

Club Standard Operating Procedures (SOP's)
(April 19, 2022 Version: 2)

This document contains guidelines and procedures regarding the everyday functions of Twin Cities Spectrum. The Bylaws shall govern the Club. Guidelines and procedures are displayed in blue italics to distinguish them from the bylaws.

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ARTICLE 1: NAME AND WHO WE ARE

1.1 This organization is “Twin Cities Spectrum.”

1.2 We are people of color of mixed ages, abilities, sexual orientations and gender identities. People of color refers to historically underrepresented groups in the Twin Cities: Black, Native American, Asian, Latinx, Pacific Islander, and other non-white people.

ARTICLE 2: PURPOSE

To create opportunities for people of color across the age, ability, sexual orientation and gender identity spectrums in the Twin Cities, interested in leather and kink, to find fellowship and community.

Mission (why we exist)

To enable Twin Cities people of color across the age, sexual orientation and gender identity spectrum interested in leather and kink to find each other for support, knowledge gathering, skills building, growth, leadership development, and overall positive leather and kink experiences.

Vision (the aspirational state we wish to achieve)

An inclusive Twin Cities leather and kink community where the passion and leadership of proud people of color is consciously valued, cultivated, and utilized.

Goals

- *We want to create opportunities for people of color interested in leather and kink to find fellowship and community.*
- *We want to support people of color grappling with how their kink, their sexualities, and their racial identity and ethnicity connect.*
- *We want to increase the number of people of color participating in leather and kink in the Twin Cities.*
- *We want to equip people of color in our communities interested in leather and kink with knowledge and skills.*

- *We want to help develop the leadership capacity of people of color to reduce their leadership gap in the leather and kink communities of the Twin Cities.*
- *Ultimately, we want to move leather folks and kinksters of color from a state of “surviving” to “proudly thriving” in the community.*

Core Principles (what guides us, our values)

1. *We affirm the uniqueness of our experiences and recognize their interdependence.*
2. *We value our diverse perspectives and the opportunities they give us to learn from each other.*
3. *We believe in respect and justice for all people and expect our leather and kink spaces to be free from any form of discrimination or bias.*
4. *We believe in freely sharing our knowledge to educate present and future leather folk and kinksters of color.*
5. *We affirm our right to participate in leather and kink organizations and events as equal partners.*

ARTICLE 3: MEMBERSHIP

3.1 FULL MEMBERSHIP

Adults (18+) that self-identify as a person of color regardless of ability, sexual orientation or gender identification may be admitted to full membership in this club by:

1. attending at least two (2) regular meetings and expressing their intent to join
 - a. *Expression of intent to join shall be made by the prospective candidate in the form of a request for an application to join.*
2. complete an application process
 - a. *Full membership application forms shall be made available online and/or in print and shall include the following data gathering*
 - i. *Full Name*
 - ii. *Preferred Name*
 - iii. *Pronouns*

- iv. *Address*
- v. *Phone Number*
- vi. *E-Mail*
- vii. *Date of Birth*
- viii. *Ethnicity*
- ix. *Why do you want to be a member of Twin Cities Spectrum?*
- x. *What do you feel you can contribute to Twin Cities Spectrum?*
- xi. *What do you expect to gain from participating in this club?*
- xii. *Is there a current member that you'd like to use as a reference? If so, member's name*

- b. *Applicants shall submit the form online or hand it to a club officer.*
 - i. *If handed to a club officer other than the parliamentarian, the officer shall forward the application to the parliamentarian.*

3. be approved by the majority of officers

- a. *The parliamentarian shall collect any submitted application up to 24 hours prior to the next meeting.*
- b. *The parliamentarian shall review the application for any incomplete data or error.*
- c. *The parliamentarian shall return to the prospective applicant any incomplete or erroneous application for review and re-submission.*
- d. *The parliamentarian shall forward applications to the Board for review at least 24 hours prior to any discussion and vote.*
- e. *Board shall discuss and vote on applications during the “new business” portion of the general meeting.*
- f. *The names of approved applicants and their membership level shall be recorded in the minutes of the meeting when they are approved.*
- g. *Parliamentarian shall enter into the membership roster the names of the approved applicants and other information as required in the membership roster spreadsheet.*
- h. *Parliamentarian shall forward electronically or in print, within two (2) weeks of their application being approved, the membership welcome letter or package to approved applicants.*

4. *Full membership pay dues*

- a. *Membership dues for full members is \$20 for a year.*

- b. *The Board may change dues by October of each year with new dues applicable starting January 1st.*
- c. *New members shall be invoiced for dues in their membership welcome letter or package.*
- d. *Renewing members shall be invoiced for dues electronically or in print on or within a week of the date of their membership anniversary.*

Full members have voting rights and other privileges within the club including the right to be elected officers.

