

Harmony Tribe Policies and Procedures Document

This Policies and Procedures Document, or “PPD”, shall contain all policies, procedures, definitions, and standards for Organizational operation as the Council shall determine are appropriate for the successful operation of Harmony Tribe. These policies and procedures may be changed over time as provided herein.

This Policies and Procedures Document is created to establish clear policies to direct and define the Organization, its Council, and its members, and is essential to the operation of the Organization. The PPD shall be made available to all members in electronic format on the Harmony Tribe website. The Scribe or the Scribe's designee shall also have a printed copy of the PPD available at all Council or member meetings.

The Articles of Incorporation, bylaws, and PPD are not intended to be the sole or final documents controlling the actions, policies, and procedures of Harmony Tribe. Other actions taken on behalf of Harmony Tribe that are not specified in those documents shall be decided upon by the Council, and the appropriate document(s) amended as necessary, following the procedures provided therein.

All references herein to “Organization”, “Corporation”, and “Harmony Tribe” shall mean Harmony Tribe, Inc.

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I. STATEMENT OF SUBORDINATION

The bylaws of Harmony Tribe, now or hereafter in effect, are incorporated by reference into this Policies and Procedures Document. If there is any conflict between the bylaws and this PPD, the bylaws shall prevail. Amendments to the bylaws, submitted in full to the voting membership with 14 days notification, and approved by a 2/3 majority of voting members present at a Harmony Tribe Council Meeting, shall be considered to be in effect for 120 days, pending a special meeting to ratify such amendments.

II. AMENDING THE POLICIES AND PROCEDURES DOCUMENT

This Policies and Procedure Document (PPD) may be amended as follows:

Any member or Director may make a motion for amendment to the PPD at any meeting. Prior to such a meeting, the member or Director wishing to make the motion for amendment shall send notification to all members that such amendment will be considered for approval. Such notification shall be sent at least seven days in advance of the meeting, and the notification shall include the language of the proposed amendment. The member or Director wishing to make the amendment must be present at the meeting at which the amendment is to be considered. The amendment shall be deemed approved if a simple majority of Council members shall have voted in favor of it at that meeting. Any amendment so approved becomes effective immediately, and shall carry the full force and weight of any other policy until the next regularly scheduled Annual Meeting.

At the next regularly scheduled Annual Meeting, any interim amendment approved by the above described process will be considered individually, and voted upon by the members present. The amendment shall be deemed approved if a simple majority of members present with voting rights shall have voted in favor of it at the Annual Meeting. Any interim amendment so approved becomes permanent and effective immediately.

III. DISCRIMINATION POLICY

Harmony Tribe does not discriminate against anyone based on race, ethnicity, political orientation, regional location, or social or economic standing. Harmony Tribe and its Members shall not discriminate against persons based on sexual orientation, sexual preference, and/or gender preference. Sexual harassment or discrimination by members is expressly forbidden. Harmony Tribe does not discriminate based on age, however membership standards may be defined using age qualifications. Retaliation against any person claiming discrimination is in violation of federal and state law and the policies of Harmony Tribe.

IV. Values Statement of Harmony Tribe:

Harmony Tribe is a welcoming and diverse spiritual organization that embraces honesty, compassion, and inclusiveness. Through accountability and transparency we demonstrate respect for ourselves, our community, and that which we hold sacred.

V. CONFIDENTIALITY AND RIGHT TO PRIVACY POLICY

A. Types of Information Gathered

“Information Volunteered” includes all member data entered onto a membership, registration, or other form. Also included in this category are contact information collected at Harmony Tribe sponsored events, as well as all areas of the Harmony Tribe Website, and other Harmony Tribe web presences (such as Facebook.com) where users enter information. “Website Tracking Information” is information automatically provided by web browsers to the Harmony Tribe Website, email, and other electronic services.

B. Website Tracking Information

Harmony Tribe tracks user traffic patterns throughout all pages of our websites. Harmony Tribe breaks down overall usage statistics by reading information provided by the user's web browser. Harmony Tribe may place a text file called a "cookie" in the browser files of a user's computer. The cookie itself does not contain personal information, although it will enable the Organization to relate a user's use of the Organization's website to information that the user has specifically and knowingly provided. Harmony Tribe uses cookies to track user traffic patterns (as described above). Users may refuse cookies by turning them off in their browsers. Users do not need to have cookies turned on to use the Organization's website, but cookies are needed to enable users to participate actively in message boards, forums, polling, and surveys.

