

## **POLICY AND PROCEDURE MANUAL FOR INDIANA CROSSROADS SISTERS**

In 1979, The Sisters of Perpetual Indulgence announced their reasons for existence. The Indiana Crossroads Sisters (ICS, or the Order) follow that tradition. The Indiana Crossroads Sisters, Abbey of the Shimmering Silo (ICS) is a modern order of 21st century nuns. Our guiding purpose is to promulgate universal joy and expiate stigmatic guilt.

### **A. Overview**

#### **1. Freedom of Expression & Diversity**

In keeping with this philosophy, we believe there should be few restrictions on our artistic creativity. At certain events, the Indiana Crossroads Sisters or ICS General Membership (GM) requires all Novices and Fully Professed Members (FPMs) to wear traditional Coronet (though these may be accessorized with buttons and jewelry.) Most of the time, we are encouraged to develop wild, artistically, incorporating the whiteface make-up and our coronet into the appearance. This allows the individual spirit open, unrestricted expression. We are artists as well as social activists, and our faces and bodies are our canvases.

The Indiana Crossroads Sisters are a queer family. "Queer" means the freedom to be an individual in a close-knit family of individuals: diverse and united. The sisterhood, priesthood or any subset of the Indiana Crossroads Sisters membership is open to all people young and old, rich and poor, gay and lesbian, straight, bisexual and transgender; our organization includes masculine and feminine identified as well as androgynous personas.

#### **2. Social Activism**

ICS members are, by their very nature, political change agents. Subgroups of ICS may plan demonstrations and actions affecting various social issues or organize parties to raise money for charities. The entire membership is encouraged to participate.

#### **3. Social Service**

The Sisters of Perpetual Indulgence 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!" ICS does all that traditional nuns have done for centuries. We take vows. We have raised hundreds of thousands of dollars for AIDS and other social causes. We visit the sick, feed the hungry and generally serve the community.

#### **4. Spiritual Development**

The Indiana Crossroads Sisters has no affiliation with any specific religion. Many members, though not all, follow specific spiritual paths, both traditional and nontraditional. Members are encouraged to explore their own spirituality as well as to learn more about the religions and beliefs of others. Members experience great freedom to discover and express various qualities, aspects and characters within themselves, with consideration for the image of ICS in the community. Certain behaviors in habit are not tolerated! These include offensive drunkenness, inappropriate hostility, and highly judgmental behavior etc. Other members always exercise tolerance. We struggle with our individual egoism and expiate the bitchy and uncooperative impulse within that has permeated our past and continues in today's queer culture.

#### **5. Commitment – "It Takes a Village"**

Once a member of the Indiana Crossroads Sisters has attained Fully Professed status, they are members for life, though 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 Indiana Crossroads Sisters. ICS 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.

The ICS are adopting the “It Takes a Village” approach to raising all members. We do not appoint a Mistress of Novices. Instead, it is every Fully Professed Members responsibility to teach, educate, share, inspire, develop, encourage, assist and make every new member feel welcome and comfortable throughout their journey to FPM. An individual Sister may not have all of the answers, but collectively we believe we share the talent, strength, knowledge, JOY, creativity, and love to cultivate a strong community of 21<sup>st</sup> Century drag nuns in Indiana. Together we can resolve differences, restore wounds, help those in need, share successes as well as failures, and overcome obstacles we may encounter during in pursuit of our mission. We are determined to work through consensus and a foundation of open dialogue. We are centered in JOY.

