



## Policy & Procedure Manual

Amended and Restated as of October 16, 2024

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## 1. Introduction

- 1.1 This document outlines the structure of MAsT International and may be amended by the Board of Directors, as needed.
- 1.2 This document also outlines the use and design of the MAsT logo.
- 1.3 MAsT International, Incorporated is a non-profit organization, and is subject to its bylaws, policies and procedures.

## 2. Purpose

- 2.1 Masters And slaves Together (MAsT) exists to support and enhance the Master/slave (M/s) lifestyle. Local MAsT Chapters are believed to be the best vehicle to serve those needs.
- 2.2 These Chapters meet on a regular basis and provide:
  - 2.2.1 a venue for discussion and support
  - 2.2.2 social opportunities for their members living, or desiring to live, the Master/slave lifestyle
  - 2.2.3 the beneficial exchange of lifestyle knowledge and experience
- 2.3 MAsT is committed to demystifying Mastery and slavery for those in the leather/fetish/BDSM community and other people interested in consensual power-exchange relationships, and on a greater level, to correcting the misinformation and combating the denigration that often occurs in our larger societies with respect to such relationships.
- 2.4 MAsT International is fulfilling its purpose by supporting local MAsT Chapters, providing opportunities for learning and experiences through local MAsT Chapters, and fostering research that has the potential to benefit both the academic community and the Master/slave community.

## 3. Structure

- 3.1 MAsT International is led by a Board of Directors (Board) whose duties are detailed in Section V, Board of Directors.
- 3.2 The Board oversees committees formed to support the purpose of MAsT. The Regional Council which is composed of Regional Representatives is one such committee.
- 3.3 The Regional Council oversees the Chapters within each region. Regional Representative duties are outlined in Section 6, Regional Council.

- 3.4 Local Chapter Directors oversee the day-to-day business of their local Chapter. Chapter Director responsibilities are outlined in Section 7, MAsT Chapters.
- 3.5 Additional Board committees and subcommittees may be formed at the request of any of the members of the Board of Directors or any member of the Regional Council.
- 3.6 Only the members of the Board are eligible to vote. Members of the Committees and Assistant Directors are encouraged to state their opinions and provide input on matters brought to the Board but they are not eligible to vote on those matters.
- 3.7 Each member of MAsT Leadership and Management shall have the required basic criteria listed for that level of management. All applicants for positions above Chapter Director shall have a minimum of two years of current MAsT membership and MAsT leadership experience or its equivalent.
  - 3.7.1 **Board of Directors:** The applicant shall have education and/or practical experience with a large organization that is directly applicable to the Board position and at least two years of practical experience leading or managing within MAsT or its equivalent.
  - 3.7.2 **Regional Council:** The applicant for Assistant Regional Representative shall have a minimum of two years of MAsT membership and at least two years of practical experience leading or managing within MAsT or its equivalent.
  - 3.7.3 **Chapter Director** (regardless of title): History of past successful management skills, and references from three non-family members.
  - 3.7.4 In addition to these basic criteria and any other processes listed, the applicants for any of these three levels of management positions shall provide a completed copy of the MAsT Leadership and Management Questionnaire, Business Tools and Addendum II.
- 3.8 MAsT International, Inc. may, via a Letter of Agreement, form a consortium with another organization with the objective of participating in common activities or pooling resources for achieving a common goal that is consistent with the Purpose of MAsT.

## 4. Compensation

- 4.1 MAsT strictly prohibits the distribution of any net earnings or profits to private individuals, including board members and officers. No part of the organization's assets or income will benefit any insider.
- 4.2 MAsT may reimburse members for reasonable and documented expenses directly.
- 4.3 MAsT will help with expenses for the Executive Board Members flights to the Annual General Membership Meeting.

## 5. Board of Directors

The Board of Directors is currently comprised of nine voting members:

- 5.1 Chief Executive Officer/Chair
- 5.2 Director of Operations/Deputy Chair
- 5.3 Secretary
- 5.4 Financial Officer/Treasurer
- 5.5 Education Director
- 5.6 Information Technology Director
- 5.7 Marketing Director
- 5.8 Membership Director
- 5.9 Regional Representative Director
- 5.10 The number and duties of members of the Board of Directors may be changed by 2/3 vote of the Board of Directors at any time to meet the changing needs of the organization.
- 5.11 The duties of each member of the Board of Directors shall be:
  - 5.11.1 **Chief Executive Officer (CEO)** - the highest office within MAsT and is Chair for the Board of Directors. The CEO is an officer of the organization.
  - 5.11.2 In order to avoid any conflict of interest, real or perceived, the CEO may not be in a leadership position of any sort for any other BDSM, Fetish, Leather, or other alternative lifestyle organization.
  - 5.11.3 The CEO is elected by the Board of Directors and their term of service is two years and may be re-elected for subsequent two-year terms.
  - 5.11.4 Should the CEO decide to resign, they may submit their resignation to the Board of Directors.
  - 5.11.5 The CEO is responsible for the organization's consistent achievement of its mission and objectives. The CEO shall:
    - 5.11.5.1 insure that the organization has a long-range strategy which achieves its mission, and toward consistent and timely progress

- 5.11.5.2 provide leadership in developing program, organizational and sound financial plans and practices with the Board of Directors, assistants and staff, and maintain such plans and policies
  - 5.11.5.3 promote active and broad participation by volunteers in all areas of the organization's network
  - 5.11.5.4 jointly, with the Board of Directors, conduct official correspondence of MAsT, maintain official records and documents, and ensure compliance with federal, state and local regulations
  - 5.11.5.5 keep the Board of Directors fully informed of the condition of the organization and all important factors influencing it
  - 5.11.5.6 establish and maintain sound working relationships and cooperative arrangements with community groups and organizations
  - 5.11.5.7 represent the programs and point of view of the organization to agencies, organizations, and the general public
  - 5.11.5.8 be responsible for the recruitment, tasking, and release of all Board of Director members, their Assistants, Regional Representatives, and staff volunteers, with appropriate provision for succession
  - 5.11.5.9 maintain a healthy culture that attracts, keeps, and motivates a diverse staff of top quality people
- 5.12.1 **Director of Operations/Deputy Chair** - contributes to the development and implementation of organizational strategies, policies and practices as they work closely with the CEO. They are an officer of the organization.
  - 5.12.2 The Director of Operations is elected by the Board of Directors and their term of service is two years with re-election eligible.
  - 5.12.3 Should the Director of Operations decide to resign, they may submit their resignation to the Board of Directors.
  - 5.12.4 The Director of Operations shall:
    - 5.12.4.1 have full delegated authority to act on behalf of the CEO in their absence
    - 5.12.4.2 provide guidance, as requested by the CEO, for program activities including outreach, volunteer coordination, and

- partnership development
- 5.12.4.3 improve the operational systems, processes and policies in support of the organization's mission. Specifically: support better reporting, information flow and business management
- 5.12.4.4 play a significant role in long-term planning, including an initiative geared toward operational excellence
- 5.12.4.5 develop and submit a budget to the CEO for each fiscal year
- 5.12.4.6 oversee organizational official documents (e.g., Policy Manual, Chapter Formation Manual, etc.)
- 5.12.4.7 hold regular meetings with the CEO
- 5.12.4.8 coordinate with the IT Director for the effectiveness and efficiency of the MAsT website
- 5.12.4.9 support initiatives from the Board of Directors and organization that contribute to long-term operational excellence
- 5.12.4.10 contribute to short and long-term organizational planning and strategy as a member of the Corporate Officers and the Board of Directors
- 5.13.1 **Secretary** - ensures that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board's business was conducted. They are an officer of the organization.
- 5.13.2 The Secretary is elected by the Board of Directors and their term of service is two years with re-election eligible.
- 5.13.3 Should the Secretary decide to resign, they may submit their resignation to the Board.
- 5.13.4 In the absence of the Board Chair and Deputy Chair, the Secretary shall call the meeting to order and preside until a temporary chairperson is elected.
- 5.13.5 The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers of certain documents.
- 5.13.6 The Secretary may be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

