

POLICIES AND PROCEDURES OF NLA-OKC
(Here in referred to as The Chapter)
(THE NATIONAL LEATHER ASSOCIATION - OKLAHOMA CITY)
(Here in NLA-I is referred to as The Association)
Current as of May 19, 2004.

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I. MEMBERSHIP

A. *MEMBERSHIP CLASSES*

1) INDIVIDUAL MEMBERS:

Definition of an Individual Member:

Any individual, who supports The Chapter's Statement of Purpose and bylaws, has attained 19 years of age and pays the required dues may be considered for Individual Membership.

Privileges of Individual Membership:

The Individual members can vote in all local elections, propose nominees for local office, receive The Association's periodicals, and any other privileges as may be determined by the Executive Council The Chapter and the National as outlined in the National Policies and Procedures. An individual member who has attained the age of 21 or older may hold a local office.

2) AFFILIATE MEMBERSHIP (ORGANIZATIONAL):

Definition Privileges and Admission is at the National Level. See The Association P&P.

3) COMMERCIAL MEMBERS

Definition of Privileges and Admission is at the National Level. See The Association P&P.

B. *HARDSHIP WAIVERS OF DUES*

1) DUES WAIVERS

CRITERIA:

Any applicant requesting a dues waiver from NLA OKC and being approved will then have their application for dues waver forwarded to NLA International.

APPLICATION:

An officer of The Chapter must submit a letter stating that The Chapter has granted a waiver of local dues and briefly explain why The Association should consider the applicant for a dues waiver.

The applicant must submit a letter to the Membership Chair of The Association requesting a dues waiver.

The applicant must understand that their membership in the local chapter is not valid until The Association grants the national dues waiver.

PROCESS:

The process is outlined in The Association P&P.

Dues waivers will not be granted to any individuals for more than two consecutive years.

2) INDIVIDUALS REQUESTING HARDSHIP WAIVERS (NOT MEMBERS OF A CHAPTER).

CRITERIA:

This process is outlined in The Association P&P and does not apply to The Chapter.

C. *REVOCATION OR REFUSAL OF MEMBERSHIP*

1) CAUSES FOR REVOCATION OR REFUSAL OF MEMBERSHIP:

- a. When regarding the revocation or refusal of membership, there are three types of action that may be determined:
 - i. Refusal of Membership
 - ii. Refusal to renew Membership
 - iii. Revocation of Membership
- b. Membership in The Chapter may be revoked or refused for cause. The definition of Cause shall include, but not be limited to:
 - i. An individual who works counter to the Statement of Purpose of The Association; publicly advocates attitudes or actions contrary to the Statement of Purpose of The Association; or deliberately works to malign, damage or inhibit The Association.
 - ii. Any class of member who deliberately or through negligence harms The Association or The Chapter via bad publicity or fiscal wrongdoing.
- c. At all times, any decision or action affecting a persons Membership status as any class of Member in The Association or Chapter shall be regarded with the utmost of consideration in terms of both confidentiality, and due process. No decision may be considered without fully informing the person in question of all accusations or complaints, and affording the person full opportunity to rebut or question such complaints.
- d. Adequate written documentation must be placed in evidence. The evidence must prove, beyond a reasonable doubt, the undesirability of the members' participation in The Chapter.

2) REFUSAL OF MEMBERSHIP

- a. The Executive Council may refuse any membership for cause.
- b. The refusal process may be initiated by a petition from any member of the Executive Council or by a petition from at least twenty percent (20%) of the members in good standing of The Chapter, delivered to the Membership Chair or the Co-Chairs.
- c. The Investigation Committee of The Chapter shall present a report for action, either supporting or opposing the refusal, containing its reasons to the Executive Council of The Chapter.
- d. The Executive Council of The Chapter shall review the recommendations with the Investigation Committee of The Chapter and give the applicant an opportunity to respond. The Executive Council of The Chapter may then perform such further investigation, as it deems necessary and shall issue a written notice of its actions to the applicant. The committee composed of the membership chair and 4 others appointed by the co-chairs selected as per Article I, Section D, Subsection 1.
- e. Refusal of Membership requires a two third (2/3) majority vote of the Executive Council of The Chapter.

