

**Article I - Name**

The name of this organization is Pandora's Rose, founded on August 29, 2008.

**Article II – Mission Statement**

Pandora's Rose is an organization that promotes education, support, and the exchange of experiences and ideas amongst its members. It is open to anyone twenty-one (21) years of age and older, of all races, genders, beliefs, abilities, and orientations (hereafter referred to as "Adult") in the mid-Missouri and surrounding areas.

Pandora's Rose supports the free and open exploration of the adult BDSM and fetish communities in a safe, risk-aware and consensual manner by providing an accepting and non-judgmental organization.

**Article III – Membership****1) Eligibility for Membership**

- a) Application for membership to Pandora's Rose is open to all Adults who understand and support the Mission Statement.

**2) Application for Membership**

- a) Application for membership involves a multi-step process. Only upon completion of all steps will an individual be considered a full member of Pandora's Rose with all the rights and privileges thereunto.
- b) A prospective member must attend a minimum of three (3) Pandora's Rose sponsored events.
- c) After attending at least three (3) events, a prospective member may request or be offered an interview. The interview must include four (4) current members in good standing. Two of those members must currently hold positions on the board.

**3) Interview Process**

- a) The questions and standards for the interview are to be set by the Membership Coordinator and shall include, but not be limited to, questions and comments regarding:
  - i) Discussion of privacy, discretion, and respect issues.
  - ii) Expectations of Pandora's Rose and of the applicant.
  - iii) Affiliation with media, journalism, or law enforcement.
- b) Following the interview process, the Membership Coordinator will notify all members of the prospective member's scene name and online profile (if one exists), and request a vote for approval or denial of membership. Voting members may vote for approval, denial, or probationary approval. Votes will be compiled by the Membership Coordinator.
- c) Result of voting and board deliberation will be one of:
  - i) Full Membership is approved with two-thirds ( $\frac{2}{3}$ ) majority (of those voting) in favor of full membership of the prospective member.
  - ii) Membership is denied with two-thirds ( $\frac{2}{3}$ ) majority (of those voting) in favor of denial of membership.
  - iii) If a simple majority (of those voting) votes in favor of either Membership or Probationary Membership, Probationary membership may be approved. Probationary membership may also be designated by the executive board on a case by case basis.
- d) Membership Coordinator will inform prospective member regarding results of voting and board deliberation within fourteen (14) days. In the rare but possible instance that votes are evenly split, the board retains the right to make a final decision about membership based on responses of members.
- e) When Probationary membership is offered, a second vote will take place at the end of a six month probationary period. Voting members must re-address membership with the same three possible results (approval, denial, probation). A second term of probationary membership may be approved.

Probationary membership expires at the end of the second probationary period, and full membership must be approved or denied by a vote as listed above.

#### 4) Types of Membership

##### a) Probationary Membership

- i) A probationary member is any adult who follows and supports the bylaws and rules of Pandora's Rose, has successfully completed the membership process and has been offered the designation of probationary member through the application process. Probationary status will be for a period of six (6) months, and may be renewed one time as described above.
  - (1) A probationary member is considered to be in Good Standing if all of the following are fulfilled:
    - (a) The member follows and supports the mission, purpose and rules of Pandora's Rose.
    - (b) Membership dues are current
    - (c) Participates as much as possible in all educational opportunities offered
    - (d) Continues attending both open and membership events as possible for maximum positive interactions with voting members. The member should attend at least one (1) Pandora's Rose event every two months.
  - ii) To remain in good standing, probationary members will complete the following responsibilities during the six-month probation period:
    - (1) Meet with one or more board members at least twice per six month probationary period.
    - (2) Meet with mentor at least monthly as requested or arranged (Either mentor or probationary member may request meetings)
    - (3) Use membership book to assist with understanding this community:
      - (a) Read entire contents.
      - (b) Review contents with mentor.
      - (c) Sign Statement of Understanding.
      - (d) Sign agreement to abide by all rules and expectations.
  - iii) Current PR Full Members in good standing are asked to volunteer to mentor the new probationary member. The probationary member may then choose a mentor from a list of volunteers. If a second probationary period is warranted, the probationary policies will apply with one difference: a new mentor will be assigned by the president and/or membership coordinator.
    - (1) Mentor responsibilities:
      - (a) Review membership book with probationary member
      - (b) Schedule meeting with both probationary member and membership coordinator to gather information about voting member concerns.
      - (c) Meet with probationary member at least monthly
      - (d) Work with probationary member to facilitate continued growth and education in the community as outlined in the membership packet.
      - (e) Report progress to the President, Vice President and Membership Coordinator at least quarterly, preferably after meetings.

