



## **POLICIES AND PROCEDURES**

### **1 Contact Information**

The Exiles can be contacted by:

Mail: 584 Castro Street, #140, San Francisco, CA 94114

Website: TheExiles.org

Email: info@theexiles.org

### **2 Membership**

#### **2.1 Becoming a Member**

##### **2.1.1 Membership Eligibility**

To become a member, one must:

1. Meet the gender eligibility requirements;
2. Attend an Exiles Orientation or provide proof of membership in a reciprocal organization;
3. Sign the Waiver and Liability Release;
4. Pay membership dues; and
5. Provide a current email address

##### **2.1.2 Bylaws and Policies and Procedures**

1. Access to a copy of the Bylaw and Policies and Procedures will be made available to all prospective members at orientation.
2. Since all changes will be announced in The Lunatic Fringe, it is the responsibility of each member to be aware of and observe them.

#### **2.2 Membership Dues**

##### **2.2.1 Membership Categories**

There are two categories of annual membership dues:

- a. Basic Membership (\$42)
- b. Economic Equity Membership (Have more? Pay more. Have less? Pay less.)

#### **2.3 Membership Renewals**

Memberships will renew on a rolling basis based on when the member joined/last renewed. Automated emails will be sent out 30/14/7 days prior to renewal date for members who have elected recurring payments as well as prior to membership expiration for members who do not elect recurring payments reminding them to renew online.

## **2.4 Declined Payments**

If a payment is submitted by a member and declined, that member will be in good standing only if they pay the amount due, as well as any fees charged to The Exiles by the payment processing server, within 60 days.

## **2.5 Annual Review of Membership Dues**

Membership dues shall be reviewed annually at the May regularly scheduled business meeting. The amount may be adjusted at that business meeting by a majority vote. Membership dues shall not be increased by more than 20% in any given calendar year.

## **2.6 Membership Benefits**

Member Benefits include:

### **2.6.1 Electronic Membership Card**

Electronic membership card is accessible through the website for the Exiles.

### **2.6.2 The Lunatic Fringe**

The Lunatic Fringe is the official newsletter of the Exiles. Content in The Lunatic Fringe is contributed by the Exiles members and the greater leather community.

### **2.6.3 Free Program Entry for Volunteering**

Members who volunteer at any official Exiles event will receive a pass for one free program entry each time they volunteer.

### **2.6.4 Reciprocity with Other Groups**

Members who attend programs at reciprocal groups will be admitted at the other group's member rate.

### **2.6.5 Free Ad in Lunatic Fringe**

Members may run a free monthly personal or business ad. Business ads must be for the member's own business.

## **2.7 Member Backpatches**

### **2.7.1 Backpatch Eligibility**

To receive a backpatch, members must have:

1. At least one year of membership of the Exiles in good standing;
2. Positively represented the Exiles;
3. Supported the Exiles at events; and
4. Volunteered at a minimum of two Exiles events in the prior year - one of which must be a special event or project.

### **2.7.2 Ongoing Backpatch Holder Requirements**

To maintain their backpatch, members must:

1. Positively represent the Exiles;
2. Support the Exiles at events;
3. Wear their Exiles patch centered above the waist, on the back of their vest, jacket, or other article of clothing;
4. Not wear any other large patches on the back of that article of clothing without written approval by the Exiles; and
5. Pay the replacement cost for a damaged or lost patch.

### **2.7.3 Administration of Patches**

1. Directors will regularly vote on prospective backpatch holders at business meetings after reviewing eligibility.
2. The Exiles may revoke its backpatch should any of the requirements for maintaining it not be met.
3. The Community Liaison (or other Director) will be responsible for the administration of patch holder activities, tracking of the requirements, and issuance of patches.
4. The Exiles encourages the donation of Exiles-branded items and other membership regalia to preserve the leather history of the Exiles.

## **2.8 Revocation of Membership**

### **2.8.1 Revocation of Membership for Cause**

Membership may be revoked for cause, including, but not limited to:

- a. Unsafe behavior, including behavior that presents a threat to the safety or well-being of others
- b. Violation of confidentiality, including revealing confidential information about a member to anyone or using information provided to the organization for other than official business
- c. Theft or misappropriation of Exiles resources
- d. Conduct that is detrimental to the Exiles
- e. Unwillingness to adhere to the principles and procedures of the Exiles.

