

# Policies of Chi Lambda Epsilon

## 1) Annual Membership Dues

- a) Single: \$24.00
- b) Couple: \$36.00
- c) Friend: \$12.00
- d) Membership Dues are prorated quarterly

## 2) Meeting Fees

- a) \$10.00/per person if person does NOT bring a dish
- b) \$5.00/per person if person does bring a dish

## 3) Alcohol, Drugs & Weapons

- a) Alcohol, Drugs & Weapons will NOT be allowed on the meeting premises.
  - i) The exception to this policy will be for the use of alcohol in the use of foods with notification given with the dish.
- b) Any one who violates this policy shall be given the option of disposing of the item(s) or leaving the meeting.

## 4) Screening Report

- a) Screening reports shall contain the following information:
  - i) Date
  - ii) Interviewers names
  - iii) Interviewee(s) names
  - iv) Pledge Signed (Yes/No)
  - v) Membership Packet Given (Yes/No)
  - vi) Recommendation
  - vii) Reasons for denial, if that is the recommendation

## 5) Photography

- a) All persons taking photos shall ensure that no other person is in the photo, even in the background, that does not wish to be there. The security of all members must be taken into account, and must be of primary concern.

## 6) Publicity

- a) There will be no media present without prior notice given to all members and guests.

## 7) Smoking

- a) The smoking policy shall follow the policy for the building in which the meeting is being held. However, at no time shall smoking be permitted in the dressing, presentation or meeting rooms.

## 8) Publications

- a) Articles submitted to either the newsletter or the website shall be considered the property of Chi Lambda Epsilon and may be reprinted through any available medium.
- b) The newsletter and website shall not publish articles or images of a partisan religious, partisan political or offensively sexual nature. Discretion of the webmistress and the newsletter shall be relied upon in this matter with the Board of Directors providing oversight.
- c) For the purposes of these policies, printing, and posting to the website shall be considered the same thing

## 9) Decorum & Conduct

- a) All persons shall conduct themselves in a gentlemanly or ladylike manner.
- b) All persons shall be dressed completely as one gender or the other, and the manner of dress shall be gentlemanly-like or lady-like.

## 10) Security

- a) The security of Chi Lambda Epsilon and each of its members, prospective members and guests must be protected. For this reason, solely the chapter officers in the conduct of chapter business keep membership names and other personal information confidential for use. Members are admonished to keep confidential all information they may receive in the mail, by email or by phone regarding meeting locations, telephone numbers or any information learned about other members. It is also understood that all officers will relinquish all rights to obtain or retain any information regarding the personal information of any member upon leaving her/his office. Failure to do so can be taken as willful misconduct against a member and may result in expulsion from the chapter and a report sent to Tri-Ess.
- b) As part of our ongoing outreach efforts, the media may be asked to attend a Chi Lambda Epsilon meeting or activity. If the media does attend, they will be required to sign a media confidentiality agreement prior to being given our meeting or activity location. Once signed, the Director of Finance and Membership shall file copies of the media confidentiality agreement. A copy of the signed agreement shall be made available to the media member upon request.

## 11) Absentee Ballots

- a) Absentee balloting shall be allowed only for the amendment of the by-laws.
  - i) All votes must be sent via fax, U.S.P.S. or email to the Director of Finance and Membership.
  - ii) All votes must have the word ballot on the fax cover sheet, envelope, or email subject.
  - iii) Tri-Ess number must be included to avoid vote duplication.
  - iv) All ballots must be received by noon on the day the vote is to be taken.

