

# HALTON PEEL HUMANIST COMMUNITY

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*(hereinafter referred to as "HPHC" or as the "Community")*

## **BYLAWS**

### **Objectives**

- To promote a secular society in which the independence of civic governance from religious influence is a fundamental tenet of public affairs.
- To promote rational dialogue and thought in the formation of public policy.
- To defend the rights of Humanists, Secularists, Atheists and Freethinkers and to oppose any attempts to impose religious-based laws and beliefs on the general population.
- To support the right of individuals to decide their own futures in accordance with their belief systems and without interference from religion or other dogma so long as their activities do not interfere with the ability of others to enjoy their rights.

### **Goals and Activities**

- To inform and educate the general public about, and to promote, the Secular Humanist world view in areas such as ethics, human rights and freedoms, education, social policy and legislation.
- To meet regularly to conduct the work and business of HPHC and provide a forum for debate, discussion and social activity around the ideas and tenets of Secular Humanism
- To oppose any action which imposes religious mores upon the general public, or which restricts free expression of non-religious opinions, and in particular criticism of religious dogmas and practices.
- To promote and publicize the availability of secular marriage, naming and mourning ceremonies to the general public and seek to make available secular chaplaincy services in hospitals and elsewhere.
- To work with other Humanist, Secular, Atheist and Freethinker groups to promote common objectives of HPHC and those other groups.

**Membership**

Membership shall be open to all who embrace the principles of Secular Humanism<sup>1</sup>.

There shall be an annual membership fee<sup>2</sup>, as set by the Executive Committee and approved by a majority vote at the Annual General Meeting (AGM). The fee may be adjusted from time to time by Members at the AGM or by the Executive Committee as circumstances require.

A Member will remain in good standing if fees due have been paid and membership will remain in effect for one year from the date the person paid annual membership dues.

The Executive Committee may waive membership dues for one year at a time for Members who contribute significantly or in a material way to the activities of HPHC. The waiver is subject to renewal.

A person's membership is subject to cancellation by majority decision of the Executive Committee where the person is found to engage in behavior inconsistent with HPHC objectives or otherwise detrimental to it.

**Membership privileges and benefits**

Only Members may vote to elect members of the Executive Committee

Only Members are eligible to be candidates to serve as Executive Committee members.

Only Members may vote on matters presented for consideration by the Executive Committee.

The Executive Committee may deem certain meetings or events to be only limited to Members of the Community

The Executive Committee may, by policy resolution, deem certain benefits to be privileges limited to Members of the Community.

**Executive Committee**

The Executive Committee (Executive) shall consist of:

- President,

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1 See: Ten-Point Humanist Manifesto (by Rodrigue Trembley) [http://hp-hc.ca/sites/default/files/filepicker/1/10%20point%20Humanist%20manifesto%20\(RT\).pdf](http://hp-hc.ca/sites/default/files/filepicker/1/10%20point%20Humanist%20manifesto%20(RT).pdf)

What is Secular Humanism: <http://secularhumanism.org/index.php/3260>

Secular Humanism Defined (by Tom Flynn): <http://secularhumanism.org/index.php/13>

Affirmations of Humanism (by Paul Kurtz): <http://secularhumanism.org/index.php/12>

A Secular Humanist Declaration: <http://secularhumanism.org/index.php/11>

Humanist Manifesto 2000: [\(Link to Amazon.ca\)](#)

2 Current membership fees, and application form are found on the HPHC website at <http://hp-hc.ca/#HJpMSOTUG0w>

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- Immediate Past President,
- Vice President,
- Secretary,
- Treasurer and
- Members at Large as designated at an Annual General Meeting.

Members at large may be assigned specific responsibilities consistent with their interests and capabilities.

The election of the Executive Committee shall be open, and the vote shall be taken by a show of hands and of proxies of Members in good standing.

Eligible candidates must be HPHC Members in good standing.

Nominations may be made by a mover and seconder at the Annual General Meeting. All elected members of the Executive Committee shall serve for a term of one year. It shall be a guiding credo, but not binding, that executive positions will rotate and be replaced regularly to encourage fresh thinking and innovation for the group.

In the event that an Executive Committee Member absents him or herself from two or more consecutive Committee meetings and does not participate in the deliberations of the Committee, the Executive Committee may declare the position of that Member vacant.

Upon a resignation from the Executive Committee, or a position being declared vacant, the position may be filled for the remainder of the Member's term by an appointment of the Executive Committee. The Executive Committee shall meet at the call of the Chair or by the decision of two or more members of the Executive.

The Executive Committee shall make decisions on behalf of the general membership in between General Meetings and Annual Meetings. Decisions so made may be revoked, amended or ratified by the general membership at any General or Annual General Meeting.

