



**POLICIES AND  
PROCEDURES  
OF  
COASTAL LEATHER  
ALLEGIANCE TO  
WISDOM AND SERVICE,  
(CLAWS) LLC.**

# CLAWS, LLC. POLICIES AND PROCEDURES

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## TABLE OF CONTENTS

<b>Table of Contents.....</b>	<b>2</b>
<b>Article I     Finances.....</b>	<b>4</b>
Section 1     Applications	
Section 2     Dues	
Section 3     Spending Limits	
Section 4     Checking Account	
Section 5     Hardship Clause	
<b>Article II     CLAWS Property.....</b>	<b>4</b>
<b>Article III    Colors and Insignia.....</b>	<b>5</b>
Section 1     Patch	
Section 2     Where to wear patches	
<b>Article IV     Attire.....</b>	<b>5</b>
Section 1     Casual	
Section 2     Formal	
<b>Article V     Meetings.....</b>	<b>5</b>
Section 1     Opening	
Section 2     Order of Meeting	
Section 3     Agenda	
Section 4     Attendance Policy	
<b>Article VI     Announcements.....</b>	<b>6</b>
<b>Article VII    Spokesperson.....</b>	<b>6</b>
<b>Article VIII   Publications.....</b>	<b>6</b>
<b>Article IX     Bar Nights.....</b>	<b>7</b>
Section 1     Bar nights	
Section 2     Times for bar nights	
Section 3     Home Bar	
Section 4     Additional functions	
<b>Article X     Guidelines for Exchange of Friendship Pins.....</b>	<b>7</b>
Section 1     Who Pins	
Section 2     Suitable manner	
Section 3     Texas style pinning	
<b>Article XI     Official Addresses.....</b>	<b>7</b>
Section 1     Mailing address	
Section 2     E-mail address	
Section 3     Web page	
Section 4     Use of addresses in communications	

## CLAWS, LLC. POLICIES AND PROCEDURES

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<b>Article XII</b>	<b>Awards.....</b>	<b>7</b>
	Section 1 Categories	
	Section 2 Member of the Year	
	Section 3 Voting and Tabulating	
<b>Article XIII</b>	<b>Membership Recruitment Policies and Procedures.....</b>	<b>8</b>
	Section 1 Who is to do Recruiting	
	Section 2 How Recruiting is to be done	
	Section 3 What to do if an individual is interested	
	Section 4 Sexual favors will not be tolerated	
<b>Article XIV</b>	<b>Personal and Sexual Issues.....</b>	<b>8</b>
	Section 1 Personal issues	
	Section 2 Sexual Activity between Members	
	Section 3 Violations of the Article	
	Section 4 Public Representation	

## **The Policies and Procedures of Coastal Leather Allegiance to Wisdom and Service (CLAWS), LLC.**

### **Article I Finances**

- Section 1: Applications  
1a.) Application fees shall be \$35.00, payable when the CLAWS application is submitted.
- Section 2: Dues  
2a.) Annual dues are to be paid no later than the 1st of January of each year.  
b.) Quarterly dues are to be paid no later than the 1st of each quarter.  
c.) Monthly dues are to be paid by the first of each calendar month.
- 2a.) Yearly dues  
b.) Full Members annual dues shall be \$120.00 and may opt to pay monthly.  
c.) Associate Members shall pay a \$35.00 one time fee.  
d.) Honorary and Alumni Members shall not be assessed dues.
- Section 3: Spending Limits - The Board of Directors shall be allowed to spend up to \$100.00 per month with board consensus. There shall be no cumulative effect to the above expenditure. Reimbursement for said money issued only with proper form and receipts.
- Section 4: Checking Account - A checking account will be maintained at a financial institution, chosen by the Board of Directors. The balance of the checking account will hold a minimum of \$1000.00 at all times. All checks will be signed by two (2) member signatures from the Board of Directors, the Treasurer will be the primary signature, unless unavailable. All checks will be processed at Board meeting.
- Section 5: Hardship Clause  
5a.) Should the need arise, Full Members shall have the option of petitioning the Board of Directors for a release from dues for a period not to exceed ninety (90) days. Members may not receive more than one (1) release per year. Eligibility for Hardship Release shall be at the discretion of the Board of Directors. Decision of the Board Members shall be final concerning dues.  
5b.) A member in good standing classification is required or reinstated under the following conditions:  
1) All dues to be current prior to the Hardship Release period.  
2) Any dues in arrears at the beginning of the Hardship Release period shall be made current to that point.  
3) Attendance requirements must be maintained during Hardship Release period.