C. Usage of Information

Harmony Tribe uses the above-described information to meet the needs of the Organization, tailor website content to suit users' needs, and help the Organization and advertisers better understand audience demographics. Harmony Tribe will not share information about individual users with any third party, except to comply with applicable law or valid legal process or to protect the Organization's rights and interests, those of members and other users, and/or the personal safety of users or the public. Under no circumstances will Harmony Tribe actively divulge any information about an individual user to a third party. Harmony Tribe shall not distribute any information for any purpose not related to the function of Harmony Tribe or in a manner inconsistent with the organization's Mission Statement, Bylaws, or other Policies and Procedures. Harmony Tribe will not sell or rent any personally identifiable information to third parties. Personally identifiable data is only utilized for Harmony Tribe approved purposes and will only be shared for such uses.

D. Children

Consistent with the Federal Children's Online Privacy Protection Act of 1998 (COPPA), we will never knowingly request personally identifiable information from anyone under the age of 13 without requesting parental consent. Harmony Tribe extends this practice to include all records of all minors.

E. Security

Harmony Tribe limits physical access to paper records to specific Harmony Tribe Council Members whenever possible, and may provide access to physical records to other individuals for specific Harmony Tribe purposes. Electronic data containing personal information, not generally available, will also be kept in a secure manner. Only Harmony Tribe authorized individuals shall have access to the information provided by our members and users.

F. Consent and Opt Out

Harmony Tribe shall give users options wherever necessary and practical. Such choices include:

i. Opting not to register to receive our electronic newsletters;
Opting not to participate in certain interactive areas, which completely alleviates the need to gather any personally identifiable information from our users; and
Opting not to fill out Harmony Tribe related forms containing personal information, precluding becoming a member of Harmony Tribe.
Opting out in such a manner is a choice of the individual and may limit their ability to fully participate in certain Harmony Tribe activities.

By providing Harmony Tribe the data above Voluntary Information and Website Tracking Information, users consent to the collection and use of information by Harmony Tribe.

VI. EVENT POLICY

This Event Policy shall be available at all Harmony Tribe events.

Participants are expected to act in accordance with the same conduct expected of Harmony Tribe members and be welcoming to all participants at Harmony Tribe events.

Participants are expected to refrain from inappropriate sexual expression in community spaces at events, as this may be defined by a reasonable person. Participants should reserve such activity to private spaces, and protect such behavior from intruding into neighboring participants' experience.

Participants at Harmony Tribe events are expected to resolve issues between themselves and other participants without intervention unless clear harm is experienced.

Participants are expected to refrain from inappropriate behavior, to include any unwanted touch, threatening hostility, verbal or other forms of harassment, intrusion into another's personal area, uninvited explicit language or sexual behavior directed at another or in the presence of minors.

Intrusive monitoring of any participant's behavior shall also be considered harassment.

Participants should first inform any offending person that the behavior is inappropriate and ask that it stop. Participants must immediately report inappropriate behavior to event management for documentation and resolution if harm has occurred.

Participants who are reported to have engaged in inappropriate behavior shall be given a verbal warning detailing such inappropriate behavior by a Council-delegated Council member and at least one witness. A second offense may be cause for expulsion from the event without refund.

When applicable, all events shall have gate hours posted with information advertising gate admission if it is available. Unregistered participants arriving at gate after hours shall be turned away, with the exception of advance notice and approval of any Administrative Committee member. Registered participants arriving at the gate after hours shall be admitted after filling out appropriate paperwork.

Non-members participating in Sacred Harvest Festival and arriving early via transportation with members are required to notify the Registration Director at least 36 hours in advance of their arrival, may be required to pay an additional camping fee, and may be subject to other requirements as deemed necessary by the registration coordinator.

At events produced by Harmony Tribe, preference shall be given to members over non-members for scheduling rituals, workshops, and other community offerings. At events produced by Harmony Tribe in which a theme has been established, structured spiritual experiences with the defined intent supporting the exploration or elaboration of that theme shall be given preference in scheduling.

At events produced by Harmony Tribe, structured spiritual experiences that define or celebrate personal rites of passage may be assisted and facilitated by Harmony Tribe, but shall be considered privately produced ceremonies and not officially sanctioned by Harmony Tribe. Privately produced structured spiritual experiences occurring at Harmony Tribe events shall be scheduled and approved by Harmony Tribe in advance and meet all guidelines or policies established by Harmony Tribe.

