

The Fourth City Sisters, Inc.

Section 1

The Sisters of Perpetual Indulgence, Inc.

The Fourth City Sisters is a Mission of The Sisters of Perpetual Indulgence. Formed as a 501(C) (3) public charitable organization, we are dedicated to the support, education, and development of the LGBT community.

The Sisters of Perpetual Indulgence came into existence Easter weekend in 1979. Three men dressed in full traditional nuns habits went out into the San Francisco community and began what has become the Sisters' mission. "The Sisters are order of 21st Century nuns dedicated to the promulgation of universal joy and the expiation of stigmatic guilt. Our ministry is one of public manifestation and habitual perpetration." Since then, many have heeded the calling and there are now hundreds of Sisters, manifesting in countries all around the world. The Fourth City Sisters reflects the beauty flowing forth from our surroundings as well as our desire to shine upon our community through charitable acts, community outreach, and education; doing so, in a fashion that "promulgates universal joy and expiates stigmatic guilt".

Section 2

Philosophy and Statement

We are Order of 21st century nuns dedicated to the promulgation of universal joy and the expiation of stigmatic guilt. Our ministry is one of public manifestation and habitual perpetration.

Our Mission is:

"We are a house of service, ministry, and outreach to our LGBTQ community and others in need. We promote human rights, respect, diversity and spiritual enlightenment for all human kind. Our focuses are bringing awareness to HIV/AIDS prevention and treatment, gender issues, the eradication of bullying, and teaching others the value of self-worth."

Section 3

Membership

The Fourth City Sisters are a democratic Order. We have officers and other leadership roles. There are several levels of membership and a process of progression through those levels.

1. Postulants:

Postulants are just beginning their journey to becoming a Sister. They are under the watchful eye of the Mistress/Master of Novices, with the assistance of the Big Sisters, for no less than six (6) months. During this time, they will spend time working with their Big Sisters, learning what FCS does. They will receive

training on attire, behavior, and safety.

☑ Manifestation for a Postulant Sister/Guard must include:

- white face.
- understated eyes and cheeks of one house color variations only.
- moderate lashes may be worn.
- no mouths (This is symbolic that they are there to watch, to learn. The lack of lips signifies that they cannot speak for FCS).
- simple white clothing. 3
- nothing flashy or overtly sexual.
- all attire when manifesting as a Postulant must be all white with no color including, but not limited to: purses, shoes, belts, etc...
- postulant sisters/guards are provided a simple white hood.

☑ All Postulants are required to attend all General Monthly meetings and training sessions as set forth by the Mistress/Master of Novices, or contact her in advance to explain why they cannot attend. They must attend at least one assisted event of the FCS, wearing the Postulant uniform. They are not allowed to appear in public in Postulant uniform without being accompanied by a Fully Professed Sister/Guard. They may not speak on behalf of FCS to the press or the public. They need to develop relationships with the other FPMs. They are considered members but have no voting rights, cannot serve on the Board, or Chair a Committee. They may participate in the General Business Meetings, but cannot make motions, or vote on any motions.

Postulants should keep in mind the reason for not having lips. They should concentrate on watching and listening even when not manifesting.

☑ Postulants must keep track of their activities in given journal and present a resume of activities to the Mistress/Master of Novices upon completion of the minimum requirements for elevation. With the approval of the Mistress/Master of Novices and the Big Sister, when the Postulant is ready for elevation, the Mistress/Master of Novices will present the Postulants resume to the GM at the next GM meeting, or through online meeting no less than seven (7) days before. The Postulant, with the assistance and/or approval of the Mistress/Master of Novices, will have chosen a Big Sister as a sponsor. The Postulant must choose which path they will follow in their Novitiate; Guard or Sister. If a Postulant chooses to follow the path of a Guard, then they should also find a Fully Professed Guard to act as a mentor. FCS must approve the Postulant's advancement to Novitiate by a majority (50% + 1) vote.

2. Novices:

There are 2 types of Novice Members, Novice Sister and Novice Guard. The Novice will take what they have learned as a Postulant and build on it towards their Journey to become FPM. The Novitiate lasts a. Novice Sister:

When the Novice Sister is ready to put all she has learned to the test she must plan, organize, and execute her Novice Project, after a Recommended three months into the novitiate. With the help of the rest of the FCS, the Novice will present their idea to the GM for approval. During a Novice's Project, SHE is the point nun for that event and expected to act as such.

Manifestation for a Novice Sister must include:

Formal

Wearing of white face with individuality

House Cornette

cornett jewel/broach

white veil

white collar

name tag

black dress

black hose/fishnets

black boots or shoes

Festive Wear

wearing of white face with individuality

headpiece of choice

headpiece jewel/broach

white veil

name tag

dress of choice

hose/fishnets of choice

boots/shoes of choice

b. Novice Guard: Novice Guards will receive training on what their role is in FCS. They are the escorts and guards of FCS. Novice Guards, with the assistance of a Fully Professed Sister/Guard, will plan, organize, and execute a Novice Project, after a recommended six (3) months into the Novitiate. They will present their project idea to the GM for approval.

By and large, a guard is the masculine variant of the sisters. The appearance of the guard is masculine in nature.

☐ Manifestation for a Novice Guard must include:

Formal:

black mask

black shorts/dress/ pants/kilt/skirt

name tag

black accents

black vest/ harness/shirt

black boots/shoes

Festive

mask of choice
shorts/pants/dress/kilt/skirt
accents of choice
name tag
vest/harness/shirt of choice
boots or shoes of choice

**The face of the guard is slightly different than that of a sister. White face is acceptable, as well as half face or masks. Guards are encouraged to have a specific style of face but it is not mandatory. **

3. Fully Professed:

There are 2 types of Fully Professed Members, Sister and Guard.

a. Sister:

Elevating to Fully Professed Sister brings on BIG changes. A Fully Professed Sister will graduate from her white collar and veil for the formal FP habit. At any other time, the FP is free to express her unique expression and artistic style.

