

Dominae of the Carolinas

BYLAWS

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Article I. Mission

To promote a non-profit organization with a robust assortment of educational and social events to foster understanding of and support to individuals who are interested in or already in a Female Led and/or Female Dominant relationship dynamic. To ensure a safe, sane, consensual, judgment-free atmosphere for the individual, relationship, and collective growth opportunities specific to this type of dynamic. To encourage networking and fostering solid long-term friendships within this dynamic while expanding the organization and maintain a positive reputation within the overall community.

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Article II. Purpose

To offer Female Led and Female Dominant Relationship Support through:

- Educational Opportunities
- Discussion Organizations
- Mentorships
- Monthly Meetings
- Special Events
- Leadership Opportunities
- Positive Greater Community Representation
- Networking through social media
- Self-Development
- Relationship Development
- Skills Development
- Resources (Physical and Media Libraries)

Article III. Meetings (Board, Business, Annual, Special)

- Board of Director Meetings will be held monthly and at other times as deemed necessary. Meetings may be canceled or rescheduled by a majority vote of all Directors present in a quorum at a given meeting and/or via online correspondence.
- Business meetings shall be held with the Contributorship present on regular basis as needed.
- The Annual Meetings shall be held in conjunction with the regular business meetings in January, at which time new officers will be elected and a full and complete Annual Accounting of the financial condition of the Organization shall be made to all Contributors that are present.
- Special meetings may be called at any time by the Chair of the Dominae of the Carolinas as well as any Directors via request by written correspondence in all cases; special meetings shall be limited to the stated purpose, which must be communicated in advance to all Board Directors.
- A quorum of four of the Board of Directors shall be present at any regular or special meetings for organizational business to be conducted, such as discussion(s) and resulting decisional votes regarding any business matters deemed necessary. A majority vote of the Directors present is needed to approve any organizational business not otherwise specified in the Bylaws herein.
- Elections and all Bylaws amendment(s) requires all current Board Directors as well as anyone in the general Contributor body who desires to participate in the meetings to be present prior to the discussion and consequent votes and elections.
- Each Director shall have one vote in all matters brought forth during any and all meetings.
- Each general Contributor shall have one vote for each of the director positions and all motions for amendments to the Bylaws.
- Any Director who fails to attend three consecutive meetings without being excused by the Chair from attending, or who fails to attend seven in any twelve (12) month period, will be considered for termination.
- The use of conference call and/or video shall be made available to those Board members who are unable to physically attend any board meetings.

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Article IV. Governing Body

Each Director shall perform their duties throughout their respective term limits. All duties will be performed with the goal of safety, health, wellbeing, privacy, and protection of all our Contributors. As a benefit for these positions, Board members are not required to pay for monthly events.

Each Director shall:

- Interact with Contributors.
- Coordinate with other Directors and take appropriate follow up actions when necessary.
- Securely maintain information, materials, logins, passwords, etc., pertinent to the position.
- Submit Monthly Reports to Chair prior to the Meetings.
- Strive to attend all meetings and events.
- Assist in the elections and transition process.
- Acts as Dungeon Monitors during Social Events.
- Be available for Contributors to contact them.
- Monitor all social media sites and communications and take appropriate actions if necessary.
- Promote DoC and actively seek new contributors.

Chair - Duties include, but not limited to:

- Sets Board and Called meetings dates, times, locations, and agendas
- Follows Meetings Agenda and keeps Meetings on track
- Adheres to Roberts Rules of Order for all Motions
- Meetings Minutes:
 - Record and distributes for review by all Board Directors
 - Opens necessary motions and discussions
 - Makes any amendments and logs it into Historical Records
 - Makes available to any Contributors upon request
- Board Reports:
 - Coordinates with all Directors to receive their position's monthly reports in advance of the Monthly meetings
 - Compiles, combines, edits and distributes the entire Board Reports to the Board Directors for advance review prior to the Monthly meetings
 - Opens necessary motions and discussions regarding the Board Report
 - Makes any amendments to the Board Report and logs it into Historical Records
- Over sees Directors' activities and delegates duties as needed
- Keeps informed and distributes information regarding the organization as a whole to the Dominae of the Carolinas as needed
- Designs, distributes, receives, records, analyzes, and tracks surveys and feedback forms information.
- Creates, receives, assigns, gathers, distributes, retains, maintains and/or revokes all information, materials, logins, passwords, etc. pertinent to each position and stores them securely.