- 5.13.7 The Secretary shall be responsible for ensuring that accurate minutes for meetings are taken and approved. These meetings specifically include official Board meetings and Member meetings (e.g. Annual General Meeting). Records should include at a minimum:
- 5.13.7.1 date, time, location of meeting
  - 5.13.7.2 list of those present and absent
  - 5.13.7.3 list of items discussed
  - 5.13.7.4 list of reports presented
  - 5.13.7.5 text of motions presented and description of their disposition.
- 5.13.8 The Secretary produces a copy of the final, approved minutes and submits the copy to be maintained in the corporate records. The Secretary shall also ensure:
- 5.13.8.1 that the records of the organization are maintained as required by law and made available when required by authorized persons. The Secretary participates in Board meetings and as a voting member
  - 5.13.8.2 that official record when required for reports, elections, referenda, other votes, etc.
  - 5.13.8.3 that an up-to-date copy of the bylaws is available
- 5.14.1 **Financial Officer/Treasurer** - The Financial Officer shall have charge for all funds and securities of MAsT International and is an officer of the organization.
- 5.14.2 The Financial Officer is elected by the Board of Directors and their term of service is two years with re-election eligible.
- 5.14.3 Should the Financial Officer decide to resign, they may submit their resignation to the Board of Directors.
- 5.14.4 The Financial Officer shall:
- 5.14.4.1 enter or cause to be entered regularly in books to be kept by them, or under their direction for that purpose, a complete and correct account of all monies received and disbursed for the account of MAsT International. All financial records shall be available for inspection at reasonable times to all members of the MAsT

International Board of Directors

- 5.14.4.2 produce a financial accounting to the Board of Directors at the monthly meeting and such times as may be requested
- 5.14.4.3 follow generally accepted accounting principles including providing and filing all appropriate financial reports and forms
- 5.14.4.4 maintain the books of account of MAsT International and all securities, vouchers, papers and documents of MAsT International in their custody to any member of the Board of Directors upon request
- 5.14.4.5 in general, have such other powers and perform such other duties, incident to the office of Financial Officer or as may be assigned to them from time to time by the Board of Directors or Chief Executive Officer
- 5.15.1 **Education Director** - The Education Director shall facilitate and oversee educational content, training programs, and resource management to support and enhance the organization's mission and values.
- 5.15.2 The Education Director is elected by the Board of Directors and his/her term of service is two years with re-election eligible.
- 5.15.3 Should the Education Director decide to resign, they may submit their resignation to the CEO.
- 5.15.4 The Education Director shall be responsible for program development
- 5.15.5 They will create and curate educational content that:
  - 5.15.5.1 addresses the needs and interests of the chapter members
  - 5.15.5.2 promotes understanding, support, and best practices within the community
  - 5.15.5.2 is inclusive, respectful, and aligned with the organization's values
  - 5.15.5.3 Training: Develop and deliver training programs for various positions within the organization, including chapter directors, regional representatives, and other key roles, to ensure they are well-equipped to fulfill their

responsibilities effectively.

- 5.15.5.4 Community Outreach: Engage with the community to gather feedback and promote educational initiatives.
- 5.15.5.5 Quality Assurance: Regularly review and update programs to ensure they are accurate, respectful, and aligned with the organization's values.
- 5.15.5.6 Educational Event Coordination: Organize workshops, seminars, and other educational events.
- 5.15.5.7 Resource Management: Develop and distribute educational materials and resources.
- 5.16.1 **Information Technology (IT) Director** - The IT Director shall have charge for technology projects in alignment with organizational goals.
- 5.16.2 The IT Director is elected by the Board of Directors and their term of service is two years with re-election eligible.
- 5.16.3 Should the IT Director decide to resign, they may submit their resignation to the Board of Directors.
- 5.16.4 The IT Director shall be responsible for:
  - 5.16.4.1 the effective delivery of technology networks, development, and disaster-recovery systems and processes
  - 5.16.4.2 developing solutions to manage online business activities
  - 5.16.4.3 working closely with other Board members to improve technological coordination and communication
  - 5.16.4.4 researching and recommending new technology products
  - 5.16.4.5 leading efforts to improve IT processes
  - 5.16.4.6 creating new chapter logos for documentation (sign-in sheet, intro document, membership cards, and other local activities). The designs shall use the logo design and formatting information contained in Sections 9 - Organization Name and 10 - Organization Logo
- 5.17.1 **Marketing Director** - oversees marketing activities, including advertising, public relations, and content creation to effectively communicate MAsT's mission and programs.

- 5.17.2 The Marketing Director is elected by the Board of Directors and their term of service is two years with re-election eligible.
- 5.17.3 Should the Marketing Director decide to resign, they may submit their resignation to the Board of Directors.
- 5.17.4 The Marketing Director shall:
  - 5.17.4.1 identify target audiences and tailor marketing strategies to reach and engage these groups
  - 5.17.4.2 plan, coordinate, and oversee marketing campaigns
  - 5.17.4.3 monitor and analyze the effectiveness of marketing campaigns and adjust strategies as needed
  - 5.17.4.4 create promotional content
  - 5.17.4.5 ensure all content aligns with the organization's branding and messaging guidelines
  - 5.17.4.6 prepare and distribute press releases and other communications to promote events and initiatives
  - 5.17.4.7 coordinate with organization's event and meeting planners to ensure consistent messaging and effective promotion
  - 5.17.4.8 works with CEO and Operations Officer to build and maintain relationships with media outlets, community partners, and other stakeholders to enhance the organization's visibility and reputation
  - 5.17.4.9 manage the marketing budget and allocate resources efficiently to maximize impact
  - 5.17.4.10 create FetLife accounts for new chapters and other requested social media
- 5.18.1 **Membership Director** - facilitates the acceptance of new chapters by ensuring potential chapters are qualified to form as easily and smoothly as possible. See Section 7.2.5 for the new Chapter petition timeline.
- 5.18.2 The Membership Director is elected by the Board of Directors and their term of service is two years with re-election eligible.
- 5.18.3 Should the Membership Director decide to resign, they may submit their resignation to the Board of Directors.

- 5.18.4 The Membership Director shall:
  - 5.18.4.1 act as a resource and liaison for petitioning to form chapters
  - 5.18.4.2 compile all relevant information regarding proposed leadership and chapter sustainability in comprehensive new petition packet for the board's review
  - 5.18.4.3 assist potential chapters in developing a name consistent with MAsT Policy
  - 5.18.4.4 ensure potential chapters are aware of what MAsT International offers
  - 5.18.4.5 manage petitioning chapter's database while with Membership
  - 5.18.4.6 during transfer to regions, ensure newly approved Chapters are aware of their administrative procedures such as applying for a provisional charter, chapter reporting requirements, and updating contact information
  - 5.18.4.7 use information from chapter petitions to submit news articles introducing a newly forming chapter on the MAsT International website as well as other approved social media
  
- 5.19.1 **Regional Representative Director** - provides support, guidance, and leadership for the Regional Representatives and their assistants.
  