- f. A refusal of membership by the Executive Council of The Chapter will be final.
- g. Upon refusal of a membership by The Chapter, that Chapter shall immediately notify The Association's membership committee of its actions. Such notice constitutes a petition for refusal of Association membership.
- h. Decisions regarding membership made by the Executive Council of The Chapter are final, as only Members of The Association have the right to the appeal process.

3) REVOCATION OF MEMBERSHIP

- a. The Executive Council of The Chapter may revoke membership in The Chapter for cause.
- b. The revocation process may be initiated by a petition from at least twenty percent (20%) of the members in good standing of The Chapter. The petition must be presented to the Membership Chair or a Co-Chair of The Chapter.
- c. Upon such petition, or action by The Chapter, the Member shall be notified of such action and their recourse of action, provided all documentation pertaining to the issue, and afforded the opportunity to review all documentation, question statements, and provide a rebuttal to any material brought into question regarding the issue.
- d. The Investigation Committee of The Chapter shall present a report containing supporting reasons for their decision to the Executive Council of The Chapter for action. The committee composed of the membership chair and 4 others appointed by the co-chairs selected as per Article I, Section D, Subsection 1.
- e. The Executive Council of The Chapter shall review the recommendations of the Investigation Committee of The Chapter and give the member an opportunity to respond. The Executive Council of The Chapter may then perform such further investigation, as it deems necessary and shall issue written notice of its actions to the Member.
- f. Revocation of Membership shall require a two-thirds (2/3) vote of the membership attending the next regularly scheduled General membership meeting. The member in question before such a meeting may voluntarily revoke their membership in The Chapter. Either action will be reported as per Article I section C Sub-section 3 paragraph h.
- g. A revocation of Membership decision by the Executive Council of The Chapter may be appealed to the Appeal Committee of The Chapter. Notice of the right to appeal must be included with any notice of revocation. The Appeal Committee of The Chapter will look at all documentation taken into consideration by the Executive Council of The Chapter and any documentation presented by the member. Any decision by the Appeal Committee of The Chapter will be forwarded to The Association for final disposition.
- h. Upon revocation of Membership in an The Association Chapter, in accordance with The Chapter By Laws, that Chapter will immediately notify The Association Membership Committee of its actions. Such notice shall constitute a petition for revocation of The Association Membership and be dealt with accordingly.

4) REFUSAL TO RENEW MEMBERSHIP

- a. The Executive Council of The Chapter may refuse to renew any membership in The Chapter for cause.

- b. The process may be initiated by a petition from at least twenty percent (20%) members in good standing of The Chapter. This petition must be delivered to the Membership Chair of The Chapter.
- c. Upon such petition, or action by The Chapter, the Member shall be notified of such action and their recourse of action, provided all documentation pertaining to the issue, and afforded the opportunity to review all documentation, question statements, and provide a rebuttal to any material brought into question regarding the issue.
- d. The Investigation Committee of The Chapter shall present a report containing supporting reasons for their decision to the Executive Council of The Chapter for action. The committee composed of the Membership chair and 4 others appointed by the co-chairs, selected as per Article I, Section D, Subsection 1.
- e. The Executive Council of The Chapter shall review the recommendations of the Membership Committee of The Chapter and give the member an opportunity to respond. The Executive Council of The Chapter may then perform such further investigation, as it deems necessary and shall issue written notice of its actions to the Member.
- f. Revocation of Membership shall require a two-thirds (2/3) vote of the membership attending the next regularly scheduled General membership meeting. The member in question before such a meeting may voluntarily revoke their membership in The Chapter. Either action will be reported as per Article I Section C Sub Section 3 paragraph h.
- g. A refusal to renew Membership decision by the Executive Council of The Chapter may be appealed to the Appeal Committee of The Chapter. Notice of the right to appeal must accompany with any notice of refusal sent to the Member. The Appeal Committee of The Chapter will look at all documentation taken into consideration by the Executive Council of The Chapter and any documentation presented by the Member. Any decision made by the Appeal Committee of The Chapter will be forwarded to The Association.
- h. Renewal refusal of a Membership in The Chapter will be forwarded to The Association Membership Committee. Such notice shall constitute a petition for revocation of The Association Membership and be dealt with accordingly.

