Governing Policies for the Society of Congregations Pillar of The Satanic Temple

V2023.02: Amended as passed on Q4 2023 ballot.

Index of Change

Version	Date updated	Section	Policy proposal number
V2021.01	December 2021	3.3.1. Bi-Annual Reporting	PP001, Date clarification
V2022.01	March 2022	1.5. Standing Committee Operational Documents	PP002, Policy addition
V2022.02	April 2022	1.9 1.1, 1.10 1.1, 1.7, 1.9	2022.04.13-01 2022.04.13-02 2022.04.13-03
V2022.03	July 2022	2.3, Proposal Amending 2.3, Proposal Retracting 1.2, 1.7, Appendix A, Ordination status verification 2.4, 2.6, Voting Comment period and vote timeline adjustment 2.3, 2.7, Ballot and Proposal format changes	2022.07.13-01, Policy addition 2022.07.13-02, Policy addition 2022.07.13-03, Policy addition 2022.07.13-04, Amendment 2022.07.13-05, Policy addition
V2022.04	November 2022	1.10, Concerns Committee (CC)	2022.10.21-01, Amendment
V2022.05	November 2022	3.3.1, Pay for Play Prohibition	2022.11.21, Policy addition
V2023.01	February 2023	1.6.3.2, Canada-East Region Content	2023.01.25-01, Amendment
V2023.01	November 2023	5.4.4, Onboarding process updated for Media/Communication training per formation of Temple Liaison Committee 1.6.2-3, to reflect initial creation of Americas Region	2023.10.20-01, Policy Addition 2023.10.20-02, Policy Addition

