

First Page: Table of Contents for quick linking in document

[Use of this Policy Manual](#)

[Updates to this Policy Manual](#)

[Bylaws Article I: Name, Purpose, and General Information](#)

[Section 1: Name](#)

[Section 2: Purpose](#)

[Section 3: Earnings](#)

[Section 4: Constraints of Activities](#)

[Relevant References Copied from Bylaws:](#)

[Bylaws Article II: Board of Directors](#)

[Section 1: Makeup and Structure of the Board](#)

[Relevant References Copied from Bylaws:](#)

[Section 2: Election to the Board and Term of Office](#)

[Relevant References Copied from Bylaws:](#)

[Section 3: Responsibilities of Office](#)

[Relevant Reference Copied from Bylaws:](#)

[Section 4: Meetings of the Board of Directors](#)

[Relevant Reference Copied from Bylaws:](#)

[Bylaws Article III: Memberships](#)

[Section 1: Eligibility](#)

[Relevant Reference Copied from Bylaws:](#)

[Section 2: Membership Categories](#)

[Member Packet](#)

[Relevant Reference Copied from Bylaws:](#)

[Section 3: Dues](#)

[Relevant Reference Copied from Bylaws:](#)

[Section 4: Revocation of Membership](#)

[Conflict Policy](#)

[Disruption Policy](#)

[Relevant Reference Copied from Bylaws:](#)

[Bylaws Article IV: Business Sponsorship](#)

[Section 2: Services Provided](#)

[Relevant Reference Copied from Bylaws:](#)

[Section 3: Dues](#)

[Relevant Reference Copied from Bylaws:](#)

[Bylaws Article V: Organization Partnership](#)

[Section 2: Services Provided](#)

[Relevant Reference Copied from Bylaws:](#)

[Section 4: The Representative Council of Organization Partnerships](#)

[Relevant Reference Copied from Bylaws:](#)

[Bylaws Article VI: Fiscal Year](#)

[Bylaws Article VII: Amendments](#)

[Relevant Reference Copied from Bylaws:](#)

[Bylaws Article IX: Dissolution](#)

[Board-Appointed Offices](#)

[Fundraising Coordinator](#)

[Membership Coordinator](#)

[Public Relations Coordinator](#)

[Web/Social Media Coordinator](#)

[Newsletter Coordinator](#)

[Secretary Assistant](#)

[Long-Standing Committees](#)

[Dayton Pagan Pride Day](#)

[Psychic Fair](#)

DPC Policy Manual

This version of the policy manual finalized on: [TODO]

This version of the policy manual in effect for the fiscal year of: 2019

Use of this Policy Manual

This policy manual is meant to be used in conjunction with the DPC Bylaws and spells out further policies and processes not defined in the DPC Bylaws.

Updates to this Policy Manual

This policy manual must be reviewed by the Secretary yearly to ensure policies are not in conflict with the Bylaws. If there are conflicts, the policy manual must be updated to align with the Bylaws.

Policy manual changes must be approved by the Board in accordance with the rules of quorum found in the Bylaws.

Bylaws Article I: Name, Purpose, and General Information

Section 1: Name

The name Dayton Pagan Coalition is defined in the Bylaws and no process to change the name is defined. Changing the name requires legal re-registration and should not be done.

Section 2: Purpose

Purpose points copied here from the Bylaws:

The purpose of DPC shall be as follows:

- A. To foster a sense of community among local Pagan individuals and groups;
- B. To encourage the Dayton Pagan community to work in partnership with the broader public community;
- C. To provide a hub for communication and interaction among the local Pagan individuals and groups;
- D. To originate, arrange, sponsor and hold events and education for the advancement of the local Pagan community;
- E. To promote public awareness and acceptance of the Pagan community at large;
- F. To engage in fundraising activities as part of an ongoing capital drive campaign to support DPC activities and events;
- G. To provide charitable works to the Greater Dayton public at large;

- H. To carry on any other business or activity in furtherance of the foregoing and not inconsistent with the constraints applied by Section 501c (3) of the Internal Revenue Code of 1954, as amended (or the corresponding provisions of any future Internal Revenue Law).

Section 3: Earnings

Reasonable compensation is to be agreed upon by a fair and sober consensus of the Board.

Section 4: Constraints of Activities

- A. Our 501(c)(3) allows NO political activity.

