

1) Group Role(s) and values

a. Role

a.i. Capital Bears aims to be a social group for LGBTQIA members of the Iowa community. As a social group, Capital Bears strives to offer social activities that are safe and provide a good space to share ideas and meet individuals.

a.ii. Capital Bears' purpose is to create an atmosphere of social acceptance among individuals who identify as a bear, otter, cub, admirer, or supporter.

b. Values

b.i. Capital Bears is a welcoming group of all individuals that wish to participate. Capital Bears does not discriminate with regards to age, sex, sexual orientation, gender identity, race, ethnicity, color, religion, national origin, physical or mental disability, genetic information, status as a U.S. veteran, or marital status.

2) Membership

a. Enrollment - The group shall be open to all individuals who are 18 years of age or older, that attend meetings/activities of the group and embody the values of the group. There shall be two levels of membership for Capital Bears.

a.i. Junior Member

a.i.1. These individuals are allowed and encouraged to attend all public events Capital Bears sponsors. These members have not completed a registration form or paid the membership dues.

a.ii. Representative Member

a.ii.1. These individuals are allowed and encouraged to attend all public events Capital Bears sponsors. There is also special annual events.

These members have completed a registration form and paid the membership dues.

a.iii. Dues

a.iii.1. Membership fees for the representative membership will be due annually by March 1st. Cost may be changed annually by Representative Members prior to the October Planning Meeting.

a.iii.2. The cost of the membership along with any prorated offering or discount incentives will be recorded in a standard operating procedure document and stored with the group's files.

a.iv. Registration form

a.iv.1. The registration form shall need to be submitted when an individual applies for representative membership.

a.iv.2. In order to keep accurate records of members, the registration forms shall be resubmitted by March 1st every 4 years beginning in the year 2020 and continuing every fourth year from that point.

b. Voting

b.i. All representative members present at a Planning Meeting or Emergency Meeting are eligible to cast a vote on any and all measures presented and may vote during an election.

c. Leaving the Group

c.i. A member may choose to leave the group at any time. The member needs to submit the request in writing to an executive member, the P.O. Box (P.O. Box 144 Des Moines, IA 50301), or the group email (bearsdsm@gmail.com). The dues will be refunded if they were submitted within the previous 45 days. Other dues will not be refunded.

3) Fiscal Year

a. The Capital Bears will run on a fiscal year of March 1 through February 28, or 29 during a leap year.

4) Establishing Quorum

a. A quorum of a Planning Meeting and Emergency Meeting shall consist of at least three fifths (3/5) of Officers and at least 3 Representative Members.

b. A quorum of the Executive Cabinet for an executive cabinet meeting shall be a five tenths (5/10) majority of the Officers and Chairs.

c. A quorum of the Officers for an officer meeting shall be three fifths (3/5) of the current officers.

5) Meetings

a. Officer Meeting

a.i. The Officer Meeting will be held at least once a month in the Des Moines metropolitan area and/or via remote communication. The Officers may discuss new business, member feedback, and ongoing concerns before presenting to a Planning Meeting or Emergency Meeting. The Officers shall accept items of business to bring before the members in a Planning Meeting. The Officers may decide to occasionally invite the Chairs to attend.

a.i.1 The Officers are allotted a discretionary fund of \$200 to act on behalf of the members between meetings.

a.i.2 The funds are able to be refilled with a simple majority vote from the members during a Planning Meeting. The executive cabinet shall discuss the reasoning behind the need to act on behalf of the group and the vote will determine if the funds are returned from the general coffers.

b. Planning Meeting

b.i. The Planning Meeting is held monthly in the Des Moines metropolitan area and/or via remote communication. These are events created and promoted on social media and our online event calendar with at least 2 weeks notice.

c. Social Events

c.i. Any social events that occur throughout the year will be created and promoted on social media with times and locations.

d. Emergency Meeting

d.i. An Emergency Meeting is called to order by the acting president. Members must be notified with a minimum of 3 days' notice of the time and place for the meeting.

6) Executive Cabinet

a. The Executive Cabinet shall consist of the Officers and Chairs.

b. The Executive Cabinet shall meet at the behest of the Officers to discuss Code of Conduct violations per 13d.

c. A member may only hold one Officer or Chair position at a time.