### **2.8.2 Process of Revocation of Membership**

If a member notifies a Director of possible grounds for revocation of membership, the Director shall inform the Steering Committee.

#### **1. Special Meeting**

- a. The Steering Committee may call a special meeting with at least 7 days' notice. The special meeting will only be attended by the Steering Committee and invited parties (including witnesses). The member who is the subject of the inquiry may bring a support individual to the meeting.
- b. The Steering Committee will ask questions and discuss the facts presented. Witnesses will be heard and questioned. At the end of discussion, both parties involved shall leave.
- c. Directors must be present at the special meeting to be eligible to vote.

#### **2. Quorum**

A quorum of two thirds of the Steering Committee must be present for a valid vote to occur, and two thirds of them must vote to revoke.

#### **3. Conflict of Interest**

If a Steering Committee member is one of the parties involved, they will not vote, nor be present when the vote is taken.

#### **4. Refusal to Participate**

If a person who is being considered for membership revocation refuses to participate in the special meeting, then the Steering Committee shall vote based on the facts and testimony it has at its disposal.

#### 5. Consequences of Revocation

A person whose membership has been revoked shall not be admitted as a guest to any function by the Exiles nor join the Exiles as a member for a period of 3 years from the date of the revocation. After 3 years the person may apply to have the ban lifted by contacting the Co-Coordination and, through them, arrange to attend a business meeting. At the business meeting, they may request reinstatement of membership. The request requires a majority vote of the Steering Committee.

### **3 Business Meetings**

#### **3.1 Frequency**

Monthly business meetings will be held pursuant to the bylaws.

#### **3.2 Quorum**

A minimum of 5 voting members is required for any vote in the business group (at a meeting or online) to designate the vote as valid. 5 voting members constitute a quorum.

#### **3.3 Open/Closed Meetings**

The business group may decide if business meetings are open to members only or to community members who meet our membership demographic.

#### **3.4 Executive Sessions**

The Co-Coordination may designate all or part of a meeting:

1. Members Only (all Exiles members welcome);
2. Executive Session (only voting members allowed); or
3. Steering Committee (only Directors allowed)

#### **3.5 Directors Reports**

All Directors are required to submit a report from their area of responsibility for every business meeting, either in writing as a part of the agenda or in person. This report is required even if the Director is not attending the meeting.

#### **3.6 Proposals/Motions**

Proposals for any Exiles business, including sponsorship, donations, events, reciprocal affiliations proposals, or any other business must be sent in writing to the Co-Coordination to add to the agenda for the next business meeting.

#### **3.7 Attendance**

If a member is unable to physically attend a business meeting, they may attend by phone. If a member can hear the proceedings and be heard, they may vote (if they have voting privileges).

### **3.8 Business Meeting Cancellation**

Any business meeting may be canceled by majority vote by the Steering Committee with prior notification to the membership.

### **3.9 Conflict of Interest Policy**

#### **3.9.1 Definition of Conflict of Interest**

A potential conflict of interest arises when a member eligible to vote at business meetings or Director (or their relative or business):

- a. Stand to gain a financial benefit from the action; or
- b. Has another interest that impairs, or could be seen to impair, the independence or objectivity of the voting member or Director

#### **3.9.2 Disclosure of Potential Conflicts**

All members voting at any business meeting are required to disclose any conflict of interest or potential conflict of interest as soon as possible.

#### **3.9.3 Discussion and Vote by Steering Committee**

After disclosure of a potential conflict, if the interested voting member does not recuse themselves, the Steering Committee determines by majority vote whether there is a conflict of interest. The voting member with the potential conflict may not be present during this discussion.

#### **3.9.4 Existing Potential Conflict of Interest**

If the Steering Committee determines that a conflict of interest exists, the interested voting member may not be present during the discussion or vote on the matter.

#### **3.9.5 Minutes**

The minutes will reflect disclosures of conflicts of interest, how the conflict was managed, and the resulting vote on the matter (with abstention).

