

Policy & Procedures Manual

2020 Draft

2020 Policy Committee:

Co-Chairs: Mera Babineaux & Sarah Richardson

Members: Jan Price, Jacalyn Boggs, Randy Smith

Advisors: Kevin Roche, Jeanine Swick, Vicky Assarattanakul

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Statement of Purpose

This Policy & Procedures Manual serves to create policies that maintain compliance with United States Federal laws and regulations, and State of Maryland laws and regulations, governing non-profit organizations that are not already defined in the Articles of Incorporation, Bylaws, or Standing Rules of the International Costumers' Guild, and define procedures to ensure compliance with those laws and regulations. This document is a living document and is intended for use in official International Costumers' Guild forums, online communications, and events, and may only be applied to current members in good standing with the corporation. In any instance, this document does not modify or change existing civil or criminal laws of the locality of any member or event where this policy and procedure manual may be invoked. While the International Costumers' Guild is an international organization, the governing laws of the country, state, province, or locality supercede any policy or procedure in this document, and this document may only be used internally with regard to the policy and procedures governing Guild members and board members. Chapters that are in good standing with the International Costumers' Guild may choose to exclude, modify, or adopt these policies and procedures for their own chapters and chapter members who are not also members of the International Costumers' Guild at their discretion.

Governing Standing Rule

Standing Rule 34 is hereby created to govern the creation of this Policy Committee and Policy and Procedures Manual, and shall read:

34: Policy and Procedures: A Policy and Procedures Manual shall be created and maintained to ensure compliance with the laws and regulations of the United States and the State of Maryland. This document will be updated as necessary by an Ad Hoc Committee as declared necessary by the Board of Directors and shall be appointed by the President to add, modify, or remove policies and procedures as directed by the Board.

- A. The Policy and Procedures Manual will only apply to members in good standing of the International Costumers' Guild in their official capacity as members or Board of Directors Representatives.
- B. The Policy and Procedures Manual will govern only those interactions of members in good standing of the International Costumers' Guild in official communications, online forums, and events.
- C. The Policy and Procedures Manual does not apply to any activities of any Chapter, Convention, Organization, Affiliate, or other Event that is not an official International Costumers' Guild event or forum.
- D. Chapters may choose to exclude, modify, or adopt this manual at their discretion for their chapter and its members who are not members in good standing of the International Costumers' Guild.

- E. The Policy and Procedures Manual does not impact conventions, external organizations, or affiliates in any way as are governed by their own policies and procedures.

Application of Manual

This manual is meant to be applied in the following forums:

1. Email list and electronic communications;
2. Online forums and website interactions;
3. Social media posting from official International Costumers' Guild accounts and from elected officers and Board of Directors representatives in all social media forums;
4. Official International Costumers' Guild events. (Conventions using ICG Guidelines or receiving ICG recognition are not considered official International Costumers' Guild events and are thereby governed by their own policies and procedures.)

Privacy Policy

This privacy policy sets out how International Costumers' Guild ("ICG") uses and protects any personal information that is provided to the ICG. The ICG is devoted to ensuring that members' privacy is protected. The ICG requires certain information to be provided during the course of establishing memberships with the international organization, though more or less information may be required by the chapter that each member chooses to join. Such information will only be used in accordance with this privacy statement. The ICG has a firm policy of protecting the

confidentiality and security of information that is collected from its members. The ICG will not share your non-public personal information with unaffiliated third parties. Information is only shared with expressed consent of the member, except for specific purposes detailed below, in accordance with all applicable laws.

Information that the ICG collects:

1. First and last name;
2. Primary and Secondary Chapter memberships, and memberships in SiGs;
3. Contact information including, but not limited to, addresses, phone numbers, email addresses, and social media profiles;
4. Family associations within the same household.