7) Officers

- a. All Officers must be Representative Members of Capital Bears.
- b. To be eligible for an officer position, the member must have attended at least 4 Planning Meetings within the 6 months prior to the election process.
- c. To maintain eligibility, an officer must have attended at least 4 Planning Meetings and at least 4 social activities within the previous 6 month period.
- d. All officer positions have a 2 year term. The term will be completed at the end of February.
- e. There are no term limits for an officer position.
- f. All officers will be responsible for checking the P.O. Box in a timely manner.
- g. All officers will be responsible for helping to maintain the volunteer registry at events.
- h. All officers will be responsible for monitoring the bank accounts.
- i. The attendance eligibility requirement may be waived if an Officer does not meet the requirements with a three fourths (3/4) quorum confirmation vote.
 - i.i. President
 - i.i.1. The president will be the chair of the Planning Meetings. The president will not vote unless there is a tie, in which case the president's vote will be a tiebreaker.
 - i.i.2. The president shall chair the election during the odd years.
 - i.i.3. The president shall be able to call an Emergency Meeting.
 - i.i.4. The president shall chair a committee to plan the member appreciation event(s) and the representative member appreciation event(s).
 - i.i.5. The president shall have the power to negotiate all agreements and contracts between Capital Bears and other outside entities in conjunction with the treasurer, with the advice and consent of a quorum vote of members.
 - i.i.6. The president shall be able to create a temporary committee. This committee shall be chaired by a member who is not already part of the Executive Cabinet. This committee shall not last longer than one year, with the end time stated at the time of creation. The president may also dismiss this committee if the intent is fulfilled early or if the committee fails to be necessary.
 - i.i.7. The president, along with the vice president, shall be responsible for administering any disciplinary actions and for tracking disciplinary actions for record keeping.
 - i.ii. Vice President
 - i.ii.1. The vice president will be the chair of the Officer Meetings and Executive Meetings.
 - i.ii.2. The vice president shall chair the election during the even years.
 - i.ii.3. The vice president shall take on the duties of the president in the absence or incapacity of the president.
 - i.ii.4. The vice president, along with the president, shall be responsible for administering any disciplinary actions and for tracking disciplinary actions for record keeping.
 - i.iii. Treasurer

i.iii.1. The treasurer will track expenses and profits, monitor the bank account and keep track of the debit card.

i.iii.2. The treasurer is a required signature on all checks.

i.iii.2.a. If supplies for a function must be purchased by individuals without the use of the debit card, that individual must present the receipts of the purchase to the treasurer at an Executive, Officer, or Planning Meeting for consideration of a reimbursement.

i.iii.3. The treasurer shall have the power to negotiate all agreements and contracts between Capital Bears and other outside entities in conjunction with the president, with the advice and consent of a quorum vote of members.

i.iii.4. The treasurer shall report financial activity by no later than the second planning meeting after such financial activity occurred. They must keep receipts and accurate records available according to federal and state law.

i.iv. Social Officer

i.iv.1. The social officer will act as a resource by helping to coordinate efforts to find volunteers for events and by maintaining accurate records of what events are planned, by whom and what assistance or resources the event will need.

i.iv.2. The social officer will be responsible for coordinating the philanthropies that are done throughout the year.

i.iv.3. The social officer will be responsible for maintaining the master volunteer registry and promoting volunteer opportunities.

i.v. Secretary

i.v.1. The secretary will be responsible for drafting agendas for Officer Meetings, Executive Meetings and Planning Meetings.

i.v.1.a. Agendas shall be prepared and available no less than 24 hours before the start time of a meeting.

i.v.2. The secretary will also track attendance and keep minutes from Emergency, Executive, Officer, and Planning Meetings.

i.v.2.a. Minutes shall be prepared and available in an accessible location no later than seven (7) days after the close of a meeting.

8) Chairs

- a. To be eligible for a chair position, the member must have attended at least 3 Planning Meetings within the 6 months prior to the election process.
- b. To maintain eligibility, a chair must have attended at least 3 Planning Meetings and at least 3 social activities within a given 6 month period.
- c. The Bylaws Chair, Social Media Admin Chair and Sports League Chair will have a 2 year term, completed at the end of February.
- d. The Bear Necessities Chair, Capital City Pride Chair, and Iowa Leather Weekend Chair positions will have a 2 year term. These roles are Event Chairs. The 2 year term will overlap another Chair holder's term. In their first year they will be the Secondary Chair assisting and learning from the Primary Chair. In their second year they are the Primary Chair executing the event and teaching the Secondary Chair how to run it.
- e. Event Chairs are required to attend the named event that corresponds with their position.
- f. The attendance eligibility requirement may be waived if a Chair does not meet the requirements with a three fourths (3/4) quorum confirmation vote.
- g. There are no term limits for a chair position.
 - g.i. Bylaws Chair
 - g.i.1. The Bylaws chair will be responsible for leading an annual review of the bylaws and ensuring the group is following the bylaws and the requirements of a nonprofit organization, as dictated by federal code and Iowa law.
 - g.ii. Social Media Admin Chair
 - g.ii.1. The Social Media Admin chair will be responsible for creating event templates on social media, vetting members to the closed groups, and promoting Capital Bears within social media circles.
 - g.iii. Sports League Chair
 - g.iii.1. The Sports League chair will attempt to find members interested in participating in various sports leagues in the Des Moines metropolitan area, disseminate information for current and upcoming league activities and promote when and where Capital Bears teams will be playing.
 - g.iv. Bear Necessities Chair (Primary and Secondary)
 - g.iv.1. The Bear Necessities chair will be responsible for the preparation and coordination of the yearly "Bear Necessities" activity the Capital Bears host.
 - g.iv.2. This individual will be responsible for directing the committee in selecting appropriate activities, setting a schedule, preparing venues, and arranging volunteers to assist with the event.
 - g.iv.3. The Secondary Chair will assist and learn how to run the event from the Primary Chair.
 - g.v. Capital City Pride Chair (Primary and Secondary)
 - g.v.1. The Capital City Pride chair will attend Capital City Pride meetings to share information on the activities scheduled for the annual Capital City Pride event.