##### b) Full Membership

- i) Full Member: Any Adult who follows and supports the bylaws and rules of Pandora's Rose and has successfully completed the membership application process.
  - (1) A member is considered to be in Good Standing if all of the following are fulfilled:
    - (a) The member follows and supports the mission, purpose, and rules of Pandora's Rose.
    - (b) Membership dues are current.
    - (c) The member attends at least one (1) Pandora's Rose event every three (3) months.
    - (d) If a member loses Good Standing due to non-attendance, it can be regained by attending at least one (1) event per month for two (2) consecutive months.

- ii) The Membership Coordinator will provide a Membership Packet containing the Bylaws, Rules of Etiquette, Discretion Agreement, and Membership Application.
  - (1) After reading the Membership Packet, the prospective member must complete, sign, and return the Discretion Agreement and Membership Application. The membership application must include the applicant's:
    - (a) Legal name (to be verified by photo ID when submitted),
    - (b) Scene name (a preferred alias or nickname to be used),
    - (c) Date of birth (to be verified by photo ID when submitted), and
    - (d) Applicant's signature.
  - (2) The Membership Coordinator must also sign the application after verifying the prospective member's information and signature. The Membership Application and Discretion Agreement will then become the property of Pandora's Rose. These documents will be filed and kept confidential.
  - (3) The prospective member must pay the membership dues, which will be prorated in accordance with the annual payment period.
- iii) Once all of the application has been completed, the prospective member will then be considered a new member of Pandora's Rose.

c) Reciprocal Membership

- i) Any Adult member in good standing of an organization with whom Pandora's Rose has a reciprocal agreement, allowing them the rights and privileges of a member to attend Pandora's Rose events. Anyone who has been barred from Pandora's Rose events due to past behavior is exempted from this type of membership.

5) Membership Dues and Privileges

- a) All members of Pandora's Rose shall be assessed annual membership dues of \$24.00. Dues will be collected during the month of March. All paid dues are non-refundable. If membership dues present a hardship for any member or potential member, that member may request other means of fulfilling dues.
- b) Privileges of Membership
  - i) Full Members in good standing are entitled to the following:
    - (1) Right to attend all Pandora's Rose members-only events,
    - (2) Reciprocal membership in organizations with whom Pandora's Rose has a reciprocal membership agreement.
    - (3) Right to make a motion, nominate members for Executive Board positions, and vote in the members' meetings and elections,
    - (4) Hold a position on the Executive Board
    - (5) Participate in interviewing prospective members
    - (6) Bring non-member guests to events
    - (7) Borrow equipment and books owned by Pandora's Rose.
  - ii) Probationary Members in good standing may
    - (1) Attend all membership meetings.
    - (2) Attend play parties if recommended by their mentor and approved by current board members.
    - (3) Borrow books and educational materials from Pandora's Rose.
  - iii) Probationary Members may NOT
    - (1) Vote.
    - (2) Bring guests to play parties or membership meetings.
    - (3) Interview new prospective members.
    - (4) Hold a position on the Executive Board.

- (5) Borrow equipment owned by PR.
- (6) Receive any benefits of reciprocal memberships.

#### 6) Guests of Members

- a) Full Members in Good Standing may bring guests to Pandora's Rose events. However, the following rules shall apply:
  - i) Each full member in good standing may bring one (1) Adult guest or couple to a private event. Members may not bring as a guest anyone who has been barred from any Pandora's Rose event due to past behavior.
  - ii) All guests to private events must first sign a Guest Discretion Agreement or have one on file. When the guest signs the Guest Discretion Agreement, they must show appropriate identification. The Guest Discretion Agreement is the property of Pandora's Rose and will be filed and held for a period of three (3) years, after which it will be destroyed.
  - iii) All guests must read and sign a copy of the Rules of Etiquette. The sponsoring member is considered responsible for the behavior of their guest(s) and adherence to Pandora's Rose rules. The sponsoring member must be present at all times with their guest(s). Violations committed by the guest(s) could result in warnings or other consequences for the sponsoring member.

