

STATEMENT OF POLICY  
Confidentiality

1. Members agree not to use the membership list or member information for their own personal or financial gain.
2. Members agree not to use the membership list or member information for unsolicited contact.
3. Members agree not to divulge any member's personal information to anyone without that member's explicit permission.
4. Members agree not to divulge any member's involvement in the chapter to non-members without that member's explicit permission.
5. Members agree that no photographs, audio recordings, or video recordings may be taken at chapter functions or events without explicit permission of the Executive Council and written permission of those photographed on file with the Executive Council.
6. Members agree that no photographs, audio recordings, or video recordings of chapter functions or events may be published or shared in any way without written consent of those photographed and written permission from the Executive Council.
7. Members agree that communications posted on the chapter listserv or distributed at chapter meetings, functions, or events may not be re-distributed, re-printed, or published elsewhere without explicit permission from the Executive Council.
8. Members agree that they will not share experiences or activities that occur at chapter events with anyone other than their own experiences. Members also agree that when sharing their personal experiences, they will not name or identify other members involved in those experiences.
9. Chapter officers and committee chairpersons may disclose and use member information as necessary to perform the duties of their office or committee.

STATEMENT OF POLICY  
Acceptance and Approval of New Chapter Members

Any individual who seeks membership in the chapter shall submit a Membership Application and appropriate membership dues to the Membership committee for consideration.

1. Verification of Eligibility
  - a. The Membership committee and/or Executive Council shall verify eligibility of every applicant according to the bylaws, including:
    - i. A confirmation of age and identity by means of visual inspection of identification issued by a state or federal government that contains the applicant's legal name, date of birth, and picture.
    - ii. A confirmation that funds submitted for membership dues have cleared.
      1. If funds submitted for membership dues do not clear, the applicant must submit an alternate form of payment to cover the initial membership dues in addition to any fees assessed to the chapter by any banking institution due to the initial invalid payment.
    - iii. A confirmation of receipt of a signed application.
2. Reapplication of Previously Revoked Members
  - a. Include any individuals who have previously been members of the chapter and had their membership revoked by the chapter.
  - b. Chapter members shall be notified that a new applicant has previously had their membership in the chapter revoked.
3. Refusal by NLA-International
  - a. If a membership application is refused by NLA-International, the individual shall be denied membership in the chapter and any monies received by the chapter for membership dues shall be refunded.
4. Acceptance of Membership
  - a. All other complete applications received from individuals eligible for membership in the chapter shall be recommended to the chapter by the Membership committee for a vote at the next General Membership Meeting that allows for notification to the membership a minimum of fourteen (14) days prior to the meeting.
  - b. The Membership committee shall provide notification of upcoming new member recommendations via the chapter listserv.
  - c. Acceptance of membership shall be decided by a simple majority.
  - d. If an applicant is denied membership in the chapter, that individual shall be prohibited from re-applying for membership for one (1) year.
  - e. Any membership dues paid with an individual's application shall be reimbursed if membership in the chapter is denied.
5. Application to Change Membership Status from Supporting to Full Membership

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- a. The full application process must be followed if a supporting member wishes to apply for full membership in the chapter. However, the original verification of age and identity will stand.
- b. Dues shall be prorated to account for any membership dues already paid.

STATEMENT OF POLICY  
Membership Dues

Membership dues shall be due annually in conjunction with the fiscal year of the chapter. Dues shall be considered overdue on the first day of the fiscal year of the chapter.

A current membership application must be completed annually by all chapter members and submitted either on paper or electronically to the Membership Committee Chairperson during the last month of the fiscal year of the chapter.

Dues shall be paid to the Treasurer if possible but may be given to any member of the Executive Council in the Treasurer's absence. Dues may also be mailed to the chapter address listed on the membership application. If paying dues by mail, a self-addressed stamped envelope must be included so that a receipt may be provided by mail.

Dues may be paid by electronic means at the discretion of the Executive Council. Associated fees of up to five percent (5%) of the transaction may be paid by the chapter.

The chapter shall collect dues monies on behalf of NLA-International for those chapter members who are also members of NLA-International.

There shall be two (2) separate dues schedules for the two (2) levels of chapter membership.

1. Full Chapter Member

- a. Annual dues shall be twenty dollars (\$20).
- b. A prorated dues schedule shall be used to assess dues at the time of membership application as follows:

Date of Application	Dues Assessed
July - September	\$20
October - December	\$15
January - March	\$10
April - June	\$5

2. Supporting Chapter Member

- a. Annual dues shall be ten dollars (\$10).
- b. A prorated dues schedule shall be used to assess dues at the time of membership application as follows:

Date of Application	Dues Assessed
July - September	\$10
October - December	\$7.50
January - March	\$5
April - June	\$2.50

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3. For Full Chapter Members who are also members of NLA-International, a member may choose to pay renewal membership dues via the “Pay-in-Advance” dues collection system outlined below.
  - i. Any eligible member who wishes to use the “Pay-in-Advance” dues collection system must indicate their wish to participate to the Treasurer in writing.
  - ii. Payments may be made at the member’s convenience throughout the chapter’s fiscal year. Payments may be made either at a chapter General Membership Meeting or by mail to the chapter address listed on the membership application. If dues are paid by mail, a self-addressed, stamped envelope must be included so that a receipt may be provided by mail.
  - iii. The Treasurer shall keep a separate log of those members utilizing the “Pay-in-Advance” system in order to track monies received.
  - iv. Any eligible member who wishes to utilize the “Pay-in-Advance” dues system is responsible for ensuring they receive a receipt from the officer who receives their dues money with each payment. These receipts must be retained by the member for the entire fiscal year.
    1. In the case of a discrepancy between a member utilizing the “Pay-in-Advance” system and the Treasurer’s records, the receipts retained by the member shall be considered the accurate record. If the member is unable to produce the receipts, the Treasurer’s records shall be considered the accurate record.
    2. If a member chooses not to renew their membership in NLA-Indianapolis and/or NLA-International after using the “Pay-in-Advance” system, then a refund of their dues monies will only be provided if the member is able to produce the receipts for the total amount of refund being requested.
  - v. If a member chooses not to renew their membership in NLA-Indianapolis and/or NLA International after using the “Pay-in-Advance” system, then a refund must be requested in writing to the Treasurer a minimum of thirty (30) days before the end of the fiscal year.
    1. If the entire forty dollars (\$40) has been collected and no eligible refund request is received, then both NLA-Indianapolis and NLA-International memberships will be automatically renewed at the end of the fiscal year.
    2. If less than forty dollars (\$40) but more than twenty dollars (\$20) has been collected and no eligible refund request is received, then the NLA-Indianapolis membership will be automatically renewed at the end of the fiscal year and the member will have until the July General Membership Meeting to pay the remainder of their NLA-International dues or request a refund in writing to the Treasurer. If the member fails to pay the remainder of their NLA-International dues or request a refund, then any additional monies collected will be forfeited to the chapter.
    3. If less than twenty dollars (\$20) has been collected and no eligible refund request is received, then the member will have until the expiration of their supporting membership status to pay the remainder of

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their dues to qualify for automatic renewal or to request a refund in writing to the Treasurer. If the member fails to pay the remainder of their dues by that time, then any monies collected will be forfeited to the chapter.