Elders participating in HT events shall be eligible for a 10% discount for personal registration only, at all HT sponsored events. An "elder" is one who has been recognized as an elder through a croning or saging ritual at an HT event, or anyone who has reached the age of sixty. Applicants for the elder discount shall document the year in which they were or will be recognized as an elder, or provide a photocopy of a state ID with age displayed on it. Elders shall offer to present at least one workshop demonstrating their commitment to sharing their wisdom and experience at the event seeking a discount. These requirements for an elder discount shall be displayed on all HT event registration materials.

Guests or attendees submitting workshops or ritual proposals for Harmony Tribe events shall disclose if they may contain sexually explicit content, or any content making them unsuitable for minors in the proposal description. Such presentations may be allowed if they are described as "For Adults Only" in the event schedule.

VII. FINANCIAL POLICY

Harmony Tribe financial practices, policies, and procedures will support the Mission Statement of Harmony Tribe, provide responsible stewardship of Harmony Tribe resources, and shall abide by applicable laws, bylaws, Policies and Procedures, financial procedures, and ethical considerations within our stated Values.

A.) Funds collected at any Harmony Tribe event shall be documented by detailed receipt, a copy of which shall be available to the individual submitting the funds.

B.) Financial donations shall only be collected by a member of the Administrative Committee and must be kept separate from event funds or other funds. Financial donations must be accompanied by receipt, a copy of which is given to the donor, and the funds shall be kept secured and delivered to the Bursar for deposit within seven days.

C.) Mileage reimbursement may be made for members transporting guests or supplies, or in direct furtherance of approved Organizational duties. Reimbursement may be made upon request and after submitting appropriate documentation. The mileage reimbursement rate shall not be more than IRS mileage rate at the time of submission.

D.) All payments to speakers or entertainers or other fees paid to guests of Harmony Tribe shall be paid by check, unless other arrangements are made and approved by a majority vote of the Council

VIII. PERSONAL CONTACT INFORMATION POLICY

All Harmony Tribe event registration officials and the Council designee shall maintain participants' and members' contact information in a database for at least five years unless specifically requested otherwise by the member or participant. The database shall be searchable, or be able to be sorted, by date, event

attendance, region/state of residence, and/or name. The database shall be maintained and updated timely, and backup copies made. A current copy of the database shall be available to the Steward and Scribe. Other access shall be granted to any Council Member upon request.

At no time shall only a selected portion of members' or participants' contact information list be provided for any particular contact or notice; any approved contact or notice which utilizes either the members' or participants' contact list shall be sent to every person whose contact information is contained within said list. Any exceptions to this policy shall be approved by a majority of the Council .

IX.MEMBERSHIP

A.) Member Rights and Benefits

Members of Harmony Tribe shall enjoy the following rights and benefits of membership:

- i. A \$20 credit towards any Harmony Tribe event, including Sacred Harvest Festival, usable once per membership year;
- ii. A \$10 credit toward a Harmony Tribe promotional product.
- iii. The ability to purchase previous years' Sacred Harvest Festival t-shirts at a member-discounted price;
- iv. Preference for early admittance and participation on the set-up crew for Sacred Harvest Festival;
- v. Priority consideration for Sacred Harvest Festival services and programming, including, but not limited to, electricity, workshops, ritual planning, ritual presentation, and merchandising;
- vi. A voice in developing the Organization's direction;
- vii. An opportunity to help the area's largest Pagan festival build our community.
- viii.) Opportunities for participation and contribution arising from the operation of Harmony Tribe shall be offered by the Council to all members, before being assigned to any individual member.
- ix.) Harmony Tribe is a community organization and as such Harmony Tribe Members shall have the right to a membership contact list. The Harmony Tribe contact list shall include, at minimum, a recognizable portion of a members name and either an email address or phone number.
 - x.) Voting Members have the additional right to vote in annual elections. For a member to be considered for Voting Member status, they shall :
 - a. Have paid membership dues before May first of the Membership year
 - b. Members must have completed ten hours of volunteer time within Harmony Tribe; working within an established Harmony Tribe committee. This contribution is beyond any community service requirements established by Harmony Tribe.