1. Section One: Governing Body Policy

1.1. Structure
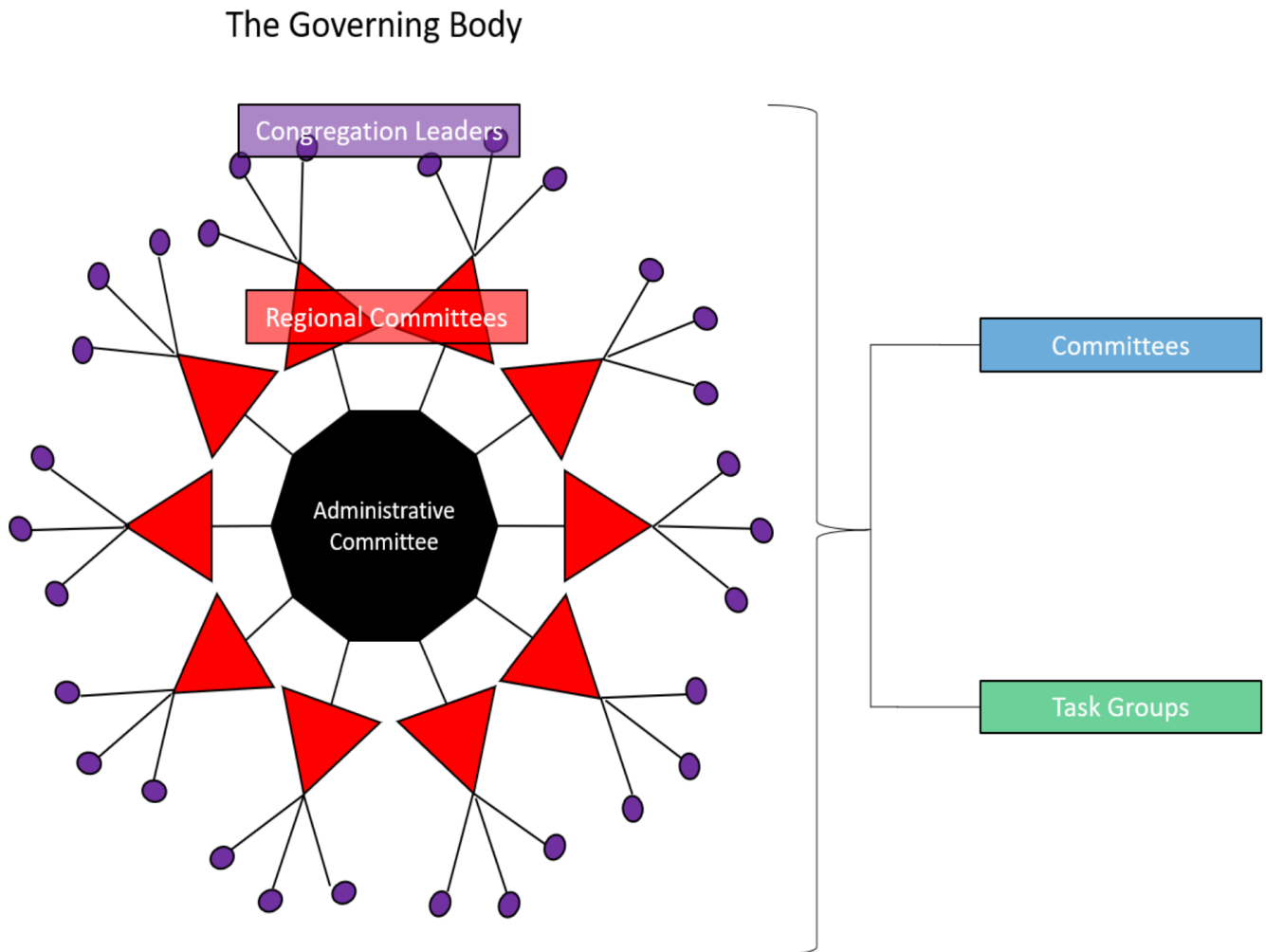
The Governing Body

The governing body of the Society of Congregations is composed of a network of regional committees augmented with a set of standing committees equipped to handle ongoing operational needs in a uniform manner:

- Regional Committees (RC)
- Administrative Committee (AC)
- Legislative Committee
- Recognition and Onboarding Committee (ROC)
- Concerns Committee
- Other committees as the Society of Congregations deems appropriate

Membership in some, or any, of these committees is intended to be considered an additional responsibility for the appointed committee-person, not a position of acclaim or seniority.

     1. Membership in some policy-mandated Committees entails restrictions on additional Committee, Workgroup, and/or Alliance participation. Please review each Committee's details for specific information.

2. Committee membership restrictions should not be interpreted as preventing any member from joining any Committee after they have vacated a previous Committee position.

3. Unless otherwise specified by policy, any individual can serve on as many committees as they are able and desire, but may chair only one.

1.2.   Prerequisites

Each enumerated committee has a designated minimum set of prerequisites that must be met in order to participate.

> **P0**: Code of Conduct
> **P1**: NDA, Background Check, Code of Conduct
> **P2**: NDA, Code of Conduct, Ordination Program Graduate (incl. Background Check)

Participation in an RC, the AC, or the ROC requires P2 prerequisites.

Participation in Legislative Committee and Compliance Committee currently requires only P1.

Members may elect to get a background check and sign a Non-Disclosure Agreement (NDA) in anticipation of being considered for participation in a committee. Participation in sub-groups of certain committees and/or participation in task groups and alliances require a minimum of P0.

An appointed person(s) in AC must verify that all ROC members have their Ordination Credentials renewed on time to remain eligible to serve on their committee(s).

An appointed person(s) in ROC must verify that all AC members have their Ordination Credentials renewed on time to remain eligible to serve on their committee(s).

1.3.   Elections

For committees that utilize the election process, elections will be on the ballot that will be sent to all Congregations in the fourth quarter of the calendar year. Should an election be needed prior to the fourth quarter ballot (for example, because of the creation of a new Committee) the election will be on the next quarterly ballot.

1.4.   Terms, Limits

In an attempt to balance a need for healthy turnover with respect for the accumulated expertise and continuing interest of participants, positions within committees have terms of defined length, but are not term-limited. So long as a participant is able to be re-elected, they are eligible to continue to serve.

1.5.   Standing Committee Operational Documents

Each Committee will create an Operational Document that specifies the processes and procedures the Committee will use to complete its tasks. These are in place to allow for transparency, reduce

confusion and disagreements within groups, and to facilitate easy transition of leaderships when necessary to avoid dormancy of groups.

Upon completion, the Operational Document will be submitted to the Administrative Committee and located in a place all Congregation Heads may access, for transparency and review.

Changes can be made to operational processes per standard voting methods within each Committee, but the Committees shall abide by the guidelines detailed in the version of their Operational Document in the location shared with all Congregation Heads. No changes in policy will be considered active or applicable until the updated verbiage is posted in the appropriate location accessible to all Congregation Heads.

1.6.   Regional Committees (RC)

1.6.1.   These bodies, one per region, are available to facilitate cross-Congregation communication and collaboration, help disseminate important information, and engage in some compliance processes such as reviewing event proposals, passive social media monitoring, and other duties as deemed appropriate.

> **Requirements**: Congregation Membership, Ordination, NDA
> **Number of Members**: 1 representative per Congregation
> **Selection**: Unspecified, process left up to Congregations
> **Term**: 1 Year

1.6.2.   Number of Regions

There will, at the start, be 6 recognized US regions, 2 in Canada, 1 in Europe, 1 in Australasia. The Americas region has since been added. The number of regions is subject to change (hopefully expansion) at any time. The target maximum is around 10 Congregations per region, but this is not a hard requirement. The preferences of the region and other criteria for region creation (significant language, culture, or legal regime differences) should be considered as well.