3.1.1 full member other privileges

- 1. *The privilege of purchasing and wearing the full member level club colors (back vest patch).*
 - a. *Patches may be requested for purchase by the member at any time and are subject to availability with cost of purchase due upon receipt of the patch.*
 - b. *Each member may have up to two patches.*
- 2. *The privilege to attend any full member only event.*
- 3. *The privilege to access the member online forum or any other member-only online resources.*
- 4. *Full members are eligible to run for office after six (6) months of membership.*

3.2 ASSOCIATE MEMBERSHIP

Adults (18+) regardless of race, color, ability, sexual orientation, gender identification may be admitted to associate membership in this club by:

- 1. attending at least two (2) regular club meetings and expressing their intent to join
 - a. *Expression of intent to join shall be made by the prospective candidate in the form of a request for an application to join.*
- 2. complete an application process
 - a. *Associate membership application forms shall be made available online and/or in print and shall include the following data gathering*
 - i. *Full Name*
 - ii. *Preferred Name*
 - iii. *Pronouns*
 - iv. *Address*

- v. *Phone Number*
- vi. *E-Mail*
- vii. *Date of Birth*
- viii. *Why do you want to be a member of Twin Cities Spectrum?*
- ix. *What do you feel you can contribute to Twin Cities Spectrum?*
- x. *What do you expect to gain from participating in this club?*
- xi. *Is there a current member that you'd like to use as a reference? If so, member's name*

- b. *Applicants shall submit the form online or hand it to a club officer.*
 - i. *If handed to a club officer other than the parliamentarian, the officer shall forward the application to the parliamentarian.*

3. be approved by the majority of officers

- a. *The parliamentarian shall collect any submitted application up to 24 hours prior to the next meeting.*
- b. *The parliamentarian shall review the application for any incomplete data or error.*
- c. *The parliamentarian shall return to the prospective applicant any incomplete or erroneous application for review and re-submission.*
- d. *The parliamentarian shall forward applications to the Board for review at least 24 hours prior to any discussion and vote.*
- e. *Board shall discuss and vote on applications during the “new business” portion of the general meeting.*
- f. *The names of approved applicants and their membership level shall be recorded in the minutes of the meeting when they are approved.*
- g. *Parliamentarian shall enter into the membership roster the names of the approved applicants and other information as required in the membership roster spreadsheet.*
- h. *Parliamentarian shall forward electronically or in print, within two (2) weeks of their application being approved, the membership welcome letter or package to approved applicants.*

4. Associate membership pay dues

- a. *Membership dues for associate members is \$20 for a year.*
- b. *The Board may change dues by October of each year with new dues applicable starting January 1st.*

Associates members do not have voting rights and cannot hold office. They may participate in activities, attend events or otherwise contribute to the club.

3.2.a Associate member other privileges

1. *The privilege of purchasing and wearing the associate level club colors (back vest patch.)*
 - a. *Patches may be requested for purchase by the associate member at any time and are subject to availability with cost of purchase due upon receipt of the patch.*
 - b. *Each member may have up to two patches .*
2. *The privilege to attend all member-only event.*
3. *The privilege to participate in committees.*
4. *The privilege to access the member online forum or any other member-only online resources.*

3.3 OTHER MEMBERSHIP LEVELS

The Board shall have the authority to designate other membership levels.