☑ Manifestation for a Fully Professed Sister must include:

Formal:

wearing of white face with individuality
cornette
black veil
white collar
name tag
black dress
black hose/fishnets
black boots/shoes

Festive wear:

wearing of white face with individuality
headpiece of choice
jewelry of choice
dress of choice
veil of choice
name tag
hose/fishnets of choice
boots/shoes of choice

A FP Sister will utilize all she has learned during her journey. She is now able to represent FCS to the press and the public. She can now take on a leadership role. She can hold office, chair a committee, and become a mentor to others beginning their journey. The FPM participates in the direction FCS takes. She

has a right to conduct business and vote at all GM Meetings in which she is in good standing and not on sabbatical.

b. Guard:

In recognition of individuals who have shown a desire to be part of FCS on ongoing basis, but do not wish to become Nuns, FCS has created the category of Guard. The primary way a FP Guard participates with FCS is by escorting and ensuring the safety of the Sisters as well as assisting with events. Guards may wear white make as a base and may choose any look they desire. A Guard has the right to vote at GM meetings in which they are in good standing. A Guard may also assist a Big Sister with mentoring a Novice Guard on their journey. They may hold office of any positions 7 within the Board or Committee.

☑ Manifestation for a Fully Professed Guard must include:

Formal:

black shorts/pants/kilt/dress/skirt

name tag

black vest/harness/shirt

black boots/shoes

cut

formal hat

Festive wear:

shorts/pants/kilt/skirt/dress of choice

name tag

vest/harness/shirt of choice

boots/shoes of choice

cut

4. Transition from Guard to Sister:

Fully Professed Guard Members waiting to transition to Sister within FCS will be required to adhere to the following convention:

☑ Complete a Novitiate of a minimum three (3) to six (6) months where they assume the title and appearance of a "Novice Sister" of FCS. A Novice project is encouraged but not required.

☑ Select a Sponsor (FPM Sister in good standing) within FCS at the approval of the Mistress/Master of Novices.

☑ They may not represent FCS to the press or public.

☑ They retain existing voting rights.

☑ They may not serve as new officers of the board, but may continue to chair a committee or serve on the board if they held the position at the time of declaration.

☑ The GM may define other rights and/or restrictions as necessary.

5. Member Emeritus:

Though it is true that once a FPM you are FPM for life, there may come a time when you feel you need to move on to something new. FPMs who do not want to lose their ties with FCS, may “retire” from active status with the honorary title of Member Emeritus, rather than resign completely. Members Emeritus are established members of FCS. They must have been FPM in good standing for a consecutive twelve (12) months. To be granted the designation of Member Emeritus, the FPM must petition the GM or the board and must initiate the process by a written letter to the Prioress/Prior. FCS values the contribution these FPMs have made and encourages the Member to remain in contact with FCS, their input and experience is asset to FCS. Members Emeritus are not expected to attend any meetings or events. Members Emeritus are not agents of FCS and may not speak on behalf of FCS to the public or the press. They may attend meetings, but do not have voting rights.

To regain full Membership status, they must petition the GM, and receive a simple majority (50% + 1) vote.

Section 4

Participating Non-Members

There are four (4) types of participating non-members, Aspirant, Saints, Angels, and Guard Angels.

1. Aspirants:

Aspirants are non-members seeking a position with FCS. Aspirants must interview with the Mistress/Master of Novices. If she feels the Aspirant is compatible with FCS, she will introduce the Aspirant to the GM at the next GM meeting. The Aspirancy period lasts a minimum of three (3) months. The Aspirant will attend a minimum of three (3) consecutive GM meetings. They may not participate in the meeting and they have no vote. The Aspirant will attend as many functions as they can. They may festively dress according to any particular function; however they may not mimic the Sister/Guard visage in any likeness. Their job is to observe the Sisters. See what it is to be a Sister, and what kind of work we do. After meeting the requirements for elevation, the Aspirant will request interview with the Mistress/Master of Novices. The Aspirant will present the Mistress/Master of Novices with their resume of activities. The Aspirant, with the assistance/approval of the Mistress/Master of Novices, will have chosen a Big Sister. Elevation to Postulant requires a majority (50% + 1) vote at a GM meeting. 9

2. Saints:

FCS bestows the title of Saint to someone whose life and accomplishments are exemplary and in keeping with FCS's philosophy, mission, and statements of purpose. Any FPM may nominate a person for Sainthood by presenting a resume and biography to the Mistress/Master of Saints (or designated Sisters) or by email not less than seven (7) days before the GM Meeting. At the following GM Meeting, the Membership will vote to approve the nomination. A simple majority (50% + 1) vote is required to approve Sainthood. Postulants/Novices are encouraged to make suggestions for nominations to their Big Sister/Big Sister. Those nominated for saint must pass interview.

3. Angels:

FCS bestows the title of Angel to individuals who have performed repetitive acts of kindness for FCS. These are people who support FCS and our mission in ongoing basis. Any FPM may nominate a person for Angel designation by nominating them at any GM Meeting by presenting a resume and biography to

the Mistress/Master of Angels (or designated sisters/guards) or by email not less than seven (7) days before the GM Meeting. At the following GM Meeting, the Membership will vote to approve the nomination.

A simple majority (50% + 1) vote is required to approve Angel designation. Postulants and Novices are encouraged to make suggestions for nominations to their Big Sister.

4. Guard Angels:

FCS bestows the title of Guard Angel to individuals who have taken it upon themselves to “watch over” the FCS while manifesting at any particular event. This position is not to be confused with Guards, rather they are “undercover security.” Any FPM may nominate a person for Guard Angel designation by nominating them at any GM Meeting by presenting a resume and biography to the Mistress/Master of Guard Angels (or designated sisters/guards) or by email not less than seven (7) days before the GM Meeting. At the following GM Meeting, the Membership will vote to approve the nomination. A simple majority approve Guard Angel designation. Postulants/Novices are encouraged to make suggestions for nominations to their Big Sister/Big Sister.