1.6.3.   The established regions are as follows:
   1.6.3.1.   **US**:

> Pacific – Alaska, California, Hawaii, Oregon, Washington
>
> Mountain – Arizona, Colorado, Idaho, Montana, Utah, Nevada, New Mexico, Wyoming
>
> Midwest – Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.
>
> Midsouth – Arkansas, Kentucky, Louisiana, Oklahoma, Tennessee, Texas
>
> South Atlantic – Alabama, Delaware, District of Columbia, Florida, Georgia, Maryland, Mississippi, North Carolina, South Carolina, Virginia, West Virginia
>
> Northeast – Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
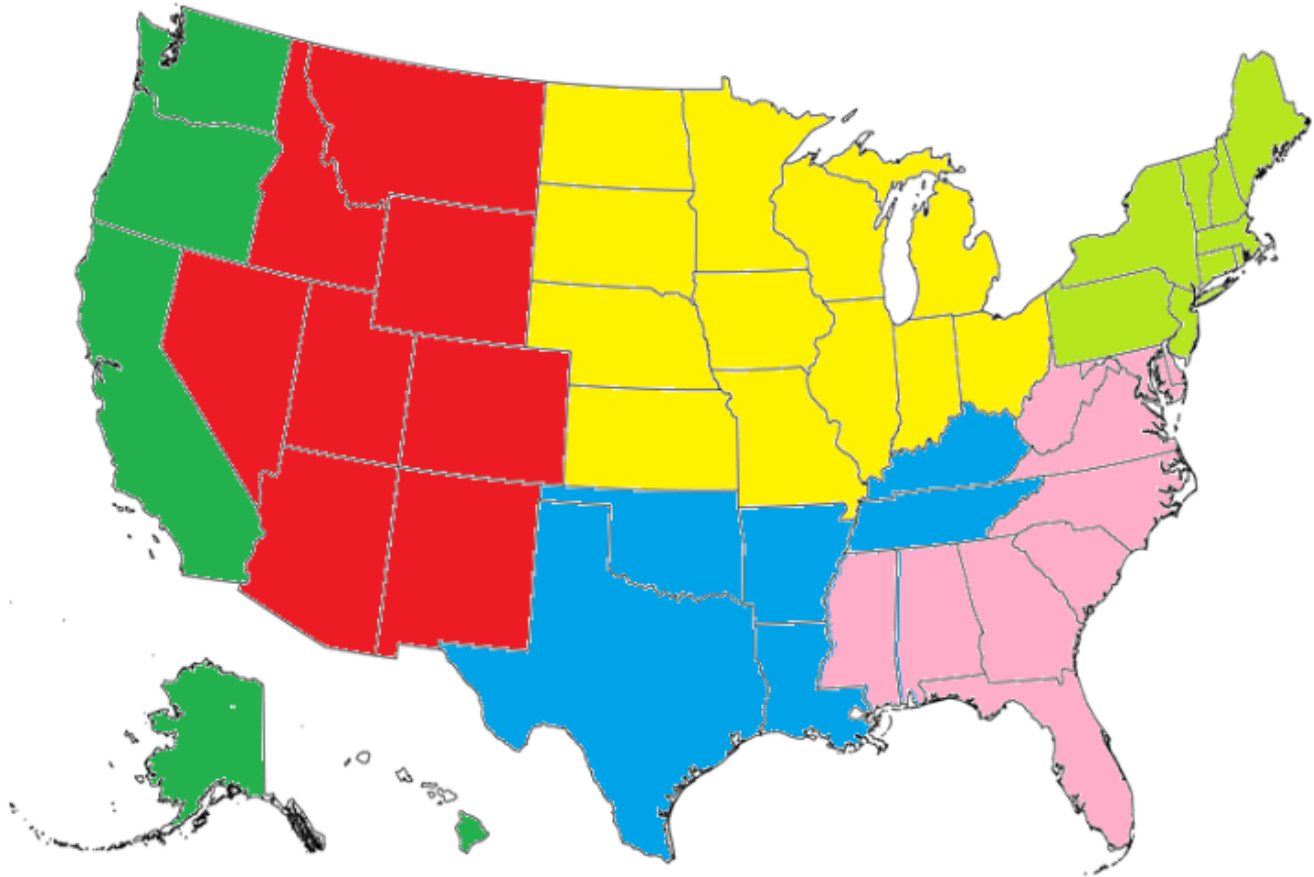
1.6.3.2.   **Canada**:

West – British Columbia, Alberta, Saskatchewan, Manitoba

East – New Brunswick, Newfoundland & Labrador, Nova Scotia, Ontario, Prince Edward Island, Québec

1.6.3.3.   **Europe**
1.6.3.4.   **Australasia**
1.6.3.5.   **Americas** - Mainland and Islands in North, Central, and South America not otherwise included in a region.

