



SIERRA LEONEANS IN TECHNOLOGY (SLINT)

BYLAWS



Table of Contents

<i>ARTICLE I: NAME OF ORGANIZATION</i>	3
<i>ARTICLE II: CORPORATE PURPOSE</i>	4
Section 1. Non-profit Purpose	4
Section 2. Specific Purpose	4
<i>ARTICLE III: MEMBERSHIP</i>	5
Section 1. Types of Membership	5
Section 2. Executive Membership	5
Section 3. General Membership	5
Section 4. Corporate Membership	5
Section 5. Honorary Membership	5
Section 6. Termination of Membership	5
Section 7. Remedy	5
<i>ARTICLE II. FINANCE AND PROPERTY OF SLINT</i>	7
Section 1. Finance and Property Of SLINT	7
Section 2. Sources of Finance for SLINT	7
Section 3. Banking	7
Section 4. Signatories	7
Section 5. The Mandate	7
Section 6. Expenditure	8
Section 7. Members' Ethical Finance Code	8
<i>ARTICLE III. ELECTIONS</i>	9
Section 1. Elections	9
Section 2. Elections and Powers	9
Section 3. Electoral Qualifications/Eligibility	9
Section 4. Remedy	10
<i>ARTICLE IV. ORGANISATIONAL STRUCTURE</i>	11
Section 1. Positions	11
Section 2. Responsibilities	11
Section 3. General Membership Assembly	11
Section 4. President/Chairman	12
Section 5. Secretary	12
Section 6. Treasurer	12
Section 7. Public Relations Officers	13
Section 8. Financial Secretary	13
Section 9. Advisers	13
Section 10. Whip	14
Section 11. Committees	14
Section 12. Internal Auditors	14
Section 13. Remedy	15

<i>ARTICLE V. MEETINGS</i>	16
Section 1. Meetings	16
Section 2. General Meetings	16
Section 3. Executive Meetings	16
Section 4. Committee Meetings	16
Section 5. Emergency Meetings	17
<i>ARTICLE VI. FRAUD AND PUNISHMENT</i>	18
Section 1. Fraud and Punishment	18
Section 2. Fraudulent Acts	18
Section 3. Penalties	18
<i>ARTICLE VII. AMENDMENTS</i>	19
Section 1. Amendments	19
<i>ARTICLE VIII. EXECUTIVE POWER AND DECLARATION</i>	20
Section 1. Executive Power and Declaration	20
Section 1. Adoption of Bylaws	20

ARTICLE I: NAME OF ORGANIZATION

The name of the corporation is Sierra Leoneans in Technology (SLINT)

ARTICLE II: CORPORATE PURPOSE

Section 1. Non-profit Purpose

This corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding Section of any future federal tax code.

Section 2. Specific Purpose

Sierra Leoneans in Technology (SLINT) is a nonprofit organization developed to drive innovation in the technology sector in Sierra Leone. Through collaboration, we leverage our technical expertise to build and empower transformational change for Sierra Leoneans at home and abroad. By taking advantage of existing technologies, training and opportunities, SLINT strives to contribute to the socio-economic and entrepreneurial development in Sierra Leone and support Sierra Leoneans in STEM.

The specific objectives and purpose of this organization shall be:

- a) **Technical Services** - Our network of technology professionals represent every segment of the technology industry.
- b) **Philanthropy** - SLINT supports economic and social development in Sierra Leone through philanthropic initiatives.
- c) **Professional Development** - Whether you are considering a career in technology or looking to advance in the workplace, we can support you.

ARTICLE III: MEMBERSHIP

Section 1. Membership

There shall be three types of membership, namely: The Executive, General and Honorary Membership.

Section 2. Executive Membership

These are the members charged with the responsibilities of administering the affairs of the SLINT. See the structure of the SLINT.

Section 3. General Membership

These are all registered members of the SLINT. They make up the general assembly of the SLINT, and hence they are the highest decision-making body of the SLINT. General membership is free and open to all individuals who share the general purpose of SLINT.