- 5.19.2 The Regional Representative Director is elected by the Board of Directors and their terms of service is two years with re-election eligible.
  
- 5.19.2 The Regional Representative Director may submit their resignation to the Board of Directors.
  
- 5.19.3 The Regional Representative Director shall:
  - 5.19.3.1 provide Regional Representatives and assistants with an understanding of their role and responsibilities, including:
  - 5.19.3.2 prepare and maintain a current Regional Representative Guide
  - 5.19.3.3 conduct annual interactive training session for new Regional Representative Team members

- 5.19.3.4 clearly communicate all regional and chapter requirements that help MAsT function efficiently
  - 5.19.3.5 promote community through introductions and welcoming new Chapters
  - 5.19.3.6 ensure Regional compliance that MAsT International Chapter data is complete, correct, and updated for accuracy
  - 5.19.3.7 ensure Regional compliance for MAsT Chapter Meeting Reports
  - 5.19.3.8 announce the AGM in time for Regional/Chapter planning: six months, three months, one month
  - 5.19.3.9 advertise for Assistant Regional Representatives for coming year by October 15th. This will be followed by interviews by November 15th and selections by November 30th
  - 5.19.3.10 send reminders for submitting electronic Annual Chapter Renewal form and dues in December
  - 5.19.3.11 promote and help facilitate Regional General Meetings with the CEO and the Regional Representatives
  - 5.19.3.12 help develop and/or create corporate announcements for the Chapters so that each region communicates the same message
  - 5.19.3.13 prepare and submit to the Board a Quarterly State of the Regions Report.
- 5.20.1 **Store Coordinator** - The Store Coordinator is a non-voting member of the Board of Directors. The Store Coordinator manages the MAsT Store, including the procurement and distribution of MAsT approved merchandise.
  - 5.20.2 The Store Coordinator is elected by the Board of Directors and the term of service is 2 years and re-election eligible.
  - 5.21.1 **Assistant Director** - is a non-voting member of the Board of Directors. Each director can have an Assistant Director should they choose to do so.
  - 5.21.2 The Assistant Director is elected by the Board to assist a specific Director and their term of service is 2-years with re-election eligible.

- 5.21.3 Should an AD decide to resign, they may submit their resignation to the Board member they assist or to the Board of Directors.
- 5.21.4 In the absence of the director they work with, the assistant may represent them for reporting or gathering information regarding related directorate business.
- 5.21.5 The Assistant Director shall be responsible for attending and/or presiding over meetings as needed for their director.

## 5.22 Committees

Committees may be formed to provide the Board of Directors with long or short term services, such as a MAsT Historian (long-term) or a specific project committee (short-term).

## 6. Regional Council

- 6.1 The Regional Council is comprised of Regional Representatives, at least one from each region as specified below in Section 6.3.
- 6.2 The Regional Council acts as advisers to the Board of Directors-regarding issues and strategic planning in each region.
- 6.3 The Regional Council participates in discussions on issues put forth by the Board of Directors.
- 6.4 Regions are determined by the Board of Directors and currently include:
- Australia and New Zealand
  - Canada
  - Central America
  - Europe
  - Midwest (ND, SD, MN, WI, MI, IA, IL, IN, OH, NE, KS, MO, and KY north of and including Lexington)
  - Northeast (VT, NH, ME, MA, RI, CT, NJ, NY, PA, DE, MD, DC, WV, and VA)
  - Northwest (WA, OR, MT, ID, WY, AK, NV north of and including Reno, and CA north of and including Fresno)
  - Southeast (FL, GA, AL, MS, LA, AR, TN, SC, NC, and KY south of Lexington)
  - Southwest (TX, OK, NM, CO, UT, AZ, HI, CA south of Fresno, and NV south of Reno)
- 6.5 **Regional Representative and Assistant Regional Representative**
- 6.5.1 Regional Representatives serve to represent their region on the Council, provide support to those Chapters within their region, and assist in the implementation and maintenance of MAsT policies for their region.

- 6.5.2 Assistant Regional Representatives assist their Regional Representatives, provide support to those Chapters within their region, and assist in the implementation and maintenance of MAsT policies for their region. This position requires a minimum of two years of Chapter membership and MAsT leadership experience or its equivalent.
- 6.5.3 Regional Representatives and Assistant Regional Representatives are Vetted, interviewed, and appointed to these positions by the Board of Directors.
- 6.5.4 A release for a background and criminal history check may be required by the Board of Directors for vetting of the candidate.
- 6.5.5 Regional Representatives report to and take direction from the Regional Representative Director.
- 6.5.6 Regional Representatives and Assistant Regional Representatives are accountable to the regions they represent and may be removed with cause by the Board of Directors.
- 6.5.7 The term for Regional Representative shall be no more than three years; these years include one year as Assistant and up to two years as the Regional Representative. Regional Representative term of service may be extended by two years if mutually agreed upon and with majority vote of the Board of Directors. These terms shall coincide with the calendar year. Regional Representatives will ensure that they have an Assistant in place at least one year prior to the end of their term. Candidates for the Assistant position should provide their contact information and relevant experience to the Regional Representative Director for consideration of representing the Region for the upcoming year.
- 6.5.8 All newly selected Assistant Regional Representatives, along with their Regional Representative, shall participate in the Regional Representative training prior to January 1 of each year.
- 6.5.9 Regional Representatives are urged to help new Chapters be successful by ensuring they are aware of important administrative procedures such as applying for Provisional status, conducting and reporting meeting requirements, and updating contact information, etc.
- 6.5.10 Regional Representatives are responsible for regularly monitoring the Chapter reports and ensuring that their Chapters are in compliance with Chapter reporting requirements.
- 6.5.11 Regional Representatives and Assistant Regional Representatives are urged not to run for titles during their tenure on the Regional Council in order to keep them from being distracted during their terms of office.

- 6.5.12 Business tools for Regional Representatives and Chapter Directors can be found in Section VIII, Business Tools.

## 7. Local MAsT Chapters

- 7.1 The programs and activities of the local MAsT Chapters need to be constructed to serve and achieve the purposes of MAsT International. MAsT Chapters' main purpose is to provide a safe place to learn about and practice the knowledge and skills associated with consensual Master/slave relationships. MAsT Chapters will not exist as S&M clubs, dating, or cruising services.
- 7.2 Members of local MAsT Chapters must be at least 18 years of age, but not younger than the legal age of adulthood in their own local governmental jurisdiction.
- 7.3 MAsT is open to adults regardless of lifestyle identification (Master, slave, Dominant, submissive, et.al.), sexual orientation, sexual identity, gender, gender orientation, or gender identity. Individual local MAsT Chapters, however, may choose to be a special interest group and limit their membership according to such criteria as lifestyle identification (Master, slave, etc.), sexual orientation, sexual identity, gender, gender orientation, or gender identity.
- 7.4 Membership in MAsT International, Inc. shall be defined as a Chapter who has submitted an application and been approved by a majority of the Board by vote after a screening process to vet the principles of the proposed chapter on the basis of their character, leadership, management experience, and service to the community. Applicants must specify a geographic area (city) they intend to serve in their application. This area must not overlap with existing chapters unless they can demonstrate sufficient need for an additional chapter or show that the target population is significantly different from that of the existing chapter.
- 7.5 The vote by the Board of Directors should take place within 45 days of the submission of the initial application.
- 7.6 Chapter attendee and membership information is confidential within the Local Chapter and is never to be shared or revealed outside the Local Chapter.
- 7.7 **New Chapter petition timeline**
- 7.7.1 Upon submitting the form, you should receive an email confirming its receipt. If you do not receive this email, consider that we did not receive your petition.
- 7.7.2 Within 7 days, the Membership Director will email you with the next steps and confirm any information needed to begin the processing of your petition. Please contact the Membership Director with any questions or concerns at any point in the process.
- 7.7.3 The average time it takes to process a new Chapter petition is two

months. This timeline is dependent on the responses from the references, any outstanding issues and the voting by the Board of Directors.

