



INTER-CLUB FUND OF SAN FRANCISCO, INC.

HANDBOOK OF **POLICIES AND PROCEDURES**

March 20, 2007

SECTION 1 — Organizational Membership

- A. Application for membership shall be on a form approved by the Board of Directors.

SECTION 2 — Meetings

- A. The regular monthly meeting of THE FUND shall be on the third Tuesday of each month, starting at 7:30 PM, unless otherwise decided by the Board of Directors.

SECTION 3 — Officers

- A. The Chair shall set agendas for meetings and solicits committee chairs. In the event of the absence of the Chairman, the chair shall be filled by the Corresponding Secretary, Recording Secretary, or Treasurer, in that order.
- B. The Corresponding Secretary reports correspondence & communications at meetings; maintains reciprocating correspondence; distributes correspondence; maintains & updates the roster and picks up mail from the mail box at least weekly. If the Corresponding Secretary will be or becomes unavailable to the THE FUND for 7 or more days, the responsibility for picking up the mail shall be transferred to the Treasurer, Recording Secretary or Chair, in that order. A Post Office Box will be maintained by THE FUND. Access to the box is restricted to the officers of THE FUND.
- C. The Recording Secretary takes minutes at meetings; mails copies of minutes, including the Treasurer's report, to all Directors at least 14 days before the next regular meeting; provides sign-in sheets for Directors, guests and announcements; maintains copies of minutes for length of term.
- D. The Treasurer prepares monthly Treasurer's report; prepares tax returns and prepares bi-annual report for the Secretary of State. If the Treasurer will be or becomes unavailable to THE FUND for 4 or more days, the financial records including the checkbooks shall be transferred to the Recording Secretary, Corresponding Secretary or Chair, in that order.

SECTION 4 — Funds

- A. All expenses over \$100.00 shall be approved by the Board of Directors prior to incurring the expense.
- B. There shall be two accounts, a GRANT Account and an OPERATING Account. The Grant Account is restricted to grants only and the Operating Account is to be used for the operating expenses incurred by THE FUND. Excess moneys from the Operating Account may be transferred to the Grant Account by a majority vote of the Directors present at a scheduled business meeting. Grant money may not be transferred to the Operating Account. Money received by THE FUND and not designated for a particular purpose shall be designated by the Directors at the next business meeting.
- C. There is to be an event report sheet that will include the following items: ITEM, BUDGET, VENDOR, ACTUAL AMOUNT, CHECK NUMBER; and that each check shall be accompanied by an invoice.
- D. Benefits conducted for THE FUND by other organizations or individuals must first have the approval of the Board of Directors.
- E. Any member of the Board of Directors may have access to the financial records of THE FUND within a week of a request to one of the Officers.
- F. If electronic delivery of bank statements is chosen, such statements shall be accessible to all signatories on the accounts independently; it is the responsibility of the signatories to review them on a regular basis. If U.S. Mail is chosen, statements shall be sent to the Fund's official address with a second copy sent to the Chair's home.

SECTION 5 — Grants

- A. Considerations for the approval of a grant are:
 - 1. The recipient's overall financial situation.
 - 2. Contributions of the recipient within the San Francisco Bay Area community and the extent to which the person's actions have endorsed and actively supported the principles of THE FUND.
 - 3. Willingness of the recipient to become and remain gainfully employed unless conditions prevent the same.
 - 4. The current FUND balance and other pending grants.
- B. Applications shall be made for funds by an individual on a form approved by the Board of Directors.
- C. A grant request must be for life supporting needs only.
- D. The proposed recipient's expenses must not be covered by insurance.
- E. Only the Board of Directors and specially invited guests shall hear the reading of a grant request and considerations.
- F. The grant applicant has the option of being present at the reading of the application to answer any questions posed by the Board of Directors.
- G. A check or checks will only be made payable to creditors specified in the grant request except for basic living expenses, i.e. food, etc.
- H. A grant application must be submitted to a Director who thereby becomes the sponsoring Director, at least 7 days before the Board meeting at which it is to be presented.

