




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

Revised February 28, 2026

## Board of Directors

David Dunn, President



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Betsalel (Saul) Williamson, Vice President



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Frank Pullara, Secretary



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Michael J. Nazelrod-Woodward, Treasurer



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

Revised February 28, 2026

## 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) PSLOD Patch and Pin Packages: **PSLOD Patch and Pin Distribution** Large patches and remaining small patch/pin kits are available at no cost to **General, Associate, and Honorary members** upon request. To ensure sustainable inventory management and equitable distribution, the following terms apply:

- a) **Membership Status**: To be eligible for complimentary patches or pins, members must be in good standing with **all annual dues paid in full** for the current calendar year.
- b) **Abuse Prevention**: To prevent loss and ensure items are available for all members, the Board reserves the right to:
  - Verify membership and payment status prior to fulfillment.
  - Limit the frequency of replacement requests (e.g., in cases of lost or damaged items).



- Refuse distribution if a request is deemed excessive or intended for unauthorized use.
- c) **Non-Transferable:** These items are a benefit of membership and are intended for the personal use of the member only. They may not be sold, traded, or distributed to non-members.
- 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.
- 5) **Name Badges:** Each Member, Associate Member, Honorary Member, and Officer (as defined in Article IV of the Bylaws) is entitled to one (1) official PSLOD name badge upon joining or appointment.
- **Badge Information:** It is the member's responsibility to clearly communicate their preferred name to the Vice President if it differs from the first name on their membership application. The badge will display the individual's name and their specific designation: (*Member | Emeritus | Associate | Officer Role*)
  - **Replacements:** In the event a badge is lost, damaged, or a member requests a name change, a replacement badge may be purchased by the member at cost (currently estimated at **\$15.00**, subject to vendor pricing).

**Volunteer Badges:** Temporary "Volunteer" badges may be issued during events for volunteers. These badges remain the property of PSLOD and must be returned to the volunteer shift lead or a Board member at the end of the shift.

## MEETING PARTICIPATION

- 1) **Guests:** Non-member guests at Member Meetings are welcome. PSLOD recognizes the importance free and open discussion often plays 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.
- 4) Recording of Meetings: To ensure compliance with California's "all-party consent" privacy laws and to uphold the trust of our members, the following procedures apply to the electronic recording of any PSLOD meeting:
  - a) Prior Notification: Before any recording begins (audio, video, or digital), the meeting organizer or secretary must announce to all participants that the session will be recorded.
  - b) Consent: Recording may only proceed if no participant objects. If an objection is raised, the meeting shall not be recorded unless the objecting party chooses to leave the session or remain silent.
  - c) Mandatory Disclosure Statement: If there is no automated announcement, then at the start of any recorded meeting, the meeting organizer or secretary shall read the following: *"This meeting is being recorded for [purpose, e.g., minute-taking/archival]. By remaining in this meeting, you acknowledge and consent to being recorded."*
  - d) Documentation: The meeting minutes must explicitly state that the recording announcement was made and that all participants acknowledged or consented to the recording.
  - e) Distribution: Any such recordings remain the property of PSLOD and are subject to the same confidentiality standards as Closed Session meetings.

## **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

- 5) 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.
- 6) Sponsors must have been a member of PSLOD for at least nine (9) months before they are able to sponsor a new member.
- 7) 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 at a monthly Member Meeting.
- 8) The Pledge must review and become familiar with both the Bylaws and Policy and Procedures, available online.



### Pledge Master and Mentor:

- 9) 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.
- 10) 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.
- 11) 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:

- 12) The Pledge Period shall be at least ninety (90) days from the acceptance of a completed Application for membership.
- 13) At the discretion of the Pledge Master, pledges may take up to 180 consecutive days to complete the pledge process without reapplying.
- 14) 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 any time after a vote is taken which is awarded Full Membership status.
- 7) The PSLOD Patch packages and name badges may be provided following dues payment.

### **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 to 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 from those of Full Members.
  - c) Serve on Committees and Chair Committees as appointed by the Board of Directors
  - d) The PSLOD Patch packages and name badges may be provided following dues payment.
  - e) Receive other membership benefits as provided through Board Approval

## **CODE OF CONDUCT**

Members of the PSLOD, as representatives of a visible Community 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 any time 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 meeting 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, and documents must be sent via email to [eboard@pslod.org](mailto:eboard@pslod.org) or by mail 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 Board's 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.

## CONFLICT OF INTEREST POLICY

### Article I: Purpose

The purpose of this Conflict of Interest Policy is to protect the Palm Springs Leather Order of the Desert's (PSLOD) tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, or key person of the Order, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.



## **Article II: Definitions**

### 1. Interested Person

Any Director, Principal Officer, or member of a committee with powers delegated by the Board, who has a direct or indirect financial interest, as defined below, is an interested person.

### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the Order has a transaction or arrangement;
- A compensation arrangement with the Order or with any entity or individual with which the Order has a transaction or arrangement; or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Order is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists.

## **Article III: Procedures**

### 1. Duty to Disclose (Two-Tier System)

- Tier 1: Directors and Officers: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors. This shall be done by completing the **PSLOD Conflict of Interest Disclosure Form** annually, or whenever a new conflict arises.