Communications Director: Duties include, but not limited to:

- General Communications:
 - Organizes, designs, and ensures functionality of the website.
 - Utilizes the D_o_C profile for all communications on social media.

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- Maintains the D_o_C profile, events RSVPs and Group pages on social media, regularly checking for private messages, friendship requests, and posts within the group pages.
- Validates applicants provided email address and subsequently communicates with applicant about application process and status within that process.
- Informs applicants of their Contributor status following Board voting.
- Provides applicant with the next Munch and additional action items information.
- Coordinates with Contributorship Director to inform Applicant of final Contributor designation.
- Coordinates with Contributorship Director to add new Contributors to email distribution lists.
- Enters and tracks Contributor information within the Contributor database.
- Uses the DoC email to communicate with contributors.
- Maintains contact information and group labels.
- Regularly checks for email messages and answers inquiries.
- Upholds all rules and standards for social media communications.
- Writes and distributes via Blind Carbon Copy a monthly newsletter.
- Events:
 - Coordinates with the Events Director to obtain and compile all logistics event information. Event logistics should include but not limited to Date, Time, Location, Host, Theme, Topic, Topic Description, Presenter, Presenter Biography, Dress Code, as well as the link to the payment website.
 - Posts RSVP Events page on social media. Location shall not be provided in these posts.
 - Answers RVSPs for the events.
 - Distributes events notifications to the Contributor body via blind carbon copy email distribution list prior to the Events which contain all of the logistical information needed, as well as the link to the payment website.

Community Relations Director: Duties include, but not limited to:

- Networks with local, regional, and national organizations.
- Keeps informed of local, regional, and national meetings and events.
- Attends events as a positive representative of the Dominae of the Carolinas.
- Seeks out potential guest speakers, presenters, and/or vendors based upon topics needed/wanted within the Organization.
- Coordinates with Communications Director to promote Female Dominant/Female Led and appropriate submissive support events and opportunities.
- Coordinates with the Financial Director about opportunities to promote sponsorships with other organizations and events.
- Seeks, obtains, and maintains topically appropriate presentations, books, articles, videos, and other resources for the Organization Library.

Events Director: Duties include, but not limited to:

- Coordinates with the appropriate DoC Board Director(s) regarding DoC meetings and events.
- Coordinates with the Community Relations Director regarding opportunities for organization rates and organization attendance to local, regional and national events.
- Investigates and coordinates appropriate event venues.

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- Establishes logistics for events - dates, times, locations, shareable needs, decorations, themes, presenters, topics, vendors, etc.
- Organizes volunteers, donors, vendors, and Dungeon Monitors for all events.
- Seeks out, books, and confirms guest speakers, presenters, and/or vendors based upon topics needed/wanted within the Organization and creates contingency plans for alternate speakers, presenters, and/or vendors.
- Obtains Presenter and Vendor information and Bios in addition to topic/activity descriptions for events and communicates them to the Communications Director for distribution.
- Develops, encourages, and supports DoC Contributors as presenters.

Financial Director: Duties include, but not limited to:

- Creates and maintains an online financial account.
- Coordinates with Board Directors to ensure payment links available on the payment portal.
- Accepts and tracks all income and expenses transactions,
- Creates and maintains income and expense categories for
 - Sponsorship donations and reports the donations to the appropriate Contributor in accordance with the Sponsorship rules
 - Contributor annual fees
 - Event payments and other
 - Event Logistics (location rentals, audio/visual equipment and fees, setups, tables, etc.)
 - Shareable (food, drinks, cups, plates, utensils, napkins, etc.)
 - Decorations (themed goods, lighting, balloons, colored items, etc.)
 - Guests (travel accommodations, event fees, gifts, food, etc.)
 - Communications (website design and hosting fees, paper, folders, logo products, name badges, etc.)
 - Vendors (hotels, rental companies, logo items suppliers, Contributors, subscriptions, outside sponsors, etc.)
- Maintain and update the Contributor database.
- Suggests revenue streams to the Dominae of the Carolinas.
- Ensures expenses remain within the budget parameters.
- Informs Dominae of the Carolinas of any possible budgetary issues.
- Brings financial motions for discussion and voting at Board Meetings.
- Stores and maintains supplies, decorations, furniture/equipment, etc.
- Reconciles all transactions monthly.
- Submits transaction tracking, analysis, trends, and graphs to the Board Chair prior to the Annual Meetings.
- Files all appropriate taxes annually.