STATEMENT OF POLICY  
Hardship Dues Waiver

Anyone may apply for a waiver of chapter membership dues on the basis of financial hardship.

A. Application Process

1. Submit a completed hardship waiver application to the Membership committee in conjunction with a membership application.
2. Applicant may submit any information that they feel would be relevant for consideration.

B. Hardship Waiver Approval Process

1. Membership committee will submit to the Executive Council within seven (7) days of receiving the application.
2. The Executive Council will review and vote on the application within ten (10) days of receiving the application.
  - i. The Executive Council may not request any additional information from the application above and beyond that submitted on or with the hardship waiver application.
3. The Executive Council will inform the Membership committee chairperson of the decision immediately.
4. The Membership committee chairperson will inform the applicant whether or not the hardship waiver has been approved within five (5) days of receiving notification of the decision.
5. The Membership committee must keep a record of the outcome of all hardship waiver applications for the chapter fiscal year for which the dues were requested to be waived.
6. Upon completion of the hardship waiver approval process, all application materials must be destroyed by the Membership committee chairperson and the Executive Council.

C. Approved Hardship Waivers

1. An approved hardship waiver for a new member meets the confirmation of funds eligibility requirement as defined in the Acceptance and Approval of New Chapter Members policy.
2. A hardship waiver for a renewing member must be submitted in time to be approved within the timeframe specified by the Membership Dues policy in order to satisfy the requirements for paying renewal membership dues outlined in that policy.
3. Approved hardship waiver applicants are responsible for following the hardship waiver application process for NLA-International as outlined in the Association's Policies and Procedures if they so choose.

D. Rejected Hardship Waivers

1. If a hardship waiver application is rejected, there shall be no appeals process and the decision for that application shall be final.

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2. If a hardship waiver application is rejected, the applicant may choose to re-apply a maximum of one time per chapter fiscal year, providing additional information or reason for the application is submitted.
3. If a hardship waiver application is rejected, the applicant may choose to remit membership dues in order to continue with the membership application process or membership renewal process.
4. All due dates as outlined in relevant policies still apply.

STATEMENT OF POLICY  
Use of Chapter Name, Titles, and Logos

1. Use of Titles in Correspondence and Communication
  - a. A title is the title of office, committee chairpersonship, or committee membership within the chapter.
  - b. Use of title should be limited to only those times when conducting official chapter business in the position identified by the title.
  - c. Use of title should be limited to only those situations when officially speaking for the chapter.
  - d. Identification of a title held within the chapter is appropriate when listing examples of community service positions such as on a resume, application, or biography.
  - e. Use of title should not be a standard signature in correspondence.
  - f. Use of title is not appropriate when expressing personal opinions.
  - g. Use of title is not appropriate on personal business cards, stationery, letterhead, personal ads, online forums or discussion groups.
2. Use of Chapter Name
  - a. Chapter members may identify themselves as members of the chapter on personal correspondence, personal business cards, personal Web sites, and other personal media.
  - b. Chapter members shall be careful to avoid representing any use of the chapter name as speaking for the chapter.
3. Use of the Chapter Logo and Other Chapter Trademarks
  - a. Use of the chapter logo and other chapter trademarks shall be prohibited except as approved by the Executive Council.

STATEMENT OF POLICY  
Chapter Officers

All officers of the chapter shall be elected by the membership in accordance with the Elections policy.

Each officer shall serve a term of one year or as defined by the Vacancy of Chapter Office policy. There shall be no limit on number of terms served by any one person for any office.

As laid forth by the Bylaws of the chapter, the offices described herein (President, Vice President, Secretary, Treasurer, Member at Large) shall comprise the Executive Council of the chapter.

To be eligible for any office, a member must be a full member of the chapter in good standing with the chapter. All dues must be paid and current and no debts may be owed to the chapter at the time of election to the office. To be eligible for any office, a member must also be a member of NLA-International in good standing with the organization.

1. President

- a. Eligibility: Any member running for the office of President must be a full member of the chapter for a minimum of one (1) year at the time their term as President would begin. Any member running for the office of President must have served for minimum one full term as an officer in the Executive Council at the time their term as President would begin. Any member running for the office of President must be willing and able to have their legal name and identifying information on the chapter bank account and on the Business Entity Report filed with the State of Indiana.
- b. Duties: The President of the chapter shall:
  - i. Be responsible for the overall operation of the chapter.
  - ii. Preside at all meetings of the Executive Council and the General Membership meetings or appoint another member of the Executive Council to do so.
  - iii. Submit to each meeting of the Executive Council and the General Membership meeting a complete report and statement of the affairs of the chapter.
  - iv. Serve as the Chapter Representative within the NLA-International Executive Council.
    - i. Works as a liaison between the chapter and the Executive Council of NLA-International.
    - ii. Participates in the Annual General Meeting of NLA-International.
    - iii. Works with the chapter:

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- a. To ensure that the chapter Bylaws continue to meet the NLA-International guidelines.
- b. To ensure that the chapter membership requirements continue to meet the NLA-International guidelines
- c. To ensure that the chapter has the latest information from NLA-International on Policies and Procedures.
- d. To ensure that the chapter is following any Policy and Procedure pertaining to chapter privilege of using the NLA-International name.

2. Vice President

- a. Eligibility: Any member running for the office of Vice President must be a full member of the chapter for a minimum of one (1) year at the time their term as Vice President would begin. Any member running for the office of Vice President must have served for a minimum of one (1) full term as an officer in the Executive Council at the time their term as Vice President would begin.
- b. Duties: The Vice President of the Chapter shall:
  - i. Be the preferred designee to preside at meetings of the Executive Council and General Membership meetings in the absence of the President.
  - ii. Serve on the Elections and Credentials Committee, but not as the Chairperson.
  - iii. Oversee the operation of the chapter committees, including receiving monthly reports from each committee chairperson prior to the General Membership meeting and keeping an up-to-date record of the membership of each committee.
  - iv. Facilitate and oversee the running of chapter audits as outlined in the Policies & Procedures of the chapter.

3. Secretary

- a. Eligibility: Any member running for the office of Secretary must be a full member of the chapter for a minimum of six (6) months at the time their term as Secretary would begin.
- b. Duties: The Secretary of the Chapter shall:
  - i. Ensure that the minutes of all Executive Council and General Membership meetings are taken, recorded and stored. Prepared minutes from these meetings must be made available to the membership within ten (10) days of each meeting.
  - ii. Keep a record of attendance of officers and chapter members at all meetings.
  - iii. Assume responsibility for chapter record storage, which may be delegated to another full chapter member in good standing with the chapter at the secretary's discretion.

