

Policies and Procedures of the National Leather Association – Dallas

SECTION I. ELECTIONS:

- A. Nominations:
 - a. Members may self-nominate or accept a nomination from another member.
 - b. Nominations may be made in person during General Meetings and will be recorded in the minutes.
 - c. Nominations may be submitted by written notice to a Co-Chair or the Secretary at their email addresses provided on the NLA-Dallas website.
 - d. Nominations will be closed at 9:00 p.m. the Tuesday immediately preceding the election.
 - e. By 9:00 p.m. the Friday immediately preceding the elections, all nominees must have submitted a brief biography for publication to the Members' email list. Failure to do so will forfeit nomination. This submission shall include a declaration of any of the following relationships with a current Member of the Executive Committee or another nominee:
 - 1. Partnerships or other domestic situations or living arrangements;
 - 2. Familial relationship including biological, legal, and/or Leather families;
 - 3. Sexual relationships;
 - 4. Power exchange relationships;
 - 5. Leather Club memberships; and
 - 6. Financial or business relationships.
- B. Elections will be held at General Meetings in accordance with Section IV of the Bylaws. When possible, elections will be placed early in the meeting agenda.
- C. The annual elections and all contested elections for office will be conducted by secret ballot.
- D. Ballots will be provided individually to Members upon verifying their Membership is current by:
 - a. presentation of an unexpired Membership Card; or
 - b. Verification of current Membership by the Membership Director or a Co-Chair.
- E. The Executive Committee will choose one Member of the Executive Committee not running in the election and one Member not on the Executive Committee to tally ballots. Each will individually calculate totals which will then be compared for agreement. If needed, recounts will continue until the individual totals agree. Upon agreement of the totals, the Sergeant at Arms or other NLA Dallas member decided by the Executive Committee will certify the election.
- F. Upon certification of the election, the total number of ballots cast and the winner(s) will be announced. The individual tally will not be announced, but will be provided to the Secretary to be posted in the minutes and/or provided to any Member upon request after the meeting is adjourned.
- G. For all elected positions except the Members at Large, if a majority vote is not cast for a single candidate in a contested election, the two candidates receiving the most votes will immediately hold a run-off election.

- H. Members at Large running en masse in the Annual Elections are elected by plurality voting as provided for in the Bylaws. Those candidates receiving the highest numbers of votes will be declared the winners. Ballots indicating votes cast for fewer candidates than are running will not be declared invalid or an abstention but will be counted in favor of the candidates indicated on the ballot, however, only one vote per candidate will be counted on a single ballot. In the event there is a tie, a run-off election will be held as needed to determine the winning candidates. When a special election is held for a Member at Large position, a majority is required to determine the winner.
- I. Change over meeting will be held prior to the July Executive Committee meeting. Both the outgoing Executive Committee and newly appointed / elected Executive Committee members shall attend.

SECTION II. FINANCIALS:

- A. Any Member may request an opportunity to inspect the financial record.
 - 1. The request needs to be in writing and will be honored within 30 days
 - 2. The Treasurer will honor request and remove any sensitive, personal information as defined by state and federal law.
- B. Each year, after the Executive Committee Changeover Meeting, the financial records shall be reviewed by a committee appointed by the Executive Committee, to include the Senior Co-Chair, one Executive Committee member and two General members. The results of this review will be reported at the September General Meeting.
- C. Credit Card readers will be distributed at the discretion of the Treasurer and Co-chairs.
- D. Passwords to the various financial accounts will be changed at the rotation of elected / appointed incoming Executive Committee member.
- E. Any funds collected on behalf of NLA-Dallas for any reason shall be remitted to the Treasurer or one of the Co-Chairs within thirty (30) days for deposit.
- F. Any member of the Executive Committee with access to a debit card must report all transactions to the Treasurer within seven (7) days, prior if possible.
- G. Membership and financial information shall be stored in compliance with state and federal law.

SECTION III. MEMBERSHIP:

- A. Members have the following rights of participation and privileges:
 - a. attend meetings;
 - b. attend NLA-Dallas sponsored events and functions;
 - c. speak to matters brought before the Membership in a reasonable fashion until debate is closed;
 - d. vote on matters brought before the Membership;
 - e. bring issues and ideas to the Executive Committee for consideration;
 - f. attend Executive Committee meetings;
 - g. nominate candidates for election;
 - h. run for election;
 - i. vote in the Annual and/or Special Elections; and
 - j. volunteer for appointed positions.
- B. All new applications for Membership will be announced at the regular Executive Committee Meeting by the Membership Director or a designee as part of the Membership report.
- C. The Membership Director or the Treasurer may collect dues payments. Cash, checks, money orders and credit/debit cards are accepted. The Membership Director shall issue a written receipt for cash payments. The Membership Director shall deliver monies received for deposit along with information on any credit card payments to the Treasurer or one of the Co-Chairs to be deposited within (30) days of receipt.

