

POLICIES & PROCEDURES MANUAL – TRIDENT KNIGHTS, INC.
Adopted January 2011

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I. MEMBERSHIP

A. Charleston-Area Full Member

1. Membership is open to anyone interested 21 years of age or older who lives within 50 miles of the Charleston-Area (as defined as the Club's mailing address), and has met all the requirements as set forth in the By-Laws, Policies and Procedures Manual, Pledge Manual and Application.

2. Entry for membership requires a vote of Full Members by secret ballot in Closed Session.

3. Charleston-Area Full Membership is the only class that can vote and hold office. Full Members will each hold one vote.

4. All Charleston-Area Full Members are required to attend one out of area multi-day function, run or anniversary of another leather/levi club each calendar year, excluding any function that may be co-hosted by the Club. This requirement will be for every calendar year that the individual is a Full Member of this Club. Notifications of such events are provided at General Business Meetings as knowledge is obtained.

5. Any Full Member in Good Standing of another leather/levi club, as verified by the signature of appropriate officers of said club, who desires to become a member of the Club may do so under the following conditions:

a) The Club has received written approval from the other club for the transfer of membership, and upon vote of Full Members of the Club.

b) Entry for membership requires a vote of Full Members by secret ballot in Closed Session. All Charleston-Area Full Memberships must receive a 2/3 (or better) affirmative vote of Full Members of the Club at the meeting when the vote is taken and the individual must participate in an induction ceremony.

6. An induction fee will be charged, and must be paid, upon acceptance as a Charleston-Area Full Member and before the Induction Ceremony. The fee will be \$5 per month (to align the member with the May 31 consolidated Dues date) for membership dues and a \$20 Insignia fee. The induction fee includes membership through May 31 of the

current financial year, personalized membership card (if issued), the large patch, friendship pin, name badge and SECC patch. The \$20 Insignia fee will be refunded when ALL Club Property is returned in good condition.

7. All Charleston-Area Full Members of the Club are required to attend a minimum of two-thirds (2/3) of all official meetings, fundraisers and functions. Attendance at Special Meetings and additional socials is not required but always encouraged.

8. Excused absences will be allowed and will not penalize the Full Member. In order to qualify for an excused absence, the Full Member must contact an Officer prior to a given meeting or function. The Sergeant-at-Arms will record the excuse on the official attendance roster. Every quarter, the Sergeant-at-Arms will review the attendance roster with the Board who will review and justify the validity of the excused absences and determine appropriate actions to notify members who may be in jeopardy of not meeting attendance requirements.

9. Full members will acknowledge their understanding of the Club's policies regarding the return of Club property at the payment of their annual dues.

10. Full Members retain the right to waive the requirements of Membership as set forth by the By-Laws, Policies and Procedures Manual and Pledge Manual, in cases of special circumstance as the Club deems necessary

B. Lifetime Associate

1. Any individual can apply for Lifetime Associate status.

2. Any Lifetime Associate may chair a committee designated for Lifetime Associates. Lifetime Associates will be informed of, as is possible, and invited to all meetings and events, except those designated for Full Members Only.

3. Lifetime Associates may wear the small associate patch and friendship pin and be included on the website membership list with the payment of the \$35 fee and a simple majority approval of the submitted application by the Membership.

C. Honorary Full Member

1. An Honorary Full Member is an invitational category design to recognize those individuals who have provided significant contributions to the Club.

2. Any Honorary Full Member will be accorded all rights and privileges except voting and holding office. Honorary Full Members may wear the large patch and friendship pin, and may be given the opportunity to purchase and wear the club uniform.

D. Alumni Member

1. Alumni Membership is a category for any Full Member who can no longer fulfill the obligations of a Full Member, and has been a Full Member in good standing for at least ten (10) years.

2. A member must petition the Club for such membership and be approved by vote at a General Business Meeting by a simple majority vote of those in attendance.

3. An Alumni Member will be invited to and offered the Full Member rate to attend the anniversary event (Run).

4. Alumni Members may wear the Large patch and friendship pin and will be allowed to purchase and wear the club uniform.

E. Honorary Lifetime Associate Member

1. An Honorary Lifetime Associate Member is an invitational category design to recognize those individuals who have provided on-going contributions to the Club.

2. Any Honorary Lifetime Associate Member will be accorded all rights and privileges

of a Lifetime Associate member. Honorary Lifetime Associates may wear the small associate patch and friendship pin and be included on the website membership list.

F. *En Memoriam* Member

1. *En memoriam* is a classification of membership for former members of any class who are deceased.
2. *En Memoriam* Members will be recognized in an appropriate public display.