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- iv. Prepare reports of all meetings for publication in the official newsletter of the chapter.
- v. Send the minutes of all meetings to NLA-International within the timeframe required by NLA-International.
- vi. Maintain and make available for distribution accurate and up-to-date Bylaws and Policies & Procedures of the chapter.
- vii. Prepare and file all required federal, state and local documentations, other than financial.

4. Treasurer

- a. Eligibility: Any member running for the office of Treasurer must be a full member of the chapter for a minimum of one (1) year at the time their term as Treasurer would begin. Any member running for the office of Treasurer must be willing and able to have their legal name and identifying information on the chapter bank account and on the Business Entity Report filed with the State of Indiana.
- b. Duties: The Treasurer shall:
  - i. Be responsible for the accounting and management of all monies of the chapter.
  - ii. Monitor the receipt and distribution of all funds, making such distributions according to the Policies & Procedures of the chapter.
  - iii. Provide current financial status of the chapter at meetings of the Executive Council and the General Membership meetings. This shall include providing a copy of the chapter bank statement to the President and Budget chairperson monthly and retaining a copy in the Treasurer's records.
  - iv. Prepare and submit all financial documents that are required to be filed with Federal, State, and/or local agencies for the chapter. A financial professional may be hired to complete this task with the approval of the Executive Council.
  - v. Maintain the financial records of the chapter in a condition ready to be audited.
  - vi. Prepare and submit to the Executive Council quarterly balance sheets and a detailed report following the close of the fiscal year.
  - vii. Prepare separate reports on income-generating events and present such reports at Executive Council meetings and General Membership meetings.
  - viii. Be available at monthly chapter meetings and other chapter events to receive monies from other chapter members and provide a written receipt of any money accepted.
  - ix. Ensure that all monies accepted for the chapter are deposited into the chapter account within thirty (30) days of receiving the money.
  - x. Serve on the Budget committee, but not as the chairperson.

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- xi. Distribute reimbursements as per the Policies & Procedures.
5. Member at Large
- a. Eligibility: Any member running for the office of Member at Large must be a full member of the chapter for a minimum of six (6) months at the time their term as Member at Large would begin.
  - b. Duties: The Member at Large shall:
    - i. Serve as a liaison between the general membership and the Executive Council.
    - ii. Perform other duties as assigned by the Executive Council.
6. Duties which apply to all Officers of the Executive Council
- a. If absent from any regular chapter meeting, designate another member of the Executive Council or any other full chapter member to provide necessary reports and perform necessary duties at the meeting, excluding voting as a member of the Executive Council..
  - b. Any member of the Executive Council may accept monies on behalf of the chapter if the Treasurer is unavailable. A written receipt must be provided upon accepting any monies. The treasurer shall be notified as soon as possible of the receipt of any monies. Arrangements must be made to deposit the monies into the chapter account within thirty (30) days of accepting any monies.

STATEMENT OF POLICY  
Chapter Committees

The standing committees of the chapter shall include Membership, Elections, Budget, Outreach & Activities, Publications, and Community Service & Domestic Violence as outlined in the chapter Bylaws. The composition and duties of those committees shall be outlined within this policy.

Ad hoc committees may be created and disbanded by the Executive Council as needed. Their composition and duties shall be determined by the Executive Council.

Committee chairpersons shall be full members of the chapter in good standing with the chapter. All dues must be paid in full and no debts may be owed to the chapter at the time of appointment as committee chairperson.

Committee members may be any chapter members interested in the committee and willing to volunteer their time, effort, and resources to the duties of the committee.

All committee meetings must be announced to the membership as far in advance as possible. (It is preferable for meeting announcements to occur at business meetings so that they can be included in the minutes.) Meeting announcements must include the location, date and time of the meeting, as well as any other specialized information needed (such as location within the building).

1. Membership Committee

a. Duties: The Membership Committee Shall:

- i. Issue a monthly report to the Vice President
- ii. Issue a Quarterly report to NLA-International.
- iii. Certify eligibility of candidates running for offices of the chapter.
- iv. Create and maintain the membership application. This shall include assessing the application for revision a minimum of once per year and obtaining the approval of the Executive Council for any revisions.
- v. Ensure that the membership application includes at minimum:
  - 1) Legal name of applicant
  - 2) Date of application
  - 3) Age of applicant at time of application
  - 4) Chosen name for use within the chapter
  - 5) Agreement by the applicant to adhere to the Bylaws and Policies & Procedures of the chapter.
  - 6) Indication that legal name and age have been verified by the Membership committee
- vi. Create and maintain a hardship waiver application. This shall include assessing the application for revision a minimum of once

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per year and obtaining the approval of the Executive Council for any revisions.

- 1) The application may not ask for any specific financial information or any additional supporting documentation from the applicant.
  - vii. Ensure that membership applications and renewals are processed and recorded in a timely fashion.
  - viii. Work with the Treasurer to ensure payments for membership dues are received and recorded.
  - ix. Notify the Executive Council if there are twelve (12) or less members of the chapter who are members of NLA-International.
  - x. Notify members at two (2) months and one (1) month before membership dues must be renewed for both NLA-International and the chapter.
  - xi. Investigate and resolve all disputes or inquiries regarding membership, issuing a report of any dispute to the President and Vice President of the chapter.
2. Elections Committee
- a. Composition: The committee membership must include at least two (2) members and at least one (1) chapter member who is not an officer of the Executive Council.
  - b. Duties: The Elections Committee shall:
    - i. Organize and operate regular elections as provided in the Elections policy.
    - ii. Solicit nominees for all elected offices.
    - iii. Verify with the Membership committee the eligibility of each nominee to hold chapter office.
    - iv. Notify the member nominating and the nominee if the nominated member is not eligible to hold office, or if the nominee does not accept the nomination.
    - v. Provide a list of certified candidates to the President in accordance with the Elections policy.
    - vi. Ensure the tabulation and certification of ballots from the general membership.
3. Budget Committee
- a. Composition: The committee membership must include at least two (2) members and at least one (1) chapter member who is not an officer of the Executive Council.
  - b. Duties: The Budget Committee shall:
    - i. Work with the Executive Council and Committee Chairpersons to determine the annual budget of the chapter to be proposed to the Executive Council as per the Use of Chapter Monies policy.
4. Outreach & Activities Committee