## **B. Membership**

### **1. Postulants**

Postulants are under the guidance of one Fully Professed Member as a Mentor. During this period, they receive guidance and support (i.e. Sistory, attire, behavior, safety, self-defense, etc.) crucial to their development. They also work on their relationships with the FPMs. Postulants are considered Members, but cannot vote, be an Officer, chair a committee or appear in public in the attire of a Postulant without approval from an FPM and at least one other Sister, Guard, etc. with them. They may not speak on behalf of the Order to the press or public, unless they have one fully Professed Members approval. All Postulants are required to attend all GM meetings and training sessions as set forth by their Mentor or contact her in advance to explain why they cannot attend. They must attend at least four (4) ICS events wearing the habit of a Postulant as provided or approved. Postulants must maintain regular communication with their Mentor for one-on-one guidance, but they will receive additional support and encouragement from all members of the ICS along their journey. If, for any reason, a Postulant does not have or loses a Mentor, the Postulant shall be granted a grace period of 30 days to meet the minimum requirement. If the Postulant has not acquired a Mentor by the end of the grace period, their Membership may be terminated. The Camerlengo must approve the Postulant's Mentor. The ICS are adopting the “It Takes a Village” approach to raising all members. It is every Fully Professed Members responsibility to teach, educate, share, inspire, develop, encourage, as well as to assist and make every new member feel welcome and comfortable throughout their journey to FPM.

Postulants must keep track of their activities and present a resume (Journal) of activities to their mentor upon completion of the minimum requirements for elevation. Copies of the resume must also be provided to the GM when the Postulant is brought forward for elevation. Before a Postulant can progress to Novice, they must commit to a vocation as either a Nun, Guard, or any other title approved by the Abbess or combination thereof. Elevation to Novice level requires full consensus at one GM meeting.

- Postulant Habit (All Vocations): a white Postulant Veil and white face. Artistic expression is highly encouraged at this level to seek your “look”.

### **2. Novices**

Novices take what was learned in their Postulancy and apply it to their newly acquired status. Novices are considered Members and can vote. However, they cannot be an Officer, and cannot manifest in public without approval from an FPM and at least one other Sister, Guard, etc. with them. The Novitiate is to last a minimum of six (6) months. The minimum requirements for a Novice include attending six (6) ICS events (manifesting in at least 3) and a Novice Project. A Novice Project may be planning, organizing and throwing one (1) event that has to be sponsored by a FPM, or any project approved by the Novice's Mentor, the Camerlengo, and the GM. Novices must attend all GM meetings or contact the Camerlengo in advance to explain why they cannot attend. They may not speak on behalf of the Order to the press or public, unless they have the approval of one FPM. Novices must have a FPM-mentor at all times. If, for any reason, a Novice does not have or losses a Mentor, the Novice shall be granted a grace period of 30 days to meet the minimum requirement. If the Novice has not acquired a Mentor by the end of the

grace period, their Membership may be considered terminated. During the grace period, the Camerlengo shall act as a Mentor to the Novice. The Camerlengo must approve the Novice's Mentor. Novices are encouraged to give input and help process items at the GM meetings. Novices must keep track of their activities and present a resume of activities to their Mentor upon completion of the minimum requirements for elevation. The Mentor or any other FPM may make a request to the Camerlengo for the Novice to be brought forward for Full Profession. Copies of the Novice's resume must be provided to the House and the GM when the Novice is brought forward. Elevation to Fully Professed Member requires full consensus at one GM meeting. The ICS are adopting the "It Takes a Village" approach to raising all members. It is every Fully Professed Members responsibility to teach, educate, share, inspire, develop, encourage, as well as to assist and make every new member feel welcome and comfortable throughout their journey to FPM.

- Novice Sister Habit: Fun artistic dress, white face, and the ICS House Coronet with white veil.
- Novice Guard Habit: Fun artistic dress, a Biker's hat, optional cape or caplet and sash.

### **3. Fully Professed Members (FPMs)**

Fully Professed Members decide the direction of the Order, the rules and all important aspects of the organization. FPMs are members for life, except in cases of resignation, retirement, excommunication or temporary loss of voting privileges pursuant to the Bylaws and this manual. FPMs may Chair ICS-sponsored events and help make decisions for the Order. FPMs are allowed to hold any office as prescribed in the Bylaws or in this manual. FPMs may additionally be elected to any position on the Board of Directors as stated in the Bylaws. FPMs are expected to attend GM Meetings.

- Fully Professed Sister Habit: White face, ICS House coronet, with any color veil.
- Fully Professed Guard Habit: Fun artistic dress, a biker's hat and optional cape or caplet and sash
- All other titles and dress should be approved by the Abbess.

