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# Bad Girls SOP

Standard Operating Procedures  
Authored and edited by the Board of Directors

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Bad Girls is a BDSM/Leather club for women and gender expansive individuals who find home in women's spaces. Bad Girls offers social and educational programming.

## Membership

Bad Girls club membership is open to women and gender expansive\* individuals who find home in women's spaces, ages 18 and over of all sexual orientations.

Bad Girls uses broad definitions of gender for our members and event participants. Our definition of women is inclusive of, but not limited to, cisgender, transgender, and intersex women. When we say gender expansive individuals this is inclusive of, but not limited to, nonbinary, gender non-conforming, agender, bigender, two-spirit, butch, femme, and many other identities. People who do not meet these eligibility requirements may not become a member of Bad Girls. The club appreciates the compliance and support of our male community members. In lieu of membership, those who are not eligible may support the club by donating financially.

Individuals of all levels of experience and BDSM/Leather-related interests are eligible for membership. Individuals seeking to join solely for the purpose of research, journalism, fiction writing, law enforcement, or similar purposes are not eligible.

Women and gender expansive individuals who belong to other BDSM/Leather organizations that are located at least 50 miles outside of Portland, with whom we have established reciprocity, are welcome to attend Bad Girls functions at Member rates. Proof of membership must be provided.

\* An expanded definition of the term "gender expansive" can be found in the [gender statement](#) of the Women's Flat Track Derby Association (WFTDA).

### Becoming a Member

To become a member, applicants must attend a mandatory New Member Orientation (NMO), which is free of charge and held quarterly. This is an opportunity to connect with club members and learn more about some of our club history, and BDSM/Leather Scene safety and etiquette. Joining Bad Girls is optional. As a dues-paying member you support a

long standing BDSM/Leather organization and receive access to member-only interest groups. As a bonus, members receive discounts on our events!

Why an orientation? Bad Girls values the opportunity to come together to discuss expectations and norms within the Portland BDSM/Leather scene. We recognize that these expectations can vary slightly from community to community and want to provide a successful entry for individuals who are new to BDSM/Leather or new to BDSM/Leather in Portland.

At the NMO applicants will be asked to:

- Complete an application form
- Provide their legal name and verification of age
- Review official club documents
- Sign a waiver of liability
- Pay annual dues

Pledge and Probationary Periods: Upon paying dues and joining Bad Girls, members are considered “pledges” for a period of three months. During this three-month period, a pledge’s membership may be revoked (with a 75% refund of paid dues) or a pledge may withdraw their membership without explanation.

After the completion of the pledge period, a pledge enters the six-month probationary period, during which they are not eligible to vote, earn colors, or run for Board office. At the end of the pledge and probation periods together (nine months total), a full membership of Bad Girls is awarded.

If a member has a lapse in membership of two years or more, they may rejoin the club at probationary status and must attend a New Member Orientation.

#### Membership Confidentiality

All membership information is completely confidential. Membership information is used for organizational purposes only and will not be sold, traded, or given to anyone outside of the club.

Members retain the right to be as anonymous or as public as they like, both within and outside of the club. Members choosing to be known only by a first name or assumed name are responsible for not disclosing their complete identity to other members. Discreet language, as practiced by all Bad Girls members, is using titles, roles played, and/or chosen labels instead of the proper names of any person not present.

#### Membership Discipline and Revocation

The Board reserves the right to reject an application, or revoke membership, in the best interest of the club. A member being considered for expulsion must be notified of a closed meeting where that decision will be made and has the right to defend themselves. Members who are expelled must give up their colors, if applicable.

Members who repeatedly disregard club principles or who are disruptive, threatening, violent, or obviously impaired by alcohol or drugs will be removed from meetings and events, as will those who refuse to comply with event rules. Members whose behavior is causing problems for the club may be reprimanded by a decision of the Board.

### Categories of Membership

Members are eligible to vote in Board elections, can hold Board office, and may become eligible to earn colors. Membership allows discounted entry to workshops and events.

Associate Members: Associate members are those who live more than 50 miles outside Portland city limits. Associate members are eligible to vote and earn colors but cannot hold office.

