

Military Pagan Network, Inc.

Standard Procedure

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Procedure No: A-3

Subject: Membership

Date(s) of Revision: 3/21/98
5/01/98, 6/25/98, 1/28/99,
4/1/99

Responsible
Office: Administration

Effective Date: 4/1/98

Coordinators Approval :

New Procedure

Replacement X

*Denotes Change

I. Purpose:

To establish policies and procedures concerning the activities and duties of various volunteer positions within the Membership. As well as the procedures for the dismissal of members and changes in membership categories.

II. Scope:

Applicable to all members, directors and officers, without exception.

III. Membership Categories

- A. Supporting Membership is the standard form of membership. Supporting members can volunteer for any position in the Network as well as run for an elected position. Information regarding Supporting members is only available to other Members of the Network unless otherwise agreed.
- B. A Point-of-Contact, POC, is a member who has volunteered to be a contact and resource for their area. They may also volunteer for any position in the Network as well as run for an elected position. The address and e-mail of a POC is given to any person requesting contacts for the area that a POC is based.

1. A POC must file a report with the National Office every Solstice and Equinox. The report should be in the format outlined in policy so as to be as complete as possible.
2. A POC is expected to reply to requests for information as quickly as possible or pass the request on to the National Office.
3. If more than one POC is in a local area then all POC must form a Council for that area. When filing reports the Council submits one report for the local area.
4. POC or Council is to maintain a database of groups, stores and events for the local area. Any changes to the groups/store local listing is to be sent to the National Office with the quarterly report.

IV. Volunteer Positions

- A. Director of Harassment Affairs (DHA) is the Director of the Harassment Affairs Department and is the lead agent in the handling of harassment and discrimination cases within the military. The DHA will receive any complaint and investigate to determine if an actual case of harassment or discrimination exists. With the help of the appropriate Service Advisor, the DHA shall assist the plaintiff in filing any grievances or in the seeking of legal counsel.
- B. Service Advisor is a position that requires the member to research the regulations of the service that they represent. The Service Advisor is expected to have a complete understanding of the procedures for filing grievances in the service they represent. They are also expected to supply the Network with the regulations that govern religious accommodation, grievance procedures. The SA acts as a procedural guide for the Director of Harassment Affairs. The Service Advisor is part of the Harassment Affairs Department.
- C. Director of Education is the chairperson of the Education Committee, and heads the Education Department of the Network. The director shall oversee the development of the educational materials that the Network is developing.
- D. Director of Information Management is the primary manager of all database and website information. They shall oversee the development of products to allow greater availability and efficient distribution of information from the Resource Center. These products include but are not limited to, a website and database software.
- E. The Education Committee shall consist of all directors, both appointed and elected, as well as those Network members that the Board deems should be on

the committee. The committee will outline the goals of the Education Department and follow-up on the progress of various educational projects.

V. Changes in Membership Categories and Removal from the Network.

- A. Members can volunteer to change their Membership Category. This must be done in writing by electronic or postal mail.
- B. The Board will change a POC to Supporting Membership if the POC fails to file two consecutive reports without explanation. The POC will be changed to Supporting Member for the duration of the membership year. Should the member renew Membership they may update their category to POC.

VI. Denial of Membership

Individuals will be denied membership if they do not meet the membership requirements as they are outlined in the by-laws.

VII. Removal from Membership

- A. The Board reserves the right to remove a Member from the rolls. The Board shall hold a special meeting to discuss the activities of the Member and reasons for the proposed removal. Under certain conditions the Board will automatically hold a special meeting to remove the Member from the rolls.
 - 1. The Member fails to meet the membership requirements outlined in the by laws. Examples of causes for removal would be, discharge from the service with a disposition less than a General Discharge or confinement to any criminal rehabilitation facility.
 - 2. The Member willfully acts against the interests of the Network as determined by the by-laws and the Board.
- B. Activities which are grounds for immediate removal from Membership
 - 1. Acts which are illegal and done under the guise of Network activity.
 - 2. Knowingly sending multiple e-mails, under the guise of Network, to a person or organization with the intent to harass said recipient until they get noticed. This includes e-mail bombs, sending to multiple addresses within the same organization, sending multiple e-mail with the same message to one or more addresses in the same organization.

- C. *A Member who is forcibly removed from the rolls shall be notified by the Board by certified mail.

VIII. * Membership Renewal

- A. Renewal forms shall be mailed out two months before the 1st day of the members anniversary month.
- B. If the renewal is not received by the 1st day of the members anniversary month they shall be removed from the membership roles and all databases to include but not limited to the Network website, the Membership Directory, the Members E-mail list and the paper file. If the member is an appointed Director or a member of the Board of Directors, their position shall be made available immediately and filled as is appropriate.
- C. Exceptions will be made on a case by case basis. The exception shall be based on the reasons given by the member. All exceptions must be e-mail or mailed to the Members Advocate prior to the anniversary date of the member. Such exceptions include; moving, TDY or TDA or personal emergency. These exceptions only apply to Board members and Directors.
- D. Membership is immediately reinstated upon receipt of the renewal or new membership form and dues.

IX. Definitions

- A. Network Activity:
 - 1. Any activity in which the names Military Pagan Network, MPN, or Military Pagan Network Inc. is used with the intent that such knowledge will provide the person a means of gaining information or prestige.
 - 2. Any activity that MPN endorsement is literal, implied or inferred.
 - 3. Any activity in which an MPN member states that they are part of MPN and/or speak for MPN.

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