for the general betterment of the profession
- (c) To establish a code of ethics for the practice of Massage Therapist and to establish disciplinary procedures for professional misconduct in relation to such code.
- (d) To establish a professional body capable of supervising the local training of Massage Therapists to acceptable international standards;
- (e) To establish acceptable rates and fees applicable to Massage Therapists for professional services;
- (f) To establish and enhance the practice of Massage Therapy as a recognized part of supplemental and integrative medicine;
- (g) To provide facilities for further education and retraining of Massage Therapists for the advancement of the profession and to be up to date with modern technology.

THE SECRETARIAT

The Secretariat will comprise of members from the membership and can consist of seven (7) members. Members must be financial in order to be elected.

DUTIES OF THE SECRETARIAT:-

A Register of members will be maintained at the Registered Office and will be updated at regular intervals. The Secretary of the Secretariat of the Association having consulted with “The Board” and “The Management Committee” team shall have the power to revoke any member whose annual Renewal of Membership/Licensure or other indebtedness to the Association. Two (2) years for Licensure and one (1) year for Membership that may fall in arrears. Notice will be sent in writing to the member and this will be sent to his/her known address informing him/her of the proposed action to be taken. Non-renewal of License will be published as Inactive. “The Secretariat” will assist in any other duties that they will be called upon to perform in relation to the Association’s effectiveness.

MOTIONS - Any member of the Association may bring forward any motion at the Annual General meeting, provided that due notice thereof be given to the Secretary of the Secretariat at least fourteen (14) working days in advance.

1. POWERS OF “THE BOARD”

(1) “The Board” shall set fees according to the following schedule:

- (a) Massage therapist application and examination fee
- (b) Massage Therapist initial licensure fee
- (c) Establishment application fee
- (d) Establishment licensure fee
- (e) Biennial establishment renewal fee
- (f) Biennial massage therapist re-examination fee
- (g) Massage therapist re-examination fee
- (h) Fee for apprentice
- (i) Application and reactivation for inactive status of a massage therapist license fee
- (j) Renewal fee for inactive status
- (k) Any other fee as it becomes necessary

(Not limited to these and will deal with unforeseen situations as they may arise)

(2) “The Board” shall impose a late fee on a delinquent renewal of a massage license and establishment license.

(3) “The Board” may establish by rule an application fee for anyone seeking approval to provide continuing education courses and may provide by rule for renewal of provider ship.

(4) “The Board” is authorized to charge the cost of any original license or permit, as set forth in this Act for the issuance of any duplicate licenses or permits requested by any massage therapist or massage establishment.

(5) All monies collected by “The Board” from fees will be deposited in the Association Account.

DEFINITIONS

As used in the Act 8 of 1998

- 1. “The Board” means The Board of Massage Therapy.
- 2. “Association” means an organization of persons coming together for the same purpose.
- 3. “Massage” means the manipulation of the soft tissues of the human body with the hand, arm, elbow, whether or not such manipulation is aided by hydrotherapy, including any electrical or mechanical devices, or the application to the human body (soft tissues) for therapeutic purpose including, without limitation 8 strokes (Techniques) learnt:- Touch, compression, Effleurage, Petrissage, Tapotement, Vibration, Friction, Friction, Joint Movements
- 4. “Massage Therapy” means a person licensed as required by this act, who administers massage for compensation: having completed a minimum 1000 hours program
- 5. “Apprentice” means a person approved by the board to study massage under the instructions of a licensed massage therapist.
- 6. “Board Approved Massage School” means a facility which meets minimum standards for training and curriculum as determined by the rule of the board and which is Registered by the Ministry of Education.
- 7. “Massage Therapist” defined “massage Therapist” means a person who is licensed pursuant to the provision of Act 8 of 1998 to engage in the practice of massage therapy.
- 8. “Licensure” means the procedure by which a person, hereinafter referred to as a “massage therapist” applies to “The Board” after writing Examination of the country for approved to practice massage therapy.
- 9. “TMTATT” means – The Massage Therapy Association of Trinidad & Tobago

“THE BOARD” OF MASSAGE THERAPY

“The Board” of Massage Therapy is created within the Association. “The Board” shall consist of seven members, who shall be appointed, or by voting (see amendment) and whose function it shall be to carry out the provisions of these rules and this act.

HIERARCHY OF “THE BOARD”

Hierarchy of “The Board” may comprise of seven members but not more than eleven who would help to manage the affairs of “The Board”. It may comprise a Chairperson, a Deputy Chairperson, Secretary, Three advisors and three members at large. These six members can be assigned substantive duties. “The Board” has the power to also make the following appointments or any other appointments to carry out the functions of the Association.

These persons at large must be Massage Therapists.

SEE ANNEX 3 PAGE 49 FOR HIERARCHY OF “THE BOARD”

2. DUTIES OF “THE BOARD”

The duties of “The Board” are to:-

1. Manage effectively the affairs of the association and provide an opportunity for continued growth.
2. Establish qualifications for minimal competency to grant or deny licensure of massage therapists.
3. Define, evaluate and approve schools, programs, and apprenticeship programs from which graduation will be accepted as proof of an applicant’s eligibility to take the licensing examination.
4. Review approved schools and programs periodically.
5. Establish by rule the standards and procedures for approving courses of study.
6. Establish the continuing education requirements which shall be a prerequisite for license renewal.

QUORUM: - A quorum shall be no less than three persons to hold a monthly meeting. It may consist of: - Executive Chairperson or Deputy Chairperson, Secretary to “The Board” or any other two Board members.

ACCOUNTABILITY OF BOARD MEMBERS

Each Board member shall be held accountable to the Executive Chairperson for the proper performance of all duties and obligations of such board member’s office.

The Executive Chairperson shall have the power to investigate any complaints or unfavorable reports received in writing concerning the actions of “The Board” or its individual members and shall take appropriate action thereon, which may include removal of any board members for malfeasance, neglect of duty, commission of a felony, incompetency, or permanent inability to perform official duties.

ADVISORY GROUP

Is that body of persons who have been chosen by “The Board” and “The Executive Committee” as persons who collectively or individually can bring a wealth and range of experiences to the Association to further its objectives. These represent skills or particular positional incumbencies that are not normally available in the organization e.g. lawyer, doctor or other experts that can bring their respective knowledge for enhancement of “The Board.”

COMMITTEES

These are groups drawn from the membership of the Association (with technical assistance as needed) to recommend to “The Management Committee” courses of action in their sphere of competencies and to assist “The Management Committee in execution of said courses of action

INVESTIGATIVE SERVICES

“The Board” shall provide all investigative services required in carrying out the provisions of this rules and regulations stated in the act.

CHAPTERS

This is a regional group of the Association that secures the recognition of “The Management Committee” to execute in their geographic area massage therapy activities that can advance previously agreed goals of the Association.

CIVIL PROCEEDINGS

As cumulative to any other remedy or criminal prosecution, “The Board” may file a proceeding in name of a person seeking issuance of a restraining order, injunction, or writ of mandamus (*we command* in Latin) against any therapist who is or has been violating any of the provisions of this act or the lawful rules or orders of “The Board”.

CRITERIA FOR APPLICATION FOR A LICENSE

LICENSE QUALIFICATIONS MASSAGE THERAPISTS; QUALIFICATIONS; LICENSE; ENDORSEMENT

(1) Any person is qualified for license as a massage therapist under this act who:

- (a) Must be 18 years of age and has received a high school diploma or graduate equivalency diploma.
- (b) Has completed a course of study approved by the Ministry of Education – Registered and Accredited body. (See page 23 for a sample of an outlined study program.)
- (c) Has received a passing grade on an examination administered by the institution or any endorsement from any institution outside of Trinidad & Tobago. A grade C average must be maintained (See page 12)
- (d) Must have attended a program with 1000 hours of Theory and Practice. (See page 23)

(2) Every person desiring to be examined for license as a massage therapist shall apply to “The Board” in writing upon forms prepared and furnished by “The Board”. Such applicants shall be subject to the provisions of 8:1998.13(1). Applicants may take an examination administered by “The Board” only upon meeting the requirements of this section as determined by “The Board” approval. (See also page 12.)

(3) Upon an applicant passing the examination and paying the initial licensure fee, “The Board” shall issue to the applicant a license, valid until the next scheduled renewal date, to practice massage.

(4) “The Board” shall adopt rules:

- (a) Establishing a minimum training program for apprentices/uncertified massage persons as the case may arise.
- (b) Providing for educational standards, examination, and certification for all body workers.
- (c) Specifying licensing procedures for practitioners desiring to be licensed in this country that hold an active license and have practiced in any other state, territory, or any foreign national jurisdiction, which has licensing standards substantially similar to, or more stringent than the standards of this country. Referred to as a Provisional License.(See page 11 for more on Provisional License)

RE-EXAMINATION

An applicant who fails “The Board” approved national examination for licensure, shall be required to pay the re-examination fee set forth and to re-take the exam at the next scheduled date and pass. The applicant will only be allowed three (3) sittings as schedule in total.

Should the applicant continue to be unsuccessful at the third sitting of the Exam he/she would be asked to withdraw and seek advice on the way forward to passing. A letter should be written to the Secretary of “The Board” 14 days after the unsuccessful exam, asking for guidance on the way forward.

LICENSED PROFESSIONALS

These are persons who earn their income through an activity that is regulated by the state or a Professional Association as TMTATT. To do this they are awarded a formal document by the state or

other recognized national body. This document should say that the holder has met the qualifications and experience deemed necessary for the performance of said function. Accordingly, they now have the right to engage in such activity and the obligations of meeting the professional norms that go with practice. The license can specify activities of competence. It is based on Section 8 of Act 8 of 1998 which allows the Association to make rules for the proper conduct of its proceedings and discharge of its duties, powers and functions and to ensure that all members are in good standing. Pursuant to that section the following rules are made.