### **4. Members Emeritus (retirement)**

There may come a point when an FPM feels it is time to move on to something new. FPMs who wish to keep ties with the Order may choose to retire from the Order with the honorary title of Member Emeritus rather than resign completely. Their wisdom and experience can still help guide newer Members of the Order. Members Emeritus are encouraged to participate in functions when they can. They are not expected to attend meetings or pay dues, they have no formal obligations to the Order other than to act in an appropriate manner when identifying as a Member of the Order. Members Emeritus are not agents of the Order, may not represent the Order to the public and are not required to participate in the consensus process. They must petition to regain full Membership status and must receive full consensus at one GM to return as an FPM.

### **5. Members Transferring from Other Houses/Missions**

From time to time members from other houses may wish to transfer to ICS. Anyone wishing to transfer into the house must contact the Abbess and state the desire for transfer. The Abbess will contact the house of origin and speak with the Mistress of Novices there to understand the candidate's' accomplishments and challenges faced in the originating house. They shall then present the candidate at the next general meeting for approval to begin the Provisionary Period. A candidate's Provisionary status requires full consensus at one GM meeting. The Provisionary Period shall last no less than six (6) months from the date of approval. During the Provisionary Period, candidates will continue to wear the prescribed uniform of their originating house. During this time, those candidates who have reached Fully Professed status will retain all rights and privileges granted them, but will not be able to participate in the consensus process. Upon completion of the Provisionary Period, the candidate may petition for admission to ICS as a

member. Acceptance as a member requires full consensus at a GM meeting.

### **6. Oblate Members**

Oblate Members are encouraged to participate in functions when they can.

They are not expected to attend meetings regularly or pay dues. They have no formal obligation to the ICS beyond helping to advance our mission, supporting our causes with love and JOY, and sharing their unique talents with the house when they are able to do so. Oblate Members may not represent the Order to the press or the public and are not required to participate in the consensus process. The GM may define other rights and/or restrictions as necessary

### **C. Saints (living)**

A Saint is a person whose life and accomplishments are exemplary and in keeping with the Order's philosophy and statements of purpose. Any FPM may nominate a person for Sainthood by presenting a resume and biography at any GM Meeting. At the following GM Meeting, Sainthood may be conferred by full consensus of the GM. (Certificates, Honorary Membership etc.)

### **D. Approval of New Members and Progression**

Before a Candidate for Elevation is presented to the GM for possible elevation, the Candidate's Mentor should assess the Candidate's support within the GM. This is done to determine whether the Membership feels it is the appropriate time for the candidate to progress and to prevent a negative outcome of the consensus process. This is also an opportunity for the Candidate to receive feedback from the GM regarding the Candidate's status and progression.

If the Mentor decides that there is sufficient support, they will present the Candidate for approval and progression at a GM meeting. At this time, the Candidate will present a resume to the GM and may be questioned by all Members present regarding reasons for Membership, political beliefs, philosophical compatibility, etc.

Changes in a member's status requires full consensus of a GM, determined in Executive Session. If full consensus is achieved, the Candidate will be immediately granted all rights and privileges appropriate to the Candidate's new level in the Order. If full consensus is not achieved, the Camerlengo will inform the Candidate of the results privately and will work with the Candidate to improve the conditions that resulted in a negative outcome. For this reason, it is important that FPMs who contribute to blocking the decision share their reasons and concerns with the Camerlengo. Voting will be by secret written voting to be tabulated by the Mistress of the Sacred Writ (Secretary) and shared with the Abbess or Mentor to announce.

### **E. Participation in Consensus**

All Fully Professed Members may participate in the consensus process for the rest of their lives, except in the following cases: voting rights have been temporarily suspended by a GM; the Member has retired, been excommunicated or has resigned; the Member is on sabbatical; or the Member has missed two (2) consecutive GM meetings. If a Member misses two (2) consecutive GM meetings, the Member must attend one (1) GM meeting to be eligible to participate in the consensus process at the next GM meeting.