Emeritus Members: Emeritus status may be granted to a member by the Colors Committee. Emeritus member status includes the right to wear previously earned colors and admission to Bad Girls events. Emeritus members are held to the same standard as other Bad Girls members, and as such are subject to the same disciplinary procedures.

There is no limit on the number of members in the club. All members who have successfully completed their probationary period are eligible to purchase and wear a shoulder patch and are also eligible to purchase official Bad Girls T-shirts and pins. Official Bad Girls T-shirts are only to be worn by club members. Non-members may purchase Bad Girls pins, or specialty event T-shirts when available, to show support of the club.

The club may choose to honor community members with a club pin in recognition of their support and service to the club. Where possible, the pin is presented publicly at a club event in the traditional manner (i.e. pinned to the fly of the recipient's jeans or attire by a kneeling Colors Committee member).

### Dues and Scholarships

Dues are set and adjusted, as needed, by the Board. Members joining after September 1st will pay a prorated amount of 50% of the full membership fees. The membership year is from March 1 through the last day of February.

Bad Girls offers need-based payment arrangements of dues as well as scholarships. Payment arrangements and scholarships are administered at the discretion of the Treasurer, who is accountable to the Board for staying within the scholarship budget.

A member may not receive more than two consecutive annual scholarships.

Tommie Spilmon Memorial Scholarship: Each year, one full member who petitions for scholarship will be chosen by the Board to receive the Tommie Spilmon Memorial Scholarship. The scholarship was created in 2012 to honor the passing of Tommie, a pivotal member of Bad Girls.

## Club Colors

In the historic traditions of Leather clubs, club colors are a patch worn on a vest of the members choosing. This patch signifies the members' commitment to representing the club's principles and Leather-based traditions, and honors their contributions to the club and/or the community at large.

Potential colors holders demonstrate that they understand and represent the club's principles and Leather-based traditions. Colors holders must maintain active membership and are expected to honor a commitment that should be thought of as permanent.

### Colors Committee

Members who have earned club colors comprise the Colors Committee. The Colors Committee is responsible for determining the earning and granting of colors and the maintenance of said Committee. The Committee has a liaison to the Board to attend Board meetings, as needed. The Colors Committee also has an annual rotation of two members who organize the meetings, requirements and details of the Committee. Colors are awarded annually and presented by the Colors Committee at the Annual Membership Meeting. Those who have earned their colors during that year shall receive an announcement thirty days prior to the Annual Meeting. This allows them time to pay the colors fee in order to have the colors formally presented to them.

Colors are the property of the club. If for any reason a member does not keep their club membership current, they are expected to return the colors or petition for Emeritus Member status and the right to continue to wear Bad Girls colors.

Colors holders show respect for their colors and do not abuse them by sitting on them, placing them on the ground, lending them to others, or behaving in such a way as to dishonor the club. Those members abusing the honor of colors will be stripped of them by a vote of the Colors Committee.

## Programming

Bad Girls offers workshops, discussions, social, and fundraising events that provide safer spaces for women and gender expansive individuals to explore the BDSM/Leather lifestyle. We ask that attendees and participants maintain strict confidentiality surrounding the conversations and activities at Bad Girls events.

Bad Girls offers a two-pronged approach to education that promotes active learning through both hands-on, experiential workshops and thought-provoking discussions.

Bad Girls is committed to the health and safety of all members, guests and interested parties, by working together to manage and reduce risks at Bad Girls events. Please familiarize yourself with our [Drug and Alcohol Policy](#) and the [Bad Girls Party Rules](#).

Work trade may be available for entry into Bad Girls events. We honor people's time and skills at the rate of \$15 per hour or at the current Portland minimum wage, whichever is higher.

### Workshops

Bad Girls offers educational workshops that are interactive and experiential, with an emphasis on doing rather than only listening. Workshop topics address a range of interests and levels of experience.