BIENNIAL RENEWAL OF MASSAGE ESTABLISHMENT LICENSE

All license renewals for massage establishments shall meet the requirements as set forth, as follows. All massage establishments shall renew their licenses on or before the expiration of each biennial year, according to the fee schedule as set forth and the insurance coverage requirements. If, however, the massage establishment does not renew its license timely, the license shall be considered delinquent. If a massage establishment is operating with a delinquent license said establishment is in violation and is subject to the criminal penalties as provided. In order to renew a delinquent license, the massage establishment shall pay the late fee for delinquent renewal in the amount of three hundred dollars (\$300.00).

DISPLAY OF LICENSE

- 1) Each licensed practitioner shall conspicuously display a current license issued by “The Board”, or photocopy thereof at each location at which he or she practices.
- 2) Each apprentice or provisional licensee shall conspicuously display his or her apprentice certificate or provisional license approval issued by “The Board”- office, in the establishment for which it has been issued.
- 3) The owner of each massage establishment shall conspicuously display a current establishment license issued by “The Board” on the premises.

BIENNIAL RENEWAL FEE FOR MASSAGE THERAPISTS

The fee for biennial renewal of a massage therapist’s license shall be three hundred (\$300.00) as of 2019 until further notice.

BIENNIAL RENEWAL OF MASSAGE THERAPIST’S LICENSE

- 1) All license renewals for massage therapists shall meet the requirements as set forth. All massage therapists shall renew their license on or before the expiration date for each biennial year, according to the fee schedule as set forth.
- 2) No license shall be renewed unless the licensee submits confirmation, that the licensee has completed an educational course acceptable to “The Board” which consists of 24 hours of continued education. See below for breakdown. If the licensee has not submitted confirmation, which has been received, “The Board” shall not renew the license.

The breakdown of the 24hours is as follows:-

- 16 hours of Continuing Education in a program/course that is allied to Massage Therapy. The Program/course must be approved by for Continued Education.
- 2hours for HIV
- 2 hours for CPR
- 2 hours of code of ethics and conduct
- 2 hours of Laws from the Rules and Regulations created by Section 8 Act 8 of 1998 in Trinidad and Tobago.

REQUIREMENTS FOR REACTIVATION OF AN INACTIVE LICENSE

An inactive license shall be reactivated upon demonstration that the licensee has paid the reactivation fee set forth and evidence of Continuing Education as stated in the Biennial Renewal of Massage Therapist's License listed on previous page.

1. AFFILIATIONS:-

"The Board" will accept affiliations or be affiliated with any other parallel organization that may be recommended by its advisors.

2. CHANGES TO THE BYLAWS:-

These laws may be amended by a quorum consisting of persons from "The Board" and "The Management Committee" and any major changes will be put to membership.

"THE BOARD" DEFINED: - "The Board" means the Board of Massage Therapists, herein after referred to as "The Board".

"LICENSE":- Defined means a license issued by "The Board" for a Massage Therapist to practice for a given period with the rights and privileges attached thereto.

"MASSAGE THERAPY" DEFINED: - means the manipulation of the soft tissues of the human body to incorporate the mind body and spirit wellness. Skilled Touch and an in depth knowledge of the Human Anatomy and Physiology is essential to administer therapy. May be performed with the hand, arm, elbow, whether or not such manipulation is aided by hydrotherapy, including any electrical or mechanical devices, or the application to the human body (soft tissue) for therapeutic purposes including, without limitation eight (8) strokes (Techniques) learnt:- Touch, Compression, Effleurage, Petrissage, Tapotement, Vibration, Friction, Joint Movements /Range of movement.

ORGANIZATION ADMINISTRATION AND FUNCTIONS OF "THE BOARD" OF MASSAGE THERAPISTS

"The Board" will consist of seven persons. An Executive Chairperson, who is a Licensed Therapist, Two other Licensed Massage Therapist, who has more than 5 years of experience in Therapeutic Massage. CE's are updated and must be financial members with the Massage Therapy Association and must have experience and Managerial Skills to help steer "The Board" forward. A Medical Doctor, an Attorney at Law, an Accountant, a member of the Public who is a key Stakeholder, and have an interest in the Association. This person may be an Educator, local or International. A "Council" may be set up within "The Board" if needed. Persons who are on "The Board" and "The Management Committee" will be chosen according to their expertise to sit on the "Council".

GENERAL POWERS OF "THE BOARD":-

- 1) Give candidates Provisional License where needed at a cost of TT\$500.00 for a period to be announced by "The Board"
- 2) Conduct the License Review and Exam
- 3) Issues of Results and Certificates
- 4) Regularizes and maintain all license in Trinidad and Tobago.
- 5) Provide for Continuing Education in collaboration with the General membership and "The Management Committee" of the Association as to their plans on what they are doing to advance the work of the Association.
- 6) A fee will be paid to "The Board" for preparing Licensure/Brochure etc. based on approval
- 7) The work completed by "The Board" shall be compensated by The Massage Therapy Association of Trinidad & Tobago and submitted with relevant bills respectively and where necessary. These bills will be handed to the Treasurer and payment should be paid to Chairperson or otherwise stated who will compensate other board members accordingly within 7 days of receipt.
- 8) "The Board" of the Association shall exist for 2 years and the 9 members may serve for 2 years in the first instance and may be given a second term if the general membership so desires.

- 9) They can be changed by death, misbehavior in office, incompetence and neglect of duties during the 2 years.
- 10) All income derived from “The Board” will be passed on to the treasurer of “The Management Committee” to be deposited into the Association’s account
Receipts must be issued for same.

CIVIL PROCEEDINGS

As cumulative to any other remedy or criminal prosecution, “The Board” may file a proceeding in name of a person seeking issuance of a restraining order, injunction, or writ of mandamus against any therapist who is or has been violating any of the provisions of this act or the lawful rules or orders of “The Board”

REQUIREMENTS FOR A PROVISIONAL LICENSE

1) A person shall send in writing a request for provisional licensure from the Massage Therapy Board of Therapeutic Massage of Trinidad & Tobago, registered office #68 Market Street, Gopaul Lands, Marabella by calling 221-5497 / 770-8994 or sending an email to tmtattassociation@gmail.com. The request for a provisional licensure shall include the following information:

(A) An official transcript from the massage therapy program that you have graduated from documenting completion of a massage therapy program pursuant to the TMTATT Board Approved Massage School stating number of hours completed in your training OR evidence of a license from the state/country that you received it from. The board may accept transcripts issued to the applicant and placed in a sealed envelope that carries the massage therapy program or school’s seal or stamp. A fee of **\$500.00** must accompany your request for provisional license.

(B) Written verification from the massage therapy school that you have successfully completed the entire program

(C) A Certificate of Good Character (valid for 2 years from the date you received it)

(D) A medical certificate of good health (obtained from your General Practitioner)

(2) A provisional license is valid for one (1) year from the date of issuance. Upon expiration of a provisional license the licensee shall no longer engage in the practice of massage therapy. To resume practicing massage therapy a person must either apply to renew the provisional license, if he/she has not passed the national examination, or obtain a license as a massage therapist from the Massage Therapy Association of Trinidad & Tobago.

(3) A provisional license may be renewed for an additional number of months at the discretion of the board, not to exceed one (1) year. To renew a provisional license the applicant must complete a request in writing to “The Board” providing a written explanation for renewing the provisional license, and pay the required fee \$300.00.

Declaration: Any unforeseen issues shall be dealt with by “The Board” as they arise

POLICY STATEMENT ON QUALIFICATIONS AND LMT EXAMS:-

“The Board” has agreed that they will be willing to endorse student’s qualifications on their LMT’s status, for those who wish to take up residences in other Countries.

Kindly take note: - It is strongly against our policy to send its written Exams to any other national or international state boards for their perusal in order to assess our Licensee.

All Exams are the Intellectual property of “The Exam Board”. These are considered private and confidential.

A fee to prepare endorsements for LMT’s to other countries will be applied accordingly. Time to prepare these endorsements will take approximately seven (7) working days from the date of request.

STEPS TO BE FOLLOWED TO WRITE THE LMT EXAM:-

1. Complete the official Examination Application Form to be collected from the Registered Office.
2. Submit all qualifications that you have acquired in the field of Massage Therapy.
3. If you have graduated from another state, provide evidence of Certification and license and any other documents that you may have attained.
4. Should your application be successfulPay the fee of TT\$300.00 non-refundable.
5. You may call 1-868-221-5497 for any further information that you may require or email us at tmtattassociation@gmail.com

USEFUL INFORMATION ON THE LMT EXAMINATION: -

The Review for this Exam is held on the First Sunday in May and the first Sunday in September of each year The Exams are held twice per year June and October of each year at a cost of TT\$300.00. Should you wish to do the Review the cost is TT\$350.00.

The Examination is made up of two (2) Sections:-

Section 1- Is based on multiple choices

Section 2 – Is based on the National Rules and Regulations of The Association. All questions are compulsory.

There may be a Section 3 – A Practical Exam to be given on assessment of the applicant documents submitted. The price of the Practical (will be announced.)

Each applicant must be well acquainted with the National Rules and Regulations – available on the Association’s website tmtattassociation.wixsite.com/massage

GRADE SCHEME:-

Grade	Range
A	90% - 100%
B	75% - 89%
C	60% – 74%
D	50% - 59%
F	00% - 49%

In order to attain a Pass, a Grade “C” must be maintained.

EXAMINATIONS WRITTEN & PRACTICAL

- 1) “The Board” shall specify by rule the general areas of competency to be covered by examinations for license. These rules shall include the relative weight assigned in grading each area, the grading criteria to be used by the examiner, and the score necessary to achieve a passing grade. “The Board” shall ensure for examinations adequately measure both an applicant’s competencies. Professional testing services may be utilized to formulate the examinations.
- 2) “The Board” shall ensure that examinations comply with state rules and requirements.

3) "The Board" shall, in accordance with rules establish by "The Board", examine persons who file applications for license under this act in all matters pertaining to the practice of massage. A written examination shall be offered twice yearly and at such other times, as "The Board"- shall deem necessary. A Practical exam may be given as "The Board" seems fit.