B.) Member Termination

- i). Termination of memberships shall be conducted in accordance with Minnesota law.
- ii).Any member may have their membership terminated for engaging in conduct that is fraudulent, illegal, or substantially contrary to the stated policies and mission of the Organization. The termination decision, including the conditions and the length thereof, shall be accomplished by a 2/3 majority vote of members present at any Special Meeting called for that purpose, or by a unanimous vote of the Harmony Tribe Council at any duly called meeting.
- iii).Any member whose membership is being considered for termination shall receive written notice by the Council, including a statement of the purpose(s) for which termination is being sought, with such details as shall enable the member to discern the occasion, date, time, place, and occurrence, if any, which led to the

termination consideration. The notice shall also include the length and conditions of the termination. The member's termination shall be effective no sooner than 30 days after such notice.

v). The member may, no later than seven days before the termination is to take effect, request a hearing before the Council to contest termination of his or her membership. The meeting may be closed or open to the membership of Harmony Tribe at the preference of the member whose termination is being contested. At such hearing, the member will have the right to appear, confront witnesses against him or her, produce witnesses on his or her behalf, and to otherwise testify as to the charges. Within seven days after such hearing, the Council shall, by 3/4-majority vote, determine whether to not terminate the member and restore the member to full membership status, This decision of the Council shall be final and is not reviewable.

vi) A record of the termination hearing proceedings shall be kept by the Steward and the Scribe .

vi) Within 14 days after the termination hearing, the member shall be provided with written notice of the Council's final determination. Council's final determination results in termination of membership, the written notice shall contain the date upon which the termination is effective. Upon written request signed by a terminated member, the Council, by a 3/4-majority vote, may reinstate the former member to membership on the same terms required of a new member.

C.) Membership Year

i). The Harmony Tribe membership year shall run from annual meeting to annual meeting. Membership dues paid after the beginning of Sacred Harvest Festival, shall be considered payment for the following membership year, and such persons shall be considered provisional members. Provisional Harmony Tribe members are encouraged to fully participate within Harmony Tribe until their full membership takes effect at the following membership year.

ii.) Harmony Tribe membership renewal dues shall be due and payable at the annual "Meet and Greet" event, or within 30 days of the annual meeting to maintain membership rights and benefits, and for a Member to be considered in good standing.

iii.) Process Covenant. Members shall affirm agreement with the Harmony Tribe Process Covenant with their signature before their membership is considered accepted and their rights and benefits are in force.

X. DUES AND FEES

i). The amount required for annual dues shall be \$30.00 each year. Membership dues are payable upon application for membership, and may be renewed annually. Dues may be paid by cash, check, money order, credit or debit card, or any other payment method approved by a majority vote by the Council.

ii). Any member in default in the payment of dues shall be suspended from all privileges of membership and if, after notice, the default is not cured within a period of 14 days, membership of that member shall automatically cease and terminate.

iii). The Council may also determine from time to time the amount of any other fees required for operation

of the Organization, or for a particular function, event, or activity carried out by the Organization. Details regarding any such fees, including the amounts or rates, methods of collection, and dates by which any such fees are payable, shall be determined by majority vote of the Council . Any exemptions to such payments will be determined on a case-by-case basis by majority vote of the Council, but must be published in the meeting minutes in which they occur.

XI. COUNCIL

The offices of Steward, Bursar, and Scribe must be held by separate individuals. Each elected Council Member, is required to participate in at least one committee, beyond the Administrative Committee, as an additional duty.

A. Elected Council Members Duties

i. Steward

In addition to the duties required by Minnesota law, the steward shall:

- a. Keep copies of all organizing documents, tax-exempt application and supporting documents, if applicable, confidential records, and all contracts;
- b. Request agenda additions at least 7 days prior to any scheduled Council meeting
- c. Convene regularly scheduled Council meetings, and designate a Chair for the meeting or preside over each meeting, ensure past unapproved minutes have been distributed, and proper notice and agenda is sent to the membership, before a Council meeting takes place.
- d. Ensure that the Council fulfills its responsibilities for the governance of the Organization;
- e. Present to the members each year an evaluation of the pace, direction, and strength of the Organization;
- f. Ensure contracted services are completed by contractors, and provide copies of contracts for payment to the Bursar .
- g. Ensure copies of current contracts are available at Harmony Tribe events; eg. Secure regular electronic backups of files as appropriate;
- h. Sign contracts for Sacred Harvest Festival site needs and included services;
- i. Sign contracts for Sacred Harvest Festival food providers; and
- j. Perform other duties as may be established.

ii. Bursar.