G. Pledge

1. In order to become a Charleston-Area Full Member, an individual will first become a pledge after attending Club functions and displaying a genuine interest in the Club and the leather/levi community. These functions may include an official meeting, Club night, out of town function with Club members or the anniversary event (Run) in a Club-active role. The individual may be considered to become a pledge at the discretion of any Full Member after displaying an understanding of the time and financial requirements of becoming a Charleston-Area Full Member.

2. The Pledge will fulfill assigned responsibilities as defined by the Sergeant-at-Arms and the Pledge Manual and then an induction ceremony is to be held.

H. Waiver Statements

1. Anyone under the age of 21 will be required to sign a waiver statement which will state emphatically that they will not partake of any form of alcohol at any Club sponsored function or while in the presence of anyone affiliated with this Club or while at the official home bar of this Club. If said guest is under the age of 18, the legal guardian of said individual must sign the waiver and accompany the minor.

2. The waiver statement must include a reference to the laws of the State of South Carolina or any state in which the Club function occurs.

3. Acceptance of the Large Patch upon becoming a Full Member constitutes a waiver relinquishing rights to the Club properties, which may include, but is not limited to, patches, insignia, documents, etc., whether created, obtained or purchased, in whole or in part, with time, services or money. Full members will acknowledge their understanding of the Club's policies regarding the return of Club property at the payment of their annual dues.

4. Except under very unusual circumstances, a Full Member who resigns from the Club or switches from Full Member to Lifetime Associate or Alumni status, must wait one calendar year (from the date the status change is accepted by the membership) before being eligible for consideration for return to Full Member status—should the individual request it.

I. Resignation

1. In order to resign any form of membership of the Club, the resignation must be presented in writing or presented orally to at least two officers who will confirm said resignation.

2. No refund of any prepaid dues, fees or assessments will be given.

3. Any Club property will be returned upon acceptance of said resignation.

J. Revocations

1. All memberships are revocable. Any Club property will be returned upon revocation.

II. MEMBERSHIP RECRUITMENT

A. Any Member of the Club may recruit potential members or pledges through distribution of approved Club materials and general discussion of club activities.

B. An individual expressing interest in the Club can be given contact information, a membership application and/or a membership brochure or referred to the Sergeant-at-Arms, President or another officer for further discussion.

C. Under no circumstances will recruitment of members be used for the solicitation of sexual favors. Even the appearance of such actions will be considered a violation of the Code of Honor and grounds for immediate membership termination.

III. FINANCES

A. Dues

1. Annual dues for Charleston-Area Full Members are sixty dollars (\$60.00) per year and are to be paid in full not later than May 31 of each year to be considered a "Member in Good Standing."

2. Dues for a Lifetime Associate Membership is thirty-five dollars (\$35.00) which includes the small patch. Any former Associate/Affiliate Member were grand-fathered in as a Lifetime Associate without additional actions.

3. There are no annual dues for an Alumni or Honorary Full Member.

4. There are no extensions or payment plans for Full Member dues; however, matters of financial hardship will be considered on an individual basis. The Board may elect to waive or reduce dues for a period of time for extenuating reasons but no extension may last more than 60 days.

5. Assessments may be levied on the Full Members, whenever the Board deems them necessary, with quorum of the Full Members present at a General Business Meeting.

B. Application Fees

1. The Pledge application fee is twenty-five dollars (\$25.00), payable with the application. A refund will not be given if the applicant is not granted Membership or resigns.

2. An induction fee will be charged, and must be paid, upon acceptance as a Full Member and before the Induction Ceremony. The fee will be \$5 per month (to align the member with the May 31 consolidated Dues date) for membership dues and a \$20 Insignia fee. The induction fee includes membership through May 31 of the current financial year, personalized membership card, the large patch, friendship pin, name badge and SECC patch. The \$20 Insignia fee will be refunded when ALL Club Property is returned in good condition.

3. The Lifetime Associate application fee is thirty-five dollars (\$35.00), payable with the application.

4. There is no *application fee* to become a Charleston-Area Full Member by transfer although a letter requesting this membership is required. The \$20 Insignia Fee does apply if the person is accepted.

C. Expenditures and Spending Limits

1. The Board is allowed to judiciously spend funds necessary to provide items needed for club fundraisers, events, etc. which will be deducted from the proceeds prior to any donations or transfers. The Secretary/Treasurer will inform the Membership of major expenses at General Business Meetings.

2. Any officer is allowed to spend up to fifty dollars (\$50.00) per month, in order to complete the duties of his/her office without Membership approval.

3. Maximum expenditures for out of town run cocktail parties or other such events such as anniversaries, etc. is one hundred and fifty dollars (\$150.00).