4) "The Board" shall adopt rules providing for reexamination of applicants who have failed the examination.

5) All licensing examinations shall be conducted in such manner that "The Board" shall know the applicant by number until his examination is completed and the proper grade determined. An accurate record of each examination shall be made; and that record, together with all examination papers, shall be filed with the Secretary of the association and shall be kept for reference and inspection for a period or not less than 2 years immediately following the examination.

RE-EXAMINATION

There exists an Examination Committee within "The Board" who will conduct and mark all exams under the supervision of "The Board".

An applicant who fails "The Board"- approved National Examination for licensure, shall be required to pay the re-examination fee to re-take the Examination within a period of 6 months to 1 year and pay the fee of TT\$300.00 until further notice.

EXAMINATION REVIEW PROCEDURE

A candidate is entitled to request a review of the Examination results and MUST write to the Examination Committee of "The Board" in 2 weeks' time after the results have been published and pay the fee of TT\$500.00 to review his/her paper. If the candidate is still dissatisfied with the outcome he/she may refer directly to "The Board" in writing for further review. Should the matter still be unresolved a mediation committee will be sighted. All complaints must be lodged at the Registered Office.

LICENSED RENEWAL CONTINUING EDUCATION

"The Board" shall prescribe by rule the method for renewal of biennial licensure, which shall include a fee of TT\$300.00 together with Continuing Education requirements not to exceed 24 classroom hours per biennium (every 2 years). Which will be made up as follows: - 16 hours of CEUs and the other 8 hours shall be divided as follows: -

The breakdown of the 24hours is as follows:-

- 16 hours of Continuing Education in a program/course that is allied to Massage Therapy. The Program/course must be approved by for Continued Education.
- 2 hours for HIV
- 2 hours for CPR
- 2 hours of code of ethics and conduct
- 2 hours of Laws from the Rules and Regulations created by Section8 Act 8 of 1998.

These 8 hours of CEUs may be done online/internet research. Evidence of this must be produced for audit. "The Board"- shall by rule establish criteria for the approval of continuing education programs or courses. The programs or courses approved by "The Board"- may also include correspondence courses, which if not renewed at the end of the biennium, shall automatically revert to an inactive status.

Take notice that all those renewing license/certificates that it will be issued in two weeks' time from the date it was requested, pending that the licensee paper work is in order

INACTIVE STATUS AND RENEWAL OF INACTIVE STATUS

- 1) Any licensee may elect at the time of biennial license renewal to place the license into inactive status by filing with “The Board”- a completed application for inactive as set forth.
- 2) Inactive license must be renewed biennially including payment of the renewal fee set forth.
- 3) An inactive license can be reactivated at any time provided the licensee meets the requirements of the rule.
- 4) An inactive licensee who elects to change to active status shall not be permitted to return to inactive status until the next biennial renewal period.

DELINQUENT STATUS LICENSE

- 1) The failure of any license holder to either renew the license or elect inactive status before the license expires shall cause the license to become delinquent.
- 2) The delinquent status licensee must affirmatively apply for active or inactive status during the licensure cycle in which the license becomes delinquent. The failure by the delinquent status licensee to cause the license to be renewed or made inactive before the expiration of the license cycle in which the license became delinquent shall render the license null and void without further action by “The Board”.
- 3) The delinquent status licensee who applies for license renewal or inactive status shall:
 - (a) Apply to “The Board” for license renewal as required
 - (b) Pay to “The Board” the license renewal fee that is in effect at that time.
 - (c) If renewal is elected, demonstrate compliance with the Continuing Education requirements

MASSAGE ESTABLISHMENT; REQUISITES; LICENSURE; INSPECTION

- (1) No massage establishment shall be allowed to operate without a license granted by “The Board” in accordance with rules adopted by “The Board”.
- (2) “The Board” shall adopt rules governing the operation of establishments and their facilities, personnel, safety and sanitary requirements, financial responsibility, insurance coverage, and the license application and granting process.
- (3) Any person, firm, or corporation desiring to operate a massage establishment in this twin island shall submit to “The Board” an application, upon forms provided by “The Board” accompanied by any information requested by the department and an application fee.
- (4) Upon receiving the application, “The Board” may cause an investigation to be made of the proposed massage establishment.
- (5) If, based upon the application and any necessary investigation, “The Board” determines that the proposed establishment would fail to meet the standards adopted by “The Board” under subsection two (2), “The Board” shall deny the application for license. Such denial shall be in writing and shall list the reasons for denial. Upon correction of any deficiencies, an applicant previously denied permission to operate a massage establishment may reapply for licensure.
- (6) If, based upon the application, “The Board” may cause an investigation to be made of the proposed massage establishment.
- (7) (a) Once issued, no license for operation of a massage establishment may be transferred from one owner to another

(b) A license may be transferred from one location to another only after inspection and approval by “The Board” and receipt of an application and inspection fee set by rule of the board, not to exceed \$300.00

(c) License may be transferred from one location to another only after inspection and approval by “The Board” and receipt of an application fee set by rule of the board, not to exceed \$50.00

(8) Renewal of license registration for massage establishments shall be accomplished pursuant to rules adopted by “The Board”. “The Board” is further authorized to adopt rules governing delinquent renewal of license and may impose penalty fees for delinquent renewal of license and may impose penalty fees for delinquent renewal.

(9) “The Board” is authorized to adopt rules governing the periodic inspection of massage establishments licensed under this act.

(10) It is against the Bylaws of Trinidad and Tobago for anyone to practice Massage Therapy without a current license

REQUIREMENTS FOR BOARD APPROVAL OF CONTINUING EDUCATION (CE) PROGRAM PROVIDERS/TEACHERS

For the purpose of receiving Board approval for the issuing, renewing or reactivating of license to Providers of Continuing Education credit programs, the following requirements will apply:

Requirements for the CE Provider/Teacher:-

- 1) A letter of intent must be supplied to “The Board” of the Massage Therapy Association indicating an interest in becoming a CE Provider/Teacher. The requisite application form will then be sent to the prospective Provider/Teacher.
- 2) The completed application form shall indicate details of the programs that the Provider/Teacher wishes to be approved for CE credits, the dates, times, and contact hours proposed in the particular license year.
- 3) On submission of the forms provided by the Association a fee of **\$700.00** is payable in order for the Provider/Teacher to be registered and to have a CE number issued after the application has been approved (*this fee can be changed by “The Board” without notice*). This provision ensures compliance with, and checks on the validity of the program delivered. If for any reason the application did not meet “The Board” approval, NO refund will be given.
- 4) A fee for **FIRST** time approval of a curriculum for CEU hours is **\$500.00** and thereafter **\$250.00** by the same applicant.
- 5) All non-nationals who are desirous of providing Seminar/Workshops must send their CE Provider number from their State, work syllabus and their intent to teach or share their knowledge for a fee of **US\$100.00 or TT\$700.00** (Request an application form) in order to obtain approval.
- 6) The Provider must give details of self to the Association as well as sign and abide by a written agreement to:-
 - i. Specify an identifiable person to be responsible for ensuring that each CE program presented under their Massage Board Provider number meets program requirements set forth in two (ii) below.
 - ii. Retain a “sign-in-sheet” with the signatures of all participants in the programs and copies of any supplemental or promotional materials supplied for at least 3 years following the course.

- iii. Provide each participant with a certificate of attendance verifying the program has been completed. The certificate shall not be issued until completion of the program and shall contain the Provider's name and number, title of program, instructor(s), date, number of contact hours of credit, the licensee's name and license number.
 - iv. Notify "The Board" of any significant changes relative to the maintenance of standards as set forth in these rules.
- 7) Each program presented by an approved Provider shall:
- a. Meet the standards approved by "The Board" of the Association. All non-nationals must submit their Intent to Teach or Share their knowledge and proposals for approval for a fee to be determined by the Association's Board.
 - b. Have clearly specified learning objectives.
 - c. Be instructed by a person who meets at least one of the following criteria:
 - i. Holds a minimum of a Bachelor's Degree from a College or University which is accredited by a regional accrediting body recognized by the Association or a substantially equivalent accrediting body of a foreign sovereign state, with a major in a subject directly related to the content of the program to be offered, or has graduated from a school of massage or an apprenticeship program which has a curriculum equivalent to requirements in this state and was approved by a state licensing authority, a nationally recognized massage therapy association, or a substantially equivalent accrediting body, or the Association's Board, and has completed three years of professional experience in the practice of massage, and
 - ii. Has within the last five years of practical experience, had a minimum of two years teaching experience in the subject matter to be offered, or
 - iii. Has taught the same courses on this approved subject a minimum of 3 times in the past 2 years before a professional convention, professional group or at a massage therapy school, or
 - iv. Has completed specialized training in the subject matter and has a minimum of two years of practical experience in the subject.
- 8) Is currently licensed as a massage therapist in another State or foreign sovereign state having standards of education or apprenticeship training substantially similar to or more stringent than those required for licenses in Trinidad and Tobago and has practiced massage therapy for a minimum of 10 years.
- 9) "The Board" retains the right and authority to audit and/or monitor programs given by any Provider/Teacher. "The Board" may rescind Provider/Teacher status or reject individual programs given by a Provider/Teacher if the Provider/Teacher has disseminated any false or misleading information in connection with the Continuing Education Program, or if the Provider/Teacher has failed to conform to and abide by the written agreement and rules of "The Board".
- 10) One hour of Continuing Education is defined as no less than 50 uninterrupted minutes of learning.
- 11) Presenters/moderators/instructors/teacher of course shall not receive credit for courses they present.
- 12) A Board-approved Provider/Teacher must submit a list of titles and brief descriptions of any new courses to "The Board" office prior to offering such courses. The submitted information must also identify any new Continuing Education instructor and show that such instructor meets the criteria set forth in this rule.

APPLICATION FOR CONTINUING EDUCATION PROVIDER/TEACHER

This information is being provided to individual (s) or organization(s) or teacher(s) wishing to teach or provide Continuing Education for Massage Therapists for fulfillment of requirements under the Rules and Regulations of The Association. The application must be filled out in its entirety.

