



Policies & Procedures (2022)

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Mission Statement

Only through education, socialization, leadership AND service can our common goals of personal and community growth be realized. We are a pack: unique individuals coming together to make a stronger whole.

Purpose

The purpose of the Bayou City Pups (BCP) will be to provide an outlet for social, recreational, and educational activities among adults of like mind: Pups, Handlers, and Supporters.

Membership Types

The BCP has many types of members and different types of membership: Full Member, Associate, Pledge, Honorary. All Full Members in good standing have both voice and vote in most decisions of the organization. Every member should make every effort to attend general membership meetings and to attend events regularly. Only full members in good standing may serve on the Board or head committees.

Membership Levels

Full Member

A "Full Member" is defined as an individual who has successfully completed the pledge process, has received an approval vote for membership, maintains all member requirements, supports the mission of the Bayou City Pups, and is current regarding membership dues.

Full Member's Rights, Responsibilities and Recommendations

- A. To become a Full Member, you complete the pledge process. (See Pledge)
- B. Dues for a Full Member are \$30 per year.
- C. Attendance, Participation and Volunteering – in a calendar year, a Full Member must attend twenty (20) events of any of the following but not limited to:
 - a. **Monthly business meetings**
 - b. **Monthly bar nights, held 2nd Saturday of the month**
 - c. **Approved social events**
- D. Optional participation can be considered. This can be applied to attendance and participation but not be more than 25% of the total requirement. Full Members are encouraged to get pictures with club colors. Optional participation can be the following but not limited to:
 - a. **Attending other local bar nights while wearing club colors.**
 - b. **Annual events (i.e. IML, IMBB, IMsL, ILSB, CLAW, MAL, other leather events, LUEY, GLUE, Spirit of Leather Awards, etc.)**
- E. Exceptions – Should a Full Member have any issue in completing any of the required items above, they may request an exception through a Board member, who will address this concern with the rest of the Board. Exceptions may include but not limited to:
 - a. **Work schedule conflict**
 - b. **Medical reasons.**
- F. Tracking – Progress for the above will be tracked by the Board of Directors by current system in place. Members can request to view their status at any time by emailing board@bayoucitypups.com

- a. Should a Full Member not attend at least twelve (12) events by September of the calendar year, the Secretary, or an appointed Board member, will contact the Full Member to discuss the situation.
- G. Failure to meet Requirements the Full Member will be placed on Probationary Status not to extend past the current calendar year. During this time the Full Member will be required to uphold the Requirements listed above. Should a Full Member not meet requirements while on probationary status the Board will ask the Full member one of the following, but not limited to:
 - a. Ask to be placed on Inactive Status. During time the Full Member will be allowed to fulfill the requirements. While on inactive status Full Member will not have voting rights and must maintain annual dues.
 - b. Request member to change to Associate Membership.
 - c. Resign from the Bayou City Pups and requested to return all club colors.
- H. All Full Members should have a copy of a current TABC Certificate and submit to the Secretary when dues are paid.

Associate Member

An "Associate Member" is defined as an individual who is current on membership dues, has been vetted and approved by the Board, supports the club and the mission of Bayou City Pups.

Associate Member's Rights, Responsibilities and Recommendations

1) Process

- a. Must fill out an online application on www.bayoucitypups.com website. This includes an essay on why the associate would like to join the organization. Associate must agree to all Policy and Procedures of the Bayou City Pups.
 - b. The President or Secretary will contact the associate applicant within a reasonable time frame to review the application and vet the associate regarding their goals and desire to join.
 - c. The Associate Membership will commence after an approval vote of the quorum of members attending the first monthly business meeting following the completion of the application. The Board may postpone the vote for reasonable reasons including but not limited to applicant absence.
 - d. Newly voted in Associate Members will be required to pay the prorated associate membership annual dues within two months of invoice being sent by Treasurer.
- 2) Dues for an Associate Member are \$20 per year.
 - 3) Associate Members will not have any voting rights.
 - 4) Associate Members are encouraged to attend any and all club sponsored events and socials, monthly meetings, and monthly bar nights.
 - 5) An Associate Member may be allowed to upgrade to Full Member status at any time after submitting a Full Member application prior to a general membership meeting. Based on the Boards recommendation, an Associate Member with a track record of active engagement with the organization may have their pledge process waived or shortened by a majority vote of the quorum of members present at the meeting where the application is discussed. Upon status upgrade, the difference in membership dues shall be invoiced to the member for payment.

