The Cincinnati Sisters
Abbey of the Immaculate 4-Way
Policy and Procedures

## Section I: Philosophy and Statement of Purpose:

In 1979 the Sisters of Perpetual Indulgence (SPI) announced the reasons for our existence. We are an order of 21st century nuns dedicated to the promulgation of universal joy and the expiation of stigmatic guilt. Our ministry, as was the sisters that came before us, is one of public manifestation and habitual perpetration. **No more guilt!**

## Freedom of Expression:

In keeping with this philosophy we believe there should be few restrictions on our artistic creativity. Although rare, at certain events The Cincinnati Sisters (TCS) General Membership (GM) requires all Novices and Fully Professed Members (FPMs) to wear our house polka dot dresses and/or house coronet (though these are usually accessorized with buttons, jewelry, make-up, etc). Most of the time we are encouraged to develop wild, abstract habits incorporating the white-face make-up and at times wimple 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.

## Diversity:

Originally the first statement of the sisters contained the phrase “Gay Male Nuns”. Our vision and philosophy have broadened, becoming more inclusive and more consistent with the other aspects of our mission. We are a queer family. “Queer” means the freedom to be an individual in a close-knit family of individuals: diversity and unity. The sisterhood, priesthood or any subset of the Cincinnati Sisters is open to women and men, 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. We feel no need to separate different people into separate affiliated organizations. In fact, to do so would be hypocritical and contrary to our statement of purpose. Our lengthy screening process for new members became necessary because people were joining with compatible motives or without a commitment to our philosophy or the ability to work with others.

## Social Activism:

Sister of Perpetual Indulgence houses are, by their very nature, political change agents. Some members wish to identify only with the social service or spiritual aspects of the house, but there is no escape from the controversial and political qualities of the membership. Subgroups of SPI plan demonstrations and actions affecting various social issues or organize parties to raise money for charities. The entire membership usually participates.

**Social Service:**

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

**Spiritual Development:**

TCS has no affiliation with any specific religion. Although not all, many members 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 TCS in the community. Certain behaviors in habit are not tolerated! These include, but are not limited to, behaviors such as offensive drunkenness and/or inappropriate hostility. However 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.

**Commitment:**

Once a member of TCS attains fully professed status they are a member for life but the road to that end is not an easy one. The house requires its members especially new ones, to demonstrate commitment to the ideals of the house, the community at large, and to the individuals that comprise TCS. As with all nuns, priests, clerics, shamans, and other holy individuals around the world, there is inherent in their title an immense amount of self-sacrifice. TCS members may not always agree with each other on a particular direction that the house is pursuing, but they are expected to work for the good for the group and the community. Many, many times since the founding of the mother house, our members have made personal sacrifices so that the SPI everywhere would reap the full benefits of their efforts. Members have performed mundane but necessary services to the house, participated in functions that they would not normally care to attend, given up some personal freedoms so that the group would flourish, or even participated

with the group though they were in severe physical pain. This is what it is to be a nun, what it is to support the community, and what it is to serve the human race. We are not gods, but rather "the appointed servants to the gods".

**Orderly Conduct:**

There is great freedom within TCS to discover and express various qualities, aspects and characters an individual may feel. However, certain behaviors while in face, or any form of the sisterhood, are not tolerated. Members are encouraged to help other members with such problems. Much effort is made by the group as a whole to guide and correct such behavior, but it cannot be ignored or tolerated indefinitely. Members who are impaired due to alcohol or illicit drugs will not be allowed to participate in events if it is deemed they are a risk to themselves or others and/or place the Order at risk. If such a situation is identified the "time to go" commandment will be used.

In addition TCS may at times be requested to participate in events that may not be inclusive of all genders or sexual preferences. TCS cannot dictate the policies of venues where events are held, and must remain respectful of the stated policies of said venues. Members of TCS who may, at times be excluded from attending events at certain venues need to remain respectful of the organizers and/or venue and recuse themselves from the event.

**Remember TCS is about the organization and the work the members do, and not about the individual.**

**Section: II: Membership**

Welcome, pledges! The journey to membership has four stages: Aspirant, Postulant, Novice, and Fully Professed Member (FPM). Aspirants, Postulants, and Novices (commonly referred to as Junior Members) are valued and appreciated for their unique skills and gifts, and the House honors their journey and education.

