



THE POLICIES AN PROCEDURES OF THE PALM SPRINGS LEATHER ORDER OF THE DESERT (PSLOD)

Revised November 10, 2023

Board of Directors:
David Dunn, President
Eric Johnson, Vice President
Frank Pullara, Secretary
Andrew Harker, Treasurer

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Member Financial Obligations

- 1) Full Member:
 - a) \$60.00 non-refundable **Annual Dues** – Due on or before the January member Meeting. For Pledges who have been voted into PSLOD as Full Members during the Fiscal Year, dues are due within 30 days of the vote, prorated by quarter.
 - b) Members who have not paid the Annual Fee by February 28, will lose all membership privileges, including voting rights until dues are paid in full.
- 2) Associate Member:
 - a) \$30.00 non-refundable Annual Dues – due on or before the January Member Meeting.
 - b) Associate Members who have not paid their Annual Dues will lose all Associate Membership privileges until the dues are paid. Associate dues are not prorated for new Associate Members joining PSLOD during the Fiscal Year.
- 3) PLSOD Patch and Pin Packages: \$40.00
- 4) Waivers: With Board of Directors approval payment of member fees may be waived, deferred, or a payment plan arranged. To arrange this, the member or pledge should contact a Board member or their Sponsor.

Meeting Participation

- 1) Guests: Non-member guests at Member Meetings are welcome. PSLOD recognizes the importance free and open discussion often play in guiding the activities and success of the organization. However, guest comments during meetings may be restricted or limited by the Chair of the meeting in order to facilitate member comments and discussion, and in moving the meeting agenda forward.
- 2) Members: Comment by members should in large part occur using Roberts Rules of Order, and be productive and concise and directed to the items provided on the agenda. The Chair of the meeting may limit the time for, and end, discussion of an item under consideration to move the meeting agenda forward. When possible, all Membership Meetings will allow time at the end of the agenda for open comments and announcements by members under “Good of Order”.

- 3) Only Full Members in good standing may attend Closed Session portions of Membership Meetings, and are the only members allowed to vote on action items. Associate Members may provide comments, suggestions, and opinions on action (voting) items for consideration by Full Members and the Board on open meeting items.

New Member Pledge Protocol

The PSLOD is an all-volunteer 501(c)3 membership organization with a charitable mission. In order to meet its mission; we welcome new prospective members to get to know our organization and its members and purpose and to consider joining PSLOD.

We currently have two types of memberships; a Full Member with voting rights, and an Associate Member without voting rights, but with membership privileges and with no participation or meeting attendance requirements.

To become a Full Member or an Associate Member, any prospective pledge should start with attending meetings and volunteering, as well as securing a Sponsor(s) for your application for membership, if they don't already have one. It is important that Pledges get to know members and that they decide if being a member of PSLOD is the right fit for them prior to submitting an application for membership.

Full Members:

Step One: Introduction to the PSLOD

- 1) The Pledge process takes a minimum of three months before becoming a Full Member.
- 2) Pledges start the process by completing an interest form available online, providing their contact information and other details.
- 3) Once received the PSLOD will contact the Pledge regarding activities to volunteer at meetings and activities the Pledge may attend.
- 4) In some cases, Pledges may have already completed this step, and have a Sponsor, and at the discretion of the Vice President, may move onto submission of a formal Application.

Step Two: Application Process

- 1) An invitation to join PSLOD must be extended by a Full Member. This member will become the Pledge's Sponsor during the pledge period and first year of membership.
- 2) Sponsors must have been a member of PSLOD for at least nine (9) months before they are able to sponsor a new member.
- 3) A Membership Application must be completed and signed by the applicant and list the Sponsor. The application may be downloaded, emailed to the Vice President, or presented and a monthly Member Meeting.

- 4) The Pledge must review and become familiar with both the Bylaws and Policy and Procedures, available online.
- 5) Pledge Master and Mentor:
 - a) The Vice President, or their designee, is the Pledge Master and has discretion on moving applicants forward as a Pledge to the Full Members for consideration and a vote by ballot.
 - b) The Full Members who Sponsor the applicant/Pledge is the mentor for the Pledge, should help introduce the Pledge to all members, make them aware of volunteer opportunities and other ways to integrate in PSLOD's activities and mission. This role will continue through the first year of membership.
 - c) Sponsors must interview and get to know the Pledge and will be asked to introduce the Pledge at Member Meetings where the Pledge will speak.

Pledge Period:

- 1) The Pledge Period shall be at least ninety (90) days from the acceptance of a completed Application for membership.
- 2) At the discretion of the Pledge Master, pledges may take up to 180 consecutive days to complete the pledge process without reapplying.
- 3) Requirements:
 - a) A Pledge is expected to attend at least two Membership Meetings as a guest prior to submission of an application.
 - b) A Pledge is expected to volunteer for PSLOD, and this information should be included in the Application process for consideration by Full Members.

