

Central Ohio Pagan Alliance (C.O.P.A): Bylaws

Article 1: Name and Mission Statement

1.1 Legal Name

The legal name of this non-profit organization shall be Central Ohio Pagan Alliance hereinafter referred to as "C.O.P.A."

1.2 Mission Statement

To serve the spiritual and intellectual needs of the central Ohio community through fostering and promoting community for Pagans in central Ohio, regardless of path or tradition.

Article 2: Yearly Calendar

2.1 Calendar

For ceremonial, election, and fiscal purposes, the calendar year shall begin and end each November 1st.

2.1.1

There shall be up to four (4) public events observed in each calendar year.

2.1.2

There shall be an annual meeting at the beginning of each C.O.P.A calendar year for the investiture of Officers, and other needs as they arise.

2.1.3

Quarters shall begin on November 1st, February 1st, May 1st, and August 1st.

Article 3: Conduct and Comportment

3.1 All members, guests, or anyone present at C.O.P.A activities are expected to abide by the Code of Conduct. C.O.P.A. reserves the right to exclude from any activity anyone whose presence creates a disruptive or hostile environment at that activity. In addition, repeated disruptive conduct may result in individuals being barred from all C.O.P.A. events.

3.2 Drug and Alcohol Use

All C.O.P.A. meetings shall be drug free events. Use of alcoholic beverages is permitted provided their use does not violate Federal, State, or Local laws.

This subsection shall not be construed to limit consumption of alcohol at C.O.P.A-sponsored events, where said use is governed by the Code of Conduct, in addition to Federal, State, and Local laws.

Article 4: Membership

4.1 Membership Policy

Membership in Central Ohio Pagan Alliance is open to any person as per Article 7 , section 7.1.

4.1.1 Individual Membership

A member is defined as a person who is current with their dues, and has been voted in as a C.O.P.A member. All members must meet the requirements of membership as defined in the C.O.P.A Policy and Procedure Guide and complete a membership application.

4.1.2

A business member is defined as a business, L.L.C. or D.B.A. etc., that is current on dues and has been voted in as a C.O.P.A member. All business members must meet the requirements of membership as defined in the C.O.P.A Policy and Procedure Guide and complete a membership application.

4.1.4 Minors

No person under the age of 18 years shall become a Member of C.O.P.A without having submitted a "Minor's Membership Application" that includes a notarized signature of their parent or guardian.. Should membership be granted, the minor will be held to the same standards of conduct and comportment as all other members.

4.2 Dues

There shall be annual dues for membership in C.O.P.A , which shall be payable yearly. The amount of these dues is set by the Executive Committee.

4.2.1 Reduced & Compassionate Membership

Dues may be reduced or waived for individuals upon petition to the Executive Committee.

4.3 Revocation or Resignation of Membership

4.3.1 Conditions for Revocation

Any member may have their membership in C.O.P.A revoked for theft of funds or properties. Membership may also be revoked for actions disruptive to C.O.P.A, as per Article 7, section 7.1 and/or the code of conduct, or by petition of 2/3rds of the voting members. When a member is under consideration for membership revocation, the member will be notified in writing by the Executive Committee, and will at that point be allowed to counter-petition or resign. If the member does not resign, the matter will be voted upon by the Executive Committee at a private meeting 15–30 days after notice is given. Membership dues will not be refunded to revoked members.

4.3.2 Conditions for Resignation

Any member may resign their membership at any time. The member should inform the B.O.D of their intent to resign, so that their name may be removed from the membership roster and any applicable mailing lists. Membership dues will not be refunded to resigned members. Resigned members may re-apply for membership following the procedures described in this Article.

4.4 Inactive Members

Members shall be considered inactive on the basis of unpaid dues. The member shall lose all voting rights until active status is reinstated. If a member is unpaid for more than 90 days, they shall no longer be considered members of the C.O.P.A.

3.5.1 Reactivation of Membership

A Member may become active again by becoming current on dues; reactivation is automatic within the first 90 days since unpaid dues. After 90 days the entire membership application process must start over.

4.5 Free Association and Confidentiality

Membership in C.O.P.A is completely voluntary and confidential. No member's name, address, phone number, or any other identifying information may be released to any person or organization outside the C.O.P.A. without their express written consent, subpoena by an authorized local, state, or federal court in the course of a criminal investigation or trial notwithstanding. Members may belong to any other civic, fraternal, or religious organization or club that they may wish to join, except as prohibited by C.O.P.A's governing documents; prohibited organizations include, but are not limited to, those promoting racism, sexism, homophobia, transphobia, ableism, antisemitism, and other forms of bigotry inimical to the practice of paganism, such as those identified as hate groups by the Southern Poverty Law Center.