Junior Members (JM) are encouraged to practice interacting with the public, participate at General Membership (GM) meetings, stay in contact with their sponsor as well as the Mistress of Novices (MoN), and be receptive to feedback for learning opportunities and personal growth. While JM are a valued and integral part of the House, they are not permitted to engage in the following activities: voting, holding office, chairing a committee, or manifesting without an attending FPM (in eyeshot or earshot).

The journey to membership is not a race. Each step of the process requires a minimum amount of time spent in each particular stage, but this should be viewed as a starting point, not a goal. Each Member's journey is unique.

Junior Members are encouraged to track the progress of their own SPI journey and maintain communication with their FPM Sponsor and the MoN.

Members may choose the Ministrant (Sister/Brother) path or the Guard path.

- Ministrants are members of the organization who are called to serve their community in a direct, hands-on fashion. This service manifests in a variety of ways, including, but not limited to, activism, charity, education, entertainment, and ministry.

- Guards are members of the organization who are called to serve the community in a less public way. Often their role within the House involves providing direct support to the ministrants as well as the House. Guards are considered full members whose rights, privileges, and responsibilities are identical to Ministrants'. Guards are encouraged to be vocal and visible in the community at their own discretion.

- All Members, Ministrants, and Guards alike, are called to promulgate joy, expiate stigmatic guilt, and serve their community. Within these roles, there is flexibility to express gender identity and ministry to suit your individuality. These roles are not necessarily exclusive; a Member may be called to both roles at different times. The path for a dual journey is outlined later in this document.

Every Junior Member will require an FPM sponsor to guide them during their journey. The role of a Sponsor is both a responsibility and a privilege; the duties of this role are outlined later in this document.

**Aspirants:**

Aspirants are individuals who are interested in joining the house, and to whom an invitation has been extended. To become an Aspirant, a potential aspirant must express their interest to join to the Mistress of Novices and attend two (2) GM meetings. Aspirants will work with the MoN to learn about the House and determine if the individual is compatible with the Order. If so, the Aspirant will be invited into the Order at a GM meeting. Upon this invitation, Aspirants will receive a tube of lipstick to signify that while they may not have voting privileges, they do have

a voice in the House. “Whiteface” and other Ministrant-affiliated makeup will be assigned during the Junior Member’s progression in their membership journey. Aspirants are otherwise encouraged to wear (or not!) whatever makeup they wish.

The Aspirancy period lasts for a minimum of two months from the date of invitation. During this time, Aspirants are expected to attend at least two GM meetings and maintain contact with the MoN. Aspirants are encouraged to attend as many SPI events as possible to become acquainted with the House and its members. During Aspirancy, the MoN will work with the Aspirant to acquire the sponsorship of a Fully Professed Member (FPM) to act as a guide. In order to continue elevating, FPM sponsorship is required. Aspirants may be given the option to provide input on sponsor selection, however, assignments will be made by the MoN. At the discretion of the MoN, the Aspirant will be brought up for vote at a GM meeting. Elevation to Postulancy requires a simple majority vote (51%) at one (1) GM meeting in private ballot.

**Postulants:**

Postulancy is the next step in the progression toward full membership. Postulancy lasts a minimum of four (4) months from the GM meeting at which a member is voted upon. During this period, the Postulant is given the opportunity to learn about the House, develop relationships with other members, and learn the components of their face.

Postulants are encouraged to track their participation in the House and maintain contact with their Sponsor. Upon completion of elevation criteria, the Postulant should reach out to their Sponsor to request elevation. The Sponsor will contact the MoN to discuss elevation.

Once the conditions of Postulancy have been fulfilled, and the MoN deems it appropriate, the member will be put up for vote at a GM meeting. Elevation to Novice requires a 2/3 (66.7%) majority vote at one (1) GM meeting in private ballot.