1.6.4.   Changes to Regions

There are three ways to create new regions:

- Creation out of un-served territory
  - A region can be created by an act of ad-hoc group, subject to a normal confirmation vote by Society of Congregations representatives.
- Creation via split of an existing region
  - The new region plan must be originated by the regional council and confirmed by a 66.6% vote of participating RC representatives.
- Creation via combination of one or more existing regions
  - The new region plan must be originated by one or more of the participating regions and confirmed by a 66.6% vote of participating RC representatives.

Special proposals can be made for redrawing of the regional map, which are subject to a full vote of the Society of Congregations, but are discouraged unless extreme circumstances have occurred.

1.7.   Administrative Committee (AC)

This standing committee is charged with administering the processes determined by the Society of Congregations as well as communicating timely and accurate information about society business, including that of the other standing committees, to all participating Congregations.

The AC is responsible for

- Maintaining a current list of active Congregations
- Approving new Committees, Task Groups, and Alliances
- Have a secretary/scribe function
- Making determinations regarding compliance within other Committees
- Develop and abide by minimum standards for communication of decisions
- Maintain a valid list of reasons for any documentation redactions (ex. sensitive campaign-related information) and collect notes on justification for each redaction for later review
- Verifying Leadership Ordination status as part of Congregational Compliance
  - AC must verify as part of Congregational biannual reporting that all Congregation Heads have current valid Ordination Status

AC is composed of one representative from each RC.

Requirements: Self-nomination by member of RC
Number of Members: 1 representative per RC
Selection: Election within each RC
Term: 1 Year

1. Members of the Administrative Committee may not be members of Concerns Committee, Legislative Committee, nor Recognition and Onboarding Committee.

2. In the case of a Region lacking suitable leadership team members to meet Committee membership Prerequisites, a Regional Committee should request a Representative from a different Region to fill the Committee position until they have staffing available from their own Region.

a. The extra-Regional Representative must be approved by a 66.6% majority of the represented Regional Committee.

1.8.   Legislative Committee (LC)

This Committee handles the legislative processes of the Society of Congregations: accepting submitted bills and amendments, conducting elections, collecting votes, and announcing results. We recommend that this committee start at a small size and grow proportionally to demand.

Requirements: P1
Number of Members: Unspecified, to be determined by the Chair(s)

Selection: Self nomination of candidates for Chair(s), to be selected by the AC. Other members to be selected by Chair(s)
Term: Annual reassessment of the Chair(s) by the AC

1.9.   Recognition and Onboarding Committee (ROC)

The Recognition and Onboarding Committee (ROC) has responsibility for managing both the recognition/onboarding process for candidate Congregations and interviewing new Congregation heads for existing Congregations.

Requirements: P2
Number of Members: 1 representative per region, not required to be from that region (although recommended)
Selection: Selection by each RC
Term: 1 Year

1. Members of the Recognition and Onboarding Committee may not be members of the Concerns Committee, Legislative Committee, nor Administrative Committee.

2. In the case of a Region lacking suitable leadership team members to meet Committee membership Prerequisites, a Regional Committee should request a Representative from a different Region to fill the Committee position until they have staffing available from their own Region.

a. The extra-Regional Representative must be approved by a 66.6% majority of the represented Regional Committee.

1.10.   Concerns Committee (CC)

This standing committee handles the concerns raised by members of the Society of Congregations. We recommend that this committee start at a small size and grow proportionally to demand.

Requirements: P1
Number of Chairs: At least 2
Number of Members: Unspecified, to be determined by the Chair(s)
Selection: Annual election of the Chair by The Society of Congregations
Term: 1-year, with office starting on January 1 following the fourth quarter election and ending on December 31.
Transition period: The Chairs transitionary period occurs throughout November and December of the election year. During this time, new Chair Elects are expected to attend the current meetings to create a smooth handoff of duties and a discussion of necessary optimizations in Committee operations**.**

1. Chairs and members of the Concerns Committee may not be members of any other Committees or Workgroups (such as CROWs) within the Society of Congregations.

2. Chairs and members of the Concerns Committee may not serve as leadership in an Alliance within the Society of Congregations.