4. Maximum expenditures, without prior Club approval, for flower arrangements, awards, etc. is twenty-five dollars (\$25.00) per occasion. The Membership can annually designate the Secretary/Treasurer the authority to waive these requirements for special events, functions, etc., if agreed upon in advance.

5. Any expenditure in excess of the limitations must be approved by the Full Members.

6. The Membership may allow the Run Chair and Secretary/Treasurer annual authority to coordinate the judicious spending of funds necessary to prepare for the anniversary event (Run) and to sign contracts obligating the Club for expenses at the Run.

D. Accounting

1. A Checking Account will be maintained at a financial institution chosen by the Board. The Board will have the option to change institutions as necessary. Any member may ask to view the Club's online banking records at that institution at any time.

2. All checks are to be signed by the Secretary/Treasurer.

3. A receipt must be submitted for every Club expenditure. All expenditures must be approved by the Secretary/Treasurer who will make proper arrangements for reimbursement through distribution of funds by check or cash. Receipts will be maintained in the club's records for examination at any time. Receipts should show amount to reimburse, date of purchases, description of items and explanation of event the items were purchased for.

4. A \$50 petty cash fund will be maintained by the Secretary/Treasurer.

5. Each year, after the Sept. 30 and March 31 monthly accountings are completed, the Club may vote to transfer 10% of unrestricted funds to the Travel and Activity fund for those restricted purposes.

IV. CLUB PROPERTY

A. Club Property is to be defined as follows:

1. Club Colors – Club colors or any item that bears the logo of the Tridents Knights, whether color or black and white. Exceptions to this are items such as friendship pins or items with our logo that may be sold, used for advertisement or provided to the community at-large. The name or emblems of this organization cannot be used for any commercial purpose without the express written consent of at least the Board.

2. Any property that has been purchased for the Club. This is to include, but not limited to, banners, flags, bulletin boards, etc.

3. Club Patches and Insignia – The Club retains ultimate ownership of patches purchased for use on the Club uniform or Large Patches for spare personal vests. The Club also retains ultimate ownership of all insignia that is a part of the Club uniform.

V. LEAVE OF ABSENCE

A. Waiver of required attendance may be done by written request of a Leave of Absence, in which a valid excuse is presented. Waiver will be on a quarterly basis and cannot exceed more than two consecutive quarters. Member must remain in Good Standing, and will retain the right to attend all functions.

B. Should a member exceed the maximum allowable number of unexcused absences, a member may be suspended for a period of time determined by the Board. During suspension, the Member will be responsible for the payment of all dues and assessments. The Member will not have the right to vote, hold office or attend Members-only functions.

VI. FUNDRAISERS & MONTHLY SOCIALS

A. The Club will strive to hold one fundraiser each calendar quarter. These events will be coordinated by the Vice President and the home bar or other host establishment.

B. Fundraisers will generally begin around 10:00 p.m. but actual start time and end time will be determined based on the circumstances of the evening. Charleston-Area Full Members will arrive at a predetermined earlier time in order to provide for set-up time.

C. In-town fundraisers are generally held at the Club's Home bar. Club Patrick's was designated the Club's Home bar in August 2005.

D. In a month when there is no fundraiser planned, a "Social Night" will be designated as the Club activity. These may include barnights, dinners, road trips, holiday parties, etc. The Sgt. at Arms will keep a record of Charleston-Area Full Member attendance at these events.

E. Additional Socials may be held as deemed fit. Attendance is optional unless otherwise designated.

VII. ATTIRE

A. General

1. Informal attire may be worn to all functions not so designated for the Club Uniform. These functions are to include, but not limited to: meetings, fundraisers, runs, etc.

2. Appropriate informal attire is defined as leather, levi, western, uniform, latex, bare chest or other attire deemed appropriate.

3. When appropriate, Club colors must be worn. There are occasions where Club colors are not appropriate or feasible.

4. All Full Members must have a vest with Club Colors, SECC patch, nametag and friendship pin prior to their Induction Ceremony and their Club uniform within 90 days of acceptance.

B. Vests

1. Individual Club Vests will be worn at all functions so designated by the Board or the membership.

a) Vest – Black leather or black denim vest with large patch sewn on back. SECC patch to be centered and above the large patch. Associate membership patches may be placed around the Club Colors as determined by the member.

b) Name Badge and Title badge if held will be placed on the front left breast of the vest. The friendship pin will be centered above the name badge and title badges below the name. Other pins and insignia may be placed on the front of the vest as determined by the member.

c) An additional Club vest is acceptable and encouraged for those wanting to wear their ornate (patches and pins) vest for special occasions. Charleston-Area Full

members must purchase additional patches and insignia, based on the current Insignia Fee of \$20, for this vest. At a minimum, the second vest will have the Large Patch, SECC patch, friendship pin and name badge.

