

Policies and Procedures

Revised through November 2021

I. GENERAL

- A. Adopted “Recommended Information Dissemination Guidelines” (Attachment #3). (October 1996)
- B. 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. (April 1997)
- C. SOJ officers may be reimbursed up to \$75 annually for CPR/first aid training. (July 2001; revised September 2014)
- D. ~~Create a free SOJ email list. The list is intended to provide a forum for members to discuss issues related to membership in 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.~~ (June 1997; eliminated November 2021)
- E. Adopted the “SOJ Code of Conduct” (Attachment #7). (March 1998)
- F. Society of Janus may hold qualified reciprocal agreements with other BDSM organizations. In order to be a qualified reciprocal agreement, the following conditions apply:
 - 1. 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).
 - 2. 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.
 - 3. Members of reciprocal organizations must show a current membership card or other valid ID prior to admittance to any SOJ event.
 - 4. 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. (March 1998)
- G. Establish reciprocity with La Madrona (Aug 1996); APEX (Arizona Power Exchange) (May 1998). Accept official Agreement of Reciprocity from the Exiles (Aug 1999). Establish reciprocity with Utah Power Exchange (July 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 (June 2004); Center for Sex Positive

Culture & Foundation (nee the Wet Spot), Seattle, WA (Feb 2011); New England Leather Alliance (Nov 2014).

H. Policy on authorization to sign contracts: (December 1998)

1. All current contracts will be honored as-is.
2. Only elected officers may sign contracts for The Society of Janus, Inc.
3. Other individuals may, at the discretion of the Business Meeting, be appointed to negotiate particulars of a contract. An officer must still sign them.
4. 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.
5. The Coordinator may use emergency authority to sign a binding contract without prior Business Meeting approval, with the following limitations:
 - i. Another officer's approval for up to \$250.
 - ii. Two other officers' approvals for greater than \$250.
 - iii. 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.

I. Establish a liaison with the National Coalition for Sexual Freedom (NCSF); SOJ to be represented on their board. (August 2001) Become a supporting member of NCSF. (February 2009)

J. Allow posting of Operating Procedures, Policies & Procedures, and job descriptions on the SOJ web site. (March 2002) Clarified as publicly available on web site. (October 2006)

K. Archives donated to the Leather Archives & Museum in Chicago, IL per Deed of Gift. (July 2004; revised November 2021) SOJ becomes organizational member of GLBTHS. (January 2005)

L. 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. (December 2003)

M. Web site calendar ~~co-branded with smOdyssey~~. (January 2004; revised November 2021)

N. ~~SOJ Tribe on tribe.net recognized. Outreach and Technology Director to develop posting guidelines.~~ (July 2004; eliminated November 2021)

O. 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. (September 2004)

- P.** ~~SOJ presence on free-association.net recognized.~~ (May 2006; eliminated November 2021)
- Q.** Recognize and approve the Society of Janus fetlife.com group. (October 2008)
- R.** Establish a Twitter presence. (March 2009)
- S.** Recognize and sanction the already existing Facebook account. (April 2009)
- T.** ~~Authorize SOJ presence on Flickr.~~ (June 2009; eliminated November 2021)
- U.** ~~Only officers can post to Announce email list.~~ (November 2014; eliminated November 2021)

II. BUSINESS MEETING

- A.** 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 his/her presentation at the beginning of the meeting and then leaves the meeting (to ensure confidentiality of members in discussion of other business). (prior to 1984)
- B.** End Business Meetings at 10:00 PM. (November 1988)
- C.** No one who attends a Business Meeting will be taped without that person's permission. (November 1989)
- D.** Annual reports, oral or written, will be given at the Annual Meeting by the Coordinator, Treasurer, Communications Director, Membership Director, GP Editor, Program Director, and Social Activities Director. Reports will be limited to five minutes each. (April 1989; revised March 1998)
- E.** Original Business Meeting and Annual Meeting minutes, annual officer reports, original audio and video records, and any other original documents created by Society of Janus will be given to the Archivist on an annual basis. (July 1990; revised March 1998)
- F.** The Recording Secretary shall bring to every Business Meeting a historical catalog of ~~all~~ minutes (complete as practical) to Business Meetings so it may be consulted when necessary. (October 1991; revised November 2021)
- G.** 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. (March 1992)
- H.** 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. (March 1998)
- I.** Adopted “Business Meeting Procedures” (Attachment #1). (March 1998)