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- a. Composition: The committee membership must include at least three (3) members.
  - b. Duties: The Outreach & Activities Committee shall:
    - i. Promote the chapter and chapter events at other appropriate Lifestyle events.
    - ii. Organize fundraising events for the chapter to include a minimum of one (1) such event per fiscal year.
    - iii. Organize promotional events for the chapter to include a minimum of one (1) such event per fiscal year.
    - iv. Ensure the organization of general chapter events, supporting the mission statement of the chapter, to include a minimum of ten (10) such events per year.
    - v. Obtain Executive Council approval for all potential chapter events regarding the scope, purpose, date, location, and budget of those events prior to publicizing or spending any monies on those events.
    - vi. Provide information to the Publications committee for composing announcements of all such events and for documenting all such events in the chapter newsletter.
    - vii. Work with the Budget committee to ensure appropriate financing for all such events and to coordinate fundraising goals.
5. Publications Committee
- a. Composition: The committee membership must include at least two (2) members. The committee chairperson should also strive to include at least one member for the committee with the skills to maintain the chapter website and listserve(s).
  - b. Duties: The Publications Committee shall:
    - i. Create and publish a chapter newsletter to be distributed to the chapter membership. This document shall be created at a minimum quarterly throughout the year.
    - ii. Solicit applicable material for inclusion in the newsletter.
    - iii. Ensure that all newsletter content is approved by the Executive Council and that all such content is in compliance with chapter policies.
    - iv. Provide a copy of the chapter newsletter to NLA-International within twenty (20) days of publication.
    - v. Maintain the chapter website and listserve(s), ensuring that all web content is approved by the Executive Council and ensuring that all web and listserve content is monitored for compliance with chapter policies.
    - vi. Be responsible for publicizing chapter events to relevant groups and organizations, including to the chapter membership, in a timely fashion.
6. Community Service & Domestic Violence Committee

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- a. Composition: The committee membership must include at least three (3) members.
- b. Duties: The Community Service & Domestic Violence committee shall:
  - i. Coordinate efforts with the NLA-International Domestic Violence Project and/or the NLA-I DVP Regional Coordinator for Indiana.
  - ii. Locate deserving projects, organizations, defense funds, and/or charities in our greater community that provide direct service to the Leather/BDSM/Fetish community and could benefit from our efforts.
  - iii. Locate resources within our greater community to help chapter members in need.
  - iv. Organize a minimum of two (2) events per year that serve outside organizations in accordance with the chapter Statement of Purpose.
  - v. Obtain Executive Council approval for all potential chapter events regarding the scope, purpose, date, location, and budget of those events prior to publicizing or spending any monies on those events.
  - vi. Provide information to the Publications committee for composing announcements of all such events and for documenting all such events in the chapter newsletter.
  - vii. Work with the Budget committee to ensure appropriate financing for all such events.

STATEMENT OF POLICY  
Elections

1. Timeframe
  - a. Nominations shall be opened at the January General Membership meeting with the reading of the Elections rules by the Elections committee.
  - b. Nominations shall close at the end of the February General Membership meeting.
  - c. Voting shall be completed as outlined within this policy, to be concluded during the March General Membership meeting.
  - d. Term of office shall be in effect beginning with the opening of the April General Membership meeting or the April Executive Council meeting, whichever comes first.
2. Nomination Process
  - a. Any full member of the chapter may nominate any full member of the chapter for a specific office of the chapter.
  - b. Nominations may be made verbally at the January or February General Membership meeting or may be sent in writing to the Elections committee.
  - c. The Elections committee shall confirm acceptance of the nomination by the nominee prior to the close of nominations.
  - d. The Elections committee shall provide the list of accepted nominees to the Membership committee by the close of nominations to allow the Membership committee to verify eligibility of each nominee to run for the nominated office. The Elections committee shall provide this information to the Membership committee as soon as possible after receiving the acceptance of each nomination in order to facilitate this process.
  - e. The Membership committee shall verify the eligibility of each nominee to hold the nominated office within five (5) business days of the close of nominations.
  - f. The Elections committee shall provide the official list of nominees to the membership, preferably via the membership listserv, within five (5) business days of the close of nominations.
3. February General Membership Meeting
  - a. The Elections committee chairperson shall verbally summarize the eligibility requirements and duties of each office during this meeting.
  - b. Each nominee shall be given an equal allotment of time in which to speak to their candidacy during the meeting. Such speeches will be facilitated by the Elections committee.
4. Voting Process
  - a. Eligibility to vote: Any full chapter member is eligible to vote in the election providing that no membership dues are owed to the chapter at the time of voting.

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- b. The Elections committee shall select two ballot counters who shall receive and count all votes during the election. A ballot counter shall be any member of the chapter (full or supporting member) who is not running for any office during the election and who is deemed independent and trustworthy. Ballot counters will be approved by the members present at the meeting with a simple majority vote.
- c. A ballot shall be created by the Elections committee following the creation of an official list of nominees. The ballot shall be given to the Executive Council for approval within 10 days of publishing the official list of nominees. The Executive Council shall then have 48 hours to suggest any changes or corrections and give approval. The Elections committee shall publish the approved ballot to the listserv within two (2) days of receiving approval from the Executive Council.
- d. Only one vote shall be accepted per member. The first vote received shall stand.
- e. Absentee Voting
  - i. Any full chapter member eligible to vote in the election may opt to vote via email by completing the approved ballot and sending it via email to both of the ballot counters.
  - ii. Absentee voting shall be allowed from the time of the publication of the official ballot until 72 hours before the March General Membership meeting begins.
  - iii. The ballot counters shall provide email confirmation of receipt of each absentee vote to the voting member immediately upon receiving each vote.
  - iv. Each absentee vote shall be printed out and brought to the March General membership meeting.
  - v. A list of those members voting by absentee vote shall be presented to the Membership committee at the March General Membership meeting to confirm the eligibility of those members to vote in the election.
  - vi. Eligible absentee votes shall be placed with the regular paper ballots at the March General Membership meeting and counted at that time.
- f. Proxy Voting
  - i. Any full chapter member eligible to vote in the election may opt to send a proxy vote to the March General Membership meeting if not able to attend the meeting or vote absentee via email.
  - ii. A proxy vote shall consist of a completed paper copy of the approved ballot accompanied by a signed letter stating the member's intent to vote via a proxy vote.
  - iii. A proxy vote must be transported to the March General Membership meeting by a full chapter member and must be

delivered to the ballot counters when ballots are collected at the meeting.

- g. Regular Voting
  - i. The Membership committee, or a full chapter member designated by the Membership committee, shall possess a list of chapter members eligible to vote in the election.
  - ii. The Elections committee shall provide paper copies of the approved ballot to the Membership committee member or designee at the March General Membership meeting.
  - iii. The Membership committee member or designee shall then distribute the approved ballot to all members present and eligible to vote.
  - iv. The ballot counters shall provide a reasonable time frame for voting and announce when voting is completed.
  - v. All ballots must be turned in to the ballot counters when the completion of voting is announced.
  - vi. The ballot counters shall then proceed to count the ballots (including absentee, proxy, and regular votes) individually, compare results, and repeat the counting of ballots together if necessary for an accurate count of the ballots.
  - vii. The ballot counters shall present the results of the ballot count to the Elections committee who shall then announce the results before the close of the March General Membership meeting.
- h. Recounts
  - i. If there is a dispute regarding the results of the election, the dispute must be made before the March General Membership meeting is adjourned.
  - ii. In such a case, an eligible ballot counter shall be nominated from those present at the meeting and accepted by a simple majority vote of those members present.
  - iii. The recount ballot counter shall then be given the results compiled by the ballot counters and shall count the ballots again.
  - iv. Once the counting is completed by the recount ballot counter, this person shall announce the results which shall be final.