In addition to the duties required by Minnesota law, the Bursar shall:

- a. Keep correct and complete books and records of assets and liabilities, budgets, bank transactions, balance sheets, invoices, and accounts payable and receivable;
- b. Maintain accurate financial records for the Corporation in accordance with applicable laws;
- c. Participate in any committee established by the Council for major events and be available to pay any amounts required and to receive any funds collected, or designate an alternate contact for such duties;
- d. Ensure all funds collected are accompanied by a receipt, and a copy of the receipt made available to the payor;
- e. Verify with the Steward that all contractors are in compliance with contract terms before payment is made;
- f. Secure a location and keep safe with due diligence all financial records and documents;
- g. Secure regular electronic backups of files as appropriate; and
- h. Perform other duties as may be established.

iii. Scribe.

In addition to the duties required by Minnesota law, the Scribe shall:

- a. Take minutes of all Council and Annual Meetings;

- b. Keep accurate copies of the Organization's bylaws and Policies and Procedures Document;
- c. Ensure corporate records and administrative notes are properly maintained;
- d. Designate a substitute Scribe if unable to attend a Council meeting, and instruct that person in appropriate procedures;
- e. Secure a location and keep safe with due diligence all Council meeting records, minutes, and documents;
- f. Secure regular electronic backups of files as appropriate; and
- g. Publish to the membership unapproved copy of each Council meeting minutes within three days.
- h. Minutes must contain at minimum, the members present, the result of the disposition of each agenda item, the assignment of any tasks to Members, and the voting results of any and all decisions.
- i. Read aloud the content of any proposal voted on, before any vote is taken.
- j. Perform other duties as may be established.

iv. Council Members at Large.

Council Members at Large can be appointed by majority vote of the Council, up to a maximum total of 27 total members. The newly elected administrative committee may consider individual requests to renew CMAL status at the first scheduled business meeting of the fiscal year. All candidates requesting to be a Council Member at Large shall submit an agenda item to the Council requesting appointment, with seven days notice prior to a scheduled meeting.

Members requesting to become Council Members at Large must :

- a. Be a current paid member;
- b. Been a voting member the past fiscal year, or ;
 - have been a prior full-week festival participant at SHF, having been sufficiently available for involvement in the entire event's activities.
- c. Have attended at least three meetings of the Council within the current or preceeding membership year;
- d. Submit a written request including a statement of intent defining which tasks or roles they will complete for the organization in the current year.

e. Removal of Council Member at Large.

Any Council Member at Large may be removed by the Council for cause as defined in the bylaws, and in addition, for failure to participate in the organization, committee, or task submitted with their request for appointment. A Council Member at Large may be removed from the Council by a 3/4-majority vote of the remaining Council members at any Council Meeting, with seven day notice the removal will be considered.

B. Nomination and Election of Directors

- i. Nomination ; Any Harmony Tribe member may nominate another member for any open Council position, at anytime until the vote for that position is taken. Once the nomination is accepted by the nominee, the nominee is considered a candidate for that position. Each candidate for a Council position may have the opportunity to give a speech of no longer than four minutes' duration, prior to the voting for his or her nominated position.
- ii. Election Process; Election to the council shall be by a simple majority (51%) of qualified voting members present. A voting member may be considered present if participating by phone. If no candidate received 51% of the tallied vote, the two candidates receiving the most votes shall be considered in a

second ballot. If this second vote for a Council position results in a tie, the tie shall be resolved by the balance of the newly elected Council who shall immediately convene in an Executive Session and determine the outcome of the election for that Council position by majority vote, or whatever method it approves.

iii. Election; Ballots will be collected and tallied after each elected position has been voted upon. Those individuals receiving 51% of votes for the vacancies to be filled shall be deemed elected.

Results of the Council elections conducted at the Annual Meeting shall be announced at the Meeting and posted on the Organization's website within 48 hours.

XII. DISPUTE RESOLUTION POLICY

Criteria used to determine whether certain activities or behavior falls within the scope of this Dispute Resolution Policy include Council review, application of state and federal laws, and the Organization's bylaws and policies.

Examples of disputes or grievances which may be addressed by this Dispute Resolution Policy include, but are not limited to:

- i. Violation of state or federal law by the Council or by a member on behalf of the Organization;
- ii. Fraud, deception, dishonesty, negligent actions, inaction, or impropriety by the Council, including misappropriation or misuse of the Organization's resources, such as funds, supplies, and other assets;
- iii. Forgery or unauthorized alteration of documents;
- iv. Violation of the Corporation's bylaws and/or policies;
- v. Violation of the Corporation's conflict of interest policy;
- vi. Authorizing or receiving compensation for goods not received, services not performed, or hours not worked;
- vii. Fraudulent financial reporting; or
- viii. Breach of contract (implied or actual).