- I. The Sponsor of a grant request shall:
1. Obtain a 2nd Director to review the grant application within 48 hours
 2. Notify the Treasurer that an application has been received and needs to be reviewed
 3. Ensure the grant application is complete (ie: supplemental documentation is attached, medical diagnosis, copy of lease, other pertinent information, etc)
 4. Follow up with 2nd Director and Treasurer to ensure the review process is complete
- J. Grants to individuals are limited as specified in the Bylaws, Article 8, Section E.

SECTION 6 — Confidentiality

- A. All discussion and activity surrounding a particular grant are completely confidential, to be shared only by the Directors, the grantee, and to the least extent possible, the creditors involved. All creditors are to be notified that the participation of the ICF in the activity is itself confidential information.
- B. Due to the sensitive nature of the information requested for the consideration of a grant, the application will be held by the Treasurer until the financial transactions are complete, at which time it will be sealed and retained with the Treasurer's records. It may not be opened except by the direction of a vote of the Board of Directors. However, it may be opened by a financial auditor or a government official in the course of their official duties. All of the ballots from the secret vote will be included in this envelope.
- C. The published minutes of a meeting where a grant was voted upon will only refer to the grant by serial number. The minutes will contain the total amount granted along with the official vote.
- D. The Treasurer's report will only refer to the grant by serial number. The Treasurer's report however must list the various checks written for each grant and it will list them as follows: Grant _____, Check #1, check amount; Grant _____, Check #2, check amount; etc.

SECTION 7 — Committees

A. The Finance Committee

1. The duties of the Finance Committee shall be to:
 - a. Perform a quarterly audit of the financial records.
 - b. Establish adequate oversight for every ICF fund-raising event. Two members of the Finance Committee shall oversee the finances of every such event.
 - c. Be responsible for developing funding and fund raising for THE FUND.

SECTION 8 — Awards

A. Introduction.

The Inter-Club Fund makes a series of awards to individuals and organizations for performance and participation in the San Francisco Bay Area and other parts of California leather/levi/uniform/bears and motorcycling

community. The awards are presented in an annual ceremony in February, generally based on an Awards Year ending the preceding November 30.

The purpose of this activity is to support the club and motorcycling community as well as to raise money for the ICF.

This section summarizes these awards, their qualifications, and the methods of selection of the recipients.

B. Community

By “community” we mean the body of lesbian, gay, bisexual, and transgender (LGBT) folk who appreciate leather, Levi, uniform, and rubber clothing and motorcycling activity. Unless otherwise characterized, this would be limited to the nine-county (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma) Bay Area of California.

C. Other Participating Clubs and Organizations

The ICF, by action of the Board of Directors, may invite non-member clubs and organizations (hereafter referred to as “clubs”) to participate in the ICF awards. Such invited clubs must, before the beginning of the awards year (December 1) take formal action agreeing to participate, and certify this action by letter to the ICF.

Clubs located south of Fresno, California are identified as “southern clubs”.

D. Awards Summary

If there is only one candidate in a category, a Certificate of Merit is given to recognize the effort.

The awards are:

1. Run awards are based on evaluations in the following categories by the guests at each club run:
 - Overall Run
 - Run Show
 - Food
 - People Events
 - Special Events
 - Bike Events
 - Buddy Events
 - Enduros
2. The following awards for club runs are based on nominations by guests (first two) or the host club (second two) at the run followed by mail ballot at the end of the season:
 - Best Individual Number in a Run Show
 - Best Group Number in a Run Show
 - Best Number in a Guest Show
 - Best Guest Campsite
3. The following awards for overnight events are based on evaluations by guest participants:
 - Best Overnight Event
 - Best Ride to an Overnight Event
 - Bike Events
 - Buddy Events