- 6) Failure to uphold the Mission of the Bayou City Pups or pay the annual dues required could result in the following, but not limited to:
 - a) Being placed on Inactive Status. In such a case, the member will still remain responsible for the payment of outstanding dues.
 - b) Being removed as an Associate Member from the BCP and required to return all club colors.
 - c) All Associate Members are encouraged to have a copy of a current TABC Certificate and to submit to Secretary when dues are paid.

Pledge

A “Pledge” is an individual that has expressed a desire to become a Full Member of the Bayou City Pups by completing an online application.

Pledge’s Rights, Responsibilities and Recommendations

A. Process

1. Must fill out an online application on www.bayoucitypups.com website. This includes an essay on why the pledge would like to join the organization. Pledge must agree to all Policy and Procedures of the Bayou City Pups.
2. The Vice-President will contact the pledge applicant within a reasonable time frame to review the application and vet the pledge regarding their goals and desire to join.
3. The Pledge period will commence after an approval vote of the quorum of members attending the first monthly business meeting following the completion of the application. The Board may postpone the vote for reasonable reasons including but not limited to applicant absence.
4. The Pledge Process Period will last no more than six (6) months. In certain circumstances, the Board reserves the right to make exceptions to this time period.
5. The Pledge must maintain and uphold all pledge requirements as listed within this section.
6. At the time of completion of the pledge process, the pledge must be nominated for Full Membership by a member of the Board and one (1) non-board Full Member. Nominations may not be a member of their “family/pack” or a significant other.
7. Voting for the Full Membership of a pledge will be held at the completion of the pledge process at the following monthly business meeting. The pledge will be asked to give a brief introduction and discuss their experience regarding the pledge process.
8. Exceptions may include but not limited to:
 - i. Work schedule conflict
 - ii. Medical reasonsAnd will be decided on by the board.

B. Members that are involved during Pledge Process

1. Vice-President/Secretary – oversees the club membership and will maintain membership roster of Full, Associate, and Pledges.
2. “Big Borker” – A current active Full Member that will help guide the introduction of the new pledge and act as a mentor during the pledge process. This mentor will be appointed by the Board of directors from a pool of willing applicants.
3. Pup McScruffles – Club mascot.

C. Requirements

- a. Attendance
 - a. Three (3) Monthly business meetings.
 - b. Must attend two (2) monthly bar nights, held second (2nd) Saturday of each month.
 - c. Attend at least two (2) of the following:
 - i. Monthly Bar Night preparation held Friday before monthly bar night.
 - ii. Dinner held prior to business meeting.
 - iii. Club approved socials as defined by the Board.
 - iv. Attend or volunteer with Full Membership to other Non-club functions which include but are not limited to: Annual events (i.e. IML, IMBB, IMsL, ILSB, CLAW, MAL, other leather events, LUEY, GLUE, Spirit of Leather Awards, etc.)
- b. Pledge must submit a current copy of Texas Alcoholic Beverage Commission (TABC) Certificate to the Secretary at secretary@bayoucitypups.com within two months of being approved for Full Membership. If the pledge needs help to obtain their TABC Certificate, they should reach out to the Secretary for help.
- c. The Pledges are responsible for Pup McScruffles, which include but not limited to:
 - a. Carrying Pup McScruffles at all times during club events and functions. It is recommended that each pledge is given the opportunity to carry Pup McScruffles for one month. If multiple pledges are pledging at the same time, there will not be a penalty to the acceptance of membership, and the pledge will be given the same opportunity to carry Pup McScruffles. At the end of each term of carrying Pup McScruffles, he must be returned to the Secretary and no one else.
 - b. If Pup McScruffles is in the Pledge's possession and is "pup- napped" by a member of another club or organization, that club/organization can hold Pup McScruffles as ransom. The Pledge responsible for Pup McScruffles, is responsible for raising funds for a charity of the club/organization's choice, in order to be returned.
- d. Tracking – Progress for the above will be tracked by the Board of Directors by current system in place. Pledges can request to view their status at any time by emailing board@bayoucitypups.com.
- e. Newly voted in Pledges to Full Members will be required to pay the prorated Full Membership annual dues within two months of invoice being sent by Treasurer.