Contributorship Director: Duties include, but not limited to:

- Distributes, receives, ensures completed, signed, and dated Contributor Applications
- Processes all public Criminal Background checks.
- Researches FetLife accounts of applicants.
- Checks applicants' valid driver licenses.
- Ensures applicant is of appropriate age.

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- Submits applicant names for motion to approve to the Dominae of the Carolinas Board.
- Coordinates with Communications Director to inform applicants of their Contributor status following Board voting.
- Coordinates with the Financial Director to ensure Contributor Fees have been received.
- Coordinates with Communications Director to inform Applicant of final Contributor designation.
- Redacts personal section of Application and stores securely with other applications in a lockbox.
- Issues Contributor Identification Number and Card.
- Coordinates with Communications Director to add new Contributors to email distribution lists.
- Coordinates mentorship and potential relationship opportunities by matching needs and skills of our Contributors.
- Enters and tracks Contributor information within the Contributor database.
- Keeps Board informed of any Contributor issues.

Submissive Liaison Director: Duties include, but not limited to:

- Selects topics to discuss during SubClub meetings.
- Leads topical discussions on social media.
- Coordinates with the Events Director for logistics of SubClub events.
- Maintains the privacy of participants of discussions.
- Presents suggestions, complaints, concerns of submissives to the Dominae of the Carolinas.
- Presents any possible personal issues of submissives which may affect the entire Contributor body to the Dominae of the Carolinas.
- Ensures a safe and confidential environment for all participants and events.
- Consults with the Dominae of the Carolinas for any advice in trying to help submissive Contributors.
- Maintains impartiality when discussing relationship issues.
- Works with Event Director to coordinate volunteers for event.

Article V. Elections Process

Each service year is dependent upon position. Positions Elections are staggered to help maintain half of the Board of Directors while the other half is elected and transitioned. Any contributor who self-nominates for a position must be an active contributor in good standing for a least three months prior.

- Term Limits:

- Chair:
 - Shall serve for one full year from July to June with the ability to serve two additional consecutive years.
 - Shall not exceed three consecutive years.
 - Be able to serve more than three years provided there is a break between service years.
 - Shall be a dominant female who is currently serving or has previously served on the DoC board.

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- Communications Director:
 - Shall serve for one full year from January to December with the ability to serve one additional consecutive year.
 - Shall not exceed two consecutive years.
 - Be able to serve more than two years provided there is a break between service years.
- Community Relations Director:
 - Shall serve for one full year January to December with the ability to serve one additional consecutive year.
 - Shall not exceed two consecutive years.
 - Be able to serve more than two years provided there is a break between service years.
- Contributorship Director:
 - Shall serve for one full year July to June with the ability to serve one additional consecutive year.
 - Shall not exceed two consecutive years.
 - Be able to serve more than two years provided there is a break between service years.
- Events Director:
 - Shall serve for one full year from January to December with the ability to serve one additional consecutive year.
 - Shall not exceed two consecutive years.
 - Be able to serve more than two years provided there is a break between service years.
- Financial Director:
 - Shall serve for one full year from July to June with the ability to serve two additional consecutive years.
 - Shall not exceed three consecutive years.
 - Be able to serve more than three years provided there is a break between service years.
- Submissive Liaison Director:
 - Shall serve for one full year from July to June with the ability to serve one additional consecutive year.
 - Shall not exceed two consecutive years.
 - Be able to serve more than two years provided there is a break between service years.
 - Must identify with the right side of the slash.
- Nominations and Elections
 - A call for self-nominations will be emailed to all Contributors six weeks prior to the elections by the Communications Director.
 - All Nominations will be accepted via email response and in person during any meetings or events during the six weeks prior to the election by any Board Director who will inform the Board of such nominations.
 - The Board Chair shall send notification and the link for the Elections, as well as the listing of each Directors' responsibilities and the nominations for each Director position up for consideration to all Contributors.
 - Directors are elected by majority vote by all Contributors voting during the Elections process.