### **Article II CLAWS Property**

- Section 1: CLAWS property is to be defined as follows:  
1a.) CLAWS Colors/Back-patch-colors or any item which bares the logo of CLAWS, whether in color and/or black and white.  
1b.) Property which has been purchased by and/or for CLAWS, to include, but not limited to back-patch, banners, flags, etc.

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## **CLAWS, LLC. POLICIES AND PROCEDURES**

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### **Article III Colors and Insignia**

- Section 1: Full, Associate, PLEDGE, Alumni and Honorary members will be entitled to wear the patch depicting the Club's approved emblem in the style appropriate for their class. The appropriate patch for each class is as follows:
- 1a.) Full, Alumni and Honorary Members shall wear full patches.
  - 1b.) Associate Members shall wear small patches.
  - 1c.) All patches shall remain the property of CLAWS and shall be returned to the club if renewal of dues is not received or upon termination.
  - 1d.) Back-patches shall be provided to the full member upon receipt of initial, nonrefundable yearly dues.
- Section 2: Back-patches, when worn, shall be affixed to a leather vest. The patch shall be placed on the outside of the back, centered, and a little below the top of the shoulder blades.
- 2a.) The back-patch shall not be obstructed by any other insignia or altered in any way. No items shall be placed over, or within the borders of the patch.
  - 2b.) All other Club insignia, when worn, must comply with the current dress code policies by the club.
  - 2c.) Only members in good standing can purchase CLAWS merchandise.

### **Article IV Attire**

- Section 1: Casual shall be defined as Leather, Levi, Western, Casual/Street Clothes or other attire deemed appropriate by the Membership. Club colors must be worn or in the possession of each member at all club functions, or may be optional wear for runs and socials.
- Section 2: Formal shall be defined as Black jeans (no holes or faded), leather pants or leather skirt, white button down shirts, black tie or Bolo, black boots, and black belt and Club Vest. Formal attire may be worn to all functions not designated for casual attire. These functions are to include, but not limited to: banquets, award ceremonies, meetings, runs and socials. The membership will decide ahead of schedule which attire would be appropriate for each occasion.

### **Article V Meetings**

- Section 1: Meetings of CLAWS will be opened by the Sergeant at Arms. All agendas must be provided in writing, prior to each CLAWS meeting. All said agendas will contain the order of meeting, and any other notation deemed necessary.
- Section 2: The Order of Meeting should follow this prescribed format:
- 2a.) Call to order
  - 2b.) Reading of the CLAWS Code of Honor
  - 2c.) Discussion and acceptance of the meeting agenda
  - 2d.) Discussion and acceptance of the previous meetings minutes
  - 2e.) Discussion and acceptance of the Treasurer's report
  - 2f.) Discussion and acceptance of Associates report
  - 2g.) Old Business
  - 2h.) New Business
  - 2i.) Closed Session (if needed)
  - 2j.) Adjournment

## **CLAWS, LLC. POLICIES AND PROCEDURES**

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### **Section 3: Agenda**

- 3a.) The agenda for each meeting will be compiled by the President.
- 3b.) The President will provide the agenda to Full Members no later than general meeting.
- 3c.) The agenda may be sent to the Full Members by electronic mail.
- 3d.) The agenda may be approved by the membership after the meeting has been officially opened and before proceeding with the meeting. The order of the agenda can be changed with the approval of the membership in attendance.

### **Section 4: Attendance Policy**

- 4a.) Full Members are expected to attend all club meetings and events and are encouraged to attend at least one (1) run or anniversary celebration of another club held out of town during a twelve month period.
- 4b.) Full Members accepted absence is as follows:
  - 1) Employment
  - 2) Family commitments and/or emergencies
  - 3) Out of town leather events
  - 4) Required to notify a Board Member if possible prior to meetings
- 4c.) Associate Members are encouraged, but not required to attend and participate in all club meeting and activities.
- 4d.) Honorary and Alumni Members have no attendance requirements, but are encouraged to attend club meetings, functions or activities whenever possible.