### **F. Active Status**

All Members are encouraged to be involved in as many meetings and events as they are able. The Order shall set a certain minimum standard of attendance for those who wish to maintain Active Membership. All Postulants and Novices are expected to attend all GM meetings and ICS sponsored events, unless the GM or Camerlengo has given them dispensation. More freedom is granted to those who have reached their Full Profession. Nevertheless, FPMs are expected to attend a minimum of six (6)

GM meetings or two (3) official ICS events, manifesting at least twice, during a twelve (12) month period. Special exemptions may be approved by the GM in the event of medical conditions, work requirements and similar situations. Members who cannot or do not wish to participate to this extent shall be viewed as Inactive as per the Bylaws.

### **G. Sabbatical**

An FPM may request a vacation/holiday from ICS duties, activities and participation by delivering a letter to the Abbess stating this desire. The Member shall remain on sabbatical until they submit another letter to the Mistress of Ceremonies stating their desire to return, and they attend the subsequent GM meeting. The length of the sabbatical can be as long as the Member desires, up to one (1) calendar year. The GM must approve sabbaticals lasting longer than one (1) year. During a sabbatical, a Member may attend functions or meetings as they choose but may not speak on behalf of the Order. They may not participate in the consensus process or Chair a committee. Members on sabbatical shall be listed as active.

### **H. Suspension**

Behavior that is deemed inappropriate may result in FPMs temporarily suspending any Member's rights or privileges as set forth in this manual or in the Bylaws. Suspension requires full consensus.

A Board Member and an Officer (who are not one and the same) must be informed of the motion to suspend, to whom it pertains, and the reasons for the motion at least five (5) days in advance of the GM meeting in which the motion will be presented. At the time of the notification, the Secretary shall email or mail notice to the last known address of the Member advising them of the motion for suspension and the place and time of the meeting where the motion will be made. The proposed 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 full consensus is achieved to extend the suspension is passed in the same manner as stated above before the end of the original suspension period. Once suspended, a two-thirds (2/3) majority vote is required to reinstate any rights or privileges prior to the time stated in the motion to suspend. A Suspended Member has the right to file a grievance to contest or appeal the suspension as outlined in the Bylaws.

### **I. Excommunication**

Any FPM may be removed from ICS by full consensus at two (2) consecutive GM meetings no less than forty-eight (48) hours apart. Novices and Postulants may be removed by full consensus at a single GM meeting.

A Board Member and 1 Officer (who are not one and the same) must be informed of the motion to remove, to whom it pertains and the reasons for the motion at least thirty (30) days in advance of the GM meeting in which the motion will be presented. At the time of the notification, the Mistress of the Sacred Writ shall email or mail notice to the last known address of the Member advising them of the motion for removal and the place and time of the meeting where the motion will be made. The Mistress of the Sacred Writ must send a second notice five (5) days prior to any action being taken by the GM.

This instrument is used as an absolute last resort after all other efforts over an extended period of time have been exhausted. An Excommunicated Member has the right to file a grievance to contest or appeal the removal as outlined in the Bylaws.

### **J. Membership Closure**

A GM may decide to close the Order to new Members for a specified period of time.

## **K. The Corporate Identity**

Indiana Crossroads Sisters is organized as a volunteer based nonprofit and does not approve of the use of the Order, its image, name, logo or creative properties for personal financial gain. The term "of the Indiana Crossroads Sisters" (as in "Sister Jane Doe of the Indiana Crossroads Sisters") may not be used for personal financial gain, or for any business, without full consensus of a GM at one meeting. The intention of this rule is to allow FPMs to use the ICS identity when communicating with the public, but to prohibit the use of the Order's identity for personal gain. Additionally, the ICS look - i.e. official Coronet and veil, as well as any formal habits - shall be considered part of the Order's identity and the use of these items shall be restricted to the Members of ICS only (as outlined in the Section B of this manual.)

## **L. Officers**

The Officers of ICS are the backbone of the Order. They serve the General Membership as well as the Board of Directors. They have special responsibilities and special powers as specified in the Bylaws and this document. Officers are elected every twelve (12) months at the Annual Meeting on or around the Winter Solstice. They serve a one (1) year term and there are no term limits for Officers. Only FPMs in good standing may hold office.

