

Attachment #1

Business Meeting Policies

Italics represent direct quotes from the SOJ Operating Procedures

The following rules, policies, and procedures are in current use at the Business Meetings of Society of Janus:

DATE/TIME

- ◆ *Regular Business Meetings take place once a month. The date will be determined and written notice shall be mailed to the membership 10 to 30 days in advance.*
- ◆ *No Business Meeting may begin unless at least six members are present (a quorum). The meeting is called to order at 7:30 PM. Thirty minutes after the time that the meeting was scheduled to begin, the Moderator shall determine how many persons are present. If at least six members are not then present, the meeting shall be canceled.*
- ◆ The meeting ends promptly at 10:00 PM unless there is an approved motion to continue the meeting. Motions to continue the meeting are usually made in 15 minute intervals.

LOCATION

- ◆ The location of the Business Meeting is determined by the Business Meeting and is ideally held at an easily accessible public location. Members wishing to attend the Business Meeting should call the SOJ hotline for directions.

ATTENDANCE

- ◆ The Business Meeting may be attended by any current member of the Society of Janus, Inc.
- ◆ Any non-member of Society of Janus wishing to present information at a Business Meeting is always welcome to do so, contingent on the following:
 1. The non-member is sponsored and accompanied by a Janus member
 2. The non-member gives their presentation at the beginning of the meeting and then leaves the meeting (to ensure confidentiality of members in discussion of other business).

RULES

- ◆ The Business Meeting is facilitated by a Moderator who utilizes Robert's Rules of Order as a general guideline for conducting the meeting. The formality or informality of the Business Meeting, and the strictness by which those rules are followed, will be guided by the Moderator.
- ◆ Discussion on a specific topic, in the absence of a motion, is limited to 10 minutes. Once a motion has been made, discussion may not exceed 20 minutes. The Moderator is responsible for maintaining these limits.

PARTICIPATION

- ◆ Attendees must raise their hands and wait to be called upon by the Moderator before speaking. If several members wish to participate in a discussion, the Moderator will maintain a list of the order in which members raise their hands and call on members in that order. *No one may speak an additional time until all who wish to speak have spoken as often as that person.* “Cross-talk” (responding directly to a speaker, without waiting one’s turn) is disallowed.

VOTING

- ◆ *Every attending member has one vote except the Moderator, who may not vote. Unless otherwise specified, a motion requires a majority vote to pass. Voting is by show of hands unless the meeting adopts a secret ballot.*
- ◆ Motions involving an unbudgeted expenditure of more than \$300 require a roll-call vote.
- ◆ If a vote concerns the welfare of a particular member, such as a scholarship vote or a vote to bar a member, that member may be asked to leave the room during the vote, or the vote may be taken by secret ballot. *A motion for a secret ballot requires a majority vote.*
- ◆ By policy, any motion requiring expenditures in excess of \$100 that are not standard expenditures or emergencies will be held over until the next Business Meeting and announced in the intervening GP without comment. Emergency will be defined by a two-thirds vote of the Business Meeting.
- ◆ 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.
- ◆ 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.

Attachment #2

Election Procedures

GENERAL INSTRUCTIONS

1. The Business Meeting Moderator will be in charge of the annual election. If the Business Meeting Moderator is running for an elected office, another member who is not running for office will perform this function.
2. The elections will be held at the Annual Meeting in April. According to the SOJ bylaws, the Annual Meeting must be held on a weekend.
3. Prior to entrance to the Annual Meeting, all members must have their current membership validated by the Business Meeting Moderator or his/her designee.
4. In accordance with the SOJ bylaws, the following officer positions are mandated: Coordinator, Business Meeting Moderator, Communications Secretary, Membership Secretary, Recording Secretary, and Treasurer. There is currently no requirement in the SOJ bylaws that these positions be elected; they may be appointed at the discretion of the Business Meeting.
5. Elected positions which remain unfilled after the Annual Meeting will be appointed by the members attending the May Business Meeting.
6. Candidates for appointed positions will be nominated by the primary officer responsible for the appointed position and will be confirmed by the members attending the May Business Meeting.