Each Provider shall:

- 1) File all information necessary for Provider/Teacher registration on Form #1, Continuing Education Provider/Teacher Registration, which is hereby incorporated by reference and will be effective from the **Friday 25th February, 2022**, copies of which may be obtained from the website, and pay the appropriate Provider/Teacher registration fee. The Provider/Teacher registration fee is non-refundable.
- 2) Ensure that the Continuing Education program(s) presented by the Provider/Teacher complies with these rules.
- 3) Maintain a complete, alphabetized, legible roster of participants for a period of 3 years following each program presentation.
- 4) Maintain a “sign-in” sheet and a “sign-out” sheet with the signatures of participants.
- 5) Provide each participant with a certificate verifying that the participant has successfully completed the program. The certificate shall not be issued until completion of the program and shall contain the Provider’s/Teacher’s name, title of program, date of program, location, and number of credit hours.
- 6) Notify “The Board” of any significant changes relative to the maintenance of standards as set forth in these rules.
- 7) Ensure that no person receives credit for the same program more than once.
- 8) Notify “The Board” of any change in the presenters or instructors of any approved program, and demonstrate the new instructor meets the criteria.
- 9) Designate a contact person who assumes responsibility for each program, and who is knowledgeable about each program. The contact person shall notify “The Board” of any significant changes in programs or a lapse in the maintenance of standards.
- 10) In a correspondence Continuing Education program, each Provider/Teacher is responsible for obtaining from each certificate holder a signed statement which states that the participant did in fact read the material, performed the exercises and took the examination personally.
- 11) There shall be adequate personnel to assist with administrative matters and personnel with competencies outside content areas in cases when the method of delivery requires technical or other special expertise.
- 12) Providers/teachers shall maintain records of individual offerings for inspection by “The Board” records shall be maintained for a minimum of 3 years.

NOT TO ADHERE TO THESE HEREIN STATED WOULD RESULTS IN A PENALTY TO BE DECIDED BY “THE BOARD”

MESSAGE ESTABLISHMENT NAME

A massage establishment shall not operate or advertise using a name other than the name under which the establishment license was issued. When a massage establishment’s name is changed, without a change in ownership or location, a new establishment inspection is not required.

SEXUAL MISCONDUCT IN THE PRACTICE OF MASSAGE THERAPY

The massage therapist-patient relationship is founded on mutual trust. Sexual misconduct in the practice of massage therapy means violation of the massage therapist-patient relationship through which massage therapist uses that relationship to induce or attempt to induce the patient to engage, or to engage or attempt to engage the patient, in sexual activity outside the scope of practice or the scope of generally accepted examination or treatment of the patient. Sexual misconduct in the practice of massage therapy is prohibited.

SEXUAL ACTIVITY PROHIBITED

- 1) Sexual activity by any person or persons in any massage establishment is absolutely prohibited.
- 2) No massage establishment owner shall engage in or permit any person or persons to engage in sexual activity in such owner's massage establishment or in any other place.
- 3) No license massage therapist shall use the therapist-client relationship to engage in sexual activity with any client or to make arrangements to engage in sexual activity with any client.
- 4) As used in this rule, "sexual activity" means any direct or indirect physical contact by any person or between persons which is intended to erotically stimulate either person or both of which is likely to cause such stimulation and includes sexual intercourse, fellatio, cunnilingus, masturbation, or anal intercourse. For the purposes of this subsection, masturbation means the manipulation of any body tissue with the intent to cause sexual arousal. As used herein, sexual activity can involve the use of any device or object and is not dependent on whether penetration, orgasm, or ejaculation has occurred. Nothing herein shall be interpreted to prohibit a licensed massage therapist, duly qualified under this rule, from practicing colonic irrigation.

DRAPING

- 1) Each massage establishment shall maintain a sufficient supply of clean drapes, for the purpose of draping each client while the client is being massaged. As used herein "drapes," mean towels, gowns, or sheets.
- 2) Before proceeding with a massage of a client, each massage therapist shall have explained expected draping techniques and provide the client a clean drape for the purpose of draping (in the case of a male client) his buttocks and genitalia and (in the case of a female client) her breasts, buttocks, and genitalia.

NOTICE TO "THE BOARD" OF MAILING ADDRESS AND PLACE OF PRACTICE OF LICENSEE

- 1) It shall be the duty of each licensee to provide written notification to "The Board" of the licensee's current mailing address and place of practice. For purposes of this rule, "place of practice" shall mean the address of the physical location where the licensee practices massage therapy.
- 2) Any time that the current mailing address or place of practice of any licensee changes, written notification of the change shall be provided to "The Board" within 90 days of the change. Written notice should be sent to the following: T&T Massage Therapy Association.
- 3) It shall be a violation of this rule for a licensee to fail to notify "The Board" within 90 days of a change of mailing address. It shall not be a violation of this rule to fail to advise "The Board" of a change of one's place of practice within 90 days.

DISCIPLINARY GUIDELINES

(1) When "The Board" finds that an applicant, apprentice, provisional licensee whom it regulates, has committed any of the acts set forth, it shall issue a final order imposing appropriate penalties within the ranges recommended in the following disciplinary guidelines:

- (a) Holding himself out as a massage therapist unless duly licensed. The usual action of “The Board” shall be to direct “The Board” to institute cease and desist proceedings if the violator has never been duly licensed.
- (b) If the violation is the result of a delinquent license, then the usual action of “The Board” shall be a reprimand for first 30 days of delinquent licensure and a fine of \$100 for the first month or part thereof and \$50 for each succeeding month or part thereof. If the license is suspended or on inactive status, then the usual action of “The Board” shall be revocation.
- (c) Operating a massage establishment, which has not been duly licensed unless teaching massage at a board-approved massage school. The usual action of “The Board” shall be to direct the board to institute cease and desist proceeding if the violator has never been duly licensed or has been revoked.
- (d) If the violation is the result of a delinquent license then the usual action of “The Board” shall be a reprimand for the first 30 days, and a fine of \$100. For the first month a part thereof and \$50 for each succeeding month or part thereof. If a license is suspend or on inactive status, then the usual action of “The Board”- shall be revocation.
- (e) Permitting an employed person to practice massage when such person is not duly licensed. The usual action of “The Board” shall be revocation of license and \$1000 fine.
- (f) Presenting as his own, the license of another. The usual action of “The Board” shall be to revoke any license thus obtained and/or \$1000 fine, refusal of licensure and prohibition of reapplication for a minimum period of two to five years.
- (g) Allowing the use of license by an unlicensed person. The usual action of “The Board” shall be revocation of license and \$1000 fine.
- (h) Giving false or forged evidence to the department in obtaining any licensed provided. The usual action of “The Board” shall be to revoke any license thus obtained and/or \$1000 fine, and prohibition of reapplication for a period of two to five years.
- (i) Falsely impersonating any other licensed holder of like or different name. The usual action of “The Board” shall be to revoke any license thus obtained and/or \$1000 fine, and prohibition of reapplication for a period of two to five years.
- (j) Using or attempting to use a license that has been revoked the usual action of “The Board” shall be to instruct the disciplinary council to institute cease and desist proceedings, prohibition of reapplication for five years.
- (k) Attempting to procure or renewing a license to practice massage by bribery or fraudulent misrepresentation. The usual action of “The Board” shall be to revoke any license thus obtained and/or \$1000 fine; refusal of license and prohibition of re-application for a minimum period of two to five years.
- (l) Having a license to practice massage revoked, suspended, or otherwise acted against, including the denial of license, by the licensing authority of another state, territory, or country. The usual action of “The Board” shall be to deny license, grant license with restrictions or penalty of \$250, or impose the same penalty imposed by such other state.
- (m) Being convicted or found guilty, or entered a plea of nolo contendere, regardless of adjudication, of a crime in any jurisdiction which directly relates to the practice of massage or to the ability to practice massage. The usual action of “The Board” shall be a fine of \$250.00 and probation.
- (n) False, deceptive, or misleading advertising. The usual action of “The Board” shall be a fine of \$500.00 and reprimand.

- (o) Aiding, assisting, procuring, or advertising any unlicensed person to practice massage contrary to the provisions of this Act or to a rule of the department or “The Board”. The usual action of “The Board” shall be a fine of \$500.00 and probation.
- (p) Making deceptive, untrue, or fraudulent representations in the practice of massage or related to the practice of massage. The usual action of “The Board” shall be a fine of \$500.00 and probation.
- (q) Being unable to practice massage with reasonable skill and safety by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition. The usual action of “The Board” shall be a fine of \$500.00 and suspension.
- (r) Gross or repeated malpractice or the failure to practice massages with that level of care, skill, and treatment which is recognized by a reasonably prudent massage therapist as being acceptable under similar conditions and circumstances. The usual action of “The Board” shall be a fine of \$1000.00 and suspension for repeated malpractice and revocation for gross malpractice.
- (s) Practicing or offering to practice beyond the scope permitted by law or accepting and performing professional responsibilities which the licensee knows or has reason to know that he is not competent to perform. The usual action of “The Board” shall be a fine of \$500.00 and probation.
- (t) Delegating professional responsibilities to a person when the licensee delegating such responsibilities knows or has reason to know that such person is not qualified by training, experience, or licensure to perform. The usual action of “The Board” shall be a fine of \$500.00 and probation.
- (u) Violating any provision of this Act, a rule of “The Board” or department, or a lawful order of “The board” or department previously entered in a disciplinary hearing, or failing to comply with a lawfully issued subpoena of the department. The usual action of “The Board” shall be a fine of \$250.00 and probation.
- (v) Refusing to permit the department to inspect the business premises of the licensee during regular business hours. The usual action of “The Board” shall be a fine of \$500.00 and suspension.
- (w) Failing to keep the equipment and premises of the massage establishment in a clean and sanitary condition. The usual action of “The Board” shall be a fine of \$250.00 and reprimand.
- (x) Having been found liable in a civil proceeding for knowingly filing a false report or complaint with the disciplinary council or the agency against another licensee. The usual action of “The Board” shall be a fine of \$500.00 and suspension.
- (y) Attempting to obtain, obtaining, or renewing a license to practice a profession by bribery or by fraudulent misrepresentation. The usual action of “The Board” shall be a fine of \$500.00 and revocation.
- (z) Failing to report to the department any person who the licensee knows is in violation of this Act, the Act regulating the alleged violator, or the rules of the department or “The Board”. The usual action of “The Board” shall be a fine of \$500.00 and a reprimand.
- (aa) Aiding, assisting, procuring, employing, or advising any unlicensed person or entity to practice a profession contrary to these guidelines regulating the profession, or the rules of the council or “The Board”. The usual action of “The Board” shall be a fine of \$500.00 and probation.