## **4 Online Voting for Time-Sensitive/Urgent Issues**

### **4.1 Voting Process**

For time-sensitive decisions that arise outside of the normal business-meeting schedule, a Director can request an online vote by taking the following steps:

1. Publish a proposal to the business group email list and request a second.
2. The proposal must say if the issue is urgent or not. If urgent, they publish a time-and-day deadline of at least 2 full days. If not urgent (but needs to be dealt with before the business meeting), they publish a time-and-day deadline of at least 5 full days.
3. If a second is received within 24 hours, the requestor calls for a vote. If no second is received, the proposal is dead (but can be re-introduced).
4. The requestor shall send an instant message to all eligible voting members, notifying them of an online vote including the deadline.
5. The requestor shall send an email with the result of the voting once the deadline has been reached.

## **4.2 Voting Eligibility**

Anyone eligible to vote as of the end of the last business meeting is eligible to vote online.

## **4.3 Quorum**

The usual quorum rules apply: Five (5) voting members constitute a quorum.

# **5 Election of Co-Coordiators, Membership Director and Treasurer (Elected Directors)**

## **5.1 Election Process**

### **5.1.1 Publication to Membership**

Voting information and ballots shall be published to the membership in The Lunatic Fringe in March by email. Voting information shall include voting start and end times.

### **5.1.2 Candidate Statement**

If an Elected Director position is contested, the candidates have the option of including a statement, limited to 300 words, in The Lunatic Fringe.

### **5.1.3 Vote Timing**

Online voting shall open upon the publication of The Lunatic Fringe and close at least seven (7) days later.

### **5.1.4 Ballot**

Ballots shall contain a place for write-in candidates for any position for which there is already at least one nominee. If there are no nominees for a position, that position remains empty. A majority vote determines the winner.

### **5.1.5 Pending Bylaws Amendments**

Any pending Bylaws amendments will be included in the same ballot as the Director elections.

### **5.1.6 Election Results**

Results will be announced to the membership as soon as they are available.

## **5.2 Elected Directors Job Duties**

### **5.2.1 Duties of Co-Coordiators (2)**

1. Manage the administration of the organization.
2. Facilitate the business meetings, including preparing the agenda and obtaining reports from all Directors.
3. Organize monthly programs, including scheduling and communicating with presenters.
4. Provide Newsletter Editor, PR Director, and Web Site Manager with details on upcoming programs as soon as possible, to facilitate publicity and to provide notice if any male(s) will be presenting.
5. May divide their duties between them as they wish.
6. Serve a two-year term.

### **5.2.2 Duties of Membership Director**

1. Manages the official means of communication to the membership (excepting The Lunatic Fringe). Maintains any email lists run by the club for members.

2. Maintains records of attendance at orientations in order to validate membership eligibility.
3. Maintains identity information provided to The Exiles by members and attendees.
4. Responsible for the confidentiality of identity information of members and attendees.
5. Provide identity information to other Directors as required for the performance of their duties.
6. Provide membership cards to members.
7. Send renewal notices and reminders to members.

### **5.2.3 Duties of Treasurer**

1. Collect, disburse, and account for all funds belonging to, owed to, or owed by the Exiles.
2. Pay expenses approved at business meetings.
3. Maintain and reconcile all bank accounts.
4. Ensure that all accounts shall have several members authorized to sign.
5. Ensure that (even if not supported by the bank) checks for non-routine expenses over \$200 are signed by two signers.
6. Process all financial transactions (expenses and deposits, statement reconciliations) within one month of receipt, or by the due date, whichever is sooner.
7. Reimburse authorized expenditures incurred by members on behalf of the Exiles', upon presentation of receipts for same.
8. Complete all licensing, tax, and other legal requirements in a timely manner.
9. Ensure that funds are kept available to pay foreseeable upcoming expenses, such as room rent for programs, newsletter printing and mailing, voice mail service, supplies, etc.
10. Provide a financial report at each business meeting, including the total balance in all accounts and any other details about the finances of the Exiles requested and/or needed to facilitate financial decision-making at the meeting.
11. Provide financial information about the Exiles to the membership when requested.
12. Lead the budget committee, which is responsible for proposing (and having accepted) a budget for each fiscal year. This should be completed by the end of the previous fiscal year.
13. Prepare a year-end report, presented at the first business meeting of the following fiscal year and printed in the next Lunatic Fringe published after that meeting.