Behavior:

- 1) No Pledge will be subjected to hazing, sexual harassment or any other demeaning behavior. Full or Associate members participating in this behavior shall be subject to Termination from PSLOD.
- 2) Any incident of concern by the Pledge or any Full Member shall be reported to the Board of Directors immediately. The reported incident will be handled in accordance with Articles X and XI of the Bylaws ('Conduct' and 'Grievances'). Under no circumstances shall consensual sexual favors or activities have any relevance on a Pledge's potential membership and is discouraged.

Step Three: Voting Process:

- 1) A Pledge must have completed at least thirty (30) days as a Pledge after an Application for Membership has been accepted by the Pledge Master, during these 30 days, and continuing through this voting process, the Pledge should attend meetings, volunteered for PSLOD at events or other volunteer opportunities, become familiar with PSLOD, its mission, Bylaws, Policies and Procedures, members, partners, and activities.
- 2) At the discretion of the Pledge Master, the Pledge will move forward for consideration by Full Members. A pledge is expected to speak at two monthly Membership Meetings, introduced by the Sponsor or Pledge Master.
- 3) Following the second Monthly Membership Meeting at which the Pledge speaks, a confidential written Ballot Vote will be conducted. Two-thirds (2/3) of the Full

Members in attendance must vote in favor of awarding membership to the Pledge for the Pledge to be awarded Full Membership.

- 4) Following the vote in which two-thirds of the Full Members present voted in favor of the Pledge's Full Membership, the Pledge Master will inform the Pledge, who will have thirty (30) days to pay dues. If the dues are received within this thirty (30) day period, the Pledge will become a Full Member at the next Monthly Meeting.
- 5) Full Membership and voting rights are not awarded until dues are paid.
- 6) All Pledges must take the Oath of Honor before becoming Full Members. This can be given at anytime after a vote is taken which awarded Full Membership status.
- 7) The PSLOD Patch packages may be purchased for \$40.00 along with dues payment, or at any time after becoming Full Members.

Associate Members:

An Associate Member is designed for those who are in the Coachella Valley only part time, as well as for those who are unable to regularly attend meetings.

- 1) To become an Associate Member, a Pledge must have five Full Members sign on as their Sponsors.
 - a) These Full Members Sponsors can be listed on the Application or sent via email to the Pledge Master after submission of the Application.
 - b) Sponsors must have been a member of PSLOD for at least nine (9) months before they are able to sponsor a new member.
- 2) An Associate Member Pledge must submit their completed application to the Pledge Master, listing the five (5) Sponsors, and pay the \$30 annual membership dues the Treasurer before approval by the Pledge Master.
- 3) Associate Members may:
 - a) Attend meetings and functions of PSLOD
 - b) Wear the Colors of PSLOD as approved by the Board for Associate Members, these may be different than those of Full Members.
 - c) Serve on Committees and Chair Committees as appointed by the Board of Directors
 - d) PSLOD Patch packages for Associate Members may be purchased for \$40.00 along with dues payment, or at any time after becoming Associate Members.
 - e) Receive other membership benefits as provided through Board Approval

PSLOD Oaths:

OATH OF HONOR
(New Full Members)

I, _____ (state your name) _____, promise to honor the Palm Springs Leather Order of the Desert Code of Conduct, its Bylaws, Policies and Procedures, to subscribe to the ideals of the Leather Creed: Trust, Honor and Respect, and to promote brotherhood and sisterhood within our community, and participate in activities of PSLOD to the best of my ability.

OATH OF OFFICE
(New Board Members)

I, _____ (state your name) _____, promise to serve as _____ (state your title) _____, to the best of my abilities in accordance with the Bylaws, Policies and Procedures, of the Palm Springs Leather Order of the Desert, and to administer my Office with integrity and fairness, and to always act to always act in best interest of PSLOD.

Code of Conduct

Members of the PSLOD, as representatives of a visible Brotherhood organization within the community, are expected to behave in accordance with the highest ethical and social standards. We subscribe to the ideals of the Leather Creed - Trust, Honor and Respect - and strive to embody them in our daily lives. We accept the responsibility of our role as representatives of the Leather Community and, as such, agree to abide by this Code of Conduct.

Trust

PSLOD members strive to trust others and act in ways which make us worthy of others' trust.

1. We tell the truth. We do not intentionally lie or attempt to deceive. We act with integrity.
2. We keep our commitments, both to each other and PSLOD. We do not misrepresent our personal information or abilities.
3. We work to provide a safe atmosphere for growth and support for the Leather/SM/Fetish lifestyle.
4. We do not involve others in activities beyond their stated limits.
5. We do not coerce or offer special treatment to influence decisions. We do not use the activities of PSLOD for our own private gain, or to damage the reputation of others.