GROUND'S FOR DISCIPLINARY ACTION BY "THE BOARD"

(1) The following rules shall constitute grounds for which disciplinary actions specified in subsection (2) may be taken against a massage therapist or massage establishment licensed under this act:

- (a) Attempting to procure a license to practice massage by bribery or fraudulent misrepresentation.
- (b) Having a license to practice massage revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority of another state, territory, or country.
- (c) Being convicted or found guilty, regardless of adjudication, of a crime in any jurisdiction, which directly relates to the practice of massage. Any plea of "nolo contendere" shall be considered a conviction for purposes of this chapter.
- (d) False, deceptive, or misleading advertising.
- (e) Aiding, assisting procuring, or advising any unlicensed person to practice massage contrary to the provisions of this chapter or to rule of "The Board".
- (f) Making deceptive, untrue, or fraudulent representations in the practice of massage.
- (g) Being unable to practice massage with reasonable skill and safety by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition.

In enforcing this paragraph, "The Board" shall have, upon probable cause,

- (h) Authority to compel a massage therapist to submit to a mental or physical examination by physicians designated by "The Board". Failure of a massage therapist to submit to such examination when so directed, unless the failure was due to circumstances beyond his control, shall constitute an admission of the allegations against him, consequent upon which a default and final order may be entered without the taking of testimony or presentation of evidence.

A massage therapist affected under this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate that he can resume the competent practice of massage with reasonable skill and safety to clients.

- (i) Gross or repeated malpractice or the failure to practice massages with that level of care, skill, and treatment which is recognized by a reasonably prudent massage therapist as being acceptable under similar conditions and circumstances.
- (j) Practicing or offering to practice beyond the scope permitted by law or accepting and performing professional responsibilities which the licensee knows or has reason to know that he is not competent to perform.
- (k) Delegating professional responsibilities to a person when the licensee delegating such responsibilities knows or has reason to know that such person is not qualified by training, experience, or licensure to perform.
- (l) Violating any provision of these powers and rules of "The Board" a lawful order of "The Board" previously entered in a disciplinary hearing, or failing to comply with a lawfully issued subpoena of "The Board".
- (m) Refusing to permit "The Board" or its representing "The Board" to inspect the business premises of the licensee during regular business hours.

- (n) Failing to keep equipment and premises of the massage establishment in a clean and sanitary condition.
 - (o) Practicing massage at a site, location, or place which is not duly licensed as a massage therapist, as provided by the rules adopted by “The Board”, may provide massage services, excluding colonic irrigation, at the residence of a client, at the residence of a client, at the office of the client, at a sports event, at a convention, or at a trade show.
- (2) When “The Board” finds any person guilty of any of the grounds set forth in subsection (1), it may enter an order imposing one or more of the following penalties:
- (a) Refusal to license an applicant.
 - (b) Revocation or suspension of a license.
 - (c) Issuance of a reprimand or censure.
 - (d) Imposition of an administrative fine not to exceed \$1,000.00 for each count or separate offense.
- (1) “The Board” shall have the power to revoke or suspend the license of a massage establishment licensed under this act, or to deny subsequent licensure of such an establishment, in either of the following cases:
- (a) Upon proof that a license has been obtained by fraud or misrepresentation.
 - (b) Upon proof that the holder of a license is guilty of fraud or deceit or of gross negligence, incompetence, or misconduct in the operation of the establishment so licensed. “The Board” will refer to relevant appropriate authority to be prosecuted.

MINISTRY OF EDUCATION AND BOARD APPROVED MASSAGE SCHOOL

DEFINITIONS

For the purpose of this rule a “classroom hour” shall be defined as no less than 50 minutes of any one-clock hour during which the student participates in a learning activity in the physical presence of a member of the faculty of the school.

STATEMENT:- The Practice of Massage Therapy by persons who do not possess sufficient knowledge of Anatomy and Physiology or an understanding of the relationship between structure and function of the tissue being treated and the total function of the body may endanger the health, welfare and safety of the users of Massage Therapy in the general public. It is mandatory for persons desirous of giving Massages that they MUST be a graduate of a State registered school and must complete approximately a 1000 hour program. In order to protect the public, it is necessary to license and regulate the practice of Massage Therapy in Trinidad & Tobago.

MINIMUM REQUIREMENTS FOR BOARD OF APPROVED MASSAGE SCHOOL

In order to receive and maintain board of Massage Therapy approval for a massage school:-

- (a) Meet the requirements of and be license by the Massage Therapy Association, or the equivalent licensing authority of another state or country that is approved for Massage Education.
- (b) Offer a course of study that includes, approximately 1000 classroom hours listed below, completed at the rate of no less than 4 classroom hours per evening and no less than 20 classrooms hours per calendar week. Registered with the Ministry of Education, must have its Curriculum Registered or Accredited by a recognized body set up to accredit the subject matter to be taught and to comply with any other regulations set out by the state.

PROGRAM DESCRIPTION:-

CLOCK OR CREDIT HOURS GRANTED

MEDICAL SCIENCES – 248 clock Hours

Human Anatomy & Physiology (10 Systems of the Body)
Kinesiology & Palpation
Clinical Pathology
HIV / CPR / First Aid
Introduction to Clinical Pharmacology
TMJ Dysfunction
Clinical Oncology
Medical Terminology
Medical Conditions

PROFESSIONAL THERAPEUTIC MASSAGE Theory & Practical- 450 clock hours

Massage Theory, Massage Practical, Allied Modalities & Related subjects

COURSE OUTLINE FOR THERAPEUTIC MASSAGE:

- * Massage Theory
- * Student supervised home practice
- * Unsupervised home practice
- * Research paper
- * Traditional Massage

INTRODUCTION TO ALLIED MODALITIES & RELATED SUBJECTS 375 Clock hours

BREAKDOWN:-

- * Hydrotherapy / Heliotherapy
 - * Aroma-therapy
 - * Polarity & Reiki
 - * Nutrition
 - * Herbs
 - * Reflexology
 - * Sports Massage
 - * Business Management
 - * Traditional Massage
 - * Introduction to Spa Techniques
 - * Student Supervised Practice
 - * Saturday Student supervised clinic
- Health, Safety and Hygiene for therapists:-
- * Life Skills and Ethics

- * RESEARCH PAPER
- * STUDENT SUPERVISED CLINIC PRACTICE
- * COURSE WORK

TOTAL= 1073 HOURS CREDIT HOURS=60 CREDITS

The above program description as stated herein was granted with the permission of The Trinidad & Tobago College of Therapeutic Massage & Beauty Culture Ltd

LOST CERTIFICATE

A fee of \$100.00TTD will be paid to “The Board” and all cost for advertisement in Newspapers must be paid by member. After ten (10) working days from advertisements, new certificate will be issued and at the next meeting of “The Board” it will be signed and sealed.

RULES TO BE GUIDED BY

PREAMBLE

Reference is made to Act #8 of 1998 of Trinidad & Tobago incorporating said Association as of May 21 1998. These rules should be read in conjunction with said act.

LICENSED PROFESSIONALS

Licensed Professionals are persons who earn their income through an activity that is regulated by the state or a professional association as TMTATT. To do this they are awarded a formal document by the state or other recognized national body. This document should say that the holder has met the qualifications and experience deemed necessary for the performance of said function. Accordingly they now have the right to engage in such activity and the obligations of meeting the professional norms that go with the practice.

The license can specify activities of competence. It is based on Section 8 of Act 8 of 1998 which allows the Association to make rules for the proper conduct of its proceedings and discharge of its duties, powers and functions and to ensure that all members are in good standing. Pursuant to that section the following rules are made.

STATEMENT ON POLICIES RULES AND REGULATIONS THAT ARE NOT INCLUDED HEREIN:

WHAT EVER POLICIES, ON RULES AND GUIDELINES THAT ARE NOT DOCUMENTED HEREIN TO DEAL WITH ANY SITUATION OR MATTERS THAT MAY ARISE WILL BE DETERMINED AT “THE BOARD” LEVEL OR EXTERNAL ADVICE WILL BE SOUGHT.

For more information, please read:-

Annex 1- Memorandum of Articles of Incorporation of The Massage Therapy Association of Trinidad and Tobago.

Annex 2“Act 8 of 1998” – An Act for the Incorporation of The Massage Therapy Association of Trinidad and Tobago and for matters incidental thereto. Preamble- Whereas there as has been established in Trinidad and Tobago, an Organization known as “The Massage Therapy Association of Trinidad and Tobago”

Please see Annex 2 page 43 - Section 8 of this said “Act” – Assented to May 21, 1998.

Passed in the Senate on 3rd day of March 1998.

Passed in the House of Representative this 1st day of May, 1998.

ANNEX 1: THIS MEMORANDUM OF ARTICLES OF INCORPORATION OF THE ASSOCIATION WAS SUBMITTED TO PARLIAMENT BEFORE ACT 8 WAS INCORPORATED. (SEE BELOW)

**RULES AND REGULATIONS
OF
THE MASSAGE THERAPY ASSOCIATION
OF
TRINIDAD AND TOBAGO**

1. The name of the Association shall be " THE MASSAGE THERAPY ASSOCIATION OF TRINIDAD AND TOBAGO ".

2. OBJECTS AND POWERS

The objects for which the Association is proposed to be established are as follows:-

- 2.1 To PROCLAIM the benefits of massage therapy.
- relieve pain
- reduce stress
- synergise mind and body
- promote peak performance and rehabilitation from devastating illness
- 2.2 To register and regulate all qualified professional Massage Therapists for the general betterment of the profession.
- 2.3 To establish a code of ethics for the practice of Massage Therapy and to establish disciplinary procedures for professional misconduct in relation to such code.
- 2.4 To establish a professional body capable of supervising the local training of Massage Therapists to acceptable international standards.

oed 4 com.

