

# HOT Membership Code

## Introduction

The Humanitarian OpenStreetMap Team (HOT) is a non-profit organization registered in the United States, and contains a worldwide membership and volunteer community. The governing legal doctrine of HOT can be found in the Governance section of our wiki page[1]. Additionally, our leadership team is featured on our main website[2], and a list of current Members can also be found on our wiki page[3]. We are guided by our Mission Statement and Principles[4].

This HOT Membership Code outlines the organization's procedures, requirements, expectations, and benefits to membership. Membership Rights and Responsibilities explain the legal doctrine so that a new Member, or someone interested in becoming a Member, understands the role. The Code of Conduct applies to all in our community, for general information regarding HOT refer to the HOT Guide[5].

FOOTNOTE: For clarification or for reporting potential mistakes or contradictions within or between any guiding documents and policy (i.e. legally binding) documents, please refer to the original documents, or ask the Board of Directors, Executives of HOT, and/or the Chair of the voting members. Please refer to the website for contact information.

[1] HOT Governance: <http://wiki.openstreetmap.org/wiki/HOT#Governance>

[2] HOT Board: [http://hot.openstreetmap.org/our\\_board](http://hot.openstreetmap.org/our_board)

[3] HOT Members: [http://wiki.openstreetmap.org/wiki/Humanitarian\\_OSM\\_Team/Members](http://wiki.openstreetmap.org/wiki/Humanitarian_OSM_Team/Members)

[4] HOT Mission Statement and Principles: <https://hackpad.com/pOyhfqngvdQ>

[5] HOT Guide: <http://hackpad.com/HOT-Guide-f0gDt7wBtu0>

## Membership Election

Members are elected, as defined in the Bylaws, by current members. The intention of membership is to provide dedicated volunteers with more influence over the future of the organization. Only those who have taken significant roles in past HOT activities and are willing to take on more substantial roles in the future can expect to be nominated.

Candidates are identified by existing Members. Individuals from the HOT community interested in becoming voting members are also encouraged to seek nomination from existing voting members. Nominations occur normally two (2) times per year. Current Members can nominate one (1) candidate every nomination period. Nominees must gain written consent from two-thirds (2/3) of the voting community in order to be elected. The voting community is expected to take into account the nominees' past

experience, and potential to contribute, while making their decision.

Once elected, new Members will be oriented and mentored by their nominator, and will receive Membership Rights and Responsibilities.

## Membership Rights

- Be placed on the voting community mailing list, restricted to current voting members only; to receive notice of upcoming meetings, votes, and discussion of sensitive, not-quite-public, information.
- Nominate a candidate for membership.
- Vote on matters affecting the organization including, but not limited to, the election of directors and new members.
- Run for Board of Directors and Chair of voting members.

Additional benefits might include (although not exclusive to voting members):

- Preference to lead or participate in HOT Working Groups, Community Events, or other dealings on behalf of HOT; by authority of the voting community at any board or special meeting.
- Recognition by the voting community or directors for dedication and hard work within the HOT community.
- Heading up certain initiatives, which may involve gaining a hotosm.org email address, online profiles on HOT websites, and/or merchandise, such as stickers, T-shirts, and other HOT memorabilia/promotion material; travel support to attend events or meetings on behalf of HOT.
- Letters of recommendation and endorsement of HOT activities for positions outside of HOT.
- Further consideration when applying for jobs or internships through HOT (However, membership does not guarantee selection over a non-voting member candidate).

## Membership Responsibilities

HOT members have minimal legal obligations as members of the organization, however a modest, but continual, amount of voluntary contribution towards HOT's mission is expected. Members should also be actively engaged and knowledgeable on the existing policies, guidance, and discussions of the organization. More specifically, members have the responsibility to:

- Vote in the Board of Directors and new Voting Member election(s).
- When needed on other topics, participate in discussions, meetings, and casting votes.