- Enduros
4. The following award is based on mail ballot at the end of the season to those guests that have attended more than one one-day event during the course of the year:
 - Best One-Day Event
 5. The following awards are based on points accumulated by participating in the bike, buddy, and enduro events:
 - Biker of the Year
 - Buddy Rider of the Year
 6. The following awards are based on points accumulated by riding to events:
 - Alden E. Spafford Most Participative Biker Award
 - Most Participative Buddy Rider
 7. The following awards are based on nominations by the clubs at the end of the year following by mail ballot to the clubs:
 - Man of the Year
 - Woman of the Year
 - Impersonator of the Year
 - Entertainer of the Year
 8. The following Community Awards are based on nominations from member clubs and mail ballot:
 - Best Club Charity Event
 - Best Community Charity Event
 - Best Club Anniversary Event
 - Best Street Event
 - Best Bay Area Leather Contest
 - Best Bay Area Leather Event (Not a Contest, Not a Street Event)
 - Most Visible Club/Organization in the Leather Community
 - Best Fundraiser for the ICF
 - Best New Organization
 - Best New Event
 9. The following award is determined by the Chairman of the ICF:
 - Frank Benoit Award
 10. The following awards are determined by the Board of Directors of the ICF:
 - Philip M. Turner Lifetime Achievement Award
 - Most Supportive Business
 - Most Supportive Non-Profit Organization
 - Rookie of the Year
 11. The southern clubs shall choose awards from categories 1 through 8 above to be separately awarded as “southern awards”; the Board of Directors shall approve these selections.

E. Club Responsibilities

Every club is expected to support and participate in the awards process.

Every club hosting an event that qualifies for awards is expected to provide the ICF with a list of participants, identifying for each name, address, club affiliation, and method of transportation to the event (bike, buddy, or other). An optional form for this purpose is available from the ICF. This list is to be returned to the ICF within two weeks of the end of the event.

For other events sponsored by clubs, the club is requested to provide sign-in sheets for use in mailing ballots for the Community Awards.

In addition, for run events, the host club is asked to list all participants in its biker and buddy skill events and their rank in the competition. The host club is asked to identify best guest campsite and best guest show number (where applicable). Also, the host club is asked to support the balloting process by distributing the evaluation/nomination forms and then collecting and returning the completed forms confidentially. The ICF provides forms for all of these. All of these results are to be returned to the ICF immediately following the event; if an ICF Director is present, that Director is expected to take on this responsibility.

The member clubs are asked to participate in the selection of the Man/Woman/Impersonator/Entertainer of the Year. This is a two step process: the clubs are asked first to make nominations, and later, to vote on the selected nominees.

The member clubs are asked to participate in the nomination of candidates for the Community Awards.

The member clubs are responsible for providing current membership lists in November for the Community Awards balloting.

Finally, the member clubs are asked to provide assistance to the ICF in the production of the awards ceremony.

F. Independent Directors' Responsibilities

Every Independent Director of the ICF is expected to support and participate in the awards process.

Independent Directors are expected to participate in the selection of the Man/Woman/Impersonator/Entertainer of the Year. This is a two step process: the Independent Directors are asked first to make nominations, and later, to vote on the selected nominees.

The Independent Directors are asked to participate in the nomination of candidates for the Community Awards.

Finally, Independent Directors are asked to provide assistance to the ICF in the production of the awards ceremony.

G. ICF Procedures

The ICF is expected to carry out the tabulation and reporting of the balloting results in an open and unbiased way so far as possible. In particular, the processing of results for the club-sponsored events should be carried out by the Independent Directors or their appointees.

H. Runs

A run is an out-of-town event of at least two nights which qualifies in at least five of the eight categories in the next paragraph; at least one of these categories must be motorcycle-related. A number of awards are based on these events.

1. Run evaluation

Each guest is asked to evaluate the run in as many as eight categories, according to the offerings of the particular run. This evaluation provides for a scale of one to five in each category, 1 representing 'Horrible' and 5 'Excellent'. These evaluations are averaged for those voting in the category and the averages compared to determine the winners. The categories are:

- Overall Run (applies to all runs and all guests)
- Run Show (if a run show is presented; all guests participate)
- Food (applies to all runs and all guests, provided the club prepares its own food)
- People Events (if offered; all guests participate)
- Special Event (if there is a 'special event'; all guests participate)
- Bike Events (if offered; bikers and buddy riders only participate)
- Buddy Events (if offered; bikers and buddy riders only participate)
- Enduro (if offered; bikers and buddy riders only participate)

There is an award for the best run in each of these categories. Note that the evaluations for Bike Events, Buddy Events, and Enduros from the runs are combined with such evaluations from these activities at overnight events and one-day events to determine Best Bike Event, Best Buddy Event, and Best Enduro.