- 7.7.4 Upon approval, the petitioner(s) will receive a welcome letter from the Membership Director. This letter will detail the chapter name (and its format), the next steps, and introduce the new Chapter Director(s) to their regional representatives. MAsT will also announce the new Chapter approval on the MAsT International website and other applicable social media. The Regional Representatives will be in contact within a week and assist the new Chapter Director(s) in accessing the Chapter database. The new Chapter Director(s) will also receive MAsT logos, email, and login information for their chapter's FetLife account to use for the new chapter within two weeks.
- 7.7.5 New Chapter Directors may establish additional social media accounts as needed. The login credentials for these accounts should be promptly provided to the Marketing Director to ensure continued access in the event that a chapter becomes inactive or ceases operations.

- 7.2.6.6 New Chapter petitions approved to form with no activity after three months will have their approval canceled. If the petitioner would like to reapply, a new petition will need to be completed and submitted.

## **7.2.7 Local Chapter Charter**

- 7.2.7.1 Each MAsT Chapter, to be recognized and accepted as a part of the official MAsT International organization and to have the privilege of using the MAsT name and logo as stated in the MAsT Policy and Procedures Manual, must hold a valid, current MAsT Chapter Charter.
- 7.2.7.2 A Provisional Chapter Charter may be granted by the Board of Directors after the petition application has been approved, and the applicants agree to uphold the purposes of MAsT, adhere to the MAsT Policy Manual, pledge to cooperate with the Board of Directors and Regional Council, and provide proof of adequate planning and organization to fulfill MAsT's objectives. The Provisional Period for a new or re-activated chapter will be for a minimum of six months.
  - 7.2.7.2.1 During this time, the Board of Directors through their Regional Representative will closely review the progress of the new MAsT Chapter.

- 7.2.7.2.2 Upon successful completion of the provisional period, a regular MAsT Chapter Charter will be issued by the Regional Representative Director on behalf of the Board.
- 7.2.7.3 The MAsT Chapter Charter is valid annually from January 1st to December 31st.
- 7.2.7.4 MAsT Chapter Charters shall be renewed annually.
- 7.2.7.5 The Board of Directors will set a nominal fee for processing a Provisional Chapter Charter Application or MAsT Chapter Charter Renewal Application. There may be adjustments for those chapters moving from Provisional status to Chapter status depending on when, during the year, that transition is official.
- 7.2.7.6 Each local MAsT Chapter will renew their charter using the appropriate Chapter renewal block on their Chapter's dashboard. Using the dashboard allows the Chapter Director to re-subscribe to the purposes of MAsT, recommitting to follow the MAsT Policy Manual and re-pledging cooperation with the Board of Directors through their Regional Representative team.
- 7.2.7.7 There may be adjustments for those Chapters moving from Provisional status to Chapter status depending on when, during the year, that transition is official. The Chapter Director should discuss this with their Regional Representative.
- 7.2.7.8 A person or group seeking to reactivate an inactive MAsT Chapter will be required to submit a new application.
- 7.2.7.9 When a MAsT Chapter ceases to serve the purposes of MAsT or violates the terms and conditions of its MAsT Chapter Charter, (see 7.8.1 Chapter Status), a MAsT Chapter Charter may be revoked, or an annual renewal refused, at the sole discretion of the Board of Directors. That Chapter will then be declared Inactive.
- 7.2.7.10 The Board of Directors may set a nominal fee for processing a MAsT Chapter Charter Application or MAsT Chapter Charter Renewal Application. The current charter processing fee is \$25.00 per year.

## **7.2.8 Multiple Chapters**

- 7.2.8.1 Multiple local MAsT Chapters may exist in a geographical area to serve the needs of differing membership populations. While MAsT International is officially designated as pansexual, local MAsT Chapters may choose to serve a narrower membership population.
- 7.2.8.2 When there are multiple chapters in the same area, the original Chapter will be part of the vetting process of the potential new chapter.
- 7.2.8.3 Chapters in the same area must hold meetings at least five days apart.
- 7.2.8.4 Multiple Chapters may not exist to serve the same membership population except where, in the judgment of the Board of Directors, that membership population is large enough to support multiple Chapters and each Chapter is large enough to be viable.

**7.2.9 Chapter Names**

- 7.2.9.1 Each local MAsT Chapter will adopt, with the approval of the Board of Directors, a name in the form of "MAsT: LOCAL NAME." The "local name," which must be unique, will be the name of the city or town where the MAsT Chapter meets.
- 7.2.9.2 MAsT Chapter names are always to be presented in the form of "MAsT: LOCAL NAME" or "MAsT: Local name."
- 7.2.9.3 When multiple MAsT Chapters are chartered in a single locale, the "local name" of the second or subsequent MAsT Chapter must uniquely distinguish it from the first and other MAsT Chapters in that locale with a descriptive name (e.g., "Jersey City" and "Jersey City Gay Men") that is approved by the board.

**7.3.1 Chapter Leadership**

- 7.3.1.1 A Chapter Director heads each local MAsT Chapter. The Chapter Director is the direct MAsT Chapter liaison with the Board of Directors and the Chapter's Regional Representative. While Chapter Directors are allowed broad autonomy with regards to process and procedures, they are not "owners" of their Chapters. They are MAsT International Chapters that are chartered to provide opportunities for local communities to learn about and

practice M/s.

- 7.3.1.2 Local MAsT Chapters may give other names to the Chapter Director position.
- 7.3.1.3 The Chapter Director need not be any particular gender, sexual orientation, or lifestyle identification (e.g., Master, slave). Any adult of legal age who can agree to follow MAsT's governing document, meets the criteria of the position, and otherwise fulfill the duties of a Chapter Director may hold this position.
- 7.3.1.4 Shared leadership is often very effective in growing and sustaining an organization. Local MAsT Chapters may have a leadership Council or Board of Advisors of which the Chapter Director is the official head or co-head, to share the responsibility of leadership, program development, education, outreach, etc.
- 7.3.1.5 Each local MAsT Chapter may have other officers in addition to the Chapter Director as fits the form of organizational structure adopted by that Chapter including a Co-Director.
- 7.3.1.6 Chapter Directors and other officers, if any, serve without compensation and are to take no personal profit from the Chapter. The Chapter may, however, reimburse the Director, officers and members for legitimate, substantiated Chapter expenses.
- 7.3.1.7 Each local MAsT Chapter must also provide the Board of Directors with contact information for at least one person other than the Chapter Director, who is not of the household of the Chapter Director, who can serve as an alternate contact should the Chapter Director be unavailable. This information shall be located in the Chapter's database.
- 7.3.1.8 Should there be a change in Chapter Director or secondary contact person, the Chapter will be required to submit notification to their Regional Representative via email prior to making all necessary changes to the Chapter's database;
- 7.3.1.9 If the new Chapter Director has ever been turned down when petitioning for a chapter, the chapter has been inactive for the last 6 months, or the incoming Director has not been attending the chapter consistently for at least 6

months, they shall be required to do an interview with the board, fill out a chapter petition form, and must meet all qualifications of a Chapter Director.

