



POLICIES AND PROCEDURES

Table of Contents

<i>Mission Statement</i>	4
<i>Diversity</i>	4
<i>Social Activism</i>	4
<i>Social Service</i>	4
<i>Orlando Sisters' Territories</i>	4
<i>Freedom of Expression</i>	5
<i>Commitment</i>	5
<i>Aspirants</i>	5
<i>Postulant Members</i>	6
<i>Novice Members</i>	7
<i>Fully Professed Members</i>	9
<i>Retirement</i>	9
<i>Members Emeritus</i>	10
<i>Sabbatical</i>	10
<i>Transitioning Members</i>	11
<i>Missionary Members</i>	12
<i>Saints</i>	13
<i>Angels</i>	13
<i>Gertrude's Groupies</i>	13
<i>Sacred Spaces</i>	13
<i>Approval of New Members and Progression</i>	14
<i>Membership Dues</i>	14
<i>Good Standing</i>	14
<i>Big Sisters & Big Brothers</i>	15
<i>Membership Closure</i>	15
<i>Appearance</i>	16
<i>Description of Habits</i>	16
<i>Postulant Member</i>	16
<i>Novice Member</i>	16
<i>Fully Professed Member</i>	17
BOARD POSITIONS	18
<i>Elections</i>	18
<i>Board Elections</i>	18
<i>Mistress/Master of DisOrder (President)</i>	19
<i>Mistress/Master of Nunlings (Vice-President)</i>	19
<i>Mistress/Master of the Quill (Secretary)</i>	19
<i>Mistress/Master of the Purse (Treasurer)</i>	19
<i>Board Member at Large</i>	20
<i>Mistress/Master Roles</i>	20
<i>Mistress/Master of Archives (Archivist)</i>	20
<i>Mistress/Master of Granting</i>	20
<i>Mistress/Master of Habits</i>	20
<i>Mistress/Master of Playfair</i>	20
<i>Mistress/Master of Propaganda</i>	21
<i>Mistress/Master of Protocol</i>	21

<i>Mistress/Master of Rituals and Saints</i>	21
<i>Mistress/Master of Safety</i>	22
<i>UNPC Alternate</i>	22
<i>UNPC Delegate</i>	22
MEETINGS	22
<i>Quorum</i>	22
<i>General Membership Meetings</i>	22
<i>Annual Membership Meetings</i>	23
<i>Special Meetings</i>	23
<i>Internet Voting</i>	24
<i>Rule Changes</i>	24
<i>Dispensation</i>	24
<i>Board of Directors Meetings</i>	24
<i>Committee Meetings</i>	25
<i>Novice Teas</i>	25
<i>Fully Professed Meetings</i>	25
<i>Retreats</i>	25
EVENTS	26
<i>Manifestations</i>	26
<i>Official Events</i>	26
<i>Novice Project</i>	26
FINANCES	27
<i>Financial Policies and Procedures</i>	27
<i>Bank Accounts</i>	27
<i>Cashbox and Money Raised</i>	27
<i>Expenses and Check Reimbursements</i>	28
<i>Donation Acknowledgement Letters</i>	29
PERSONAL CONDUCT	29
<i>Behavior</i>	29
<i>Safety in Numbers</i>	30
<i>Social Media</i>	30
<i>Complaint</i>	30
<i>Censure or Suspension</i>	31
<i>Excommunication</i>	31
<i>Grievances</i>	32
<i>Sexual Harassment</i>	32
<i>Whistle Blower</i>	34

Mission Statement

We are an order of Post-Modern Nuns, dedicated to the promulgation of omniversal joy, and the expiation of stigmatic guilt. We work to raise money for charitable organizations, fight for queer rights and visibility, do safer sex outreach, bring joy and unity to our community, and strive diligently to keep our sense of humor, never taking ourselves so seriously that we forget to have fun. We gladly welcome all races, creeds, genders, and sexual orientations.

Diversity

We are a queer family. “Queer” means the freedom to be an individual within a close-knit family of individuals. The Orlando Sisters of Perpetual Indulgence (OSPI) membership is open to all people. We gladly welcome all races, creeds, genders, and sexual orientations. We are as diverse as our community; therefore we must be all inclusive and non-judgmental when it comes to our membership. However, our lengthy screening process for new members became necessary because people were joining with incompatible motives.

Social Activism

SPI members are, by their very nature, agents of political change. Some members wish to identify only with the social service or spiritual aspects of the Order, but there is no escape from the controversial and political qualities of membership. Members of OSPI plan demonstrations, work to raise awareness, and affect various social issues.

Social Service

SPI printed the world’s first safe sex pamphlet and organized the first AIDS benefit. When we are asked “Why are you mocking nuns?” We answer “We are nuns!” We do all that traditional nuns have done for centuries. We have raised lots of money for AIDS and other social causes. We visit the sick, feed the hungry, and generally service the community. We are 21st century nuns!

Orlando Sisters’ Territories

The Orlando Sisters’ primary areas of operation are: Orange, Seminole, and Osceola Counties Florida, with secondary areas of Volusia, Lake, and Brevard. A reasonable effort to contact the area’s SPI House should be made when manifesting outside of the OSPI Primary and Secondary areas of operations.

Freedom of Expression

We are artists, as well as social activists, and our faces and bodies are our canvases. In keeping with this philosophy, we believe there should be few restrictions on our artistic creativity. Although rare, at certain events the Sisters of Perpetual Indulgence require all Postulant Members, Novice Members, and Fully Professed Members (FPM) to wear traditional habits, which are usually accessorized with buttons, jewelry, hats, makeup, etc. Most of the time, we are encouraged to develop wild, abstract habits incorporating the whiteface makeup and wimple into the appearance. This allows the individual open and unrestricted expression.

Commitment

Although members attaining Fully Professed status are considered members for life, the road to that end is not an easy one. The Order requires its members, especially new ones, to demonstrate commitment to the ideals of the Order, the community at large, and to the individuals that comprise the Sisters of Perpetual Indulgence. As with all nuns, priests, clerics, shamans, Brahmins, and other holy individuals around the world, there is inherent in their title an immense amount of self-sacrifice. SPI members may not always agree with each other on a particular direction that the Order is pursuing, but they are expected to work for the good of the group and the community. Many times since the founding of this Order, our members have made personal sacrifices so that the community would reap the full benefits of the efforts of SPI. Members have performed mundane but necessary services to the Order, participated in functions that they would not normally care to attend, given up some of their personal freedoms so that the group would flourish, and even participated with the group though they were in severe physical pain. This is what it is to be a member of the Orlando Sisters of Perpetual Indulgence, what it is to support the community, and what it is to serve the human race.

MEMBERSHIP

Aspirants

A layperson begins their journey to becoming a member of the Order by first becoming an Aspirant. Due to the nature of our ministries, Aspirants, and all subsequent levels of progression beyond this position (Postulant Member, Novice Member, and Fully Professed Member) must be over the age of twenty-one (21). Persons wishing to join The Orlando Sisters must state their intent to the Mistress/Master of Nunlings. Once a statement of intent has been made, that individual becomes an Aspirant. There is no vote to determine whether an individual becomes an Aspirant. Aspirants are not considered voting members.

Once an individual has become an Aspirant, there are several requirements and recommendations for this person before they can move on to the next level of progression.

- All Aspirants are required to attend all General Membership Meetings. If they are unable to attend these meetings, they must contact the Mistress/Master of Nunlings in advance to explain why they cannot attend.

- Aspirants are required to maintain a regular presence in the House for three (3) months. “Regular presence” is defined as three (3) or more manifestations during the aspirancy period with a recommendation of at least one (1) manifestation per month. When attending these manifestations, the Aspirant must check-in with the Point Nun and maintain an acceptable presence while attending an event for it to count as one of the requirements. An acceptable presence at a manifestation is to be determined by the Point Nun. The Aspirant shall wear all black attire.
- Aspirants are not considered members of The Orlando Sisters and they should in no way identify themselves as such.
- It is recommended that the Aspirants interview as many of the Fully Professed Members as possible during this time to get to know the members of the Order. This will make it easier for them to choose a Big Sister/Big Brother.
- The Aspirant is encouraged to use this time to reflect upon his or her calling and to become better acquainted with the work and mission of the Sisters of Perpetual Indulgence.