g.v.2. This individual will be responsible for arranging the Capital Bears presence during Capital City Pride, as well as any other pride events in Iowa the group is present at. They shall chair the committee that creates the parade ideas, arrange for activities during Pride events, and ensure volunteers understand their assigned duties.

g.v.3 The Secondary Chair will assist and learn how to run the event from the Primary Chair.

g.vi. Iowa Leather Weekend Chair (Primary and Secondary)

g.vi.1. The Iowa Leather Weekend Primary chair will attend Iowa Leather Weekend meetings and share information on the activities scheduled for the annual Iowa Leather Weekend event.

g.vi.2. The Primary Chair will be responsible for arranging the Capital Bears presence during Iowa Leather Weekend. They will schedule committee meetings, organize event details for Capital Bears during the Iowa Leather Weekend activity and ensure volunteers are aware of their duties.

g.vi.3 The Secondary Chair will assist and learn how to run the event from the Primary Chair.

9) Elections

- a. Elections for all positions, except Bear Necessities Chair and Capital City Pride Chair, shall take place during the planning meeting in February. The elections for Bear Necessities Chair and Capital City Pride Chair will take place during the planning meeting in July.
- b. Voting shall be completed by secret ballot, with the winner being the candidate with a simple majority that totals not less than one tenth (1/10) of the number of Representative Members.
- c. The chair of the election, the current secretary, and a member chosen at random who is not on the ballot will tally the votes.
 - c.i. If there is a tie, or no candidate gains the minimum required votes with more than two candidates, a second vote shall be taken. If a second vote results in a tie or no candidate gains the minimum required votes, the candidate with the lowest number of votes shall be removed from the ballot and a third vote will commence. This shall occur until one candidate gains the minimum required votes or a two candidate tie.
 - c.ii. If there are only two candidates, and there is a tie, each name shall be placed on pieces of paper of the same size. They will then be placed into a container so nobody can see the names. The chair of the election shall then draw a name, which will then be announced the winner.
- d. Interested individuals should submit their name for a position on the ballot no later than the 1st Friday of the month prior to elections to the chair of the election in writing.
- e. Candidates can put their name in for as many positions as they'd like but may only win one position.
- f. Candidates will be offered time at the January Planning Meeting to campaign for their selected role(s), except for Bear Necessities Chair and Capital City Pride Chair which will be offered time at the June planning meeting.
- g. Voting will occur in the order the Officer and Chair positions are presented in these bylaws. A candidate may remove themselves from the ballot at any point, if they so choose.
- h. The results will be announced after all votes are tallied, and all members will be notified within 48 hours of the end of the meeting.
- i. Newly elected officials will take their positions at the close of the February Planning Meeting, except for Bear Necessities Chair and Capital City Pride Chair, which will take their positions at the end of the July Planning Meeting.
- j. The officers and chairs shall be separated into staggered terms to reduce the chances of a complete organizational turnover.
 - j.i. President, Secretary, Sports League Chair, and Bylaws Chair will be elected in the even years.
 - j.ii. Vice President, Treasurer, Social Officer, and Social Media Admin Chair will be elected in the odd years.
 - j.iii. Event Chairs such as Iowa Leather Weekend Chair, Bear Necessities Chair, and Capital City Pride Chair, either Primary or Secondary, will be elected every year.

k. If a position will be or is vacated midterm, there shall be an emergency election announced at the next planning meeting. In respect to Event Chairs, emergency elections may be held for either the Primary Chair position or the Secondary Chair position.

k.i. Any interested individual will be asked to put their name in by the 1st Friday of the following month.

k.ii. The candidate(s) will be allotted time at the following planning meeting to campaign for the position. After all candidates have had time to make their arguments, the election shall occur as written in these bylaws.

k.iii. The winner(s) will take the roll of the position as soon as the election is completed and they will finish the current term. Elections will resume as normal for the position.

k.iv In the event a position remains unfilled after a regular election or an emergency election, the duties of that position will be delegated among the Officers and Chairs. If at such time an interested party wants to fill the position the Officers may at their prerogative schedule an emergency election.