Relevant References Copied from Bylaws:

- C. Concerning this section, 'insubstantial degree' is defined as expenditures equaling one (1) percent of the operating fund or less;
- D. The term 'insubstantial degree' can be redefined by a three-fourths majority vote of the Board of Directors.

Bylaws Article II: Board of Directors

Section 1: Makeup and Structure of the Board

The references below found in the Bylaws have been determined to be defined elsewhere in the Bylaws and do not need further clarification here.

Relevant References Copied from Bylaws:

- C. The Seat of Trustees shall be composed of a minimum of two (2) to a maximum of eight (8) positions, each position holding a single vote during the decision making process of the Board of Directors. These positions are described as:
- a. One (1) to seven (7) position(s) being held by persons elected by the Voting Membership of the DPC, as described in this and other DPC controlled documents. Trustees may be entitled according to this and other DPC controlled documents;
 - b. Zero (0) to One (1) position(s) held by a person referred to the DPC from the Representative Council of Organization Partnerships, as described in this and other DPC controlled documents and is hereby entitled 'Trustee to the Council' .;

Section 2: Election to the Board and Term of Office

A. Yearly Election Schedule:

Nominations in by Sept 5

- If there are less than two nominations for a position, nominations for that position are left open later.

Membership for voting period required by Sept 15
Voting period is Oct 1 - 15 (*as per the bylaws*)
Results are announced Nov 1

Methods of providing vote:

- Mail-in Ballot if requested:
 - Can be obtained and printed from online or at PPD
 - Mailed in ballot must be postmarked by: Oct 15.
- Online Survey: constraint on membership id

For a given member, in the case of multiple submitted ballots, the ballot with the EARLIEST DATE will be counted as their vote.

C. Election Cycles

There are two cycles, are as followed:

- Cycle 1 (Chair, Treasurer I, half of Trustees)
- Cycle 2 (Vice Chair, Treasurer II, Secretary, half of Trustees)

Schedule of election cycles:

October 2019: Cycle 2

October 2020: Cycle 1

October 2021: Cycle 2

Etc.

E. Vacancies within Seat of Officers:

In the case of a vacancy, the Board nominates a temporary fill-in person and votes the person in by quorum. This person serves the role for the remainder of the election year, regardless of seat cycle. The seat is then included in that year's elections as a special election for that office, which then continues in the standard cycle for that office.

Note: This does mean a special election term may be only one year.

F. Vacancies within Seat of Trustees:

In the case of a standard Trustee:

In the case of a vacancy, the Board nominates a temporary fill-in person and votes the person in by quorum. This person serves the role for the remainder of the election year, regardless of seat cycle. The seat is then included in that year's elections as a special election for that office, which then continues in the standard cycle for that office.

Note: This does mean a special election term may be only one year.

In the case of the Trustee to the Council:

The Representative Council votes in a new Trustee via their chosen election process.

H: Emergency terms: till next election cycle: See previous E and F.

I: Positions may be vacated according to (but not limited to):

- Voluntary step down with preferred 30 day notice
- Board-voted removal (see section J)

J: Board member may be removed according to (but not limited to):

- Lack of attendance (reference Bylaws Article 2, Section 4, Part B)
- Violation of membership (found in Bylaws Article 3, Section 4)
- Violation of Bylaws or Policy Manual, including Duties of Office
- Violation of governmental laws at the discretion of the Board

Board member removal is done by:

- Motion for removal which states the cause/reason
- The person must be notified and have the chance to present their case before board vote
- Board votes to remove, majority needed
- Removal takes effect upon the sooner of the two events:
 - notification to member of removal
 - 30 days after vote

Relevant References Copied from Bylaws:

E. Vacancies within the Seat of Officers will be filled by a majority vote of the Board of Directors, as defined by this and other DPC controlled documents, at the earliest convenience. The filled position will be up for election by the Voting Membership of the DPC, at a time as determined by this and other DPC controlled documents;

F. Vacancies within the Seat of Trustees will be filled according to procedure as outlined in this and other DPC controlled documents;

G. Persons holding positions in the Seat of Officers may only hold office for two (2) consecutive terms in the same position in the Seat of Officers;

H. Emergency terms are defined and determined by this and other DPC controlled documents;

I. Positions may be vacated according to terms within this and other DPC controlled documents;

J. A member of the Board of Directors may be removed from office according to terms outlined within this and other DPC controlled documents.

Section 3: Responsibilities of Office

It is the expectation of the DPC that all officers will execute their duties faithfully and with the best interest of the organization in mind. Board members are expected to attend 75% of normally scheduled meetings, excluding Special Board Meetings.