Upon meeting the acceptable requirements, Aspirants may request that the Mistress/Master of Nunlings propose them for Postulant Member status at the next regularly scheduled General Membership Meeting. Upon approval from a progression vote, the Aspirant can then become a Postulant Member.

Postulant Members

Postulant Members represents a level of membership that is senior to Aspirants but still junior to Novice Members and Fully Professed Members. The role of a Postulant Member is not to fetch drinks, carry an individual members’ purse/bag, or perform any other “personal, servant-like duties”. Postulant Members are considered voting members (see Voting section for details). They can neither serve as officers nor chair Orlando Sisters sponsored events. Postulant Members may observe committee meetings with the approval of their Big Sister/Big Brother but may not take on any duties.

Once an individual has become a Postulant Member, there are several requirements and recommendations for this person before they can move on to the next level of progression.

- Postulant Members are required to attend all General Membership Meetings. If they are unable to attend these meetings, they must contact the Mistress/Master of Nunlings in advance to explain why they cannot attend.
- If the general membership establishes an event as mandatory, Postulant Members are required to attend, and the Mistress/Master of Nunlings must notify all new members of this at least thirty (30) days in advance.
- When they attend Orlando Sisters sponsored events, Postulant Members are required to be in habit/costume (see Description of Habits section for details).

- Postulant Members are required to maintain a regular presence in the Abbey for three (3) months. “Regular presence” is defined as five (5) or more manifestations during the postulancy period with a recommendation of at least one (1) manifestation per month. An acceptable presence at a manifestation is to be determined by their escort and Big Sister/Big Brother.
- Postulant Members wanting to manifest outside of the Primary and Secondary areas of operation and without their Big Sister/Big Brother must be given approval from their Big Sister/ Big Brother and are to be escorted by a Fully Professed Member of OSPI. Only one (1) out of area manifestation may be counted toward the acceptable requirements.
- Postulant Members are required to attend one (1) or more Novice Tea.
- Postulant Members are required to select and maintain a Fully Professed Member as a Big Sister/Big Brother. If, for any reason, the Postulant Member loses their Big Sister/Big Brother’s sponsorship, the Postulant Member shall be granted a grace period of thirty (30) days to procure a new Big Sister/Big Brother or the Postulant Member’s membership rights shall be terminated.
- When in public, Postulant Members are required to be in the presence of their Big Sister/Big Brother or another Fully Professed Member. “In presence of” is defined as within the area of hearing of their Escort. Postulant Members may drive themselves to and from an event, but once they arrive at the event, they must immediately report to their assigned escort in a location that has been determined by their escort. They cannot minister to the public without a Fully Professed Member present.
- Postulant Members are required to defer all media interviews to a Fully Professed Member.
- Postulant Members are required to consult with the Mistress/Master of Nunlings and their Big Sister/Big Brother regarding questions on the Order. It is the Postulant Member’s duty to learn about the House and the SPI Order as a whole.
- It is recommended that Postulant Members participate and help process items at all general membership meetings. This includes the provision of input on issues regarding the Orlando Sisters.
- It is recommended that Postulant Members be well versed with all training instruments of the Order, including the bylaws and this document.

Upon meeting the acceptable requirements, Postulant Members may request that their Big Sister/Big Brother recommend them for Novice Member status at the next regularly scheduled General Membership Meeting (Refer to Approval of New Member and Progression). Upon approval from a progression vote, the Postulant Member can then become a Novice Member.

Novice Members

Novice Members represents an intermediate level of membership that is intended to prepare the individual to become a Fully Professed Member. The role of a Novice Member is to assist and

serve the community and the membership of the Order. As part of their novitiate they learn to perform the role and duties of both Sister and Guard. A Novice Member is not to fetch drinks, carry an individual members' purse/bag, or perform any other "personal servant-like duties". Novice Members are considered voting members (see Voting section for details). Novice Members cannot serve as Officers. Novice Members are only allowed to chair an official Orlando Sisters event for their Novice Project. Novice Members may serve on committees with the approval of their Big Sister/Big Brother.

Once an individual has become a Novice Member, there are several requirements and recommendations for this person before they can move on to the next level of progression.

- Novice Members are required to attend all meetings. If they are unable to attend, they must contact the Mistress/Master of Nunlings in advance to explain why they cannot attend.
- If the general membership establishes an event as mandatory, Novice Members are required to attend, and the Mistress/Master of Nunlings must notify all new members of this at least thirty (30) days in advance.
- When they attend Orlando Sisters sponsored events, Novice Members are required to be in habit/costume (see Description of Habits section for details).
- Novice Members are required to maintain a regular presence in the Abbey for six (6) months. "Regular presence" is defined as ten (10) or more manifestations during the novitiate period with a recommendation of at least one (1) manifestation per month. At least 30% of their manifestations should be in the alternate role of their primary role. An acceptable presence at a manifestation is to be determined by their escort and Big Sister/Big Brother.
- Novice Members wanting to manifest outside of the Primary and Secondary areas of operation and without their Big Sister/Big Brother must be given approval from their Big Sister/Big Brother and are to be escorted by a Fully Professed Member of that House. When visiting a Mission House, Novice Members may not be escorted by Mission House members who have not attained Fully Professed Membership in a Fully Professed House of SPI. Only one (1) out of area manifestation may be counted toward the acceptable requirements.
- Novice Members are required to attend two (2) or more Novice Teas during their novitiate.
- Novice Members are required to maintain a Fully Professed Member as a Big Sister/Big Brother. If, for any reason, the Novice Member loses their Big Sister/Big Brother's sponsorship, the Novice Member shall be granted a grace period of thirty (30) days to procure a new Big Sister/Big Brother or the Novice Member's membership rights shall be terminated.
- When in public, Novice Members are required to be in the presence of their Big Sister/Big Brother or another Fully Professed Member. "In presence of" is defined as within the line of sight of their escort. Novice Members may drive themselves to and from an event, but once they arrive at the event, they must immediately report to their

assigned escort in a location that has been determined by their Escort. They cannot minister to the public without a Fully Professed Member present.

- Novice Members are required to defer all media interviews to a Fully Professed Member.
- Novice Members are required to consult with the Mistress/Master of Nunlings and their Big Sister/Big Brother regarding questions about the Order. It is the Novice Member's duty to learn how to become a Fully Professed Member.
- Novice Members are required to complete a Novice Project. (See Novice Project section for details).
- It is recommended that Novice Members participate and help process items at all general membership meetings. This includes the provision of input on issues regarding the Orlando Sisters.
- It is recommended that Novice Members be well versed with all training instruments of the Order, including the bylaws and this document.
- It is recommended that Novice Members attend a self-defense class.

Upon meeting the acceptable requirements, Novice Members may request that their Big Sister/Big Brother recommend them for Fully Professed Member status at the next regularly scheduled General Membership Meeting (refer to Approval of New Member and Progression). Upon approval from a progression vote, the Novice Member can then become a Fully Professed Member.

Fully Professed Members

The Fully Professed Members decide the direction of the House, the rules, and all important aspects of the organization. The Fully Professed Members serve as the leadership of the House. The role of a Fully Professed Member is to assist and serve the community and the membership of the Order.

- Fully Professed Members are voting members for life, except in the case of resignation, excommunication, or temporary loss of voting privileges pursuant to the bylaws or this document.
- Fully Professed Members may chair any Orlando Sisters event.
- Fully Professed Members may serve as a Big Sister/Big Brother to Postulant Members and Novice Members.
- Fully Professed Members are allowed to hold any office.