1.11.   Removal Procedures

1.11.1.   A Committee-member's term may conclude early for any of four reasons:

- Recall: A Committee-member may be recalled by the community which entrusted them with their position, either through a 66.6% vote of body through which they were elected.
- Expulsion: A Committee-member may be expelled by the Committee on which they serve by a 66.6% vote of the members of said Committee.
- Ineligibility: A Committee-member who is stripped of membership or has their ordination withdrawn by the Ordination Council immediately becomes ineligible to continue to serve in any offices which have those requirements.
- Resignation: A committee-member may resign at any time and immediately leave the office.

In all cases, all practical effort should be made to confirm a replacement as soon as possible. This process will, in all instances, be handled by the Legislative Committee, which may be accomplished via a special election held as an "urgent vote" as soon as practical, ideally no later than 1 month after the vacancy presents itself.

1.11.2. Sample Removal Scenarios

- An entire region submits a nominee, the Governing Body determines they are unfit for the position, and the RC refuses to submit another Candidate and insist that their choice is a sound one.
    - The only sane arrangement is for the decision to remove a member to trump the decision to add a member. This would also hold if a region decided to recall their representative over objection from the AC. All appointing bodies are incentivized to appoint someone and, generally, only hurt themselves by refusing to do so. It is expected that any RC that, for whatever strange and unlikely reason, decides to deny their region representation in the AC will quickly experience a number of recalls.
- A member of the Governing Body is deemed unfit for the position after being involved for a long period of time. The Governing body is split on the decision and no solution can seem to be found. Should the decision be escalated to SurCo? Who breaks ties?
    - There is no such thing as a "tie". If a member has neither been recalled by the appointing body nor expelled from the body to which they were appointed, they have not yet been deemed unfit for their position.
- Suryan Council (SurCo) researches and adjudicates a complaint that a member of the Governing Body violated the Code of Conduct while acting in their capacity as an ordained Minister. The Ordination Council revokes their ordination status, meaning they are no longer eligible to be a Congregation Leader. Does this also make them ineligible to be a member of the Governing Body? Is there a mechanism for replacing that member if needed?
    - Yes. They will be removed if the committee on which they serve has an ordination requirement. Selection of a replacement may occur through special application of the normal means (special election or selection/affirmation).

2.   Section Two: Legislation Policy

2.1.   Definitions

Amendment - A change to an existing policy

Ballot - A packet with information about each proposal to be voted on, which be distributed to each congregation during a quarterly or urgent vote

Inconsequential Changes - Grammar, terminology, or other changes with no significant impact to the meaning of the text

Legislation - Our policies and the processes for making changes to them

Policy - A rule or rules about what is and is not allowed or how business will be conducted

Proposal - A new policy, or an amendment to an existing policy, which will be submitted for review and voting

2.2.   Summary

A standing Legislative Committee will receive proposed changes to Society of Congregations legislation, and will work with the proposer to ensure the proposal is ready for voting. This committee will be responsible for arranging votes on which proposals will be put into effect, with each Congregation getting a single vote. Voting on urgent changes will be conducted as quickly as feasible, while non-urgent proposals will be gathered into a quarterly ballot.

2.3.   Proposing Amendments

Congregation Leaders may submit a legislative proposal at any time to the Legislative Committee. Legislative proposals may only regard matters that impact the Congregation Pillar of the organization.

Before proposing an amendment, proposers are encouraged to gather as much feedback as feasible from a wide audience, including congregation members if appropriate. Failing to gather enough feedback makes it less likely that the proposal will pass voting.

A proposal may be made via any recognized avenue (tool agnostic) but must include the following elements: an urgency status, implementation process, effective date, and an explanation of who is affected, any relevant current legislation as it exists today, the problem the proposal is intended to address, and the specific proposed amendments/resolutions requested. (See Appendix for a mock legislation proposal form)

Submitted Proposals can be retracted by the person who made the submission at any time up to the closing date of the Ballot.

For transparency, the retraction shall be emailed to all Congregation Heads, to ensure those who already voted are informed of the change.

Submitted Proposals can be amended by the person who made the submission at any time up to the opening date of the Ballot.

Submitting a legislative proposal is nothing more than that, a submission. TST-C is not obligated on any level to adopt any amendment or policy without a fair evaluation process.

2.4.   Initial Review of Proposal

The Legislative Committee will have two weeks to review the proposal and determine whether it contains all of the elements necessary for it to be voted on. If the proposal is determined to be incomplete, the committee shall initiate collaboration with the individual that submitted the proposal to clarify and complete any missing information. The committee will have a maximum of two weeks to respond to communications from the proposer during this iteration. If the committee is not able to schedule the vote, initiate a collaboration on development of the proposal, or respond to the proposer within the two week time frame, then the committee must notify the submitting party of the delay within the two week window and provide an estimated deadline by which they will complete this process.