## 12) Duties and Responsibilities of Committees

### a) Outreach

- i) Annually appoint a person to act as chair of the committee who will act as facilitator and give monthly reports to the Board of Directors
- ii) Develop methods for increasing public awareness of transgendered persons and their issues in the community
- iii) Cooperate with Tri-Ess in its Library Book program
- iv) Develop programs, in cooperation with colleges, universities and other interested bodies, whereby the chapter may assist them in education through conducting presentations of who and what we are as representatives of the transgendered community
- v) Develop a relationship with various forms of media to conduct outreach programs with them such as advertising and articles about the chapter and the transgender community as a whole

### b) Newsletter

- i) Annually appoint a person to act as chair of the committee who will act as facilitator and give monthly reports to the Board of Directors
- ii) Annually appoint a Newsletter Editor
- iii) Publish the chapter newsletter in a timely manner
- iv) Circulate the newsletter to the chapter members, Chair of Tri-Ess Governance Board and other organizations as requested
- v) Maintain postal mailing list and email mailing lists
- vi) Obtain and print articles that comply with both the chapter and Tri-Ess standards including refraining from subject matter of a overtly sexual, racial, partisan religious, partisan political nature and will not disparage any transgender person or organization
- vii) Provide the web committee with a copy of the newsletter in a format fit for the web.

viii) Maintain accurate records of costs of publishing the newsletter and forward to the Director of Finance in a timely manner

c) Web

- i) Annually appoint a person to act as chair of the committee who will act as facilitator and give monthly reports to the Board of Directors
- ii) Annually appoint a person to act as webmistress
- iii) Maintain the chapter website including publishing material, configuring the site and any related item such as email in a timely manner
- iv) Obtain, publish or link to articles that comply with both the chapter and Tri-Ess standards including refraining from subject matter of an overtly sexual, racial, partisan religious, partisan political nature and will not disparage any transgender person or organization
- v) Post the chapter newsletter in cooperation with the newsletter committee. It is the responsibility of the newsletter committee to provide the newsletter in format fit for the web.
- vi) Maintain accurate records of costs of publishing and maintaining the website and forward to the Director of Finance in a timely manner
- vii) Provide a copy of all current logins, passwords and all other security information to the Chair of the Board

d) Program

- i) Annually appoint a person to act as chair of the committee who will act as facilitator who will give monthly reports to the Board of Directors
- ii) Develop interesting, educational and fun programs for benefit of the chapter members.
- iii) Maintain a list of ideas and possible presenters as well as contact information of those who have presented in the past.
- iv) Ensure that the chapter has programs scheduled in a timely manner with notification sent to the web and newsletter committees.
- v) Make all necessary arrangements for the presenters to be able to conduct their program taking any necessary steps to ensure their security as well as those of the chapter and it's members
- vi) Obtain feedback from both presenters and members for the purpose of developing historical information that can be used in the future to provide for the membership in the best manner possible

e) Interview

- i) The interview committee is chaired by the Director of Screening and Orientation and will give monthly reports to the Board of Directors

- ii) Respond to all inquirers in a timely manner
- iii) Arrange for and conduct interviews with inquirers in a timely manner.
- iv) Provide inquirers with membership packet
- v) Obtain signed membership pledge from inquirer
- vi) Fill out Screening Report with recommendations and turn in to the Board of Directors
- vii) Assign someone, preferably the interviewer, to meet the new potential member(s) at their first meeting and complete the orientation checklist.
- viii) Obtain feedback from inquirer(s) and answer any questions.

### 13) Meeting Location

- a) In order to retain our meeting location and our good will with the owners and operators of same, all members must abide by the policies of the meeting location.
- b) Any member found violating these policies or requirements shall be removed from the meeting.

### 14) Guest Attendance

- a) Candidates for membership may attend 2 meeting within 90 days of their interview prior to joining the chapter and Tri-Ess.
- b) Members are allowed to bring guests provided prior approval is granted from two board members. The member is completely responsible for the guest
- c) Guests are expected to comply with all chapter bylaws and policies
- d) Guest attendance shall not be considered a substitute for joining the chapter and Tri-Ess and therefore may be limited or denied on an individual basis at the discretion of the Board of Directors.

### 15) Amendments and Additions to Policies

- a) Changes and additions to the policies can be accomplished by a simple majority vote of the regular members present at any chapter meeting.
- b) Typographical or grammatical corrections will not be considered as amendments..