

# **Policies and Procedures**

## **Revised through April 2008 (8/24/08)**

### **A. GENERAL**

1. Adopted “Recommended Information Dissemination Guidelines” (Attachment #3). (Oct 96)
2. SOJ materials, including envelopes, postage and letterhead, must be used for SOJ official business only. Members violating this policy shall be disciplined by the Business Meeting. (Apr 97)
3. SOJ officers may be reimbursed up to \$50 annually for CPR/First Aid training. (Jul 2001)
4. Create a free SOJ e-mail list. The list is intended to provide a forum for members to discuss issues related to membership in the Society of Janus. To protect confidentiality, the Membership Director will give a current list of ONLY members' numbers to the List Administrator for use in verifying the membership status of all subscribers prior to adding them to the list. (Jun 97)
5. Adopted the “SOJ Code of Conduct” (Attachment #7). (Mar 98)
6. The Society of Janus may hold qualified reciprocal agreements with other BDSM organizations. In order to be a qualified reciprocal agreement, the following conditions apply:
  - a) The reciprocal agreement must be in writing (due to past operating history, the following organizations are “grandfathered in”: Eulenspiegel (TES), The Fifteen, Exiles, Threshold and La Madrona);
  - b) Members of reciprocal organizations must be allowed to attend ANY SOJ event (parties and programs) without being sponsored by or accompanied by an SOJ member; regular member prices would apply to all members of reciprocal organizations;
  - c) Members of reciprocal organizations must show a current membership card or other valid ID prior to admittance to any SOJ event;
  - d) The Coordinator is responsible for maintaining a current list of organizations with which SOJ holds reciprocal agreements. In addition, the Coordinator is responsible for seeking out and contacting other BDSM organizations, which are not currently on the list; for purposes of establishing future reciprocal agreements, any changes (additions or deletions to the list) must be approved by the Business Meeting. (Mar 98)
7. Establish reciprocity with La Madrona (Aug 96); APEX (Arizona Power Exchange) (May 98). Accept official Agreement of Reciprocity from the Exiles (Aug 99). Establish reciprocity with Utah Power Exchange (Jul 2000); Shibari, Las Vegas (Oct 2001/Dec 2002); Choices of Idaho (Apr 2002); SAADE (School for Austin Area Dominant Education), Austin, TX (Aug 2002); PLA (Portland Leather Alliance), Portland, OR (Feb/May 2003); smOdyssey, San Jose, CA (Jun 2004)
8. Policy on authorization to sign contracts. (Dec 98)
  - a) All current contracts will be honored as is.
  - b) Only elected officers may sign contracts for The Society of Janus, Inc.
  - c) Other individuals may, at the discretion of the business meeting, be appointed to negotiate particulars of a contract. An officer must still sign them.
  - d) Janus will accept no liability from contracts signed by unauthorized individuals. The business meeting may decide, in the interests of confidentiality and/or preservation of Janus' reputation, to honor said contracts. The business meeting may elect to use any legal remedy to recover damages caused by honoring unauthorized contracts.
  - e) The coordinator may use emergency authority to sign a binding contract without prior business meeting approval, with the following limitations:
    - 1) Another officers approval for up to \$250
    - 2) Two other officers approval for greater than \$250
    - 3) An emergency situation is one defined as a situation that, if not remedied, will cause considerable and long-term damage to the finances and/or reputation of Janus -or- an opportunity for significant, long-term expense reduction requires immediate action.
9. A dial-up account be established for the SOJ (janus@soj.org) e-mail account. (May 2001)