Article 5: Officers

5.1 Chief Executive Officer

5.1.1 Duties

The duties of the C.E.O. shall include, but not be limited to:

- Convening and attending all C.O.P.A. business meetings.
- Acting as Interim Officer should an office become vacant
- Public Relations; including representing the C.O.P.A. at any religious or secular function or in any public media article or interview.
- Mediating any disputes between Volunteers, Officers, or Committees
- Preparing and submitting a report to the B.O.D. (Board of Directors) on a quarterly basis.
- Daily operations management
- Senior administrative staff supervision
- Oversees and manages organization programs and projects
- Annual budgeting for the board of directors and ensuring staff stick to the set budget
- Fundraising

As necessary, the C.E.O. may delegate these responsibilities to other B.O.D. members or approved members.

5.1.2 Eligibility

Any member that has been active within C.O.P.A for 2 years shall be considered eligible for C.E.O. All candidates for C.E.O. must be nominated by a B.O.D. member and be current on dues.

The C.E.O.s name will be checked against the National Sex Offender Registry, and a background check will be performed, unless they can provide a copy of a background check recently conducted.

5.1.3 Term Length

Term length shall be two (3) years. Term limit shall be two consecutive terms. Following a break after having reached the term limit, a person is again eligible for this position provided they meet other eligibility requirements.

5.2 Secretary

5.2.1 Duties

The duties of the Secretary shall include, but not be limited to:

- Writing, maintaining, and presenting accurate minutes and attendance records of the B.O.D. meetings
- Securing meeting/event space adequate to meet the needs of the B.O.D.
- Attending all B.O.D. business meetings
- Overseeing the development, production and distribution of any C.O.P.A. literature.
- Special Events Coordinator
- Fundraising

As necessary, the Secretary may delegate any of these responsibilities to other B.O.D. members or approved members.

5.2.2 Eligibility

Any member that has been active within C.O.P.A for 2 years shall be considered eligible for Secretary All candidates for Secretary must be nominated by a B.O.D. member and be current on dues.

The Secretary's name will be checked against the National Sex Offender Registry.

5.2.3 Term Length

Term length shall be two (2) years. Term limit shall be three consecutive terms. Following a break after having reached the term limit, a person is again eligible for this position provided they meet other eligibility requirements.

5.3 Treasurer

5.3.1 Duties

The duties of the Treasurer shall include, but be limited to:

- Maintaining and presenting an accurate ledger of C.O.P.A. financial records
- Attending all B.O.D. business meetings
- Maintaining a C.O.P.A. checking account in the name of Central Ohio Pagan Alliance.
- Overseeing all fund-raising activities
- Preparing and submitting quarterly Financial Reports to the C.E.O. one (1) week prior to B.O.D. meetings
- Fundraising.

As necessary, the Treasurer may delegate these responsibilities to other B.O.D. members or approved members.

5.3.2 Eligibility

Any member that has been active within C.O.P.A for 2 years shall be considered eligible for Treasurer. All candidates for Treasurer must be nominated by a B.O.D. member and be current on dues.

The Treasurer's name will be checked against the National Sex Offender Registry, and a financial background check will be performed, unless they can provide a copy of a financial background check recently conducted.

5.3.3 Term Length

Term length shall be two (2) years. Term limit shall be three consecutive terms. Following a break after having reached the term limit, a person is again eligible for this position provided they meet other eligibility requirements.

5.4 Non-Officer Directors

5.4.1 Duties

C.O.P.A can operate with up to four (4) Non-Officer Directors on the B.O.D.

The duties of a N.O.D.(s) could include, but are not limited to:

- Member/Volunteer Manager
- Communication Manager
- Donation/Fundraiser Manager
- Educational Coordinator
- Special Projects as directed by B.O.D.

Each N.O.D. will be given assignments by the B.O.D. that may be temporary by nature. The amount of N.O.D.s on the board will be decided each year at first B.O.D. meeting if there are openings for N.O.D. positions. N.O.D.s can serve out their current term and the position be deemed no longer necessary for the current calendar year, if so then no one will be nominated by the B.O.D. for that calendar year.

5.4.2 Eligibility

Any member that has been active within C.O.P.A for 2 years shall be considered eligible for N.O.D. All candidates for N.O.D. must be nominated by a B.O.D. member.

The N.O.D's. name will be checked against the National Sex Offender Registry.

