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NATIONAL LEATHER ASSOCIATION – San Antonio

Policies and Procedures

1. Election Process

- 1.1. Elections will be held in accordance with Section IV of the Bylaws, at General Meetings. Elections will be held to fill vacant offices due to expiration of a term, or for other vacancies if at least six (6) months remain in the current term of that office.
- 1.2. Any member in good standing of the organization for at least a minimum six (6) months prior to the election may declare candidacy for any office.
- 1.3. Nominees for positions on the Executive Committee (EC) will declare for only one position or office.
- 1.4. The EC will appoint one of its members to assume the responsibilities of any position left vacant during the election or whenever a position becomes vacant during an EC fiscal year if there are three (3) months or less remaining in the term. If at least four (4) months of the term remain, a special election will be held to fill the vacancy."
- 1.5. To qualify as a candidate for election, the nominee must be a member in good standing of the organization at the beginning of the month in which nominations were opened.
- 1.6. Only one member of a declared partnership may serve on the EC at any given time.

2. Financials

- 2.1. Receipts for approved expenses made on behalf of the organization to be considered for reimbursement must be delivered to the Treasurer attached to the organization's approved reimbursement request form within thirty (30) days from the date of the expenditure. If not, the expenditure must be brought before the EC for approval. If expenditures exceed the budget limits set for the activity, reimbursement must be approved by the EC.
- 2.2. The organization's Treasurer will produce as part of his or her monthly financial report the following:
 - 2.2.1. Copies of the monthly account balance sheet (1 per EC member), including total deposits, withdrawals and balances of all accounts.

- 2.2.2. Copies of the monthly bank statement and copies of the monthly detailed activities of the account to include deposits and withdrawal details shall be available upon request from an EC or general member.
- 2.3. The organization's Treasurer will have financial records noted in item 2.2 available at all EC meetings, and upon request of an EC member, will allow members to review the material, but at no time will original materials be removed from the official records or the care of the Treasurer except as noted in 2.5 below. Any chapter member may petition the EC by attending an EC meeting and request to see any of the records covered in item 6 under the supervision of the Treasurer or a Co-Chair as designated by the EC.
- 2.4. The organization's Treasurer will have a copy of the monthly bank statement and a monthly account activity statement at each General Meeting.
- 2.5. A special audit of the financial books of the organization can be called for either by a majority vote of the EC, by a majority vote of the membership or by written request made to the EC of ten (10) members, two (2) of which must be EC members.
- 2.6. The Executive Committee will set general budgetary guidelines for all on-going National Leather Association San Antonio (NLA-San Antonio) activities such as the NLA-San Antonio LINK Newsletter, membership and secretarial functions. The EC will set spending limits for all special activities and parties.
 - 2.6.1. Where no special spending limit has been set by the EC, committees and officers will have a spending limit of \$200 per year without prior approval, provided that upon claiming reimbursement the Treasurer considers the expenditure to be reasonable and proper for an assigned duty.
- 2.7. Funds raised by committees shall contribute to the general fund of NLA-San Antonio, with the following provisions:
 - 2.7.1. Costs of fundraising and production of events shall first be deducted from a committee account, then the balance (positive or negative) shall be deposited with the NLA-San Antonio general fund.
 - 2.7.2. The balance of funds raised is positive, the Treasurer will note the amount of the contribution to the general fund, and that amount will be considered to be earmarked for future activities of the same committee, subject to approval of the EC, but without general membership approval.
- 2.8. At the August EC Changeover meeting, the newly elected EC will appoint a committee of three (3), composed of the second year Co-Chair, one Member-at-Large and a non-EC organizational member who will audit all financial books and related materials for the previous year. Their report will be due at the August EC meeting and presented to the full membership at the September meeting.

3. Organization Representation

- 3.1. The designated official spokespersons for the organization, including media contacts, shall be the Co-Chairs. The designated official spokespersons may speak only to established organizational philosophy, policy or procedure. Any clarification that involves the organization and speaks to or from an individual's role within the organization, which expresses opinion or offers information not already approved by the membership, must be approved in advanced by a majority of the EC.