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- The current Contributorship Director shall collect all electronic ballots, tally the votes, and inform the Board of the results.
- The Board Chair shall announce the results to all Contributors via email and the following two events.
- Appointments and Transition:
 - The next Board Meeting following the election shall require all Current and Elected Board Directors to be present.
 - The Board Chair shall field any questions by the Elected Board Directors to ensure complete clarity of the positions, its roles and responsibilities, the Elected Board Director is about to accept.
 - Upon completion of the discussions, the Board Chair shall issue the Oaths of Office to each Elected Board Director.
 - Each Elected Board Director shall accept the Oath of Office.
 - All former Board Directors shall release all documents, logins, passwords, resources, etc. to the new Board Directors.
 - All new Board Directors shall accept them in good faith and choose different logins and passwords as necessary and report the new information to the Current Board Chair.
 - Former Board Directors may elect to remain present to aid in the transition discussions and processes or excuse themselves from the remainder of the meeting.

Article VI. Removal of a Director

- Voluntary Removal

If a Board Director is unwilling, unable, or incapable of fulfilling their duties as described in Article IV, that person will notify via written correspondence, preferably email, the Board of Directors of their intent to step down. The Director shall provide a deadline by which they must be released from duties. All information, resources, logins and passwords shall be turned over to the Board Chair prior to the release date.

A special election shall be called immediately to fill the open position. The contributor elected to the open position will finish the current term year of the position and, additionally, may serve the regular terms of that position.

- Forcible Removal:

If a Board Director demonstrates unwillingness, inability, or corrupt practices in fulfilling their duties described in Article IV, that Director will be notified in writing of the meeting at which removal from office will be discussed and voted upon. At that meeting, the Directors may present evidence and statements supporting the intention to remove by vote. The Director in question may present evidence, statements, and/or plans of action to retain their position.

At the meeting, all Board Directors shall vote anonymously against or in favor of the Director's removal. If Removal is approved by majority vote, and the reasons for removal are severe enough to warrant removal from the organization, the remaining Board shall propose a second vote for the removal of the former director as a Contributor.

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The Board shall change all logins and passwords and remove the former Director from all Board-related activities and distribution lists. If the Director is removed as a Contributor, the Board shall remove them from all distribution lists, block them from all social media, and Contributor benefits, as well as ban them from any further events.

A special election shall be called immediately to fill the open position. The contributor elected to the open position will finish the current term year of the position and, additionally, may serve the regular terms of that position.

Article VII. Contributor Requirements

Contributors must:

- Successfully complete the vetting process
- Be current on their Annual Contributorship Fees
- Be 21 years of age or older
- Maintain an active profile on Fetlife.
- Inform the Communications director of any changes in profile names and/or email addresses.
- Be in, interested in, or striving for a Female led relationship or dynamic within play
- Maintain an open mind toward others' dynamics and seek to learn.
- Contributors must show respect and be a positive representative of the Female Led lifestyle.
- Understand that Professional Dominants and Professional Submissives may not solicit for clients or payments for any activities within the organization and/or events.
- Understand that media recording is not allowed at any events.
- Read, understand, and adhere to all Contributor Requirements, Expectations, Etiquette and Rules.
- Maintain their own and other Contributors' privacy, safety, security, health and well-being at all times and report any violations which would jeopardize Contributors and/or the Organization.
- Report any issues, concerns, or suggestions to improve to the Dominae of the Carolinas
- Strive to be a positive representation of themselves and their roles.
- Be active for one full year from January to December as a Contributor in good standing with all rights, privileges, and benefits afforded so long as the policies, rules, and etiquette standards are met.

Article VIII. Contributor Application Process

To apply for Contributorship, an applicant has two options:

- Option A
 - Attend a munch
 - Request and submit an application and NDA from our Contributorship Director.
 - Present a valid driver's license or appropriate identification card.