Section 5

Approval of New Membership and Progression

Before Aspirant submits his/her resume to the Mistress/Master of Novices, they should have already developed some relationships within FCS. The candidate should have built a relationship with some of the FP's and given thought to who they would like to be their Big Sister. Postulants ready to elevate to Novice should have given thought to who would be a good Big Sister for them. With the assistance of the Mistress/Master of Novices, the candidates will seek feedback on their status and progression within FCS. It is the responsibility of the candidate to keep a resume/listing of their activities.

Transferring From Other Houses:

Members from other Houses who desire to transfer into FCS from other Houses of The Sisters of Perpetual Indulgence will be required to adhere to the following convention:

- ☑ Communicate with the Prioress/Prior or Mistress/Master of Novices; 11 the MoN will schedule a meeting with the voting FP members of FCS within 30 days.
- ☑ Provide a Letter of Recommendation from the President or Vice President of their previous House.
- ☑ Complete a probationary period of three (3) to six (6) months where they retain the title of "Sister/Guard". That way the transferred member can see how the house conducts themselves with the public. This time will be used as adjustment period.
- ☑ Select a Sponsor (FPM Sister/Guard in good standing and not on Sabbatical) within FCS at the approval of the Mistress/Master of Novices. They may not manifest within FCS area of operation without FCS FPM Sister/Guard (in good standing, and not on Sabbatical).
 - ☑ They typically dress all in black and are encouraged to dress for events in theme specific attire.
 - ☑ They may manifest as a Sister/Guard of their previous House outside of FCS area of operation.
 - ☑ They may not speak on behalf of FCS to the press or public.
 - ☑ They do not have voting rights.
 - ☑ They may not serve on the board, in Mistress/Master positions or chair a committee.
 - ☑ A GM may define other rights and/or restrictions as necessary

Section 6

Voting Rights

All Fully Professed Members are considered Voting Members for the rest of their lives except in the following cases:

- voting rights have been temporarily suspended by the voting Membership
- retired/Emeritus
- been excommunicated 12
- resigned
- the individual is on Sabbatical
- has missed 3 consecutive GM meetings.

In order to return to good status, a member must take the corrective action required by the GM.

Section 7

Membership Status

The Fourth City Sisters have certain requirements to maintain "Active Membership" status. To maintain Active Status with FCS, FPMs must attend six (6) GM meetings and nine (9) of FCS's events in a twelve (12) month period. Members who cannot or do not wish to participate to this extent shall be viewed as Inactive. Below are some reasons for membership being determined "Inactive"

13 Sabbatical:

There are two (2) types of sabbatical: Short term and long term.

a) Short Term Sabbatical is in the time frame from one (1) week to three (3) months. A FPM may request a vacation/holiday from FCS's activities and participation by delivering a letter to the Prioress/Prior stating this desire and will state the length of the sabbatical. During this sabbatical, a Member may attend FCS functions or meetings under the guidance of the officers of the Board as they choose but may not speak to the public or press. They still will have voting rights and can still hold office of the Board position IF they have found a temporary replacement and has been approved by the board. If the member chooses to stay on sabbatical longer than three (3) months, the member must deliver a letter to the Prioress/Prior stating this desire. In such event, the member will be forfeiting any voting rights, the right to mentor junior members or hold office or Board position, as well as their right to Chair a committee.

b) Long term Sabbatical is in the time frame lasting longer than three (3) months to twelve (12) months. A FPM may request a vacation/holiday from FCS's activities and participation by delivering a letter to the Prioress/Prior stating this desire and will state the length of the sabbatical. During this sabbatical, a Member may attend FCS functions or meetings under the guidance of the officers of the Board as they choose but may not speak to the public or press. The Member shall remain on sabbatical until they submit another letter to the Prioress/Prior 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 by majority (50% + 1) vote. During a sabbatical, a Member may attend official FCS functions or meetings under the guidance of the officers of the Board as they choose but may not speak on behalf of FCS to the public or press. They also

forfeit any voting rights, the right to 14 mentor junior members, or hold Office or Board position, as well as their right to Chair a committee. Members on sabbatical shall be listed as active.

Suspension:

FCS Membership, by a majority (50% + 1) vote, may temporarily suspend any Member's rights or privileges as set forth in this manual or in the bylaws for behavior that is deemed inappropriate. A Board Member and Officer (who are not one and the same) must be informed of the motion to suspend, in writing, to whom it pertains and the reasons for the motion at least ten (10) days in advance of the GM meeting in which the motion will be presented. At the time of the notification, the Secretary shall 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 letter must be sent within forty-eight (48) hours of the date on the letter or a new letter must be drafted. 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 another vote to extend the suspension is passed in the same manner as stated above before the end of the original suspension period. Once suspended, a majority (50% + 1) 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.

Expulsion:

Any FPM may be removed from the Corporation by a majority (50% + 1) vote at two consecutive GM Meetings no less than forty-eight (48) hours apart. Novices and Postulants may be removed by majority (50% + 1) vote at a single GM meeting. A Board Member and Officer (who are not one and the same) must be informed of the motion to remove, to whom it pertains, and the reason for the motion at least ten (10) days in advance of the GM meeting in which the motion will be presented. At the time of the notification, the Secretary shall 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 letter must be sent within forty-eight (48) hours of the date on the letter or a new letter must be 15 drafted. The proposed motion to remove must include the reason for the action. The Secretary must send a second notice ten (10) days prior to any action being taken by the GM. expelled member has the right to file a grievance to contest or appeal the removal. After the member has been expelled, they are no longer eligible to apply for membership to the FCS but will have the privilege to apply at any other house of the Sisters of Perpetual Indulgence. They must follow the same procedure outlined as transferring membership to another house. In such case this action is not performed, it will be with the discretion to report this violation to the UNPC and request excommunication.