A. Intake and Documentation

A dispute or grievance must be made in writing, signed and dated by the complaining member(s), and submitted to the Steward .

A valid dispute or grievance must explain the nature of the dispute or complaint, and must include information about the circumstances surrounding the disputed action(s), the specific law or provision of the bylaws and policies that was violated, and any other such details as shall enable the Steward to determine whether the dispute or grievance is valid in it's filing. The Steward, shall request from the Council either a formal rejection of the grievance as improperly filed, or the Council to schedule a meeting to establish a Dispute Resolution Representative within 10 days time.

B. Response, Inquiry, and Investigation

Upon receipt of a valid written dispute or grievance from a member, and establishment of the Dispute Resolution Committee Representative, and an attempt to investigate and mediate a resolution among all parties involved will be made. The Dispute Resolution Committee Representative shall commence his or her investigation and mediation proceedings within seven days of receipt of the valid written dispute or grievance, and shall recommend a resolution no later than 30 days after commencement of the investigation and mediation proceedings.

The Dispute Resolution Committee Representative shall validate, investigate, document, take testimony, find fact, and take whatever other actions are necessary to mediate a good faith resolution. The method of investigation and mediation shall be at the discretion of the Dispute Resolution Committee Representative. Methods of mediation may include, but are not limited to, separate contact with individuals, interactive contact among all parties, or communication by writing.

C. Resolution

If mediation is successful, the agreement shall be reduced to writing and signed by all parties involved. The written agreement shall contain a date upon which the agreement is to become effective. A copy of the agreement shall be given to each party, and a copy shall be kept by the Steward of the Organization. The aggrieved party may request that the dispute or grievance, mediation process, and resolution remain confidential, but such confidentiality is subject to subsequent Dispute Resolution Committee investigation or legal requirements.

Upon reaching a resolution but prior to final presentation of the resolution to the involved parties for signatures, the Dispute Resolution Committee Representative shall recommend the proposed resolution to the Council for approval. Any recommended resolution other than that submitted, shall require a three-fourths majority vote of the Council for approval.

If, after all reasonable efforts to reach a resolution have been exhausted by the Dispute Resolution Committee Representative, or 60 days shall have passed since the submission of a valid written dispute, a Dispute Resolution Committee shall be selected. The Dispute Resolution Committee shall hold its first meeting no later than seven days after its formation.

Dispute Resolution Committee composition shall be defined in other Dispute Resolution Committee procedures described herein.

The Dispute Resolution Committee shall validate, investigate, document, take testimony, find fact, and take whatever other actions are necessary to seek a good faith resolution for a grievance, and make a resolution recommendation to the Board of Directors.

The Dispute Resolution Committee is empowered to act only until a resolution recommendation regarding the grievance has been made to the Council and said recommendation is approved by the Council, at which time the Dispute Resolution Committee is dissolved.

XIII. FISCAL MANAGEMENT

A. Budgets

The Bursar shall disseminate to the Council information about expenditures from the previous fiscal year no later than November. The Bursar shall prepare a proposed budget for Council approval no later than December 31st.

A Council Member or Committee Chair, requiring funds for a service or good in an amount above that which is specified in the approved annual budget for that budget item shall submit a proposal for said funds to the Council at any Council meeting. The proposal shall be approved by a simple majority vote of the Council at that meeting. The Council member who shall have obtained the approval for said funds shall complete any required forms, and then shall:

- i).obtain from the Bursar or the Bursar 's designee a check in the amount specified payable to the individual, organization, or business from whom the service or good is obtained; or
- ii). if the Council expends his or her personal funds in favor of the Organization, present a receipt or invoice for reimbursement at the earliest available opportunity. Any receipt presented for reimbursement which any Council reasonably feels is a questionable use of funds may request that the expenditure be reviewed by the Council for payment approval.

B. Issuing Checks

All checks, drafts, or orders for the payment of money, or notes issued in the name of the Organization will be signed by the Bursar or the designee of the Council .

C. Financial Audit

The annual audit of the financial books and records of Harmony Tribe shall take place in the first quarter of the year. The audit shall consist of a review of bank records, balance statements, and outstanding accounts receivable and payable, to ensure internal consistency among reports and statements.