5) REFUSAL OF MEMBERSHIP, REFUSAL TO RENEW MEMBERSHIP, OR REVOCATION OF MEMBERSHIP BY CHAPTERS:

(Quoted from The Association's P&P for clarity)

- a. Refusal of Membership by a Chapter shall, upon request of the person who's Membership has been refused, be dealt with as dictated by Article I, Section 2.
- b. In the event a Chapter shall refuse to renew Membership, or shall decide to revoke a persons Membership in said Chapter, that action shall, as specified in Article I, Section C, Subsections 3 and 4, be regarded as a petition by that Chapter to The Association to refuse renewal, and/or revoke Membership if The Association as appropriate.
- c. Should an The Association Chapter request such action by The Association, the question shall be remanded to examination by the Membership Committee, as stipulated in Article I, Section 3, Subsections C through G.
- d. The Chapter involved shall provide to the Membership Committee all pertinent documentation, official discussion, and any other applicable information as deemed necessary by the Membership Committee or any other governing body.

- e. All records, discussions, and information pertinent to such matters shall be provided to the Member in question, granting them the right to respond to any accusation. Such information shall be regarded as confidential, and subject to disclosure, during the decision process, only to those members of the Investigation Committee and/or The Chapter EC as needed. Afterwards, any disclosure of such information shall be subject to Article I, Section E.

D. APPEAL PROCESS

1) SELECTION OF MEMBERS:

Upon request of the person whose membership is in question, the senior Co-Chair, and the Sergeant of Arms shall meet to draw five names of The Chapter members, in good standing, at random. If any of the names drawn are for some reason, as determined by the Co-Chair, ineligible or inappropriate to objectively serve, a new name must be drawn. The random drawing shall continue until 5 members of The Chapter, in good standing, are found that are willing to serve on the Appeal Committee.

2) APPEAL PROCESS:

- a. The appeal process is available to any Association Member who is in disagreement with an Executive Council of The Chapter decision concerning their own membership or any other Executive Council of The Chapter decision that is defined in the Policy and Procedure Manual as being eligible for the appeal process. If a Member wishes to use the appeal process, they must inform the Executive Council of The Chapter within one month of their notification of the Executive Councils of The Chapter decision that is in question.
- b. Being an ad hoc committee, the Appeal Committee of The Chapter must be immediately called into session by the Co-Chair(s) no more than 2 weeks from receipt of the written request for Appeal.
- c. The names of the committee members shall be made known to the Member wishing to appeal. All records containing pertinent information concerning the Member wishing to appeal shall be forwarded to all members of the Appeal Committee of The Chapter. The person requesting the appeal may also forward any information that is pertinent to the Appeal Committee of The Chapter.
- d. The Appeal Committee of The Chapter members may ask questions of the Executive Council of The Chapter, the person requesting the appeal, or any others involved in the decision. The Appeal Committee of The Chapter shall have two months to make its decision known.
- e. The Appeal Committee of The Chapter is urged to communicate in writing whenever possible. If needed, the Appeal Committee of The Chapter may use other means of communication. The Chapter will be responsible for reasonable charges incurred by this Committee to include phone, postage, and copying.
- f. The appeal will be decided by a majority vote of four out of five. The decision of the Appeal Committee of The Chapter shall be made known to the Executive Council of The Chapter and the Member requesting the appeal, the Committee shall be dissolved, and the results forwarded to The Association.
- g. The final decision of the Appeal Committee of The Chapter shall be published in the next published in The Chapter newsletter, but without any comment or analysis, subject to Article I, Section E.

E. CONFIDENTIALITY OF DECISIONS REGARDING MEMBERSHIP:

1. Any interviews or fact-finding must be done with care, discretion and common sense so as not to damage The Association, The Chapter or the applicant/member in question.
 - a. Adequate written documentation must be placed in evidence. The evidence must prove, beyond a reasonable doubt, the undesirability of the members' participation in The Chapter.
 - b. Once a decision is reached either the membership of The Chapter or through the appeal process outlined, the documentation must be placed in the permanent secure records of the Secretary.
 - c. If the membership of The Chapter should decide to revoke, or refuse to renew a persons Membership, that decision shall be included in the next published minutes of that body. This decision shall include only the decision itself, and the votes of those Members of The Chapter making that decision. Should any person wish to make an official public or published report beyond that, speaking as any The Chapter official in any form, the Member involved shall be granted the right to a published response in the same publication. They shall be provided with the planned statement in due time to provide a response in the same published issue.
 - d. Cases, deliberations and discussions will be held as confidential. Any member of The Chapter, violating the rule of confidentiality will be subject to disciplinary action by the Executive Council of The Chapter and The Association.