- Original Copy
- 2.5 To establish acceptable rates and fees applicable to Massage Therapists for professional services.
 - 2.6 To establish and enhance the practice of Massage Therapy as a recognized part of supplemental and integrative medicine.
 - 2.7 To provide facilities for further education and retraining of therapists for the advancement of the profession and to be current with modern technologies.

POWERS

- 2.8 To lease, rent or acquire in the name of the Association build upon, pull down, rebuild, add to, alter, repair, improve, sell or dispose of, or otherwise deal with any land, buildings or premises for the use of the Association.
- 2.9 To enter into contracts on behalf of the Association and to commence, defend or compromise any proceedings in the name of the Association before any Court or other authority of competent jurisdiction.
- 2.10 To borrow money with or without security on any of the property of the Association and to grant or direct to be granted mortgage, debentures or other charges over the property of the Association for securing the same.
- 2.11 To employ (and dismiss) such servants, employees, consultants, contractors, professionals and other persons as may be found necessary for the due conduct of the affairs of the Association with annual salaries or other forms of remuneration.

- 2.12 To carry out such disciplinary measures amongst the members of the Association as it may deem necessary for the maintenance and carrying out of the objects of the Association.
- 2.13 To carry out any act or deed in the name of the Association and for such purpose to order the Seal of the Association to be affixed to any petition, memorial, deed, instrument or other document requiring same.
- 2.14 To delegate all or any of other powers to any sub-committee established for such purpose.
- 2.15 To make, and from time to time to repeal or alter, regulations as to the management of the Association and the affairs thereof, and as to the duties of any officers or servants of the Association and as to the conduct of business by the Executive Committee or any sub-committee and as to any of the matters or things within the powers or under the control of the Executive Committee.
- 2.16 To take any gift or money or other property whether from local or overseas donor and whether subject to any special trust or not for any one or more of the purposes of the Association.
- 2.17 To purchase or otherwise acquire from the relevant authorities and/or corporations the right to broadcast and to advertise its objectives in any periodical or newspaper.

- 2.18 Generally to do all things necessary or expedient for the due conduct of the affairs of the Association not herein provided for.

3. ELIGIBILITY OF PERSONS TO QUALIFY AS PROFESSIONAL MASSAGE THERAPY PRACTITIONERS

- 3.1 Such person must be at least eighteen (18) years and over and have a minimum of five (5) C.X.C. subjects or its equivalent to include one (1) Science subject.

- 3.2.0 Such person must complete an apprenticeship program at a school or institution approved by The Board of Massage Therapy of Trinidad and Tobago and must have completed a minimum of 630 hours as follows:-

- 3.2.1 180 hours of anatomy and physiology.

- 3.2.2 200 hours of kinesiology and massage theory.

- 3.2.3 150 hours of fitness medicine.

- 3.2.4 100 hours of practical massage work under the supervision of a qualified Massage Therapist recognized by The Board of Massage Therapy of Trinidad and Tobago.

The hours listed above have been revised.

4. MEMBERS

- 4.1 Every person who is a qualified professional practitioner of Massage Therapy is eligible to be nominated for membership of the Association and shall be so nominated by the Association's Secretary as soon as the Secretary is notified by such person.
- 4.2 The names and addresses of every person nominated for membership shall be circulated in writing to all members not less than seven (7) days before their names are submitted for election for membership.
- 4.3 Every person nominated for membership shall become a Member if he or she is elected as such by the Management Committee.
- 4.4 The Secretary shall keep a register of Members and enter in it the names and addresses of all persons who become Members.
- 4.5.0 A Member shall cease to be a Member:-
- 4.5.1 If he or she gives to the Secretary written notice of resignation of his or her membership.
- 4.5.2 If he or she fails to pay any subscription within one month after the due date of payment.
- 4.5.3 If the Member having committed some act or been guilty of behaviour inconsistent with membership of the Association, the Management Committee resolves by a majority of three quarters to remove him or her from membership.

5. **SUBSCRIPTIONS**

- 5.1 The annual subscription of the Association shall not be less than \$25.00 and shall be payable in advance on 1st January in each year for the then current calendar year.
- 5.2 The annual general meeting of the Association shall have power to vary the subscription by ordinary resolution.
- 5.3 A person who is elected to be a Member after 1st January in any year, shall pay a pro rated portion of the subscription for that year.

6. **OFFICERS**

- 6.1 The officers of the Association shall be a President, a Vice-President, a Treasurer and a Secretary and must be Members of the Association.
- 6.2 Any officer may retire by giving 1 week's prior notice to the Secretary, and all shall retire at the end of each annual general meeting, but shall be eligible for re-election at that meeting.

7. **THE MANAGEMENT COMMITTEE**

- 7.1 The Management Committee shall consist of the officers and not fewer than two and not more than four other Members.
- 7.2 Any Member of the Management Committee may retire by giving one week's prior notice to the Secretary, and all shall retire at the end of each annual general meeting, but shall be eligible for re-election at the meeting.

7.3 Any casual vacancy on the Committee or of any office including that of Trustee or Auditor arising between annual general meetings may be filled by a member of the Management Committee.

7.4 Any person who fails to attend three consecutive meetings of the Management Committee without giving a reason acceptable to it shall cease automatically to be a member of the Management Committee.

7.5 The Management Committee shall manage all the affairs of the Association and shall have power to do everything necessary for that purpose.

7.6 The quorum of the Management Committee shall be three persons.

7.7 Management Committee meetings shall be held not less than once in every month.

7.8 Not less than three days' written or oral notice shall be given by the Secretary to members of the Management Committee of every monthly meeting, but in an emergency at the discretion of the President and Secretary additional meetings may be called on not less than 24 hours' notice.

7.9 Decisions at meetings of the Management Committee are made by a simple majority and in the event of equality of voting the President (or the acting President of that meeting) shall have a casting vote.

8. ANNUAL GENERAL MEETING

8.1 An annual general meeting shall be held in January in every year.

8.2.0 The business of the annual general meeting shall be:-

8.2.1 To receive the President's report of the activities of the Association during the preceding year.

8.2.2 To receive and consider the accounts of the Association for the preceding year and The Auditor's report on the accounts and the Treasurer's report on the financial position of the Association.

8.2.3 To elect officers and other members of Management Committee.

8.2.4 To remove and elect the Auditors and the Trustees or to confirm that they remain in office; and

8.2.5 to fix the subscription for the current year.

9. EXTRAORDINARY GENERAL MEETINGS

9.1 An extraordinary general meeting may be convened at any time upon either a resolution of the Management Committee or a requisition setting out the resolutions to be proposed at it. The requisition must be signed by whichever is the lesser of 10 Members and (not less than) one-tenth of the Members and served on the Secretary by personal delivery or recorded delivery post. If the Secretary does not give notice of the meeting pursuant to the requisition on or before the expiry of 14 days from service of the requisition the requisitionists or any one or more of them on behalf of the others may give notice of the meeting.

9.2.0 The business which may be conducted at an extraordinary general meeting may be any one or more of:-

9.2.1 Removing all or any of the officers, other members of the Management Committee, Trustees and Auditors of the Association and filling the vacancies caused by such removal.

9.2.2 Altering these rules; or

9.2.3 Dissolving the Association.

10. PROCEEDINGS AT ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

10.1 Not less than twenty-one days' prior notice in writing setting out the resolutions to be proposed at the meeting shall be sent to every Member at his last known address.

10.2 Resolutions at annual general meetings shall be passed by a simple majority of the votes entitled to be cast by the Members present at the meeting.

10.3 Resolutions at extraordinary general meetings shall be passed by a majority of three-quarters of the votes entitled to be cast by the Members present at the meeting.

10.4 Each Member shall have one vote on every resolution.

10.5 In the event in equality in voting at an annual general meeting the President, (or acting President at that meeting) shall have a second or casting vote on any resolution proposed at an extraordinary general meeting.

- 10.6 Nominations of persons for election to any office must be made in writing to the Secretary not less than twenty-eight days before the meeting at which elections for that office are intended to be proposed.

11. TRUSTEES

- 11.1 The number of Trustees shall be not fewer than 2 nor more than 4.
- 11.2 The Trustees shall hold office until death, resignation or removal from office by a resolution of the Members.
- 11.3 There shall be vested in the Trustees all the Property of the Association other than cash which will be under the control of the Treasurer.
- 11.4 The Trustees may deal with the property so vested in them by way of sale, mortgage, charge, lease or otherwise as directed by the Association. Such direction shall be given by a resolution of the Members of the Association passed by a majority of the members present at a duly convened meeting of the Association and when so passed shall in favour of a purchaser mortgagee chargee lessee or grantee be binding upon all Members of the Association. A certificate purporting to be signed by the Secretary for the time being of the Association shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

12. ACCOUNTS INCOME AND PROPERTY

- 12.1 The financial year of the Association shall end on 31st December in every year, to which day the accounts shall be balanced and drawn.

- 12.2 As soon as is practicable, after the end of the financial year, there shall be prepared a statement of the assets and liabilities of the Association at the end of the financial year, and a statement of income and expenditure during that year, which statements shall be audited by the Auditor not less than 28 days before the annual general meeting.
- 12.3 Copies of the audited statement of accounts shall be sent to every Member with the notice convening the annual general meeting.
- 12.4 The Auditor shall be a professional accountant and shall not be a Member of the Association. He shall be appointed by each annual general meeting and shall hold office until the end of the next following annual general meeting.
- 12.5 All monies received by the Association shall be paid into an account in the name of the Association at bankers appointed by the Management Committee, and cheques and other instruments drawn on and direction to the bankers shall be signed by not less than two officers.
- 12.6 No action involving expenditure in the name or on behalf of the Association shall be taken, and no undertakings which would commit the Association to expenditure or other liability shall be made without the prior authority of a resolution of the Association.