Presenters are selected at the Workshop Coordinator's discretion. Bad Girls prioritizes centering the voices of women and gender expansive individuals in our learning opportunities. People of all genders who have knowledge and skills that are of benefit to the club may be invited to present at our annual Oregon Leather Pride workshop, which is open to attendees of all genders.

Bad Girls events and programming are open to club members and people eligible for club membership unless otherwise stated.

### Social Events

#### Third Friday Discussions (formerly Full Moon Friday Discussions)

Bad Girls hosts many opportunities for women and gender expansive individuals to discuss issues related to BDSM/Leather. These events are facilitated by club members and individuals eligible for club membership to ensure that the discussion is kept on-topic, respectful, and inclusive of all participants.

While there is no charge for Third Friday Discussion, Bad Girls suggests a donation of \$1-3 for attendees. Please support our host venue as you are able.

#### Bad Girls Munch

On the second Tuesday of each month, Bad Girls hosts a Munch for women and gender expansive individuals. The intent of this event is to provide opportunities for community and connection, resources, and for socializing. This event is open to individuals 18 or over (or 21 and over when designated by the venue) who are eligible for club membership. While there is no charge for the Bad Girls Munch, please support our host venue as you are able.

#### Play Parties

Bad Girls will sponsor a minimum of two play parties annually. Participants must be 18 or over, sign a waiver of liability and agree to comply with rules as decided on by the Board. Play party fees are set and adjusted, as needed, by the Board.

#### Special Interest Groups (SIGs)

SIGs are small groups, for members only, formed to provide additional social and support opportunities for those with similar interests. There is no charge for any SIG activity. These groups are facilitated by members, have their own email lists, and may have their own

social activities. Currently Established SIGs: Leather Reading Group; Newcomers Group; DOM Group (Dominants, Owners and Masters); Switch Group; and Submersion (subs and bottoms).

Bad Girls members can join any SIG that pertains to them. Please maintain confidentiality and do not share SIG discussions between groups or individuals.

New SIGs can be formed by any full member of Bad Girls with approval from the Board.

## HOWL

HOWL is Bad Girl's annual multi-day kinky camping event for women and gender expansive individuals who find home in women's space.

## Fundraising Events

Bad Girls sponsors two annual fundraising events for our annual charity partner each year. These events are open to all, with 100% of net proceeds going towards the club's membership-chosen charity for the year.

### Bingo Night

Join Dykes on Bikes® Portland Chapter and Bad Girls for a night of bingo, prizes, and community fun! There will be some Bad Girls swag and some kinky prizes, along with the already amazing prizes from DOB for our bingo winners.

### Down & Dirty

Down & Dirty is an annual fundraiser that combines a live variety show with an auction. Bad Girls loves to feature club members in these performances when possible.

## Other Fundraisers

Bad Girls also has produced additional fundraising events and campaigns for club revenue, donation based revenue and to support club members in times of need.

# Board Structure and Function

All Board members are responsible for the following. In the event a position goes unfilled, the Board will determine appropriate methods of workflow.

Attending Board meetings, or contacting the Chair in the event of absence

- Responding to Board-related e-mail, text messages, and phone calls in a timely manner
- Assisting with Bad Girls events
- Maintaining positive community relations
- Consulting the Board on all actions representing the Board
- Completing assigned tasks or contacting the Chair if unable to do so

The Board meets once a month (at least eleven times annually). Members receive monthly reminders prior to Board meetings and a copy of meeting minutes after Board meetings.

Board meeting quorum (the number of Board members present at a meeting in order to conduct business) will equal one half the current Board membership, plus one ( $1/2 + 1$ ).

All members are invited to attend Board meetings. Participation of members is highly valued by the Board. If a member has an idea or a concern, wants to change policy, or present a special program, they may bring an agenda item to the Board meeting by notifying the Chair prior to the meeting.

#### Board Positions

##### Chair

Establishes and maintains good relations and reciprocal agreements with other groups. Organizes and facilitates Board meetings. Guides the Board in making and meeting its goals. Publishes revisions to official club documents and handles all official correspondence to the members. Oversees incoming and outgoing written correspondence.

Facilitates communications within the organization. Alternates with the Vice Chair in managing Board elections. Creates special committees as needed. Will delegate responsibility as needed to the other positions.