II. OFFICERS OF The Chapter
(Also known as the Executive Council)

A. DUTIES AND RESPONSIBILITIES:

1. Co-Chairs:

The Co-Chairs, (or designate), shall:

Be responsible for the overall operation of The Chapter.

Preside at all meetings of the Executive Council and the General membership Meeting.

Have the sole authority to speak on behalf of The Chapter, subject to guidelines established by the Executive Council.

Submit to each meeting of the Executive Council and the General Membership Meeting a complete report and statement of the affairs of The Chapter.

Serve a term of two (2) years staggered.

Not serve more than one consecutive term as Co-Chair (2 - 2 year terms, total of 4 years; partial terms excluded).

One Co-Chair will serve on the Elections and Credentials Committee, but not as the Chair.

2. SECRETARY:

The Secretary shall:

Ensure that minutes are taken, recorded and kept of all Executive Council meetings of The Chapter and General membership Meetings of The Chapter. Prepared minutes from these meetings must be distributed to the appropriate persons in a timely fashion.

Prepare reports of all meetings for publication in the official organ of The Chapter.

Maintain and make available for distribution accurate and up to date By Laws of The Chapter.

Maintain a log of all policy, procedures and standing legislation of The Chapter.

Prepare and file all required federal, state and local documentation, other than financial.

3. TREASURER:

The Treasure shall:

Be responsible for the accounting and management of all monies of The Chapter during the fiscal calendar year.

Monitor the receipt and distribution of all funds, making such distributions at the direction of the Executive Council of The Chapter with appropriate documentation.

Provide current financial status of The Chapter at meetings of the Executive Council and the General Membership meetings.

Maintain the financial records in a condition ready to be audited. The Treasurer will cooperate and provide all necessary information for any requested audit.

Prepare and submit all required tax and financial reports.

The Treasurer will designate a time either before or after the General Membership Meeting of The Chapter for conducting business with the members.

Assist the incoming treasure with tax reports as necessary.

4. Membership Chair:

Shall receive and process in a timely manner all membership applications and renewals. This process shall include ID and eligibility verification, confirmation of status with NLA-I, and sufficient notification of the pending membership to allow for any petitions to be filed regarding new applicants.

Shall maintain The Chapter member records in coordination with the NLA-I Membership committee.

Shall provide a current report on the numbers of current, new and expiring members when requested by any member of the EC, including at regular business meetings when asked to supply such a report.

Hold membership data in strict confidence, sharing membership data only to the EC and NLA-I membership chair and president. The exception being that any individual can have their status declared or verified when they represent themselves as members of The Chapter, give indication that they are members, or in any way seem to represent The Chapter or ask for privileges due a member.

Shall verify membership status as needed or requested for any vote during any business, emergency or EC meeting. Individuals who attempt to participate in a vote are giving implied consent, as indicated here and in the By-laws where it is noted that only members may vote, that they are giving permission for their status to be revealed to the general membership or meeting participants. Shall certify eligibility of candidates during the Annual Elections or as needed for other votes.

Shall investigate and resolve all disputes or inquiries regarding membership, in cooperation with the rest of the EC and, as appropriate, The Chapter or NLA-I membership chair/committee. Such investigating powers and authority shall be limited

to the routine duties of the office, as outlined by the Bylaws and P&P, or as voted by the EC. Shall maintain the patches and pins of The Chapter for supply to the membership as otherwise outlined.

5. Chapter Representative: (ex-officio - IE a non voting council member.)

The Chapter Representative will be nominated and elected by the membership every year.

Responsibilities:

Work as a liaison between The Chapter and Executive Council of The Association

6. Sergeant of Arms (ex-officio non-voting)

Responsibilities:

Maintain order at all meeting and events. Coordinate security at events hosted by The Chapter.