4. Membership

- 4.1. All applications for membership received after the monthly General Meeting and before the next EC meeting will be presented via an updated roster at the regular EC meeting by the Membership Chair or in his or her absence someone he or she has designated.
- 4.2. Membership Applications will be processed in the following manner: applications are received by the Membership Chair and all information is reviewed for completeness.
- 4.3. The Membership Chair also will forward information of new members who join National Leather Association International (NLA-I) to the NLA-I Chapter Representative, who adds the new member to the current chapter report issued to NLA-I.
- 4.4. Applications are filed by member last name.
- 4.5. The Membership Chair will collect payments for local chapter dues. The Membership Chair will issue a receipt for cash payments. Check or money orders are also accepted. The Membership Chair will deliver dues to the Treasurer by mail or in person, along with a copy of the updated membership roster for deposit.

- 4.6. The Membership Chair will send to NLA-International Chapter Representative for processing NLA-International applications (originals) and payments.
- 4.7. Within thirty (30) days after new & renewing members have submitted their application and related materials (NLA-I application or proof of NLA-I membership), they will receive the following:
 - 4.7.1. NLA-I membership card.
 - 4.7.2. Access to or copy of the NLA-San Antonio Bylaws and Policies & Procedures Manual (via online group site login).
 - 4.7.3. Access to or copy of current year's Program schedule.
 - 4.7.4. List and contact information for all of the organization's EC members, committee chairs and a schedule of the current projects being undertaken by those individuals.
 - 4.7.5. And in the case of new members, the latest issue of the NLA-San Antonio LINK Newsletter if a print copy is requested.
 - 4.7.6. These materials will be available at the second General Meeting following submission and report to the EC, for pick-up by the new or renewing member, or will be mailed by the Secretary if not picked up.
- 4.8. Individuals with financial hardship, or on active military duty status, and wishing to apply for or renew membership may petition the EC through the Membership Chair to have local dues waived. Appropriate documentation may be requested with the application.
- 4.9. Renewing Membership:
 - 4.9.1. Membership Chair e-mails each member a reminder, along with an application, of his or her pending membership expiration one month prior to the expiration date.
 - 4.9.2. The renewing Member completes the application and mails' completed form to the address on the form or gives it to the Membership Chair during a General Meeting, and attaches renewal fees to the application.
 - 4.9.3. The grace period for renewal is thirty (30) days past the membership expiration date.

5. Revocation or Refusal of Membership

- 5.1. Causes for revocation or refusal of membership
 - 5.1.1. When regarding the revocation or refusal of Membership, there are two types of action that may be determined:
 - 5.1.1.1. Refusal of Membership
 - 5.1.1.2. Revocation of Membership
 - 5.1.2. Membership in the Association may be revoked or refused for Cause. The definition of Cause shall include, but not be limited to:
 - 5.1.2.1. An individual who works counter to the Statement of Purpose of NLA-San Antonio, publicly advocates attitudes or actions contrary to the Statement of Purpose of NLA-San Antonio, or deliberately works to malign, damage or inhibit NLA-San Antonio;
 - 5.1.2.2. An Organizational Committee who works against the Statement of Purpose, (support of the Statement of Purpose is required), or deliberately works to malign, damage or inhibit NLA-San Antonio.
- 5.2. At all times, any decision or action affecting a person's Membership status as any class of Member in NLA-San Antonio 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.
 - 5.2.1. Adequate written documentation must be placed in evidence. The evidence must prove, beyond a reasonable doubt, the undesirability of the Members' participation in NLA-San Antonio.
- 5.3. Refusal or Revocation of Membership: Procedure