5.4.3 Term Length

Term length shall be two (2) years. Term limit shall be three consecutive terms. Following a break after having reached the term limit, a person is again eligible for this position provided they meet other eligibility requirements.

5.5 Other Positions

As necessary, the B.O.D may create other positions to serve the needs of the C.O.P.A. These positions shall be appointed and not elected, and may be of limited term.

5.6. Elections

Elections will be held at the last business meeting before November. Election results shall be announced after elections.

The number of votes per B.O.D. member shall be:

- Officers – 2 votes
- Non-Officers – 1 vote
- No other positions on the B.O.D. shall get a vote.

Votes may be cast electronically (when available) or in writing. In all cases, abstention is considered a valid voting option.

5.6.1 Transfer of Office

Offices are transferred from the acting B.O.D. members to the newly elected one on November 1st of each year.

5.7 Vacancy

In the event a B.O.D. member resigns or is removed from office prior to the end of their term, a special election shall be held. This election shall use the same requirements for office and voting procedures as listed in this Article. Officers thus specially elected shall hold office through the original term of the officer whose vacancy they fill, with the position then entering into the usual election cycle.

5.8 Removal and Resignation of Officers

5.8.1 Removal

Any Board Member deemed to be unsatisfactorily fulfilling their responsibilities as described in this Article shall be notified in writing of such lapse by the other members of the Executive Committee. The Member in question will be then given a warning and thirty (30) days during which to rectify the situation. If at the end of those thirty (30) days, there is no improvement the other members of the Executive Committee may request the resignation of the Member. If the Member chooses not to resign, the other members of the Executive Committee may institute another thirty (30) day evaluation. If at the end of this second evaluation, there is still no improvement in performance, the Member will be forced to resign their position.

5.8.2 Resignation

Any Member who resigns from office must submit in writing a formal resignation from their position to the other members of the Executive Committee.

Article 6: Committees

6.1 Executive Committee

The Executive Committee shall be comprised of the C.E.O, the Secretary, the Treasurer. For any meeting of the Executive Committee, except if it is specifically noted to be a private meeting, any and all voting members of the B.O.D may also attend but are not required. The Executive Committee is responsible for maintaining the Officer's Procedure Manual and the Code of Conduct.

6.2 Ad Hoc Committees

Ad hoc committees shall be created at the discretion of the C.E.O. Said committees shall be of specific purpose and function, with a specific goal after which the committee shall be disbanded. Said committees can be recreated as the need arises.

6.3 Standing Committees

These shall be formed as needed at the request of members or the Executive Committee. They shall have a specific termination date or shall terminate at the Annual meeting, but are subject to renewal as deemed necessary.

6.4 Oversight

Any committee thus created should have oversight by the Executive Committee. Oversight shall not specifically require attendance by any member of the Executive Committee, but may require written reports to the Executive Committee if no Executive Committee members are in attendance.

Article 7: Discrimination

7.1 Discrimination Policy

Positions on B.O.D. and attendance at public or semi-public C.O.P.A activities shall not be denied to any person, except as mentioned elsewhere in this document, on the basis of age, race, ethnicity, gender identity or expression, sexual orientation, military status, disability, location, employment, family status, or personal spiritual belief or path, provided that the individual is willing to participate in C.O.P.A activities in a polite and non-judgmental fashion.

Proven communication or behavior of a racist, sexist, ableist, homophobic, transphobic, antisemitic, or otherwise bigoted manner directed towards either an individual or a group shall be grounds for punitive action by the C.O.P.A. Officers, including, but not limited to suspension, expulsion, and banning from C.O.P.A. and all activities. General statements of criticism or personal opinion are permissible and encouraged when offered in a non-hostile or non-destructive manner.

All organizers of public and semi-public activities shall make efforts to facilitate the participation of differently-abled individuals. Nonetheless, all aspirants to any given rank or position must be able to meet all the relevant qualifications previously determined for said rank and position, unless the B.O.D. shall rule otherwise in a particular instance.

Article 8: Required C.O.P.A Duties

C.O.P.A shall have the following required duties:

- Meet once per quarter (in person or electronically)
- Complete at least one community project per quarter
- File quarterly reports.

Article 9: Non-Profit Nature of the Corporation

Central Ohio Pagan Alliance is organized exclusively for charitable religious, educational and scientific purposes including for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code or a corresponding section of any future federal tax code.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I of these by-laws.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these by-laws, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation.