CANDIDATES

1. Terms of Office
 - a) The term of office will be one year beginning June 1st and ending May 31st.
 - b) The results of the election will be announced at the conclusion of the Annual Meeting and published in Growing Pains or included by special insert in the May issue.
2. Qualifications
 - a) The candidate must be a current member of SOJ
 - b) The Coordinator may NOT serve as Treasurer, Business Meeting Moderator or Recording Secretary
 - c) If, at the time of reelection, an officer has served for more than one year and three months in a given office, the officer may not serve another consecutive term in the same office without a prior separate two-thirds vote of approval of the meeting at which the election is held. If the candidate is listed on an absentee ballot, the ballot shall also contain a separate question as to whether the candidate may serve an additional term.
3. Campaigning
 - a) Candidates will be allowed to publish a campaign/qualifications statement in Growing Pains prior to the election. Campaign/qualifications statements are limited to 700 words and must be submitted in accordance with established deadlines.

- b) Candidates will be allowed to make a statement at the Annual Meeting up to 5 minutes in length, followed by a maximum 10 minute question and answer period.
- c) Candidates may briefly identify themselves and/or hand out information regarding their candidacy at SOJ events prior to the election.

BALLOTING

1. SOJ offices and candidates will be listed in alphabetical order on the ballots.
2. Each office will have separate space for:
 - a) "WRITE-IN" candidates
 - b) "NONE OF THE ABOVE"
3. If any candidate does meet the continuous service requirements, the ballot shall contain a separate question as to whether the candidate may serve an additional term.
4. Ballots will be handed out to all members who are in attendance at the Annual Meeting; absentee ballots for members in attendance will be destroyed.

ABSENTEE VOTING

Absentee ballots will be prepared in accordance with the general "balloting" instruction above.

1. Absentee ballots will be distributed to the membership at least 15 days prior to the election.
2. Absentee ballots will be considered valid only if they are submitted in accordance with the following instructions:
 - a) Ballots may be delivered to any program or party. Beginning at least one month prior to the elections, a sealed ballot box will be made available at the Cashier's table during these events.
 - b) Ballots may be mailed to the SOJ post office. In order to be included in the official count, mail-in ballots must be received at the SOJ post office at least one day prior to the Annual Meeting.
 - c) Ballots may be delivered to the Annual Meeting.
3. The following instruction regarding submission policies and confidentiality must be included with the absentee ballot:

THE SOCIETY OF JANUS, INC. ABSENTEE BALLOT

In order to be counted, your absentee ballot MUST be received by _____.

You may submit your absentee ballot by:

- Bringing it to any program meeting or party between now and the deadline indicated above; drop it into the sealed box at the Cashier's table, or
- Mailing it to the SOJ post office box, or
- Delivering to the Annual Meeting.

NOTE – ONLY ONE VOTE PER BALLOT WILL BE COUNTED. If your household contains more than one voting member, you must make a copy of this ballot for each additional member.

If you are NOT concerned about the confidentiality of your ballot:

1. Mark your choices as indicated.
2. Write your membership number in the space provided.

3. Fold the ballot into thirds as indicated and seal it with tape; put your sealed ballot into an envelope then deliver it in accordance with the above instructions.
4. Write the word "BALLOT" on the outside of the envelope.

If you wish your identity to remain confidential during the tallying of the ballots:

1. Mark your choices as indicated.
2. Fold and seal your ballot into a plain, blank envelope; seal the envelope.
3. Place the sealed envelope into a second envelope. Write your membership number and the word "BALLOT" on the outside of the second envelope and deliver it in accordance with the above instructions.

Please note: If your membership number is not clearly identified on either the ballot or the second envelope, your vote will be declared INVALID.

4. Absentee ballots must be received by the Postmaster at least one day prior to the Annual Meeting or delivered in person at the Annual Meeting.
5. In order for the ballot to be valid, the member's identification number must be clearly written on either the ballot or on the outside of a second envelope.
6. The Membership Secretary will provide a current list of members (sorted by membership number) to the Business Meeting Moderator. The Business Meeting Moderator will be responsible for verifying the current status of membership for members who vote via absentee ballot.
 - a) In the event multiple ballots are received from one member, the last one submitted will be counted.
 - b) In order to insure one member/one vote, the absentee ballot of any member who attends the Annual Meeting will be identified and destroyed in lieu of his/her voting in person.