The completeness of a proposal will be evaluated based on the following criteria:

● Is the text of the policy or amendment clear and unambiguous?
● If it is an amendment, does the proposal identify the policy it is designed to amend or replace?
● If the proposal is described as "urgent", is a rationale provided?
● Does the implementation process define when, how, and by whom the new policy will be implemented? (Note: this may not be defined for high level proposals)
● Does the analysis of policy impact account for all policies and processes that will be affected?

2.4.1.   Proposal scheduling and commentary

Once a proposal is determined to be complete, the Legislative Committee will assess whether the proposal is urgent or not, then open the proposal to a minimum of 1-week peer evaluation period; non-urgent proposals will be provided a 2-week evaluation period. The peer evaluation period is designated to permit discussion and commentary on the proposal, as well as options for amendments.

Comments on the Proposals will be collected via a form maintained by Legislative Committee. Comments submitted should indicate whether they are in favor of, in opposition to, or neutral to the Proposal. Comments submitted through the provided form will be appended to the final Ballot provided to Congregation Heads.

The Legislative Committee will utilize a SatanOps-approved platform to post proposal details, provide submitted comments, permit suggestions, give opportunity for amendment, and general discussion. Responses will be available to the proposer. Anyone who wishes to create anonymous comments may communicate that to the Legislative Committee.

Proposal amendments made by the original proposer, if any, will be posted in the forum as quickly as possible as changes happen. Proposers are not required to alter their proposals based upon the discussion or feedback.

After the evaluation period, the Legislative Committee will provide the evaluation feedback to the proposer. After review of feedback, and a chance to make any changes with the consent of the proposer, then LC will assign a date for the vote, and notify the proposing party of that date.

2.4.2.   Urgent Proposals

The proposal will be assessed by the Legislative Committee to determine if the proposal is "urgent" (needing immediate implementation), or "non-urgent" (future improvement). The Legislative Committee will be responsible for arranging voting on the proposal to determine if it should be pursued. Urgent proposals will be put forward for voting as quickly as reasonably practicable, typically by scheduling an urgent voting session, and

non-urgent proposals will be considered every three months (or four times per year). The Legislative Committee is empowered to make inconsequential changes at their discretion. Any inconsequential changes made by this committee will be aggregated and included in the next quarterly vote for affirmation..

If the Legislative Committee determines that a proposal marked "urgent" will be treated as non-urgent, the Legislative Committee will notify the proposer and provide an explanation for that discrepancy. The proposing party may respond with additional information or clarification if they would like the urgency status of the proposal to be reconsidered; however, the Legislative Committee will schedule all proposals at their sole discretion and are under no obligation to schedule votes according to the urgency status assigned by the proposing party.

Within the subsequent quarter after a proposal is passed, if a new proposal is made to "undo", "rollback", or update part or all of the proposal that was passed because of unforeseen consequences, the "rollback proposal" shall automatically be considered "urgent".

2.5.   High-Level Proposals vs Detailed Proposals

A proposal may be voted on whether it is specific enough for implementation or not. If the proposal is specific enough for implementation, then once passed it can be implemented immediately. If the proposal is not specific enough for immediate implementation, the Administrative Committee will determine if an implementation "Task Group" is necessary to refine the proposal or if an existing Committee should be assigned to work on it. For such High-level proposals, a follow up proposal to accept the results of any subsequent work to fulfill the initial proposal is necessary.

	High-level proposal A high-level proposal, not detailed enough for implementation. "Is this a good idea? Should we go ahead and write the detailed policy?" *For example, a proposal that official holidays be created.*	**Detailed proposal** A detailed policy ready to implement. *For example, a proposal detailing the official holiday dates, names, themes, and how they are celebrated.*
Non-urgent proposal A proposal which can wait to be voted on during the next quarterly voting session. *For example, a proposal that we require all congregation leaders to wear hats on Saturdays.*	The proposal is included on the ballot during the next quarterly voting session, where congregation leader representatives vote on whether the proposal is passed and should be further refined into a proposal for subsequent vote by congregation leader representatives. The proposal must include plans for who will be responsible for writing the fully refined version.	The proposal is included on the ballot during the next quarterly voting session, where congregation leader representatives vote on whether the proposal is passed.
Urgent proposal A proposal addressing something urgent which can't wait until the quarterly voting session. *For example, a policy requiring anyone with a conflict of interest to recuse themselves from discussions about how to respond to a reported concern (assuming there is a case of this happening at the time of the proposal).*	A special voting session is held, where congregation leader representatives vote on whether the proposal is passed and should be further refined into a proposal for subsequent vote by congregation leader representatives. The proposal must include plans for who will be responsible for writing the fully refined version.	A special voting session is held, where congregation leader representatives vote on whether the proposal is passed.

