



– RULES OF PROCEDURE –

Organisation Internationale Pour le Développement Du Bas Nord-Ouest d'Haïti / O.I.D.B.N.O.H



INTRODUCTION

The rules of procedure for each member of the organization are respected, it is there to allow the organization to function properly. It is an obligation for every member of the organization to respect and respect the other members. Any violation of any of these laws will be considered an offense.

MEMBERS

Article 1: O.I.D.B.N.O.H is a non-profit organization, and to become a member of this organization you must be:

- a) *from Nord'Ouest, Haiti*
- b) *at least 18 years old*
- c) *employed*
- d) *responsible*
- e) *registered in the organization's archive*

Article 2: It is an obligation for each member of the organization to provide 2 photos and a copy of his / her ID and must attend at least 3 meetings.

Article 3: To become a member of the organization, you must pay a \$25.00 (US currency) registration fee and be issued an organization ID card.

Article 4: It is an obligation for each member to attend general meetings.

Article 5: Any member who misses 5 meetings without motivation is considered an abandoned member.

Article 6: A member will pay a fee of \$10 (US currency) for each meeting missed if the absence is not justified.

EXECUTIVE COMMITTEE

Article 7: The executive committee is there to handle any disputes between members.

Article 8: All decisions must be made by the executive committee.

Article 9: The General Coordinator is there to place the final words when there is a point where no agreement can be reached.



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Article 10: All decisions on a project must be made in a meeting with the executive committee.

Article 11: No one has the right to seek help on behalf of the organization without the permission of the executive committee.

Article 12: All sources of funding must be reported to the executive committee.

Article 13: No member shall have to make a decision without the general coordinator's notice.

FINANCE

Article 14: Each meeting should include a report on the organization's income and balance sheet.

Article 15: All members are authorized to make deposits into the organization's account.

Article 16: Any deposit made into the account of the member must keep his receipt and send the picture of the receipt to the executive committee.

Article 17: It is forbidden to send photos of receipts to other whatsapp groups unrelated to the organization.

Article 18: All disbursements must have at least 3 signatures: the General Coordinator, the President and the Treasurer.

Article 19: Any expenses incurred by the organization must be proven.

Article 20: All that is spent and purchased must be evidenced by a pro forma or a receipt.

Article 21: No disbursements may be made without the notice of the executive committee.

Article 22: Each deposit or withdrawal made must be recorded in the organization's notebook.

Article 23: It is forbidden to say on social media the amount of money the organization has in the funds, it is in our entrance meetings that this should be discussed.

Article 24: All members of the organization must keep secret the amount of money the organization has, not talk to others outside the organization.

Article 25: The executive committee must be aware of all transfers to Haiti.

Article 26: All transfers to Haiti must be made on behalf of the organization's representative in Haiti.

Article 27: It is forbidden for the committee to inform the people of Haiti that there has been a recent transfer on behalf of the representative of the organization in Haiti, this decision is to manage the security of the representative.



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Article 28: It is an obligation for each member to provide monthly dues so that the organization can stay alive.

Article 29: All members are authorized to raise funds, aid to the organization but this must be done with the authorization of the executive committee.

Article 30: The organization will reside in Fort Myers, Florida; if a member has difficulty making a deposit, he/she will notify the committee and the committee will appoint a member of the executive committee to follow up with that member.

ADMINISTRATION

Article 31: All members wishing to leave the organization must inform the executive committee in writing.

Article 32: The organization will not be reimbursed for any royalties of members who have left the organization, and all donations made to the organization will not be refunded.

Article 33: The committee has the power to dismiss any member who fails to act in accordance with the rules of the organization.

Article 34: An appeal is required each time a meeting is held.

Article 35: The executive committee has the power to create other commissions for the welfare of the organization.

Article 36: Member work is voluntary, meaning no membership fees.

Article 37: If a member is on an assignment for the organization, all expenses will be the responsibility of the organization.

Article 38: Sanctions reserved for members who do not adhere to the principles of the organization are:

- a) *Suspension from 3 months to 1 year*
- b) *Dismissal from the organization*
- c) *Pay a fine of \$100 (US currency) to \$500 (US currency) depending on the severity of the offense*
- d) *Penalty of blame*
- e) *Warning*



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Article 39: The general coordinator will ensure that any vacancies are filled before the election.

Article 40: You are not a member of the organization since:

- a) *death*
- b) *resignation*
- c) *committee dismissal*

Article 41: All members of the organization have the right to express their views in a respectful manner.

Article 42: All members have the right to vote and participate in elections to become members of the executive committee.

Article 43: All members have the right to information about the functioning and life of the organization.

Article 44: The member has the right to sue in the event of hedge funds, embezzlement, and theft.

Article 45: In the event of embezzlement, theft, the member is required to reimburse and return the entire room to the organization.

Article 46: The Committee reserves the right to amend the rules of procedure at any time.

This bylaw was made, Fort Myers, Florida, to date