STATEMENT OF POLICY  
Use of Chapter Monies

1. Chapter Budget
  - a. The Budget committee shall work with the Executive Council and Committee Chairpersons to create the chapter budget by May 1 of each year.
  - b. The proposed chapter budget shall be published to the membership no later than May 1.
  - c. Discussion about the proposed chapter budget can be held via the chapter listserv or sent by private correspondence to the Budget committee.
  - d. The Budget committee shall publish a final version of the proposed chapter budget to the membership by May 25.
  - e. The Executive Council shall approve the chapter budget by June 1.
  - f. The approved chapter budget shall go into effect on July 1.
2. Standard Use of Chapter Monies: The Treasurer may provide payment or reimbursement for the following expenditures without an approval process:
  - a. Bank account fees for the chapter bank account(s)
  - b. Filing fees for forms required by federal, state, and local agencies
  - c. Payment of dues to NLA-International
  - d. Post office box fees for the chapter PO Box of up to \$50 per year
  - e. Purchase of items and payment of fees that are itemized in the approved chapter budget
  - f. Reimbursement of up to \$25 per year to each chapter officer for items purchased in order to conduct chapter business
3. Non-Standard use of Chapter Monies
  - a. Any expenditure not covered within the Standard Use of Chapter Monies portion of this policy shall require an approval process as outlined herein.
  - b. The Executive Council may consider and approve expenditures of up to \$200 or half of the current chapter treasury, whichever amount is the lesser amount, by simple majority vote.
  - c. Any full chapter member may motion to the Executive Council to propose an expenditure. The Executive Council must vote on the motion at the next Executive Council meeting or may table the motion for up to one month for information gathering. If the amount of the proposed expenditure is greater than \$200 or half of the current chapter treasury, whichever is the lesser amount, and the Executive Council approves the expenditure, the Executive Council must then bring the motion to the membership for a vote at the next General Membership meeting.
4. Receipts and Reimbursements
  - a. In order to be reimbursed for money spent for the chapter, a receipt of sale must be presented to the Treasurer which lists the dollar amount spent. The Treasurer shall then provide reimbursement for standard or approved expenditures.

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- b. Receipts for reimbursement must be presented to the treasurer or other member of the Executive Council within two General Membership meetings of the date of purchase.

STATEMENT OF POLICY  
Conducting Chapter Business Outside of Chapter Meetings

1. Chapter Membership Listserv
  - a. The Publications committee shall be responsible for maintaining a chapter membership listserv to facilitate communications between chapter members outside of regularly scheduled General Membership meetings.
  - b. The Publications committee shall decide what service or format is most appropriate for the chapter membership listserv provided that it allows all chapter members to both post and receive messages with a choice of using their personal email or an online log-in for access.
  - c. The Publications committee shall create a User Agreement for the Chapter Membership Listserv that will identify the requirements for acceptable conduct, moderation policies, and other necessary administrative policies. The committee shall gain annual approval from the Executive Council for the User Agreement. The User Agreement shall be made available to all chapter members and membership on the chapter membership listserv shall constitute acceptance of the User Agreement by each member.
  - d. The Vice President and one member of the Publications Committee shall serve as membership listserv owners with full administrative privileges.
  - e. Additionally, the Membership committee chairperson shall have moderator access to the membership listserv which allows for inviting and approving new membership to the membership listserv and removing members of the membership listserv as the chapter membership changes.
  - f. One (1) additional moderator can be appointed at the discretion of the Publications committee as long as such person is a full member in good standing with the chapter.
  - g. Only full and supporting chapter members may have access to the membership listserv and its contents.
2. Use of the Chapter Membership Listserv
  - a. The Chapter membership listserv shall serve the purpose of allowing discussion of chapter business outside of General Membership meetings.
  - b. All chapter members, both full and supporting level, have a right to membership on the chapter membership listserv.
  - c. Only chapter business may be posted to the chapter membership listserv. A separate listserv may be created by the Publications committee for social discussion among chapter members.
  - d. Discussion of specific issues via the chapter membership listserv may be encouraged in order to facilitate the time schedule of regular chapter meetings.
  - e. Content posted to the chapter membership listserv shall be considered confidential chapter business and shall be handled according to the Confidentiality Policy.

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- f. The chapter membership listserv shall also serve as a suitable means for publishing information to the chapter membership including meeting announcements, chapter budget, elections information, and any other necessary communications.
  - g. The chapter membership listserv shall also serve as the means for conducting time-sensitive chapter business as outlined within this policy.
3. Time-Sensitive Chapter Business
- a. Understanding that unforeseeable situations may arise which require the attention of the chapter in a time frame that does not allow for voting at a General Membership meeting, the chapter membership listserv may be used to conduct such emergency business.
  - b. Procedure
    - i. Any full chapter member may make a motion to attend to a time-sensitive issue on the chapter membership listserv. Such a motion requires a “second” on the chapter membership listserv and notification of the President and/or Vice President.
    - ii. The President or Vice President may then decide to call a vote on the motion.
      - 1) This shall involve designating two (2) members of the Executive Council who are available to receive the votes.
      - 2) All votes shall be submitted via email to both designated Executive Council members.
      - 3) In the announcement to call such a vote, a time frame of no less than forty-eight (48) hours shall be given for votes to be accepted.
    - iii. The two designated Executive Council members receiving the votes will count the votes at the close of voting and confer with one another to ensure accuracy. The results shall be provided to the officer who initially called the vote.
    - iv. All such matters shall be decided by a simple majority vote. In addition, a minimum of thirty percent (30%) of the current chapter membership must vote in favor of the motion in order for such a motion to pass.
    - v. The officer who initially called the vote shall then post the results to the chapter membership listserv and facilitate enacting the motion if it is approved.
    - vi. If any part of this procedure cannot be met within the required time frame, the motion may not be considered.

STATEMENT OF POLICY  
Financial Audits

An audit of the chapter's financial records shall be performed once per year during the month of October. Impromptu audits may also be completed at the discretion of the Executive Council.

1. Procedure:

- a. The Vice President shall select two full chapter members in good standing with the chapter who are not serving as a chapter officer or as the Budget Committee chairperson to serve as auditors. Upon acceptance of these responsibilities, these two chapter members shall work with the Vice President to complete the audit.
- b. If deemed necessary, the Vice President may seek approval from the Executive Council to hire a financial professional to complete the audit.
  - i. Any professional paid to audit the chapter finances may not be affiliated with the chapter or any member of the Executive Council in any way.
- c. The Treasurer and Budget Committee Chairperson shall be required to surrender all financial records to the Vice President for completion of the audit. They shall also be required to make themselves available to answer any questions or provide additional information necessary to the auditors and/or the Vice President to facilitate a complete audit.
- d. The Vice President shall present the results of the audit to the Executive Council at the completion of the audit. The initial results of the audit shall be made available to the membership at the next General Membership meeting.
- e. Should any discrepancies be discovered in the course of the audit, the Executive Council shall handle each discrepancy as appropriate. The resolution of any discrepancies shall be presented to the membership at the next General Membership meeting following the conclusion of such resolution(s).