D. Treasurers

DPC has two co-Treasurers, each elected to alternating, two-year terms (each year one is elected and the next year the other is elected).

1. General Treasurer duties

1. Both Treasurers can deposit and withdraw funds, as needed to support the DPC activities, from the DPC accounts.
2. Each Treasurer performs distinct duties (described below).
3. If one of the Treasurers either cannot or will not perform their duties as described, the other can perform both sets of duties. This will occur until either the absent Treasurer can return or be replaced by election.
4. Any withdrawals over \$100 need to be approved by both Treasurers.
5. Together, the Treasurers will determine a proposed yearly budget and a previous year accounting and present it to the DPC board NLT April of each calendar year.
6. Annual budgets and annual financial report will be reviewed, approved, and signed by both Treasurers.

2. Treasurer 1

Treasurer 1 is responsible for:

1. Maintaining the DPC general ledger – documenting income and expenditures for each Fiscal year (equivalent to the Calendar year).
2. Creating and presenting the yearly financial report to the DPC Board. This financial report will be viewable by all DPC members in good standing.
3. Filing the yearly IRS documentation
4. Filing any other financial documentation (Local, State, Federal)
5. Providing financial documentation to International Pagan Pride, as needed
6. Generating the initial yearly budget to be finalized for presentation to the DPC Board with Treasurer 2.
7. Deposits and withdrawals, as needed with receipts. Receipts can be handled with an e-mail notification to Treasurer 2.

3. Treasurer 2

Treasurer 2 is responsible for:

1. Handling cash flow – performing deposits, withdrawals. This includes membership dues, charity fundraising, vendor fees, donations, etc.
2. Generating receipts for deposits and withdrawals. This can be done with e-mail notifications to Treasurer 1.
 - a. This includes donation receipts – a copy of these need to be kept for possible reporting to IRS or state
3. Working with Treasurer 1 to prepare a yearly budget for DPC

4. Paying regular bills, such as insurance payment, mailbox rental, and storage rental
5. Reviewing/auditing annual financial report to board.

Additional Treasurer Policies:

- Reimbursements - Maximum \$100 without approval of both Co-Treasurers.

Relevant Reference Copied from Bylaws:

D. **Treasurer I:** Shall keep records of the organization's budget and prepare financial reports and IRS filings as required by law and stipulations within this and other DPC controlled documents, bringing to light any discrepancies to the attention of the Board at the earliest convenience. The Treasurer I will perform other duties as associated with the office

I. **Sharing of Responsibilities:** The organizational, fiscal, corporate, and legal duties of DPC shall be the responsibility of all members of the Board of Directors equally. When necessary, the Board will appoint individuals to carry out specific tasks as identified in this and other DPC controlled documents.

Section 4: Meetings of the Board of Directors

B. Attendance for Board Meetings must be 75% of normally scheduled meetings, excluding Special Board Meetings.

D. Committees can be formed by the Board for specific reasons. The Board will appoint a Coordinator between the Board and the committee. The committee must have a charter with statement of purpose, mission, objective, and expiration/duration (which can be indefinite). Revalidation of committees must be done at time of expiration (even indefinite must have revalidation).

Relevant Reference Copied from Bylaws:

B: Meetings of the Board of Directors must occur at least once a quarter. A more frequent meeting schedule may be instituted by a majority vote of Board members

D. Committees may be created and meet under terms within this and other DPC controlled documents;

Bylaws Article III: Memberships

Section 1: Eligibility

C. Additional guidelines of membership eligibility beyond those provided in the bylaws:

- A member of a Partner Organization is still eligible to apply to be a member of DPC. (Membership in DPC is not exclusive)
- A member of a Partner Organization is not considered a member of DPC unless they have applied individually and been accepted as a DPC member per the standard process.

Relevant Reference Copied from Bylaws:

C. Membership in DPC shall be by acceptance of application only. All applications will be judged based upon guidelines, which must meet stipulations as outlined in this and other DPC controlled documents, being established by the Board of Directors;

Section 2: Membership Categories

Member Packet

Membership packet includes:

- Updates of dates/locations of ongoing events
- List of current business sponsors
- A copy of the current organization directory list
- Copy of most recent newsletter

Relevant Reference Copied from Bylaws:

Membership with the DPC is granted as designated in this and other DPC controlled documents.