**Postulant Ministrants**

Sisters will be given a white veil with a cloche hat, Brothers will be given a biretta, and other Ministrants a propeller hat. Ministrants are free to embellish the hats as they wish. The headpiece must be worn at all times during public manifestation. Ministrants will learn their “white face” from their FPM sponsor. Once “whiteface” has been learned, the MoN will assign Ministrants to another FPM in the GM to learn the various components of face (contour, eyebrows, and eyes). Each component must be worn in public at least once before the next GM for that component to be considered complete, allowing the Member to be assigned a new component. Postulants are only permitted to wear the face they have officially learned through assignation by the MoN.

**Postulant Guards**

Guards will be given a white sailor hat, which they are free to embellish as they wish. Guards will also learn "white face" from their FPM sponsor. The MoN will assign Guards to learn colors (blue, yellow, then red) from different FPMs at the monthly GM meeting. Members must manifest with the assigned color at least once before the following GM meeting in order to receive the next assignment. Guards are only permitted to wear the colors they have officially learned through assignation by the MoN, including combinations.

**Novices:**

Novices continue to build upon the foundation gained in Postulancy. The Novice is expected to track their activities and keep in contact with the MoN. Feedback will be given to the Novice by the MoN as well as the FPM Sponsor. Other members may give feedback as well, but are expected to first communicate with the Sponsor.

Novices must undertake a novice project, benefitting either the House or the community at large. Novices are expected to request assistance if necessary, and use the resources available to them (i.e. the members of the House) as necessary and appropriate. Novices must submit project ideas to the House email (cincinnatisisters@gmail.com) to be discussed and voted upon by the FPM contingent. Once the project is approved and completed, the Novice is responsible for self-evaluating and determining the success of the project.

Novices, regardless of path, must complete a six (6) month growth period before they are eligible for elevation. Upon completion of the growth period as well as the novice project, the Novice will be eligible to be brought up for a vote at the next GM meeting. The GM must approve the advancement of a Novice to an FPM by a three-fourths (75%) super majority vote in private ballot.

**Novice Ministrants (Sisters/Brothers)**

Upon elevation, Novice Sisters will receive the house coronet, to be worn with a white veil (white fabric without colored embellishments or patterns; clear/white rhinestones, glitter, or sequins are permitted). Novice Brothers will receive a white stole.
Novices are free to embellish their coronet or stole as they wish; however, they are not permitted to wear any other color of veil/stole. The house coronet or white stole is to be worn at all times the Novice is manifesting in public, and cannot be removed for any reason.

**Novice Guards**

Novice Guards will receive an "Oktoberfest hat". Guards are free to embellish their hat as they wish.

## Fully Professed Membership:

The Fully Professed Members (FPMs) decide the direction of the house and determine its activity. FPMs in good standing may vote on any issue at a GM or other meeting, hold office, chair committees, and sponsor new members. FPMs are encouraged to remain active in the House by attending GM meetings and SPI events. Attendance of two of the last three GM meetings is required to maintain active voting rights. Temporary loss of voting rights can be rectified by meeting attendance, either in person or remotely (as specified in the bylaws) or, in the case of censure, at the discretion of the Abbess and/or Board. FPMs are voting members for life, and will not permanently lose voting privileges except in the case of resignation, retirement, or excommunication.

**Fully Professed Ministrants**

Sisters shall receive their black veils and are free to adorn any color veil or headpiece along with the house coronet, Berlin coronet or another coronet gifted to the Member by a Ministrant of a Sister House. Brothers shall receive their black & red stoles and are free to wear any color or style stole from that day forward or any other head regalia indicative to the brotherhood/priesthood.

**Fully Professed Guards**

Guards shall receive their black fedora and black feather piece and are free to have any color feather adornment. Guards are free to manifest with any color or style of hat.

## Changing Roles:

Any FPM may decide to change the manner in which they serve the house and their community at any time, should they feel so called. Thus, a fully professed guard may at some point decide to become a ministrant at the novice level to proceed to FPM on the new path or vice versa. Each member will learn either the face components or guard colors at their own pace, in a way significant to their journey, unlike the process for a JM progression.

## Members Emeritus:

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 house may choose to retire from the house with the honorary title of “Member Emeritus” rather than resign completely. Their wisdom and experience can still help guide newer members of the house. Members Emeritus are encouraged to participate in functions when they can. They are not expected to attend meetings, and they have no formal obligations to

the House other than to act in an appropriate manner when identifying as a member of the House. Members Emeritus are not agents of the House, may not represent the House to the public and have no voting rights. They must petition to regain full membership status and must receive a simple majority vote to return as an FPM.