1. Founding Member

- a. *This is an individual that participated in the foundation of the club.*
- b. *Membership Dues do not apply to founding members.*
- c. *Founding members are full members for life.*
- d. *Funding members are subject to suspension or revocation of membership for cause at any time pursuant to 3.5 and 3.6 of the bylaws.*

2. Emeritus Member

- a. *This is an individual that has been a full or associate member in good standing for 10 or more years.*
- b. *Membership Dues do not apply to emeritus members.*
- c. *Emeritus members retain their appropriate membership level for life.*
- d. *Emeritus members are subject to suspension or revocation of membership for cause at any time pursuant to 3.5 and 3.6 of the bylaws.*

3. Honorary Member

- a. *This is an individual elected to membership by the Board of Officers. This is a recognition for outstanding service or contribution to the advancement of the mission and vision of the club.*

- b. Membership Dues do not apply to honorary members.*
- c. Honorary members have the same privileges as associate members.*
- d. Honorary members are subject to suspension or revocation of membership for cause at any time pursuant to 3.5 and 3.6 of the bylaws.*

3.4 GOOD STANDING

A member is considered to be in good standing if that member has:

- paid all dues and monies owed the club within sixty (60) days of notification;
- attended required club meetings and functions per their membership category;

Officers may make exceptions, by majority vote, for hardship at the request of the member.

1. *Forgiveness of Club Dues and Monies for Hardship*

Prospective and current members may request forgiveness of club dues and monies for hardship by submitting the request in writing to any member of the Board.

- a. The Board may offer no more than four (4) scholarships per calendar year.*
- b. The receiving member shall forward the request to the President and Secretary.*
- c. The request shall include a need statement.*
- d. The Secretary shall include the request as an item in the “new business” portion of the next general meeting.*
- e. To preserve the individual’s privacy, Secretary shall replace the name of the requestor with the assignation “requestor (number.)”*
- f. Board shall discuss and vote on due forgiveness requests privately (closed session) at the end of the “new business” portion of the general meeting.*
- g. Parliamentarian shall forward electronically or in print, within two (2) weeks of a decision being made, the outcome of the vote.*

3.5 SUSPENSION

Officers reserve the right to suspend, by majority vote, the rights of any full member or associate member for cause at any time. Officers may rescind, by majority vote, the suspension provided the full member or associate member completes an appeal process.

1. *Suspending a member:*

- a. Any officer may bring the name of any member to the President for membership suspension consideration, by cause, at any time.*
- b. When the rights and welfare of subjects or the integrity of the club as a whole may be at risk, the President may institute—at their discretion—a “temporary*

suspension" before final action on the suspension can be taken by the Board. A "temporary suspension" may not last longer than fourteen (14) days.

- c. *The President shall convene a special Board meeting no longer than fourteen (14) days after the initial request for the suspension of a member has been made.*
- d. *The member under consideration for suspension shall be informed in writing of the reasons why the suspension is being considered.*
- e. *The member under consideration for suspension shall be informed of the time and place of the special Board meeting considering the suspension, and may request the opportunity to be heard.*
- f. *Upon arriving at a decision, the Board shall provide the member under consideration for suspension with the decision in writing. If the decision is to suspend, the correspondence shall be a Notice of Suspension which must include: the reasons for the suspension, the length of time the suspension shall remain, and any further recommended action (none, or move to recommend revoking membership).*

2. *Appealing a suspension:*

- a. *Upon receiving a Notice of Suspension, the suspended member may appeal the decision by submitting to the President, in writing, their intention to appeal within five (5) days of the commencement of the suspension.*
- b. *Upon receiving a notice of intent to appeal, the President shall convene a special Board meeting no longer than five (5) days after the suspended member has made the appeal.*
- c. *The suspended member appealing shall be informed of the time and place of the special Board meeting.*
- d. *Upon hearing and considering the appeal but before adjourning, the Board shall inform its decision verbally to the suspended member: rescinding the decision, modifying the terms of suspension, or confirming the suspension.*

3.6 REVOCATION OF MEMBERSHIP

Full members may revoke the membership of any member for cause by two-thirds (2/3) vote of all full members, at any regular or special meeting, provided that a written statement of the reason or reasons shall have been presented by any full member to any Officer, who in turn shall present it to the President and to the member proposed for removal at least thirty (30) days

before any final action is taken by the membership. This statement shall be accompanied by a notice of the time when, and the place where, the membership is to take action on the removal. The member shall be given an opportunity to be heard and the matter considered by the membership at the time and place mentioned in the notice.