STATEMENT OF POLICY  
Chapter Lending Library

As one means of fulfilling the Chapter's purpose of providing education and a forum for the sharing of knowledge, viewpoints, and practices of a diverse network of people, the Chapter will create and maintain a Lending Library as described in this policy.

A. The Librarian

1. The Lending Library will be maintained and operated by the Librarian. All Library functions will be performed by the Librarian unless otherwise noted.
2. The Librarian will be appointed by the Executive Council to serve a one-year term aligning with the chapter's fiscal year.
3. Eligibility: Any member considered for the position of Librarian must be a full member of the chapter and be in good standing with the chapter. Any member considered for the position of Librarian must be willing and able to attend General Membership Meetings and limit absenteeism to a maximum of three occurrences per fiscal year.
4. The Librarian shall receive access to the chapter membership list from the Membership Committee chairperson for the purpose of verifying eligibility to check-out Lending Library materials.
5. Resignation: The Librarian may resign from the position before fulfilling their appointed term. Resignation shall entail providing two weeks notice to the Executive Council before the intended date of relinquishing the responsibilities of the position. The Executive Council shall facilitate a transfer of necessary items from the former Librarian to a new Librarian.
6. Removal: The Librarian may be removed from their position at any time for excessive absenteeism or any other reason at the discretion of the Executive Council. At such time, the Executive Council will appoint a new Librarian who will serve the remainder of the fiscal year term. The Executive Council will facilitate a transfer of necessary items from the former Librarian to the new Librarian.

B. Library Policies

1. Library Inventory
  - a. The Librarian shall create and maintain a list of the Lending Library inventory. This list shall be made available online via the Chapter website as well as in hard copy at General Membership Meetings.
  - b. The Lending Library will procure inventory by means of donations. Donated items will be accepted at the discretion of the Executive Council.
  - c. The Librarian will work to promote and solicit donations of Library materials from the Chapter membership.

- d. Donations shall be given to the Librarian (or any member of the Executive Council, who will then transfer the item to the Librarian at the next available General membership Meeting) at General Membership Meetings or chapter events. The Librarian shall send a description of the item to the Executive Council for item approval.
  - e. Upon approval by the Executive council of a donated item, the Librarian shall stamp the item as property of NLA-Indianapolis and enter the item's information in the Lending Library Inventory List.
  - f. The Lending Library will maintain an inventory of books with a subject matter of or about BDSM/Kink/Fetish/Leather topics.
  - g. The Lending Library will not accept, maintain, or circulate materials that are defined as pornography by United States law to the best of the Executive Council's interpretation, understanding that this determination is not made by a licensed attorney.
  - h. The Lending Library will not accept, maintain, or circulate materials that are fragile in nature or easily damaged by normal use.
  - i. Neither the Chapter nor the Librarian will be required or expected to maintain an insurance policy on the Lending Library inventory. Neither the Chapter nor the Librarian will be held responsible for the monetary value of the Lending Library inventory in case of an unforeseeable event that results in the destruction of the inventory in part or whole.
2. User Agreement
    - a. The Librarian will create a User Agreement for the Lending Library.
    - b. This document shall highlight the basic rules of checking-out Lending Library materials and shall be signed by chapter members wishing to use the Lending Library to indicate their agreement to abide by the Lending Library policy.
    - c. The Librarian will seek approval for the User Agreement from the Executive Council annually. The User Agreement will be submitted to the Executive Council a minimum of five (5) days before the Executive Council Meeting occurring in the month preceding the beginning of the chapter's fiscal year.
    - d. The User Agreement shall be valid for the length of the chapter's fiscal year.
    - e. The User Agreement may be modified at the discretion of the Executive Council.
  3. Circulation of Materials
    - a. Eligibility to participate:

- i. Only Chapter members, full and supporting, are eligible to check-out Lending Library materials.
  - ii. Members interested in checking-out Lending Library materials must sign a User Agreement form, stating that they agree to abide by the Lending Library rules. This User Agreement shall be updated annually.
- b. Exchange of Items:
  - i. The Librarian is expected to be present at General Membership Meetings. At a minimum, the Librarian is expected to be available to deliver Lending Library materials at the General Membership Meetings. At the Librarian's discretion and convenience, members may make arrangements to receive or return materials at other chapter or community events.
- c. Reserving Items:
  - i. In order to ensure that Lending Library materials will be available to check-out at General Membership Meetings, members shall reserve items no less than seven (7) days in advance of the General Membership Meeting. Reservations shall be made by email to the Librarian. The email to use shall be published on the electronic and hard copy Lending Library inventory.
  - ii. Members may request both available and checked-out items.
  - iii. Requests will be approved by the Librarian by email no less than twenty-four (24) hours before the General Membership Meeting to confirm item availability.
- d. Checking-Out Items:
  - i. The item shall be transferred to the interested member as described above. At such time, the Librarian shall indicate the item's status as "checked-out" on the Lending Library Inventory List.
  - ii. Items may be checked out for one calendar month or until the next General Membership Meeting, whichever provides the longer amount of time. The due date shall be communicated to the member upon checking-out the item.
  - iii. The Librarian shall record the name of the member in possession of checked-out material on a private inventory list that shall not be published.
  - iv. Only one item may be checked out per member at any given time.
- e. Renewing Items:
  - i. If a member wishes to renew checked-out material, a renewal must be submitted to the Librarian no less than five

- (5) days in advance of the General Membership Meeting where the item will be due. Renewals shall be made by email to the Librarian. The email to use shall be published on the electronic and hard copy Lending Library inventory.
- ii. If no reservations have been made to the Librarian for that item, the renewal shall be approved by email to the member no less than twenty four (24) hours prior to the General Membership Meeting.
  - iii. A member may renew an item for a maximum of three (3) times before the item must be returned.
- f. Browsing Items:
- i. The Librarian will bring a small selection of the Lending Library Inventory to each General Membership Meeting for members to browse.
  - ii. These items may be checked-out at that General Membership Meeting without prior reservation on a first-come-first-served basis.
- g. Lost or Damaged Items:
- i. An item shall be considered lost when it has been overdue for 60 days or when the member who checked the item out indicates they are unable to locate the item.
  - ii. An item shall be considered damaged when it has sustained physical damage that would prevent someone from reading the book, that prevents the cover of the book from protecting the book, or that deteriorates the overall condition of the book.
  - iii. Any member who loses or damages an item in the Lending Library Inventory shall be responsible for providing the replacement cost of the item or providing an identical replacement item. The replacement cost of the item shall be determined by the Librarian and approved by the Executive Council. The Librarian shall determine whether a provided replacement item is in acceptable condition.
  - iv. Replacement cost or items shall be provided to the Librarian as soon as possible.

STATEMENT OF POLICY  
Vacancy of Chapter Office

At any time, if an office is vacant, this policy shall take effect to facilitate the selection of an interim officer who shall hold office until the next regular election.