**Role of Sponsor:**

Each JM will be assigned a Sponsor with the assistance of the MoN. The JM will give input as to who they wish their sponsor to be by submitting three choices to the MoN. The MoN will then assign a Sponsor at their discretion.

The role of a Sponsor is to act as an intermediary between the House and the JM, track the progress of the JM (working in tandem with the MoN), as well as to provide feedback, guidance, and support to the JM. In order to maintain an active relationship, the Sponsor is expected to communicate with the JM at least once per month. In addition, the Sponsor is also expected to manifest with the JM a minimum of once every 2 months; twice during the Postulant stage, and three times during the Novice stage.

This sponsorship is a relationship subject to the consent of both parties. Should either party wish the sponsorship be dissolved the MoN will work with the JM to assign a new sponsor. The MoN reserves the right to reassign junior members with approval of the Co-Abbess. Should a JM find themselves in conflict with their Sponsor, the MoN will act as mediator, up-to and including re-assignation.

Sponsors who fail to communicate with their sponsee, do not meet the required amount of manifestations, or otherwise do not provide the necessary guidance for their sponsee will be contacted by the MoN. Fraternization between JMs and FPMs is not permitted.

**Attendance:**

Junior Members are expected to attend GM meetings whenever possible; however, the House understands that there are sometimes extenuating circumstances. To allow for this, the House will not initiate membership termination until an absence of four consecutive GM meetings. At this point, the House, along with the JM's assigned sponsor, will initiate contact with the JM. If no response is received, another message will be sent at the 5 month mark. If there is no response to the second email, the JM will be notified of their termination 30 days from the date of the second House-initiated message. If a JM should decide to return to the House after an absence, their return shall be at the discretion of the MoN.

**Section III: Friends of the Order**

**Saints:**
Saints perform duties in support of the house such as, hairdresser, seamstress, legal counsel, light and sound technicians, jello shot chef, nun fluffer, etc. A Saint may also be a person whose life and accomplishments are exemplary and in keeping with the Orders 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, the membership will vote to approve the nomination. A simple majority is required to approve Sainthood. A Saint is not a Fully Professed Member of the house (FPM). Therefore they can not paint white face or wear the house coronet.

**Section IV: Approval of New Members and Progression and Transfers**

Before a Candidate for Elevation is presented to the GM, their Sponsor(s) and the Mistress of Novices 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 vote. This is also an opportunity for the Candidate to receive feedback from the GM regarding the Candidate's status and progression.

If the Mistress of Novices decides that there is sufficient support, the Mistress of Novices will present the Candidate for approval and progression at a GM meeting. At this time, the Candidate will present a dossier to the GM and may be questioned by all members present regarding compatibility for membership. A questioning period may not last longer than 15 minutes. If additional time is necessary there may be a onetime deferral to the next meeting.

The vote for Elevation will be taken in Executive Session. To insure that all FPMs are able to vote according to their conscience, the vote will be conducted by ballot, unless all present agree to change the voting method.

Progression to Postulant requires a simple majority (51%); progression to Novice requires a two-thirds (66.7%) ; and progression to Fully Professed requires a three-fourths (75%) supermajority all done in private ballot. If the results of the vote are positive, the Candidate will be immediately granted all rights and privileges appropriate to the Candidate's new level in the house. If the vote is negative, the Mistress of Novices will inform the Candidate of the results privately and will work with the Candidate to improve the conditions that resulted in a negative vote. For this reason, it is important that FPMs who cast a negative vote share their reasons and concerns with the Mistress of Novices.

**General Transfer Requirements**

When a member of the Order from another approved house of the World Wide Order of the Sisters of Perpetual Indulgences relocates to the Greater Cincinnati area and wants to transfer membership to TCS, the following are the procedures that must be met and satisfied:

- They will transfer from their SPI house at the same level they held there as long as they are members in good standing in that house.
- The TCS Mistress of Novices must meet with the transferring member and be presented with the transferring member's current dossier and a letter of recommendation from the member's current house stating that they are a member in good standing. The validity of this information can be verified by the MoN at their discretion.
- Prior houses can be contacted as well about your standing with them prior to leaving said house. This ensures we have a well rounded view of the transferring member to make sound decisions.