Retirement

There may come a point when a Fully Professed Member (FPM) feels it is time to move on. This decision is not taken lightly and should be considered with the utmost care. FPMs who do not

wish to keep ties with the Order may retire from the Order by delivering a letter or email to the Mistress/Master of DisOrder (President) stating this desire.

- Once retired, these individuals forfeit all rights, responsibilities and privileges associated with membership in the worldwide Order of the Sisters of Perpetual Indulgence.
- Retirees are not agents of the House, may not manifest, or represent the House and/or Order to the public.
- Retirees who wish to rejoin the Order must begin the process from Postulant (refer to Approval of New Member and Progression).

Members Emeritus

After a minimum of five (5) years of service to the worldwide Order, of which a minimum of one (1) year is served as a member of the Orlando House, there may come a point when a Fully Professed Member (FPM) feels it is time to move on. FPMs who wish to keep ties with the Order may request to retire from the Order with the honorary title of Member Emeritus rather than resign completely. Their wisdom and experience can still serve the Order. Emeritus Member status is granted by a vote at a General Membership Meeting (see Voting section for details).

- Members Emeritus are not agents of the House, they cannot speak to the press or the community on behalf of the House and have no voting privileges.
- There are no requirements to appear at mandatory events for Members Emeritus. If a Member Emeritus manifests they must appear as outlined in (see Description of Habits section for details).
- Members Emeritus are required to defer all Press or Public interviews to an active Fully Professed Member.
- Members Emeritus are encouraged to participate in functions when they can. They are not expected to attend meetings or pay any dues and they have no formal obligations to the House other than to act in an appropriate manner when identifying as a Member of the House.
- Members Emeritus retain moderated access to the Orlando Sisters' communication groups.
- Members Emeritus must petition to reinstatement to active Fully Professed Member status at a General Membership Meeting (see Voting section for details).

Sabbatical

A Fully Professed Member may request a vacation/holiday from Orlando Sisters duties, activities, and participation by delivering a letter or email to the Mistress/Master of DisOrder (President) stating this desire. The length of the sabbatical can be as long as the member desires. During a sabbatical, a member may not manifest without a Dispensation (see Dispensation and

Voting sections for details). They forfeit all voting rights, the right to chair committees, the right to mentor new members, and the right to hold positions. They retain moderated access to the Orlando Sisters' communication groups. To regain the above rights and privileges, a member must end their Sabbatical by attending a General Membership Meeting in its entirety and stating their intention to return to full membership. The period of Sabbatical shall not count towards the requirements to retain Good Standing.

Transitioning Members

When a Member from another active House of Perpetual Indulgence relocates and wishes to join the Orlando Sisters, that Member must present a letter of recommendation from their previous House. To be considered a valid recommendation, the House issuing the letter of recommendation must be considered active and the prospective Member must have been active in that House. “An active House of Perpetual Indulgence” is defined as a House that is performing work in accordance with the overall mission of the Sisters of Perpetual Indulgence on a continuing basis.

- Transitioning Members are required to attend all meetings. If they are unable to attend, they must contact the Mistress/Master of Nunlings in advance to explain why they cannot attend.
- If the general membership establishes an event as mandatory, Transitioning Members are required to attend, and the Mistress/Master of Nunlings must notify all new members and Transitioning Members of this at least thirty (30) days in advance.
- Transitioning Members are required to maintain a regular presence in the Abbey during their transitioning period. “Regular presence” is defined as five (5) or more manifestations during the transitioning period with a recommendation of one (1) manifestation per month. At least two (2) of their manifestations should be in the alternate role of their primary role
- When in public, junior Transitioning Members are required to be in the presence of a Fully Professed Member. “In presence of” is defined as within the area of hearing of their Escort. Junior Transitioning Members may drive themselves to and from an event, but once they arrive at the event, they must immediately report to their assigned escort in a location that has been determined by their escort. They cannot minister to the public without a Fully Professed Member present.
- Transitioning Members are required to consult with the Mistress/Master of Nunlings or another Fully Professed Member of the Orlando House regarding questions about the Order. It is the Transitioning Member’s duty to learn how to become a Fully Professed Member of the Orlando House.
- Transitioning Members are required to defer all media interviews to a Fully Professed Member of the Orlando House.

- It is recommended that Transitioning Members participate and help process items at all General Membership Meetings. This includes the provision of input on issues regarding the Orlando Sisters.
- It is recommended that Transitioning Members be well versed with all training instruments of the Orlando House, including the bylaws and this document.

Upon presenting the letter of recommendation, the Transitioning Member will participate in a three (3) month observation period of the Orlando Sisters. When they attend Orlando Sisters sponsored events, Transitioning Members will wear the traditional habit of their current House according to their level of progression. The Transitioning Member will have the voting rights appropriate to a junior member (see Voting section for details). Transitioning Fully Professed Members will be entitled to attend all meetings of the Fully Professed Membership to observe the process and provide insight.

Upon the conclusion of the three (3) month observation period, the Transitioning Member may request to be considered a Member of the Orlando Sisters. Standard requirements and rules for progression will apply. (Refer to Approval of New Member and Progression). Prior to becoming an official Member of the Orlando Sisters, all dues are due for their current level of membership.

Transitioning Members seeking to join the Orlando Sisters who cannot present a letter of recommendation from an active House of Perpetual Indulgence will be required to serve a six (6) month observation period. Transitioning Postulant Members have the option of starting as a new Aspirant instead of the 6 month observation as a Postulant Member and the traditional postulancy period.

Missionary Members

A Missionary Member is any Fully Professed Member that is unable to participate with the House due to physical proximity but who wishes to continue serving the Order in an area that is not within a close proximity to an existing House of The Sisters of Perpetual Indulgence. Missionary status is granted by a vote at a General Membership Meeting (see Voting section for details). Upon assuming Missionary status the member forfeits the right to chair committees, the right to hold positions, the right to mentor new members, and all voting rights unless physically in attendance at a General Membership Meeting. They are not expected to attend meetings and are exempted from the requirement for meeting attendance to remain in Good Standing. They receive a letter to substantiate their position in OSPI. Missionaries are expected to fill out a Point Nun Report (PNR) for all manifestations and file a report regarding their activities with the Mistress/Master of DisOrder before the first GMM of each quarter. Missionary Members shall have their status reviewed quarterly by the Board of Directors. They are considered a member of OSPI until they transition to another Fully Professed House of SPI. They retain access to the Orlando Sisters' email/communication groups.

Saints

A Saint is a layperson whose life and/or accomplishments are in keeping with the Order's philosophy and statement of purpose. Any member past the Postulant level may recommend a person for canonization by submitting the proper nomination form to the Mistress/Master of Rituals and Saints who will bring this to the House at the next GMM. The candidate must be voted on for approval (see Voting section for details). A canonization to celebrate the person's life and accomplishments may be performed as a public fundraiser for that Saint's favorite charity, or it can take place at any event that is agreed upon by both the General Membership and Saint (i.e. banquet, drag show, comedy roast, anointing, baptismal ritual, bungee jump, etc.). Saints are not considered members of the Order and they should in no way identify themselves as such. Saints have no membership rights (i.e. voting, progression, etc.) and they cannot speak to the press or the community on behalf of the House and/or Order.

Angels

An Angel is a layperson who has made some sort of contribution to the Order. This can include, but is not limited to: contributing money/materials or performing some technical service (i.e. hairdresser, seamstress, interpreter, legal counsel, light/sound technician, etc.). Any member past the Postulant level may recommend a person for canonization by submitting the proper nomination form to the Mistress/Master of Rituals and Saints who will bring this to the House at the next GMM. The candidate must be voted on for approval (see Voting section for details). Angels are not considered members of the Order and they should in no way identify themselves as such. Angels have no membership rights (i.e. voting, progression, etc.) and they cannot speak to the press or the community on behalf of the House and/or Order.