Excommunication:

Any FPM may be removed from the Corporation by a majority (50% + 1) vote at two consecutive GM Meetings no less than forty-eight (48) hours apart. Novices and Postulants may be removed by majority (50% + 1) vote at a single GM meeting. A Board Member and Officer (who are not one and the same) must be informed of the motion to remove, to whom it pertains, and the reason for the motion at least ten (10) days in advance of the GM meeting in which the motion will be presented. At the time of the notification, the Secretary shall 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

letter must be sent within forty-eight (48) hours of the date on the letter or a new letter must be drafted. The proposed motion to remove must include the reason for the action. The Secretary must send a second notice ten (10) days prior to any action being taken by the GM. This instrument is used as absolute last resort after all other efforts, as outlined in the Bylaws and Policies and Procedures, over extended period of time have been exhausted. Excommunicated Member has the right to file a grievance to contest or appeal the removal. After a member has been excommunicated, they are no longer eligible to apply for membership in any House of the Sisters of Perpetual Indulgence. Excommunication is extreme action and should not be taken lightly. Requirements are subject to scrutiny by our Big Sister House and/or Mistress/Master of Missions.

Section 8

The Corporate Identity

The Fourth City Sisters, Inc. is organized as a volunteer based nonprofit and does not approve the use of "The Fourth City Sisters", and/or "Sisters" its image, name, logo, or creative properties for personal financial gain. The term "of The Fourth City Sisters" as in Sister Jen Doe of The Fourth City Sisters, may not be used for personal gain. The term may be used when conducting business for FCS with the public. Additionally, FCS look, i.e. official wimple or headdress and veil, as well as any formal habits, shall be considered part of FCS's identity and the use of these items shall be restricted to the Members of FCS only.

Section 9

Appearance and Conduct

Events and bar outreach are generally planned ahead of time. At the general business meetings we will talk about all upcoming events. At that time, the general membership will determine what type of "appearance" the Sisters will make. Though there aren't many, there will be some events where "Formal Habit" will be required. At any other function, the FPM is encouraged to manifest as they feel compelled to do (Festive attire).

1. Point Nun:

A Point Nun is assigned for each manifesting. It is her responsibility to make sure everyone knows where and when we are meeting. It is also her responsibility to keep tabs on where members are, and how the event is progressing.

2. Hygiene:

It is your responsibility to be there on time. You should allow yourself time to Shit, Shower and Shave... Remember, cleanliness is next to Godlessness! Allow yourself time to put on face and don that fabulous outfit. You should show up at the arranged meeting place on time, smelling deliciously fresh, and looking glitterally fabulous. When done with putting on your face, you will wash your hands to rid yourself of any leftover makeup on your hands. We don't want to spread our makeup to the members of the public. In the 18 event you are not fresh, any one may request you take a shower in a private manner without reprimand or reprisal. Remember to wash behind your ears!!

3. Intoxication:

A member interacts with the community in many ways. Each requires a certain code of conduct. When representing the house, your actions are a reflection of FCS. When performing outreach, members are free to enjoy the adult beverage of their choice, just not to excess. Remember to always look out for your fellow housemates. If you see someone getting to a point of being out of control, a quiet word to that member is in order. If you are a member who is having that "quiet" word said to, you have a responsibility to listen. Postulant members are not allowed to drink unless direct approval had been given. Bottom line to all, "NO MESSES IN DRESSES!!!!"

4. Online:

If you are online and representing yourself as a member of FCS, you still have a responsibility to act accordingly.

5. Abusive behavior:

Sisters should never be abusive in public. Rude, offensive, mean, or aggressive behavior is not a proper way to represent FCS. The only exception to this is when attacked physically. When attacked, diplomacy is the best way to handle it, if that doesn't work, then move on, or ask one of the bar/event staff to intervene. There IS a reason we never go out alone. Sisters should never go out unless there are 2 of you. Besides safety in numbers, one sister is a nun, 2 or more is a PARTY!!! 1 FP sister is sufficient if she is accompanied by other members of FCS.

6. Exposing Body Parts

There is a time and place for this. Some events we will be at are 'adult' in nature, but there will be other events where children are present. Discretion should always be used when exposing your body parts, or asking someone else to. Because of Missouri Laws, exposing or touching genitals could be putting the businesses we work with in jeopardy.

7. Order of Business:

Members of NEVER air dirty laundry in public. If you have issue with how something is being done at event, or with another Sister, or with issue that has arisen discuss it in PRIVATE.

8. Appearance:

A member should always be aware of their appearance. Dress appropriately for the event. Dresses, Collars, hoods, veils, should always look neat (ironed) and clean. After applying makeup, and before leaving the house, members should make sure their hands are clean of makeup, so they don't get that makeup on people they meet while out and about.

9. Photo guidelines:

As with any organization, we need to document our participation at/in community events. Be they ours or others. As always, when representing the house, your actions are a reflection of . When performing outreach, feel free to snap shots of the events we are attending, but please keep these guidelines in mind.

☒ No drinks/cigarettes in hand (See also, "no messes in dress")

☒ FP and/or Novices upfront. Postulants and Aspirants should not be "featured".

☒ No "selfies" unless it includes "work" or outreach being accomplished. (20 shots of your smiling face

don't get us "credit" for outreach. ;-))

☒ Before posting and photos to social media, ensure the above have been followed. As well as, ask yourself if the picture represents /Yourself/SOPI in a positive light. If not, put the cell-phone down and back away... slowly.

10. Uniforms:

Each level of membership has its "official uniform".

☒ Manifestation for a Postulant Sister/Guard must include:

Formal/Festive wear:

-white face.

-understated eyes and cheeks of gray variations only.

-moderate lashes may be worn.

-no mouths (This is symbolic that they are there to watch, to learn. The lack of lips signifies that they cannot speak for

. -simple white clothing.

-nothing flashy or overtly sexual.