III. ELECTIONS/POSITIONS

- A.** Coordinator

1. 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. (March 1989)
 2. 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. (October 1996)
 3. Elimination of title of Coordinator in description of any SOJ offices except the official Coordinator. (May 1996)
- B.** Create appointed office called Volunteer Coordinator, responsible for coordinating the volunteers and putting them in touch with the appropriate officer(s) who need help. (November 1995)
- C.** Outreach Director
1. ~~Outreach Director will have responsibility for the web site.~~ (April 1996; eliminated November 2021)
 2. ~~The Technology Director 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-profit sites are created.~~ (August 2001; eliminated November 2021)
 3. Outreach Director to manage individuals who may post to SOJ branded social networking sites. (June 2009)
- D.** Adopted "Election Procedures" (Attachment #2). (March 1998)
- E.** Approved Officer Job Descriptions as the minimum requirement of the positions. (July 1998)
- F.** Officer Recall Procedure (November 1998; revised November 2014)
1. An officer may be recalled for failure to perform their duties as described in the job description for that position, or for any reason that a member may be reprimanded or penalized. Any member may bring a motion to recall an officer 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:
 1. The Coordinator (if the complaint is against the Coordinator, then the Business Meeting Moderator) must notify the officer in writing of the specific area(s) where that officer has failed to perform their duties and/or the grounds for reprimand or penalty as a member.
 2. The officer must respond to the Coordinator (if the complaint is against the Coordinator, then the Business Meeting Moderator) in writing by the next Business Meeting or appear at the next Business Meeting, with an explanation of events or circumstances which resulted in their failure to perform and/or an explanation of the lack of grounds for reprimand or penalty as a member. If the officer responds in writing only, the Coordinator (or Business Meeting Moderator, as applicable) must present the officer's response at the next Business Meeting. Based on the information contained in the response, the Business Meeting will vote on recalling the officer.
 3. A vote to recall an officer must receive a 2/3 majority vote of the members present.
- G.** Adopted "Officer Appointment Procedures" (Attachment #9). (July 1999)

- H. Establish Outreach Director office. (August 1999)
- I. Office of Librarian/Archivist become two separate offices. (July 2000) Librarian eliminated. (May 2009)
- J. Communications Secretary takes over duties of Hotline/Email Director with latter office eliminated. New job description approved. (March 2002)
- ~~K. Modify job description for Events Line Director to add the duty of booking rooms. (February 2001; eliminated November 2014)~~
- L. Create appointed office of Mentoring Director. (February 2001) Accept the job description. (March 2001)
- M. Create appointed office of Munch Director. (September 2001) ~~Munch “ambassadors” in Sacramento.~~ (April 2014; eliminated November 2021)
- ~~N. Create appointed office of NCSF Coalition Partner Representative. (February 2007; eliminated December 2008)~~
- O. Create appointed office of Welcoming Director. (November 2008)
- P. Create appointed office of Liaison Director. (December 2008)
- Q. Retitle Webmaster/mistress to Technology Director; accept revised job description. (June 2009)
- ~~R. Eliminate office of Social Activities Director. (March 2012; eliminated November 2014)~~
- ~~S. Eliminate office of Orientation Secretary. (May 2012; eliminated November 2014)~~

IV. EVENTS

- A. Program presenters may have up to 2 guests (no charge) at programs. (prior to 1984)
- B. 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 to 1984)
- ~~C. Program and Social Activities Directors are admitted free to programs/parties respectively. (December 1988)~~
- D. Members shall be allowed into programs on work scholarships. (September 1992)
- E. No outside reporting of an SOJ event without the consent of the person(s) involved. (April 1995)
- F. 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 to 1984)
- G. Adopted “safeword” as the official Janus safeword. (August 1991)
- H. 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. (October 1991)
- I. Adopted “Safe Sex Policy/SOJ Party Rules” (Attachment #8). (June 1993; revised March 1998)
- J. Maximum number of guests at SOJ parties is limited to 4 per member without prior approval of the Social Activities Director. (April 1997)