Membership within DPC is delineated as follows:

- A. **Individual Membership:** Membership is general and entitled to one vote per motion at any meetings held for the Voting Membership of the DPC. Members are entitled to a "Member Packet" as defined by this and other DPC controlled documents;

Section 3: Dues

Yearly membership fee for an individual is \$13

Relevant Reference Copied from Bylaws:

Dues, billing, refund policy, attendance requirements, and other terms are subject to this and other DPC controlled documents.

Section 4: Revocation of Membership

C. Revocation of membership process is defined as part of the following Conflict Policy and Disruption Policy:

Conflict Policy

For Conflicts with a specific person:

- If the issue is personal, talk to the person first
- If the issue is unresolved or if the member is unable to approach the other party directly, ask for help from the Board
- If the issue is still unresolved, the Board will recommend a team of two mediators, acceptable to each party, who will assist the parties in resolving their dispute.

For conflicts with DPC officials, rules or decisions

- If issue is related to DPC officials or processes, talk directly to the person first or address the committee or body involved
- If the issue is unresolved or the member is unable to approach the official body directly, ask for help from the Board
- If all appeals have been exhausted, the member is encouraged to recognize that their concerns were heard, that fair democratic processes were used. Please accept the resolution offered.

If conflicts escalate and the parties are unwilling to try to resolve them, and if the conflict is affecting the community, or any individual's safety, the Board will shift to disruptive behavior policy.

Disruption Policy

While open to the public and a wide variety of beliefs, we affirm the community's need for security. When any person's physical and/or emotional well-being or freedom to safely express beliefs is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires expulsion of the offender(s).

Disruptive behavior may be categorized as one of the following:

- Perceived or real threat to the safety of adult or child
- The disruption of DPC activities
- The destruction of property
- the diminishment of the appeal of the DPC to potential and existing members and guests

The following outlines how the DPC will deal with such issues:

Perceived or real threats to the safety of an adult or child;

·The disruption of DPC activities;

·The destruction of DPC property

·The diminishment of the appeal of the DPC to potential and existing members and supporters.

The following shall be the policy of DPC in dealing with these issues: If an immediate response is required, DPC officers, and/or the leaders of the group involved may undertake this action.

This action may include asking the offending person or persons to leave the premises or activity, or suspending the meeting or activity until such a time as it can safely be resumed. If the individual involved refuses to comply with the leader's request, and further assistance is

required, the Police Department may be called. Anytime any of these actions are undertaken without a current member of the DPC Board being present, the DPC board must be notified, starting with the Chair. The DPC board will send a follow-up letter to the offending party detailing what steps must be taken before they may return to the fellowship activities involved. Situations not requiring immediate response shall be referred to the DPC Board which will respond in terms of their own judgment observing the following:

- The board will respond to problems as they arise. There will be no attempt to define “acceptable” behavior in advance.

- Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.

- To aid in evaluating the problem, the following points will be considered:

DANGER -Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVENESS -How much interference with the meeting or activity is going on?

OFFENSIVENESS -How likely is it that prospective or existing members will be driven away?

- To determine the necessary response, the following points will be considered:

CAUSES -Why is the disruption occurring? Is it a conflict between the individual and others in the community? Is it due to a professionally diagnosed condition of mental illness?

HISTORY -What is the frequency and degree of disruption caused in the past?

PROBABILITY OF CHANGE -How likely is it that the problem behavior will diminish in the future?

- The board will decide on the necessary response on a case-by-case basis. All actions to be taken are to be provided in writing to the disruptive party. The following three responses are recommended to be followed commensurate with the disruptive behavior. These responses are not necessarily progressive (i.e. the board may decide to expel without warning or suspension in an extreme case.)

WARNING -The Board shall meet with the offending individual(s) (and an accompanying advocate if desired) to communicate the concern and develop a proposed course of action to correct the behavior. At this time, the assembled parties may determine that the DPC conflict resolution process should be invoked. If the conflict involves DPC policies and procedures, the conflict resolution process encourages the parties to take their concerns to the Board, committee, or Organizational Representative Council. If the conflict involves interpersonal relationships, the conflict resolution process encourages the parties to enter mediation.

SUSPENSION -The offending individual (s) will be excluded from DPC and/or specific DPC activities for a limited period of time. A member of the Board will meet with the individual(s) (and an accompanying advocate if desired) and clearly state the reasons for exclusion and the conditions under which the individual(s) may return to DPC activities.