TABULATING

1. Each member of a group membership is allowed one vote.
2. Only one vote per ballot will be counted. If more than one member resides in a single household, each member must submit a separate ballot. Ballots containing more than one membership number will be destroyed.
3. If a member who has previously submitted an absentee ballot also attends the Annual Meeting, his/her absentee ballot will be removed from the ballot box and destroyed.
4. Ballots will be counted at the Annual Meeting by at least two members who are not candidates for an elected office.
5. The candidate with the majority of the votes will be declared the winner. If "NONE OF THE ABOVE" receives more votes than any other candidate, the candidate will not be elected.
6. The results of the election will be announced at the conclusion of the Annual Meeting and published in Growing Pains or included by special insert in the May issue.
7. In the event of a tie, the membership will be notified that a run-off vote will occur at the May Business Meeting.

SAMPLE ELECTION CALENDAR

January:

The Business Meeting will promulgate a list of offices to be elected during the annual election for publishing in the February GP.

February 1:

Reserve room for April Annual Meeting.

February 10:

Deadline for submission of candidate statements for inclusion in March GP.

March 10:

Deadline for submission of candidate statements for inclusion in April GP.

March 20:

Deadline for declaring candidacy for inclusion on absentee ballots.

April 1:

Absentee ballots mailed to all members either by publishing in the April GP or by special mailing.

April 5:

Deadline for declaring candidacy.

April 10 - 20:

Annual Meeting.

April Stuff & Lick:

Notify membership of election results by publishing results in the May issue of GP or by special insert.

May Business Meeting:

Fulfill vacancies for elected officers; confirm appointed officers; conduct run-off elections as needed.

By May 31:

Conduct the New Officer Orientation Meeting.

Attachment #3

Information Dissemination Guidelines

WHEREAS:

- ◆ SOJ exists to serve its members.
- ◆ SOJ wishes to provide qualified referral information to its members upon request.
- ◆ It is not the policy of Janus to promote and/or endorse specific individuals and/or businesses.
- ◆ The information dissemination policy should apply equally to all departments of Janus (exceptions should be approved by the Business Meeting).
- ◆ SOJ in all cases wishes to limit any real or potential legal liability whenever possible.

WE HEREBY RESOLVE:

To create information dissemination guidelines which:

- ◆ Apply equally to all departments within Janus.
- ◆ Does not create the impression of favoring/endorsing one particular individual and/or business over another.

THE GUIDELINES:

When acting on behalf of SOJ, all members/directors should make every effort to avoid any appearance of favoritism. Members/directors should be careful to avoid all possibility of potential legal liability by observing the following guidelines when providing information or referrals AS A REPRESENTATIVE of the SOJ:

- ◆ Attempt to refer at least 3 sources.
- ◆ Provide only the name, address, telephone/fax/email of the referral and a brief description regarding the primary service provided.
- ◆ Do not include hearsay, personal opinion, “puffery”, or other embellishment which may influence the member to select any one individual/business over another (especially when referring individuals who perform personal services).
- ◆ Give a verbal and/or written disclaimer to the recipient indicating that the information they have received should not be considered an endorsement by SOJ of a specific individual, company, or group.

Attachment #4

Advertising Policy for Growing Pains

These rates are to be used as current guidelines, subject to change at the Editor's discretion, based on advertising response and unanticipated costs. These rates are intended to be reviewed no less than annually. Special advertising arrangements would always be available to quid pro quo at the discretion of the Editor and/or the Business Meeting.

Janus policy is to accept ads from members and businesses within the S/M community except Professional Dominants. The GP Editor reserves the right to refuse any advertisement for any reason. Clean copy should be provided to the GP Editor. All ads, including flyers, must be paid for at the time of submission.

RATES FOR DISPLAY ADVERTISEMENTS:

Commercial*

Size	Non-Members	Members
Full page	\$180.00	\$144.00
Half page	\$90.00	\$72.00
Quarter page	\$45.00	\$36.00
Eighth page	\$23.00	\$18.00

* All commercial (for-profit) businesses, regardless of the organizational structure (i.e. sole-proprietorship, partnership, corporation, etc.) where 51% of the business is NOT owned by a Janus member(s).