Honor

PSLOD members strive to honor our Leather Heritage, our organization, our community and our individuality. Through our behavior, we seek to become known as honorable people.

1. We believe in the mission of our organization and work to further it. We accord just and equitable treatment to all people.
2. We protect the health and safety of our partners.
3. We promote the right of all adults to engage in safe, sane and consensual sexual expression.
4. We encourage good citizenship.
5. We work passionately to find solutions to the problems of our community.

Respect

PSLOD members strive to respect the PSLOD, our institutions, and each other, and through our deeds earn the respect of others.

1. We do not ridicule, harass, disparage, or demean one another. We do not engage in hazing or sexual harassment.
2. We listen to those with whom we disagree and seek to understand them. We are tolerant of varying points of view.
3. If a need arises to be critical, we do so with full honor and without the distortion of facts.
4. We obey the law.
5. We follow our Bylaws and our Policies and Procedures.
6. We keep our disputes within PSLOD and use its procedures to resolve them.
7. We do not misuse the PSLOD's grievance procedure.

UNACCEPTABLE BEHAVIOR

This Code is a set of ideals which members of PSLOD are expected to endeavor to uphold. Violations may result in disciplinary action by the executive board or the membership in accordance with the provisions of PSLOD's governing documents.

This Code is to be considered as a guide and is not an itemized or exhaustive list of acts or actions that constitute unacceptable behavior.

COMMITTEES

The Board may create committees to support the functioning of PSLOD and fulfill its mission. These committees shall exist for as long as they are necessary.

Committees serve at the discretion of the Board for a specific purpose and may be established and abolished at anytime by the Board.

The PSLOD has no standing committees.

Committee Chairs and members are appointed by the Board and may be removed at any time.

MEMBER REQUIREMENTS

Full Members are required to be current in the payment of the annual fee.

BUSINESS PROCEDURES

1. Members of the Board of Directors are the sole agents of the PSLOD. This means that only Board Members have the authority to commit the resources of the PSLOD, for any and all purposes, to an outside group, business, entity, government agency or organization.
2. Contracts must be approved by the Board. A contract is a written agreement between the PSLOD and another group, individual, business, organization or entity that commits the resources (consideration) of the PSLOD. The signatures of two sitting Board members must appear on the document before the PSLOD will be encumbered by the obligations set forth in the contract.
3. Consideration most often, but not exclusively, refers to a transaction between two people or entities where one receives a specified amount of money to provide goods or services to the other. Consideration may also mean a trade of tangible property for goods or services; or an exchange of work (like volunteering) for goods or services.
4. No Committee Chairs have the authority to commit and obligate any funds, agreements, or contracts without the Board of Directors approval. All Board approvals that commit PSLOD should be in writing and must appear in the Board minutes and/or Member Meeting minutes.
5. The Board of Directors may approve items that commit resources of PSLOD by email, phone, text, zoom/facetime or other electronic manner or in person at a Board of Directors meetings, however all actions must be listed and documented in the next meetings minutes.
6. The Board of Directors may approve some Urgent/Emergency items through Ratification at the next Board meeting, if items were urgent, an emergency, and in the best interest of PSLOD, and at least two (2) Board members were informed, and approved the obligation/item, prior to it occurring.

CORRESPONDENCE

Correspondence, contracts, registrations, documents must be sent to:

Palm Springs Leather Order of the Desert (PSLOD)
PO Box 5506
Palm Springs, CA 92263

EXPENDITURES

1. All expenditures must be approved by a majority vote of the Board. All checks require the signatures of two sitting Board members.
2. Processing and Handling Event Proceeds
 - a. Unless approved in advance by the Board, no one other than a Board Member may hold event proceeds belonging to PSLOD in their home. Event proceeds are cash, checks, credit/debit receipts.
 - b. Event proceeds must be tabulated by two Members, one of whom is preferably a Board Member. If no Board Member is available, the Board may designate a Member to assist, the Chair of the Committee or organizer of the event may be one of the Members who verify the proceeds, but only with the Boards approval.
 - c. Duplicate receipts are required and may be written on a plain piece of paper if no form is available. It should contain the information listed below (Event Receipt) and be signed by the two Members verifying the accuracy of the count.
 - d. One receipt is placed in an envelope, which is then sealed, and marked with the name of the event, the date, and the two signatures of the Members who prepared the receipts.
 - e. The envelope is then turned over to the Treasurer; the second receipt is given to a Full Member not involved in the count preferably a Board Member or the Chair of the event committee, or an individual designated by the Board.



Event Receipt

(sample)

DATE _____

CASH = _____

CHECKS = _____

Credit Charges = _____ VISA

= _____ MC

= _____ OTHER

Electronic Deposit = _____ (Tile, Zelle, etc)

TOTAL EVENT PROCEEDS = _____

Prepared By:

1. _____
PRINT NAME SIGNATURE

2. _____
PRINT NAME SIGNATURE