#### 7) Loss or Revocation of Membership

- a) Should a member choose to leave the group, their Discretion Agreement and Waiver will continue to be the property of Pandora's Rose for a period of three (3) years. After that time the Discretion Agreement and Waiver will be destroyed.
- b) Should a member willfully, flagrantly, or in an ongoing manner violate the Bylaws, Rules of Etiquette, or Discretion Policy, another member or the Executive Board may bring the details of the situation to the membership as a whole, for the purpose of determining proper action, up to and including reduction to probationary membership or an expulsion vote. The Executive Board may also give advice and/or a warning to the affected member in hopes of remedying the situation.
- c) Emergency suspension of membership privileges, or other immediate actions, for the sake of safety or security may be implemented by the President or Vice President. These actions will remain in force until such time as the membership meets to determine what actions should be taken.
- d) Upon written complaint of misconduct or conflict between members, a Mediating Committee of three (3) full members in good standing shall be formed.
  - i) This committee shall be composed of one (1) member selected by each party, and chaired by a third which would consist of a member of the Executive Board, as determined by the Chain of Authority.
  - ii) If the Mediating Committee is unable to find a solution, they shall present their findings to the Executive Board. If the Executive Board finds cause, they will present the situation at a business meeting to the membership for a vote.
  - iii) Prior to the meeting, a post will be sent to the membership encouraging all members to attend the meeting. No information about the complaint will be included in this post.
  - iv) A fifty-one percent (51%) vote of the members in good standing is required to pass any action. If at this meeting a majority of the members in good standing is not present, then all possible actions will be discussed and a member of the Executive Board, as determined by the Chain of Authority, has the exclusive say on what action will be taken.
- e) Any revocation of membership shall be for a period of one (1) calendar year. After that period has expired, a person has the right to reapply for membership as noted above.

- 8) Expired and Returning Individuals
  - a) An individual whose membership has expired within one (1) calendar year may rejoin without going through the application process. They will only need to pay their prorated membership dues.
  - b) An individual whose membership has expired beyond one (1) calendar year must go through the application process again to rejoin Pandora's Rose.
  
- 9) Privacy
  - a) Pandora's Rose understands and embraces its obligation to safeguard membership privacy to the very best of its ability. With this in mind the following procedures are established:
    - i) Membership Applications and Discretion Agreements are considered confidential. The information contained therein shall be only shared with the Executive Board, and only on a need to know basis.
    - ii) Everyone is encouraged to provide a scene name on their Membership Application and Discretion Agreement, which will be used to reference them in all Pandora's Rose correspondence and communications.
    - iii) No one may give out another member's personal information. This includes, but not limited to, their name, address, phone number, or occupation without the express permission of the individual.
    - iv) Any information regarding the involvement of any individual at a Pandora's Rose event shall be held in the strictest confidence. This shall include, but not be limited to, attendance or activities at any event.

#### **Article IV - Executive Board**

##### **1) Board Positions & Responsibilities**

The management of the day-to-day affairs of the organization shall be vested in an Executive Board, as defined below, who shall exercise general authority to control and manage the affairs and properties of Pandora's Rose. No committee members shall have any right, title, or interest in or to any property of the organization and all actions taken shall be done only by further interests of the membership of Pandora's Rose. The Executive Board shall be comprised of the following positions: President, Vice President, Secretary, Treasurer, Membership Coordinator, Event Coordinator, Head Security Officer, Security Officer, and Technology Coordinator. In the event that a member of the Executive Board will be absent, they are encouraged to appoint a proxy to act in their place. If the officer does not appoint a substitute, then any member of the Executive Board may do so.

- a) The President is responsible for:
  - i) All actions, activities, and equipment of Pandora's Rose.
  - ii) Preparing agenda for membership consideration by the Friday prior to the business meeting.
  - iii) Reserving the business meeting location.
  - iv) Overseeing that all tasks and preparations from all board members is completed in a timely manner before all events or actions take place.
  - v) Presiding over all meetings, activities, and presentations that Pandora's Rose is representing. If the President is unable to preside over any function, then it will be presided over as dictated by the Chain of Authority (A4S3).
  - vi) Responsible for the welfare of the Reciprocal Group Agreements for other BDSM related organizations.
  - vii) Has the capability of enacting emergency suspension over any members' privileges for reasons of safety, security, or other immediate measures.