2.6.   Voting Timeline

With the understanding that events may occur in which urgent action may need to be taken, changes to policy or actions by the entire Society of Congregations must be given opportunity for evaluation and approval by the Congregations who will be impacted.

Non-urgent proposals must be submitted and ready by the first Monday of the first month of the new quarter (Jan/Apr/Jul/Oct). The Legislative Committee will open a two-week evaluation period for the submitted proposals no later than the following Wednesday. Each Congregation Leader will be notified of what has been proposed to be voted on.

The Legislative Committee will then prepare a ballot and provide it to the Congregation Leaders by the Friday following the close of the evaluation period. Each Congregation Leader will be given one week to return a ballot, due by the end of the day on the fourth Friday of the same month. Results will be provided by the Legislative Committee to the Congregation Leaders not more than one week after ballots are returned.

Non-Urgent Proposal Handling Timeline
4 Times per Year
Process start to finish: 31 days

1st Monday of Quarter	Non-Urgent Proposals Due to Legislative Committee
Following Wednesday of Quarter	Non-Urgent Proposal Evaluation Period Begins
Wednesday, 14 Days Later	Non-Urgent Proposal Evaluation Period Ends; Feedback Provided to Proposer
Following Friday	Ballot Provided to Congregation Leaders by Legislative Committee
Friday, 7 Days Later	Ballot Returns Due from Congregation Leaders to Legislative Committee
Wednesday, 5 Days Later	Ballot Results Provided from Legislative Committee

Urgent Proposal Handling Timeline

As dictated by need

Process start to finish: 21 to 29 Days

At any time	Urgent Proposals Submitted to Legislative Committee
Up to 7 Days Later	Proposal Urgency determined and Communicated. If Urgent, Proposal Evaluation Period Begins
7 Days Later	Urgent Proposal Evaluation Period Ends. Feedback Provided to Proposer throughout Period.
Up to 5 Days Later	Proposer communicates Friendly Amendments, if any, to LC. Ballot Provided to Congregation Leaders by LC.
7 Days Later	Ballot Returns Due from Congregation Leaders to Legislative Committee
Up to 3 Days Later	Ballot Results Provided from Legislative Committee

For urgent proposals submitted close to a quarterly vote, the Legislative Committee may choose to include that proposal on the quarterly ballot instead of a separate urgent ballot.

Ballots may also include elections, as applicable.

2.7. Voting

For the purpose of voting, each recognized congregation will be supplied one ballot for which they will be afforded a single vote on each proposal. Ballots will include a brief summary of each proposal, followed by the details of any legislative changes being proposed and a method to review comments submitted by Congregation leadership. A proposal will be considered to pass if it receives a ⅔ majority (greater than 66.6%) of the votes.

After each legislative session, the detailed results of all ballot items, including how each congregation voted, will be published and available to all members. If there is a concern regarding integrity in voting it can be raised through the issues and concerns process.

Ballots may also include elections, as applicable.

2.8. Document Management

The Legislative Committee is responsible for document management, such as versioning and access, using whatever tools are available.

The Legislative Committee shall retain records of policy proposals, voting schedules, and voting history in accordance with the document retention policy.

All records must be stored in a manner consistent with best practices for security and privacy. The parties having access to these documents must always be clearly identifiable and available for review by SurCo and any appropriate Committees as defined by policies of The Satanic Temple Congregations.

3. Section Three: Congregation Compliance Policy

3.1. Definitions

Requirement - A statement of what MUST be the case or MUST NOT be the case.

Process Requirement - A step or set of steps that must or must not be performed. Outcome Requirement - A fact or situation that must be true or must not be true.

Organizational Requirements - Requirements from The Satanic Temple global. Legislative Requirements - Requirements defined by the Society of Congregations.

Compliance - A congregation is out of compliance when any requirement that applies to the organization or operation of the congregation, or to activities performed in the name of or under the banner of the congregation, are not met.

Member-only activities - These may include meetings, book clubs, discussion groups, or other activities that are not advertised or open to the general public. Meetings where an outside guest speaker is invited to present on a topic may still be considered "member-only" if the event is not advertised generally to the public.

Socials (also: Meetups) - These are gatherings purely intended for social purposes. They may be member-only or open to the public ("meet-and-greet" style social events). These events are often used to meet prospective members and answer questions. When these meetups are open to non-members, at least one congregation leader or designated member of a trusted council must be present.