Gertrude's Groupies

Gertrude's Groupies are volunteers, but not members of the House, who are community members that want to help the OSPI and volunteer their time and efforts. Gertrude's Groupies are not considered members of the Order and they should in no way identify themselves as such. Gertrude's Groupies have no membership rights (i.e. voting, progression, etc.) and they cannot speak to the press or the community on behalf of the House and/or Order.

Sacred Spaces

A Sacred Space is a the location of a business, organization, or site, whose accomplishments, contributions, or work for our community is in keeping with the Order's philosophy and statement of purpose. Any member past the Postulant level may recommend a business or organization for canonization by submitting the proper nomination form to the Mistress/Master of Rituals and Saints who will bring this to the House at the next GMM. The candidate must be voted on for approval (see Voting section for details). A canonization to celebrate the business or organization's accomplishments as a Sacred Space may be performed as a public fundraiser for

that particular business or organization's favorite charity, or it can take place at any event as agreed upon by both the General Membership and Sacred Space (i.e. banquet, drag show, comedy roast, anointing ritual, bungee jump, etc.). Sacred Spaces are not considered members of the Order and they should in no way identify themselves as such. Sacred Spaces have no membership rights (i.e. voting, progression, etc.) and they cannot speak to the press or the community on behalf of the House and/or Order.

Approval of New Members and Progression

At least fourteen (14) days prior to the vote, a Big Sister/Big Brother, in consultation with the Mistress/Master of Nunlings, may submit a candidate for progression; at which time the candidate will submit a resume to the Fully Professed Members that details the work they have done in the service of the Order. With the exception of visiting Fully Professed Members, all nonvoting members and visitors will be excused while the Mistress/Master of Nunlings facilitates the interview process. After this interview, the candidate will be asked to leave the room while the Fully Professed Members discuss and vote on the candidate (see Voting section for details). After the vote is taken, the individual is invited back into the room and the candidate is informed of the result and reasons for the approval or denial. Sometimes, members who have completed all requirements are still not approved due to a number of reasons (i.e. needing more time to develop, perfect some skills, needing work on dependability or commitment, etc.). Occasionally, it is determined that potential members are not suitable for the Order and great compassion is exercised in informing that person. This is usually done by the Big Sister/Big Brother and/or the Mistress/Master of Nunlings. Procedures for progressing to Postulant Member, Novice Member, and Fully Professed Member and other changes in membership status are identical.

Membership Dues

Membership dues are due at the time of progression according to the following:

Aspirant to Postulant Member: \$20

Postulant Member to Novice Member: \$40

Novice Member to Fully Professed Member: \$80

If dues are a hardship for a member, a payment plan can be arranged with the Mistress/Master of the Purse.

Good Standing

A Fully Professed Member (FPM) shall be considered in good standing if:

- They have attended a minimum of one (1) out of the three (3) immediately preceding General Membership Meetings in its entirety.

- They have served as Point in no less than one (1) event, outing, manifestation, internal project, etc. in the last twelve (12) calendar months.
- They have manifested at no less than one (1) event, outing, manifestation, internal project, etc. in the last six (6) calendar months.
- They are not on sabbatical.
- They have not been censured or had any voting rights restricted by the general membership.
- They have paid, within the time and on the conditions set by the Board, any membership dues (see Membership Dues).

Once a member is no longer in good standing for meeting attendance, they will be considered in good standing at the beginning of the second consecutive meeting they attend and will be able to vote at that meeting and count for quorum. Once a member is no longer in good standing for Pointing or Manifesting they will be considered in good standing the following day after they have pointed or manifested and the Point Nun Report has been submitted.

Big Sisters & Big Brothers

Any Fully Professed Member may be a Big Sister/Big Brother to a Postulant Member or Novice Member. Big Sisters/Big Brothers review the performance and behavior of the new members, make reports to the Mistress/Master of Nunlings and Fully Professed Membership, answer new members' questions, and act as a liaison between the new members and the Fully Professed Members. They encourage new members to discover a name that fits the individual's character and offer costuming and makeup ideas. They are expected to educate the new member on what it is to be a member as well as what the group will expect of them. A Fully Professed Member may mentor no more than three (3) Nunlings, where no more than two (2) are Novice Members at any given time. Due to potential conflicts, members may not sponsor or act as a Big Sister/Brother to their spouse, roommate, or significant other.

Once a member has fallen out of good standing for two (2) months, their mentoring/escorting privileges will be revoked until good standing is re-established. (See Good Standing section for details)

Membership Closure

The decision may be made to close the Order to new members for a specified period of time by a vote taken at a GMM. (see Voting section for details).

Appearance

Cleanliness is next to Godliness and members of the House are expected to maintain a high standard of hygiene. Bathing, brushing teeth, use of deodorant, and the judicious use of perfume or cologne is greatly appreciated by fellow members and the community at large. Formal and festive habits should be kept clean and in good repair. Each member's ensemble should be appropriate to the event (i.e. no G-strings for formal events). Each member should be prepared to maintain their own ensemble. If a habit needs extra attention, that member should be prepared to bring any necessary materials to the event to maintain that ensemble (i.e. extra latex, safety pins, makeup, etc.). Members also need to be responsible for their ensemble decisions. For example, unless a member is comfortable walking in ultra-high heels for four to five hours at a time, those heels would not be a good ensemble choice for events that require long periods of uninterrupted walking (i.e. Gay Pride).

Description of Habits

Headpieces and some Habit pieces will be provided by the Orlando Sisters to its members as they progress at no cost. Any progressing or resigning member who wishes to return their headpiece or habit to the House may do so as a "no cash value" gift or contribution to the House to help alleviate some of the House's future expenses.

Postulant Member

Postulant Members are required to wear "whiteface" makeup and may use colorful accents for the face. In Order to symbolize their silence and observance of the Order, Postulant Members are required to exclude the use of any color other than "whiteface" makeup on their mouth. Postulant Members are required to wear a gray scapular, headpiece, and nametag provided by the Orlando Sisters, in addition to solid white clothing of a modest nature that covers the body, at a minimum, from collar bone to knee supplied by the Postulant Member. The scapular must not be belted or covered in any way. A Postulant Member may accessorize their headpiece with a single piece of jewelry in the center front of the headband. If there is a water event such as a car wash, pool party, etc. a Postulant Member may wear a plain, white, one-piece bathing suit in place of plain white clothing under their scapular.

Novice Member

Novice Members must wear "whiteface" makeup and they are allowed to accent/embellish this makeup in any way they wish. Both the makeup and the outfit, including footwear are required to remain appropriate to the event/venue and to the duties of the role in which they are ministering.

When ministering in the role of a Guard the Novice Member is required to wear their nametag and the white Castro cap with logo.

When ministering in the role of a Sister the Novice Member is required to wear their nametag and the black “wish-dish” and “nun-bun”, including a white veil without embellishment. Unless it is a water event such as a car wash, pool party, etc. and then they must wear the "nun-bun" and white veil.

Novice Member headpieces and bibs may be accessorized with one piece of jewelry.

Normally, a Novice Member will manifest in a habit of their choosing but from time to time, a specific habit will be required of a Novice Member for a specific event. When this occurs, the attire will be discussed and agreed upon prior to the event in question.

When a Formal Event is declared the Novice Member can choose their “Formal Habit” for Formal Events. The “Formal Habit” for Novice Members is either:

- A white bib, the Novice headpiece, and the nametag that have been provided by the Orlando Sisters, along with a modest, black, fabric dress, free of adornments supplied by the Novice Member. The bib may be adorned with one piece of jewelry in addition to the name tag.
- A white Castro cap with logo, a black cloth sash, and nametag that have been provided by the Orlando Sisters, along with a white buttoned and collared shirt, and black slacks supplied by the Novice Member. Black cloth sashes may not be gifted by members outside the House.

Fully Professed Member

Fully Professed Members generally wear “whiteface” makeup and accent this in any way they wish. Fully Professed Members have the right to appear as they choose. Fully Professed Members must maintain a formal habit and at least one other “festive” habit, which can be any color or abstract design of the member’s choosing.