### **1. Abbess (President)**

The Abbess notifies Members of GM meetings and serves as the Chair and Facilitator of GM and Officer meetings. They compile agendas for the GM meetings and call role. They are responsible for ensuring that all other Officers are fulfilling their duties. The Abbess is the official Chief Executive of the Order and is its official spokesperson when no other is specified. The Abbess will be the official delegate to the United Nuns Privy Council monthly phone conference. Other duties may be determined by the Bylaws and/or as needs arise within the Order, at the discretion of the Board or GM, or in accordance with nonprofit law as necessary.

### **2. Camerlengo (Vice-president)**

The Camerlengo Interviews Postulants and Novices regarding their profession. They answer new Members' questions regarding ICS rules, history, etc. They make reports at GM meetings regarding the status of new Members and distribute official ICS sanctioned attire and all training instruments to new Members. They communicate with and track sabbaticals and Missionaries. They shall hold a Novice Tea as often as needed to explain the instruments of the Order and to help new Members express their ideas and problems in a safe environment (see Section N. 3 for further information on Novice Teas). Camerlengo is ultimately the individual in charge of all Novices and Postulants. The Camerlengo is the Second delegate to the United Nuns Privy Council monthly phone conference Other duties may be determined by the Bylaws, at the discretion of the Board or GM, or in accordance with nonprofit law as necessary.

### **3. Mistress of Sacred Writ (Secretary)**

The Mistress of Sacred Writ communicates with the other Orders worldwide. They are responsible to take minutes of all GM meetings and post on the ICS website in a timely manner. They are also responsible for seeing that an accurate attendance record is kept and to tabulate all ballots. They will collect the mail from the ICS official mailbox and distribute it as necessary. They are responsible for connecting the members who cannot physically attend to the meeting

via telephone or digitally officially at GM meetings. They are also responsible for maintaining the official mailing list of the Order. The Mistress of Sacred Writ is the official Secretary of the Order. Other duties may be determined by the Bylaws, at the discretion of the Board or GM, or in accordance with nonprofit law as necessary.

#### **4. Mistress of Endowments (Treasurer)**

The Mistress of Endowments deposits ICS funds into the official ICS bank accounts, balances ICS checkbooks and writes checks. They file all necessary quarterly financial reports and present a financial balance sheet at GM meetings. They help file forms with Federal and State governments e.g., taxes, etc. They may solicit foundations for grants. The Mistress of endowments is the official Chief Financial Officer of the Order. Other duties may be determined by the Bylaws, at the discretion of the Board or GM, or in accordance with nonprofit law as necessary.

### **M. Other Leadership Roles (not always filled)**

#### **1. House Mentors**

During a new Member's Novitiate and Postulancy, Big Sisters act as mentors, guides and confidants for the new Member. They attend events with them, provide them with tips on attire, makeup, etc., and help them to understand relationships within the Order. Big Sisters are answerable for the new Members' activities and actions and are expected to report to the GM on the progression of their candidate.

With the approval of the Camerlengo, a Postulant selects one Fully Professed Member as Mentor before being elevated. Mentors have the task of guiding new members into their new profession. They answer questions, give history, provide tips and accompany the new Member to various events. The mentor must work with Camerlengo to ensure that the new Member is fitting in with the established Membership. The mentor must be prepared to answer any questions put to them by another Member regarding their daughter/candidate's activities or behavior. The mentor is responsible for curbing irreverent or inappropriate behavior exhibited by the new Member. Being a mentor is a privilege, not a right. The Camerlengo reserves the right to alter the mentor/Candidate relationship if the Camerlengo feels that the relationship is not beneficial to the Candidate, Mentor and/or the Order.

#### **2. Mistress of the Vault (Archivist)**

The Archivist is a person who takes the responsibility of caring for the historical records, documents, props, etc. of the Order. The GM may elect the Archivist at any GM meeting, to serve for one year, by a consensus vote. The Mistress of the Vault can be removed from Office by full consensus at any GM.