10% CLUB:

Commercial ads published in GP, in exchange for the advertisers' offering SOJ members a 10% discount off regularly priced merchandise/services. Ads are approximately 2 ¼" × 1 ⅜".

10% Club ads are published based on a "space available" basis, subject to the Editor's discretion. Preference will be given to: 1) retailers, 2) "kink aware" professionals, and 3) other businesses (including mail order houses).

JANUS MEMBER ADS (PERSONALS):

Ads will be coded with JC ("Janus commercial"), JP ("Janus personal") or JJ ("organizational"). Ad rates are \$5.00 for first 25 words plus \$0.10 for each word over 25. Janus members are given a free personal ad, up to 25 words, upon joining and each year at renewal. These ads must be used within 12 months of issue. In addition, Janus officers and GP contributors are allowed free personal ads up to 50 words to be used within 3 months of the date article published in GP.

FLYERS/INSERTS:

- ◆ Flyers must be approved by the Business Meeting. Flyers will be inserted into the GP mailing for the following rates:
 - Commercial: \$160.00
 - Janus members and non-profit organizations: \$144.00
- ◆ Advertisers with approved flyers are required to deliver the flyers to the Stuff & Lick; SOJ members must also provide at least one person to help at the Stuff & Lick.

Attachment #5

Complimentary Growing Pains Policy

1. A Complimentary GP Committee (“Comp Committee”) will determine additions and deletions to/from the Complimentary List. The Committee is composed of the GP Editor, Membership Secretary, and Outreach Director. If any of these offices are vacant, the Business Meeting will appoint a replacement.
2. The total Complimentary List cannot be greater than 10% of the total Janus membership (e.g. for 100 members, no more than 10 on Complimentary List).
3. The Comp Committee will meet on a regular basis to determine if the listees currently meet the following criteria:
 - a. Local S/M groups providing support for members and the S/M community
 - b. S/M organizations providing an exchange of newsletters.
 - c. S/M businesses that provide discounts to Janus members.
 - d. Regular contributors to Growing Pains.
 - e. Other Janus support (i.e. program meeting presenters, academic community with serious S/M research, etc.).
4. The GP Editor will have five discretionary comps based on significant contributions to Growing Pains but do not meet requirements of Item 3(d). This is in addition to item 3(d) but must not exceed the maximum comps per Item 2.
5. The listees will remain on the list insofar as they continue to meet the criteria as expressed in Item 3.
6. The Committee Chair (appointed by the Committee) will provide a quarterly report to the Business Meeting.

Attachment #6

Mark K. Joplin Scholarship Policy

- ◆ The purpose of the Scholarship Committee is to make recommendations to the Janus Business Meeting on approval or denial of scholarship.
- ◆ The Scholarship Committee is composed of the Coordinator, Membership Secretary, and Treasurer. The Coordinator is the Chair of the Committee. If any of the offices in the Committee are vacant, the Business Meeting will appoint a replacement.
- ◆ No more than 2% of the membership can be on scholarship. Individuals in a group membership are counted as separate scholarships (e.g. for 100 members, no more than 2 on scholarship).
- ◆ Prospective candidates must apply (in writing) to the Business Meeting demonstrating a need, offering specific proposals for service and an interest in volunteering services. Any member can contribute information on the candidates to the Committee for consideration.
- ◆ Scholarships will be for one year. Candidates must reapply for scholarship if they want a continuance of the scholarship.
- ◆ Holding a Janus office is not acceptable volunteer service.
- ◆ Providing assistance at parties is not acceptable volunteer service (exception: if party fees are paid in full).
- ◆ A scholarship does not include free admittance to parties, programs, socials etc.
- ◆ The Coordinator will assign and manage the tasks to be performed by scholars. If the office of Coordinator is vacant, the Business Meeting will appoint a replacement to supervise the Mark K. Joplin Scholarship program.
- ◆ Failure to perform tasks assigned for scholarship can lead to termination of scholarship based on Committee recommendations to the Business Meeting where final decision is to be made on scholarship status.
- ◆ Scholarship members are entitled to full membership privileges. (i.e. voting, etc.).
- ◆ The Chair (or replacement) will provide a quarterly report to the Business Meeting on the scholarship program.
- ◆ The Committee will provide a list of the tasks to be performed by the candidates.