- 1. Once all evidence is heard and defense is given, the member under consideration for removal will step out and the full members will vote on the revocation. If a two-thirds ($\frac{2}{3}$) majority vote is not reached to remove the member in question, that member will remain an active member within the club. If a two-thirds ($\frac{2}{3}$) vote is reached, the member in question will be informed, before the meeting is adjourned, the Board shall inform its decision verbally to the removed member and five (5) days in writing following the meeting.*
- 2. A removed member forfeits all rights and responsibilities covered by membership. Pursuant to this, the removed member cannot re-submit an application to Twin Cities Spectrum without unanimous approval by the Board. A removed member must return all colors and logo wear to the club within ten (10) days of removal without any monetary refund or compensation for the items.*

ARTICLE 4: OFFICERS

4.1 ROLE

The Officers (“Board” or “Executive Committee”) shall be responsible for governance, the ongoing process of due diligence to assure the health and effectiveness of the club.

4.2 NUMBER OF OFFICERS

The Officers shall consist of at least a President, Vice-President, Secretary and Treasurer.

4.3 ELIGIBILITY

Officers must be full members.

4.4 PRESIDENT

The President shall convene regularly scheduled meetings, preside or arrange for other officers to preside at each meeting in the following order: Vice-President, Secretary and Treasurer.

Additional duties are listed below.

- Preside over meetings.
- Serve as ex-officio member of all committees.
- Work in partnership with officers to make sure resolutions are carried out.
- Call special meetings as necessary.
- Collaborate with officers in preparing agenda for meetings.
- Acts as a spokesperson for the club.

1. The President convenes meetings by ensuring the date, time and place of the meeting is made available online or via other communication channels to the membership and the public at large.

4.5 VICE-PRESIDENT

The Vice-President shall chair committees on special subjects as designated by the President.

Other duties are as follows.

- Attend all meetings.
- Carry out special assignments as requested by the President.
- Understand the responsibilities of the President and be able to perform these duties in the President's absence.
- Participate as a vital part of the club leadership.

4.6 SECRETARY

The Secretary shall be responsible for keeping records of actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each officer, and assuring that club records are maintained. Other duties performed by the Secretary include the following:

- Attend all meetings.
- Serve on the executive committee.
- Maintain all club records and ensure their accuracy and safety.
- Review meeting minutes.
- Assume responsibilities of the President in the absence of the President and Vice President.
- Provide notice of regular meetings or special meetings when such notice is required.

4.7 TREASURER

The Treasurer shall make a report at each meeting. The treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to officers and the club membership. Additional duties are as follows.

- Attend all meetings.
- Maintain knowledge of the club and personal commitment to its goals and objectives.
- Serve as financial officer of the club and as chairperson of the finance committee, if one is created.
- Work with the President to ensure that appropriate financial reports are made available to the club membership on a timely basis.
- Work with the Officers in preparing the annual budget and presenting the budget to the club full membership for feedback prior to Officers' approval.

4.8 ADDITIONAL OFFICERS

The Board shall have the authority to designate additional officers.

4.a.1 Parliamentarian/Membership

The Parliamentarian/Membership officer oversees meeting procedures and monitors the debate ensuring the rules of order in the current edition of Robert's Rules of Order are followed.

The Parliamentarian/Membership officer collaborates with the Secretary in maintaining all membership records, including those of active, full and associate members, as well as new applicants. The Parliamentarian is also responsible for delivery of new applications to the Board for approval and notifying new applicants of the Board's decision.

4.a.2 Communications/Community Outreach

The Communications/Community Outreach officer works with the Board to promote the club via advertising, social media and other communication channels.

The Communications/Community Outreach officer works with the Board to identify community issues and events that impact people of color to support. Some of these issues can include housing, safety, social services, rights and wellbeing.

The Communications/Community Outreach officer works with individuals and organizations in the community to identify mutually beneficial opportunities.

4.a.3 Events Coordinator

The Events Coordinator officer works with the Board to identify events to host or to participate. If hosting, the Events Coordinator works with the community to help secure venue location, set an event budget, and manages the overall event logistics.

ARTICLE 5: MEETINGS

5.1 REGULAR MEETINGS

Regular meetings shall take place once a month.

- 1. Regular club meetings shall be held monthly on the third Tuesday of the month, unless otherwise ordered by the club President upon consultation with the Board Officers.*

5.2 ANNUAL MEETING - ELECTIONS

5.2.1 NOMINATIONS

Full members can nominate themselves or other full members for an office position. Associate members can nominate full members for an office position. Nominations take place at the October meeting.