#### **Remuneration**

No Executive Committee Member shall receive any remuneration for services given or any gratuity, unless and except as agreed by a majority vote at the Annual General Meeting or special general meeting called for that specific purpose. Expenses shall be reimbursed by approval of the Executive.

#### **General or Annual Meetings**

The Annual General Meeting shall be held within three (3) months following the Community's Fiscal Year end at the call of the Executive. At least fourteen days' notice shall be given to all Members as to the date, time and place of the Annual General Meeting.

A General Meeting may be called by decision of the Executive with at least fourteen days' notice.

A General Meeting may be called by the written request of a minimum of ten Members, giving at least fourteen days' notice.

Notices regarding General Meetings shall be given to Members in good standing by email and or by telephone.

**Minutes of Meetings**

Minutes of all meetings shall be kept by the Secretary, or deputy.

Minutes of General Meetings and Annual General Meetings shall be distributed to all Members in a timely manner following the meeting and be read and reviewed at the subsequent General Meeting.

Minutes of Executive Committee Meetings shall be distributed to all Executive Committee Members in a timely manner and be read and reviewed at the subsequent Executive Committee meeting.

Any Member in good standing may request a copy of the Minutes of an Executive Committee meeting and the requested Minute or Minutes shall be provided to the Member.

**Rules**

Roberts Rules of Order shall be used to govern all procedural matters at meetings.<sup>3</sup>

**Bylaws**

These may be created or amended by decisions at Annual General Meetings. A simple majority of the Members in attendance voting in favour will be sufficient to adopt or amend such bylaws.

**Quorum for Voting**

For the purpose of voting to elect members to the Executive Committee or to adopt formal resolutions, the quorum shall be 10% of Members in good standing in attendance at the meeting or represented by formal proxy.

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<sup>3</sup> See <http://www.rulesonline.com/>

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**Financial Responsibility**

The Treasurer shall oversee the financial activities of the Community. The Treasurer shall ensure that accurate records are kept of the Community's funds and securities in accordance with generally accepted accounting practices, act as a signing authority for the Community and provide the Executive Committee with regular financial reports.

**Use of Community Funds**

The funds of the Community, whether obtained from membership fees or received as donations from Members or other persons may only be used to pay for regular activities of the Community or as approved by the Executive Committee.

**Fiscal Year**

The Fiscal Year of the Community shall be the twelve month period commencing on April 1<sup>st</sup> of a year and ending on March 31<sup>st</sup> of the subsequent year.

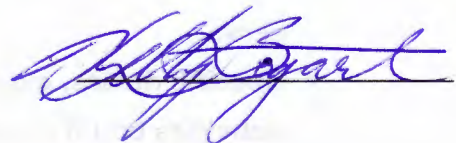
**Dissolution**

If the Community is dissolved at some time in the future the Community's assets will be donated to Humanist Canada.

Approved by HPHC membership at 2019 AGM on May 28, 2019

Certified on May 29, 2019 by

Kelly Bogart      HPHC Secretary



# Appendix #1

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## **Duties and Roles of Executive Committee Members**

### *President*

- Provides leadership and sets the overall direction of the community
- Is the designated spokesperson of HPHC
- leads the discussion at Community meetings
- The President is responsible for the smooth and fair running of the organization. Their main job is to chair the meetings of the organization.
  - Chairing meetings.
  - Helping the committee to work together as a team.
  - Having an overview of the work of the group.
  - Being the main contact person for the group.

### *Immediate Past President*

- The primary responsibilities of this role involve serving as a resource for new committee members and ensuring continuity with past terms

### *Vice President*

- The vice president and president must work together. There are several guidelines which can aid in this task.
  - The vice president must be as knowledgeable about all community activities as the president. This means both the administration of the group and the groups programs. This allows the vice president to step into the office when the president is absent or unable to serve.
  - Specific duties, e.g. responsibility for programming of community activities could be assigned to the vice president immediately.
  - The vice president must work closely with the president in defining and executing the goals of the organization.
- Above all, remember that if the vice president is to be of value, this person must be willing to assume any responsibility.

### *Treasurer*

- The Treasurer has overall responsibility for the organization's finances. Their main job is keeping financial records.

## ***APPENDIX #1—Duties and Roles of the Executive Committee Members***

### *Secretary*

- The main roles of the secretary are
  - preparing agendas for general meetings and executive committee meetings
  - and taking minutes of meetings and
  - distributing the agendas and minutes to the general membership or the members of the executive committee as the case may be

### *Members at Large*

- As provided under the bylaws, members at large may be assigned specific responsibilities consistent with their interests and capabilities. These include
  - Membership secretary
    - Maintain list of paid-up members
    - Advise members that their membership expires or has expired
    - Encourage potential members to become paying members
  - Webmaster
    - Maintain and manage website and keep it up to date
    - Maintain domain registration
  - Assistant activity programmer
    - Propose and explore programs and activities for the community