7.3.1.10 Attendees of chapter meetings held in businesses such as leather shops, dungeons, or bars may not be charged additional fees by said business in order to attend the meeting.

7.3.1.11 In-Person Chapter meetings should be held in a safe and secure location to protect attendee's privacy.

#### 7.4.1 **Chapter Finances and Non-Profit Status**

7.4.1.1 A local MAsT Chapter may set dues or assessments for its own membership.

7.4.1.2 Each local MAsT Chapter should provide a means for the generation of sufficient revenues to cover its operating expenses. Fundraising events, such as bar nights, parties, annual membership dues, nominal per meeting "cover charges," donations, etc. may be used to provide this revenue.

7.4.1.3 The funds of a local MAsT Chapter are to be segregated from the personal funds of the Chapter Director or Treasurer. The highest standards of ethical behavior and accountability are required of anyone who handles MAsT funds.

7.4.1.4 MAsT International does not require Chapters to report their financial status. The Chapter's money management is the Chapter's responsibility.

7.4.1.5 MAsT International, Inc. is a non-profit corporation, and has non-profit status. This non-profit status does not apply to individual Chapters. Local Chapters may apply for non-profit status (most commonly under Section 501(c)7 of the Internal Revenue Code as a "fraternal organization") on their own or not, as they see fit. Local Chapters are responsible for compliance with all applicable federal, state/provincial, and local laws.

#### 7.5.1 **Chapter Reporting**

7.5.1.1 In order to remain a Chapter in good standing, every MAsT Chapter is required to report each monthly meeting within 30 days of its occurrence.

- 7.5.1.2 If a meeting is missed for any reason, such information shall be reported using the normal meeting report process. Dangerous weather, illness, or vacations are examples of valid reasons for missing a meeting. Timely meeting reports are one way that MAsT International can confirm that a Chapter is active and providing service to its community.
- 7.5.1.3 The Chapter Director is responsible for seeing that the reports are filed, although the actual reporting task may be delegated.
- 7.5.1.4 All reports, including the chapter meeting report and changes to contact information, are to be filed in a timely manner using the on-line reporting system under the chapter's dashboard.
- 7.5.1.5 In addition to reporting, all Chapter Directors are expected to respond to communications from MAsT International, to include all members of the Board of Directors, the Regional Representatives and any designees appointed by the Board of Directors in a timely manner.
- 7.5.1.6 Failure to respond reasonably to communications from any of these parties may lead to a revocation of Charter.
- 7.5.1.7 Chapter Directors are responsible for updating any changes to contact and leadership information.
- 7.5.1.8 Additional reporting requirements are expected from new Chapters holding a Provisional Chapter Charter. Additional reporting requirements may be required of Chapters who have been delinquent or deficient with regard to payment of dues or reporting, or otherwise at the discretion of the Board of Directors or its designees.

## **7.6.1 Chapter PR Campaigns**

- 7.6.1.1 To promote Chapter visibility and growth, each MAsT Chapter will maintain a functioning, responsive email address for interested persons to make inquiry of the Chapter and a Chapter website, linked from the MAsT International website. A new MAsT Chapter will obtain its email address and website by the end of its provisional Charter period.
- 7.6.1.2 Local MAsT Chapters may develop their own PR campaigns, especially with local area and regional media.

- 7.6.1.3 In preparing electronic and printed PR materials, special care must be taken at all levels in MAsT to avoid copyright infringement. The legal ramifications and penalties for copyright infringement, both to the Corporation and to the local MAsT Chapter, are too severe to be ignored or taken lightly. Do not copy text from books, articles or websites, use photographs, or copy graphic images without proper copyright waiver and permission.
- 7.6.1.4 Local MAsT Chapters may participate in local events that are consistent with MAsT International's Purpose. These activities may be sponsorships for events or individual time and efforts donated in the name of their local MAsT Chapter. The MAsT Service Mark with MAsT: "Chapter name" affixed as provided by MAsT International, Inc. shall be used.
- 7.6.1.5 The Chapter logo is furnished for the purpose of the Chapter to advertise their meetings, build community in the Chapter's name, and support appropriate events; e.g., Pride Events, M/s related events, and other activities that are consistent with MAsT purpose and policies.
- 7.6.1.6 It is critical that the Chapter Director understands that it is the individuals from their MAsT Chapter that are participating in the public relations efforts. These individuals may hold positions in other organizations or events; and, they may represent their local Chapter.
- 7.6.1.7 If a chapter is marked inactive, defunct, or not given a charter by the board, all assets using the MAsT name or information must be transferred to MAsT International. This includes transferring ownership/login information for all related email and social media accounts, including but not limited to Fetlife groups, Facebook, X, TikTok, Instagram, and Discord servers.

## **7.7.1 Operational Expectations**

- 7.7.1.1 To ensure some measure of uniformity and organizational stability, each Chapter must follow some basic rules. Therefore, MAsT International expects each Chapter to:
  - 7.7.1.1.2 conduct all of its activities in accordance with applicable laws and ordinances, the MAsT Core Values, and in conformity with the national policies of MAsT International not inconsistent with such

laws, ordinances, regulations, policies, and procedures

- 7.7.1.1.3 operate on a nondiscriminatory basis with regard to race, creed, religion, ethnic origin, color, gender, gender identity, and sexual orientation in membership selection and privileges. An exception to this requirement may be the sexual orientation or gender criteria allowed if the Chapter is recognized as a gay or men-only or lesbian or women-only Chapter, or approved to serve as a special interest group about a single aspect of power exchange.
- 7.7.1.1.4 establish and maintain orderly financial and accounting procedures, and be current in meeting its financial obligations, including the annual Charter renewal processing fee.
- 7.7.1.1.5 provide a safe, comfortable, and suitable meeting environment for Chapter members
- 7.7.1.1.6 develop orderly processes for dealing with infractions by members of any of the MAsT or Chapter provisions, rules, guidelines, or procedures. This should include appropriate provisions for sanctions including warning, probation, suspension, or termination of membership
- 7.7.1.1.7 maintain current database contact information including Director names (and Co/Assistant Director as well as other points of contact if applicable), email, address, and phone number(s)
- 7.7.1.1.8 hold a meetings at least once a month and more is acceptable.
- 7.7.1.1.9 provide monthly reports to MAsT International (see Section 7.5.1 Chapter Reporting)
- 7.7.1.1.10 maintain contact with and be responsive to communications from the Board of Directors and Regional Representatives
- 7.7.1.1.11 pay annual renewal dues
- 7.7.1.1.12 chapters in "Formation" must apply for Provisional Chapter status within two weeks of Formation

approval

- 7.7.1.1.13 submit a name change request to the Regional Representative Director should the chapter leadership/membership location change. The proposed name change needs to adhere to the naming guidelines.

## 7.8.1 Chapter Status

7.8.2 **Chapter in Formation:** Chapter's petition has been approved by the Board of Directors to become a MAsT Chapter. This authorizes them to form, use the approved MAsT Chapter name, and advertise for members. They should promptly apply for Provisional Chapter status.

7.8.3 **Provisional Chapter:** Upon successful completion of this six month forming and development period, as well as, reporting each meeting, this Chapter shall then be considered a MAsT Chapter.