2. Nominations

If a run show is offered, each guest is asked to nominate a show number in each of the following categories to be included in mail voting at the end of the season:

- Best Individual Number in the Show
- Best Group Number in the Show

The ballot includes one entry in each category, being that which receives the most nominations from the participants at that run. At the end of the season, every person who participated in at least two runs where there were run shows receives a ballot listing the nominees for the runs attended, and distributes among those entries a number of points equal to the number of entries.

3. Competitive judging

Each club is invited to nominate in each of the following categories one guest individual or group to be included in the mail voting at the end of the season:

- Best Guest Campsite
- Best Number in the Guest show

At the end of the season, every person who participated in at least two runs where there was such a judging receives a ballot listing the nominees for the runs attended, and distributes among those entries a number of points equal to the number of entries.

Each club is invited on its run to offer competitive biker, buddy, and enduro events. The club is requested to provide the results of these competitions in the form of a ranking of all participants. This ranking is used, in part, to determine the Biker of the Year and the Buddy Rider of the Year as described below.

I. Overnight Events

An Overnight Event is a club-organized out-of-town event of one or more nights that does not qualify as a run.

Each guest is asked to evaluate the event in as many as five categories. This evaluation provides for a scale of one to five in each category, 1 representing 'Horrible' and 5 'Excellent'. These evaluations are averaged for those voting in the category and the averages compared to determine the winners. The categories are:

- Best Overnight Event
- Best Ride to an Overnight Event (if offered; only participants in the ride are eligible to vote this category)
- Bike Events (if offered; bikers and buddy riders only participate)
- Buddy Events (if offered; bikers and buddy riders only participate)
- Enduro (if offered; bikers and buddy riders only participate)

The Best Ride to an Overnight Event is included in the evaluation only if a ride to the event is organized by the host club.

Each club is invited on its overnight events to offer competitive biker, buddy, and enduro events. The club is requested to provide the results of these competitions in the form of a ranking of all participants. This ranking is used, in part, to determine the Biker of the Year and the Buddy Rider of the Year as described below. In addition, these events are evaluated by the participants and the evaluations combined with those for runs and one-day events to determine Best Bike Event, Best Buddy Event, and Best Enduro.

J. One-Day Events

A one-day event is any activity organized by a club, carried out during a single day, and not included in the other award categories. Community events are included in this category only with the agreement of the Directors of the ICF.

The award for Best One-Day Event is determined by voting at the end of the season. For this category, every participant in more than one of the events receives by mail a ballot listing each of the events he/she participated in. The ballot is marked by indicating for each event listed the number of points to be awarded to that event, where the total number of points to be awarded to all events is equal to the number of events on the ballot.

Each club is also invited on its one-day events to offer competitive biker, buddy, and enduro events. The club is requested to provide the results of these competitions in the form of a ranking of all participants. This ranking is used, in part, to determine the Biker of the Year and the Buddy Rider of the Year as described below. In addition, these events are evaluated by the participants and the evaluations combined with those for runs and one-day events to determine Best Bike Event, Best Buddy Event, and Best Enduro.

K. Biker and Buddy Rider of the Year

These awards are made to the individuals in each category who accumulate the highest number of skill points during the year.

Skill points are earned in the following categories:

- Biker Events
- Buddy Events
- Enduros

The club returns the results to the ICF in the form of a ranking of each participant in the category. The skill points are determined by the ICF applying motocross scoring to the ranking according to the chart included as Appendix A.

L. Alden E. Spafford Most Participative Biker and Most Participative Buddy Rider

Participation points are awarded for traveling to an event as motorcycle rider or buddy rider as follows:

- Run - 3 points
- Overnight Event - 2 points

One-Day Event - 1 point

In addition, in each case, an additional point is awarded to a biker with a buddy rider.

These are accumulated for each individual participating in such events (separately for biker and buddy rider) according to the sign-in sheets provided to the ICF by the clubs.

M. Man, Woman, Impersonator, and Entertainer of the Year

The selection for these awards is a two-step process. In October, the ICF member clubs and Independent Directors are invited to nominate candidates for these awards, providing a justification with each name. In December a ballot is sent each club showing the top three candidates for each award. Each club has one vote and each Independent Director has one vote.