B. ELECTION AND REMOVAL PROCEEDUES

1) GENERAL ANNUAL ELECTION:

a. The Election and Credential Committee of The Chapter shall call for nominations to the Executive Council. The Election and Credential Committee shall be composed of the Membership Chair, the Co-Chair not standing for election, and 3 members in good standing of The Chapter where one is selected by vote of the membership and 2 appointed by the Executive Council.

- i. To be eligible for nomination a member must have attained the age of 21 years or older and have been a member in good standing for at least 6 (six) months. Good standing members attend 50 % of all club events and general membership meetings and are current in their dues.
- ii. Membership must be notified of the rules, deadlines, and positions open for nomination at least 90 days before the election by either The Chapter Organ or by special mailing or electronic communication.
- iii. When nominations are received the Election and Credential Committee will check the eligibility of both the member nominating and the member being nominated and the nominee's desire to serve.
- iv. The nominated member must submit a biography
- v. Appropriate Electronic communication and notification shall be Used during this process whenever appropriate.

b. Procedure for counting ballots:

- i) The Membership Chair of The Chapter shall disburse and receive the ballots from qualified members.
- ii) The Membership Chair will list all candidates and number of votes received. The Membership Chair will forward the ballots to the Election and Credential Committee who will verify the total number of ballots and verify the list forwarded by the Membership Chair. The number of ballots accounted for by the groups must match.
- iii) The Chapter's Membership must be notified of the results, in a timely manner, in The Chapter's Organ.

- iv) The Chapter Organ must also carry a complete list of Executive Council Members.

2) REMOVAL FOR ATTENDENCE:

Any member of the Executive Council who misses three consecutive meetings of Executive Council without notifying the Co-Chair(s) of their absence prior to the meetings will be asked to resign from the Council by the Executive Council.

Executive Council meetings as referenced above is defined as the scheduled monthly meetings of the Executive Council.

The member who has been asked to resign has the right to appeal to the Executive Council of The Chapter at the next scheduled meeting of that body.

A simple majority vote of the Executive Council will decide the appeal.

3) REMOVAL OF OFFICERS - GENERAL:

Any officer of The Chapter may be suspended by a two-thirds vote of the current Executive Council or by a two-thirds vote of the electing body (general membership) by secret ballot. Prior to the vote for suspension or removal, the officer in question must be notified according to due process and be allowed to address any charges. Removal from office does not mandate a revocation of membership unless specific action to do so is also undertaken and approved by the Executive Council as according to current The Association Policies and Procedures and The Chapter Policies and Procedures.

- a. The Officer in question shall be informed of any comments, discussion, or accusations made public in The Association or The Chapter publications, and afforded the opportunity to present counter-arguments or rebuttals to such, to be published within the same issue of The Association or The Chapter publication.
- b. The person in question shall be notified before any vote affecting their standing, and have the right to present rebuttal as they may choose.
- c. Any removal of Office shall be conducted according to the most recent version of Roberts Rules of Order, and no person shall be removed from a lesser or lower position of Membership or Office in The Chapter before they are removed with due process from any higher position they may occupy.

4) VACANCY IN OFFICE:

If an office becomes vacant for any reason, and there is more than 3 months remaining in the term, the Executive Council of The Chapter, by a two-thirds vote of the body shall appoint an interim officer to fill the position. The Executive Council of The Chapter shall also announce the name of the interim officer, and call for nominations from the general membership to fill the vacated office in the next General Election. It is the responsibility of the Executive Council of The Chapter to notify the general membership by email, and through all Organizational publications, of the call for nominations in a timely manner. In the event the vacancy will be for only 2 months the option of sharing the duties of that position with the other members of the EC can be exercised.

The interim officer may place their name in nomination at the next general election.

Any person either selected as an Interim Officer, or nominated to fill the vacancy, must be eligible to hold such office, according to current Policies and Procedures, and the By Laws of The Chapter.

The interim officer will be excused from office at the completion of the election process, unless elected by the General Membership to that Office.

The newly elected officer's term will be for the remainder of the term left vacated and will not count toward term limits.

5) VACANCY OF THE CO-CHAIR

In the event that one of the Co-Chairs of the organization shall become incapacitated or incompetent due to illness or accident, the duties of the Co-Chair shall be carried out by the remaining Co-Chair during the period of incapacity or incompetence. If such period of incapacity or incompetence appears that it will last beyond 2 weeks time, the duties of the Co-Chair shall be carried out by such board member as is elected or appointed by the Executive Council in an emergency meeting to be called by the remaining Co-Chair.