7.8.4 **MAsT Chapter:** Chapters holding a valid, current MAsT Chapter Charter and having been duly recognized by MAsT International shall be deemed in good standing so long as they are in compliance with applicable policies of MAsT International, including Section 7.1.13, Operational Expectations above, and in compliance with applicable federal and state statutes and local ordinances.

7.8.5 **Chapter Inactivation:** There are many valid reasons why a MAsT Chapter will need to cease providing services to their community. When this occurs, the Chapter will be placed in Inactive status. Chapter history will be archived. Two common examples are:

7.8.5.1 Chapter Directors may not be able to continue their chapter activities and ask their Regional Representative via email that their Chapter be inactivated.

7.8.5.2 Chapters may be inactivated for non-compliance with MAsT policy

7.8.5.3 **Chapter Reactivation**  
Any inactive Chapter may be reactivated. All reactivated Chapters will require a six-month period in Provisional Chapter status.

7.8.5.4 Chapters that have been inactive for six months or more will be required to apply for a Provisional Chapter Charter after approval to reactivate.

7.8.5.4 Chapters that have been declared inactive for

administrative reasons and have rectified all issues may be reactivated upon finding the Chapter operating in accordance with the purposes of MAsT. That Chapter may retain their status if the inactivation period is less than 30 days. If the Chapter is inactive more than 30 days before reactivation, they will revert to Provisional Chapter status and will be monitored for six months.

#### 7.8.5.5 **Administrative Warning**

When a Chapter is approaching a situation of concern, the Regional Representative will send the Chapter Director a "friendly reminder" of the current situation. That reminder usually helps the Chapter Director take care of Chapter business. However, if the Chapter continues to be found in violation of the provisions in Section 7.1.13, Operational Expectations, they may be placed on Administrative Warning by action of the Board of Directors. A Chapter on Administrative Warning will remain so for a period of 1-14 days at the discretion of the Board of Directors. Prior to the end of the period, a Chapter must demonstrate that it is no longer in violation of the applicable provisions/policies. Failure to do so may result in Administrative Probation or Charter Revocation.

#### 7.8.5.6 **Administrative Probation**

Chapters found to be in serious or habitual violation of the provisions in Section 7.1.3, Operational Expectations, may be placed on Administrative Probation for a period of 1-14 days at the discretion of the Board of Directors. Prior to the end of the period, a Chapter must demonstrate that it is no longer in violation of the applicable provisions/policies. Failure to do so will result in automatic Revocation.

#### 7.8.5.7 **Charter Revocation**

The Board of Directors will terminate recognition of a Chapter that has failed to fulfill all conditions imposed as a condition of Administrative Probation

## 8. MAsT International Business Tools

### 8.1 MAsT International Chapter Database

8.1.1 The MAsT International Chapter Database shall be the official record for all Chapter actions across the MAsT organization.

8.1.2 Full access to this Chapter Database shall be restricted to current

Board of Directors and Regional Council members. Limited access, including the ability to edit Chapter contact information and submitting meeting reports shall be provided to the Chapter directors.

8.1.3 This Chapter Database shall be kept current and accurate.

## **8.2 MAsT International Chapter Meeting Reporting**

8.2.1 The Chapter Meeting Report shall be the official record for all Chapter meetings.

8.2.2 The Chapter Director is responsible for ensuring that complete and accurate Chapter meeting information is submitted in accordance with MAsT International Policies of within 30 days the meeting.

## **8.3 Chapter Renewal Application**

8.3.1 The Chapter Renewal Application shall be the official method for MAsT Chapters to submit their annual renewal Chapter in Good Standing Charter.

8.3.2 The Chapter Renewal Application shall be due on or before January 1, of each year.

## **8.4 Annual Charter Renewal Processing Fee**

8.4.1 The annual Chapter's Charter Renewal processing fee shall be paid electronically between December 1 and January 31 each year.

8.4.2 Any chapter that renews after January 31 will incur a \$15 late fee.

8.4.3 Any Chapter that has not renewed by March 1 shall be considered "not intending to renew" and the Chapter will be placed in Inactive status.

8.4.4 Regional Representatives will notify the Chapter Director each month that the Chapter is overdue.

8.4.5 Chapter Directors who haven't paid the renewal fee will receive an automated notice, with Regional Representatives copied, including payment instructions, the fee amount, and the late fee.

8.4.6 On March 1, the Chapter Directors who have not paid the renewal processing fee and their Regional Representatives will receive an automated email notice that the chapter has been placed in inactive status and what needs done to regain chapter status again.

8.4.7 The Regional Representative shall notify the Director of Regional Representatives when a Chapter' becomes inactive due to

non-payment. The Director of Regional Representatives will share a report of inactive chapters due to non-payment with the Board of Directors.

## **8.5 MAsT International Management Selection**

8.5.1 As MAsT International grows and serves more people living around the world, it is critical that all volunteers for management positions have demonstrated qualifications for those jobs. The three levels of MAsT management include Board of Director and Assistants positions, Regional Representatives and Assistants, and Chapter Directors (manages day-to-day operation of their Chapter). At times, the Board may authorize Committees; the members of such committees may also be required to provide information regarding their past experiences, skill sets, and competence.

8.5.2 The MAsT Management Qualification Questionnaire shall be required as one part of the selection process for anyone applying for a MAsT management position. This Questionnaire may be submitted in e-mail form or as an electronic document. Those that desire to form a new Chapter will submit their Questionnaire as part of their New Chapter Formation Petition Form.

8.5.3. An electronic version of this questionnaire will be accessible at [www.mast.net](http://www.mast.net).

8.5.4 This questionnaire is located at Addendum II, MAsT Management Qualification Questionnaire.

8.6 All MAsT International Business Tools shall be located and maintained on the MAsT International website: <https://www.mast.net/index.php>

## **9. Organization Name**

9.1 The name "Masters And slaves Together" is owned by MAsT International, Incorporated, and its logos are registered Service Marks.

9.2 Local MAsT Chapters in good standing (holding a valid, current MAsT Chapter Charter) may use the terms "MAsT" and "Masters And slaves Together" as set forth in this Section of the Policy Manual. Other groups, especially those in process of forming a new local MAsT Chapter, may, with the prior written approval of the Board of Directors, use the terms "MAsT" and "Masters And slaves Together" as set forth in this Section of the Policy Manual.

9.3 Provisional MAsT Chapters that cease to progress toward receiving a MAsT Chapter Charter or if their MAsT Charter Application is denied, and local MAsT Chapters that have had their Charter revoked must cease the use of the terms "MAsT" and "Masters And slaves Together" as set forth in this Section of the Policy Manual.

- 9.4 When writing the name of the organization, the name is always to be presented exactly as:
  - 9.4.1 "Masters And slaves Together" or
  - 9.4.2 "MAST" or
  - 9.4.3 "MAST: LOCAL CHAPTER NAME."
  - 9.4.4 When referring to MAST International, the name should appear exactly as "MAST International" or just "MAST," which does not make use of the colon.