- 5.3.1. The refusal process may be initiated by a petition from any Member of the Executive Committee of NLA-San Antonio or by a petition from at least one-fourth (1/4) of Members in good standing of the Association, delivered to the Membership Chair.
- 5.3.2. The Membership Chair shall present to the EC a report for action, either supporting or opposing the refusal, containing its reasons to the Officers of NLA-San Antonio, within thirty (30) days of receiving the petition.
- 5.3.3. The Executive Committee of NLA-San Antonio shall review the recommendations with the Membership Chair and give the applicant an opportunity to respond. The Officers of NLA-San Antonio may then perform such further investigation as it deems necessary and shall issue a written notice of its actions to the applicant.
- 5.3.4. Refusal of Membership requires a two-third (2/3) majority vote of the currently sitting EC of NLA-San Antonio.
- 5.3.5. Decisions regarding Membership made by the EC NLA-San Antonio are final, as only Members of NLA-San Antonio have the right to the appeal process.

6. Meeting Process

- 6.1. To speed the business conducted at the General Meeting, all announcements will be submitted to the Co-Chairs in writing or in the form of a flyer or sign for reading by one of the Co-Chairs; organizers of the related announcement can be available to answer questions after the meeting has been adjourned.

7. Disciplinary Action

- 7.1. Any member of the EC deemed not fulfilling his or her duties or considered having harmed the organization by his or her actions may be presented for consideration of removal by the general membership either by a majority vote of the EC or by a petition signed by ten percent (10%) or more members in good standing of the organization and presented to the EC. When consideration for removal is received, the EC member will be notified in writing by a Co-Chair prior to it being taken to the membership for final action. The EC will present the proposal and related materials to the membership for action. The membership will vote at the next General Meeting. A vote of 2/3 of members voting is required to remove the EC member.

8. Conducting Business

- 8.1. **Minutes:** All minutes taken at meetings of the NLA-San Antonio Executive Committee and at the NLA-San Antonio General Meetings will be completed & posted by the Secretary or a designate to the respective NLA-San Antonio electronic group file folder no later than ten (10) calendar days after the meeting takes place.
- 8.2. **Programs:** Under the direction of the Program Chair, the current EC will determine the General Meeting and Advanced Workshop Programs for the next fiscal year prior to the EC Changeover meeting each August. The current Program Chair will ensure prior to the meeting that the speaker(s) for the September General Meeting has been arranged. The General Meeting Program schedule will be from the October program of the current year through and including the September program of the next year. Advanced workshops for the next fiscal year will also be decided in the same manner as for the General Meeting Programs. The incoming Program Chair will become responsible for the programs for the following year.

9. Roles and Responsibilities of the Co-Chairs:

- 9.1. Are the official spokespersons for NLA-San Antonio;
- 9.2. Shall preside at all Executive Committee Meetings and General Meetings
- 9.3. Shall be in charge of the management of the affairs of the Chapter;
- 9.4. Shall serve as ex-officio members of all committees; and
- 9.5. May with limitation, delegate responsibilities as needed.
- 9.6. Shall have admin access to the IT infrastructure of NLA-San Antonio

10. Roles and Responsibilities of the Secretary:

- 10.1. shall attend to correspondence;
- 10.2. shall serve as the recorder of the minutes of all Executive Committee Meetings and General Meetings;
- 10.3. Shall be responsible for keeping a record of all standing rules and additional policies enacted by the Membership.
- 10.4. Shall be granted access to post minutes and other documents to the website files sections.

11. Roles and Responsibilities of the Treasurer:

- 11.1. shall receive and maintain custody of all funds and securities belonging to NLA-San Antonio in the bank or other institution account(s) specified by the Executive Committee;
- 11.2. shall release funds only upon the order of the Executive Committee;
- 11.3. shall keep a monthly-itemized account of all receipts and expenditures and shall report such account information at each Executive Committee Meeting;
- 11.4. shall be responsible for the collection of dues in the absence of the Membership Director;
- 11.5. shall prepare and submit any required State, Local, or Federal reports and/or filings; and
- 11.6. Shall notify the Membership Director immediately of any returned checks or reversed charges for dues.
- 11.7. Shall maintain a detailed roster of all Members of the Executive Committee with access to credit card reading devices linked to NLA-San Antonio accounts.
- 11.8. Is responsible for the issuance and physical confiscation of any card or device that allows access to NLA- San Antonio accounts.
- 11.9. Shall be provided the NLA-San Antonio checkbook, online account access, a debit card linked to the necessary account(s) and other products required to fulfill the duties specified herein.