#### **3. Mistress of Protocol (Parliamentarian)**

The Mistress of Protocol shall serve the General Membership and the Board as the FPM who 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 and to help settle any disputes that might arise due to these rules. The Mistress of Protocol shall serve as the Chair of the Bylaws committee. The GM may elect the Mistress of Protocol by full consensus at any GM meeting, to serve for one year. The Mistress of Protocol can be removed from Office by full consensus at any GM. The Mistress of Protocol may not serve as President of the Order or on the Board.

#### **4. Mistress of Grants**

The Mistress of Grants is the person responsible for overseeing all aspects of the Sisters' Grants process: soliciting and reviewing grant proposals and the eventual payment of the grants. The

Mistress of Grants shall serve as the Chair of the Grants committee. The GM may elect the Mistress of Grants by full consensus at any GM meeting, to serve for one year. The Mistress of Grants can be removed from Office by full consensus at any GM.

#### **5. Mistress of Saints**

The Mistress of Saints is responsible for overseeing the beatification of new Saints. This includes gathering Saints' biographies and information and preparing the Saining certificates and coordinating the Saining ceremonies. The Mistress of Saints shall also be tasked with maintaining and updating the list of all Indiana Crossroads Sisters' Saints and shall serve as the Chair of the Saints Committee. The GM may elect the Mistress of Saints by full consensus at any GM meeting, to serve for one year. The Mistress of Saints can be removed from Office by full consensus at any GM.

#### **6. Media Whore (Webmaster)**

The Media Whore is tasked with overseeing, updating and maintaining the Order's official website, social media, and email. The Media Whore shall serve as the Chair of the Web committee. The GM may elect the Media Whore by full consensus at any GM meeting, to serve for one year. The Media Whore can be removed from Office by full consensus at any GM.

#### **7. Mistress of Ceremonies**

The Mistress of Ceremonies is tasked with overseeing all Ceremonial Blessings, rituals, other spiritual events, and non-parliamentary proceedings. The GM may elect the Mistress of Ceremonies by full consensus at any GM meeting, to serve for one year. The Mistress of Ceremonies can be removed from Office by full consensus at any GM.

### **N. Meetings**

#### **1. General Membership Meetings**

General Membership meetings are open to all Members of ICS. Non-Members may be invited to GM meetings unless there is need for a closed session. An agenda is followed and *Consensus Based Decision Making in the Indiana Crossroads Sisters* shall be used as an informal guideline. Only Members may bring an item to the floor or propose a motion as necessary. Full consensus is needed (or other defined consensus) to make any decision official. Proxies are not accepted.

#### **2. Officers Meetings**

Officers meetings are called from time to time so that the Corporate Officers can come to decisions about matters that pertain to them. Officers meetings are only for Officers and those Members or guests that are invited by the Officers to attend.

#### **3. Novice Teas**

Novice Teas are designed so that new Members (Postulants and Novices) may discuss in confidence their anxieties, concerns and shared situations with other new Members and the Camerlengo without fear of criticism by FPMs. 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 be attended by new Members and the Camerlengo. Other Members of the Order may attend at the specific invitation of the Camerlengo or Abbess. Novice Teas are usually closed to all non-Members.

#### **4. Retreats**

Retreats are meetings of the Membership that 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 and the Order better. Although no "official" business is conducted at these meetings, they may be formal and/or parties. They may be open to Member classifications and non-Members as voted on by the GM prior to the Retreat.

### **5. Quorum**

A GM meeting may make official decisions if consensus is achieved during a vote of present FPM's and electronic votes collected by the Abbess or Mistress of the Sacred Writ during a predetermined timeframe. The ICS make every effort to reach all active members in person, at meetings, via telephone, electronic media or video chats to ensure every vote is counted towards consensus votes. Any additional measure to collect and record votes may be approved by the Abbess and Mistress of the Sacred Writ.