Normally, a Fully Professed Member will manifest in a habit of their choosing, but from time to time, a specific habit will be required of a Fully Professed Member for a specific event. When this occurs, the attire will be discussed and agreed upon prior to the event in question.

Fully Professed Members can choose their “Formal Habit” for Formal Events. The “Formal Habit” for Fully Professed Members is either:

- A black Castro cap with logo, black leather sash, and nametag, along with black slacks, and a black buttoned and collared shirt.
- A black skirt, black corset, black bolero jacket, white bib, nametag, black “wish-dish” and “nun-bun”, along with a black veil.

Orlando Fully Professed Member bolero jackets, skirts, and leather sashes cannot be gifted outside of the House.

BOARD POSITIONS

Elections

The officers of The Orlando Sisters are the backbone of the Order and they serve the general membership. They have special responsibilities and authority. Only Fully Professed Members in good standing may hold office (See Good Standing section for details). Due to potential conflicts, board positions may not be held by two members who are spouses or significant others of each other.

Board Elections

The terms for Officers will be two (2) years, and the term for the Board Member at Large will be one (1) year. The Mistress/Master of DisOrder (President) and Mistress/Master of the Quill (Secretary) will be elected in Even years (i.e. 2012, 2014, 2016, etc.), and the Mistress/Master of Nunlings (Vice-President) and Mistress/Master of the Purse (Treasurer) will be elected in Odd years (i.e. 2013, 2015, 2017, etc).

Board elections will be held in the following sequence:

1. Nominations will be open during the General Membership Meeting immediately preceding the Annual Membership Meeting for expiring offices.
2. Nominations will be reopened during the Annual Membership Meeting.
3. Nominations will be closed by the officiating officer.
4. Each nominee will accept or decline.
5. Each candidate will be given the opportunity to address the membership.
6. Voting will commence for each office individually via secret ballot.
7. Ballots will be counted by the two officers whose position is not expiring.
8. A candidate must receive fifty percent (50%) plus one (1) of the eligible votes to be elected.
9. In the event that no candidate receives fifty percent (50%) plus one (1) of the eligible votes, a runoff election will take place between the two candidates that received the most votes. The candidate with the highest number of votes will win the election.
10. Winners of the election will take office at the close of the Annual Membership Meeting.

Mistress/Master of DisOrder (President)

The Mistress/Master of DisOrder (President) convenes and notifies members of General Membership Meetings as well as chairs General Membership Meetings. They present information at General Membership Meetings. They ensure all other officers and committee chairs are fulfilling their duties. They are responsible for insuring that the Corporation is conducting business in accordance with laws and guidelines governing 501(c)3 non-profit organizations. The Mistress/Master of DisOrder (President) is the official Chief Executive of the Order and the official spokesperson when one is required. The Mistress/Master of DisOrder is ultimately the individual in charge of all Fully Professed Members.

Mistress/Master of Nunlings (Vice-President)

The Mistress/Master of Nunlings interviews Aspirants about their interest in the Order. The Mistress/Master of Nunlings interviews Postulant Members and Novice Members regarding their progression. They answer members' questions regarding The Orlando Sisters rules, history, etc. They make reports at General Membership Meetings regarding the status of junior members. They distribute the required pieces of the Orlando Sisters habits to junior members when they progress. They are responsible for distributing all training instruments to Postulant Members and Novice Members. They shall hold a "Novice Tea" at least once a quarter to explain the instruments of the Order and to help new members express their ideas and problems in a "safer" environment. The Mistress/Master of Nunlings is ultimately the individual in charge of all Aspirants, Postulant Members, Novice Members, and Transitioning Members. The Mistress/Master of Nunlings will assist with coordinating a self-defense class with the Mistress/Master of Safety for any member who chooses to take one.

Mistress/Master of the Quill (Secretary)

The Mistress/Master of the Quill compiles agendas for the general membership and takes and disseminates minutes of all General Membership Meetings to members. They are responsible for seeing that an accurate attendance record is kept. They are responsible for updating and maintaining the listing of Members and their present standing to the Mistress/Master of DisOrder before each General Membership Meeting. The Mistress/Master of the Quill is the official Secretary of the Order.

Mistress/Master of the Purse (Treasurer)

The Mistress/Master of the Purse deposits money in the Orlando Sisters bank accounts, balances checkbooks, and writes checks. They present financial reports at General Membership Meetings. They will file forms with federal and state governments (taxes, etc.) in accordance with laws and guidelines governing 501(c)3 non-profit organizations. They will solicit foundations for grants. The Mistress/Master of the Purse is the official Chief Financial Officer of the Order.

Board Member at Large

The Board Member at Large serves as a membership advocate. They assist the officers of the board in their duties.

Mistress/Master Roles

The Mistresses/Masters of the Orlando Sisters are functionaries of the Order. They serve the general membership as well as the Board of Directors and are responsible for a report to the Board and membership at each General Membership Meeting. They have special responsibilities and authorities. Unless otherwise noted, they are appointed by the Board following the Annual Membership Meeting. Only Fully Professed Members in good standing may hold these positions.

Mistress/Master of Archives (Archivist)

The Mistress/Master of Archives is the person who takes responsibility to care for historical records, documents, props, etc. for the Order.

Mistress/Master of Granting

The Mistress/Master of Granting leads the granting committee to establish and determine the granting cycle, application process, and grant recipients. In addition they work with the Mistress/Master of the Purse to monitor the Granting Fund and coordinate the distribution of funds to the recipients selected.

Mistress/Master of Habits

The Mistress/Master of Habits is charged with overseeing the inventory and production of headpieces and formal habits of the Orlando Sisters. The Mistress/Master of Habits is responsible for coordinating with the Mistress/Master of Nunlings to ensure the required habit pieces are available for distribution to progressing members at the GMM.

Mistress/Master of Playfair

The Mistress/Master of Playfair is charged with overseeing the Orlando Sisters' safer sex outreach programs. They maintain an inventory of outreach supplies and schedule regular safer sex outreach manifestations, insuring that we target many different factions of the local community.

Mistress/Master of Propaganda

The Mistress/Master of Propaganda position is always held by the current Mistress/Master of DisOrder (President). The Mistress/Master of Propaganda is charged with:

- Overseeing the creation of press releases, written web content, publicity and other written documents that are used to market the "brand" of the Orlando Sisters.
- Overseeing the presentation of graphic images and layouts used in posters, fliers and the website.
- Charged with regulating the standards and usage of the official logo of the Orlando Sisters.
- Maintaining the structure and functionality of the official Orlando Sisters website (www.orlandoSisters.org) and any other web pages maintained by the Orlando Sisters.
- Overseeing the creation, ordering, and sales of branded clothing, trinkets and theme-related give away items that are requested by the Orlando Sisters.

The Board of Directors may assign various functionaries within the Office of Propaganda to assist the Mistress/Master with their duties. These functionaries report to the Mistress/Master of Propaganda and to the general membership. These functionary positions may be broken into the following areas: Aesthetics, Web, and/or Tchotchkies and require the Mistress/Master's approval when the branding or logo of the Order is used. These functionaries will be referred to as Second Mistresses/Masters of their area within the Office of Propaganda.

Mistress/Master of Protocol

The Mistress/Master of Protocol position is held by the current Board Member at Large. The Mistress/Master of Protocol is charged with keeping track of the Policies, Procedures, Bylaws and any other rules of the Order. Their duties shall include the clarification of any written rules of the Order, help settle any disputes that might arise due to these rules, and assist the Mistress/Master of DisOrder in the application of Parliamentary Procedure during meetings.

Mistress/Master of Rituals and Saints

The Mistress/Master of Rituals and Saints is charged with maintaining contact information and records of all Saints and Angels. They oversee the creation of certificates for Saints and Angels. They are also a resource to the general membership for the inspiration of blessings, ceremonies, and rituals that may be, at times, a part of events or manifestations.