The Mistress of Novices will then present the transferring member at the next regularly scheduled GM meeting.

**FPM Transfers**

Once the transferring member is presented to TCS, they must serve the TCS house for three (3) months as a non-voting member. Within those three (3) months the new member must attend at least (1) TCS house sanctioned event in face. This allows the transferring FPM to be introduced to our house and the community it serves. The transferring member must continue to wear the cornet or head garb of their pre-transfer house until the non-voting status period is officially over. During this three (3) month period the transferring member must notify their pre-transfer house of their departure and relinquish all rights conferred by their pre-transfer house. No TCS voting member may be a voting member of any other SPI recognized house or mission. When the allotted non-voting status period is satisfactorily completed, the member may approach the FPMs for full acceptance into the TCS house. Once voted in by a 2/3 majority vote in favor, they can then begin to wear the TCS cornet and full privileges will be bestowed upon them.

**Novice/Postulant Transfer**

Once the transferring member is presented to TCS, they are considered a new TCS novice or postulant, starting their required novice or postulant period. In addition they will be assigned a house sponsor at the discretion of the Mistress of Novices (MoN). The new member will receive their new headpiece based on their house level. They must satisfy all requirements of those positions to be considered for further advancement.

**Other Transfer Situations**

Any transfer protocol not addressed here specifically is at the discretion of the TCS Mistress of Novices and the TCS Order. This includes but is not limited to former bad standings with other houses and excommunication.

**Section VI: Active Status**

All members are encouraged to be involved in as many meetings and events as they are able. The house 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 SPI sponsored events unless the MoN and/or Co-Abbess has given them dispensation.

More Freedom is granted to those who have reached full elevation. Nevertheless, FPMs are expected to attend a minimum three (3) of six (6) GM meetings and work (In face or Mish) one (1) official SPI events during a rolling six (6) month period. Members who cannot or do not wish to participate to this extent shall be viewed as inactive as per Article 5, Section 5 of TCS Bylaws. Active Status does not mean you have voting rights per Article 5, Section 3 of TCS Bylaws.

**Section VII: Sabbatical**

An FPM may request time off (for personal reasons including medical, profession, or working on the novel to be adapted into a Lifetime Original Movie) from TCS duties, activities, and participation by sending an email to the house (cincinnatisisters@gmail.com) and or a verbal communication to the Co-Abbess stating this desire. The Member shall remain on sabbatical until they submit another email to the house (cincinnatisisters@gmail.com) and or verbal communication to the Co-Abbess 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 while being out of face but may not speak on behalf of the house. They also forfeit any voting rights as well as the right to chair a committee. Members on sabbatical shall be listed as active. If email notification is submitted the Secretary will advise the Co-Abbess of the FPM's request for sabbatical and the Co-Abbess will bring this to the next GM meeting. No vote is needed unless a forced placed sabbatical is issues in which a simple majority is needed.

**Section VIII: Suspension**

The TCS voting Membership may temporarily suspend by two-thirds (2/3) majority vote 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 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 give notice to 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 another vote to extend the suspension is passed in the same manner as stated above prior to 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 Article XVI of the Bylaws.

**Section IX: Excommunication**
Any FPM may be removed from the Corporation by a two-thirds (2/3) majority vote at two (2) consecutive GM meetings no less than forty-eight (48) hours apart. Novices and Postulants may be removed by a two-thirds (2/3) majority vote at a single GM meeting. A Board Member and an Officer (who are not one and the same) must be informed of the motion to remove, to whom it pertains, and the reason(s) 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 Secretary shall give notice to the Member advising them of the motion for removal and the place and time of the meeting where the motion will be made. The Secretary must give 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 Article XVI of the Bylaws.

**Section X: Membership Closure**
Voting members may vote by simple majority to close the house to new members for a specified period of time.