- 1. The Secretary shall make available to full members nomination ballots online thirty (30) days before the October meeting.*
- 2. All online nominations will be closed an hour (1H) before the October meeting.*
- 3. Nominations may also be submitted verbally at the October meeting.*
- 4. The Secretary shall verify the eligibility of the nominees and make the list of nominees public in the published minutes of the October meeting.*

5.2.2 ELECTIONS

The Officers shall be elected by ballot starting the day before and up to an hour (1H) prior at the November meeting by a majority of the votes cast for that office by full members.

- 1. The Secretary shall make available to full members voting ballots online the day before and up to an hour (1H) prior at the November meeting.*
- 2. All online voting will be closed an hour (1H) before the November meeting.*

- 3. During the meeting, the Secretary will count votes in the presence of the Board and attendees.*

5.2.3 TIES

In the event a candidate does not receive a majority vote, the top two (2) named candidates shall be re-submitted to the full-membership for ballot vote up to twenty four hours (24H) following the November meeting.

5.2.4 TERM

The Officers shall serve for one (1) year and their term of office shall begin January 1st. There shall be no term limit and officers can serve consecutive terms. When new officers are elected, December shall be a leadership transition month.

5.2.5 VACANCY

If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

5.2.6 RESIGNATION

An Officer may resign at any time by filing a written resignation with the President.

5.2.7 REMOVAL OF OFFICERS

Full members may remove any Officer for cause by two-thirds (2/3) vote of all full members present at any regular or special meeting, provided that a written statement of the reason or reasons shall have been presented by any full member to any Officer, who in turn shall present it to the President and to the Officer proposed for removal at least thirty (30) days before any final action is taken by the membership. This statement shall be accompanied by a notice of the time when, and the place where, the membership is to take action on the removal. The Officer shall be given an opportunity to be heard and the matter considered by the membership at the time and place mentioned in the notice.

- 1. Once all evidence is heard and defense is given, the officer under consideration for removal will step out and the full members will vote on the revocation. If a two-thirds (2/3) majority vote is not reached to remove the officer in question, that officer will remain an active officer within the club. If a two-thirds (2/3) vote is reached, the Board shall inform the officer in question verbally before the meeting is adjourned and in writing within five*

(5) days following the meeting. The Board shall also communicate the decision to all members within five (5) days following the meeting.

2. *A removed officer may continue to be a full member, unless any full member petitions for the revocation of the membership separately from or concurrently with the petition to remove the officer.*

5.3 SPECIAL MEETINGS

Special meetings, full-membership only, or all membership meetings may be called by the President or any Officer at any time provided all Officers receive a written request at least 1 day in advance and a majority of Officers agree with such a meeting. The request must state the object and date of the meeting.

6.2.a Any member of the club may make a motion for an executive session in any meeting that has any discussion that may be sensitive or may give a negative impression if non-members are present. If an executive session is voted in, any non-members will be asked to leave the meeting area until the subject matter is concluded, and a board member asks them to rejoin.

5.4 QUORUM

Three (3) of the Officers then in office shall constitute a quorum for the transaction of business at any regular or special meeting.

5.5 CONTRACTS, CHECKS, DEPOSITS, AND GIFTS

5.5.a Contracts

The President, Vice-President and Treasurer are the agents of Twin Cities Spectrum in matters of contracts and delivery of any instruments or endorsements in the name of and on behalf of Twin Cities Spectrum.

The President, Vice-President and Treasurer may authorize any agent or agents of Twin Cities Spectrum to enter into any contract or execute and deliver any instrument or endorsements in the name of and on behalf of the organization, and such authority may be general or confined to specific instances and recorded in the minutes during which such decision is made.

5.5.b Checks, Drafts, etc.

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of Twin Cities Spectrum, shall be signed by any two (2) members of the Board.

5.5.c Deposits

All funds of Twin Cities Spectrum shall be deposited to the credit of the club in the banks, trust companies or other depositories as the Board may select.

5.5.d Deadlines for Deposits

Any member collecting funds for the organization has thirty (30) calendar days from the receipt of the deposit to turn it over to the President, Vice President, Secretary, or Treasurer.

5.5.d.1 The President, Vice President, Secretary, or Treasurer must deposit any collected funds to the Twin Cities Spectrum bank account within seven (7) calendar days of receipt.

The receipt for the deposit must be given to the Treasurer at or before the next regular meeting.

5.5.e Gifts

The Board may accept on behalf of Twin Cities Spectrum any contribution, gift, bequest or devise for the general purposes or for any special purpose of the club.