In the event of the death of A Co-Chair of the organization, the duties of the Co-Chair shall be immediately carried out by the remaining Co-Chair until such time as the next regular general election. The duties of the second Co-Chair shall be carried out by such board member as is elected or appointed by the Executive Council in an emergency meeting.

In the event of the resignation of one of the Co-Chairs of the organization, the duties of the Co-Chair shall be immediately be carried out by the remaining Co-Chair until such time as the next regular general election. The duties of the second Co-Chair shall be carried out by such board member as is elected or appointed by the Executive Council in an emergency meeting.

6) RECORDS OF OFFICE:

All officers upon expiration or termination of their terms in office, will deliver to their successors and/or other members of the Executive Council of The Chapter, any and all property of The Chapter as well as copies of their records of office.

III. STANDING COMMITTEES OF The Chapter

Chairs of Standing Committees of The Chapter, with the exception of the Elections and Credentials Committee, shall be nominated by the membership of The Chapter and approved by a majority vote of the membership. The Membership and duties of each Committee shall be determined by the Executive Council as reflected by specific Policy and Procedure.

Each Standing Committee of the Executive Council and any Ad Hoc Committees established by the Executive Council shall issue a committee report at each regularly scheduled meeting of the Executive Council, and as required by the Executive Council of The Chapter. The Committee Chairs are expected to attend all regularly scheduled meetings of the Executive Council as Non-Voting Members of the Executive Council, unless already serving as elected Members of the Executive Council of The Chapter. Collectively the Executive Council and the Committee Chairs is known as the Executive Board.

Chairs of Standing Committees and all Ad Hoc Committees are held to the same standards of attendance as voting members of the Executive Council. Further, if the Executive Council does not receive a mandated Committee report for more than two consecutive regularly scheduled meetings, the Executive Council shall exercise the procedures outlined under Article II, Section B, Sub-section 3 for possible removal, with the exception that removal shall not require a vote of the General membership.

A. ELECTION AND CREDENTIAL COMMITTEE

The Chair of the Election and Credential Committee will be selected from the Executive Council and shall be appointed by the Co-Chairs along with one other member of The Chapter. One member of The Chapter will be selected by vote of the membership. The remaining two positions on the Election and Credential Committee will be filled by the Membership Chair and a Co-Chair not standing for election.

The Election and Credential Committee will be responsible for:

- 1) Organizing and operating regular elections as provided in the Policy and Procedure Manual.
- 2) Organizing and operating any special election deemed necessary by the Executive Council or initiated by a petition from the General Membership.
- 3) Receiving and reviewing all petitions initiated through the initiative or recall process and acting on such petitions.
- 4) Soliciting nominees for all chapters' elected officers.
- 5) Maintaining an accurate voting roster of the General Membership.
- 6) Verifying the eligibility of each nominee to hold elected office.
- 7) Notifying the member nominating and the nominee if not eligible to hold office.
- 8) If ineligibility is due to nonpayment of dues inform the member of the date dues must be received to become eligible.
- 9) Provide a list of certified candidates to the Co-Chairs and the Editor of The Chapter Organ.
- 10) Tabulating and certifying ballots from the General Membership.

B. BUDGET AND FINANCE COMMITTEE

The Chapter does not, and has not had such a committee. If decided in the future, this committee will function and be composed as outlined in The Association's P&P.

C. POLICY AND PROCEEDURE COMMITTEE

The function of this committee has been handled by the Current The Chapter EC board, under the guidance of the Wisdom Keeper at publicly announced meetings.

D. PUBLICATIONS COMMITTEE

The function of this committee is handled by the Secretary of The Chapter.

E. AD HOC COMMITTEES

- 1) The Executive Committee of The Chapter shall establish Ad Hoc Committees as needed.
- 2) The Membership and duties of said Committees, as established by the Executive Council of The Chapter, shall be added to current Policy and Procedures for the duration of the Committees life span.