10. Establish a liaison with the National Coalition for Sexual Freedom (NCSF); SOJ to be represented on their board. (Aug 2001)
11. Allow posting of Operating Procedures, Policy & Procedures, and job descriptions on the SOJ web site. (Mar 2002) Clarified as publicly available on web site (Oct 2006)
12. Archives donated to Gay, Lesbian, Bisexual, Transgender Historical Society (GLBTHS) per Deed of Gift (July 2004). SOJ becomes organizational member of GLBTHS (Jan 2005)
13. Partnerships, co-branding, official or semi-official associations with other organizations, and the use of the Society of Janus name or identity in association with other organizations, products, or services requires prior approval of the Business Meeting. (Dec 2003)
14. Web site calendar co-branded with smOdyssey (Jan 2004)
15. SOJ Tribe on Tribe.net recognized. Outreach and Webmaster to develop posting guidelines. (Jul 2004)
16. SOJ Hall of Fame created to recognize previous and current SOJ members for their contributions of service to SOJ and the leather community as a whole. Up to five living members, and any number of deceased members, to be recognized at each fifth year anniversary event. The living members so honored will receive a lifetime SOJ membership with no further payment of dues required. Eligible candidates must have at least five years membership in SOJ, and will be considered on the basis of their service to SOJ and the leather community as a whole. (Sep 2004)
17. SOJ presence on Free-Association.net recognized (May 2006)

## **B. BUSINESS MEETING**

1. Any non-member of the Society of Janus wishing to present information at a Business Meeting is always welcome to do so, contingent on the following:
  - a) The non-member is sponsored and accompanied by a Janus member;
  - b) The non-member gives his/her presentation at the beginning of the meeting and then leave the meeting (to ensure confidentiality of members in discussion of other business). (Prior 1984)
2. End Business Meetings at 10:00 PM. (Nov 88)
3. No one who attends a Business Meeting will be taped without that person's permission. (Nov 89)
4. Annual reports, oral or written, will be given at the Annual Meeting by the Coordinator, Treasurer, Communication Director, Membership Director, GP Editor, Program Director, and Social Activities Director. Reports will be limited to five minutes each. (Apr 89/rev Mar 98)
5. Original Business Meeting and Annual Meeting minutes, annual officer reports, original audio and video records and any other original documents created by the Society of Janus will be given to the Archivist on an annual basis. (Jul 90/rev Mar 98)
6. The Recording Secretary shall bring to every Business Meeting a record book of all minutes (complete as practical from 1985 to the present) to Business Meeting so it may be consulted when necessary. (Oct 91)
7. Any member at a Business Meeting may call for a roll call vote on any topic. Calling for a roll call vote must receive a second. (Mar 92)
8. Any member may make a "motion to table" the current motion, at any Regular or Annual Business Meeting. A "motion to table" takes precedence over all other motions on the floor and, in order to be valid, must receive a second. If the "motion to table" is seconded, no further discussion will occur. A copy of the tabled motion will be published in the following issue of GP, without comment, and voted on at the next Business Meeting. The tabled motion may not be tabled a second time, during the subsequent Business Meeting. (Mar 98)
9. Adopted "Business Meeting Procedures" (Attachment #1). (Mar 98)

## **C. ELECTIONS/POSITIONS**

1. Coordinator
  - a) There shall be an office called Coordinator. There shall be no office or offices called Co-Coordinator. More than one person may fill the office of Coordinator, provided the persons agree to work together as a team and are elected as such. (Mar 89)
  - b) Authority given to the Coordinator, with a second officer's approval, to authorize spending up to \$100 without a formal motion at a Business Meeting (Oct 96)