The qualifications include: a person who has exemplified Brotherhood, who has provided substantial support to the leather and club community during the Awards Year and has the respect of the clubs and their members or Independent Directors. Nominees need not belong to a club and clubs may nominate their own members.

N. Community Awards

These awards are based on nominations by the member clubs and Independent Directors and mail vote.

The Awards are:

- Best Club Charity Event
- Best Community Charity Event
- Best Club Anniversary Event
- Best Street Event
- Best Bay Area Leather Contest
- Best Bay Area Leather Event (Not a Contest, Not a Street Event)
- Most Visible Club/Organization in the Leather Community
- Best Fundraiser for the ICF
- Best New Organization
- Best New Event

A two-step process is used to determine the awardees: ICF member clubs make nominations; then ballots are sent to the community to determine the choice.

Nomination forms are sent to each of the member clubs and the Independent Directors in November requesting nominees in each category:

- For Best Club Anniversary Event, the club will merely list its own anniversary; independent directors don't participate. All will be on the final ballot.
- For Best Club Charity Event, the club will nominate the best event that it produced; independent directors don't participate. All will be on the final ballot.
- For all other Community Awards, the club or independent director will nominate up to three in each category. An ad hoc committee determines the top three names in each category for the final ballot.

The ballots are sent at the end of December to:

1. Members of all ICF Clubs, and

2. All local (Bay Area) independents who have attended at least one event sponsored by an ICF club during the past Awards Year, as determined by sign-in sheets provided to the ICF.

O. The Frank Benoit Award

This award is made at the discretion of the Chairman of the ICF to an individual based on participation in the ICF and the club community during the Awards year.

P. The Philip M. Turner Lifetime Achievement Award

This award is made by the Directors of the ICF to a person who, in the opinion of the Directors:

- Supports the ideals and goals of the Inter-Club Fund,
- Has served in the past on the Board of Directors of the ICF, and/or
- Has shown support of the ICF by participation in ICF events,
- Exemplifies the meaning of brotherhood, and
- Has consistently and unselfishly given of their time and energy for the betterment of the club/leather community over a period of years.

Current directors of the ICF are not eligible to receive this award. This award does not have to be presented every year; two awards may be made in one year. All discussion and voting on this Award is held in confidence and will be done in Closed session. However, a letter will be sent to each recipient so that they can attend the Awards and invite family and friends.

Q. The Most Supportive Business Award; the Most Supportive Non-Profit Organization

These awards are given by the Directors of the ICF to the business and the non-profit organization which, in the opinion of the Directors:

- Supports the ideals and goals of the Inter-Club Fund,
- Honors the community in its business practices,
- Reaches out to the community,
- Involves itself in community activities, and
- By its activities strengthens the community.

Any commercial business in the community, including retail, restaurants, and bars, is eligible for the Most Supportive Business. Ownership is not required to be LGBT.

R. Rookie of the Year

This award is given by the Directors of the ICF to an individual who has become active and made a significant difference in our community during the year.

S. Challenges

Challenges to the awards must be submitted in writing to the ICF Board of Directors not more than 30 days after the Awards ceremony, stating what award is challenged and why. The ICF Directors then have 30 days to investigate the challenge. After the investigation is complete, the challenger shall be invited to the next open meeting of the ICF wherein the matter shall be an agenda item so that the process followed for the award may be explained and action taken to uphold or deny the challenge.

If there are no challenges, the ballots may be destroyed after 90 days at the direction of Chair(s) of the Awards.

SECTION 9 — Revision

- A. Changes to this Handbook require a two-thirds vote of the Voting Board of Directors present.

Appendix A — Motocross Scoring

Motocross points are assigned to each item being scored based on relative ranking of the item. For each position in the ranking, the assigned points are:

<u>Place</u>	<u>Points</u>	<u>Place</u>	<u>Points</u>
1st	400	11th	23
2nd	300	12th	17
3rd	225	13th	13
4th	169	14th	10
5th	127	15th`	7
6th	95	16th	5
7th	71	17th	4
8th	53	18th	3
9th	40	19th	2
10th	30	20th	2