- b) The Vice President is responsible for:
  - i) Filling in for absent board members during all meetings.
  - ii) Aid the other board members with any assistance that they may require in order to get the tasks completed within a reasonable time.
  - iii) In the event the President is removed or leaves Pandora's Rose, the Vice President will be required to step into the President's position. If this happens, a temporary Vice President will be elected by the board until the next election period.
  - iv) Has the capability of enacting emergency suspension over any members' privileges for reasons of safety, security, or other immediate measures.
  
- c) The Secretary is responsible for:
  - i) Recording the minutes for all Pandora's Rose members meetings.
  - ii) Maintaining a record of all minutes from past Pandora's Rose members meetings.
  - iii) Giving a brief history of events from the previous Pandora's Rose members meeting at the current members meeting.
  - iv) Posting members meeting minutes within ten (14) days to the membership.
  
- d) The Treasurer is responsible for:
  - i) Maintaining and balancing the Pandora's Rose financial holdings, including all funds, receipts, and disbursements.
  - ii) Submitting an annual budget report for all members at the Business Meeting in March.
  - iii) Depositing all money within ten (14) days of receipt in the appropriate Pandora's Rose repository.
  - iv) Reporting current financial balances at each business meeting.
  - v) Dispersing funds as voted upon by the membership of Pandora's Rose.
  - vi) Managing any necessary correspondence in order to maintain timely financial operations of business.
  - vii) The Treasurer cannot be the spouse, partner or relation of the President in any way. This is to protect the integrity of Pandora's Rose.
  - viii) If someone becomes Treasurer whose spouse/partner/relation is an authorized signature on the checking account, their spouse/partner/relation must remove their name from the authorized signature list prior to the new Treasurer taking office.
  
- e) The Membership Coordinator is responsible for:
  - i) Maintaining all records of members, including Discretion Agreements and Waivers, which must be kept in a locked box and brought to all play parties so they can be verified if needed.
  - ii) Maintaining an up to date list of current members and their status. This should not include personal information such as address or phone number.
  - iii) The primary questions that will be asked during the interview process of the new members .
  - iv) Notifying new applicants of acceptance or denial within fourteen (14) days of their interview.

- v) Meeting with new members to present them with a Membership Packet and verify the application information and signature. Once the information is verified, the form must be signed by the Membership Coordinator.
  - vi) Ensuring that all probationary members have mentorship.
  - vii) Promoting, recruiting new members, and addressing inquiries regarding Pandora's Rose.
  - viii) Keeping track of "members in good standing" status.
- f) The Events Coordinator is responsible for:
- i) Organizing all events, including communicating times and locations as needed.
  - ii) Managing notifications to members for events.
  - iii) Consulting with the Head Security Officer regarding upcoming events.
  - iv) Forming committees or enlisting assistants for larger events.
  - v) Making necessary reservations for all Pandora's Rose events except the business meeting.
- g) The Head Security Officer is responsible for:
- i) Security and privacy issues related to Pandora's Rose.
  - ii) Enforcing policies, rules, and regulations in accordance with Pandora's Rose guidelines, federal, state, and local laws.
  - iii) Investigating any incidents of breaches in confidentiality or rules.
  - iv) Recruiting and training additional security officers as needed for large Pandora's Rose events.
  - v) If unable to attend an event, making sure the Security Officer can handle his/her half of the Dungeon Monitor (DM) shift and finding someone else to cover the other half of the DM shift.
  - vi) If the Head Security Officer determines that someone has had alcohol or is unfit to scene, they are responsible for making sure no scene happens for the involved participants.
  - vii) The Head Security Officer can, in the interest of security, safety of an individual, and/or Pandora's Rose override the wishes of any member (including board members) at any event where the function of a DM is required. If the situation includes a non-board member, appeals may be made at the next meeting. If the situation includes a board member, the situation will be discussed at the next meeting.
  - viii) If the Head Security Officer says a scene stops, the scene stops. No exceptions. All board members are to support the Head Security Officer's decision at least until it is discussed at the next business meeting.
  - ix) Security is required for all events that have more than five (5) members/guests present not counting security officers.
  - x) All security officers are required to wear a security sash when on duty.
  - xi) The Head Security Officer is required to keep an up-to-date inventory count of all medical and safety supplies, ensuring none are expired.
  - xii) The Head Security Officer is required to make sure the fire extinguisher(s) are still good prior to each event. If they are not, they are required to get them filled (if refillable) or get new ones that are refillable.