Section 4. Premium Membership

These are all registered and paid-up individuals and institutions that align with SLINT's mission.

Section 5. Termination of Membership

Though remedies are attached to each article, Section, and sub-Section, Membership could be terminated for misconduct. Depending on the violation a warning may be given. Misconduct is violations of the organization's code of ethics or inappropriate conduct, such as insubordination (a refusal to perform) or insolence (being rude or disrespectful). Unlawful conduct: violations of the law, such as sexual assault, theft, workplace violence, or copyright or patent infringement. Therefore, if a member or group of members breached any part(s) of the laws in any of the articles entrenched in this document shall face termination after all possible avenues have been explored.

Section 6. Remedy

Membership will not be compromised, this implies that only registered members are considered as members. Moreover, those who are not registered are not allowed to play any role including holding any executive position in the SLINT. As a non-member, you can attend meetings as an observer. However, observers are not allowed to vote or talk in any meeting until they are permitted to do so.

For disciplinary purposes, it has been agreed that any breach of any part of article three either in whole, Section or sub-Section(s) is punishable by law. The following punishments are recommended depending on the gravity of the crime committed.

- a) Non-members perpetrating our meetings shall be warned or dealt with accordingly. It should be a verbal warning. Followed by a fine and then termination. I will advise against involving the police.
- b) Shall be advised to register and if he/she fails, shall be reported to the police and legal actions taken against him/her

There should be a grace period for membership.i.e three months.

ARTICLE II. FINANCE AND PROPERTY OF SLINT

Section 1. Finance and Property Of SLINT

SLINT is a voluntary, non-profit, non-governmental and non-religious organization. SLINT is owned by its registered members. In this regard, the income (cheques, cash banks account (s) or anything that is in the form of liquid money or the like) or assets (furniture, equipment, machinery, real estates or anything that is in the form of a fixed or variable assets) is owned by or belong to the SLINT to pursue the aims and objectives. Therefore, these finances and properties shall not be shared amongst its members to prevent unwarranted liquidation. Specifically, the finance and properties of the SLINT shall be used in furtherance of the SLINTs intended purposes of strengthening unity, peace, and development of its members and the communities. - which communities?

Section 2. Sources of Finance for SLINT

The main sources of the income and finances of the SLINT shall include the following:

- a) Membership fees.
- b) Donation
- c) Seminars, Conferences, and Fundraising Events
- d) Grants or winnings from competitions

Section 3. Banking

All SLINT's monies shall be deposited into the SLINT Bank Account (s) by the Treasurer or any person dedicated by the President if the Treasurer is absent. After depositing the money into the SLINT's Bank Account (s), he/she shall tender the deposit slip to the President and Secretary-General for scrutiny. Thereafter the slip (s) shall be forwarded to the Finance Secretary for Bookkeeping entry and safekeeping. The Auditor also shall keep a photocopy of the slip of any financial transaction document.

Section 4. Signatories

The authorized signatories to withdraw cash from the SLINT's bank account (s) shall consist of the following:

- a) The President or Vice President as the Principal Signatory A
- b) The Secretary as the Optional Signatory B
- c) The Treasurer as the Optional Signatory C

Section 5. The Mandate

The authorized Mandate to withdraw cash from the SLINT's bank account (s) shall be as follows:

THE PRINCIPAL SIGNATORY PLUS ANY OF THE OPTIONAL SIGNATORY
THAT IS SIGNATORY A-PLUS ANY B OR C

IN SHORT = A + B OR A + C at any given time.

Section 6. Expenditure

Here, Expenditure means any resources spent only in the best interest, in adding values to the achievement of the aims and objectives of SLINT. Anything contrary to the above definition under subSection 4 is not considered to be a legitimate expenditure for the SLINT and is therefore liable to refund with a stringent penalty (ies). So, only legitimate shall be charged to SLINT's income and finances.