- c) Elimination of title of Coordinator in description of any SOJ offices except the official Coordinator (May 96)
- 3. Create appointed office called Volunteer Coordinator responsible for coordinating the volunteers and putting them in touch with the appropriate officers who need help. (Nov 95)
- 4. Outreach Director
  - a) Outreach Director will have responsibility for the Web site. (Apr 96)
  - b) The SOJ Webmaster will be mindful, when creating links on the SOJ web site, to preserve SOJ's non-profit, education oriented goals if any links to commercial, for-profits sites are created. (Aug 2001)
- 5. Elections - Adopted "Election Procedures" (Attachment #2). (Mar 98)
- 6. Approved Officer Job Descriptions as the minimum requirement of the positions. (July 98)
- 7. Officer Recall Procedure. If an officer fails to perform his/her duties according the "job description" for that position, any member may bring a motion to recall before the Business Meeting. If, based on the information provided, the Business Meeting determines there may be sufficient cause to warrant a recall, the following procedures must take place:
  - a) The Coordinator (if the complaint is against the Coordinator, then the Business Meeting Moderator) must notify the officer in writing of the specific areas where that officer has failed to perform his/her duties.
  - b) The officer must respond to the Coordinator (or Business Meeting Moderator if the Coordinator) in writing by the next Business Meeting or appear at the next Business Meeting, with an explanation of events or circumstances which resulted in his/her failure to perform. If the officer responds in writing only, the Coordinator (or Business Meeting Moderator if the Coordinator) must present the officer's response at the next Business Meeting. Based on the information contained in the response, the Business Meeting will vote to confirm or recall the officer.
  - c) A vote to recall an officer must receive a 2/3 majority vote of the members present. (Nov 98)
- 8. Adopted "Officer Appointment Procedures" (Attachment #9) (July 99)
- 9. Establish Outreach Director office. (Aug 99)
- 10. Office of Librarian/Archivist become two separate offices. (July 2000)
- 11. Communications Secretary takes over duties of Hotline/E-mail Director with latter office eliminated. New job description approved. (Mar 2002)
- 12. Modify job description for Events Line Director to add the duty of booking rooms. (Feb 2001)
- 13. Create appointed office of Mentoring Director. (Feb 2001); Accept the job description. (Mar 2001)
- 14. Create appointed office of Munch Director. (Sep 2001)
- 15. Create appointed office of NCSF Coalition Partner Representative (Feb 2007)

#### **D. EVENTS**

- 1. Program presenters may have up to 2 guests (no charge) at programs (prior 1984)
- 2. All guests of members will be accompanied by that member. The member is responsible for informing the guests of the nature of the organization and of the program contents. The member is responsible for the guest's behavior. (Prior 1984)
- 3. Program and Social Activities Directors are admitted free to Programs/Parties respectively (Dec 88)
- 4. Members shall be allowed into programs on work scholarships (Sep 92)
- 5. No outside reporting of an SOJ event without the consent of the persons involved (in response to a reporter from Cuir present for the Top/Bottom Auction) (Apr 95)
- 6. All agreements regarding parties or other events co-sponsored with other organizations shall be put in writing and reviewed by the Janus Business Meeting before the event date.(Prior 1984)
- 7. Adopted "safeword" as the official Janus safeword. (Aug 91)
- 8. Social Activities Director has final say in supervising photography at parties. Film comes out of the camera and goes to the Social Activities Director who gives it to the GP Editor. Signed releases are checked by the Social Activities Director, no photos will be allowed without releases. (Oct 91)