The question as to the presence of a quorum at the time of a consensus decision (see "Participation in Consensus" above) on a particular motion must be raised at the time the decision is made, if it is raised at all, and cannot be raised later. Unless the minutes show that a quorum was not present at the time of a consensus decision on a motion, the law presumes that, since the minutes show that a quorum was present when the meeting began, a quorum continued to be present until recess or adjournment.

## **O. Board of Directors**

The Board of Directors has the obligation to fulfill fiduciary responsibility, guard against risk, determine program priorities, and is ultimately responsible for all corporate decisions. The Board exists to serve and support the General Membership by ensuring that the Corporation continues to grow and thrive. The Board is responsible for ensuring that the Officers of the Corporation fulfill their duties and obligations to the Corporation.

The Board has special responsibilities and powers as specified in the Bylaws and this document. Board Members are elected every twelve (12) months at the Annual Meeting on or around the Winter Solstice. They serve a one (1) year term and there are no term limits for Board Members. Only FPMs in good standing may sit on the Board.

### **1. Members of the Board**

The Board shall be composed of six members. Four of these members shall be Officers of the Corporation: The President, Vice-President, Treasurer and Secretary. The GM shall elect the remaining two members; these two members of the Board are designated as At Large Members of the Board.

At Large Members of the Board are elected by the GM and serve as defined in the Bylaws. These additional two (2) positions serve on the Board to help better represent the General Membership in the Board decision-making process.

### **2. Board Officers**

The Officers of the Board are the Chair, the Alternate Chair, the Secretary ( Mistress of the Sacred Writ) and the Treasurer( Mistress of the Vault). The Board shall elect these Officer positions during its first meeting.

### **3. Board Meetings**

The Board of Directors meetings are business meetings where corporate matters are decided and the basic direction of the Corporation is established

## **P. Committees**

To oversee a specific project or issue, the President may establish a committee by appointing a Chair. The Chair then is expected to recruit members of the committee. The committee may be composed of Members of ICS as well as non-Members whose skills and knowledge are beneficial to the committee. All Chair appointments are subject to approval by the GM.

Upon formation of the committee, meetings shall be held at the discretion of the committee Chair and shall focus on the specific project or issue for which the committee was formed. Any non-Member may attend a committee meeting upon prior approval of the committee Chair. Committee meetings may follow parliamentary procedure or consensus based decision making and the committee shall report back to the GM.

### **1. Grant Committee Policies and Procedures**

Grant Committees will comprise three or more members. Sisters at Novice or higher level or affiliates (Saints) may volunteer. A majority must be Fully Professed Members.

Committees will meet to review proposals for each awards cycle. The ICS website will provide proposal instructions including deadline and award dates for each cycle.

Grant committee members will take turns reading proposals. Each member will score each proposal on a 0-5 scale (0 being the lowest possible score) and the scores will be totaled. The committee will then consider proposals in order of their total scores. Full or partial grants from general and/or youth funds allocated by the house for that cycle will be awarded until all worthy proposals have been considered or funds are exhausted. No grant funds may be used for salaries.

The committee may consider the following when scoring a grant request:

- Is the organization locally based?
- Will the grant primarily serve the local community?
- Which programs will provide the most impact for the least amount of money?
- Is the request reasonable? Is it for \$50,000 for a wheelchair or \$5.00 for a tuba?
- Will our award make a real difference to the organization?  
(will a \$500 award be just a drop in the organization's financial bucket?)
- Will our award constitute outreach to that community? Will it offer a new opportunity for interaction between ICS and the grantee?
- Is the organization a non-profit [501(c)3] entity?
- Will the grant fund directly benefit the QUILTBAG community?

**QUILTBAG:** Queer, Undecided, intersexed, lesbian, Transgender, Bisexual, Ally, and Gay

***The Indiana Crossroads Sisters will review and consider grant applications within a range of \$250-\$1,500 that directly benefit the QUILTBAG community.***

Notification of award or denial will be made promptly. Grantees will be asked to have

representatives present for the announcement and presentation of awards checks. Checks may otherwise be mailed or delivered.

Grant committee meetings will be closed. All discussions and outcomes are to be held in confidence by the committee, house members, and affiliates until grantees are notified.