The ICG uses this information for:

1. Connecting members to online communications tools including Slack, Yahoo! Groups, Facebook, and other online apps and services that the ICG uses to promote membership, board, educational, and artistic endeavors in accordance with the official mission statements.
2. Contacting members to notify them of membership benefits, changes, and other pertinent information relevant to participating in ICG activities.
3. Determining membership benefits including discounts for family members who join and at online retailers who have offered benefits to our members.
4. Where required by law to comply with United States federal and State of Maryland laws and regulations associated with being a 501(c)3 non-profit organization and corporation of the State of Maryland.

The ICG is committed to the security of members' personal information. Members' personal information transmitted online or maintained on the website, costume.org is secured through SSL encryption. Only elected officers have access to the membership database and roster, which is maintained by the Corresponding Secretary and updated monthly by the Treasurer to ensure that memberships are properly tracked. All private information of members is

safeguarded through passwords and standard encryption technology and is only available to those elected officers and chapter officers who require such access to conduct the functions of their positions. Chapters are responsible for ensuring their own security and creating their own privacy policies governing the storage of their members' information. Board of Directors representatives and SiG representatives, as well as general members, may request to view the membership database by contacting the Corresponding Secretary, who is charged with ensuring that such access is necessary and isolated to only those requests pertinent to the business of the corporation.

If any member has a concern with regard to this policy or their personal information, please contact the ICG President or Corresponding Secretary.

Chapter Outreach Policy

This policy is established to provide more support to existing, new, and potential Chapters of the International Costumers' Guild. The position of Chapter Outreach Coordinator is created by this policy and will be appointed by the President annually. The duties of this position are outlined herein.

Support and Outreach to Existing Chapters:

Each month, existing chapters must submit their monthly reports to the ICG Treasurer. These reports must be received by the 7th of each month. If a chapter does not submit their report by the 7th of the month, the following policy should be followed to provide outreach and support.

1. On the 8th of the month, the ICG Treasurer should send a reminder email asking for contact from the chapter, and should copy the ICG Corresponding Secretary and

Chapter Outreach Coordinator on that email as a notice that the report has not been received.

2. If the report or a follow up email has not been received by the Treasurer or Corresponding Secretary by the 10th, the Corresponding Secretary will contact the chapter's Board of Directors' representative to determine what assistance the chapter may need.
3. If no communication is received by the 15th of the month, the Chapter Outreach Coordinator will contact the Board of Directors' representative to make inquiry as to what assistance the chapter may need and help coordinate any measures necessary to have the chapter report submitted and also assist with any issues that the chapter may be experiencing, and may bring in the assistance of any other elected officers, BoD reps, or members necessary to help the chapter thrive.

Support and Outreach to New Chapters:

Once a chapter petition is received by the Corresponding Secretary and President from a new chapter, the Chapter Outreach Coordinator will be notified and will contact the new chapter's designee to inform them as to the process of becoming a chapter and assist with the necessary steps in the process. The Chapter Outreach Coordinator will follow up with the new chapter each month to ensure that the chapter is in compliance with reporting requirements and will give any and all assistance available at their disposal to ensure the success of the chapter.

Outreach to Potential Chapters:

The Chapter Outreach Coordinator will perform outreach in whatever manner they deem appropriate including, but not limited to, social media, online forums, conventions, events, and other opportunities as they are presented to help recruit new chapters and members and provide support in preparing chapter affiliation requests and necessary documentation.

Code of Conduct

Elected officers and Board of Directors' representatives of the International Costumers' Guild are dedicated to carrying out the mission of this organization. In order to serve the best interest of our members and chapters, the Code of Conduct should be followed.

1. Recognize that the chief function of the ICG at all times is to serve the best interests of our members.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness. We will respect that the officers and elected representatives of the International Costumers' Guild are, in fact, volunteers with duties outside of the guild, additionally, and will give appropriate amounts of time for responses from other members, board of directors representatives, and elected officers.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the membership informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization: to promote and preserve costuming as a visual art form and provide educational resources for the costuming community.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties. This shall not, however, limit any board member or elected officer from involvement in other organizations of a similar nature or prevent them from volunteering or serving as a board member or elected officer of other organizations with a similar nature.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.
12. Conduct our conversations in person, online forums, and all correspondence in a professional tone using good judgment. We will promote an inclusive environment free of bullying, intimidation, discrimination, harassment, gas lighting, and misinformation to ensure International Costumers' Guild and its chapters foster a positive community for our members.