12. Roles and Responsibilities of the Communications Director:

- 12.1. is responsible for the maintenance and administration of the NLA-San Antonio website, electronic mailing lists, and any other NLA-San Antonio identified online presence; and
- 12.2. Is charged with the solicitation, collection, and selection of articles and other submissions, preparing them for publication, editing for content, grammar, and length as needed and safely archiving them after publication.
- 12.3. shall maintain NLA-San Antonio logo art and other digital graphics files to be provided to Members of the Executive Committee or other Committee Directors as needed for various projects

13. Roles and Responsibilities of the Education Director:

- 13.1. Shall be responsible for the planning, staffing, and supervision of the presentations and demonstrations at the General Meetings, all educational events and advanced workshops.

14. Roles and Responsibilities of The Membership Director:

- 14.1. shall keep full, accurate and confidential records of all membership data;
- 14.2. shall maintain a supply of membership applications, distribute these as needed, accept submitted applications, review membership applications for completeness and report on new applicants as part of their Executive Committee report;
- 14.3. maintains the official roster of Members;
- 14.4. shall collect dues and issue receipts as needed, and keep accurate records concerning the dues status of each Member;
- 14.5. verify the current status of Members and determine their eligibility to vote in elections;
- 14.6. issue Membership Cards; and
- 14.7. Maintain and vend the supply of NLA-San Antonio pins, patches and other merchandise in coordination with Communications Director as required for online sales.

15. Roles and Responsibilities of The Social Director:

- 15.1. shall be responsible for the planning, staffing, and supervision of all scheduled social events;
- 15.2. shall prepare event schedules for approval by the Executive Committee and membership; and
- 15.3. In coordination with the Communications Director, shall be responsible for media relations regarding social events.

16. Roles and Responsibilities of The Members-at-Large:

- 16.1. shall act as spokespersons for the Membership; and
- 16.2. Shall undertake and/or assist with special projects or other tasks as determined by the Executive Committee or recommended by the Membership and approved by the Executive Committee.
- 16.3. Shall endeavor to learn the duties of the director they are working with.

17. Roles and Responsibilities of The NLA-International Representative:

- 17.1. shall serve as the primary channel of communication between NLA-International and the NLA-San Antonio;
- 17.2. reports on items under consideration by the NLA-International Board to the Executive Committee;
- 17.3. shall vote the position of NLA-San Antonio in applicable matters up for consideration by NLA-International;
- 17.4. shall post the approved minutes of the NLA-San Antonio Executive Committee Meetings and General Meetings within twenty (20) days to the NLA-International Board's online group; and
- 17.5. Shall post a quarterly report of NLA-San Antonio activities to the NLA-International Board's online group.
- 17.6. Shall provide NLA-International with a quarterly report of the entire NLA-San Antonio membership, to include, real name, "scene name", email address, and a physical address and membership type so NLA-International's Membership Chair may reconcile the list with the original NLA-International Membership List so that new members can receive their NLA-International ID card, patches, pins etc. Members can use the NLA-San Antonio PO Box if not comfortable providing their home address.

18. Roles and Responsibilities of Domestic Violence Project Chair:

- 18.1. Appointed by the Executive committee annually after the annual elections.
- 18.2. Insure the on-going work of The Association in the education about, and prevention of, Domestic Violence both within the Leather community and outside.

19. All other representative positions, including Sergeant at Arms, will be appointed by the Executive Committee annually after the annual elections or as needed when a position is left unfilled.