### **5.2.4 Audit of Records**

- a. When a new Membership Director is elected, the outgoing Membership Director and incoming Membership Director shall review the membership databases and all associated documentation to ensure the record-keeping is in good order.
- b. When a new Treasurer is elected, the outgoing Treasurer and incoming Treasurer shall review all financial information, including QuickBooks files, bank accounts, and all other payment accounts to ensure the record-keeping is in good order.
- c. During the first year serving as Membership Director or Treasurer, audits of all membership and financial information shall occur quarterly. Thereafter, audits of all membership and financial information shall occur annually.

- d. All audits will be conducted by a Co-Coordinator. A Co-Coordinator may request assistance from an Elected Director or an expert in the field.
- e. All audit results will be kept in writing in the business documents of the Exiles.
- f. Audit results may be discussed, at the discretion of the Co-Coordination, at the business meeting following the review, if corrective action is needed.

## **6 Appointed Directors**

### **6.1 Appointment Process**

1. The Elected Directors vote to appoint additional Directors for one-year terms.
2. The business group must confirm the appointments by a majority vote at the April business meeting.

### **6.2 Appointed Directors Job Duties**

The Appointed Directors may include the following positions and descriptions:

#### **1. Recorder:**

- a. Takes minutes of business meetings, including the date and time, reports presented, motions made and their disposition, and attendance.
- b. Circulate the minutes to the business group prior to the next business meeting, after which corrections may be offered.
- c. Present the minutes of each business meeting at the following business meeting.
- d. Prepare a summary of the minutes to be printed in the next The Lunatic Fringe.
- e. Keep electronic records of the Exiles' activities, including business meeting minutes and Directors' reports, and other artifacts of the group that do not contain confidential information.

#### **2. Newsletter Editor**

- a. Prepare and send editions of The Lunatic Fringe to all members.
- b. Collect material for the newsletter, such as:
  - Articles, reports, program announcements, and minutes from Directors
  - Articles or letters to the Exiles or to TheLunatic Fringe from members
  - Report on the previous month's program
  - Calendar listings, news and announcements of interest
  - Classified, personal and display ads
  - Short fiction or poetry submitted by members

#### **3. Public Relations Director**

- a. Represent the Exiles on Facebook and other social media platforms
- b. Create and review content for event publicity
- c. Create, schedule, and maintain events on Facebook for all events
- d. Publicize events and programs on social media
- e. Review and approve all e-mails sent to the membership list
- f. Create and update graphics for events
- g. Respond to messages and monitor comments
- h. Take corrective action for social media posts, if needed
- i. Coordinate promotion of events by publicity team



#### **4. Orientation Director**

- a. Coordinate publicity for Orientation with Public Relations Director
- b. Teach Orientation to prospective members
- c. Manage teaching materials supplied to orientation attendees and new members.
- d. Determine eligibility for reciprocal organizations based on their equivalent breadth and depth of Orientation.

#### **5. Doorkeeper**

- a. Open the space before programs begin.
- b. Check the membership card of each member and collects the member door fee.
- c. Verify the age, obtains the legal signature on the Waiver and Liability Release, and collects the door fee from each non-member.
- d. Complete the Door Report and gives it, along with the money collected, to the Treasurer or their designee.
- e. Recruit and train volunteer door staff.

#### **6. Community Liaison**

- a. Represent the Exiles in rugby tournaments.
- b. Practice playing the accordion during business meetings

#### **7. DEI Director**

- a.

#### **8. Website Manager**

- a. Maintains and manages the official website.
- b. Updates website content in a timely manner.
- c. Maintains a record of all website-related accounts and their passwords. Keeps this information available to the Co-Coordinators

#### **9. Volunteer Coordinator**

- a. Recruit interested volunteers for Exiles program and outside events where the Exiles have a presence, such as conferences and street fairs.
- b. Maintain database of volunteers and help to fill needed positions as determined by the business group.
- c. Coordinate updating of volunteer intake sheet on website with Website Director.
- d. Assist Co-Coordinators in planning the annual Volunteer Appreciation Party.
- e. Contact membership for requests for volunteer positions leading up to events.
- f. Track member volunteer hours.