1. If the office of President becomes vacant, the Vice President shall become the President, effective immediately.
2. If any other office becomes vacant, an interim officer shall be selected at the next monthly General Membership meeting that allows for an announcement of such proceedings to be made to the membership a minimum of five (5) days in advance.
3. If the announcement requirement results in a General Membership meeting or Executive Council meeting while the office remains vacant, the President shall appoint an interim officer to serve during any such meetings. If the vacancy is in the office of Treasurer, the President shall act as interim Treasurer during any such meetings.
4. During the General Membership meeting wherein the vacancy proceedings are completed, nominees shall be accepted from the floor of any full chapter member present at the meeting who is eligible to hold the office in question. The Membership committee or a designee thereof shall verify the eligibility of all nominees to hold the office in question. A simple majority vote by secret ballot shall select the interim officer. The Membership committee or a designee thereof shall determine the eligibility of members present to vote and distribute a ballot to each eligible member. Each member present shall write their vote the ballot and submit the ballot to a ballot counter. The President shall appoint two (2) ballot counters. One shall be a member of the Executive Council and the other shall be a member of the Elections committee. The results of the ballot count shall be verified by the President and announced before the meeting is adjourned.

STATEMENT OF POLICY  
Revocation of Chapter Membership

1. Automatic Revocation of Chapter Membership
  - a. Non-Payment of Dues
    - i. If a member's dues remain unpaid one (1) day after the due date, that individual's chapter membership shall be automatically changed to "supporting member" status.
    - ii. If that member pays their dues within thirty (30) days after the due date, that individual's full chapter membership shall be automatically re-activated without any additional action.
    - iii. If a member's dues remain unpaid for thirty (30) days after the due date, that individual's membership shall expire. The member may at any time re-apply for membership, which shall be determined via the Acceptance and Approval for New Chapter Members policy.
2. Situational Revocation of Chapter Membership
  - a. Initiation of Membership Revocation Proceedings
    - i. As outlined in the Bylaws of the chapter, any full chapter member may petition the Executive Council to act, including proposing the revocation of a chapter membership. Such a petition may be acted upon at the discretion of the Executive Council.
    - ii. Notification of the decision to act or not act on the petition has to be given (in writing) to the person making the motion within five (5) days after the next Executive Council meeting.
    - iii. In addition, twenty percent (20%) of the full members of the chapter may petition the Executive Council for revocation of a chapter membership. Receipt of such a petition shall trigger immediate initiation of proceedings to revoke the chapter membership in question.
  - b. Notification of the Member: The member in question must be notified of the initiation of proceedings within forty-eight (48) hours.
  - c. Resignation of Membership: At any time during the proceedings, the member in question may choose to resign their membership which shall halt all proceedings. Such resignation shall be presented in writing to the Executive Council.
  - d. Revocation of Membership of a Chapter Officer
    - i. Once a chapter officer is notified of the initiation of proceedings, an interim officer shall be appointed to assume the duties of that office until the resolution of the proceedings.
      - 1) If the President is the officer in question, the Vice President shall act as interim President.
      - 2) If the Treasurer is the officer in question, the President shall act as both President and interim Treasurer.

- 3) The President shall appoint an interim officer to assume the duties of any other officer in question.
  - 4) This interim officer shall serve until either the completion of these proceedings result in retaining the officer in question or until the completion of the Vacancy of Chapter Office procedure if the officer is removed.
  - 5) The officer in question must relinquish all relevant records and materials of their office to the interim officer by the next Executive Council or General Membership meeting.
- ii. The four (4) remaining Executive Council members may by unanimous vote choose to waive this requirement and retain the officer in question for the duration of the proceedings if deemed necessary for the good of the chapter.
- e. Investigation of Complaint
- i. Investigation shall begin at the next General Membership meeting that allows for five (5) days notice given to the membership that such an event shall occur at the meeting.
  - ii. An Investigation Panel shall be selected at this General Membership meeting.
    - 1) Each of the standing committee chairpersons shall nominate a full chapter member for the Investigation Panel. Each chairperson shall confirm acceptance of the nomination from the nominee prior to the meeting.
    - 2) Nominations shall be taken from the floor for an eligible ballot counter (who must be a full chapter member who is not an officer or a committee chairperson and who is deemed independent and trustworthy) and be selected by simple majority vote.
    - 3) Each full member present at the meeting shall vote for three of the nominees to serve on the Investigation Panel.
    - 4) The three Investigation Panel members shall be selected by simple majority from this vote. The ballot counter's count shall be final.
  - iii. Investigation Procedure
    - 1) The Investigation Panel shall use the time between the General Membership meeting at which they are selected and three (3) days before the next monthly General Membership meeting to conduct an investigation into the possible membership revocation.
    - 2) This investigation must allow the member in question to speak and present information to the Investigation Panel.
    - 3) The investigation must also allow the person(s) who initiated the petition for revocation of membership to speak and present information to the Investigation Panel.

- 4) Any person who wishes to provide evidence or who is asked to provide evidence during the course of the investigation may petition the Executive Council to have their name and identifying information withheld from any public record or General Membership meetings wherein evidence may be presented. Such matters will be decided by a simple majority vote of the Executive Council in a timely manner and the decision will be given to both the petitioner and the Investigation Panel before any evidence is provided.
  - 5) After the investigation and a minimum of three (3) days prior to the next monthly General Membership meeting, the Investigation Panel shall provide all evidence gathered during the investigation to both the member in question and the person who initiated the complaint.
- iv. Conclusion to the Investigation: The matter must be concluded at the next monthly General Membership meeting following the selection of the Investigation Panel.
- 1) By the start of this meeting, the member in question shall decide to have either an open or closed conclusion to the investigation.
    - a. A closed conclusion shall entail the Investigation Panel presenting a summary of findings and a recommendation to the membership at the meeting.
    - b. An open conclusion shall entail the Investigation Panel facilitating an open discussion, including the presentation of information from the investigation, at the meeting.
    - c. Failure to give a preference or attend the meeting by the member in question shall indicate the choice of a closed conclusion.
  - 2) Membership Vote:
    - a. A member of the Membership committee, or a designee thereof, shall prepare a ballot to be distributed to full chapter members present at the General Membership meeting who are eligible to vote on the matter.

- b. The ballot shall read:

Retain Membership
Revoke Membership

- c. The Membership committee member or designee thereof shall collect the ballots after a reasonable period of time and present them to the Investigation Panel.
- d. The Investigation Panel shall count the ballots aloud in full view of the members present.
- e. The Investigation Panel shall announce the results before the conclusion of the General Membership meeting.
- f. There shall be no appeals or recounts.
- f. Effect of a Decision to Revoke Chapter Membership
- i. The decision to revoke a membership shall go into effect at the completion of the membership vote.
  - ii. If the member was an officer, then the Vacancy in Office policy shall go into effect.
  - iii. The individual whose membership has been revoked shall not be allowed an appeals process.
  - iv. The individual whose membership has been revoked shall not be eligible for a refund of any monies paid to the chapter.
  - v. If the membership votes not to revoke the membership, proceedings may not be initiated against the same member by the same complainant for the same offence by for a minimum of three (3) months.
  - vi. An individual whose membership is revoked may not be considered for membership in the chapter for a minimum of two (2) years from the date of revocation.
  - vii. Records of the conclusion of all revocation proceedings shall be maintained by the Membership Committee for a minimum of two years.
3. Notification of NLA-International
- a. The President or interim President shall notify NLA-International of any proceedings for revocation of membership immediately upon the initiation of proceedings.
  - b. Such notification shall be completed according to the requirements of NLA-International.