For expenditure to be legitimate and deem fit as expenditure against SLINT's Income and Finances, it MUST possess the following qualifications:

- a) The expenditure must fit into the definition of expenditure in subsection 4, Article 4 above.
- b) All expenditures must be prepared in a realistic Budget. For expenditure to be realistic, costs must be factual in accordance with current or future market prices and should not be overstated.
- c) Benefits derived from such expenditure must be greater than or at least be equivalent to the cost incurred.
- d) All budgets or expenditures must be scrutinized and debated in a general and any resolution adopted shall be followed by the executive.
- e) All expenditures or budgets must be scrutinized, vetted and approved at an executive meeting.
- f) No expenditure or budget shall be undertaken without the approval of the President and the executive.
- g) All expenditures must have an authentic and credible supporting document such as approved request form, approved payment vouchers, invoices, and receipts.

Section 7. Members' Ethical Finance Code

These codes are ethical guidance on what a member shall do and shall not do in regard to the income and finances of SLINT and these are as follows:

- a) All monies or properties donated, subscribed, pledged or paid as fees shall not be refunded to anyone who wishes to leave the SLINT.
- b) Without the approval of the executive and the President, no member shall spend his/her personal money on SLINT with the hope that he/she will be reimbursed or repaid with an interest. Reimbursement shall only be possible if the executive and the President approve the amount to be spent and the authority is given to the person (s) to undertake the approved activity (s).
- c) No one shall induce the financial secretary, treasurer or any other person who might be in temporary possession of SLINT's money to borrow or spend any amount of money that has not been approved or authorized by the President, Executive and the General membership of the SLINT.
- d) No member shall overestimate or connive to overstate SLINT expenditure in the bid to making personal gains or profits.
- e) No member shall borrow or lend SLINT's money or property without the issue being debated and approved by the President and by the executive or general with a two-thirds (2/3) majority.

ARTICLE III. ELECTIONS

Section 1. Elections

An election is a process wherein registered and fully paid up members of SLINT are nominated, seconded and voted for to run the administrative affairs of the SLINT within a specific period of time.

Section 2. Elections and Powers

The following processes must be undertaken during each electoral period of the new executive of the SLINT:

- a) For a newly established organization, an independent electoral commission must be temporarily formed to elect the first President of the organization.
- b) The outgoing chairperson with the collaboration of the general membership shall establish a neutral Electoral Commission to oversee all Election processes.
- c) All members of the organization are voted for.
- d) The election shall be conducted by casting votes in a secret ballot box where necessary to enable voters to secretly cast their votes.
- e) The Electoral Commission shall consist of three or five as the case may be and they must be the last person to vote and could only be required to do so when there is a tie.
- f) Only those that satisfy the eligibility criteria can vie for the President position of any type in this organization.
- g) If More than two candidates vie for the President position and none of them attains the 55% threshold, a RunOff is declared between the first and second candidate. And whosoever emerges as the winner shall be declared the elected chairperson of SLINT.
- h) If two candidates vie for the President position, then the Simple Majority applies. This means that the candidate with a higher valid vote cast shall be declared the winner.
- i) Each government shall have a life span of three years in office.
- j) Elections shall be conducted when the incumbent government term of office remains three months to expire.
- k) Vote of no confidence can be recognized if the initiator(s) writes a report stating the reasons for the secretary-general at least a week before an executive meeting. The matter would be deliberated at executive first and if there are sufficient reasons for improvement then the matter would be presented to the general membership for debates and election. During such an election, to arrive at any decision, the general membership must attain the 2/3 majority threshold.

Section 3. Electoral Qualifications/Eligibility

Members wishing to vie for the position of President or to be appointed for any executive position of SLINT must possess the following criteria and capability before they are qualified and approved to run for election or appointment:

- a) Only registered and fully paid up members are allowed to vote and to be voted for.
- b) Any member that holds a political position or traditional chieftaincy position in Sierra Leone being appointed or elected in either position herein shall not qualify to vie for President or be appointed for any other executive position in SLINT.