5.5.f Books and Records

The club shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board and committees having any of the authority of the Board, all books and records of the club may be inspected by any member, or his agent or attorney for any proper purpose at any reasonable time.

5.5.g Members Right to Information

A member of the organization is entitled to inspect and copy any of the following records of the organization: 1) Articles or restated articles of incorporation and all amendments currently in effect; 2) Bylaws or restated Bylaws and all amendments currently in effect; 3) Minutes of all members' meetings and records of all action taken by members without a meeting, for the past three (3) years; 4) All written communications to members generally within the past three (3) years, including the financial statements furnished for

the past three (3) years; 5) A list of the names of the organization's current Officers. The Board of Officers will make reasonable efforts to make these records available.

5.5.h Fiscal Year

The fiscal year of the club shall begin on January 1 and end on December 31 each year.

5.5.i Spending Money

The board may use funds discretionarily (without approval) not exceeding \$50. For items over \$50, a simple majority of full members at the meeting must approve the expense.

5.5.i.1 All transactions require a brief description of purpose and receipts for record keeping of the Treasurer or Bookkeeper. Receipts of expenditure must be given to the Treasurer or Bookkeeper before the next business meeting, so as to be included on the Treasurer's report.

5.5.j Special Circumstances for spending money without approval at a meeting

The board may use funds not exceeding \$200 for circumstances that cannot wait until the next business meeting.

5.5.j.1 All transactions require receipts for record keeping of the Treasurer or Bookkeeper. Receipts of expenditure must be given to the Treasurer or Bookkeeper before the next business meeting, so as to be included on the Treasurer's report.

5.5.j.2 All transactions completed by the Board between meetings must be published on the Treasurer's report.

5.6 ELECTRONIC MEETINGS

All meetings shall be accessible by audio conference.

5.6.1 Members not present in person have the right to participate by electronic means. Members attending meetings via audio conference participate just as if they are physically present.

5.6.2 Members who access the electronic meetings are expected to provide their own hardware and software required for participation in the meeting.

5.6.3 The Board shall include phone number and/or link to the electronic meeting.

5.6.4 Electronic meetings shall be hosted with software that allows full audio and visual capabilities.

5.6.5 Roll-call shall be the method to determine the presence of a quorum and to take votes.

5.6.6 Motions in writing shall be submitted via instant messaging or the chat function in the electronic meeting software.

ARTICLE 7: DISSOLUTION

In the event of the dissolution of Twin Cities Spectrum, and after the payment of all debt and return of charitable contributions as appropriate, all assets shall be distributed to one or more IRS 501c organizations, selected by two-thirds (⅔) vote of the Officers.

ARTICLE 8: PARLIAMENTARY AUTHORITY

The rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Twin Cities Spectrum except where they may be in conflict with the Articles of Incorporation, these Bylaws, or other policies adopted by the Officers.

ARTICLE 9: AMENDMENTS

These Bylaws may be amended at a regular meeting by a two-thirds (⅔) vote of all Officers then in office, provided that notice of the proposed amendment, together with a copy thereof, shall be distributed to each Officer at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

ADDENDUM: DEALING WITH RACIAL MISCONDUCT

Twin Cities Spectrum will not tolerate inappropriate conduct toward any of our members based on a person's skin color, ethnicity, or national origin. A racist incident is any incident which is perceived to be racist by the victim, or any other person. This definition is not to prejudge the question of whether a perpetrator's motive was racist or not ... (but) rather to ensure that investigations take full account of the possibility of a racist dimension to the incident. Racial misconduct includes but is not limited to inappropriate racial comments, slurs, jokes, pictures, objects, threats, physical assaults, or intimidation. This includes misconduct that is sufficiently severe and pervasive that it rises to the level of racial harassment or discrimination.

Actions to be taken in all cases:

1. *Identify the racist behavior and acknowledge the incident.*
2. *Support the victim at the time of the incident.*
3. *Explain to the perpetrator, and any onlookers, that the behavior is unacceptable and why.*
4. *Provide a full report to the President.*
5. *The President along with the Board will decide what action will be taken.*
6. *The Board will follow-up with additional support to the victim and appropriate action for the perpetrator.*

7. *The board will define a timeframe for action.*
8. *Timeframe for action will be in context to the situation.*