Honorary Member

An Honorary Member – An individual who has been recognized by the organization and appointed by the Board of Directors. An Honorary Member has gone above and beyond to support, help and interact with Bayou City Pups. An Honorary Member can be gifted once every year by the Board of Directors.

Membership Closure

Voting members may vote by fifty percent (50%) of the quorum present at any meeting, plus one (1) to close acceptance of new members for a specified period of time. This should only be done when the number of Full Members cannot handle (as mentors) the number of Pledges coming in per our Policies and Procedures.

Board of Directors

Elections

Elections will be held in the following sequence:

1. Nominations will be held two (2) weeks after the close of August general membership meeting.
2. Nominations will be closed by electronic notice.
3. After the close of nominations, it will be announced to each nominee, they will have twenty-four (24) hours to accept or decline the nomination.
4. Voting will be held two (2) weeks at the close of nominations and after all nominees have accepted/declined their nominations. Voting will commence for each office individually via electronic secret ballot by those eligible to vote.
5. Ballots will be verified and counted by all board members.
6. Candidates running unopposed for office will only be elected via a yes/no vote.
7. A candidate must receive fifty percent (50%) plus one (1) of the eligible votes to be elected.
8. In the event that no candidate receives fifty percent (50%) plus one (1) of the eligible votes, a runoff election will take place between the two candidates that received the most votes. The candidate with the highest number of votes will win the election.
9. Winners of the election will take office on October 1.
10. New and current Board members are elected or re-elected by the voting members before the annual meeting. Elections are held annually. The board will be elected by a simple majority of members via electronic ballot. Only Full members in good standing having completed a three month pledge period and a 3 month introductory member period are eligible to run for office on the Board. The term for Officers will be one (1) year. With the term limit of two years within the same position. A one-year gap must be maintained in order to hold that position again.
11. The addition of new board position(s) can be recommended by the President, as well as recommended candidate(s) to uphold said position. With at least fifty percent (50%) plus one (1) of the eligible votes from membership, the candidate(s) and position(s) would be added to the bylaws, by way that edits of the bylaw require (See Bylaws).
12. The Board positions shall always remain as an odd number of Board Members in order to accommodate any tie voting.

Board Positions & Responsibilities

President - The President shall prepare the agenda for and preside at all membership, special, and annual meetings. They shall, by virtue of the office, be Chairman of the Board of Directors. They shall appoint all committees, temporary or permanent. They shall be one of the officers who may sign the checks or drafts of the BCP. Other duties may be determined by these policy and procedures or at the discretion of the Board or Membership as necessary.

Vice-President - Will perform duties as requested by the President and will assume the duties of President during any scheduled meeting where the President is absent or becomes President in the event of a vacancy in the office between elections; Vice-President is responsible for representing the will and grievances of the membership. The Vice President will also lead the efforts in recruitment and membership engagement. They shall maintain and review all new

applications submitted to join the BCP. They shall oversee the progression of pledges and report to the membership.

Secretary - The Secretary shall keep the minutes and records of the organization in appropriate book. They shall give and serve all notices to members. They shall be the official custodian of the records for the BCP. They shall maintain a current list of those serving on special or standing committees of the BCP. They shall present to the membership at any meetings any communication addressed to them as Secretary. They shall be responsible to maintain the BCP website. They shall attend to all correspondence of the organization and shall exercise all duties to the office of Secretary.

Treasurer – The Treasurer shall collect money at/for events, do financial reports, plan budgets, maintain and monitor merchandise and assets. They shall send out donation receipts to those requested. They are also charged with overseeing the conceptualizing, ordering and sales of branded clothing, trinkets and theme-related give away items that are requested by the BCP. This person is also tasked with finding auction items for fundraisers. They shall maintain an accurate roster of the membership and be responsible for invoicing annual dues.

Events Coordinator – Will be responsible for the planning, execution, and advertisement of all fundraising and social events sponsored by the BCP. As a part of their duties, they will keep up with relevant community events and promote them within the community and the membership for the benefit of all. The Events coordinator will be permitted to serve no more than two consecutive terms of one year each. The Event Coordinator may not serve as Events Coordinator of any other community organization.

Meetings

General Membership Meetings

General Membership (GM) meetings are held once a month and open to anyone who would like to attend. Any changes must be approved thirty-six (36) hours in advance. An agenda is followed that is set out by the President. A modern version of Robert's Rules of Order and consensus are both used as informal guidelines during meetings. Any member or guest may bring an item to the floor and engage in discussion. A quorum of eligible voters, as defined in the voting section of this document, must be present for any motions to be considered. A motion is proposed and seconded only by voting members. A vote is taken to make any decision official. Proxies are not accepted on any vote. Committees may set up to further deal with any issues and report back to general membership at the next meeting.