- D. Individuals with financial hardship, or on active military duty status, wishing to apply for or renew membership may submit a request for a dues waiver through the Membership Director to the Executive Committee. Supporting documentation may be requested.
- E. After new & renewing Members have submitted applications and any related materials, they will:
 - a. receive an NLA-Dallas Membership Card;
 - b. and be added to or verified to be on the NLA-Dallas Members' email list
 - c. no later than 30 days after received by the Membership Director
- F. Access to the NLA-Dallas Bylaws and Policies & Procedures is available on the NLA-Dallas website and will be maintained by the Communications Director.
- G. Applications for Membership; the current year's Program and Events schedule; contact information for the Members of the Executive Committee and Standing Committee Chairs and other information is available on the NLA-Dallas website and will be maintained by the Communications Director.
- H. Renewing Membership:
 - a. The Membership Director shall email each Member a reminder of the pending expiration of their membership at least one month prior to the expiration date.
 - b. Renewing Members shall complete an application and submit it along with their dues payment or request for dues waiver to the Membership Director in person or via postal mail at the address provided on the NLA-Dallas website.
 - c. The grace period for renewal expires thirty (30) days after the membership expiration date. To reflect continuous membership, the new membership expiration date for Members who renew during their grace period shall be one (1) year after the previous membership expiration date, not one (1) year after the date dues are paid.
- I. Revocation of Membership:
 - a. NLA-Dallas reserves the right to revoke the membership for the following actions:
 - i. working counter to the Statement of Purpose of NLA-Dallas;
 - ii. publicly advocating attitudes or actions contrary to the Statement of Purpose of NLA-Dallas;
 - iii. other discriminatory activity; or
 - iv. Deliberately working to malign, damage or inhibit the efforts of NLA-Dallas or its ability to conduct business in a safe and reasonable environment.
 - b. Decisions or actions affecting one's Membership status in NLA-Dallas shall be regarded with the utmost consideration in terms confidentiality. No action may be taken without fully informing the Member in question of accusations or complaints the Executive Committee has determined may require action, and affording that Member adequate opportunity to respond.
 - c. Written documentation of all proceedings and investigation results must be recorded and maintained.
 - d. The procedure to revoke Membership is as follows: The revocation process may be initiated by a written complaint from any Member delivered to a Member of the Executive Committee in person or in writing at their

nladallas.org email address. The complaint will then be presented at the next Executive Committee meeting. The Executive Committee shall direct one or more of its Members to investigate the matter and present a report of findings to the Executive Committee within 60 days. Upon review of those initial findings, the Executive Committee will provide the Member in question an opportunity to respond. Written notice of any action including additional investigation will be sent to the Member in question via email at the address provided for the Members' email list.

- e. Any action under consideration involving a possible revocation of membership requires a two third (2/3)-majority vote of the elected Members of the Executive Committee.
- f. The decision by the Executive Committee to revoke membership is final.

SECTION IV. CONDUCTING BUSINESS:

- A. Minutes taken at all meetings will be compiled and posted by the Secretary or a designee to the appropriate location within ten (10) business days.
- B. All advertising of NLA-Dallas, including online campaigns, print ads, social media, marketing efforts and other promotional strategies, is subject to the approval of the Executive Committee.
- C. Beyond Vanilla will be responsible for its own Marketing.
- D. A returned check fee of thirty dollars (\$30) will be assessed for any returned check remitted to NLA-Dallas or Beyond Vanilla.
- E. Written communication or written notice:
 - a. All written communication between NLA-Dallas and its Membership is conducted via website postings at www.nladallas.org or via email at the email address each Member has provided to the Membership Director and/or Communications Director for the Members' email list.
 - b. All written communication or written notice from Members to Members of the Executive Committee should be sent to their respective nladallas.org addresses or delivered in person.
 - c. Members are encouraged to comment and respond to emails of interest sent to the Members' email list.

SECTION V. EXECUTIVE COMMITTEE:

- A. Disciplinary Action:
 - a. Any member of the Executive Committee deemed not fulfilling his or her duties; behaving in a manner inconsistent with the Statements of Purpose of NLA-Dallas or NLA-International; or considered having harmed NLA-Dallas; may be considered for removal from the Executive Committee.
 - b. This process may be initiated by a majority vote of the Executive Committee or by a petition signed by 10% of the Membership and presented to the Executive Committee. When consideration for removal is received, the Executive Committee Member in question will be notified in writing by a Co-Chair prior to the matter being taken to the Membership for final consideration at the next General Meeting.
- B. There is one Members-at-Large position on the Executive Committee for each director position filled.