##### Vice Chair

Works in collaboration with the Chair. Implements official policy as set forth in the official club documents. Chairs and supervises special committees. Along with other Board members, takes on the responsibilities of unfilled Board positions. Handles disruptive members and unexpected situations at Bad Girls events. Stands in for the Chair and would assume other responsibilities as necessary. Regularly maintains the Bad Girls website and implements improvements to website in response to priorities set by the Board.

##### Secretary

The Secretary is responsible for recording minutes at Board meetings and distributing the minutes within one week. Handles membership applications and oversees the membership and orientation processes. Produces printed copies of all club documents. Works in collaboration with the Treasurer on scholarships and payment arrangements. Maintains a list of those honored with club pins and club colors.

##### Treasurer

Checks PO Box regularly and distributes mail in a timely fashion. Collects and tracks dues. Receives and disburses organizational funds. Deposits checks and manages the checking account. Maintains an accurate record of monetary transactions. Drafts and maintains a yearly budget with targeted expenditures and income. Maintains membership database and arranges members' payment plans and scholarships in collaboration with the Secretary. Must present all scholarship disbursements, after the fact, to the Board. Sets up online

ticket purchasing for all ticketed Bad Girls events. Sets up event door cash box and pre-sale ticket list. Manages all online revenue sources i.e. Square, PayPal, EventBrite. Responsible for annual state & federal filings.

#### Separation of Duties

- The Treasurer and bookkeeper, should there be one, will not have signature authority on any bank accounts.
- The Chair and the Secretary will be the authorized signers.
- Board members may make authorized purchases on their personal banking accounts with proper receipts submitted for reimbursement.

#### Financial Reporting

The Treasurer is responsible for providing the full Board with monthly financial reports consisting of a summary report, a Profit and Loss statement, and Balance Sheet statement.

The Treasurer may delegate the preparation of the statements to the bookkeeper but the Treasurer must review and approve them prior to submission to the Board.

#### Membership List

- The Treasurer is responsible for maintaining the membership rolls. This consists of updating the Membership List, the e-mail server database, and collecting dues including managing the pre-paid dues that members have paid in advance.
- Whenever possible the Treasurer will attend the New Member Orientation (NMO) to process membership applications and the collection of dues.
  - When not possible, the Treasurer will provide a designated substitute the tools needed to process membership applications and the collection of dues.

#### Workshop Coordinator

Organizes workshops and monthly discussion groups. Finds presenters and gathers supplies for workshops. Works with the Board to select topics and makes sure there is a facilitator for Third Friday Discussions. Works with Promotions Coordinator to promote workshops and Third Friday Discussions. Maintains list of past presenters, awareness of potential presenters, and corresponds with presenters using official Board email address where possible.

#### Promotions Coordinator

Acts as liaison between Bad Girls and the community. Responsible for publicity and outreach. Promotes Bad Girls events. Networks with BDSM/Leather organizations around the country. Shares information on other groups' functions and events with Bad Girls members. Keeps up-to-date records of all written correspondence with the media and other organizations. Responsible for creating and posting promotions to various BDSM/Leather websites and other online advertising locations, the coordination of creating, reviewing and distributing handbills and email newsletters intended to advertise the club and its events.



### Social Coordinator

Works with the Board to support Bad Girls events and programming. Solicits and organizes member service and work trade. Oversees provision of food for events and programming. Works with the Promotion Coordinator to publicize events. May act as liaison with venues where events are held.

### Non-Board Positions

#### Business Agent

A volunteer position, to be held by a club member who is not a Board member. They serve as a signatory on the Bad Girls bank account to aid in times of Board member transition. This role does not have a vote in board functions, and works at the request of the Board. The volunteer in this role will be appointed by the Bad Girls Board, and will serve a five year period.

Year four- we start the process of selecting a different person (if necessary) with some overlap time to onboard someone new in the role. This person should also not be in a relationship with the people who are signatories on the bank account, following the rules of the Board in this manner.

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Bad Girls  
Portland, Oregon