## 10. Organization Logo

- 10.1 The MAST Logo is a key element in our brand identification program. It visually represents our commitment to the M/s lifestyle. The consistent presentation and use of the MAST Logo fosters its visual impact, reinforces public awareness of Masters And slaves Together, International, and protects the legal status of the MAST Logo as one of the Service Marks of the organization.
- 10.2 Local MAST Chapters holding a valid, current MAST Chapter Charter may use the MAST logos, but only within the guidelines set forth in this Section. Other groups, especially those in process of forming a new local MAST Chapter, may, with the prior written approval of the Board of Directors, use the MAST logos, but only within the guidelines set forth in this Section.
- 10.3 Provisional MAST Chapters that cease to progress toward receiving a MAST Chapter Charter or if their MAST Charter Application is denied, and local MAST Chapters that have had their Charter revoked, must cease the use of the MAST logos.
- 10.4 Local Chapters may use the logos provided to them from MAST International for business cards, member cards, Chapter website graphics, social media, stationary, ads, and other printed material.
  - 10.4.1 All other MAST items (pins, patches, rockers, flags, banners) must be purchased from the MAST store on the MAST International website. Chapters may not create or recreate these items on their own.
  - 10.4.2 If Local Chapters find they need additional graphics or if an item is not available from the MAST store, local Chapters should contact the MAST store.
  - 10.4.3 Use of the MAST logo may NOT be combined with other logos or imagery from other groups or organizations (e.g. NCSF logo).

### 10.5 Logo Specifications



- 10.5.1 The current MAsT logo exists in multiple variations as illustrated above, with and without the blue background. The word "International" will be modified as needed for use by chapters and regions to include the chapter or region name. Chapters shall be permitted to replace the blue background with chapter or regional variations but only after receiving approval for the design from the MAsT International Board of Directors. Such designs must incorporate the unaltered, service-marked logo as shown above. In no case shall chapters or regions be permitted to create their own promotional merchandise including, but not limited to t-shirts, pins, patches, mugs, or water bottles. Any chapter or regional merchandise desired must be approved in advance by the MAsT International Board of Directors and be obtained through the MAsT International store.

## 11. MAsT International Complaint Resolution Committee

- 11.1 MAsT and its Chapters' main purpose is to provide a safe place to learn about and practice the knowledge and skills associated with consensual Master/slave relationships. The MAsT organization's most important responsibility is to protect both the individual MAsT member and the reputation of MAsT International, Inc. as an organization.
- 11.2 The MAsT Board of Directors has determined that there is need to establish guidelines for conducting inquiries into allegations of misconduct by MAsT members or by individuals whose conduct could injure the MAsT organization. To facilitate the inquiry process, the Board of Directors (BoD) has created a Complaint Resolution Committee (CRC). Members of the CRC must be MAsT members in good standing and will be appointed by the Board of Directors. At the Board's discretion, additional CRCs may be created to serve in various geographic areas. The procedures and processes for these actions can be found in the MAsT Guidelines of Complaint Resolution.

11.3 The Complaint Resolution Guide is located in Appendix I.

## 12. MAsT International Contact Information

12.1 Official email address: [info@mast.net](mailto:info@mast.net)

12.2 Official mailing address:  
MAsT International  
13036 SE Kent-Kangley Road #104  
Kent, WA 98030

## 13. MAsT Calendar

13.1 **Regional selections and Board appointments are held according to the following calendar schedule:**

October 1 through December 31	Regional Representatives identify and recommend their potential Assistant Regional Representatives. The Board of Directors has approval responsibility which may include Chapter Directors' references and comments.
December 31	New Regional Representatives and Assistant Regional Representatives provide the Regional Representative Director with their contact information.
January 1	New Regional Representatives and Assistant Regional Representatives assume responsibilities for their regions.

13.2 **Annually:**

January 31	Chapter renewal fees are due.
January BoD Meeting	Board of Directors appointments can be made.
February 1	Chapter annual renewals are due.
December BoD Meeting	Elections for Board positions that are open that year per bylaws

## 14. Historical Record of Revisions to this Policy

14.1 02-17-2001 - This MAsT Policy Manual was adopted by the Executive Committee of Masters And slaves Together, International, on February 17, 2001.

- 14.2 04-26-2009 - The Executive Committee amended this MAsT Policy Manual on April 26, 2009. Section 2.3 was amended to change the names of Officers. Section 3.3 was amended to allow the use of the MAsT Logo, with written permission, by Chapters in formation and other groups. Section 3.4 was added to protect the Service Marks of the term "MAsT" and the MAsT Logo.
- 14.3 02-21-2010 - The Executive Committee amended this Policy on February 21, 2010. The update was extensive and restructuring combined two existing manuals (MAsT Policy Manual and the MAsT Brand Identification Manual). Additional major changes included:
  - 14.3.1 Executive Committee of Directors expanded to five members
  - 14.3.2 Regional Representatives organized into Regional Committee
  - 14.3.3 Chapter status procedures specifically related to Administrative Warning, Administrative Probation, and Revocation
  - 14.3.4 Addition of Operational Expectations for Chapters.
- 14.4 01-19-2012 - The Executive Committee amended this Policy on January 19, 2012. Changes included the addition of Webmaster and Graphic Designer to the EC, merging of information from branding manual into this guide, other revisions to comply with the way MAsT is actually doing business, and removed the Deputy Director position.
- 14.5 01-12-2012 - The Executive Committee amended the Policy on January 12, 2012. The update was extensive and addressed significant changes to enhance the business practices of MAsT and streamline communication across the MAsT International community. These major changes included the following Sections:
  - 14.5.1 II. Purpose, Includes a Master/slave lifestyle advocacy statement to the MAsT Purpose
  - 14.5.2 V. Executive Committee, Refines Executive Committee descriptions
  - 14.5.3 VI. Amends Regional Council to include:
    - 14.5.3.1 Defining three international Regions
    - 14.5.3.2 Specifying responsibilities of Regional and Assistant Regional Representatives.
  - 14.5.4 VII. Clarifies expectations and actions that include:
    - 14.5.4.1 adding a MAsT Chapter's main purpose statement;

- 14.5.4.2 specifying Chapter Reporting requirements;
- 14.5.4.3 introducing a revised policy that collapses the old nine month Forming to MAsT Chapter procedure to a six-month Provisional period for new Chapters to form and develop within a structured, chartered process.
- 14.5.5 VIII. MAsT International Business Tools, Defines the business tools and introduces the MAsT website as the "one-stop-shop" for all MAsT business transactions from starting a Chapter to meeting reports, monetary transactions, and renewing Charters
- 14.5.6 X. Organization Logo, Relocated some highly detailed product designer specifications to a separate folder located on the MAsT International Website;
- 14.5.7 XII. MAsT Calendar, Clarified specific time frames and limits for Regional Representatives' and Executive Committee actions.
- 14.6 09/30/2015 - The Executive Committee voted to change the title of the body to Board of Directors in keeping with MAsT International becoming MAsT International, Inc., an independent non-profit no longer a part of Butchmanns, Inc. Titles and responsibilities will be published in the of MAsT International, Inc. Policy and Procedures Manual.
- 14.7 10/28/2019 - The Board of Directors voted to update Section VI.E.7 to change the term of Regional Representative to 2 years, increasing the full terms of service to 3 years.
- 14.8 05/18/2022 - The Board of Directors voted to amend and restate the Policy & Procedure Manual Addendum I.
- 14.9 7/16/2024 - The Board of Directors voted to amend and update the Policy & Procedure Manual and made changes to outdated language and concepts not in use.

# Addendum I

## Complaint Resolution Guide

MAsT and its Chapters' main purpose is to provide a safe place to learn about and practice the knowledge and skills associated with consensual Master/slave relationships. The MAsT organization's most important responsibility is to protect both the individual MAsT member and the reputation of MAsT International, Inc. as an organization.