13. INDEMNITY

The Trustees and members of the Management Committee shall not be liable (otherwise than as Members) for any loss suffered by the Association as a result of the

discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Association for all expenses and other liabilities incurred by them in the discharge of their respective duties.

14. DISSOLUTION

14.1.0 The Association may be dissolved:-

14.1.1 By a resolution passed under rule 9.2.3.

14.1.2 By a resolution of the Management Committee if the number of members is less than 10 for a period of not less than six months.

14.2 The dissolution shall take effect from the day when the resolution is passed and the Management Committee shall be responsible for the winding up of the assets and liabilities of the Association.

14.3 If any property remains after the discharge of all debts and liabilities of the Association shall be distributed equally amongst the Members of the Association at the date of dissolution.

Third Session Fifth Parliament Republic of Trinidad
and Tobago



REPUBLIC OF TRINIDAD AND TOBAGO

Act No. 8 of 1998

2.5

AN ACT for the Incorporation of The Massage Therapy
Association of Trinidad and Tobago and for
matters incidental thereto.

[Assented to May 21, 1998]

WHEREAS there has been established in Trinidad and Tobago, an Organisation known as The Massage
Therapy Association of Trinidad and Tobago: Preamble

And whereas it is expedient that The Massage Therapy Association of Trinidad and Tobago be incorporated for the purposes hereinafter set forth:

Enactment

ENACTED by the Parliament of Trinidad and Tobago as follows:—

Short title

1. This Act may be cited as The Massage Therapy Association of Trinidad and Tobago (Incorporation) Act, 1998.

Incorporation

2. The Massage Therapy Association of Trinidad and Tobago (in this Act referred to as "The Association") is hereby created a body corporate.

Aims and objects

3. The aims and objects of the Association are:

(a) to proclaim the benefits of massage therapy which are *inter alia*—

- (i) to relieve pain;
- (ii) to reduce stress;
- (iii) to synergise mind and body;
- (iv) to promote peak performance; and
- (v) to rehabilitate from devastating illnesses;

(b) to register and regulate all qualified professional Massage Therapists for the general betterment of the profession;

(c) to establish a code of ethics for the practice of Massage Therapy and to establish disciplinary procedures for professional misconduct in relation to such code;

(d) to establish a professional body capable of supervising the local training of Massage Therapists to acceptable international standards;

(e) to establish acceptable rates and fees applicable to Massage Therapists for professional services;

- (f) to establish and enhance the practice of Massage Therapy as a recognised part of supplemental and integrative medicine;
- (g) to provide facilities for further education and retraining of Massage Therapists for the advancement of the profession and to be up to date with modern technology.

4. The Association may—

Powers of the
Association

- (a) lease, rent or acquire in the name of the Association, land, buildings or premises and to build upon, pull down, rebuild, add to, alter, repair, improve, sell or dispose of, or otherwise deal with any land, buildings, or premises for the users of the Association;
- (b) enter into contracts on behalf of the Association, and commence, defend or compromise any proceedings in the name of the Association before any Court or other authority of competent jurisdiction;
- (c) borrow money with or without security on any of the property of the Association and grant or direct to be granted mortgage, debentures or other charges over the property of the Association for securing the same;
- (d) employ (and dismiss) such servants, employees, consultants, contractors, professionals and other persons as may be found necessary for the due conduct of the affairs of the Association with annual salaries or other forms of remuneration;
- (e) carry out such disciplinary measures amongst the members of the Association as it may deem necessary for the maintenance and carrying out of the objects of the Association;

- (f) carry out any act or deed in the name of the Association and for such purpose to order the Seal of the Association to be affixed to any petition, memorial, deed, instrument or other document requiring same;
- (g) delegate all or any of the powers of the Association to any sub-committee established for such purpose;
- ~~(h)~~ (h) make, and from time to time to repeal or alter, regulations as to the management of the Association and the affairs thereof, and as to the duties of any officers or servants of the Association and as to the conduct of business by the Executive Committee or any sub-committee and as to any of the matters or things within the power or under the control of the Executive Committee;
- (i) take any gift or money or other property whether from local, or overseas donors and whether subject to any special trust or not for any one or more of the purposes of the Association;
- (j) purchase or otherwise acquire from the relevant authorities and/or corporations the right to broadcast and to advertise its objectives in any periodical newspaper; and
- (k) generally to do all things necessary or expedient for the due conduct of the affairs of the Association not herein provided for.

Transfer and vesting
of property

5. All real or personal property of whatever nature now held by or vested in any person for the use and benefit of The Massage Therapy Association is hereby transferred to and vested in the Association.

6. All documents requiring the Seal of the Association shall be sealed with the Common Seal of the Association in the presence of the President and Secretary for the time being in office or in the event of incapacity in the presence of some other person or persons authorised for that purpose by the Association who shall both sign every such document and such signing shall be *prima facie* evidence that the said Seal was duly affixed and that the same is the lawful Seal of the Association.

7. (1) The Association shall at all times have a fixed address in Trinidad and Tobago for the service of documents on the Association and that address and any change thereof shall be registered with the Registrar General within twenty-eight days of the date of incorporation or the change of address, as the case may be.

(2) Every document to be served on the Association may be served by leaving the same at, or by sending the same by registered post to the registered address of the Association.

(3) Failure to register the address and any change thereof is a summary offence and renders the Association liable to a fine of one hundred and twenty dollars and to a further fine of ten dollars for each day during which the offence continues after conviction thereof.

8. The Association may from time to time make rules for the proper conduct of its proceedings and discharge of its duties, powers and functions and such rules may be amended from time to time.

9. Nothing in this Act shall affect or be deemed to affect the rights of the State, or of any bodies politic or corporate or of any persons, except such as are mentioned or referred to in this Act and those claiming by, through, from or under them.

Passed in the Senate this 3rd day of March, 1998.

N. COX

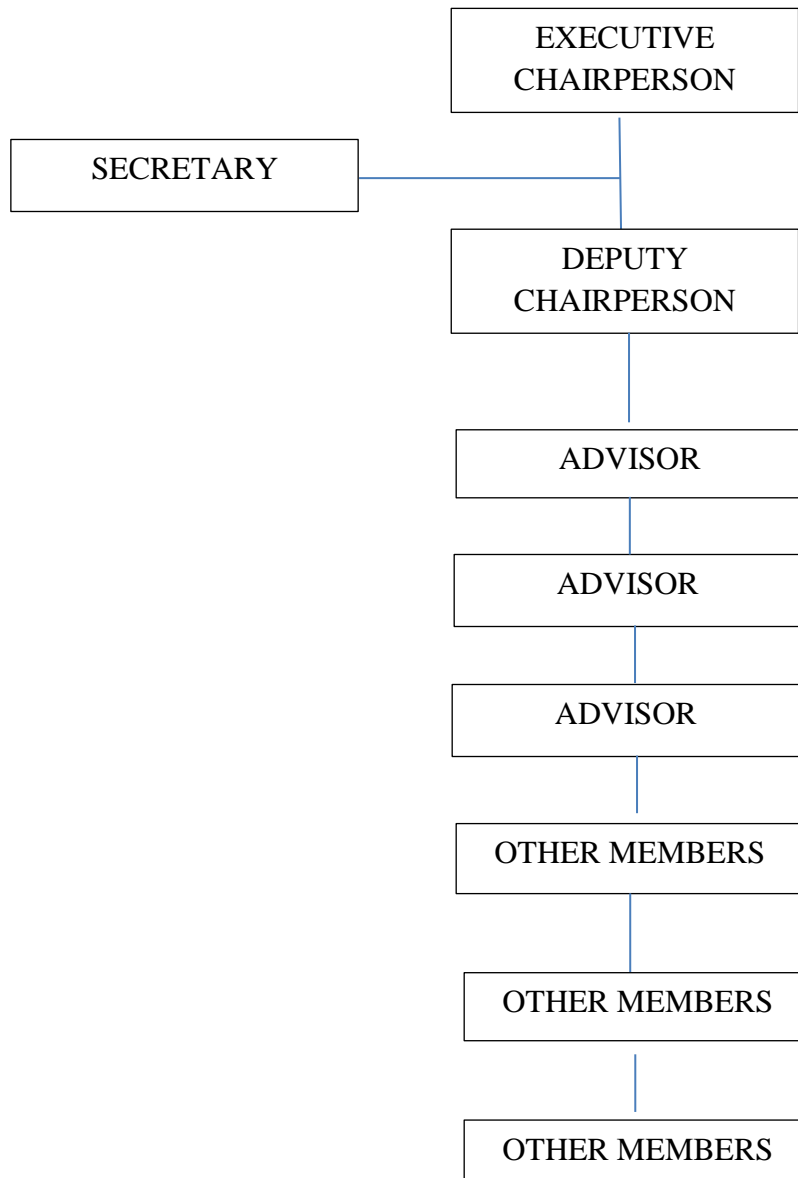
Clerk of the Senate

Passed in the House of Representatives this 1st day
of May, 1998.

J. SAMPSON

Clerk of the House

ANNEX 3: - THE HIERARCHY OF “THE BOARD”



STATEMENT: - THERE EXIST A COORDINATOR IN “THE ASSOCIATION”.

COORDINATOR/DUTIES: - Common **tasks** that all **Coordinators** handle include communicating with both Massage Therapists and members of “The Board” and “The Management Committee”, processing and filing invoices, and answering questions from massage Therapists or from the general public. A **Coordinator** must be able to wear many hats and facilitate various deliverables at once.

SIGNATORIES:-

Presently there exist four (4) signatories of "The Association" who are authorized to sign on cheques. These names are filed with our Bankers: - Scotia Bank Marabella.