10) Amendments to the Bylaws

a. Changes or additions to the bylaws require at least 3 members to sponsor the proposed changes in a planning meeting. The proposed changes shall be submitted in writing.

b. Voting on the amendment shall occur at the following planning meeting, after a period of discussion about the amendment.

c. A two thirds (2/3) majority quorum vote is required for the change to take effect.

d. This change will take effect immediately.

11) Code of Conduct

a. Representatives of the group are expected to be calm, compassionate and respectful to other members, as well as the general public that may be present during a meeting or activity.

b. A person is a representative while attending a meeting or event planned by the group, or while wearing Capital Bears merchandise.

12) Dissolution of the group

a. Dissolution of the group may be initiated by the Executive Cabinet, or by at least 5 Representative Members, authoring a resolution and plan for dissolution.

b. The resolution and plan for dissolution will be distributed to members and voted on during the next Planning Meeting.

c. If the resolution passes, the Executive Cabinet will ensure that all outstanding debts are paid, with the remaining wealth and material goods being distributed to local charitable organizations according to the dissolution plan.

13) Disciplinary Actions

a. Going Over Budget

a.i. If an event has overspent by 5% or more than the budgeted amount, the chair of that event shall be put on notice. While on notice, the chair will not have access to the debit card. The chair will be on notice until the completion of the next named event the individual chairs. All purchases for the next event will need to be submitted for reimbursement after the event has occurred. If the event remained in budget, the executive member will no longer be on notice.

a.ii. If the event does not finish under budget while the event chair is on notice, that individual will be removed from that position and not allowed to hold another position for at least 1 year.

b. Removal from Executive Cabinet

b.i. If members of the group have evidence that an officer or chair is not able to perform their duties or is representing the organization in a harmful way, the member(s) may make a motion to remove that individual from their position.

b.ii. The motion shall be a written document submitted during a Planning Meeting with at least two members authoring the document.

b.iii. This motion shall be added to the agenda at the beginning of the Planning Meeting the document is presented.

b.iv. The document shall provide evidence as to why that officer or chair is not accomplishing their described duties under Articles 7 or 8, or how they are not meeting the organization's code of conduct under Article 11 of the bylaws.

b.v. There shall be a period of time for the authors to present the document to members in attendance and to voice their concerns as it pertains to the executive's duties or behavior.

b.vi. The officer or chair will have a chance to rebut the claims.

b.vii. Members in attendance may ask questions on the situation.

b.viii. The topic will be shelved until the following Planning Meeting.

b.ix. A secret ballot vote shall be held during the following Planning Meeting with the highest two ranking officers not being challenged and one member not presenting the motion, drawn at random, being the vote counters.

b.ix.1. All parties shall be allotted time to repeat their concerns and present evidence before the vote.

b.x. The officer will be removed if there is a two thirds (2/3) majority in agreement.

c. Dereliction of Duties

c.i. If an Officer or Chair fails to perform their duties as written in this document, they shall be reprimanded in the following order.

c.i.1. A first offense is a verbal warning.

c.i.2. A second offense is a written warning.

c.i.3. A third offense creates a motion for the removal of the offending officer or chair due to dereliction of duties during the next Planning Meeting. If the motion passes with a simple majority, the member is

removed from the officer or chair position. That position is now considered vacated and an emergency election is announced before the close of the meeting the removal took place.

d. Reprimands from Capital Bears group

d.i. If a member of the group fails to follow Article 11, the executive cabinet has two options for reprimand.

d.i.1. Warning

d.i.1.a. A member shall receive a warning for a minor offense(s). A warning shall last 6 months. A member is allowed 2 warnings before escalation is required by the Executive Cabinet.

d.i.1.a.i. The first offense is a verbal warning.

d.i.1.a.ii. The second offense is a written warning.

d.i.1.a.iii. Any more offenses require escalation by the Executive Cabinet as per the next section in these bylaws.

d.i.2. Escalation of warnings and Removal from the Group

d.i.2.a. A member shall be removed from the group with a simple majority vote by the Executive Cabinet for three (3) or more warnings in a 6 month time frame or for a major offense(s). Dues will be refunded if they were paid within 45 days, otherwise all dues are forfeited.

d.ii. Offenses

d.ii.1. Minor Offense – A minor offense is categorized by having not acted in accordance with these bylaws while representing the Capital Bears.

d.ii.2. Major Offense – A major offense is categorized by causing bodily harm, damage to property not owned by the individual, or civil disobedience resulting in a ticket or fine while representing the Capital Bears.

d.iii. Reinstatement after removal

d.iii.1. If a member is removed from the group, they are allowed to reapply for membership after 1 year, pending Executive Cabinet approval.