- h) The Security Officer is responsible for:
  - i) Covering as DM for half of an event where security is required.
  - ii) If the Head Security Officer is not present, the Security Officer has all the rights and authority of the Head Security Officer.
  - iii) If a situation occurs during the security shift, the Security Officer is to stop the scene then consult with the Head Security whether scene should be allowed to continue.
- i) The Technology Coordinator is responsible for:
  - i) Managing, supervising and/or assisting with translating Pandora's Rose group needs for technology.
  - ii) Contributing to relevant social media accounts associated with Pandora's Rose.

## 2) Election of the Executive Board

- a) Elections - The Executive Board shall be chosen by simple majority vote of the full members in good standing in attendance.
  - i) Requirements for election to the Executive Board:
    - (1) A person must be a full member in good standing and have demonstrated actions, attitudes, and communications that would be an asset to, further the goals of, and support the mission of Pandora's Rose. A person must agree to perform the duties as described in the Bylaws.
    - (2) A person must have been a full member in good standing of Pandora's Rose for a minimum time period of six (6) months prior to election for all positions except President.
    - (3) To be elected President of Pandora's Rose, a person must have served a position on the Executive Board for a minimum period of one (1) year.
  - ii) Means of Election
    - (1) The elections shall be held at the annual March meeting in the manner prescribed. Nominations shall be made beginning in February for all positions. Nominations may be done orally, posted to the members' forums or emailed to the President. Elections are done by secret ballot. Officers shall be elected by the membership to serve for a term of one (1) year.
    - (2) Should an officer position become vacant prior to the completion of its term, the Executive Board may appoint a temporary officer until the next election.
      - (a) The only exception is if the President's position becomes vacant, in which case the Vice President is required to step into the President's position and a temporary Vice President is appointed until the next election.
  - iii) Should a nominee run unopposed, a confidence vote of the majority is still required.
  - iv) If a position is vacant, the Executive Board may absorb the duties or appoint an officer to fill the position until the next election.

## 3) Chain of Authority

The Chain of Authority is used to determine who is responsible in a given situation based on position, availability, and involvement in the situation.

- a) Position determination is by, in order:
  - i) President
  - ii) Vice President
  - iii) Secretary
  - iv) Treasurer
  - v) Membership Coordinator
  - vi) Event Coordinator

- vii) Head Security Officer
  - viii) Security Officer
  - ix) Technology Coordinator
- b) Any Board Members directly involved in a situation are excluded from the Chain of Authority consideration for that situation.
- 4) Removal of Officers
- a) If an officer moves outside the State of Missouri, their position on the Executive Board shall be terminated, effective as of the next scheduled meeting but their membership is not affected.
  - b) If an officer fails to remain in good standing, their position on the Executive Board shall be terminated, effective as of the next scheduled meeting but their membership is not affected.
  - c) An officer can be removed by the membership at any time by a two-thirds (2/3) vote of those on the Executive Board. The removal vote shall take place a month after the motion has been made for removal. The vote will be by secret ballot.
  - d) Reasons for removal from the office include, but are not limited to, actions, attitudes, or communications that is inappropriate to the purposes of Pandora's Rose.

#### **Article V – Membership Meetings**

Private business meetings are held quarterly on a regularly scheduled day and time. Meetings are for members and their guests only. If possible, members should give advance notice that a guest will be attending .

#### **Article VI – Bylaw Amendments**

If a change of the Bylaws is requested a post will be sent to the members' list encouraging all members to attend the members' meeting. At that time, a vote can be called to change the Bylaws. For a change to be made, fifty-one percent (51%) of the total membership in good standing must be present.