## **7 Steering Committee**

### **7.1 Composition of the Steering Committee**

Pursuant to the Bylaws, the Steering Committee is made up of the Elected Directors and the Appointed Directors.

### **7.2 Steering Committee Meetings**

The Steering Committee will meet at least once every calendar year. Additional meetings may be called by the Co-Coordinators as needed.

## **7.3 Directors Benefits**

### **7.3.1 Benefits for Appointed Directors**

Appointed Directors will receive free membership, free entry into programs, a pin stating their office and a free backpatch. Pins must be returned to the Co-Coordination at the end of the term.

### **7.3.2 Benefits for Elected Directors**

Elected Directors will receive all benefits of Appointed Directors, plus up to \$100 assistance per term for travel expenses and/or paid registration for one leather conference (with educational content).

## **7.4 Steering Committee Code of Conduct**

1. Be welcoming and hospitable to all attendees at events hosted by the Exiles
2. Remain aware of the power dynamic which exists by holding a leadership position within the Exiles
3. No aggressive flirtation or initiation of play by Directors at events hosted by the Exiles
4. No solicitation of play, sex, votes, or other personal gain while actively leading/hosting an event hosted by the Exiles
5. Be judicious when engaging with or discussing members of the community
6. Everyone deserves to have a voice.
  - a. Be mindful that some voices are quieter or more reserved than others.
  - b. Actively make space to ensure a safe environment for all individuals to share their thoughts and know that they will be seen and acknowledged.
  - c. Encourage attendees to share openly and highlight less prominent voices. (Take space, make space)
7. Support other organizations, but, center the Exiles at events by the Exiles.
8. Hold the Exiles and each other individually accountable for our words and actions. Welcome all communication, with the goal of continued growth for the Exiles.
9. Commit to taking responsibility as part of the larger community. (Call in/Call out)

## **8 Programming**

### **8.1 Admission for Programming**

#### **8.1.1 Admission Fee**

The admission fee for programs for non-members is \$20.00. The admission fee for programs for members is \$10.00. Free admittance will be extended to the evening's presenter(s), and anyone actively assisting them in the program.

#### **8.1.2 Waiver**

All attendees at the Exiles' events shall sign a Waiver and Liability Release.

#### **8.1.3 Reciprocity**

Anyone who meets the membership requirements for the Exiles, and who is a member of a reciprocal group, may attend Exiles events except member only meetings) at the member rate.

## 8.2 Presenter Compensation

1. Presenters are required to adhere to the Code of Conduct for Events. See Section 9.2 below.
2. Presenters may choose one of the following:
  - a. One-quarter page ad in The Lunatic Fringe
  - b. An Exiles t-shirt and/or pin (based on availability)
  - c. A \$50 honorarium

## 9 Event Policies & Code of Conduct

### 9.1 Event Policies

1. No cameras or recording devices of any kind shall be permitted at any event by the Exiles without prior written permission from the Steering Committee (except events held in places not under control of the Exiles).
2. ASL services may be requested for any of the programs and events by the Exiles with 2 weeks prior notice. All ASL interpreters shall receive compensation for their services.

### 9.2 Code of Conduct for Events

1. The Exiles is committed to providing a welcoming and safer atmosphere for our members and attendees at all our programs and events. We are a club dedicated to furthering freedom of expression in tandem with personal accountability, while striving to eliminate abusive behaviors, and create events that are free from harassment, abusive behavior and consent violations.
2. Attendees are accountable for their actions and should consider their own well-being, and that of others, when participating at events by the Exiles. Conduct which undermines these guidelines may be cause for removal from the event and banning from future events.
3. The following actions and behaviors are considered inappropriate for attendees at our events:
  - a. **Abusive Behavior:**  
Physical intimidation, bullying, coercion, repeated unwanted sexual advances, inappropriate touching, aggressive violations of personal space, or nonconsensual physical abuse.
  - b. **Harassment:**  
Verbal intimidation, threats, rumor mongering, defamation, libel, false accusations, or breaking confidentiality.
  - c. **Consent violations:**  
Failure to ask for consent, failure to honor safewords, failure to honor stated limits, or failure to acknowledge and apologize for violations of personal space and/or boundaries.
4. There are physical and emotional risks inherent in BDSM. Each participant should evaluate and determine their own tolerance for risk.