- c) Only those members that are punctual (attends at least two-thirds of the time and when not attending, request to be excused in advance and work with a fellow member to cover for them.) in attending meetings can vote and to be voted for.
- d) Only those members with a good character (in compliance with Article III, Section 5) both within SLINT and outside are eligible to vote or to be voted for any executive position of SLINT.
- e) Only those members that have the capacity to represent and market the good image of the SLINT everywhere are qualified to run for President or to be appointed for any executive position of SLINT- We should have a criteria for each executive position.
- f) Finally, all points listed in article 3, Section (1) to (5) must be satisfied by any candidate wishing to be the chairperson of this SLINT.

Section 4. Remedy

As remedy (a) and (b) under remedy in article three applies, in case of a breach of any part of this article. It has further been agreed that any breach of any part of article five either in whole, Section or sub-Section (s) is tantamount to losing the opportunity to be the chairperson or any exposition. Others include:

- a) Denying the rights for such aspirant to run for the President
- b) If the aspirants so desired, two-third of the majority agree on a certain amount of money that should be paid to qualify the candidacy

ARTICLE IV. ORGANIZATIONAL STRUCTURE

The SLINT shall be structured with the following positions, though the incoming president has all the right to downsize his/her cabinet or make position changes.

Section 1. Positions

This includes the:

- I.** President
- II.** Vice President
- III.** Secretary
- IV.** Public Relations Officers
- V.** Financial Director
- VI.** Marketing Director
- VII.** Whip
- VIII.** Director of Member Services
- IX.** Organizing Secretary

Section 2. Responsibilities

The responsibilities shall be allocated to every member of the SLINT as follows:

Section 3. General Membership Assembly

This is the highest and most powerful of all other offices within the SLINT. The general body shall function as follows.

- 1.** The general membership/assembly is the highest decision-making body and any decision taken by this body is final.
- 2.** Attend general meetings and share ideas with the ongoing executive and other members.
- 3.** The two-third majority decision of the general membership/assembly is binding on all members of SLINT.
- 4.** Being the ultimate power of the SLINT, the general assembly has the mandate (2/3 majority) to participate in activities that should remove/withdraw or withhold/suspend any officer, general member or office through the vote of no confidence process.
- 5.** The general assembly has the mandate to appoint ad hoc committees to deal with constitutional matters.
- 6.** The general assembly has the mandate to elect the executive President from among themselves
- 7.** The general assembly has the mandate to approve the executive
- 8.** The general assembly has the mandate to form or the general assembly has the mandate to approve proxy-members
- 9.** The general assembly has the mandate to make the ultimate decision on any issues within the jurisdiction of the General body
- 10.** All rights and powers of the general membership are within the confines of the remedies (this means that the constitution supersedes everyone in the union)

Section 4. President and Vice President

She/he shall be considered as the figurehead of the SLINT. The success or downfall of the SLINT lies with the effectiveness of the Chairperson. As the senior-most and most powerful leader, he/she has the following duties to discharge.

Shall:

- a) Delegate and Approve all responsibilities and decisions respectively taken by the SLINT
- b) Preside over all meetings except otherwise delegated.
- c) Be principal signatory to the SLINT's account.
- d) Has the constitutional mandate to allocate duties to other members?
- e) Be a member of a delegation going on a mission.
- f) Be a moderator and not a dictator.
- g) Be deputized by his assistant in all activities.
- h) Be custodian to all the SLINT's documents
- i) Always be in good positions to defend the SLINT and promote its good images both internally and externally.

Section 5. Secretary

As the backbone of the SLINT, the Secretary-General shall be responsible for the following.

Shall:

- a) Head the secretariat of the SLINT.
- b) He/she and the chairperson be custodian to all the SLINT's documents.
- c) Writes all letters, memos, and respond to all correspondences
- d) Be optional signatory to the SLINT's bank account.
- e) Take minutes of meetings and read the same in the following meetings for corrections and adoptions.
- f) Be a member of a delegation going out on a mission where necessary.
- g) Be assisted by his assistant who also represents him when absent
- h) Always be in a good position to defend the SLINT and promote its good images both internally and externally.
- i) Be able to bring in and make use of innovative ideas.
- j) In collaboration with the Chairperson, monitor the other officers and their respective offices.
- k) Communicate to members in meetings through official letters, e-mail, and telephone and so on.
- l) Be able to write and speak English
- m) Be approachable and willing and able to approach others.