IV. TRAVEL AND ASSISTANCE FUNDS

- A. A travel fund shall be established to assist the least senior co-chair in attending the Leather Leadership Annual Conference.
- B. The fund's sources shall include but are not limited to: percentages of chapter fund raising Activities.
- C. Any other support for Titleholder chapter members and others the membership determines support should be given to in the way of grants of support in attending national competitions by a vote of the membership at a general monthly meeting.
- D. Grants are limited to the actual balance of the fund.

V. RESPONSIBILITIES OF THE CHAPTERS TO The Association

A. *POLICY AND PROCEDURE ON NON DUES PAYING CHAPTER MEMBERS*

The Chapter may have Friends of The Chapter, a distinction given to members of the community who have supported The Chapter. The Chapter may not use the terms "Affiliate" or "Commercial" member, as these are classes of membership in The Association. The Chapter cannot have individual members who are not members of The Association.

B. CHAPTER SHALL:

- 1) Insure that all decisions and actions of The Chapter are in accordance to The Association By Laws, current P&P, and The Association Statement of Purpose.
- 2) Insure that all Officers and elected Representatives of The Chapter are Members in good standing of The Association. This shall include:
 - a. Officers of The Chapter, as defined by The Chapter By Laws;
 - b. Members of any elected Board of Directors, Executive Committee, or any other named body of The Chapter that serves as the governing body of The Chapter, where the person has voting rights in regards to the activities of The Chapter.
 - c. Any Titleholders or similarly selected/appointed representatives of the Chapter.
 - i) Chapter may choose to impose minimum standards of The Association or chapter membership as an eligibility requirement for potential contestants.
 - ii) Chapter shall have up to 30 days from the end of any such contest or selection process to insure that the person(s) become Members in good standing of The Association.
 - d. A list of all Chapter Officers and Members of decision-making bodies shall be provided to The Association Membership on a semi-annual basis, or as such Membership changes.
- 3) Chapter shall provide a list of Chapter members to The Association Membership Chair on a quarterly basis for reconciliation with The Association membership list.
- 4) To provide The Association with a copy of the minutes of all regularly scheduled meetings, and any special meetings. These minutes may be conveyed through either regular postal communication, or by email or fax communication. Chapters shall provide these minutes to The Association Secretary within 20 days of said meetings, and The Association shall make them available to all members of The Association EC within 30 days of the actual meeting.
- 5) All proposed changes to Chapter By Laws shall be submitted to the President of The Association 20 days prior to any meeting or the start of any election to consider such changes. The President of The Association and the Chair of the Policy and Procedure Committee shall evaluate such By Laws and make recommendations to The Chapter regarding any possible conflicts with The Association By Laws, P&P, or the Statement of Purpose.
 - a. In the event that the President believes there to be a conflict between any proposed changes and specific The Association By Laws, P&P, or the Statement of Purpose, the President shall advise The Chapter of the possible conflict within 7 days of receipt of said changes, and the Chapter shall advise its' voting members, 10 days prior to any vote, that there may be a conflict between the proposed change and The Association.

- b. If possibly conflicting changes are approved on a Chapter level, article V, Section C, of The Association Policy & Procedures shall apply to resolve any possible conflict.

6) Chapters shall not collect The Association dues directly, but rather, shall direct new The Association Members to send The Association dues directly to the address and person designated by The Association Executive Council.

7) To provide a copy of any Chapter Organ or regular publication to The Association Secretary and the Publications Chair and within 20 days of publication or distribution.

C. REVOCATION OF CHAPTER STATUS:

This section is covered in The Association's P&P.

VI. OFFICIAL STATEMENTS OF THE ORGANIZATION

These are stated in The Association's Policy and Procedures manual.

A. *STATEMENT OF PURPOSE OF THE NATIONAL LEATHER ASSOCIATION - INTERNATIONAL*

B. *THE NATIONAL LEATHER ASSOCIATION - INTERNATIONAL, OFFICIAL STATEMENT ON DOMESTIC VIOLENCE.*

C. *The Association POLICY & PROCEDURE STATEMENT REGARDING LIL DUNGEON PARTIES.*

Revision notes:

5/19/04 mca changed I:A:1 definition of an individual member age from 21 to 19. Also changed Privileges to read holding local office must have attained the age of 21 years or older. II:B:1:1 to include age 21 years or older to be nominated for local office. Minor format changes and spelling errors were corrected.