-all attire when manifesting as a Postulant must be all white with no color including, but not limited to: purses, shoes, belts, etc...

-postulant sisters/guards are provided a simple white hood.

☒ Manifestation for a Novice Sister must include:

Formal:

wearing of white face with individuality

cornette

white veil

white collar

name tag

black dress

black hose/fishnets

black boots/shoes

Festive wear:

wearing white face with individuality

headpiece of choice

dress of choice

white veil

name tag

hose/fishnets of choice

boots/shoes of choice

☒ Manifestation for a Novice Guard must include:

Formal:

black pants/shorts/skirt/kilt/dress
name tag
black vest/harness/shirt
black boots/shoes

Festive wear:

shorts/pants/skirt/kilt/dress of choice
name tag
vest/harness/shirt of choice
boots/shoes of choice

**The face of the guard is slightly different than that of a sister. White face is acceptable, as well as half face or masks. Guards are encouraged to have a specific style of face but it is not mandatory. **

☑ Manifestation for a Fully Professed Sister must include

Formal:

wearing of white face with individuality
cornette
black veil
white collar
name tag
black dress
black hose/fishnets
black boots/shoes

Festive wear:

wearing of white face with individuality
headpiece of choice
jewelry of choice
dress of choice
veil of choice
name tag
hose/fishnets of choice
boots/shoes of choice

☑ Manifestation for a Fully Professed Guard must include:

Formal:

black shorts/pants/kilt/dress/skirt
name tag
black vest/harness/shirt
black boots/shoes

cut
formal hat

Festive wear:

shorts/pants/kilt/skirt/dress of choice
name tag
vest/harness/shirt of choice
boots/shoes of choice
cut

****The face of the guard is slightly different than that of a sister. White face is acceptable, as well as half face or masks. Guards are encouraged to have a specific style of face but it is not mandatory. ****

11. Nonparticipants ACTIVITIES

The Corporation has been formed under the Missouri Nonprofit Public Benefit Corporation Law for the purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities or earnings shall be used to publish or disseminate materials whose purpose would be to attempt to influence legislation and the Corporation shall not substantially participate or intervene in any political campaign on behalf of any candidate for public office. The Corporation will not substantially participate or intervene on behalf of or against any cause or measure being submitted to the public for a vote. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted by a Corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or by a Corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

The Corporation shall not, except in insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

Section 10

Conduct/Conflict & Resolution

The Fourth City Sisters are required by law to include a "Whistle Blower" policy in this document. Below is our written policy for the procedure to report violations of this Policy and Procedure.

1. General:

The Fourth City Sisters' Code of Ethics and Conduct requires Directors, Officers, and Members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

2. Reporting Responsibility:

It is the responsibility of all Directors, Officers and Members to comply with these Policies and to report violations or suspected violations in accordance with this Policy.

3. No Retaliation:

No Director, Officer, or Member who in good faith reports a violation of the Policy shall suffer harassment, retaliation, or adverse consequence. A Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, excommunication from and Sisters of Perpetual Indulgence. This Policy is intended to encourage and enable Members and others to raise serious concerns within prior to seeking resolution outside.

4. Reporting Violations:

The Policy addresses 's open door policy and suggests that Members share their questions, concerns, or complaints with someone who can address them properly. In most cases, Officer or Board Member is in the best position to address area of concern. You are encouraged to speak 24 with someone whom you are comfortable in approaching. Officers and Board Members are required to report suspected violations of the Policy to the Board of Directors, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following 's open door policy, individuals should contact officer of directly.

5. Mediation Committee:

Each FPM 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 Secretary must receive a letter of request for mediation and a copy of the request is then forwarded to the chair of the Mediation Committee and the President. The 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 can call a Mediation Committee meeting or send copies of the request to the other members of the standing committee and conduct the procedure by conference call.

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 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 25 mediation. If the mediator cannot affect a satisfactory resolution, s/he will make a recommendation to the Mediation Committee and, subject to the approval by the Board, may suggest further action, including total dismissal.

6. Accounting and Auditing Matters:

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. Officer of shall immediately notify the Board of Directors of any such complaint and work with the Board until the matter is resolved.

7. Acting in Good Faith:

Anyone filing a complaint concerning a violation or suspected violation of the Policy must be acting in

good faith and have reasonable grounds for believing the information disclosed indicates a violation of the 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 offense.

8. Confidentiality:

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

9. Handling of Reported Violations:

The Secretary of will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Section 11 Sexual Harassment Statement

The Fourth CitySisters, Inc. has a strong commitment that all members should enjoy environment free from all forms of discrimination, including sexual harassment.

1. Sexual harassment is any unwelcome 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 Fourth City 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 include and unwelcomed sexual advances, requests for sexual favors, or other verbal 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 27 membership or elevation decisions; or such conduct creates intimidating, hostile, or offensive 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 expulsion from The Fourth City Sisters, Inc.

2. There are two forms of sexual harassment: Quid Pro Quo and Hostile Work Environment.

Quid Pro Quo Harassment occurs when a member's submission to or rejection of sexual advances becomes the basis for membership or elevation decisions or tangible benefit or detriment. Hostile Work Environment Harassment occurs when unwelcome sexual jokes, innuendo, comments, or actions create offensive work environment.

While Quid Pro Quo Harassment is typically clear because employee is either rewarded or damaged in return for sexual favors, Hostile 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 workplace.

3. 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 Work Environment, the Member shall follow the following procedures to report the incident. The Member shall immediately report the harassment to officer of The Fourth CitySisters, Inc; Member to Member and Non-Member harassment shall be reported to a Member of the Board.

No Officer, 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 set up to and including Excommunication from The Fourth City Sisters, Inc.