- Option B

For those unable to apply at a DoC munch:

- A current DoC contributor in good standing, who has attended a minimum of 3 events, may act as a sponsor by writing a letter of recommendation to our Contributorship Director vouching for the person wishing to apply.
- The applicant may then request and receive an application and NDA from our Contributorship Director.

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- The application and NDA must be returned with a copy of their valid driver's license or appropriate identification card for processing.
- The application, NDA, and copy of their valid driver's license or appropriate identification card must be received at least 5 days prior to an event to allow time for processing if the applicant wishes to attend.
- Once the application, etc. has been received and processed, the prospective applicant may attend a DoC event as a guest of their sponsor, who must be present. This allows the applicant to meet the board and other contributors and will serve as the final step in the vetting process in lieu of our Munch.
- A person may only attend **one** event as a sponsored guest prior to becoming a contributor.
- On occasion our events may have a limit on the number of attendees due to space limitations of the venue. In such cases current contributors take priority over guests who wish to attend.
- All interested parties may initiate contact with the Contributorship Director or other Board Directors in person, through FetLife, and/or through email to inquire about possible Contributorship and the process.
- The Contributorship Director will review the applicant's FetLife profile for appropriateness to DoC's Policies.
 - If there isn't sufficient evidence that the applicant may be a match for this organization, the Contributorship Director will contact them to inform them of such.
 - If there seems to be an appropriate match to DoC's Contributor Requirements, the Contributorship Director will contact the applicant and provide further instructions.
- The applicant will read and follow all instructions provided and return the appropriate forms completed, signed, and dated.
- Once the forms have been received, the Contributorship Director will confirm receipt and begin the vetting process which includes but is not limited to:
 - A Public Criminal Background Check
 - A thorough review of the FetLife Profile
 - Contacting three provided references
 - Reports findings to the Board and brings Applicant up for discussion and voting.
 - Following the Board Vote, the Contributorship Director will record and redact appropriate information, as specified on the Contributor Application Form, and secure it in a lock box.

Article IX. Contributor Approval

- If an applicant is approved by the Board, the Communications Director will contact the applicant via email.
- The Communications director will provide the payment link for the annual Contributorship fee.
- Applicant is not deemed a Contributor in good standing until the Contributorship fees have been received.
- Once the Contributorship fee has been received, the new Contributor will be issued a Contributor Identification Number clearly indicated on their Contributor Card.
- The Communications Director sends a "Welcome" email with the Contributor ID number, a copy of the Rules and Etiquette Document, the Bylaws, and the information for the next DoC Event.
- The new Contributor will receive their Contributorship Card at the next shared attended event.

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- The Communications Director will appropriately label the new Contributor's email within the distribution lists to ensure they will be automatically contacted for all appropriate correspondences in the future.
- The new contributor's information will be added to the organization's main database.

Article X. Denial of Application

- Reasons for Denial, including, but not limited to:
 - The Applicant's role is not in line with DoC's requirements.
 - The Applicant did not complete, sign, and/or date the Contributor Application.
 - The Applicant failed Criminal Background check.
 - The Applicant's Criminal Background check is unable to be processed
 - The Applicant submits false information on the Contributor Application
 - The Applicant's references provide sufficient reason for concern.
 - The Applicant has presented cause for concern based on past interactions at other kink-related events directly or indirectly with any current Contributors.
 - If the applicant is seen as unfit to be a Contributor of Dominae of the Carolinas, they will be issued the reason for their denial of Contributor via an appropriate email.
- Since all decisions of the Board are final during the voting process, the Contributorship Director is required to take the following steps:
 - If the reason is due to results from the Criminal Background Check, inform all Contributors of the findings to ensure their awareness and safety in further interactions with them.
 - Keep a record of the person's general information in the event they may need to be removed from a Munch by the venue owners to ensure the safety of our Contributors during and after the event.

Article XI. Contributor Revocation/Removal

Dominae of the Carolinas takes its Contributors, guests, hosts, venues, vendors, and others' health, wellbeing, safety, privacy, security, property, and reputations seriously. It is for this reason our vetting process is so thorough and our judgements absolute and swift. If there is any violation which would put anyone or anything in jeopardy and/or at risk, the Board will act upon notification.