## **Q. Official Events**

In order for an event to be considered an "official event", the GM must approve the event's official status by full consensus at any GM meeting. An official event may be any of the following: an event that is solely sponsored by ICS; an event that is co-sponsored by ICS; or an event of which ICS is a beneficiary. Official events should have a "Point-Member" - a volunteer or appointed FPM who is the single-point-of-contact and/or organizer for the event.

## **R. Rule Changes**

The Bylaws Committee (or Camerlengo if a standing Bylaws Committee does not exist) shall review all proposed Bylaws and Policy and Procedures Manual changes before the GM votes on the changes so that the committee or Mistress may make recommendations. Proposed recommendations on changes to the Bylaws and/or the Policy and Procedures Manual requires full consensus at two (2) consecutive GM meetings at least forty-eight hours apart. If any conflict arises regarding this document and the ICS Bylaws, the Bylaws supersede this Manual.

## **S. Dispensations**

The rules of the Indiana Crossroads Sisters are meant to be a guide for conduct and running the Order in a professional manner. Occasionally, the Order's rules don't fit a specific situation. In some cases, the GM may agree that the suspension of a rule may benefit the Order and its Members. In such cases, the GM may vote to give one or more Members dispensation from a rule. Additionally, the Camerlengo or Abbess may grant dispensation for one or more new Members if a decision is required in between GM meetings. Dispensation shall not be used to modify a voting requirement of the Order. For example, a vote that normally requires full consensus shall always require full consensus. In other words, dispensation cannot be used to overrule the *number* of votes required on an issue.

## **T. Money**

Because we are usually raising money for other organizations, or for one of our programs, proper money handling is vital. Proper money handling goes a long way in establishing our credibility with the community.

### **1. Funds collection and deposits**

Money or funds collected at an event should be turned over to the Point-person for the event. Monies can also be turned over to the Treasurer if they are present. The Point-person is responsible for making sure that the money is kept in a safe/secure location. At the end of the event, the Point-person and one other FPM will count the money raised for the evening and record the amount. The money will then be turned over to the Mistress of the Vault to be deposited. The FPM carrying the money should never walk from the venue to a vehicle alone, but always be escorted.

All deposits are the responsibility of the Mistress of Vault. After receiving money from an event, it should either be deposited in a night deposit at the bank, or should be deposited on the next business day or as soon as possible. It is never a good idea to deposit cash using the ATM - only

checks.

When having a fundraiser for another organization, it is ICS's policy to collect the money, deposit it in our account, and then write a check to the organization we are collecting for. This process allows us to have an accounting of what we've done and where the money is going. If the event is being run by the other organization and the Sisters are just helping out, then the event organizer collects all monies raised.

It is NEVER acceptable for a Sister to do any fundraising for personal use. It is never acceptable for a Sister to use any money raised for any purpose. Money raised by Sisters will ALWAYS be turned over to the Point-person or the Mistress of the Vault.

## **2. Expenditures**

Any expenses should be approved at a General Meeting or by electronic consensus voting before the money is spent. After the expense has been approved, the Mistress of the Vault will either issue a check for the expense, or the member will make the purchases requested and then turn in an expense report, with receipts. Purchases without prior approval are done with the understanding that they may not be reimbursed.

## **3. Event Budgets**

At the beginning of the planning phase of every event, the Point-person for the event should present to a GM a budget for the event. The Point-person may be given some or all of the funds requested in the budget, as determined by a simple majority vote.

At the first General Meeting following every event, the Point-person for the event should present a balance sheet report, detailing monies spent and monies raised. Any outstanding bills or reimbursements may be approved by a simple majority vote, and, if approved, should be paid by the Mistress of the vault as soon as possible.

Budgets are guidelines, and not every expense can be specifically predicted. It's understood that the actual amounts spent or raised may vary from the budgeted amounts. Point-person, however, should do their best to estimate costs and incomes.

## **4. Checks**

All checks written on ICS's checking accounts require two signatures. The checks must be signed by the Mistress of the Vault and one other officer.