9. Adopted "Safe Sex Policy/SOJ Party Rules" (Attachment #8) (Jun 93/rev Mar 98)
10. Maximum number of guests at SOJ parties is limited to 4 per member without prior approval of the Social Activities Director. (Apr 97)
11. Videotaping or equivalent electronic facsimile recording of those Janus program meetings and other events approved by the Business Meeting shall be allowed provided that the following safeguards of consensuality and confidentiality are observed:
  - a) All requests for videotaping at such events shall be considered and approved by the Business Meeting prior to the event;
  - b) The videotaping at such events shall be limited to only those persons who are willing to be videotaped and who have signed releases attesting to their consent to such videotaping. A copy of this release shall be given to Janus for its files;
  - c) The videotaping shall be confined only to those areas clearly defined and marked at the event;
  - d) The membership and those attending the event shall be notified before and at the event that such videotaping will be taking place;
  - e) The videotaping of the event shall have equipment which allows real-time monitoring of what is being videotaped to allow checking of compliance with the provisions of this policy. (The intent is that a separate monitor, in addition to any electronic viewfinder, be used to monitor the taping in progress so people who have not given their consent to be videotaped do not appear on the tape). Any scenes violating this guideline shall be immediately erased after the program presentation. Anyone planning to videotape Janus events must specify, at the Business Meeting prior to the program, whether the tape is for personal use only or is for external or commercial use. (prior 1984)
12. New members are allowed one free program pass. (Nov 94)
13. Program speaker/presenter may be paid up to \$100. (? 2001); Expense reimbursement for all speakers, presenters and participants is limited to \$25 per program. (Mar 98)
14. Proceeds from the 97/98 Top/Bottom Auction, and all future auctions, will be distributed to charitable organizations or individuals in our community. (Mar 98)
15. All profits from the Top/Bottom Auction will be donated to charity (Jan 91)
16. Members will not be admitted to program meetings while the program is in progress. Before each program, request that the audience not talk while the program is in progress, except where verbal participation is appropriate. (prior 1984)
17. Normal program and workshop fees (member/non-member): \$5/\$15 for less than 3 hours, \$10/\$20 for 3 to 4 hours. An additional extra cleanup (e.g. wax) and/or workshop materials (e.g. needles) fee of up to \$10/person is allowed. Anything else requires approval of two out of three of Coordinator, Outreach Director and Treasurer. If there are two people in a position (e.g. co-Coordinators), they get one vote between them. (Mar 2008; effective April 1, 2008)
18. Normal party fees : \$20 for members with RSVP, \$25 for all others. For special parties another fee structure and/or different fees can be used with approval of the business meeting. (July 2002; effective Aug 1, 2002)
19. Doors to programs will be left unlocked unless the Program Director and/or presenter request the door be locked for confidentiality reasons. Any presentation that may be locked will be published beforehand if possible. (June 2000)
20. Effective June 1, 2001, elected and appointed officers will get into all parties and programs at no cost. (Jan 2001)
21. Actual addresses to private events (including SOJ parties, programs, Orientations, and business meetings) may only be published in print (e.g., Growing Pains) and/or electronic media (e.g., SOJ email list) which are restricted in distribution to members of SOJ and members of its reciprocal organizations (e.g., Exiles' email list). (July 2000)
22. Allow pictures to be taken at programs and Outreach Events for publication in Growing Pains. Permission will be sought from all subjects before publication of their photos. (Apr 2002)
23. Give SFSI members SOJ member rates at programs and events. (Apr 2001)
24. Create a charity fund to collect proceeds from SOJ charity events (e.g. spanking booth, Auction). Distribution will not be until the fund total is at least \$3000. To allow the membership input on the

distribution of funds, advance notice of the Business Meeting at which distribution will be considered will be made to the membership. (Nov 2001)

25. Introductory Series of classes currently offered by Program Directors be open events (i.e. open to non-members) for as long as the Intro Series runs, or until the Business Meeting deems otherwise. (Apr 2003)
26. Singles SIG formed (Apr 2005)

#### **E. HOTLINE & EVENTS LINE**

1. Create a second hotline, called the "Events Line", with information about upcoming events and information for people interested in learning about SOJ. The regular Hotline will continue to carry basic SOJ information. (Sep 93)
2. Actual addresses to private events (such as Janus functions) will ONLY be listed in GP (Feb 94)
3. To ensure confidentiality ONLY room numbers, NOT the entire address will be disclosed on the Events and Information Line and Web site. (Jul 97) Allow Events Line (accessible only to Janus members) to carry full event information, including addresses (Sep 2002)
4. Password for the SOJ Hotline shall be changed at the first Business Meeting after the Annual Meeting. (Jun 92)
5. Restrict the events line to only list Janus events (Sep 98)
6. Require the Activities Line Director give the password to a second person and preferably a third person, to update the events line if the director is unable to do so.
7. Restrict Hotline access to the Hotline Director, Membership Secretary and Orientation Secretary (dropping GP Editor and Social Activities Director) (May 99)