To that end, the Board is to be notified immediately of any suspected violations of the policies, bylaws, rules, and etiquette infractions. The Board will call a special Board meeting to investigate the accusations, and the severity of the infraction(s). During the investigation, all suspected parties involved will have their contributor privileges suspended.

- Investigation will include, but is not limited to:
 - Speaking to all parties directly involved in the incident(s)
 - Speaking to all witnesses of the incident(s)
 - Evaluating possible extenuating circumstances
 - Evaluating instigating circumstances
 - Thorough discussion with all Board Directors
 - A final vote and judgment regarding the status of all parties directly involved in the incident
- Notification of Decision:
 - The parties directly involved will be notified of their contributor status.

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- General Contributorship will be informed as needed.
- Removal/Revocation Consequences, including, but not limited to:
 - Revocation of Contributorship strips any Contributor of all rights and benefits of their Contributorship immediately upon notification of decision
 - Removal and blocking of their email from all email distribution lists
 - Removal and blocking of their social media activities within the organization
 - Being barred from any future events hosted by DoC.
 - Any contact with our Contributors, defamation of character of our Contributors and/or the organization as a whole will be considered harassment and pursued by legal action.
- Voluntary Withdrawal of Contributorship
 - Annual Contributorship Fees are non-refundable
 - Once a person becomes a Contributor, they shall voluntarily cease participation if they wish to do so, however, their Contributorship is still active and maintained until the time to renew their Contributorship.
 - Should a person decide not to renew their Contributorship within the Annual Renewal, they will be officially dropped from the active roster but maintained as an inactive contributor.
 - There is a three-month grace period between the Annual Renewal and being placed as an inactive contributor. During this grace period, the person shall maintain their same contributor number without the rights and benefits of a contributor.
 - After the grace period, should a person choose to become an active contributor again, they must go through the complete vetting process, and once approved, pay the Annual Dues but they may retain the original Contributorship number.

Article XII. Contributor Fees

DoC strives to provide high value robust events for all our Contributors, while keeping expenses of the organization and additional payments to the bare minimum.

- Annual Contributorship:
 - Annual Contributor Fees are per person.
 - There are no discounts for persons in relationships.
 - Annual Contributor Fees are due by the last day of January for current Contributors or upon Contributor
 - Approval within 60 days of Contributorship approval.
 - Contributorship fees paid in December may be applied to the following year.
 - Annual Contributor Fees are subject to change following discussion and voting results at Annual Meetings.
- Monthly Event:
 - Monthly Event Fees are per person at a flat rate.
 - Monthly event fees are determined annually as voted on by a simple majority of the Contributorship attending the annual business meeting in January.
 - All funds received are non-refundable.
- Munch Event:
 - There are no fees for this event.
 - This event is generally held at a public location, and therefore, meals, drinks, tips, etc. will be at the Contributors' discretion and their responsibility.
- Role Specific Event:
 - There are no fees for this event.
 - This event can be held at a public location, and therefore, meals, drinks, tips, etc. will be at the Contributors' discretion and their responsibility.

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- Alternatively, this event can be held at someone's private residence, and therefore, potluck items, snack foods, and drinks may be requested, but not mandatory.
- Annual Retreat:
- Annual Retreat fees are subject to change each year depending on a variety of factors, including but not limited to venue, location, time of year, etc.
- The Events Director at a Board Meeting will present an assessment of the event's fiscal requirements.
- The fiscal requirements will be discussed and voted upon at that same Board meeting following the presentation.

Article XIII. BYLAWS Adoption

We the undersigned have reviewed, discussed, amended the above information to be a true, accurate and current representation of the policies, processes, definitions, responsibilities, requirements, etc. needed for the continuation the Dominae of the Carolinas organization.

We attest that upon signing below that we agree to accept, honor, and faithfully fulfill the respective duties and responsibilities of the positions we are given for the specified term limits required.

We also attest that we will make every effort to be good stewards and custodians of and for the security of the organization and Contributorship collectively and individually for long term growth and existence beneficial to the community at large.

In affirmation thereof, the Directors have set their hands, the year, and the date below:

Director Position	Director Name (Printed)	Director Name (Signature)	Date Signed
Board Chair			
Communications Director			
Community Relations Director			
Events Director			
Finance Director			
Contributorship Director			
Submissive Liaison			