Section 6. Public Relations Officer

As the external marketers and promoters of the SLINT, the Public Relations Officers would be responsible for the following.

Shall be:

- a) Be able to market the good image of the SLINT.
- b) Able to bridge any possible gap between the public and the organization.
- c) Have enough convincing potentials
- d) Able to listen to the public and able to convince the public on sensitive issues.
- e) Friendly and able to mingle with other people.
- f) Support with the marketing and communication materials for SLINT

Able to open doors for the SLINT through paving resourceful ways.

Section 7. Treasurer

Being the safe keeper, the Treasurer shall be an honest, trustworthy, transparent and accountable officer, the treasurer must be able to discharge the following duties.

Shall:

- a) Be optional signatory to the SLINT's bank accounts
- b) Be honest and trustworthy
- c) Be temporal custodian of petty cash onto the tune of \$.....
- d) Collect fines, monthly contributions, donations, and registration fees from the financial secretary for safekeeping.
- e) Shall immediately deposit to SLINT's bank accounts all monies received from the secretary-general within seventy-two hours.
- f) Always make available all finances or transaction documents in his/her possession when required.
- g) Try to be present for all meetings.
- h) Prepare Income & Expenditure accounts and Financial Statement monthly or whenever required
- i) Keeping records of all assets of SLINT

Section 9. Advisers/Board members- should oversee the executive.

The advisers could include members within or outside the SLINT. They should be ahead and they are expected to discharge the following responsibilities.

Shall:

- a) Render impartial, honest, sincere, rational and reasonable advice to the SLINT's chairperson; particularly in specific areas where they are allocated to advise.
- b) Be people endowed with experience and organizational know-how.
- c) Be people of respect who can also respect others.
- d) Always be scrutinized by the general membership.
- e) Mediate matters within the organization

Section 10. Whip

Someone who is abundantly impartial and free from all favoritism shall hold the position.

Shall:

- a) Be a person divorced from all sentimentalists.
- b) Keep order in meetings.
- c) Handover fines collected to the financial secretary and make correct documentation relating to it.
- d) Keep all documents relating to money handed over to the financial secretary.
- e) Make appropriate documentation on fines, person, reason, and dates.
- f) Immediately report any refusal to honor to the secretary-general
- g) Be a member of the disciplinary committee

Section 11. Committees

There shall be: 1) Membership and Fundraising Committee, 2) Networking and Professional Development Committee, 3) the Project and Grant Committee, and 4) Temporal ad-hoc committees which may be created to fit business needs of SLinT as necessary. Members of these committees shall be drawn from the general membership, premium membership and executive board members.

Section 12. Internal Auditor

The internal auditor must be able to discharge the following duties to avert the risks of corrupt or mismanage the finances of the SLINT.

Shall:

- a) Probe into the finances and other resources of the SLINT.
- b) Keep copies of all audited financial documents.
- c) Through the President, invite any member for questioning in relation to the finances or any other matter.
- d) With the approval of the president, notify not approve by the president all members shall make themselves available when needed and refusal is tantamount to guilty and necessary actions shall be taken.
- e) Be impartial and honest in discharging their duties.
- f) Prosecute defaulters with full support from the general

Section 13. Remedy

For the fact that people are difficult to deal with in an organizational environment, it has been agreed any breach of any part of article one either in whole, Section or sub-Section(s) is punishable by law. The following punishments are recommended depending on the gravity of the crime committed.

- a) Issue a warning letter to the defaulter(s)
- b) Levy a fine (amount to be agreed in a general or executive meeting)
- c) Suspend membership of the defaulter if the crime is serious and set up a committee to investigate (in this case the advisory may decide which type of punishment to award)
- d) In the case wherein the matter cannot be resolved internally, report defaulter(s) to the Police or summon to a court of law for the resolution
- e) If the police or court proves the defaulter(s) to be wrong, the continued membership would be considered, and if unanimous decisions for expulsion are agreed, defaulter(s) will be expelled.