C. Roles, Rights and Responsibilities:

a. The Co-Chairs:

1. are the official spokespersons for NLA-Dallas;
2. shall preside at all Executive Committee Meetings and General Meetings;
3. shall be in charge of the management of the affairs of the Chapter;
4. shall serve as ex-officio members of all committees; and
5. may with limitation delegate responsibilities as needed.
6. Shall have admin access to the IT infrastructure of NLA-Dallas

b. The Secretary:

1. shall attend to correspondence;
2. shall serve as the recorder of the minutes of all Executive Committee Meetings and General Meetings;
3. shall be responsible for keeping a record of all standing rules and additional policies enacted by the Membership.
4. shall be granted access to post minutes and other documents to the website files sections.

c. The Treasurer:

1. shall receive and maintain custody of all funds and securities belonging to NLA-Dallas in the bank or other institution account(s) specified by the Executive Committee;
2. shall release funds only upon the order of the Executive Committee;
3. shall keep a monthly-itemized account of all receipts and expenditures and shall report such account information at each Executive Committee Meeting;
4. shall be responsible for the collection of dues in the absence of the Membership Director;
5. shall prepare and submit any required State, Local, or Federal reports and/or filings; and
6. shall notify the Membership Director immediately of any returned checks or reversed charges for dues.
7. shall also serve in the capacity of Treasurer on the Beyond Vanilla Committee.
8. shall maintain a detailed roster of all Members of the Executive Committee and the Beyond Vanilla Committee with access to credit card reading devices linked to NLA-Dallas accounts.
9. is responsible for the issuance and physical confiscation of any card or device that allows access to NLA-Dallas accounts.
10. shall be provided the NLA-Dallas checkbook, online account access, a debit card linked to the necessary account(s) and other products required to fulfill the duties specified herein.

d. The Communications Director:

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

e. The Education Director:

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

f. The Membership Director:

1. shall keep full, accurate and confidential records of all membership data;

2. shall maintain a supply of membership applications, distribute these as needed, accept submitted applications, review membership applications for completeness and report on new applicants as part of their Executive Committee report;
3. maintains the official roster of Members;
4. shall collect dues and issue receipts as needed, and keep accurate records concerning the dues status of each Member;
5. verify the current status of Members and determine their eligibility to vote in elections;
6. issue Membership Cards; and
7. maintain and vend the supply of NLA-Dallas pins, patches and other merchandise in coordination with Communications Director as required for online sales.

g. The Social Director:

1. shall be responsible for the planning, staffing, and supervision of all scheduled social events;
2. shall prepare event schedules for approval by the Executive Committee and membership; and
3. in coordination with the Communications Director, shall be responsible for media relations regarding social events.

h. The Members-at-Large:

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

i. The NLA-International Representative:

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

j. Domestic Violence Project:

1. Appointed by the Executive committee annually after the annual elections

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

SECTION VI. COMMITTEES

a. The Marketing Committee:

1. creates and executes a plan and a budget for marketing efforts including events, inter-club relations, community outreach and other activities in coordination with other Directors as needed;
2. coordinates the design, production & distribution of marketing materials; and
3. shall purchase advertising space approved by the Executive Committee.
4. shall maintain social media accounts of NLA-Dallas and update then with all NLA-Dallas activities.

b. Beyond Vanilla Committee:

1. NLA-Dallas originally conceived Beyond Vanilla (BV) as an outreach and educational tool to the novice just beginning to explore or is extremely curious about leather/BDSM. This mission will remain the significant focus of the event. The conference should be maintained in an appropriate venue while maintaining its primary focus on the novice with a moderate emphasis on the more experienced practitioners.
2. Co-Directors will be named and appointed no later than ten months prior to the event by the Executive Committee of NLA-Dallas.
3. Eleven (11) months prior to the event, interested NLA-Dallas members will submit a written proposal to the Executive Committee for appointment to the Co-director positions. With a review of the proposal done by the Executive Committee in conjunction with the post mortem notes from the BV committee
4. One Co-Director will have served as a co-director the previous year, whenever possible.
5. At least one Co-Director will be asked to attend all Executive Committee meetings.
6. Co-Directors will organize the committee.
7. Committee leaders will be solicited out of the membership, from previous BV committees, and will request to be on the committee.
8. Eight (8) months prior to BV. Co-Directors will create a budget and the BV committees will review prior to being submitted to the Executive Committee.
9. The BV committee will attend the event for no cost [package to include event, Leather dinner and play party]. Any other additions to the event and t-shirts will be paid for by the committee member.
10. Beyond Vanilla Committee Meetings will be held monthly no later than two (2) months after the committee is formed.
11. The Co-Directors will submit a report at each Executive Committee meeting.
12. Committee leaders will solicit an assistant, if needed, from the membership with the main intent of training that assistant to run that committee in the future. Assistants will be approved by the Co-Directors.

c. The BV Committee Positions are appointed as appropriate by the BV Committee. Potential examples:

1. Two Co-Directors
2. Assistant Director, as needed
3. Secretary
4. Marketing Team, up to four (4) people
 - i. Social media
 - ii. Ad sales
 - iii. Program layout and designing
 - iv. Web site development and maintenance
5. Registration and Assistant
6. Security
7. Volunteers and Assistant
8. Workshops / Seminar and Assistant
9. Silent Auction
10. Vendor
11. Play Party
12. Entertainment

13. Contests

- d. If for any reason a director or assistant cannot fulfill his or her responsibilities, or resigns from the position the Co-Directors will fill the position(s) as soon as possible.