Mistress/Master of Safety

The Mistress/Master of Safety is charged with housing and maintenance of all communication and safety devices/materials. In addition, they are charged with the coordination of ongoing safety training for the members of the House.

UNPC Alternate

The member will be present when the delegate is unable to be and give representation of the Orlando House during all UNPC calls. In the delegates' absence they will report back to the Board of Directors and membership any activity of note and will bring all votes on UNPC progressions before the House.

UNPC Delegate

The member will be present and give representation of the Orlando House during all UNPC calls, report back to the Board of Directors and membership any activity of note and will bring all votes on UNPC progressions before the House.

MEETINGS

Quorum

Official decisions may only be made at General Membership Meetings, Annual Membership Meetings, and Special Meetings that are attended by fifty percent (50%) plus one (1) of the eligible voting Fully Professed Membership, which would constitute quorum.

General Membership Meetings

General Membership Meetings are open to anyone who would like to attend. An agenda is followed. Robert's Rules of Order and consensus are both used as informal guidelines during meetings. Any member or guest may bring an item to the floor and engage in discussion. A quorum of eligible voters (as defined in the Quorum section of this document) must be present for any motions to be considered. A motion is proposed and seconded only by voting members. A vote is taken to make any decision official. Proxies are not accepted on any vote. Committees may be set up to further deal with any issues and report back to the general membership.

Annual Membership Meetings

The last General Membership Meeting in December is set aside for the election of Board Members and is called the Annual Membership Meeting.

Special Meetings

The President or any five (5) FPMs in good standing may call special meetings of the General Membership at any time. The notice of a special meeting shall be given by personal delivery, by email, electronic message, or phone forty eight (48) hours in advance or by written notice sent to the Member's address of record at least five (5) days before the date of said meeting. The notice shall state the time, place and purpose of the meeting.

Voting

Voting is an important responsibility and benefit of membership within OSPI. All votes, will be decided by a majority of members present who are in good standing. A “Majority” is defined as fifty percent (50%) plus one (1) of the members in good standing who are present. A “Super Majority” as required on some items is defined as seventy-five percent (75%) plus one (1) of the members in good standing who are present. Votes will be taken by show of hands, or by alternate voting method if motioned as defined in Robert's Rules of Order, except Elections which are performed by ballot. Voting by proxy is not allowed.

- Gertrude's Groupies, Aspirants, Saints, Angels, Sacred Spaces, Retired Members, Members Emeritus, Members on Sabbatical, Excommunicated Members, Members not in good standing, and Nonmembers have no voting rights within OSPI.
- Postulant Members, Novice Members, and Transitioning Members may vote on: Business Items, OSPI Event Approvals, Financial Approvals, Saint, Angel, and Sacred Space Nominations, Elections, and Straw Polls as applicable when not pertaining to an FPM only item.
- Fully Professed Members are entitled to vote on all items and are the only members permitted to vote on: Progressions, Transitioning Members, Missionary Members, Members Emeritus, Membership Closures, Novice Project Approvals, UNPC Progressions, Dispensations, Censures, Suspensions, Excommunications, Overturning of Board Decisions, Officer Removals, and Changes to the Policies and Procedures, Bylaws, or Articles of Incorporation.

Items to be decided by a Super Majority vote are: Dispensations, Censures & Suspensions, Excommunications, Overturning of Board Decisions, Officer Removals, and Changes to the Policies and Procedures, Bylaws, or Articles of Incorporation.

Discussion and Voting on the following matters will be handled privately: Progressions, Transitioning Members, Missionary Members, Members Emeritus, Censures & Suspensions,

Officer Removals, and Excommunications. In these instances, all parties not entitled to vote on the matter and the parties to which the motion applies, with the exception of Fully Professed Members, will be excused from the meeting space while deliberation occurs and the vote is taken.

Internet Voting

Occasionally, urgent matters will create the need for a vote between General Membership Meetings. Great care should be taken by the Mistress/Master of DisOrder (President) to use internet voting only when time does not permit the decision to be made at the next General Membership Meeting. Only the Mistress/Master of DisOrder or another Board member acting under their direction is able to call for an internet vote. In the case of an internet vote, the question must be communicated in exactly the same format to all members, and all votes must be cast within 48 hours. Standard rules of quorum apply. An internet vote, however, must be unanimous in Order to pass. In other words, any “No” vote on an internet vote will result in a failure of the motion. Any failed internet vote will again be called at the next General Membership Meeting for reconsideration, if time permits.

Rule Changes

Changes and additions to this document may be made by vote at two (2) consecutive General Membership Meetings at least forty-eight (48) hours apart (see Voting section for details). If any conflict arises regarding this document and the Orlando Sisters Bylaws, the Bylaws shall supersede this manual.

Dispensation

A Dispensation is a temporary exception to the Policies and Procedures granted by a vote (see Voting section for details).

Board of Directors Meetings

Board of Directors Meetings are held quarterly and are business meetings where important corporate matters are decided and the basic direction of the Abbey is established. Fifty percent (50%) plus one (1) of the seated Directors must be present at a meeting to constitute a quorum for the transaction of business. Board of Directors meetings are open to anyone who would like to attend.

Committee Meetings

Committee meetings are for working out the details of a specific or ongoing project. The Orlando Sisters have perpetual committees such as Play Fair, Web, and Granting. The committee may be comprised of members of the Orlando Sisters as well as specific nonmembers such as an “entertainment coordinator” or a consultant. Only Fully Professed Members may chair a committee with exception to "official Novice Projects", where a Novice Member may chair their own committee. Upon formation of a committee, the general membership votes immediately to approve a chairperson. Committees also follow basic parliamentary procedure such as Robert's Rules of Order and consensus. Nonmembers may attend committee meetings.

Novice Teas

Novice Teas are meetings that offer an environment in which Postulant Members and Novice Members may discuss in confidence their anxieties, concerns, and shared situations with the other new members and the Mistress/Master of Nunlings. These meetings help facilitate solutions for special situations that arise from time to time between new members and other members of the Order or the public. These informal sessions are set up to be fun and social, as well as instructional and insightful. Novice Teas may only be attended by Postulant Members, Novice Members, and the Mistress/Master of Nunlings. Any other member of the Order may attend at the specific invitation of the Mistress/Master of Nunlings. Novice Teas are closed to all nonmembers and shall be held at least quarterly.

Fully Professed Meetings

Fully Professed Meetings are gatherings in which Fully Professed Members discuss the details of mentoring new members, insuring that there is consistency in the methods used by each Big Sister/Big Brother as they mentor new members. These gatherings also help facilitate solutions for special situations that arise from time to time between members of the House or the public. These informal sessions are set up to be fun and social, as well as instructional and insightful. Fully Professed Meetings may only be attended by Fully Professed Members and shall be held at least semi-annually. Any other member of the Order may attend at the specific invitation of the Mistress/Master of DisOrder (President).

Retreats

Retreats are meetings of the membership that typically extend for a full day or more. They are usually held in a secluded location where the group can concentrate on getting to know each other better and learn or strengthen the Order. Although no “official” business is conducted at these meetings, they can be both formal and/or parties. They may be open to member classification as voted on by the general membership prior to the Retreat. Retreats are not usually open to nonmembers, unless a professional is hired to facilitate a specific workshop. A retreat may be initiated by any Fully Professed Member and approved by the General Membership.

EVENTS

Manifestations

A Manifestation is an outing where the primary work of the Order is performed in service to the community. The Fully Professed Member (IE: Point Nun) who arranges the outing shall decide the mission and work to be accomplished during the Manifestation. Manifestations may be initiated by a Fully Professed Member at any time (see Safety in Numbers).

Official Events

To qualify as an official event for the purposes of use of The Orlando Sisters, Inc. name, logo, and other trademarked materials, the event must be approved by a vote of fifty percent (50%) plus one (1) of voting members and meet any of the following requirements:

- The event is solely sponsored by the Orlando Sisters, or
- The event is cosponsored by the Orlando Sisters, or
- The Orlando Sisters is a beneficiary.