Firstly, The Chairperson of “The Board”, The President of "The Management Committte", will sign on all cheques. If for some reason either of them is unavailable any one of the other two (2) members may sign with the Chairperson of “The Board” or President of "The Management Committee".

SIGNATURE ON DOCUMENTS:- Any TWO (2) of the four (4) signatories can sign on documents , letters and results. The Coordinator is allowed to sign on cash receipts, or any other documents that he/she has been authorized to do so by "The Association".

SECRETARY:- The Secretary of “The Board”, of will sign on Licensure, LMT Renewal Certificates, Meetings, Notices , Letters for and on behalf of “The Assocaition” an any other docuements as he/she may be required to sign. In the Secretary absence the Chairperson or the Assistant Chairperson will sign on he/she behalf.

SECRETARY :- The Secretary of "The Management Committee" will sign on Minutes of meeting, Notice, Memo, and be responsible for the posting of relevant information on the Facebook and on the Group WhatsApp chat and any other documents that he/she may be required to endorse. In the Secretary absence the President or the First Vice President of “The Management Committee” will sign on he/she behalf.

ANNEX 4:-**STATEMENT:-**

The quality of Education must be in keeping with the syllabus of the scope of practices for Massage Therapist



The Massage Therapy Association of Trinidad and Tobago (TMTATT)

(Incorporated by Act of Parliament, Act 8 of 1998)

#68 Market Street,
Gopaul Lands, Marabella

Office: (868) 221-5497

Cell: (868) 770-8994

Email: tmtattassociation@gmail.com

Web site: <https://tmtattassociation.wixsite.com/massage>

APPLICATION FORM FOR CE PROVIDERS

Application/Agreement: -

Date:

Application Fee for CE Provider: -TT\$700.00 must be paid when the application is submitted.

Please read the application agreement instructions carefully before filling out application; also read the attached Massage Association's Rules relating to Continuing Education Providers before you complete this form. By completing and signing this document you agree to present Continuing Education programs in accordance with the Rules so given.

Tick one:-

Organization ☐ Individual ☐ Teacher ☐

(1) Please give a detailed description on a separate sheet of paper about your:-

(a) Organization including Name, address and telephone number with supporting documents e.g. Registration, Incorporation Certification, Inland Revenue Number, NIB Number etc.

(b) Individual/ Teacher is expected to give a detailed description on a separate sheet of paper about self, educational background, qualifications, programs taught before with supporting evidence and details of Number 5 listed below. This is in order for the Board to consider and grant approval of your application. (Be prepared to come in for an interview with Board officials for assessment of your application).

(2) Name of applicant: _____

(3) Address of applicant: _____

(4) Telephone contact: - _____ Email:- _____

(5) No. /Title of Course(s) that you wish to provide this year (List on a separate sheet if necessary): - _____

To be acceptable, Continuing Education (CE) programs must offer content that shall directly relate to the theory or the clinical application of theory pertaining to the practice of Massage Therapy and the manipulation of soft tissue, massage therapy laws and regulations, business practices, professional ethics, anatomy, physiology, hydrotherapy, kinesiology, pathology, or health and hygiene; or First Aid and/or CPR, not to exceed a total of six hours during each renewal period; or advanced massage therapy or bodywork techniques acceptable to "The Board"; and designed to increase and enhance professional knowledge, skills, or competence in the practice of massage therapy as cited in The Rules and Regulations. Continuing Education approved or recognized by "The Board" must be developed and presented by a qualified person as cited in the Rules and Regulation. Massage Therapy techniques and courses involving the manipulation of soft tissue must be taught or presented by a massage therapy instructor. Any other person desirous of obtaining approval for presenting CE units and who does not satisfy the above-detailed requirements and expectations, MUST meet with the Board with relevant documentation, for its assessment.

DECLARATION:

I hereby certify that all programs offered by this provider will comply with the Rules and Regulations of the TMTATT pertaining to the provision of Continuing Education. I further understand that failure to deliver programs in accordance with these Rules may result in the loss of my Provider status and seminar delivered will not be recognized for Licensure Renewal by the Board.

On successful completion and acceptance of this form by the Board, a CE number will be given to the approved Provider.

Name of Provider (Print): _____

Signature of Provider: _____

Kindly note that your application will take **14 working days** to complete processing from the date of receipt. Should the application not meet the processes, you will be informed via email.

Official Use:

CE PROVIDER NUMBER
TMTATT 2022

DATE ISSUED

EXPIRY DATE

DENIED/DATE

ANNEX 6:- CEU PROVIDERS APPLICATION FORM



The Massage Therapy Association of Trinidad and Tobago (TMTATT)

(Incorporated by Act of Parliament, Act 8 of 1998)

#68 Market Street,
Gopaul Lands, Marabella

Office: (868) 221-5497
Cell: (868) 770-8994
Email: tmtattassociation@gmail.com
Web site: <https://tmtattassociation.wixsite.com/massage>

CE APPLICATION/TEACHER FORM #1

Application/Agreement for

Continuing Education Providers/Teacher — Individuals and/or Organizations

PLEASE read the attached Massage Association's Rules relating to Continuing Education before you complete this form. By completing and signing this document you agree to present Continuing Education programs in accordance with the Rules.

Proof of Licensure (Original and Current Certificates and copies MUST be submitted)

Annual CE Provider/Teacher Application Fee: TT\$700.00

Name: _____

Address: _____

Date of Birth:- _____

Tel. No. (Home):- _____ (Office):- _____ (Cell):- _____

LMT No.: - _____ Expiration Date:- _____ CE Provider/Teacher No. (If any):- _____

No. /Title of Course(s) that you wish to provide this year (List on a separate sheet if necessary): - _____

To be acceptable, Continuing Education (CE) programs must offer content that shall directly relate to the theory or the clinical application of theory pertaining to the practice of Massage Therapy and the manipulation of soft tissue, massage therapy laws and regulations, business practices, professional ethics, anatomy, physiology, hydrotherapy, kinesiology, pathology, or health and hygiene; or First Aid and/or CPR, not to exceed a total of six hours during each renewal period; or advanced massage therapy or bodywork techniques acceptable to "The Board"; and designed to increase and enhance professional knowledge, skills, or competence in the practice of massage therapy as cited in The Rules and Regulations. Continuing Education approved or recognized by "The Board" must be developed and presented by a qualified person as cited in the Rules and Regulation. Massage Therapy techniques and courses involving the manipulation of soft tissue must be taught or presented by a massage therapy instructor. Any other person desirous of obtaining approval for presenting CE units and who does not satisfy the above-detailed requirements and expectations, MUST meet with the Board with relevant documentation, for its assessment.

DECLARATION:

I hereby certify that all programs offered by this provider will comply with the Rules and Regulations of the TMTATT pertaining to the provision of Continuing Education. I further understand that failure to deliver programs in accordance with these Rules may result in the loss of my Provider status and seminar delivered will not be recognized for Licensure Renewal by the Board.

On successful completion and acceptance of this form by the Board, a CE number will be given to the approved Provider.

Name of Provider (Print): _____

Signature of Provider: _____

Official Use: - _____

CE PROVIDER NUMBER

DATE ISSUED

EXPIRY DATE

TMTATT 2016

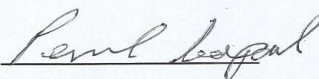
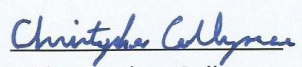
THE APPROVAL OF THE RULES AND REGULATIONS OF THE MASSAGE THERAPY
ASSOCIATION OF TRINIDAD & TOBAGO

These Rules and Regulations are functions of how The Trinidad and Tobago "The Board" and "The Management Committee" govern Massage Therapists in T&T.

These Rules were approved at an extra ordinary meeting held on Thursday 7th January 2016 and on Tuesday 12th January 2016 at the registered office #68 Market Street Gopaul Lands, Marabella at 5pm.

After these Rules were carefully reviewed and discussed on Tuesday 12th January 2016.....

A motion was moved by Mr. Anil Roopnarine and seconded by Ms Angel Gruny "**that the Rules and Regulations be approved**". All present were in agreement with the changes made.

Witnessed: -			<u>12/01/16</u>
	Professor Pearl Gopaul	Mr. Christopher Collymore	Date
	Executive Chairperson	President of "The Management Committee"	

DIFFICULTIES TO FIND PERSONS TO TAKE POSITIONS ON "THE BOARD"

AND

"THE MANAGEMENT COMMITTEE"

Based on the Agenda dated Sunday 5th February 2017, "In respect of the difficulties to find members to serve on "The Board" and "The Management Committee" items #15 of the Agenda", Ms Rose Rajbansee one of the founding members of TMTATT moved a motion:-

MOTION:-

I Rose Rajbansee hereby move a motion: - "That in respect of the difficulties to find members to serve on "The Board" and "The Management Committee" and that in light of members being extremely pleased with the work done by the current team,- "The Board" and "The Management Committee" that they should continue the good work that they are doing. If for some reason someone of the team wishes to take leave of absence or resign they can do so and another person will be selected for that position that is now vacant. If a member has brought disrepute to the Association or their position he/she will be asked to vacate office immediately until further notice."

The motion was seconded by Mr. Amir Ali.

This motion took place by the show of hands.

Members present were asked "If they agreed with the motion put forward that they should show their right hand. Those in disagreement show their left hand".

NONE of the members present was against the motion, 34 members were present and were in agreement with the said motion.

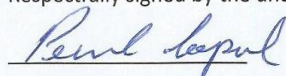

It was resolved (passed) that the current "The Board" and "The Management Committee" stay in place until further notice.

This motion is to be considered as an amendment to the Rules and Regulations of The Massage Therapy Association of Trinidad & Tobago (TMTATT) Booklet, "The Management Committee of TMTATT page 10.

AMENDMENTS:-

Annex 1" page 34.

Respectfully signed by the under mentioned.

Professor Pearl Gopaul
Executive Chairperson
"The Board"

Mr. Christopher Collymore
President of The Management Committee (TMTATT)