**Section XI: Public Appearance and Behavior**
All members of TCS own their persona from their choice of makeup to the behavior they display in public. As a member of TCS and as a reflection of all of our Sisters worldwide, we ask that you be mindful of the choices you make regarding your public persona. Members of TCS should be mindful of the event and the audience. SPI houses work with many charities with various interests including elderly, hospice work, animals, and children. What may be appropriate attire or behavior at one event may not be suitable for another.

**Manifestation**

Part of the vow of a house member is to manifest habitually. House members are encouraged to assume their persona and appear as frequently as possible. It is required that one never manifests alone for safety reasons and thus the rule of two (2) has been made a commandment. Fully professed Guards should only manifest when in the company of another Sister. Novices, Postulants, and Aspirants are never to manifest in public without an FPM in attendance.

**Coronet**

A TCS cornet should be owned and maintained at all times by Novices and FPM Sisters. Novices may drape their cornet with a white veil only and may embellish the headband part with any jewelry, flora, fauna, favorite trading cards, or decorations that they see fit. Novices should wear the TCS cornet for all public appearances. FPM Sisters may drape their cornet with any colored veil for casual appearances and a "black veil" for formal appearances and may embellish the actual cornet/veil with any jewelry or decorations that they see fit. FPM Sisters may wear alternative head dresses at their discretion, however the TCS cornet should be worn the majority of the time.

**Habit/Uniform**

FPM and Novice Sisters and Postulants are expected to own and maintain a traditional TCS head piece that coincides with their rank. TCS may, at times, revise the previously agreed upon habit and/or headpiece used by members of the order. This modification is done by the Mistress of Habits by providing the voting membership with conceptual changes, which are then voted on and ratified by a two-thirds (2/3) vote of the General Membership. Members are encouraged to adhere to the attire guidelines in place for formal events. All guards are expected to own and maintain a formal fedora appropriate to their rank.

All habits and clothing should abide by the public decency standards of any municipality in which you are appearing.

**White-face**

The white-face is the distinctive mark of all members of SPI and great thought and care should be put into the design and execution of your face. Your white-face is the first thing you earn as a Postulant from your mentor and/or member of the house.

All members of TCS starting from the postulant or cadet period are expected to be in white-face at all public appearances. FPM and Novice Sisters have all liberties regarding application of their white-face while Postulant members do have some restrictions on what they may or may not use to complete their face as per the guidelines listed in their section of this document.

Guard white-faces should cover no more than half their faces. Once they have received their level for white-face they are free to embellish with any colors or accessories for their face.

**Public Behavior**
TCS members are encouraged to freely express their persona to the world in order to promulgate universal joy and expiate stigmatic guilt. They are also encouraged to remember that any public behavior reflects on the Order and should never cast a negative light on the Order. Legal guidelines of public decency and behavior should always be respected.

Your status as a Sister is never to be used for personal gain in any shape or form.

**Certain behaviors while manifesting such as offensive drunkenness; inappropriate hostility towards anyone, scaring, or demeaning anyone, etc., are not tolerated.**

**Section XII: Board Members & Officers**
Board Members & Officers are elected every twelve (12) months at the annual meeting on or around the winter solstice. They serve for a period of one (1) calendar year. There are no term limits for officers. Only FPMs can hold office.

**President/Abbess:**
Chairs GM and Officer meetings. He/she appoints committee chairs. He/She cannot make a motion or vote during a general meeting unless a tie breaking vote is required. He/She is responsible for seeing that all other officers and chairs are fulfilling their duties. The Abbess is responsible for outreach to organizations outside of TCS when no other is specified. He/She oversees external issues outside of the house. The Abbess is one of three (3) signatories on the TCS bank account. Other duties may be determined by the Bylaws, at the discretion of the Board or GM, or in accordance with nonprofit law as necessary.

**Vice President/Co-Abbess:**
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/Co-Abbess shall oversee internal issues of the house and assume additional 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 full profession. Other duties may be determined by the bylaws or at the discretion of the Board or GM as necessary.

**Secretary:**

The Secretary shall be responsible for: maintaining an accurate roster of the membership, maintaining a current list of those serving on special or standing committees of the GM, accurately recording and producing an agenda and 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 a safe custody if applicable. The Secretary may have, or perform, other such powers as prescribed by the bylaws, the Board, or the GM as necessary.