- K.** 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: (prior to 1984)
1. All requests for videotaping at such events shall be considered and approved by the Business Meeting prior to the event.
 2. 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.
 3. The videotaping shall be confined only to those areas clearly defined and marked at the event.
 4. The membership and those attending the event shall be notified before and at the event that such videotaping will be taking place.
 5. 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.
- L.** New members are allowed one free program pass. (November 1994)
- M.** Program presenter(s) may be paid, in total per program, the greater of \$100 or half the program's net income (gross income less expenses for rent, snacks, presenter expenses, etc.). Expense reimbursement for program presenters is limited to \$25 per program for documented expenses (demo supplies, handouts, charts, etc.) directly related to the presentation of the program. (May 2009)
- N.** Proceeds from the 97/98 Top/Bottom Auction, and all future auctions, will be distributed to charitable organizations or individuals in our community. (March 1998)
- O.** ~~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-Coordiators), they get one vote between them.~~ (March 2008; eliminated November 2014) For standard classes, a \$10 fee for members and reciprocals, and \$20 for all others. Exceptions to this are things like the XPLORE series, a joint effort by Programs and Outreach. (June 2013)
- P.** 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)
- Q.** 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)
- R.** Effective June 1, 2001, elected and appointed officers will get into all parties and programs at no cost. (January 2001)

- S. 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 means (e.g. SOJ web site). (July 2000; revised November 2021)
- T. 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. (April 2002)
- U. Give SFSI members SOJ member rates at programs and events. (April 2001)
- V. The Folsom Street Fair Charity Spanking and Flogging Booth may predesignate a charity or charities for receipt of the CS&F booth's net income each year at either of the two Business Meetings immediately preceding the Folsom Street Fair. To allow the membership input on the charity or charities, advance notice of the Business Meeting at which predesignated distribution will be considered will be made to the membership. (August 2010)
- W. Introductory series of classes currently offered by Welcoming Directors to be open events (i.e. open to non-members) for as long as the series runs, or until the Business Meeting deems otherwise. (April 2003; revised November 2021)
- X. ~~Singles SIG formed.~~ (April 2005; revised July 2014; eliminated November 2021)
- Y. The Orientation Director may publish the location of an orientation in BDSM/fetish/Leather/kink/related media, with permission of the Coordinator. (June 2008)
- Z. Allow Program Passes (free admission for one to a regular SOJ program or XPLORE series class) to be distributed to select members of the Leather community by Outreach, Liaison, and Coordinator officers. Total number of passes limited to fifty (50). (September 2009)
- AA. ~~TNG (“The Next Generation”) SIG approved.~~ (August 2012; eliminated November 2021)
- AB. ~~“Exposure” Photography SIG approved.~~ (August 2014; eliminated November 2021)
- AC. ~~Erotic Hypnosis SIG approved.~~ (August 2014; eliminated November 2021)
- AD. ~~Newbies SIG approved.~~ (February 2015; eliminated November 2021)
- AE. ~~Discord Social SIG approved.~~ (February 2015; revised November 2021)

V. HOTLINE & EVENTS LINE

- ~~A. 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.~~ (September 1993; eliminated February 2013)
- ~~B. Actual addresses to private events (such as Janus functions) will ONLY be listed in GP.~~ (February 1994; eliminated February 2013)
- ~~C. To ensure confidentiality, ONLY room numbers, NOT the entire address, will be disclosed on the Events and Information Line, and the web site. Allow Events Line (accessible only to Janus members) to carry full event information, including addresses.~~ (September 2002; eliminated February 2013)
- D. Password for the SOJ hotline shall be changed at the first Business Meeting after the Annual Meeting. (June 1992)