The person(s) selected to conduct the audit shall be decided by a simple majority vote of the Council . The Bursar shall be present during the audit, and shall assist in providing relevant documents and information.

XIV.MEETINGS

A. Annual Report Due at Annual Meeting

The Bursar shall present at the Annual Meeting a report showing the following:

- i. The assets and liabilities of the Corporation as of the end of the previous fiscal year;
- ii. The principal changes in assets and liabilities during the previous fiscal year;
- iii. The revenue or receipts of the Organization, both restricted and unrestricted to particular purposes, for the previous fiscal year; and
- iv. The expense or disbursements of the Organization, for both general and restricted purposes, during the previous fiscal year. The annual report of Harmony Tribe shall be filed with the records of the Corporation and a copy of the report entered in the minutes of the Annual Meeting.

B. Member Petitions for Special Meetings

(Please refer to the HT bylaws, Section XI for further information.)

The petition for a Special Meeting may be submitted to any member of the elected Council in writing or via electronic mail. The petition submitted by the voting membership to the elected Council requesting a Special Meeting shall be in writing and shall contain:

- i. An agenda to include a list of the subject(s) to be discussed;
- ii. Specific motions and supporting documentation to be considered and voted upon; and
- iii. The names and physical signatures or electronic affirmation of support of all voting members supporting the petition.

C. Regular Council Meetings;

(Please refer to the HT bylaws, Section XI for further information.)

- i). Notice of scheduling, the agenda for a Council meeting, and the meeting itself, shall not take place if the unapproved minutes from the previous meeting have not been published by the Scribe.

ii). To be enacted, all pre-published agenda items for regular Council meetings require approval by a simple majority of all Council members present and eligible to vote at that meeting. Any member can request, by procedural vote, a controversial agenda item to be considered using consensus process. If unanimous consent is not achieved, opposing members are required to present an alternative proposal at the following Council Meeting. Any member can request, by procedural vote, a role call vote on any issue be recorded.

iii). To be enacted, all unpublished new agenda items require approval by consensus process, or a unanimous vote of all Council members present and eligible to vote at that meeting. Unpublished new agenda items failing to so pass may be entered as "old business" on the next meeting agenda if so requested by the individual submitting the motion.

iv). To be considered a pre-published agenda item, the items' title and description must contain enough information so a member could reasonably determine the nature of the item, and the scope of any decision contained or proposed within the agenda item discussion. Members must be sent proposed agenda items with at least five days advance notice, to be scheduled business. Any member present can request a pre-published item be considered as unpublished if failing to meet this definition, by procedural vote of the Council.

The standing agenda for Regular Council meetings shall contain at least the following items:

1. Spiritually based opening of the meeting
Reading of the HT Values Statement
Establishment of quorum
Approval of old minutes
Approval of agenda
Consider establishing a "Vibe's Watcher" role in this meeting.
Bursar 's report
2. Administrative Committee report
Review and report of all individual task assignments from the previous meeting
Old business – all business tabled from the last meeting
Committee Reports
Scheduled business – All pre-published agenda items
New business
Scheduling of next meeting and adjournment

D. Executive Sessions

Executive Sessions may be called for purposes of a sensitive or confidential nature, including, but not limited to scholarship application discussions and contract contents. Records of Executive Sessions shall be kept confidential and archived by the Scribe and Steward.

E. Administrative Committee Meetings

The Chair of the Administrative Committee shall send notice of any meeting by any reasonable means to the members of the Administrative Committee and the Council Notice shall be sent no later than two hours prior to the Administrative Committee meeting, At events no notice is required to meet.

XV. CONFLICTS OF INTEREST POLICY

Whenever a Council Member or member has a potential conflict of interest in any matter coming before the Council, the interested Council Member or member shall fully disclose the nature of the interest, and withdraw from voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a **3/4** majority of disinterested Council Member determine that it is in the best interest of Harmony Tribe to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

XVI. COMMITTEES

It is the vision of Harmony Tribe that the main tasks of meeting it's mission be accomplished through Committees. Committee Chairs need to record, at minimum, the members present, agenda, and any decisions made, and by what vote, or method at each meeting. Committee Chairs must report verbally or in writing to each Council Meeting, the activity of the committee, and request Council approval for any decisions binding on the organization be put in force, or commitment of funds beyond established budget limits for that Committee. Each Council and voting member shall participate in at least one committee.