- Tier 2: Committee Chairs and Volunteers: For Committee Chairs, Co-Chairs, Vice-Chairs, event coordinators, and other volunteers who do not hold Board seats but exercise substantial influence over expenses or vendor selection, the following "Integrity & Transparency" standard applies:

***Integrity & Transparency:*** It goes without saying that we value the professional expertise within our ranks; volunteering your skills is part of what makes this all-volunteer organization strong. While we are more than happy to utilize the services of our members at fair market rates, we ask that committee members self-report if a specific recommendation provides a financial benefit to themselves or their business, even if that benefit won't come until later down the road. This simple act of transparency ensures that PSLOD's reputation remains beyond reproach and that our integrity and the integrity of the committees are never in question.

**Note:** In the event a conflict is disclosed by a volunteer, the Committee Chair shall ensure the disclosure is noted in the meeting minutes provided to the Board of Directors.

## 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

## 3. Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The Chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the Board shall determine whether the Order can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.



- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Order's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

- If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV: Records of Proceedings**

The minutes of the Board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.



## Article V: Compensation

**Board Service:** No Director or Officer shall receive compensation for their service on the Board.

**Professional Services:** A member of the Order who receives compensation, directly or indirectly, from the Order for professional services is precluded from voting on matters pertaining to that member's compensation. Such professional services include, **but are not limited to:**

- **Tech Support & IT Services** (e.g., website maintenance, database management, app development)
- **Artistic & Creative Services** (e.g., graphic design, photography, modeling, videography, merchandise design)
- **Event Services** (e.g., DJing, lighting/sound, catering, venue rental)
- **Professional Consultation** (e.g., legal, accounting, strategic planning)
- **Administrative Support** (e.g., printing, shipping, storage solutions)

**Best Practices for Member Vendors:** To ensure fairness and fiscal responsibility, the following best practices shall apply when hiring a member for paid services:

1. **Fair Market Value:** The rate paid to the member must be at or below the standard fair market rate for similar services in the community.
2. **Comparative Quotes:** For expenses exceeding **\$10,000**, the Board or Committee Chair should make a reasonable effort to obtain at least one outside quote for comparison.
3. **Written Invoices:** All services must be billed via a formal invoice detailing the specific work performed. "Lump sum" payments without documentation are prohibited.
4. **No "Double Dipping":** A member cannot be paid for work that they are simultaneously counting as their volunteer service hours for the organization.



## **Article VI: Annual Statements**

Each Director, Principal Officer, and member of a committee with Board-delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Order is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.



# Appendix

**Record of Changes**

**PSLOD Oaths**

**PSLOD Event Receipt Form**

**PSLOD Conflict of Interest Disclosure Form**

**PSLOD Grant Request & Compliance Form**



## Record of Changes

| Date                 | Section(s) Amended                  | Summary of Changes  | Authority                     |
|----------------------|-------------------------------------|---|-------------------------------|
| 02/10/2026           | <b>Conflict of Interest</b>         | Added new Conflict of Interest Policy (Tier 1 & Tier 2) to comply with IRS 501(c)(3) standards. | Board Vote                    |
| 02/10/2026           | <b>Committees</b>                   | Added "Integrity & Transparency" clause for committee volunteers.                               | Board Vote                    |
| 02/10/2026           | <b>Member Financial Obligations</b> | Updated Patch policy removing cost. Added membership pin policy. Added name badge policy.       | Board Vote                    |
| 02/10/2026           | <b>Misc</b>                         | General formatting. Moved oath and receipt pages to Appendix section.                           | Board Vote                    |
| 02/10/2026           | <b>Oath of Honor</b>                | Added kinship to oath: "to promote brotherhood, sisterhood, and <b>kinship...</b> "             | Board Vote                    |
| <i>[Future Date]</i> | <i>[Section]</i>                    | <i>[Brief description of what changed]</i>  | <i>[e.g., Annual Meeting]</i> |



## **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 promote brotherhood, sisterhood, and kinship 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 the best interest of PSLOD.



# PSLOD 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



## PSLOD Conflict of Interest Disclosure Form

### Part I: Affirmation of Policy and Purpose

As required by Article VI of the Policies and Procedures, by signing this document, I affirm that I:

1. Have received a copy of the PSLOD conflicts of interest policy.
2. Have read and understand the policy.
3. Have agreed to comply with the policy.
4. Understand that the Order is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### Part II: Disclosure of Conflicts

Please check ONE of the following boxes:

**NO CONFLICTS TO REPORT:** I have no relationships, transactions, positions, or financial interests to report that could create a conflict of interest between myself and PSLOD. (If you check this box, you may skip directly to Part III).

**CONFLICTS TO DISCLOSE:** I am disclosing the following situations that may create a conflict of interest: (Please answer the questions below)

1. Do you have a financial interest (ownership, investment, or compensation) in any entity that PSLOD deals with or is considering dealing with?  
 Yes  No  
*If yes, please describe:* \_\_\_\_\_
2. Are you employed by, or do you serve on the board of, another organization that competes with PSLOD for grants, contracts, or donors?  
 Yes  No  
*If yes, please describe:* \_\_\_\_\_
3. Are there any other situations that might impair, or appear to impair, your independence or objectivity in discharging your duties to PSLOD?  
 Yes  No  
*If yes, please describe:* \_\_\_\_\_

### Part III: Certification and Signature

To the best of my knowledge, the information provided above is true, accurate, and complete. I agree to report any changes to the information provided on this form to the Board as soon as they occur.

**Name:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_