Attachment #7

Code of Conduct

The following limitations are guidelines for all events/parties sponsored by Society of Janus.

The Social Activities Director and/or designated Dungeon Monitors will be available to answer questions, provide assistance, and handle emergencies. If necessary, they will also remind you of the event's limitations; should they ask you to modify your behavior or stop a part of your play, please do so at once. You may discuss the issue then or later, outside the event, after the scene, or at a Janus Business Meeting as long as you understand the Social Activities Director's decision is final during the event.

Not disturbing the play of others has the highest priority at all times.

- ◆ ALL members of SOJ are equal and entitled to courteous treatment.
- ◆ Confidentiality - No member may divulge another member's or prospective member's legal name, address, phone number, or the identity and location of a member's employer or relatives without the express permission of the member or prospective member.
- ◆ Respect people's privacy - No means no. Persistence will be construed as harassment and will not be tolerated.
- ◆ Do not touch anyone or their property without prior permission.
- ◆ Do not engage in any illegal activities on the premises. No alcohol, drugs, inhalants, or other intoxicants are allowed.
- ◆ Do not photograph, tape, or otherwise record any SOJ event without both prior approval by a Business Meeting and the consent of all individuals to be photographed, taped, or recorded.
- ◆ Your guests are your responsibility. They must arrive with or after you, and leave with or before you. No exceptions.
- ◆ Smoke in designated areas only.
- ◆ All SOJ events are private, for members and their guests only. We reserve the right to refuse entrance to anyone who appears intoxicated or potentially harmful to themselves or other attendees.
- ◆ You will be required to leave the premises for ignoring the SOJ Code of Conduct or engaging in unsafe, exploitive, or non-consensual behavior of any kind.

Attachment #8

Party Rules and Play Space Protocol

(A.K.A. SOJ Safe Sex Policy)

No food or drink (except water in non-breakable containers) is allowed in the play areas.

No illegal activities: Do not engage in any illegal activities on the premises. No alcohol, illegal drugs, inhalants, or other intoxicants are allowed unless prescribed by a doctor.

Fragrances or heavy scents of any kind (e.g. perfume, cologne, incense, etc.) are strongly discouraged.

Guests: You are only allowed to invite four guests to a party. Your guests are your responsibility at all times. They must arrive with or after you, and leave with or before you. No exceptions.

Please watch respectfully and quietly. Do not participate in loud talk or idle chatter in the play area.

Do not sit on the play equipment or in the playing spaces unless you are playing. There are chairs, benches, and the floor available for that purpose.

Hands off: Never touch someone else or their toys, props, or other property without asking and receiving permission.

Unusually loud or otherwise disruptive play: Inform the Dungeon Monitor or the Social Activities Director before beginning any loud, messy, or disruptive play that may affect the players around you.

Wax and/or fire play: Because of the unusually messy or dangerous nature of this type of play, please obtain permission from a Dungeon Monitor before you start your scene.

Voyeurism is welcome as long as it is discreet and does not disturb the players; if in doubt, move back. Remember, the primary purpose of this scene is play. Spectators must always give way to players, even if it means leaving a room.

Experience: The players in the scene vary widely in experience and styles of play, so don't be quick to judge the play of others based on your own. On the other hand, if you observe play in which safety or health rules are being ignored, please inform a Dungeon Monitor or the Social Activities Director immediately.

Safewords: We recommend the use of safewords when playing together. In emergency situations where outside assistance is required, our scene safeword is "SAFEWORD". "SAFEWORD" is our version of 911. Do not abuse or misuse this word!

Be clean. Protect the play surfaces during your play. Clean up the area thoroughly afterwards.

Leaving the premises: You may not return without notifying the Door Monitor in advance.

No exchange of body fluids is permitted. All body fluids must be contained within your play area and may not be introduced into the body of another, or upon broken skin. You must not allow any blood or semen to fly from tips of canes, whips, or other implements.

Barrier protection is mandatory when fucking, fingering, fisting, or having oral/genital sex with anyone - male or female. Masturbators also must wear a condom. Safe sex supplies have been provided for your use.

Blood play (including temporary piercings): Instruments that have drawn blood should be disposed of, put away, or cleaned immediately before being used again. Anything bloodied during play must be cleaned and isolated to avoid contact with others. Sharps containers are available for disposal of contaminated needles. Permission must be obtained from the Dungeon Monitor prior to starting any blood play.