EXPULSION -The offending individual (s) will be permanently excluded from DPC activities. If it is decided that expulsion will take place, the board secretary will notify the membership co-ordinator of the decision and the board will send a letter explaining the expulsion to the individual(s).

Relevant Reference Copied from Bylaws:

C. Revocation proceedings are subject to terms in this and other DPC controlled documents.

Bylaws Article IV: Business Sponsorship

Section 2: Services Provided

Services provided for Business Sponsorships:

- Advertisements in Membership Packet and other DPC news/documents, advertisement size and format to be approved by DPC before inclusion
- The business is listed as a DPC Sponsor for the dues year, including but not limited to:
 - DPC website Local Listings
 - Facebook shares and page notes (at DPC discretion)
- New sponsors will be in DPC news as a “welcome” feature article

Relevant Reference Copied from Bylaws:

DPC will provide Business Sponsorships with advertising on the resource page of the DPC website, advertising in other locations on the website and elsewhere as appropriate. Any additional services may be defined in this and other DPC controlled documents.

Section 3: Dues

Yearly Business Sponsorship for 2018 is marked down to \$25 from \$40, with the expectation it will go back to \$40 in 2019.

Relevant Reference Copied from Bylaws:

Business Sponsorships are subject to annual dues which follow terms in this and other DPC controlled documents.

Bylaws Article V: Organization Partnership

Section 2: Services Provided

Services provided for Partner Organizations:

- Organizations may provide a pamphlet of their org to go into DPC member packet
- Exclusive invitation to represent their organization at DPC's discretion at specific DPC events
- Addition to DPC's Local Listings

Relevant Reference Copied from Bylaws:

Designated representatives of established Organization Partnerships have access to DPC member resources, as defined and explained in this and other DPC controlled documents.

Section 4: The Representative Council of Organization Partnerships

The Representative Council structure will be handled by their own charter. Members of the Board may be invited to attend their matters, but do not have a say in Representative Council matters.

New partner Organization applications will be handled by the DPC Membership Coordinator, who then works with the Trustee to the Council to get the new Organization added to Representative Council matters.

Relevant Reference Copied from Bylaws:

All Organization Partnerships are, upon creation, made members of a separate organization named the Representative Council of Organization Partnerships. This group of members meets separately and independently of DPC and has input to the Board of Directors through the Trustee of the Council, which is elected and governed by the Council, not the DPC directly, as defined and explained in this and other DPC controlled documents.

Bylaws Article VI: Fiscal Year

Nothing in this bylaws article references the policy manual.

Bylaws Article VII: Amendments

Full presentation is a presentation to the Board and includes:

- The exact wording of change
- The reason for the change
- Opportunity for questions

Relevant Reference Copied from Bylaws:

These bylaws may be amended by a minimum of a two-thirds vote of the Board members after a copy of the proposed amendment(s) and a full presentation, as defined by other DPC controlled documents, are furnished to each Board member at least ten (10) days in advance of the meeting where the amendment(s) will be considered.

Bylaws Article IX: Dissolution

Nothing in this bylaws article references the policy manual.

Board-Appointed Offices

Offices can be created by the board per Article 2, Section 3, Letter I of the Bylaws. These offices can be held by people on the Board or by anyone of the DPC membership.

Board-appointed offices are assignments of duties and do not provide votes on the Board. The following offices have been designated with the term “coordinator” to help clarify these are not members of the Board.

Fundraising Coordinator

The Fundraising Coordinator works with the Treasurers to organize and lead fundraising efforts and projects.

Membership Coordinator

The Membership Coordinator work with the Secretary to organize and lead membership efforts and drives. They are also responsible for maintaining the membership list (must be accessible for Secretary).

Public Relations Coordinator

The Public Relations Coordinator works with the entire Board and other committees to organize and oversee the DPC public presence and communications with external entities.

Web/Social Media Coordinator

The Web/Social Media Coordinator works with the Public Relations Coordinator and other committees to organize and oversee the DPC public presence and communications on social media outlets. They ensure the DPC website and social media pages are maintained.

Newsletter Coordinator

The Newsletter Coordinator oversees the creation and dissemination of the regular newsletter to members.

Secretary Assistant

The Secretary Assistant supports the Secretary in their duties.

Long-Standing Committees

Dayton Pagan Pride Day

Organization and running of the yearly Dayton Pagan Pride Day project is handled by a DPC committee. The DPPD project also includes a separate bank account with the Wright Patt Credit Union.

Psychic Fair

Organization and running of the DPC Psychic Fair fundraiser events throughout the year.