Discrimination Policy

The International Costumers' Guild is governed by the laws of the United States of America and the State of Maryland. In compliance with these laws, the International Costumers' Guild does not permit discrimination regarding age, race, color, creed, nationality, immigration status, religion, disability, gender, gender identity, sexuality, body size, or appearance. As this organization is also a costuming and visual art based group, discrimination is also prohibited in the use of any guidance documents or their application by third party entities. This ICG also discourages the use of culturally or racially inappropriate costuming aspects including, but not limited to, black face, skin darkening, or re-pigmenting of skin tones to mimic those of a real race, nationality, creed, or culture for any costume. The ICG seeks to be an inclusive organization promoting costuming and cosplay for everyone. If you or feel that you have been discriminated against, please see the Policy for Handling Allegations of Harassment or Discrimination by ICG Members, Board of Directors, or Officers of the Corporation to file a complaint. If you have any questions or concerns, please contact the ICG President or Corresponding Secretary.

Harassment Policy

The International Costumers' Guild does not tolerate harassment of any type at its events, in its online forums, or by its members, board of directors representatives, or elected officers.

Harassment can take many forms including, but not limited to, costume pieces, words, signs, offensive jokes, cartoons, pictures, posters, posts, email jokes or statements, pranks, shaming, doxing, intimidation, bullying, gas lighting, verbal/physical/sexual assaults or unwanted contact, or violence. Please remember, wearing a costume or cosplay is not consent to physical

contact. Members are expected to conduct themselves appropriately in all interactions and forums. All electronic posts and submissions are expected to be appropriate and professional in tone. If a member of the ICG has engaged in any behavior that you believe constitutes harassment, please see the Policy for Handling Allegations of Harassment or Discrimination by ICG Members, Board of Directors, or Officers of the Corporation to file a complaint. If you have any questions or concerns, please contact the ICG President or Corresponding Secretary.

Procedure for Reporting Allegations of Policy Violations

Allegations of Harassment or Discrimination:

If you feel that you have been discriminated against or harassed by an ICG Member, Board of Directors Representative, or Officer of the Corporation, you (whether you are member or not) are entitled to a full investigation by an impartial officer not implicated in the allegation to be chosen by the Board of Directors.

To file an allegation, please contact the ICG President or Corresponding Secretary. If those members are involved in the allegation, you may make the allegation to a representative of the Board of Directors, or any elected Officer of the Corporation or Chapter Officer. Allegations must be made in writing and should include as much information as possible so the Board of Directors can make an informed decision when assigning a Board of Directors Representative or Officer of the Corporation to investigate the allegation. The Board of Directors Representative or Officer of the Corporation who receives the allegation should take all

measures to obtain evidence quickly and impartially to present the Board of Directors' investigator once assigned. This information does not need to be collected prior to presenting the allegation to the board, and the allegation should be forwarded to the board immediately upon receipt. The reporter of the allegation need only provide a written statement that an allegation has been made stating the nature of the allegation and the accused party/parties to initiate this process. The identity of the accuser may remain anonymous in the initial reporting until an investigator is assigned. At that time, the identity must be provided to the investigator.

Allegations of a Breach of the Code of Conduct:

Whenever possible, the Board of Directors should be utilized in handling matters regarding breaches of the Code of Conduct alleged to have occurred, however, if such a breach is egregious and requires emergency action, an elected officer may step in to handle the issue in accordance with the Code of Conduct. If an elected officer must step in to handle such an issue of an emergency nature, it shall immediately be referred to the Board of Directors for investigation, and the Board of Directors shall be empowered to take any steps that they may feel necessary to remedy the breach of the code of conduct.