The MAsT Board of Directors has determined that there is need to establish guidelines for conducting inquiries into allegations of misconduct by MAsT members or by individuals whose conduct could injure the MAsT organization. To facilitate the inquiry process, the Board of Directors (BoD) has created a Complaint Resolution Committee (CRC). Members of the CRC will be MAsT members in good standing and will be appointed by the Board of Directors. At the Boards discretion additional CRC's may be created to serve in various geographic areas.

The procedures outlined will provide members of the CRC guidance in conducting inquiries referred to them by the Board of Directors. It must be remembered that neither the CRC nor the individual CRC members have any authority to investigate criminal matters. Complaints involving alleged criminal conduct should be referred to law enforcement agencies, especially when there is any suggestion that the victim in the situation may have been injured or may be in physical danger. All CRC personnel must execute their duties and responsibilities in an objective manner without regard to political affiliation or personal bias. If, for any reason, any CRC personnel believes they are incapable or unwilling to act impartially, they must notify the Board of Directors immediately so that an appropriate replacement may be made.

### **Complaint Initiation**

Complaints involving misconduct on the part of existing MAsT Chapters, MAsT members or nonmembers may originate from within the Chapter itself or from a member of the public. Regardless of the origin, all complaints will be forwarded to the Board of Directors through the Office of Complaints. Any person may file a complaint with MAsT International, Inc. by:

1. Submitting a completed complaint form at [www.mast.net/complaints](http://www.mast.net/complaints)
2. Mailing a completed complaint form to the following address:  
Office of Complaints  
MAsT International, Inc.  
13036 SE Kent-Kangley Road #104  
Kent, WA 98030

Following an initial review of the complaint, the Board of Directors may take no further action, or refer the matter for further inquiry by a CRC. If referred, the complaint will be given a unique file number to facilitate tracking through the process. Upon receipt of a complaint from the Board, the CRC will be responsible for the following action.

Within 30 calendar days after receipt of a case initiation form, the CRC shall take the following steps:

1. Conduct a comprehensive review of materials submitted with the complaint; and
2. Determine that no further inquiry is appropriate; or
3. Commence an inquiry; or

4. Refer the case initiation form to the proper law enforcement authorities and take no further action; or
5. Refer the investigation to the Chief Executive Officer (CEO) for consideration of appointment for a Special Executive Investigator.

### **Inquiry Procedures**

If the CRC initiates an inquiry, it will likely involve either the collection of additional documents and/or individual interviews. Since the CRC has no investigative authority of any kind, all steps in the inquiry MUST be handled with great tact and discretion. All materials which come into the possession of the CRC, either in document form or interviews, must be maintained in strict confidence. The granting of an interview or furnishing written documentation is entirely voluntary with all parties involved. Should a CRC request for documentation or interview be declined, the only course of action the CRC has is to include the refusal in its final report to the Board of Directors.

Interviews shall be conducted in a professional manner. The interviewer shall avoid any personality clashes, acts of undue familiarity, abuse, or use of profanity. Keep in mind that inappropriate

conduct during an interview by the interviewer may result in a separate complaint being filed by the subject of the inquiry. Ideally, all interviews will be conducted with two members of the CRC present. A written "Memorandum of Interview" should be completed by the CRC member at the conclusion of the interview and made a part of the inquiry file. Persons interviewed should also be encouraged to submit written statements in their own words as that will provide the best evidence. Telephonically or visually recorded interviews, agreed upon by the interviewee, shall be considered direct interviews.

### **Final Inquiry Reports**

Upon completion of an inquiry, the CRC or designee shall write a final report summarizing the background of the inquiry, the allegations, inquiry steps taken and conclusions drawn. The final report shall include a recommendation regarding appropriate action to be taken, if any, by the Board of Directors. The final report need not be limited to reporting findings regarding issues raised in the original complaint. If additional misconduct is discovered during the inquiry, it should be included as part of the report.

The final report should also include the last known mailing addresses for all subjects or, if the subjects are represented by counsel, the mailing address for their counsel. This will facilitate notification of the parties of action, if any, taken by the Board of Directors.

### **Board of Directors Action**

1. If the Board of Directors believes that further inquiry is warranted, the BoD may request that the CRC provide additional information or conduct further inquiry, or appoint a Special Executive Investigator.
2. If the Board of Directors determines that corrective action is warranted, the BoD will notify involved parties by letter of its decision.
3. If the Board of Directors concludes that there is insufficient evidence that corrective action is warranted, the BoD shall notify the CRC and the inquiry will be closed.
4. There is no appeal from a Board of Directors action.

Please use the MAsT Complaint Form to describe the details of your complaint.

## MAST COMPLAINT FORM

Please type or print clearly. You may file a complaint with the MAsT International, Inc. by:

1. Submitting this complaint form at [www.MAsT.net/complaints](http://www.MAsT.net/complaints) or by
2. Mailing it to: MAsT International, Inc., Office of Complaints, PO Box 19636, Portland, OR 97219

### Your Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ MAsT Chapter: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City ST Zip Code

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**What is your preferred method of contact?** \_\_\_\_\_

Name of MAsT Member involved: \_\_\_\_\_

Position of member in MAsT: \_\_\_\_\_

Date(s) and Time(s) of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Complaint (additional pages may be added, if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses to contact (if any) include email(s) &/or phone number(s): \_\_\_\_\_

\_\_\_\_\_

Please provide any supporting evidence (attach files if submitting electronically).

### Statement of Understanding and Agreements

I understand and agree that by submitting this complaint, I will be contacted as will any witnesses I have listed by a member of the Complaint Resolution Committee for a follow-up interview, which may be conducted by phone or virtual meeting. I acknowledge and agree that I will refrain from making any public posts or statements on social media or other platforms regarding this matter. I understand that the MAsT Board of Directors and the Complaint Resolution Committee will also maintain the same level of discretion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Addendum II

## MAST Management Qualification Questionnaire

This electronic questionnaire provides you with the opportunity to explain some of your personal qualities and what knowledge and skills you can offer for the job. All positions above Chapter Director require at least two years of MAST experience. In addition to your basic resume information, the selection will be based on your responses on the questionnaire and any potential interview.

The Personal Qualities desired are:

1. being respected by the M/s community
2. reliable and trustworthy
3. respects policies and procedures
4. forthright, authentic
5. willing to contribute as a team member.

Competencies are all of the knowledge, skills, and other attributes (e.g., willingness) that is required to perform an activity.

Competence is the developed skills to accomplish various levels of the activities.

A five point competence scale from 1 (Low) to 5 (High) can include:

- Level 1** learning basic knowledge and skills that allow safe, reliable work with direct oversight
- Level 2** understands all knowledge and can complete all basic skills with less direct oversight and is learning more complex knowledge and skills
- Level 3** understands all knowledge and skills for accomplishing complex requirements of the job with minimal oversight
- Level 4** continually exhibits highly developed skills and provides insight for new knowledge or highly complex procedures and is included in expert discussions
- Level 5** provides expert advice and understanding, develops new complex thoughts and activities, recognized by others as the "go to" person for designing, developing, and implementing new processes or procedures

The Competencies considered important include:

1. experience coaching and influencing others
2. communicating effectively
3. resolving conflicts
4. networking
5. leading by example
6. thinking politically (the need to give and take for the sake of organizational success)
7. being approachable
8. evidence of consistent positive outcomes over an extended period

Explain your experiences for each of the competencies and add your estimated competence (Level 1-5) for each competency.