**Treasurer:**
The Treasurer of the Board shall handle all the monies of the Board and see that accurate records are kept on expenditures. Within thirty (30) days of election, the Treasurer shall submit a Board budget for the Board's approval. Other duties may be determined by the bylaws or at the discretion of the Board or GM as necessary.

**Officers of the Board:**

**Mistress of Novices:**
Serves under the Co-Abbess to interview and oversee all Aspirants, Postulants and Novices regarding their profession. He/She answers new members questions regarding TCS rules, history, etc. She makes reports at GM meetings regarding the status of new members and distributes TCS sanctioned attire and all training instruments to the new members. She communicates with and tracks sabbaticals and suspensions with the assistance of the Secretary. The MoN shall reach out to new members and offer feedback, explain the instruments of the house, and help new members express their ideas and problems in a safe environment, both in and out of GM meetings. Other duties may be determined by the Board or GM. The MoN shall be chosen annually at the GM meeting in January. In the advent of resignation, or removal, the Abbess shall appoint an interim MoN until the GM elects a new one.

**Mistress of Web:**
The Mistress of Web (MoW) is tasked with overseeing, updating, and maintaining TCS website. The MoW shall serve as the chair of the web committee. The Abbess shall appoint the MoW annually at the GM meeting in January.

**Mistress of Media:**
The Mistress of Media (MoM) shall serve as the main contact with media entities such as television channels or radio stations regarding the house and SPI unless He/She delegates to another when the MoM cannot be present at a function.

**Mistress of Archives:**
The Mistress of Archives (MoA) takes the responsibility of caring for the historical records, documents, props, etc of TCS. This is a very honored and trusted position. The GM shall elect

the Archivist annually at the GM meeting in January. In the event of removal, or resignation, the Abbess shall appoint one until the GM can elect a new one.

**Section XIII: Meetings**

**General Membership Meetings**
General Membership meetings are open to all members of TCS. Non-members may be invited to GM meetings with the prior approval of the Abbess. An agenda is followed and The Standard Code of Parliamentary Procedure shall be used as an informal guideline. Only members may bring an item to the floor, propose a motion, or second a motion as necessary. A vote is taken to make any decision official. Proxies are not accepted on any vote. Remote attendance is allowed per Article 8, Section 6 of our Bylaws. **Members shall respect when others have the floor and the use of a rubber squeaky penis can be used to maintain order.**

**Board Meetings**
Board meetings are held seven (7) days before the monthly GM meetings. They are open to the GM unless the board votes to hold a closed meeting on that day.

**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 house better. Although no "official" business is conducted at the 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 or imaginary friends.

**Quorum**
A GM meeting may make official decision if that meeting is attended by a simple majority of members who are **ELIGIBLE TO VOTE**. Any GM meeting convened with less than a simple majority of the voting membership may discuss issues but may not make binding decisions. The questions as to the presence of a quorum at the time of voting on a particular motion must be raised at the time the vote is taken, 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 voting 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 the recess or adjournment.

**Section XIV: Committees**
To oversee a specific project or issue, the Abbess may establish a committee by appointing a chair. The chair is then expected to recruit members of the committee. Terms of the committees must follow protocol expressed in our Bylaws such as who can it be composed of, etc

**Section XV: Official Events**

In order for an event to considered an “official event” the GM must approve the event’s official status by a simple majority vote at any GM meeting. An official event may be any of the following: an event that is solely sponsored by TCS, an event that is co-sponsored by TCS, or an event of which TCS is a beneficiary.

**Section XVI: Fundraising**

TCS often raises money for local organizations as part of their mission and purpose. When doing so it is the policy of TCS to retain 15% of all revenue generated at any fundraising event for outside organizations.

**Section XVII: Rule Changes**

The Bylaw/Policy and Procedures committee shall review all proposed changes to TCS Bylaws and/or Policy and Procedures before the GM votes on the changes so that the committee may make recommendations. Proposed recommendations on changes to the documents require a two thirds (2/3) majority vote at two (2) consecutive GM meetings as least forty-eight (48) hours apart. If any conflict arises regarding this document (TCS PnP), the bylaws supersede this Manual.

ADD SEXUAL HARRASSMENT POLICY