C. Club Uniform

1. The Club Uniform will be worn at all functions so designated by the Board or the membership. The Club currently is selecting a new Club uniform and will update this section and Appendix A soon.

D. Generic Uniform – A generic uniform may be worn by pledges, Alumni members and those awaiting purchase of the club uniform. It will consist of black boots and belt; black jeans, black leather pants or full-length black skirts; white long-sleeve dress shirt or blouse; and Club Vest.

E. Other Garments Displaying the Club Colors – The Club may vote to allow the Club Colors to be displayed on casual items such as t-shirts, shorts, etc. Members must request, and the membership approve, all other uses of the Club Colors.

VIII. MEETING AGENDA

A. The Sergeant at Arms must open all meetings. If the Sergeant of Arms is absent the order will proceed by the Board.

B. All agendas will be prepared before any meeting. Any additions should be brought to the attention of the President during the approval of the minutes and agenda. All agendas must be approved by the Full Members after the meeting has been officially opened and before proceeding with the meeting. Agendas should be provided in to all in attendance.

C. Order of Meeting:

1. Welcome and Open Meeting
2. Introduction of Guests and Visitors
3. Approval of Agenda and Minutes of previous meeting
4. Financial report
5. Other Official's reports
6. Committee reports
7. Old business
8. New business
9. Closed Session – may be called at anytime during the meeting. Closed session generally includes confidential Membership issues.
10. Meetings, Functions and Other Announcements
11. Adjourn Meeting

D. Anytime the Full Members are voting on membership issues, the Club is required to go into Closed Session.

E. Absolutely no alcohol or illegal substance may be consumed during any General Business Meeting or Special Meeting. Any member who arrives intoxicated or otherwise “under the influence” may be removed from the meeting or deemed “Not in Good Standing,” and thereby excluded from voting, by the Sgt. at Arms.

F. General Business Meetings are held monthly, currently the last Wednesday of each month. Exceptions can be approved by the Full Membership.

G. An August Business Meeting is not held during years in which there is an anniversary event (Run) because of the timing. Members may hold an informal meeting to discuss issues or to approve Lifetime Associate Memberships during the anniversary event (Run).

IX. ANNOUNCEMENTS

A. No announcement of Club activity or decisions that require a vote of the Full Members is to be made publicly, until such is approved by the Full Members.

X. COMMITTEES

A. The following committees may be formed:

1. Trial Committee – A Trial Committee will be appointed by the Board of at least three (3) Full Members to decide disciplinary actions. The Club will handle such matters in a fair and timely manner. In extreme circumstances, Robert's Rules of Order may be referenced for Parliamentary procedure disputes.

2. Run Committee – The Vice President chairs the Run Committee which will consist of volunteers from any membership category during the planning stages. The Run Committee consists of ALL Full Members during the period 30 days prior to and throughout the entire Run.

B. Other committees may be formed as deemed necessary.

XI. AFFILIATIONS

A. Affiliation with any organization will require a vote.

XII. AWARDS

A. The Club may present the following awards annually at the Club Run or at another appropriate time.

1. Full Member of the Year
2. Associate(s) of the Year

B. The Full Member of the Year is awarded to members who have been Full Members more than 6 months prior to the vote.

C. Voting for these awards will take place by secret ballot. The ballots will be sealed in an envelope and presented to an disinterested or ineligible individual for counting, ensuring secrecy for plaque engraving and presentation.

D. In the case of a tie vote for Full Member of the Year, a disinterested party will draw one name from a hat which contains all of the names in the tied vote and that member will be the Club's selection.

E. Voting should take place at the General Business Meeting prior to the presentation.

XIII. PERSONAL / SEXUAL ISSUES

A. Personal and/or sexual issues between two (2) members, a pledge or prospective member are not to be brought into the Club's functions. These are to be considered private issues, and said issue is not to be discussed, "period."

B. Violation of this Article can be considered grounds for membership termination and referred to the Officers of the Club.

C. Sexual harassment upon any member or pledge or by any member or pledge should immediately be taken to the Board.

XIV. GUIDELINES FOR EXCHANGE OF FRIENDSHIP PINS

A. Only a Full, Honorary Full or Alumni Member may purchase and give friendship pins.

B. Be aware of "local customs." Some clubs have their own "pinning" etiquette, so ask before pinning!

C. No Full, Honorary Full or Alumni Member may pin a Trident Knight pledge with a Trident Knight pin.