After the return of House expenditures, ten percent (10%) of the money raised shall go to the Working Fund and ten percent (10%) shall go to the Granting Fund. The remaining eighty percent (80%) of the money raised shall go to the non-profit at the discretion of the Point Nun as previously approved by the membership.

Novice Project

To qualify as a Novice Project, the project must:

- Be aimed at outward ministry in one of the following areas:
 - Education
 - Fundraising
 - Community Service
 - Support or benefit of the House
- Identify and utilize the resources of the House
- Demonstrate ability to manage and delegate duties

- Further the Mission of OSPI
- Have a quantifiable timetable with distinct beginning and end
- Should the project include an event, the Novice Member must be present and point the event.
- Be approved by the House

FINANCES

Financial Policies and Procedures

To provide sound stewardship of the financial resources entrusted to us by our community, it is the policy of the Orlando Sisters, Abbey of St. Gertrude de Nivelles, to maintain an effective system of internal fiscal controls.

Bank Accounts

Business Checks will be printed with the Orlando Sisters post office box address and two signature lines (provided the bank can accommodate). The Signatories on the Orlando Sisters Checking Account will be at least two (2) of the four (4) legal officers. Any Check over \$500 will require two (2) Signatures (provided the bank can accommodate). No officer can sign a check payable to themselves, or their spouse, significant other, roommate or business that is an interested party. The Mistress/Master of the Purse (Treasurer) will maintain the only debit card for the organization.

Cashbox and Money Raised

The petty cash amount in the cashbox shall be one hundred dollars (\$100.00), containing small bills (normally ones (1's) and fives (5's)). The Cashbox will be maintained by the Mistress/Master of the Purse (Treasurer). Petty cash amounts larger than the standard one hundred dollars (\$100.00) need to be pre-arranged with the Mistress/Master of the Purse (Treasurer).

In addition, arrangements need to be made at least one (1) week prior to the day/night of the event with the Mistress/Master of the Purse (Treasurer) to pick up the cashbox.

All event donations must be handled in the following manner:

- Post event cash must be counted by a Fully Professed Member and one (1) other member in a secure location prior to leaving an event.
- Only Novice Members and above (no Aspirants or Postulants) may count or verify event cash.

- A “Post Event Cash Count Form” must be completed and signed by two members before leaving an event.
- The transfer of cash box and funds raised to the Mistress/Master of the Purse (Treasurer) must be completed by the next scheduled General Membership Meeting. In the event the Mistress/Master of the Purse (Treasurer) is not available, the cashbox should be given the Mistress/Master of DisOrder (President).
- At no time should event cash be used for event related expenses.
- The cashbox must be monitored at all times by the Point Nun of the event or by a designated Fully Professed Member.
- The collection of monies at the event can be done by all members of the House.
- No funds will be distributed to beneficiaries prior to the deposit.

It is understood that revenue from events sponsored by other organizations for which the Orlando Sisters are providing assistance are not required to be deposited into the Orlando Sisters bank account. Unsolicited donations of less than one hundred dollars (\$100), collected by a Member, should be turned in to the Mistress/Master of the Purse (Treasurer) or the Mistress/Master of DisOrder (President) at the next General Membership Meeting. A written receipt of the donation will be given to the Member as a paper trail of the transaction.

Expenses and Check Reimbursements

Orlando Sisters expense reimbursements will only be dispersed after the following criteria are met:

- A completed “Check Reimbursement Form” must be submitted within thirty (30) days of the expense.
- The Reimbursement must be approved by two (2) board members of the Orlando Sisters.
- Expenses incurred by a board member must be approved by two (2) other board members.
- Original receipts or other documentation of the expense(s) must be attached to the “Check Reimbursement Form”.

Any reimbursement forms received after the cut-off times will not be honored and shall be considered as a donation from the individual to the Orlando Sisters. Circumstances which do not fit into the above timelines must be pre-approved by two (2) officers, one (1) of whom must be

the Mistress/Master of the Purse (Treasurer). Checks for amounts larger than five hundred dollars (\$500) require signatures from two (2) officers, one (1) of whom must be the Mistress/Master of the Purse (Treasurer).

Orlando Sisters check requests will only be completed after the following criteria are met:

- A completed “Check Request Form” must be submitted.
- The request must be approved by two (2) board members of the Orlando Sisters.
- Requests submitted by a board member must be approved by two (2) other board members.
- An official Estimate, Proposal or Invoice must be attached to the “Check Request Form”.

Under no circumstances shall a pre-signed, blank check be issued.

Donation Acknowledgement Letters

Letters of acknowledgement for donations in check form of twenty-five dollars (\$25) or greater will automatically be sent by the Mistress/Master of the Purse (Treasurer). Donation checks less than twenty-five dollars (\$25) will not automatically be issued a letter of acknowledgement, but one can be requested. Letters of acknowledgement need to be signed by the Mistress/Master of the Purse (Treasurer) for validation. A written receipt shall be given for cash donations that are more than twenty-five dollars (\$25) at the time of donation.

PERSONAL CONDUCT

Behavior

Members of the House **ARE** the Abbey of St. Gertrude de Nivelles, and their attitude and actions should reflect positively on fellow members and the Abbey and Order as a whole. Internal Abbey affairs and confidential information are never to be discussed with, or within the area of hearing of nonmembers of OSPI. Members must take personal responsibility for their actions and attitude at all times. If at any time these actions or attitudes do not reflect positively on the Abbey and it is brought to their attention, the member should consider modifying their attitude or behavior or excuse themselves from the event.

Members of the Order need to establish for themselves exactly how much consumption of alcohol is appropriate. The use of mind altering substances while representing the Order is strongly discouraged. All members need to be aware of each other and their surroundings. No member should ever feel it is not their place to politely speak up if problems arise. Members should never feel uncomfortable around other members, regardless of their level of progression.

If a junior member feels that the actions of another member are inappropriate and is not comfortable bringing that to their attention, they should consult their Big Brother/Big Sister who will bring the issue to the attention of the offending member.

Members should be aware that they are servants of the community and as such, should not expect free drinks, cover, line jumping, or other special considerations. Members should expect to pay their own way and show appreciation (i.e. leave tips) when gratuities are expected. In general, members need to bring “mad money” to events for unforeseen expense.

Safety in Numbers

In the interest of safety, it is highly recommended that members should not manifest alone. A Fully Professed Member may do so once they have made the effort to find additional members to join via full House communication.

Social Media

All Members should remember that what the community reads on social media can and will help them form opinions on the individual, the House, and the Order as a whole. Posts made as an OSPI persona should support the mission statement and values of the Orlando Sisters of Perpetual Indulgence. Members acting as an OSPI persona may not endorse or support any political candidate or campaign verbally, in writing, or via social media.

Complaint

Complaint procedures are a means of dispute resolution that can be used to address complaints by members against individual members of The Orlando Sisters. Complaint procedures are intended to allow The Orlando Sisters to hear and resolve complaints in a timely and cost-effective manner, before they result in further conflict. Each member shall have the right to bring any complaints forward in a safe and just manner, without worry or risk to their position within the Corporation. The corporate Mistress/Master of the Quill (Secretary) must receive a letter or email of request for inquiry and a copy of the request is then forwarded to the Board of Directors.

The first step will be to determine if this is a proper complaint to be investigated by this Corporation. Those actions that violate city, state or federal law should be referred to the proper authorities by the requester, not by the Corporation.

The Board will conduct interviews with the member(s) lodging the complaint. The interviews will be documented by the Board and signed by the complainants.

The Board will conduct interviews with the offending member(s). The interviews will be documented by the Board and signed by the offending member(s).

The interview and fact-finding portion will be concluded within two weeks. This allows enough time to thoroughly investigate the matter and ensures timely resolution.

If the complaint is found valid, the Board will issue a formal “strike”.