ARTICLE V. MEETINGS

Section 1. Meetings

General Meetings shall be attended by all members, while certain meetings shall be attended by those required to do so. The following are required to be observed during all meetings in the SLINT.

- a) Every meeting shall be held to discuss the welfare of the SLINT.
- b) Failing to attend two consecutive meetings without permission is tantamount to warning and trial before a neutral committee.
- c) Everyone is expected to attend meetings on time.
- d) Every member shall behave well during meetings.
- e) Every member must stay to see the end of the meeting.
- f) The language of discussion is Krio or English except otherwise.
- g) Meetings shall be rational and focused.
- h) All must take permission by raising hands from the President during an executive or general meeting

Section 2. General Meetings

There shall be general meetings for every member of the SLINT. The meeting is done in the following ways.

- a) General meetings shall be held quarterly
- b) Every member is expected to attend and contribute his/her membership fees.
- c) Annual meeting (to be conducted at a neutral ground)
- d) General Membership Meeting (Yearly - suggested)

Section 3. Executive Meetings

This is only meant for the existing executive of the SLINT; therefore attendance is limited to only executive members except otherwise invited.

1. Executive meetings shall be held the first and third Sunday each month. s.
2. The meeting is limited to executive members or by invitation.
3. Important issues shall be discussed in the executive meetings and later deliberated in the general meetings.

Section 4. Committee Meetings

These are limited to only committee members except otherwise invited.

- a) Meetings shall be convened at any time when necessary.
- b) Issues under investigation and the issues for which a committee was formed must be the issues to be discussed in all committee meetings.

Section 5. Emergency Meetings

These can only be held when necessary, and they are mainly called to address standing issues that might be sensitive to wait for the normal meetings.

- a) Meetings shall be held when issues are warranting it to be held.
- b) Attendants shall be automatically informed and converge for meetings.

ARTICLE VI. FRAUD AND PUNISHMENT

Section 1. Fraud and Punishment

This deals with all fraudulent acts in the SLINT and the appropriate remedies that would be levied to them.

Section 2. Fraudulent Acts

A defaulter is a member of this SLINT who deviates from the norms and regulations in this document, to satisfy his/her own interest or otherwise. Fraudulent acts are therefore defined in this SLINT as theft, embezzlement, rude behavior, abuse of power, abuse of others and any other dissatisfactory acts in the SLINT n.

Section 3. Penalties

Penalties are remedies imposed on defaulters of the rules and regulations of this SLINT. Therefore, people who are caught committing or who have committed these devices or a part or whole of any article or articles in the constitution shall be liable to prosecution, suspension, fines or even membership termination, depending on the gravity of the crime(s) committed. For this reason, all possibilities to apply the remedies fully explained will be explored.

ARTICLE VII. AMENDMENTS

Section 1. Amendments

This constitution is not rigid, therefore it's not in its absolute form, this simply means that a part or whole of this document is liable to amend or change when necessarily deliberated and agreed upon the part to be amended or changed.

ARTICLE VIII. EXECUTIVE POWER AND DECLARATION

Section 1. Executive Power and Declaration

The whole executive is seen as the propelling organ of the SLINT, they are therefore expected to be always functional in their respective offices. The president has the full right to fire or lay off any executive member who is not working in accordance with the chairperson's expectation. It is also left with the President to put his/her executive on probation for a certain period to induce commitment, dedication, and honesty in discharging duties.

On today's date.....I/we the member (s) of this SLINT have declared to be guided by the principles of law in this document. We also agreed to abide by all the rules and regulations in this document, therefore any action(s) of a member(s) contravening the code of conduct entrenched in this document should be handled with the full penalty of the law. May the Lord help us.

Contributors:

Drafted by Committee members

November 19, 2019

Section 1. Adoption of Bylaws

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the ## preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this ____ day of _____, 20__.

Tamba Lamin, President – Sierra Leoneans in Technology, Inc.

ATTEST: Sahr Lebbie, Secretary - Sierra Leoneans in Technology, Inc.