A.) Administrative Committee

The Council shall determine by simple majority vote Council members who shall serve on the Administrative Committee, if any, beyond the three elected officers, but maintaining an odd total number. Any Administrative Committee member (including officers) deemed unable to fulfill their duty of participation on this committee by vote of the Council, may be replaced or removed from this committee by vote of the Council. If an officer is removed, a Council member can be appointed by the Council to stand in as "Acting" officer (Scribe, Bursar, or Steward) on this committee.

The Administrative Committee shall not have the power of authority in the following matters:

- i. filling any vacancies on the Council ;
- ii. changing the membership of, or fill vacancies on, the Administrative Committee; or
- iii. acting in regard to any member's standing, rights, or benefits.

B. Dispute Resolution Committee –

(Please refer to the HT bylaws, for further information.)

To ensure its objectivity, the composition of the Dispute Resolution Committee shall be agreed upon by the aggrieved party and the Dispute Resolution Committee Representative of the Council.

The Dispute Resolution Committee Representative of the Council and the aggrieved party shall agree upon the process rules, governance, and reporting requirements upon formation of the Dispute Resolution Committee. This agreement shall be in writing and signed by the aggrieved party and the Dispute Resolution Committee Representative.

The Dispute Resolution Committee shall be comprised of:

- i. The aggrieved party
- ii. The Dispute Resolution Committee Representative
- iii. Three other members, who shall be selected as follows:
 - a. The first member of the Dispute Resolution Committee shall be selected by the aggrieved party.

- b. The second member of the Dispute Resolution Committee shall be selected by the Dispute Resolution Committee Representative.
 - c. The third member of the Dispute Resolution Committee shall be selected by joint decision of the first and second members of the Dispute Resolution Committee.
- Any member selected to serve on the Dispute Resolution Committee shall have the opportunity to accept or decline the appointment.

After all procedures of the Dispute Resolution Committee are completed, all records of the Dispute Resolution Committee proceedings shall be held by the Scribe and Steward of Harmony Tribe.

C.) Harmony Tribe shall have three additional Standing Committees. They shall be the Event, Marketing, and Membership committees. They are empowered to establish their own chair, name, and scope of action, and their respective chairs shall report committee activity, decisions, and request funds required at each Council Meeting.

Harmony Tribe Values

Harmony Tribe is a welcoming and diverse spiritual organization that embraces honesty, compassion, and inclusiveness. Through accountability and transparency we demonstrate respect for ourselves, our community, and that which we hold sacred.

Process Covenant

Harmony Tribe, and its members upon joining, commits to these values and process covenant:

- ~ We honor our diversity and focus on our commonality; we do not discriminate based on race, spiritual path, sexual orientation, or disability
- ~ We treat each person with respect; accepting our differences that make us stronger.
- ~ We listen to the wisdom in all voices, seeking affirmed consensus and inclusive solutions.
- ~ We accept and support the will of the majority to guide us in our actions when consensus is not possible.
- ~ We behave with compassion and respect when disagreements occur, speaking directly to issues and solutions, and not about individuals.
- ~ We shall lovingly hold each other accountable for our commitments and to the sacred trust of working within a spiritual community.
- ~ We are willing to learn and implement effective communication skills.
- ~ We shall be openly transparent in our action and communication as individuals, committees, and within HT.
- ~ We consider the future consequences of our actions as we make our decisions.
- ~ We are willing to revisit decisions as conditions change and when a consensus decision is not reached.
- ~ We behave with integrity, in a manner consistent with our shared values.
- ~ Any individual decision, policy, action, or relationship can be called by any member to be compared to, and to conform with these values.

Specifically :

- ~ We will discuss any dissent, criticism, or behavior undermining the health of HT, within HT, with the goal of increasing trust and cohesion.
- ~ We will monitor the atmosphere at each meeting, and may stop and discuss any tense or emotional events before they can become harmful.
- ~ We will be responsible for using our time together efficiently, begin and end meetings on time, and each keep our comments to the point during the meeting.
- ~ We will each read the agenda materials before each meeting and submit our agenda items in advance.
- ~ We will use a written Agenda, blackboard, or chart to keep track of the meeting or decision process.
- ~ Each member will note and follow up on personal responsibilities, and they shall be added to the next meetings agenda.
- ~ We will bring issues to HT in the form of a recommendation or proposal that could become a motion.