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

Section 12

Events

The Fourth City Sisters participate in many events. In order for event to be considered "official event", the GM must approve the event's official status by a simple majority (50% + 1) vote at any GM meeting. The level of participation depends on the event, the organizer, and the beneficiary. It is generally agreed that it takes a minimum of two (2) months to properly organize and execute event. A very important lesson to remember that it's okay to say "we're sorry we can't take on that project at this time".has a calendar that they MUST schedule any of their planned events with. event can be just making appearance and nothing else, or it can be as involved as coming up with the concept, planning the event, and executing it.

Simple appearance:

This is when we are asked just to "be seen" at event. Many times we are asked just to be a presence at event. This also covers Bar/Condom Outreach. These are where our work is simple, and it's a great way for the Sisters to just go out and play with their community. Two (2) Sisters may manifest at a venue but all Sisters must be given opportunity to participate.

Order Assisted Event:

There are events that are organized by another group, and are asked to help out. Our help can consist of

working the gate/door, judging a contest, or running a raffle during event. These events are planned by the event organizers just shows up, looking fabulous, and does the task asked to do.

☑ Order Planned Event:

This is event conceived by a member of , approved by the general membership, budgeted by the Board, planned by the membership with the leadership of a Point Nun, and put on by. These events must be given the proper amount of time to plan advance so that they run as smoothly, and are as successful as possible. This event is usually a fundraiser for another organization, or one of programs. Novice Projects fall under this category.

☑ Just for Fun/Random Manifestations:

Sometimes the Sisters wt to go out, "just because". It's very important for the Sisters to go out with no agenda. We work hard for our community, and sometimes it helps recharge our batteries to go out and "play". It is also good to be seen by our community. They don't always have to see us asking for money, or working for a cause. They see this already. Many times when we are out having fun, this is when we are approached by someone looking for a confidant; someone who needs someone to talk to. This is when a lot of one on one interaction happens, when those special "Sister Moments" happen.

Section 13

Finances & Handling Money

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

1. Collecting Money at Event:

When collecting money at event, the Point Nun for the event is the person to hand off money too. However, monies should be handed off to the Treasurer if he/she is present.

2. Depositing Money

All deposits are the responsibility of the Treasurer. After the money from event is handled over to him/her, he/she will either deposit the money in a night deposit at the bank, or will go to the bank and make the deposit on the next business day or as soon as possible. It is NEVER a good idea to deposit cash using the ATM. Only checks should be deposited in ATM. When deposited, the Treasurer will obtain a receipt from the banker and keep it for records.

3. Collecting money for another organization:

When having a fundraiser for another organization, it is FCS's policy to collect the money, deposit it in our account, and then write a check to the organization we are collecting for. **Whenever possible cash will be given to the organization at the time of the event and a receipt received when possible.** This process allows us to have accounting of what we've done and where the money id 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.

4. Fundraising for Personal Use:

NEVER is it acceptable for a Sister to do any fundraising for personal use. NEVER is it acceptable for a Sister to use any money raised for any purpose. Money raised by Sisters will ALWAYS be turned over to

the Point Nun or the Mistress/Master of the Coffers. In the event collected monies have been used for personal use by any Member, actions will be taken legally to obtain the money back followed in conjunction with Excommunication. Added note: If another Member knows of theft and does not report it in a timely manner, legal actions and Excommunication will ensue as well.

5. Expenditures:

Expenses over \$75.00 should be approved at a General Business Meeting before the money is spent. After the expense has been approved, the Mistress/Master of the Coffers will either issue a check for the expense, or the Member will make the purchase(s) requested and then turn in expense report. If you make a purchase out of your personal funds without prior approval, you do so with the understanding that you may not be reimbursed for the expense. In the event expense cannot wait for the next GM meeting, a special meeting will be called forty-eight (48) hours prior to the specific need of purchase.

6. Event Budgets:

At the beginning of the planning phase of the event. The Point Nun for the event will be given allowance or will turn in expense reports for reimbursement towards the amount budgeted for the event.

7. Checks:

All checks written on 's checking accounts require two (2) signatures. 33 The checks must be signed by The Mistress/Master of the Coffers and the President has ATM/Check cards issued to its accounts. These cards are to be kept in the Safe Deposit Box, except for the one issued to the Mistress/Master of the Coffers. Only the Mistress/Master of the Coffers is authorized to make purchases with the ATM/Check card after those purchases have been approved at a General Business Meeting.

Section 14

Officers

The Officers of the Corporation shall be a President, a Vice-president, a Secretary and a Corporate Finance Officer (CFO). The CFO must agree to become bonded (expenses paid by the Corporation). A subordinate Vice President and a subordinate Secretary may be elected by majority vote at the Annual Meeting. The Officers may also request that the GM approve a subordinate Vice-president and or subordinate Secretary at any time if those positions were not filled at the Annual Meeting. The GM must approve the individual(s) recommended by the Board by a simple (50% +1) majority if not elected at the Annual Meeting. Any subordinate Officer serves until the close of the subsequent Annual Meeting except in case of resignation, removal or death. No individual may hold more than one office at a time.

☐ Prioress/Prior (President):

The Prioress shall: prepare the agenda for and preside at all regular and special meetings of the Corporation; direct, subject to the advice of the Board, the planning of the functions of the Corporation and its activities; assist, within thirty (30) days of taking office, in the creation of a budget and a timeline for the Corporation; serve as the official representative or appoint the official representatives of the Corporation, as needed. Other duties may be determined by these bylaws or at the discretion of the Board 34 or GM as necessary.

☐ Mistress/Master of Novices (Vice-President):

The Mistress/Master of Novices shall serve as the assistant to the President in all duties of the President

and shall assume the duties of the President in the President's absence. The VP shall also assume those duties delegated by the President. Additionally the VP is responsible for the overall process of progressing applicants and members who have not yet acquired their full profession in the Order. The VP shall disseminate educational materials to all applicants and new members until such time as they reach their full profession. Other duties may be determined by these bylaws or at the discretion of the Board or GM as necessary.