Appendix A: (NLA-Chapter Event):

1. NLA-San Antonio originally conceived (NLA-Chapter Event) as an outreach and educational tool to the novice just beginning to explore or is extremely curious about Leather/BDSM. This mission will remain the significant focus of the event. The conference should be maintained in an appropriate venue while maintaining its primary focus on the novice with a moderate emphasis on the more experienced practitioners.
 - 1.1. The Bylaws of (NLA-Chapter Event) must be consistent with the Bylaws of NLA-San Antonio. In the event of a conflict, the Bylaws of NLA-San Antonio take precedence.
 - 1.2. All dates and deadlines below are based on the fact that (NLA-Chapter Event) will be held annually. If the event date is moved, the various dates and deadlines will need to be adjusted accordingly.
 - 1.3. The (NLA-Chapter Event) Committee will be instituted each year by the Executive Committee at the February EC meeting. Co-Directors will be named & approved by the Executive Committee at this meeting under the following guidelines:
 - 1.3.1. Co-Directors will serve staggered two (2) year terms.
 - 1.3.1.1. Gender parity will be followed whenever possible. One Co-Director will have served as a Co-Director the previous year.
 - 1.3.1.2. The second Co-Director will have served the previous year as the Assistant Director.

- 1.3.1.3. One Co-Director will be asked to attend all EC meetings in an ex-officio capacity.
 - 1.3.1.4. Co-Directors will each receive one free regular (NLA-Chapter Event) packet.
 - 1.3.1.5. Co-Directors will consider and nominate to the EC one Assistant Director, observing gender parity whenever possible.
 - 1.3.2. There will be only one Assistant Director.
 - 1.3.2.1. Approval of the Assistant Director will take place at the March EC meeting by the EC.
 - 1.3.2.2. The Assistant Director position is a learning position in preparation for taking over as a Co-Director the following year.
 - 1.3.2.3. The Assistant Director will be asked to attend all EC meetings in an ex-officio capacity
 - 1.3.2.4. The Assistant Director will receive one free regular (NLA-Chapter Event) packet.
 - 1.3.3. Co-Directors and the Assistant Director will organize the committee.
 - 1.3.3.1. Department Heads will be solicited out of the membership, from previous (NLA-Chapter Event) committees, and at the recommendation of the EC.
 - 1.3.3.2. Committee leaders will prepare a report regarding their department heads to the EC for approval by the EC at the April EC meeting
- 1.4. (NLA-Chapter Event) Committee Meetings will be held monthly beginning in May (prior to that month's EC meeting) with the Committee leadership submitting a Committee report at each EC meeting.
- 1.5. Department Heads will be in charge of their department and its respective responsibilities, and will be assigned and report to a Co-Director who will be responsible for that Department and attend all department meetings as they see fit.
 - 1.5.1. Department Heads will solicit an assistant from the membership with the main intent of training that assistant to run that department in the future. Assistants will be approved by the Co-Directors.
 - 1.5.2. Department Heads will each receive one free regular (NLA-Chapter Event) package. Assistants will not receive a free package, but can register and receive the volunteer rate.
- 1.6. The (NLA-Chapter Event) Committee Departments will be as follows:
 - 1.6.1. Co-Directors & Assistant Director
 - 1.6.2. Committee Secretary
 - 1.6.3. Public Relations/Advertising & Program book
 - 1.6.4. Registration Department
 - 1.6.5. Composed of Chapter Treasurer, Registrar & one Assistant Registrar
 - 1.6.6. Security/Volunteers Department
 - 1.6.7. Workshop/Seminar Department
 - 1.6.8. Silent Auction & Raffle Department

1.6.9. Boot Black Contest Department

1.6.10. Vendor & Poster Session Department

1.6.11. Dungeon Party Department

1.6.12. Entertainment Department

1.7. If for any reason a director or Assistant Director cannot fulfill his or her responsibilities, or resigns from the position, the EC will fill the position as soon as possible.