Annual Membership Meetings

The last general membership meeting in September is set aside for the announcement of the Board of Directors' members and is called the annual membership meeting. Annual membership meetings count as general membership meetings for the purposes of anything in the policies and procedures or bylaws, that stipulates the action must be completed at a general membership meeting.

Special Meetings

A special meeting may be called by any two (2) Board Members, or by three (3) or more Full Members. At which time, the President shall be notified of the request and required to inform the membership. A special meeting of the general membership must have forty-eight (48) hours' notice. The notice will state the time, place and purpose of the meeting. Special meetings count as general membership meetings for the purposes of anything in the policies and procedures or bylaws, that stipulates the action must be completed at a general membership meeting.

Committee Meetings

Committee meetings are for working out the details of a specific or ongoing project. Committees may be comprised of members of the BCP, as well as specific non-members such as an entertainment coordinator or a consultant. Only Full Members may chair a committee. Chair-people are able to organize their committee and meetings however they see fit. The scheduling of committee meetings, and the subsequent actions taken shall be communicated to the President.

In Good Standing

All members must maintain good standing in order to enjoy certain privileges of the BCP. As mentioned above, members should make every effort to attend general membership meetings and to attend events as often as possible. Good standing is maintained by attending one of the previous three general membership meetings. A member who has not either attended one of the previous three general membership meetings or hasn't attended any social function or event within the same period is not in good standing. Additionally, a member who is in debt to the BCP, under sanctions, suspension or removal is not in good standing. Good standing is restored when the member has rectified whatever caused them to be removed from good standing (e.g., satisfied the terms of their debt repayment, attend socials or events; attended a meeting in its entirety).

Voting

Quorum - A majority of the voting membership in attendance at a meeting shall constitute a quorum for the transaction of business at that meeting of the corporation. The voting membership at any meeting at which a quorum is not present shall consider no business. Full Membership in good standing will have the right to vote at general membership meetings.

Behavior

Personal Conduct

Members of the BCP must act appropriately and conduct themselves in a fitting manner. During events, members are not allowed to become sufficiently intoxicated or under the influence of illegal drugs while in club colors. Please use your own discretion when drinking. As well, members are expected to respect the consent and bodily autonomy of all persons they encounter. Members must take accountability and responsibility for their actions and attitude at all times. Remember that anything done while in club colors is a direct reflection on the group

and act accordingly. Members should not be afraid to speak up if another member is behaving incorrectly or is making him/her/them uncomfortable. Each member should respect the nature of private, sensitive or privileged information provided to them by fellow members and should not disseminate or disclose such information without the express consent of the affected parties to those outside the club. Failure to uphold these standards may result in disciplinary action as defined in the “Accountability” section of this document.

Appearance

When representing the BCP at club functions and other community activities, you are encouraged to wear all manner of club colors. The acceptable behavior while wearing the colors is dictated by the “Behavior” section of this document.

Photos

You may be asked by the members of the general public to take your picture when you are out at various functions. This picture may be shared with various people. If you wish to not have your picture taken, please decline politely and allow others to be photographed. When taking pictures or having them taken within the context of the club and its membership, please be mindful of the consent of others to maintain the privacy of their identity. Should anyone request that their photo not be taken, or that the picture be edited in such a way to conceal their identity, their wishes shall be respected and followed.

Social Media

When using any social media platform(s) (i.e. Facebook, Twitter, Grindr, or anything used to promote the BCP) as your own pup persona, do not air your or anyone else’s dirty laundry. Gossip or negative comments are very unbecoming and will reflect poorly on our entire organization.

Accountability

Typically, if a concern with a member’s attitude or conduct should arise, actions will be taken under the following guidelines:

- 1) First Strike: The incident is brought to the offending member’s attention in a diplomatic manner by a member.
- 2) Second Strike: If Step 1 fails, the matter is brought to the Board’s attention, and the Board will intercede as it sees fit.
- 3) Third Strike: If Step 2 fails, the Board will bring the matter before the membership for disciplinary actions.

However, if the Board feels that a member’s actions are sufficiently serious enough, they may forgo the strike system and bring the member directly to the full membership for a vote of Suspension or Removal.

