



# *Bylaws & Systems*

## Humanists of Trinidad & Tobago



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### BYLAWS - Procedures








Section	Contents
<b>Elections</b>	<p>Elections for executive offices shall be held during the AGM of every other year, thus giving incumbents a two-year term.</p> <ol style="list-style-type: none"><li>1) HTT's executive team will consist of elected officers: President, Secretary, and Treasurer. Additional positions may be created by the executive team as needed.</li><li>1) All members with over one year of membership are eligible for nomination</li><li>2) All candidates must be nominated and seconded by other members</li><li>3) Candidates must understand their respective responsibilities before they are able to run for office</li><li>4) When running, each will issue a statement to the group about their vision for the post and what they would like to achieve and what skills they have to support the execution of their duties</li><li>5) The election of executive members shall be held by secret, digital, ranked voting ballot and the winner will have a simple majority of the votes of members in good standing</li><li>6) All members of the Executive will take up office when the election results have been certified.</li><li>7) Handovers will take place during the first week of office for password sharing (which shall be changed by the new officer holders), the status of unfinished business, and all reports for the period they served</li></ol>
<b>Replacing Executive Members</b>	<p>If an executive member resigns, and the executive team is aware of member who could fills that role, the executive is entitled to refer that person to the general membership for ratification.</p>

	<p>If an officer is to be removed for cause (national law breaking, failure to perform duties, or bring the HTT into disrepute), then that will trigger a by-election as follow--after a possible mediation process fails.</p> <ol style="list-style-type: none"> <li>1) An emergency meeting shall be called to hold the by-election, or at the next regular meeting, with at least two weeks' notice, in either case.</li> <li>2) Persons seeking that office shall make their interest known</li> <li>3) There shall be at least 30% of membership participating in the vote as long as at least two executives are present.</li> <li>4) If the post is not filled within 30 days of vacancy, then the executive can nominate and place an "acting" person in that position until the next full election.</li> </ol>
<b>Types of Meetings</b>	<p>Types of meetings:</p> <ol style="list-style-type: none"> <li>1) <b>Business</b> – open to all members but are primarily the concern of the executive members, committee chairs and those who are focused on administration and group operations and planning</li> <li>2) <b>Committee</b> – that group that will execute operational activities and events</li> <li>3) <b>Annual Membership</b> – to review the report of the previous year and suggest activities, events, or improvements for the next year; on election years the elections will also take place during that meeting</li> <li>4) <b>Extraordinary</b> – special or emergency meeting to manage a crisis or seize an opportunity</li> </ol>
<b>Meeting Rules</b>	<p>HTT meetings will follow these procedures:</p> <ol style="list-style-type: none"> <li>1) Hold business meetings bimonthly (every other month), with 7-days' notice and an agenda, unless special sessions are indicated</li> <li>2) Hold committee meetings as scheduled by the chairperson to work on projects</li> <li>3) Meetings shall be chaired by the president or in such absence, their delegate. In the event that both parties are absent, a member of the executive may chair the meeting</li> <li>4) A meeting quorum shall consist of 25% or more of members and 2 executive members before the meeting can start. Without a quorum, a meeting can still be held but decisions can only be recommended</li> <li>5) An extraordinary/emergency meeting may be called by the president, with a seven-day notice. An agenda must accompany the meeting's announcement</li> </ol>
<b>Disciplinary Actions</b>	<p>Disciplinary action shall be taken in the following cases:</p> <p>EXECUTIVE MEMBERS</p> <ol style="list-style-type: none"> <li>1) Executive members shall be enjoined to resolve any interpersonal issues, failing which the following provisions will take force</li> <li>2) If an executive member is absent for three consecutive meetings, without a valid excuse, he or she may be asked to resign their post by a majority vote of the other executive members</li> <li>3) If any executive member fails to perform his/her duties at a satisfactory level despite the opportunity to rectify the situation, a motion of no confidence</li> </ol>

	<p>he/she shall be called and a dispute resolution committee formed for recommendations</p> <p>REGULAR MEMBERS</p> <ol style="list-style-type: none"> <li>1) If an HTT member commits any breach of rule that proves injurious or to the detriment of the HTT's goals and interests, he/she may be censured by a statement by a 70% vote of the membership (requires a justification) they may also be denied participation in certain projects</li> <li>2) This decision may be appealed at the next general meeting</li> </ol>
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## ADMINISTRATIVE SYSTEMS