#### **F. GROWING PAINS**

1. Each issue of GP will contain a statement that all material is copyrighted and not to be reprinted without specific permission from the author/creator. If someone wants to reprint material, they must submit a written request specifying the exact article, where it is to appear and the approximate publishing date. SOJ, usually the Communication Secretary or the Editor, will contact the author/creator for permission and will, if requested by the author/creator, transmit permission to the requester. Under no circumstances, will SOJ give permission to reprint material without the consent of the author/creator. (prior to 1984/rev Mar 98)
2. A free classified ad be given to all new SOJ members and annually upon renewal. (May 89)
3. GP is not, and has never been available for sale. (Apr 90)
4. Newsletters received by SOJ are distributed as follows: Postmaster to GP Editor to Archivist/Librarian (Oct 91/rev Mar 98)
5. Adopted "GP Comp Policy" (Attachment #5) (Sep 92)
6. Accept display ads from commercial ventures excluding ads from Professional Dominants (Sep 96)
7. Adopted the "GP Advertising Policy" (Attachment #4) (Sep 96)
8. Any Janus member can list up to 2 events per month of SM interest (as long as they are open to Janus members) in Rapid Release. RR will indicate which events are sponsored by Janus. (Feb 97)
9. All flyers must be approved by the Business Meeting (GP Editor does not have the authority to approve flyers). (Feb 97)
10. The Society of Janus will not pay for written, photographic or other submissions of material for publication in Growing Pains; however any non-member who contributes material for Growing Pains may, at the discretion of the GP Editor, receive a complimentary copy of the issue which contains his/her submission. Note: Per the current advertising policy, all GP contributors are also allowed one 50-word ad, to be used within three months of publication of their article/material. (Mar 98)
11. Regarding Rapid Release, events open to Janus members only will be of S/M interest by definition. (July 2000)

#### **G. LIBRARY**

1. Material donated to the SOJ Library becomes the property of the Society of Janus to do with as it sees fit. (prior 1984)

2. Librarian can maintain and/or dispose of the Library appropriately, with any proceeds so generated going to the charity fund. (Nov 2004)

**H. MEMBERSHIP/ORIENTATION**

1. Adopted the “Mark Joplin Scholarship Policy” (Attachment #6) (Jul 92)
2. The Orientation literature shall state that the Society of Janus does not refund dues. (prior to 1984/rev Mar 98)

3. Modify the confidentiality statement before Orientation, to this new statement: Janus is an organization for those who wish to explore other than conventional aspects of their sexuality. Janus promises them a safe place in which to do so. People who attend Janus are entitled to know that their words and feelings are not going to be mentally recorded and played back to them in terms of any unwelcome publicity or notoriety. To this end, we expect and demand that all personal information divulged in this Orientation meeting be held strictly confidential. If you feel that you would have difficulty maintaining this requirement of confidentiality, we ask that you not attend this Orientation. (Apr 91)
4. Prospective members living in Sonoma, Napa, Marin, San Francisco, Alameda, Contra Costa, Santa Clara, Solano, San Mateo counties are required to attend an Orientation meeting. (Feb 92)
5. A statement will be added to the beginning of Orientation that no distribution of materials or solicitations to individuals will be allowed, i.e. it is not acceptable for a MEMBER to offer an individual orientee his/her telephone number or an invitation to an event or meeting outside of the Orientation. Materials intended for distribution may be placed by the door where all orientees may access them. (Nov 95)
6. Require "At-Large" members to obtain Orientation packet for a fee of \$3.00
7. Allow the Webmaster to store membership numbers and expiration dates in a database for purposes (membership renewal, personals, etc.) related to a members-only area of the SOJ web site and SOJ e-mail list/s. This data would not be linked to any on-line personal information unless a member posted it themselves. (Feb 2002; rev Mar 2003)
8. Annual dues set at \$40/year for single member and \$10/year per additional co-member (i.e. \$50/year for two co-members, \$60/year for three co-members). (July 2002; effective Oct 1, 2002)