☒ Mistress/Master of the Quill (Secretary):

The Mistress/Master of the Quill shall be responsible for: maintaining accurate roster of the membership; maintaining a current list of those serving on special or standing committees of the GM; accurately recording and producing written minutes of all GM meetings; giving or cause to be given, notice of all meetings of the GM as required in these bylaws; keeping the seal and records of the Corporation in safe custody, if there are any. The Secretary may have or perform other such powers as prescribed by these bylaws, the Board or GM as necessary. The Corporate Secretary shall act as the official correspondent for the Corporation.

☒ Mistress/Master of the Coffers (Treasurer):

The Mistress/Master of the Coffers shall be responsible for: maintaining accurate records of all financial transactions of the Corporation; transacting or supervising transaction of all disbursements and receivable and keeping accurate records of such; depositing all monies and valuables in the name of and to the 35 credit of the Corporation in such depositories as may be designated by the Board; submitting to the Board a full quarterly financial report listing expenditures, receivable and conditions of assets; preparing for submission all necessary books, vouchers and records for audit by independent certified public accountant at the end of each term of office or upon request by a simple majority (50% +1) vote of the Board; producing said audit at the annual meeting; and serving as one of three (3) cosignatories on the accounts of the Corporation (the other two will be the President and Secretary of the Corporation). Other duties may be determined by these bylaws or at the discretion of the Board or GM as necessary.

Section 15

Leadership Roles Besides the Officer positions, there are other Leadership roles in Elected Members are as follows:

☒ Board Members at Large:

There are two (2) Members At Large positions on the Board of Directors (subject to change upon growth of the house). By virtue of their office, the Officers of the Corporation shall be Board Members. The At Large members of the board are elected by the GM and serve as defined in the Bylaws. These two (2) positions serve on the Board to help better represent the General Membership in the Board decision-making process. Only FPM's in good standing 36 may sit on the Board. The Board 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.

☒ Mistress/Master of Propaganda (Marketing and Communication):

The Mistress/Master of Propaganda works closely with the Point Nuns for events in developing the

creative concept for all fliers, handouts and advertisements. The Mistress/Master of Propaganda is responsible to ensure that proper usage of 's logo, name, and font is adhered to. The Mistress/Master of Propaganda will maintain a list of press and community contacts needed for the facilitation of information. Additionally, the Mistress/Master of Propaganda is aware of press deadlines and keeps the Point Nuns advised of these dates so that adequate coverage is obtained. The Mistress/Master of Propaganda is also tasked with overseeing, updating, and maintaining 's official website and email. The Mistress/Master of Propaganda shall serve at the Chair of the Web Committee. The Mistress/Master of Propaganda can be removed from Office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro tem Mistress/Master of Branding who shall serve until the GM elects a new Mistress/Master of Propaganda at the next Annual meeting.

[NOTE: THE FOLLOWING POSITIONS WILL BE COMPLETED BY ALL FOUNDING MEMBERS UNTIL GROWTH OF THE HOUSE HAS REACHED ENOUGH FP MEMBERS TO 37 DELEGATE SUCH AUTHORITIES]

☐ Mistress/Master of Archives (Archivist):

The Mistress/Master of Archives is a person who takes the responsibility of caring for the historical records, documents, props, etc. of . This is a very honored and trusted position. The GM shall elect the Mistress/Master of Archives will be voted annually at the Annual meeting in December. The Mistress/Master of Archives can be removed from Office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro tem Mistress/Master of Archives who shall serve until the GM elects a new Archivist at the next Annual meeting. This position is not a member of the Board

☐ officer of (Parliamentari):

The officer of shall serve the GM the Board as the FPM who is charged with keeping track of the Policies, Procedures, Bylaws and any other rules of . Her duty shall include the clarification of any written rules of and to help settle any disputes that might arise due to these rules. officer of shall serve as the Chair of the Bylaws committee. The GM shall elect officer of at the Annual meeting in December. The officer can be removed from office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro-tem officer of who shall serve until the GM elects a new officer at the next Annual meeting. officer of may not serve as President of or on the Board. As the Parliamentari officer acts as the Sergeant of Arms during all meetings.

☐ Mistress/Master of Grants: The Mistress/Master of Grants is the person responsible for overseeing all aspects of this process: Soliciting and reviewing grant proposals and the eventual payment of the grants. The Mistress/Master of Grants shall serve as the Chair of the Grants committee. The GM shall elect the Mistress/Master of Grants annually at the Annual meeting in December. The Mistress/Master of Grants can be removed from Office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro tem Mistress/Master of Grants who shall serve until the GM elects a new Mistress/Master of Grants at the next Annual meeting.

☐ Mistress/Master of S.A.G.'s:

Is the person responsible for overseeing the beatification of new Saints and the entitlement of Angels and Guard Angels. This includes gathering Saints' and Angels' biographies, information, preparing the Saining, Angeling, and Guard Angeling certificates, and coordinating ceremonies. The Mistress/Master of S.A.G.'s shall be tasked with maintaining and updating the list of all 's Saints, Angels, and Guard Angels

and shall serve as the Chair of the S.A.G Committee. The GM shall elect the Mistress/Master of S.A.G. annually at the Annual meeting in December. The Mistress/Master of S.A.G.'s can be removed from Office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro tem Mistress/Master of S.A.G.s who shall serve until the GM elects a new Mistress/Master of S.A.G.s at the next Annual meeting.

☒ United Nuns Privy Council (UNPC) Delegates:

The UNPC Delegates (1 Delegate and 1 Alternate) represent on the UNPC. The UNPC is responsible for the development, recognition and elevation of SPI Missions across North America. The UNPC and its Members respond to inquiries, grant official recognition to new missions and provide guidance through the process by which a Mission achieves Exequatur and is recognized as a Fully Professed House in the SPI Communion. The UNPC Delegates attend meetings, represents, and reports on 39 the work of the UNPC at 's General Business Meetings. The GM shall elect the UNPC Delegates each annually at Annual meeting in December. A UNPC Delegate can be removed from Office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro tem UNPC Delegate who shall serve until the GM elects a new UNPC Delegate at the next Annual meeting.