Section	Contents
<b>Planning System</b>	<p>The planning system will include:</p> <ol style="list-style-type: none"> <li>1) An Operations Plan for the upcoming year</li> <li>2) A Budget for that plan</li> <li>3) A Calendar/Schedule of Events for the year</li> <li>4) Plans/budget for each project, activity, or event</li> </ol> <p>A strategic plan is not necessary at this stage but can be introduced at a later time to start to navigate towards our long-term vision.</p>
<b>Reporting System</b>	<p>Any plan created above with also have progress and completion reports. All of these are part of our open communications policy.</p> <ol style="list-style-type: none"> <li>1) An Annual Report with <ol style="list-style-type: none"> <li>a. Plan vs. Actual Activities</li> <li>b. Plan vs. Actual Budget</li> <li>c. Activities in the pipeline</li> <li>d. Recommendations for future activities</li> </ol> </li> <li>2) A short report for each project, activity, or event <ol style="list-style-type: none"> <li>a. Objectives</li> <li>b. Plan vs. Actual (budget and activities)</li> <li>c. Issues and Resolution</li> <li>d. Outcomes</li> </ol> </li> </ol>
<b>Financial System</b>	<p>The design of HTT will be to incur little or no administrative costs, so most expenses would be incurred by projects, activities, and events. Each would have its own plan and budget. Funds would be raised separately for each of the foregoing from members and donors, unless it is considered that a fund-raising activity would be appropriate.</p> <ol style="list-style-type: none"> <li>1) The new financial year commences October 1<sup>st</sup> of each year</li> <li>2) HTT shall maintain a bank account with two signatories required for any withdrawal of funds</li> <li>3) Signing authority over all funds shall be vested in the president and treasurer</li> <li>4) An annual report</li> </ol>

<b>Fund Raising</b>	The treasurer will consider a fund-raising event at least annually, but only if there is dedicated support from the membership to assist.
<b>Internal Communications</b>	<p>The HTT will have the following open to all members:</p> <ol style="list-style-type: none"> <li>1) A dedicated Google-Group for members only: “Humanists-TT-Members”</li> <li>2) A Google account for the office email: <a href="mailto:humaniststt.office@gmail.com">humaniststt.office@gmail.com</a> with group documents stored on <i>Google Drive</i> (see proforma folders below)</li> <li>3) Only the executive council and delegated representatives will have access to the Google account passwords as it contains some confidential information (e.g., membership applications)</li> <li>4) A WhatsApp members group</li> <li>5) Other media as prescribed by the executive</li> </ol> <div style="text-align: center;">  Candidate Registrations  <hr/>  Financial Documents  <hr/>  Legal Documents  <hr/>  Membership Applications  <hr/>  Reports  <hr/>  Survey - 2024  <hr/>  Templates - HTT </div>
<b>Outreach</b>	<p>The HTT will maintain a public cyber presence:</p> <ol style="list-style-type: none"> <li>1) A free website</li> <li>2) Possibly a Facebook page</li> <li>3) Other social media as deemed necessary (Podcasts, YouTube, etc.)</li> </ol>
<b>Public Relations</b>	As per the <i>Constitution</i> only the President will formally represent HTT to the media unless delegated to another member.
<b>Templates &amp; Checklists</b>	<p>The group will develop templates to structure its information consistently. Checklists will be developed so that events, activities, or projects do not leave out important steps. The following are recommended:</p> <ol style="list-style-type: none"> <li>1. Annual Operational Plan (for the upcoming year)</li> <li>2. Annual Budget</li> <li>3. Annual Schedule of Events</li> <li>4. Plans/budget for each project, activity, or event (with checklist)</li> <li>5. Annual Report (Operations &amp; Financial)</li> <li>6. Reports for projects, activities, or events</li> <li>7. Membership List</li> <li>8. Membership Application</li> <li>9. Membership List</li> <li>10. Candidate Registration</li> </ol>

	11. Etc...
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