STATEMENT OF POLICY  
Removal from Chapter Office

This policy describes the procedures and occasions of removing an officer from chapter office. Once this procedure is completed, the office shall be filled by referring to the Vacancy in Chapter Office policy.

1. Automatic Removal from Office

- a. A Chapter Officer shall be removed from office without investigation or appeal if that officer is absent for a total of either three (3) Executive Council meetings or three (3) General Membership meetings. The procedure for filling a Vacancy in Chapter Office may be initiated during the third such meeting. The Executive council may decide by simple majority vote to retain the officer in question. Any such decisions must be ratified by a simple majority vote of the chapter membership at the next General Membership meeting.
- b. A Chapter Officer shall be removed from office without investigation or appeal if that officer's chapter membership is revoked.
- c. A Chapter Officer shall be removed from office without investigation or appeal if that officer's membership in NLA-International is revoked or expires.
- d. A Chapter Officer shall be removed from office without investigation or appeal if that officer's eligibility for that office lapses.

2. Situational Removal from Office

- a. Initiation of Proceedings
  - i. As outlined in the Bylaws of the chapter, any full chapter member may petition the Executive Council to act, including proposing to remove of an officer from office. Such a petition may be acted upon at the discretion of the Executive Council.
  - ii. Notification of the decision to act or not act on the petition must be given (in writing) to the person making the petition within five (5) business days of the next Executive Council meeting.
  - iii. As outlined in the Bylaws of the chapter, twenty percent (20%) of the full members of the chapter may petition the Executive Council for removal of an officer from office. Receipt of such a petition shall constitute immediate initiation of proceedings to remove an officer from office.
- b. Notification of the Officer: The Officer in question must be notified of the initiation of proceedings within forty-eight (48) hours.
- c. Resignation of Office: At any time during the proceedings, the Officer in question may chose to resign from office, which shall halt all proceedings and result in a Vacancy in Office. Such resignation shall be presented in writing to the Executive Council.
- d. Interim Officer

- i. After the Officer is notified of the initiation of proceedings, an Interim Officer shall be appointed to assume the duties of that office until the resolution of the proceedings.
  - ii. If the President is the Officer in question, the Vice President shall act as President until the resolution of the proceedings.
  - iii. The President shall appoint an Interim Officer to assume the duties of any other officer in question until the resolution of the proceedings.
  - iv. The Officer in question must relinquish all relevant records and materials of their office to the Interim Officer by the next Executive Council or General Membership meeting.
  - v. The four (4) remaining Executive Council members may choose by unanimous vote to waive this requirement and retain the Officer in question for the duration of the proceedings if necessary for the good of the chapter.
- e. Investigation of Complaint
- i. Investigation shall begin at the next General Membership meeting that allows for five (5) days notice given to the membership that such an event shall occur at the meeting.
  - ii. An Investigation Panel shall be selected at this General Membership meeting.
    - 1) Each of the standing committee chairpersons shall nominate a full chapter member for the Investigation Panel. Each chairperson shall confirm acceptance of the nomination from the nominee prior to the meeting.
    - 2) Nominations shall be taken from the floor for an eligible ballot counter (who must be a full chapter member who is not an officer or a committee chairperson and who is deemed independent and trustworthy) and be selected by simple majority vote.
    - 3) Each full member present at the meeting shall vote for three of the nominees to serve on the Investigation Panel.
    - 4) The three Investigation Panel members shall be selected by simple majority from this vote. The ballot counter's count shall be final.
  - iii. Investigation Procedure
    - 1) The Investigation Panel shall use the time between the General Membership meeting at which they are selected and the next monthly General Membership meeting to conduct an investigation into the possible removal of the officer.
    - 2) This investigation must allow the officer in question to speak and present information to the Investigation Panel.

- 3) The investigation must also allow the person(s) who initiated the petition for removal to speak and present information to the Investigation Panel.
  - 4) Any person who wishes to provide evidence or who is asked to provide evidence during the course of the investigation may petition the Executive Council to have their name and identifying information withheld from any public record or General Membership meetings wherein evidence may be presented. Such matters will be decided by a simple majority vote of the Executive Council in a timely manner and the decision will be given to both the petitioner and the Investigation Panel before any evidence is provided.
  - 5) After the investigation and a minimum of three (3) days prior to the next monthly General Membership meeting, the Investigation Panel shall provide all evidence gathered during the investigation to both the member in question and the person who initiated the complaint.
- iv. Conclusion to the Investigation: The matter must be concluded at the next monthly General Membership meeting following the selection of the Investigation Panel.
- 1) By the start of this meeting, the Officer in question shall decide to have either an open or closed conclusion to the investigation.
    - a. A closed conclusion shall entail the Investigation Panel presenting a summary of findings and a recommendation to the membership at the meeting.
    - b. An open conclusion shall entail the Investigation Panel facilitating an open discussion, including the presentation of information from the investigation, at the meeting.
    - c. Failure to give a preference or attend the meeting by the officer in question shall indicate the choice of a closed conclusion.
- v. Membership Vote:
- 1) A member of the Membership committee, or a designee thereof, shall prepare a ballot to be distributed to full chapter members present at the General Membership meeting who are eligible to vote on the matter.

2) The ballot shall read:

Retain the Officer
Remove the Officer

- 3) The Membership committee member or designee thereof shall collect the ballots after a reasonable period of time and present them to the Investigation Panel.
- 4) The Investigation Panel shall count the ballots aloud in full view of the members present. As per the Chapter Bylaws, a two-thirds (2/3) majority is necessary to remove a Chapter Officer from office.
- 5) The Investigation Panel shall announce the results before the conclusion of the General Membership meeting.
- 6) There shall be no appeals or recounts.

f. Effect of the Decision to Remove the Officer from Office:

- i. The decision to remove the officer from office shall go into effect at the completion of the membership vote and the Vacancy in Office policy shall be followed.
- ii. The removed officer shall not be allowed an appeals process.
- iii. If the membership votes not to remove the officer from office, proceedings may not be initiated against the same officer by the same complainant for the same offence for a minimum of three (3) months.
- iv. An officer who is removed from office may not be considered eligible to run for office in the chapter for a minimum of two (2) years from the date of removal.
- v. Records of the conclusion of all removal proceedings shall be maintained by the Membership Committee for a minimum of two years.

3. Notification of NLA-International

- a. The President or interim President shall notify NLA-International of any proceedings for removal of an officer from office immediately upon the initiation of proceedings.
- b. Such notification shall be completed according to the requirements of NLA-International.