## **Article VI Announcements**

No announcement of CLAWS activity or involvement, which requires a vote of the Membership, is to be made public, either in print or orally, until such is approved by the Membership at a regular or special meeting.

## **Article VII Spokesperson**

As spokesperson, the President must be cognizant of the fact that any decision is subject to question and/or revision by the general membership. The President is to serve as a responsible spokesperson/delegate for the club, to any conference/ meeting. If the President cannot attend said conference/meeting he/she shall appoint an alternate.

## **Article VIII Publications**

Section 1: CLAWS will maintain separate publications titled "By-Laws" and "Policy and Procedures"; furthermore, any newsletters and event programs will be included herein.

Section 2: CLAWS minutes and financial reports are not for general distribution except to Full Members.

Section 3: Photographs taken at any CLAWS event, of any person, shall not be published or distributed in any form without a signed or verbal release by said individual (s) photographed

# **CLAWS, LLC. POLICIES AND PROCEDURES**

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## **Article IX Bar Nights**

- Section 1: CLAWS bar nights are held the 2nd Saturday of each month after the regular business meeting the following Sunday of each month unless changed by a vote of the full membership.
- Section 2: CLAWS bar nights are generally from 6 PM - until. The Board of Directors retains the right to change as need be, to set setup times and arrival times.
- Section 3: CLAWS bar nights are to be held at the designated home bar unless otherwise specified by the Full Membership.
- Section 4: Additional functions may be held as deemed fit and will be designated by the Board of Directors. Attendance is optional unless otherwise designated. The Vice President will notify each member of said function

## **Article X Guidelines for Exchange of Friendship Pins**

- Section 1: Friendship pins should be given only by a Full Member.
- Section 2: Pinning should be done in a suitable manner.
- Section 3: Claws requires when doing Texas style pinning Club Colors must be removed.
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## **Article XII Official Addresses**

- Section 1: The official mailing address of this organization is to be:  
CLAWS  
PO Box 3025  
Myrtle Beach, SC 29578-3025
- Section 2: The official E-mail address is: [www.info@clawslc.org](mailto:www.info@clawslc.org). Any e-mail received must be forwarded to the president via email.
- Section 3: The official web page address is: [www.clawslc.org](http://www.clawslc.org).
- Section 4: The above listed addresses are the only addresses which are to be used on all verbal and written correspondence or communication regarding CLAWS.

## **Article XIII Awards**

- Section 1: CLAWS shall award annual awards in five (5) different categories. These categories are as follows: Officer of the Year, Member of the Year, Associate of the Year, Affiliate of the Year, and a Community Service award. These awards will be presented at the clubs Anniversary Celebration.
- Section 2: The Member of the Year award is for non-officers.
- Section 3: Voting for these awards will take place by secret ballot of Full Members. The ballots will be presented to an individual that will be designated by the Board of Directors for counting and insuring that plaques will be engraved and ready for presentations.

## **CLAWS, LLC. POLICIES AND PROCEDURES**

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### **Article XIII Membership Recruitment Policies and Procedures**

- Section 1: Recruitment of potential members may be completed by any full, associate, or alumni member of the CLAWS organization.
- Section 2: Recruitment includes: distribution of approved club materials, general discussion of the club activities, purpose and goals.
- Section 3: An individual expressing interest in the club is to be:  
3a.) Given a membership application and/or membership brochure.  
3b.) Referred to the Sergeant at Arms, President or Outreach/Planning Committee for further discussion.
- Section 4: Under no circumstances should recruitment of members be used for the solicitation of sexual favors. Even the appearance of such actions will be considered a violation of the Code of Honor and grounds for immediate membership termination and the termination of eligibility for reinstatement into the CLAWS organization.

### **Article XIV Personal and Sexual Issues**

- Section 1: Personal issues between two members, or a prospective member and a member are not to be brought into the club functions. These are to be considered private issues.
- Section 2: Violations of this Article is considered grounds for membership termination and referred to the Board of Directors.
- Section 3: Any public representation of CLAWS should be done in a respectable and dignified manner in accordance with the clubs by-laws and Code of Honor.