☒ Mistress/Master of Supply:

The Mistress/Master of Supply is responsible for the Order's safer sex supplies (lube, condoms, inserts, wet kits, dental dams, etc.) and making sure the members of the Order are supplied with Safe Sex Kits. She keeps track of 's current inventory of condoms, lube, dental dams and Safe Sex Kit inserts, knows where these supplies are kept, and facilitates procuring new supplies with the Mistress/Master of the Coffers when needed. The Mistress/Master of Supply is also responsible for organizing occasional gatherings where Safe Sex kits are assembled. The GM shall elect the Mistress/Master of Supply annually at the Annual meeting in December. The Mistress/Master of Supply can be removed from Office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro tem Mistress/Master of Supply who shall serve until the GM elects a new Mistress/Master of Supply at the next Annual meeting.

☒ Mistress/Master of Cosmetics & Habits:

The Mistress/Master of Cosmetics & Habits is responsible for helping prospective and FP sisters with makeup ideas and possible places to shop for make-up. Additionally, she assists the Mistress/Master of Novices in welcoming and training new prospective Members. She also helps design outfits for events and identifies a seamstress to ensure each Member has congruent habits. The Mistress/Master of Cosmetics & Habits can be removed from 40 Office by a simple majority (50% + 1) vote at any General Business meeting. In the event of removal or resignation, the President shall appoint a pro tem Mistress/Master of Cosmetics & Habits who shall serve until the GM elects a new Mistress/Master of Cosmetics & Habits at the next Annual meeting.

Non-Elected

☒ Big Sisters:

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

☒ Missionary Sister of The Fourth City Sisters:

A Missionary is any FP Sister that is unable to participate with due to physical proximity but wishes to continue serving. They may be recommended for Missionary status by any FPM at any GM meeting and their status is approved by a simple majority (50% + 1) voting Members present. They receive a copy of the Missionary document to substantiate their position in. Missionaries are expected to keep in contact within writing, regarding their activities. Missionaries have their status reviewed by the Board of Directors and Mistress/Master of Novices semiannually.

☒ Committees: To oversee a specific project or issue, the President may establish a committee by appointing a Chair. The Chair is then expected to recruit members of the committee. The committee may be composed of Members of 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 41 committee was formed. Any non- Member may attend a committee meeting upon prior approval of the committee Chair. Committee meetings follow parliamentary procedure and the committee shall report back to the GM.

Section 16

Meetings

As much as we all dread meetings, they are the way we discuss, plan, and co-ordinate the work we do in. The meeting where most of the work is done is the General Business Meeting. There is also Board/Officer meetings, FP meetings, Committee meetings, Workshops, Novice Teas, Retreats, and the Annual Meeting. Meeting locations will be at the boards discretion.

☒ Annual Meeting:

The Annual Meeting is held on the first of December of each year. This is the meeting when elections are held. All Officers and At Large Board positions, as well as all other Mistress/Master positions are elected annually at this Meeting. Newly elected officers, board members, and Mistress/Masters are seated in their respective offices the following month in January.

☒ General Business Meetings:

General Business Meetings are open to all Members of. Non42 Members may be invited to the General Business Meeting with the prior approval of the Prioress/Prior or the Mistress/Master of Novices. Only Members in good standing may bring item to the floor, propose a motion or second a motion, as necessary. A vote is taken to make any decision official.

☒ Board/Officer Meetings:

These meetings are called so that the Corporate Officers and Board Members can come to decisions about matters that pertain to the ongoing business of. Board meetings are open to all Members, only Officers and Board Members may bring a topic to the floor, propose a motion, second a motion as necessary, and/or vote.

☒ Novice Teas:

Novice Teas are designed so that the new Members may discuss in confidence their anxieties, concerns, and shared situations with other new Members and the Mistress/Master of Novices 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 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 new Members and the Mistress/Master of Novices. Other Members of may attend at the specific invitation of the Mistress/Master of Novices. Novice Teas are usually closed to all non-Members.

☒ 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 better. Although no "official" business is conducted at these meetings, they can be both formal and/or parties. They may be open to Member classifications as voted on by the GM prior to the Retreat. Retreats are not usually open to non-Members.

☒ Quorum:

43 A simple majority of the seated Directors (including the Chair or the Alternate Chair) must be present at a meeting to constitute a quorum for the transaction of business.

Section 17

Rule Changes

The Secretary shall review all proposed Bylaws and Policies and Procedures Manual changes before the General Membership votes on the changes so that the committee may make recommendations. Proposed recommendations on changes to the Bylaws require a two-thirds (2/3) majority vote at two (2) consecutive General Business Meetings at least forty-eight (48) hours apart. Proposed recommendations on changes to the Policies and Procedures require a simple majority vote at one (1) General Business Meetings. If a conflict arises regarding these documents and Fourth City Sisters' Bylaws, the Bylaws supersede the Manual. The Bylaws 44 and Policies and Procedures will be reviewed annually. Any changes will be voted on at the Annual meeting in December.

Section 18

Dispensations

The rules of The Fourth City Sisters are met to be a guide for conduct and running in a professional manner. Occasionally, 's rules don't fit a specific situation. In some cases, the GM may agree that the suspension of a rule may benefit and its Members. In such cases, the GM may vote to give one or more Members dispensation from a rule. Additionally the Mistress/Master of Novices may grant dispensation for one or more new Member if a decision is required in between General Business Meetings, as long as such dispensation falls within the authority of the Mistress/Master of Novices (i.e. dispensation to modify attire for event). Dispensation shall not be used to modify a voting requirement of. For example, a vote that normally requires a majority (50% + 1) vote shall always require a majority (50% + 1) vote. In other words, dispensation cannot be used to overrule the number of votes required on issue.