- Continue serving as such until their death, dissolution, resignation, or permanent incapacity; unless removed by the voting community as defined in the Bylaws.
- Publicly document yearly contributions and aspirations.
- Act in accordance with this HOT Code, the Code of Conduct, the HOT Guide, and other policy and guiding documents.
- Provide the Secretary with current contact information, in order to receive announcement of meetings, votes, and other orders of business.

FOOTNOTE: HOT makes a list of members available publicly. If there are any privacy concerns of special need, please bring to the attention of the Secretary for consideration.

HOT understands the challenges of holding a volunteer position and, so we seek to place reasonable expectations on ourselves as voting members. In order for the organization to continue developing solutions and assisting people in need, it is necessary for members to actively contribute to the end goals of the organization. As HOT grows, it becomes more important for members to redefine their annual goals and aspirations. We hope for members to contribute to at least three active needs in the course of a year. At the end of each membership year, members will be asked to document their contributions to HOT over the past year, and their aspirations for the next. Suggested contributions, in no particular order, could include, but are not limited to:

- Organize or contribute to an activation
- Educate people about OSM and/or other topics related to our mission
- Write a grant or contract proposal
- Lead a fundraising campaign
- Increase HOT networks and partners
- Participate in a workshop or conference on behalf of HOT
- Edit and/or create content for [www.learnosm.org](http://www.learnosm.org)
- Update the website and/or wiki
- Interview or create a blog entry for HOT
- Develop a plug-in or application to assist with reading and extracting OSM
- Lead or participate in a digitizing and/or data import project
- Contribute to bylaws or guiding documents
- Participate in or lead a HOT Working Group

# Code of Conduct

The Humanitarian OpenStreetMap Team (HOT) has an obligation to uphold certain standards to ourselves, our stakeholders, and society at large. People (members, volunteers, contractors, and other contributors, here described informally as "HOT Associates") while serving HOT in an official capacity will hereby agree to uphold the following code of conduct.

## I. HOT Associates' obligation to HOT:

1. Will not use the name, trademarks, products developed and/or services provided by HOT for personal individual benefit.
2. Will not interpret lack of specific text in this code of conduct as acceptance of poor behavior; if ever in doubt, consult with voting members, directors, and/or executives before speaking and/or acting on behalf of HOT.
3. Will immediately disclose any existing or potential conflict of interest to the HOT Board of Directors as defined in the HOT Bylaws, and Bylaws Amendments.
4. Will actively participate in discussions regarding HOT policies, activations, and other projects; active participation requires your effort to stay informed; refer to the HOT Guide if you are unsure how.
5. Will act in accordance with the democratic resolution(s) of the voting community, and with the resolutions of the HOT Board. If you ever disagree with a guiding or policy document you may use your available means, as defined in the legal doctrine, to attempt to overturn or change the guidance or policy of the organization; or you may voluntarily remove yourself from your post, position, membership, or otherwise discontinue your association with HOT.

## II. HOT Associates' obligation to HOT colleagues, partners, donors, and beneficiaries:

1. Will work together and defer to local volunteers whenever possible; activations will be orderly and follow HOT guiding and policy documents.
2. Will participate in a manner that protects the privacy, property, and best interest of all people, organizations, and entities working to fulfill the HOT Mission; where partner missions and principles are not in conflict with our own, HOT Associates are encouraged to follow them to the best of their ability.
3. Will not accept or seek financial or other gain beyond the representative value resulting from affiliation with HOT, except in compliance with HOT guiding and

policy documents.

4. HOT has carefully developed partnerships with aid agencies, governments, and civil society organizations. HOT Associates may be given the responsibility by directors to represent HOT to such partners, and should make every effort to convey the positions of HOT as set out in policy and guidance by the directors of HOT. If any question or delicate issue arises, confer to and defer to the discretion of HOT's directors.

### III. HOT Associates' obligation to society:

1. Will not use HOT affiliation for promotion of politics, religion, or other positions that do not comply with the HOT Mission and Principles.
2. Will respect all humankind equally and will only weigh another's actions on how it relates to fulfilling our mission and our guiding principles.