1. First Strike: The complaint is documented with the expectation that this will avoid repeat of the offending action(s).
2. Second Strike: The complaint is documented and at the discretion of the Board, guidelines for appropriate behavior will be drawn up and agreed upon by all parties.
3. Third Strike: The complaint is documented and the Board will bring the matter before the Fully Professed Membership for further disciplinary action.

Strikes will fall off of a member’s record after seven (7) years without repeated infraction.

Censure or Suspension

The Fully Professed Membership may temporarily censure or suspend, by a seventy-five percent (75%) plus one (1) vote, any member’s rights or privileges, as set forth in this manual or in the bylaws(see Voting section for details).

Suspension is for behavior that is deemed egregiously inappropriate. These rights or privileges may include, but are not limited to, the following:

- Voting privileges
- Appearance in Habit
- Public representation of the Order
- Chairing committees
- Mentoring new members

Two (2) Board Members must be informed of the motion to censure or suspend rights, to whom it pertains, and the reasons for the motion at least seven (7) days in advance of the GM meeting in which the motion will be presented. The motion to suspend rights and/or censure must include the reason for the action, the rights that are to be suspended and the duration of the suspension. A Suspended Member's rights are automatically restored to the same status as before the suspension at the end of the stated time, unless another vote to extend the suspension is passed in the same manner as stated above before the end of the original suspension period.

Excommunication

A seventy-five percent (75%) plus one (1) majority of the Fully Professed Members at two (2) consecutive General Membership Meetings must approve the permanent expulsion of another member. This instrument is used as an absolute last resort after all other efforts over an extended period of time have been exhausted. Only the most grievous and offensive actions are subject to this instrument.

Grievances

Grievance procedures are a means of dispute resolution that can be used to address complaints by members against The Orlando Sisters as a whole. Grievance procedures are intended to allow The Orlando Sisters to hear and resolve grievances in a timely and cost-effective manner, before they result in litigation. Each member shall have the right to bring any grievances forward in a safe and just manner, without worry or risk to their position within the Corporation.

The corporate Mistress/Master of the Quill (Secretary) must receive a letter of request for mediation and a copy of the request is then forwarded to the chair of the Mistress/Master of DisOrder (President). The Mistress/Master of DisOrder (President) shall appoint no less than three (3) persons to serve on the Mediation Committee. Members may be temporarily removed or added from this committee to guarantee a lack of bias or prejudice against the parties involved in the mediation request. The chair shall call a Mediation Committee meeting.

The first step will be to determine if this is a proper grievance to be investigated by this Corporation. Those actions that violate city, state or federal law should be referred to the proper authorities by the requester, not by the Corporation. At the option of the Mediation Committee, and with the permission of the aggrieved parties, the committee may attempt to reconcile the differences without outside assistance. If that attempt is unsuccessful, then an outside, impartial mediator will be contacted by the Committee. The mediator will meet individually with both parties and then arrange a joint meeting for resolution. Each party will be allowed to bring one witness, notarized statements from witnesses and one member of their support network (this person will not be able to address the mediator, the situation or the other parties involved).

Guidelines for appropriate behavior will be drawn up and agreed upon by all parties. Repeated violation or disregard for these guidelines will result in either removal from the site or adjournment of the mediation. If the mediator cannot affect a satisfactory resolution, they will make a recommendation to the Mediation Committee and, subject to the approval by the Board, may suggest further action, including total dismissal of the grievance.

Sexual Harassment

For the purposes of the sexual harassment section, the following terms will be defined as:

- Quid Pro Quo Harassment occurs when a member's submission to, or rejection of, sexual advances becomes the basis for organizational decisions, or tangible benefit, or detriments.
- Hostile Volunteer/Work Environment Harassment occurs when unwelcome sexual jokes, innuendo, comments, or actions create an offensive volunteer/work environment.

The Orlando Sisters, Inc. has a strong commitment that all members should enjoy an environment free from all forms of discrimination, including sexual harassment. Sexual harassment is any unwelcomed or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment is illegal and will not be tolerated. Therefore, the Orlando Sisters, Inc. has implemented a sexual harassment policy that will treat sexual harassment as any other form of serious member misconduct. Conditions which constitute harassment on the basis of sex and/or sexual identity include any unwelcomed sexual advances, requests for sexual favors, or other verbal and/or physical sexual conduct when:

- Submitting to such conduct is made a term or condition of elevation;
- Submitting to or rejecting such conduct is used as the basis for membership or elevation decisions; or
- Such conduct creates an intimidating, hostile or offensive volunteer/work environment.

Inappropriate behavior and/or conduct, based on the above information, is strictly prohibited and performance of this behavior is grounds for disciplinary action up to and including excommunication from The Orlando Sisters, Inc.

While Quid Pro Quo Harassment is typically clear because a volunteer/employee is either rewarded or damaged in return for sexual favors, Hostile Volunteer/Work Environment Harassment is not always as recognizable. Because much of the work we do is in a sexually charged environment, the impact of the behavior, not the intent of the person doing the act, determines if sexual harassment has occurred. Always remember that “unwelcome” is decided by the impact on recipient of the behavior, not the intent of the person initiating the behavior. Also, a hostile environment can be created when a third party witnesses sexual behavior, conduct or comments between two or more consenting people and finds such activity “unwelcome” in the volunteer/work environment.

Some example questions to ask yourself prior to initiating questionable behavior include:

- Would I want this on the evening news?
- Is there equal power, initiation and participation between me and the person I’m interacting with?
- Would I do this if my significant other were standing next to me?
- Would I want someone to do this to my significant other? Some behavior to consider whether appropriate or not:
- Making propositions.
- “Touching” or “brushing” improperly.
- Repeatedly asking another person out.

If a member has experienced any form of sexual harassment, Quid Pro Quo or Hostile Volunteer/Work Environment, all members shall follow the following procedures to report the incident:

- The member shall immediately report the harassment to a board member of The Orlando Sisters, Inc.
- Member-to-member and/or member-to-nonmember harassment shall be reported to a board member of The Orlando Sisters, Inc.

No board member or other member may retaliate or discriminate against any member for filing a complaint. Anyone acting in such a manner will be subject to disciplinary action up to, and including, excommunication from the Orlando Sisters, Inc.

Each and every allegation will be taken seriously, investigated thoroughly and completely, and an appropriate course of action will be taken to resolve the situation in the most expeditious means possible by law.

Whistle Blower

The Orlando Sisters, Inc. requires directors, officers, and members to observe high standards of ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and high integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all directors, officers and members to report violations or suspected violations in accordance with this Whistle Blower Policy. No director, officer or member who in good faith reports a violation of the code shall suffer harassment, retaliation or adverse consequences. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including excommunication from The Orlando Sisters, Inc. This Whistle Blower Policy is intended to encourage and enable members and others to raise serious concerns within The Orlando Sisters, Inc. prior to seeking resolution outside The Orlando Sisters, Inc.

The Policy addresses The Orlando Sisters, Inc.'s open-door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Board Member at Large is in the best position to address any area of concern. Members are encouraged to speak with someone whom they are comfortable approaching. Board members are required to report suspected violations of the Whistle Blower Policy to the Board, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when members are not satisfied or uncomfortable with following the Organization's open-door policy, they should contact the Orlando Sisters, Inc. Mistress/Master of DisOrder (President) directly.

The Mistress/Master of DisOrder (President) is the Compliance Officer for the Orlando Sisters, Inc. They are responsible for investigating and resolving all reported complaints and allegations concerning violations of policy and shall advise the Board. The Compliance Officer has direct access to the Board and is required to report to the Board at least annually on compliance activity.

The Board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Mistress/Master of DisOrder (President) shall immediately notify the Board of any such complaint and work with the Board until the matter is resolved.

Anyone filing a complaint concerning a violation or suspected violation of policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of policy. Any allegations that prove not to be substantiated and which prove to have

been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and the Mistress/Master of DisOrder (President) must file a formal grievance on behalf of the Orlando Sisters, Inc.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously to the Board Member at Large. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct adequate investigation.

The Board Member at Large will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.