- ~~E. Restrict the Events Line to only list only Janus Events. (September 1998; eliminated February 2013)~~
- ~~F. Require the Events Line Manager give the password to a second person and, preferably, a third person to update the Events Line if the Manager is unable to do so. (eliminated February 2013)~~
- G. Restrict hotline access to the Communications Secretary, Membership Secretary, and Orientation Secretary (dropping GP Editor and Social Activities Director). (May 1999)
- ~~H. Allow non-member access to the Events Line. Allow complete event information, including addresses, for community and co-sponsored events (ref: Operating Procedures IX., A) on the Events Line and on the web site. (February 2009; eliminated February 2013)~~
- I. Eliminate hotline and Events Line voicemail services. Replace hotline with a free Google Voice number. (February 2013)

VI. GROWING PAINS

- A. 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; revised March 1998)
- B. A free classified ad be given to all new SOJ members, and annually upon renewal. (May 1989)
- C. GP is not, and has never been, available for sale. (April 1990)
- D. Newsletters received by SOJ are distributed as follows: Postmaster to GP Editor to Archivist/Librarian. (October 1991; revised March 1998)
- E. Adopted “GP Comp Policy” (Attachment #5). (September 1992)
- F. Accept display ads from commercial ventures excluding ads from Professional Dominants. (September 1996)
- G. Adopted the “GP Advertising Policy” (Attachment #4). (September 1996)
- H. Any Janus member can list up to 2 events per month of kink interest (as long as they are open to Janus members) in Growing Pains or Yellow. The publication will indicate which events are sponsored by Janus. (February 1997; revised November 2021)
- I. All flyers must be approved by the Business Meeting (GP Editor does not have the authority to approve flyers). (February 1997)
- J. 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. (March 1998)
- K. Regarding Growing Pains and Yellow, events open to Janus members only will be of kink interest by definition. (July 2000; revised November 2021)

- L. Allow extra color copies of Growing Pains be available to non-SOJ members for outreach purposes. (March 2009)

VII. LIBRARY

(eliminated May 2009)

VIII. MEMBERSHIP/ORIENTATION

- A. Adopted the “Mark Joplin Scholarship Policy” (Attachment #6). (July 1992)
- B. The Orientation literature shall state that Society of Janus does not refund dues. (prior to 1984; revised March 1998)
- C. 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 functions 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. (April 1991)
- D. 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. (February 1992)
- E. 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. (November 1995)
- ~~F. Require “At Large” members to obtain Orientation packet for a fee of \$3.00.~~
- G. Allow the Membership Secretary to store membership numbers and expiration dates in a trusted third party database. This data would not be linked to any online personal information unless a member elects to provide those details themselves. (February 2002; revised March 2003; revised November 2021)
- H. Annual dues set at \$50/year for single member and \$20/year per additional co-member (i.e. \$70/year for two co-members, \$90/year for three co-members). (July 2002; revised November 2021) Cost of renewal by credit card to be absorbed by SOJ, not passed on to members. (March 2012)
- I. Create “Supporting” membership. For an annual membership fee of \$100.00 per individual or \$150.00 per household, this Supporting membership includes all current SOJ membership rights, privileges, and services. In addition, the Supporting member or member household will receive free admission to SOJ programs and XPLORE classes (material fees not included). Supporting members may, at their option, receive recognition in Growing Pains/Yellow or remain anonymous. (August 2012; revised November 2021)
- J. Adopt the “Steve K. Service Scholarship” policy (Attachment #10). (August 2012)
- K. Create “Student” membership. (September 2012)

1. Qualifying individuals are those 18 years of age and older with a valid student ID. Attending an Orientation is required.
2. Dues for a Student membership are to be \$20 per year per student. There will be no co-membership at a reduced dues cost.
3. Student memberships include all SOJ membership rights and privileges. (revised November 2021)
4. Student memberships include one Student Program Pass for the student's use or for the use of a friend of the student's. The Student Program Pass is in addition to the one given at Orientation.

L. Orientation “ambassadors” in Sacramento. (April 2014; eliminated November 2021)