APPENDIX B: NLA-San Antonio Fresh Leather

1. Mission NLA-San Antonio Fresh Leather (NLA-San Antonio FL), an outreach committee of National Leather Association – San Antonio (NLA-San Antonio), a Chapter of NLA-International (NLA-I), is designed to create a structured, supportive environment for NLA-San Antonio Chapter members ages 18 through 35. The committee is primarily focused on community, education, service and leadership opportunities, and will work to uphold Leather traditions and values among younger members and to provide a comfortable environment for them to develop and strengthen their leadership abilities.
2. Committee Membership - Voting membership is open to any current NLA-San Antonio Chapter member between the ages of 18 and 35 who supports the Mission Statement of NLA-San Antonio FL.
3. Conduct of Business - NLA-San Antonio FL General Committee Meetings will occur monthly at a time and place determined by the Leadership Council (LC). Monthly meetings are open to any person between the ages of 18 and 35 who is interested in learning more about and/or participating in the NLA-San Antonio Chapter and NLA-San Antonio FL. Legal photo identification is required for nonvoting members attending their first meeting.
 - 3.1. Elders may attend in an educational capacity at the discretion of the Education Chair and the LC.
 - 3.2. The NLA-San Antonio Co-Chairs and the President and Vice President of NLA-International may attend NLA-San Antonio FL meetings at their discretion.
 - 3.3. A quorum, consisting of two-thirds (2/3) of the LC, will be necessary to conduct all LC meetings. For General Meetings, a quorum shall be ten percent (10%) of membership plus two LC members
 - 3.4. A quorum is required to conduct the business of NLA-San Antonio FL including, but not limited to, amendments of NLA-San Antonio FL Policies and Procedures, elections of offices, and any vote requiring two-thirds (2/3) majority of the committee members for approval.
 - 3.5. The Leadership Council will determine the agenda of meetings.
4. Administration NLA-San Antonio Fresh Leather shall be governed by the Policies and Procedures of NLA-San Antonio, by the Bylaws of NLA-San Antonio as approved by NLA-International, and by the Policies and Procedures of NLA-San Antonio FL. In the event of a conflict, the Bylaws, and Policies and Procedures of NLA-San Antonio take precedence.
 - 4.1. The LC of NLA-San Antonio FL Committee is responsible for coordinating the management, activities and goals of the outreach as approved by the membership. The LC will work under the guidance of the NLA-San Antonio Chapter EC.
 - 4.2. The Leadership Council will administer the business of NLA San AntonioFL and consist of the following:
 - 4.2.1. 2 Co-Chairs
 - 4.2.2. Secretary
 - 4.2.3. Membership Chair
 - 4.2.4. Education Chair
 - 4.2.5. Community Service Chair
 - 4.2.6. 3 Members at large
 - 4.3. Leadership Council will serve two year, staggered terms. The Membership Chair, Community Service Chair, Member-at-Large will be elected in odd numbered years. The Secretary, Education Chair, 2 Members-at-Large will be elected in even numbered years. The Co-Chairs will serve staggered terms with the incoming Co-Chair being groomed under and sharing the office duties with the outgoing Co-Chair.
 - 4.4. The Co-Chairs will be elected by Voting Members of NLA San AntonioFL and submitted for ratification by the EC. Other positions will be elected during NLA-San Antonio FL General Meetings. To be eligible for a Co-Chair position, the nominee must have served in another position on the LC. To hold any office, the nominee must be a Voting Member and fall between the target age range throughout the duration of the term.
 - 4.5. Only one member of a recognized domestic partnership may serve on the LC at any given time.

- 4.6. The LC will meet at least once monthly as announced at the public chapter meetings.
- 4.7. Meetings of the Leadership Council (LC) are open to all NLA-San Antonio FL members, invited guests. The LC may limit participation.
- 4.8. Proposed amendments and/or revisions of the Policies and Procedures will follow Article III, Conduct of Chapter Business as written in the NLA-San Antonio Bylaws
- 4.9. Revisions to the Policies and Procedures for NLA-San Antonio FL Committee will be handled in accordance with the NLA-San Antonio Bylaws section VII.
- 4.10. The finances of NLA-San Antonio FL will be handled in accordance with section 2 of the NLA-San Antonio Policies and Procedures.