No scat or water sports will be allowed.

Naked people must sit on sheets or towels (bring your own) when sitting on absorbent surfaces.

House rules: Depending on the location of the event, special "house rules" may apply.

Attachment #9

Appointment Procedures

GENERAL INSTRUCTIONS

1. The Business Meeting Moderator will be in charge of appointments. If the Business Meeting Moderator is running for an appointed office, another member who is not running for an appointed office will perform this function.
2. Appointments will be held at the May Business Meeting and/or as necessary to fill offices.
3. Candidates for appointed offices must submit their nominations in person at or in writing to the Business Meeting at which the appointment will be voted on. Written notice includes email to the Business Meeting Moderator at least 24 hours preceding the Business Meeting conducting appointments. Candidates do not have to be present at the appointments election.

CANDIDATES

1. Terms of Office
 - a) The term of office will be one year beginning June 1st and ending May 31st.
2. Qualifications
 - a) The candidate must be a current member of Society of Janus.
3. Campaigning
 - a) Candidates may make a statement of up to three minutes in length preceding the appointment voting. Statements may be made verbally or in writing. The Business Meeting Moderator or member conducting the appointments will read written statements. Statements will be made in alphabetical order by first name of those running for a given office. A question and answer period of up to five minutes may follow each statement.

BALLOTING

1. Offices will be listed in alphabetical order on the ballots.
2. A valid vote will be a candidate's name or "NONE OF THE ABOVE". No vote, a non-candidate's name, or an otherwise invalid vote will be equivalent to "NONE OF THE ABOVE".
3. Ballots will be handed out to all members who are in attendance at the Business Meeting at which the appointment(s) are to be held. No absentee ballots will be permitted.

TABULATING

1. Only one vote per office will be counted. No fractional or multiple votes are allowed.
2. The Business Meeting Moderator, the member conducting the appointments, or a designated tabulator not running for an appointed office will count ballots.
3. The candidate with a plurality of votes will be declared the winner. If "NONE OF THE ABOVE" receives more votes than any other candidate, a candidate will not be elected.

4. The results of appointments will be announced at the conclusion of the Business Meeting and published in Growing Pains as soon as possible thereafter, preferably the issue following the appointments.
5. In the event of a tie, the office will remain unfilled until the next Business Meeting conducts new appointments voting.

Attachment #10

Steve K. Service Scholarship

- ◆ The Scholarship Committee is composed of the Coordinator, Membership Secretary, and Treasurer. The Coordinator is the Chair of the Committee. If any of the offices comprising the Committee are vacant, the Business Meeting will appoint a replacement to serve on the Scholarship Committee.
- ◆ The purpose of the Scholarship Committee is to evaluate scholarship candidates and grant scholarships to those SOJ members it finds qualify. Those actions requiring a vote of the Committee (e.g. granting or terminating a scholarship) shall be approved by majority vote of the Committee members. If there are two people in a position (e.g. co-Coordinators), they get one vote between them.
- ◆ No more than 10 members can be on Steve K. scholarships at the same time.
- ◆ Prospective candidates must apply in writing to the Scholarship Committee. The application should include their financial need for a scholarship and their interest in volunteering their service to SOJ in exchange for a scholarship.
- ◆ Scholarships will be for one year. Candidates must reapply for scholarship if they want a continuance of the scholarship.
- ◆ Holding a SOJ office is not acceptable volunteer service.
- ◆ A scholarship does not include free admittance to any SOJ events (programs, social activities, etc.).
- ◆ The Chair, or another SOJ officer (e.g. Outreach Director) so designated by the Committee, will assign and manage the tasks to be performed by scholars. If the office of Coordinator is vacant, the Business Meeting will appoint a replacement to supervise scholars.
- ◆ Failure to perform tasks assigned to a scholar can lead to termination of their scholarship by the Scholarship Committee at any time.
- ◆ Scholars are entitled to full membership privileges (i.e. monthly mailings, voting in elections, etc.).
- ◆ The Chair, or replacement as appointed by the Business Meeting, will provide a quarterly report to the Business Meeting on the scholarship program.