## **9.3 Violations of Code of Conduct**

### **9.3.1 Reporting Violations**

If an attendee experiences or witnesses a violation of this Code of Conduct at an event by the Exiles, they may address the violation in the following ways:

- a. Attempt to bring the violation to the attention of the violator. Discuss it with them and attempt to correct the problem on the spot.
- b. Inform a Director of the Exiles or the event host of the behavior.
- c. Submit a complaint by email to the Community Liaison at [communityliaison@theexiles.org](mailto:communityliaison@theexiles.org), including as much detail about the incident as possible.

### **9.3.2 Review Process**

#### **9.3.2.1 Witness/Disclosure During Event:**

If a violation is witnessed or disclosed during an event, Directors or event hosts have the right and responsibility to resolve the matter as they best see fit, including asking the accused person to leave the event.

#### **9.3.2.2 Review Process**

1. Complaints submitted to the Community Liaison are assessed by the Community Liaison and Co-Coordination. The Co-Coordination and Community Liaison may, at their discretion, ask other Directors to become involved.
2. The Exiles is not an investigatory body, however, if an attendee is the subject of more than one complaint, this may establish a pattern of inappropriate conduct. By a majority vote of the Elected Directors and the Community Liaison, an attendee may be banned from future Exiles' events. (The process for members is covered in Section 2.8, Revocation of Membership.)
3. Possible remedies can range from being required to attend a training program, to mediation, to the individual being forbidden to attend Exiles events in the future, or similar actions.

## **10 Contestant Sponsorship**

### **10.1 Contestant Sponsorship Eligibility**

#### **10.1.1 Membership & Volunteer Work**

Currently a member and have either two years of total membership (need not be contiguous, and can include Outcasts membership) in good standing, or have volunteered at least twice in the last 6 months, or be a current Exiles Director.

#### **10.1.2 Educational Component**

The stated mission/goal of the contest/title must have an educational component. (For example, International Ms. Leather "will act as a mentor, a role model and a spokesperson".) This is important because the title must foster our mission as an educational organization.

#### **10.1.3 Positive Representation**

The requestor goal must be to promote BDSM education during their title year, have a public demeanor and attitude that would represent the Exiles in a positive light.

## **10.2 Duties of Sponsorship**

Once granted sponsorship, the contestant agrees to:

1. Wear Exiles-branded items at leather events attended between the granting of the sponsorship and the contest;
2. Wear Exiles-branded items regularly during contest-related events when possible;
3. Include the Exiles as a sponsor in their contestant bio information;
4. Wear Exiles-branded items at leather events attended during their title year when possible;
5. If the contestant does not compete in the contest, except due to injury or illness, they must return to the Exiles any contest fees paid by the Exiles.

## **10.3 Duties of Sponsor**

Once sponsorship is granted, the Exiles will:

1. Include an announcement in the newsletter and/or social media;
2. If budget is available, and if there is a program book, place an ad mentioning the sponsorship;
3. Donate between \$50 and \$200 for the contest entrance fee.

## **10.4 Process for Requesting Sponsorship**

### **10.4.1 Submit Request in Writing Before Business Meeting**

Submit a request via email to the Exiles Co-Coordination (cocos@theexiles.org) at least one week prior to the next Exiles business meeting (generally the second Sunday of the month). The written request for sponsorship should include:

1. Statement about why they want sponsorship by the Exiles;
2. A summary of their volunteer work for the Exiles;
3. An outline of their proposed platform.

### **10.4.2 Attend Business Meeting**

The contestant must attend the business meeting, present their sponsorship request in under 5 minutes, and answer questions

1. If there are questions that cannot be answered at the business meeting, the Business Group may table the proposal;
2. After the presentation (and any questions), the contestant must leave the business meeting while the group discusses and votes on the proposal. The Business Group will vote on the sponsorship, following the standard voting procedures.

## **11 Amendments to Policies and Procedures**

Policies may be changed over two business meetings by the following procedure:

1. A member eligible to vote at business meetings makes a motion to change a policy;
2. Another member eligible to vote at business meetings seconds the motion;
3. The proposed motion appears in the minutes printed in The Lunatic Fringe;
4. At the following business meeting, the motion is discussed. The proposal passes by a majority of eligible voters at the business meeting.