Upon the dissolution of this Corporation, the officers shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for Neopagan religious, educational or charitable purposes as shall at that time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 as revised (or the corresponding provision of any future United States Internal Revenue Law), as the officers shall determine.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such Neopagan organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 10: Method of Amending the By-Laws

10.1 Proposing Changes

Amendments to these bylaws may be made by petition of any Board Member to the Executive Committee. Petitions must be submitted at any business meeting. The voting period will conclude at said next business meeting.

10.2 Voting on Changes

The number of votes on Bylaw changes per B.O.D. member shall be:

- Officers – 2 votes
- Non-Officers – 1 vote

- No other positions on the B.O.D. shall get a vote.

Article 9: Membership

9.1 Membership Policy

Membership in Central Ohio Pagan Alliance is open to any person as per Article 5 , section 5.1.

9.1.1 Individual Membership

A member is defined as a person who is current with their Grove dues, and has been voted in as a C.O.P.A member. All members must meet the requirements of membership as defined in the C.O.P.A Policy and Procedure Guide and complete a membership application.

9.1.2

A business member is defined as a business, L.L.C. or D.B.A. etc., that is current on dues and has been voted in as a C.O.P.A member. All business members must meet the requirements of membership as defined in the C.O.P.A Policy and Procedure Guide and complete a membership application.

9.1.4 Minors

No person under the age of 18 years shall become a Member of C.O.P.A without having submitted a "Minor's Membership Application" that includes a notarized signature of their parent or guardian.. Should membership be granted, the minor will be held to the same standards of conduct and comportment as all other members.

9.2 Dues

There shall be annual dues for membership in C.O.P.A , which shall be payable yearly. The amount of these dues is set by the Executive Committee.

9.2.1 Reduced & Compassionate Membership

Dues may be reduced or waived for individuals upon petition to the Executive Committee.

9.3 Revocation or Resignation of Membership

3.4.1 Conditions for Revocation

Any member may have their membership in C.O.P.A revoked for theft of funds or properties. Membership may also be revoked for actions disruptive to C.O.P.A, as per Article 3, section 2.3.1, or by petition of 2/3rds of the voting members. When a member is under consideration for membership revocation, the member will be notified in writing by the Executive Committee, and will at that point be allowed to counter-petition or resign. If

the member does not resign, the matter will be voted upon by the Executive Committee at a private meeting 15–30 days after notice is given. Membership dues will not be refunded to revoked members.

3.4.2 Conditions for Resignation

Any Grove member may resign their membership at any time. The Grove member should inform the Three Cranes Senior Druid of their intent to resign, so that their name may be removed from the membership roster and any applicable mailing lists. Membership dues will not be refunded to resigned members. Resigned members may re-apply for Friend of the Grove status, then Member status, following the procedures described in this Article.

3.5 Inactive Members

Members shall be considered inactive on basis of either non-attendance or unpaid dues; they shall be considered inactive if either: (1) they fail to attend at least one High Day ritual and one other Grove activity per quarter for any two successive quarters; or (2) if their dues go unpaid for two successive quarters. Upon becoming inactive status within the Grove, the member shall lose all voting rights until active status is reinstated. If a member is both non-attending and unpaid for two successive quarters, they shall no longer be considered members of the Grove. Equally, if a Grove Member is in inactive status for one year, they shall no longer be considered a member of the Grove.

3.5.1 Reactivation of Membership

A Grove Member may become active again by correcting the cause of their inactive status: that is, by attending an event in the case of non-attendance, or by becoming current on dues; reactivation is automatic.

3.5.2 Membership Sabbatical

Members may choose to go on sabbatical at any time with prior approval of the Executive Committee. During this time, dues and attendance requirements may be waived.

3.5.3 Returning to Friend of the Grove status

Members may choose to return from Grove Member status to Friend of the Grove status at any time. If they wish to become Grove Members again, the process detailed in 3.1.2 must be repeated. The Executive Committee has the power to determine how membership will be counted for voting purposes in these situations. The difference between Member and Friend dues will not be refunded, if a balance exists.

3.6 Free Association and Confidentiality

Membership in Three Cranes is completely voluntary and confidential. No member's name, address, phone number, or any other identifying information may be released to any person or organization outside the Grove (excepting ADF) without their express written consent, subpoena by an authorized local, state, or federal court in the course of a criminal investigation or trial notwithstanding. Members of Three Cranes may belong to any other

civic, fraternal, or religious organization or club that they may wish to join, except as prohibited by ADF's governing documents; prohibited organizations include, but are not limited to, those promoting racism, sexism, homophobia, transphobia, ableism, antisemitism, and other forms of bigotry inimical to the practice of druidry, such as those identified as hate groups by the Southern Poverty Law Center.

Adapted Bylaws from Three Cranes Grove ADF