Suspension

Full Members may temporarily suspend, by a two-thirds (2/3) vote, any members rights or privileges. Suspension is for behavior that is deemed extremely inappropriate. These rights and privileges may include, but are not limited to:

- Voting privileges
- Public representation of the group Chairing a committee
- Mentoring new members/pledges

Once suspended, a two-thirds (2/3) vote of the voting membership is required for reinstatement of suspended rights and privileges. Suspension is based on the severity of cause. Suspension will last as little as one (1) month with no more than six (6) months at a time without a new vote.

Removal

For members to be removed, two thirds (2/3) vote is required by the voting membership at two (2) consecutive GM meetings, no less than forty-eight (48) hours apart. Removal is to be used only as a last resort.

Financial Policy and Procedures

To provide sound stewardship of the financial resources entrusted to us by our communities, it is the policy of the BCP to maintain an effective system of internal fiscal controls. These policies should be followed very closely, as our reputation as good stewards is on the line. Because it costs the club money to exist, twenty percent (20%) of the funds we raise will stay within BCP for operating expenses.

Bank Accounts

Business Checks will be printed with the BCP official address and two signature lines (provided the bank can accommodate). The Signatories on the Bayou City Checking Account will be at least two (2) of the three (3) legal officers. All checks will require two (2) signatures. No officer can sign a check payable to themselves, or their spouse, significant other, roommate or business that is an interested party. The Treasurer and President will maintain the only debit cards for the organization.

Cashbox and Money Raised

The petty cash amount in the cashbox shall be \$100.00, containing small bills (normally 1's and 5's). The cash box will be maintained by the Treasurer. Petty cash amounts larger than the standard \$100.00 need to be pre-arranged with the Treasurer. The Treasure will withdraw the needed amount for the cash box, then deposit the exact amount in a separate transaction following the return of the cash box.

In addition, arrangements need to be made at least one (1) week prior to the day/night of the event with the Treasurer to pick up the cash box. All event donations must be handled in the following manner:

- Post event cash must be counted by two (2) members, one (1) which must be a Board Member, in a secure location prior to leaving an event.

- One Full Member and one Board Member may count or verify event cash.
- “Post Event Cash Count Form” must be completed and signed by two members before leaving an event.
- The transfer of cash box/funds to the Treasurer must be completed within three (3) days of the event. In the event the Treasurer is not available, the cash box should be given to the President.
- For accounting purposes, event donations can only be deposited. The deposit amount must be equal to donations received.
- At no time should event cash be used for event related expenses.
- No funds will be distributed to beneficiaries prior to the deposit.
- The cashbox must always be monitored by a Board Member.
- The collection of monies at the event can be done by all members of the club.

Expenses and Check Reimbursements

For the purposes of this paragraph, no two (2) members making the request can be married, partners, roommates, in a relationship, or related. The Bayou City Pups expense reimbursements will only be dispersed after the following criteria are met:

- A completed “Check Request Form” must be submitted within 30 days of the expense. • The reimbursement must be approved by two (2) board members of the Bayou City Pups.
- Expenses incurred by a Board Member must be approved by two (2) other board members.
- Original receipts or other documentation of the expense(s) must be attached to the “Check Request Form”.

Any request forms received after the cut-off times will not be honored and shall be considered as a donation from the individual to the Bayou City Pups.

Circumstances which do not fit into the above timelines must be pre-approved by two (2) officers, one (1) of whom must be the Treasurer. Checks for amounts larger than \$500 require signatures from two (2) officers, one (1) of whom must be the Treasurer.

Sexual Harassment

For the purposes of the sexual harassment section, the following terms will be defined as: Quid Pro Quo Harassment occurs when a member’s submission to, or rejection of, sexual advances become the basis for organizational decisions or tangible benefit or detriments.

Hostile Volunteer/Work Environment Harassment occurs when unwelcome sexual jokes, innuendo, comments or actions create an offensive volunteer/work environment. The BCP has a strong commitment that all members should enjoy an environment free from all forms of discrimination, including sexual harassment. Sexual harassment is any unwelcomed or unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal and will not be tolerated. Therefore, the BCP has implemented a sexual harassment policy that will treat sexual harassment as any other form of serious member misconduct. Conditions which constitute harassment on the basis of sex and/or

sexual identity include any unwelcomed sexual advances, requests for sexual favors or other verbal and/or physical sexual conduct when:

Submitting to such conduct is made a term or condition of membership;

Submitting to or rejecting such conduct is used as the basis for membership or elevation decisions; or

Such conduct creates an intimidating, hostile or offensive volunteer/work environment.

Inappropriate behavior and/or conduct, based on the above information, is strictly prohibited and performance of this behavior is grounds for disciplinary action; up to and including removal from the BCP. While Quid Pro Quo Harassment is typically clear because a volunteer/employee is either rewarded or damaged in return for sexual favors, Hostile Volunteer/Work Environment Harassment is not always as recognizable. Because much of the work we do is in a sexually charged environment, the impact of the behavior, not the intent of the person doing the act, determines if sexual harassment has occurred. Always remember that “unwelcome” is decided by the impact on recipient of the behavior, not the intent of the person initiating the behavior. Also, a hostile environment can be created when a third-party witness’s sexual behavior, conduct or comments between two or more consenting people and finds such activity “unwelcomed” in the volunteer/work environment. Some example questions to ask yourself prior to initiating questionable behavior include:

Would I want this on the evening news?

Is there equal power, initiation and participation between me and the person I’m interacting with?

Would I do this if my significant other were standing next to me?

Would I want someone to do this to my significant other?

Some behavior to consider whether appropriate or not:

Making propositions.

“Touching” or “brushing” improperly.

Repeatedly asking another person out.

If a member has experienced any form of sexual harassment, Quid Pro Quo or Hostile Volunteer/Work Environment, all members shall follow the following procedures to report the incident:

The member shall immediately report the harassment to a Board Member of the BCP.

Member-to-member and/or member-to-nonmember harassment shall be reported to a Board Member of the BCP. No Board Member or other member may retaliate or discriminate against any member for filing a complaint.

Anyone acting in such a manner will be subject to disciplinary action up to, and including, removal from the BCP. Each and every allegation will be taken seriously, investigated thoroughly and completely, and an appropriate course of action will be taken to resolve the situation in the most expeditious means possible by law.

Bullying/Hazing

We define bullying as a repeated aggressive behavior where one person/people deliberately intimidates, abuses, or coerces an individual(s) with the intention to hurt that person physically or emotionally. Acts of bullying can be physical, mental, emotional, verbal, relational, or cyber. Any reported incidents of bullying will be investigated swiftly and thoroughly, with necessary actions being taken. Special circumstances may result in the immediate dismissal of a member from the organization within the disciplinary section of the PNPs. The Bayou City Pups does not tolerate Hazing. As such, the Bayou City Pups has an Anti-Hazing Policy: No member or pledge of the club shall indulge in any physical abuse or undignified treatment (hazing) of its members or prospective members. Hazing is defined as any action taken, or situation created intentionally or unintentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to paddling in any form (except in cases of consensual exploration of fetish play); creation of excessive fatigue; physical and psychological shocks; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in any public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with the laws of the region. ****NOTE**** Hazing IS NOT a personal conflict between two individuals. Personal issues are not the responsibilities of the Board.

Whistle Blower

The BCP requires all members to observe high standards of ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and high integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all officers and members to report violations or suspected violations in accordance with this Whistle Blower Policy. No one who in good faith reports a violation of the code shall suffer harassment, retaliation or adverse consequences. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the BCP. This Whistle Blower Policy is intended to encourage and enable members and others to raise serious concerns within the BCP prior to seeking resolution outside the BCP. The code addresses the BCP open-door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the President is in the best position to address any area of concern. Members are encouraged to speak with someone whom he/she/they are comfortable approaching.

Officers are required to report suspected violations of the Whistle Blower Policy to the Membership, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when members are not satisfied or uncomfortable with following the organization's open-door policy, he/she/they should contact the BCP directly. The President is the Compliance Officer for the BCP. He/She/They are responsible for investigating and resolving all reported complaints and allegations concerning violations of policy and shall advise the Membership. The Compliance Officer is required to report to the Membership at least annually on compliance activity. The President shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The President shall immediately notify the Board of any such complaint and work with them until the matter is resolved. Anyone filing a complaint concerning a violation or suspected violation of policy must be acting in good faith and have reasonable grounds for believing the information disclosed

indicates a violation of policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and the President must file a formal grievance on behalf of the BCP. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously to the Secretary. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Secretary will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.