3.2. Summary

A congregation is out of compliance when any "congregation-level" requirement is not met. Congregation-level requirements include: requirements concerning the structure and operation of congregations within TST SOC; requirements concerning activities carried out by the congregation as a group; requirements concerning activities done in the name of a congregation.

This document is divided into two sections: Part 1 defines congregation-level requirements that are adopted in order to facilitate the smooth and effective functioning of TST Society of Congregations as a whole; Part 2 defines policies and processes for managing congregation compliance.

3.3.   Congregation-Level Requirements

The policies in this section define congregation-level requirements that must be met in order for a congregation to be considered in compliance. These requirements are in addition to the organizational and legislative requirements defined elsewhere.

3.3.1.   Pay for Play Prohibition

Membership or similar association with an SoC Congregation MAY NOT be awarded in exchange for, or on condition of payment, donation, or any other exchange of goods or services beyond participation and volunteer efforts specifically for the congregation, promised or actualized.

3.3.2.   Bi-Annual Reporting

For the purposes of accurate historical record keeping, administrative and compliance tasks, and to assist in audits when needed (see 1.2 below), each congregation shall submit two reports to the Administrative Committee each year according to the following schedule:

● The MARCH Summary shall be submitted no earlier than March 1 and no later than 21 March. The March summary is to cover the 6 months prior to March. (Sep - Feb).

● The SEPTEMBER Summary shall be submitted no earlier than September 1 and no later than the 21 September. The September summary is to cover the 6 months prior to September. (Mar - Aug).

Any congregation that is officially recognized and onboarded as a member of TST Society of Congregations within the three months before a summary due date will be exempt from submitting the summary for that period.

The information required with each summary is shown in Appendix A. Although the appendix is provided as an illustration for clarity, the form used for the summaries may vary in small details of the wording or format of the questions.

Online forms MAY be provided to facilitate submitting these reports; however, the inability to access an online form, or any errors or problems encountered while using an online form, SHALL NOT make a congregation exempt from this requirement.

3.3.3.   On-Demand Audit

An "audit" is a process of identifying all of the outcome requirements that apply to a congregation and evaluating whether that congregation meets those requirements at a particular point in time. An audit can be seen as a "compliance snapshot".

Suryan Council and the Administrative Committee are the only bodies that may audit an existing recognized Congregation. Other groups may request an audit of a recognized congregation, but may not perform the audit themselves.

All members of congregation leadership MUST comply with any requests for information from an authorized group pursuant to an audit.

Any member who attempts to gain information or manipulate members of a congregation by falsely claiming to request information for the purposes of an audit shall be reported to Suryan Council.

3.3.4. Online Community Engagement

Congregations are not required to have social media accounts, websites, or any other online presence. Congregations are encouraged to select whatever avenues of online engagement are best suited to their needs.

Congregations that would like to have websites or social media accounts MUST follow the processes prescribed by The Satanic Temple (global organization). Specifically, congregations MUST NOT register their own domain name or create their own Facebook, Twitter, or Instagram accounts without first consulting with the Administrative Committee to learn the appropriate process to follow.

3.3.4.1. In order to ensure that social media accounts do not have the appearance of being "abandoned", congregations that choose to have an account on any given social media platform (e.g. Facebook, Twitter, Instagram) MUST maintain the appearance of an active account using one of the following approaches:

- Maintain an average rate of posting that does not fall below 2 posts per month when calculated across a 90-day moving window. Because this requirement is intended only to ensure that profiles do not look abandoned, posts may be of any type allowed by the platform and may have any content that complies with The Satanic Temple's Code of Conduct and any other applicable requirements.
- Include a statement that is clearly visible to any visitor browsing the profile (e.g. in a profile description or "pinned post") that:
  ○ Has an explicit statement that the Congregation is not (currently) active on this platform, AND
  ○ Has a link to some other location (e.g. website, calendar, or different social media platform) that is actively updated and monitored for communication.
- Include a statement that is clearly visible to any visitor browsing the profile (e.g. in a profile description or "pinned post") that:
  ○ Has an explicit statement that the Congregation does not post frequently and primarily uses the platform for receiving messages
  ○ May have (OPTIONALLY) a link recommending a different platform where public updates aremore frequent.

Any congregation that wants or needs to pause their activity on a social media platform, for any reason, may add a statement that complies with either option 2 or option 3 above in their description at any time, and shall be construed as in compliance from the moment the description is added and for the duration that it remains.

3.4. Compliance Management

Policies for managing congregation compliance can be grouped according to the point in the "life cycle" of a non-compliance they target: prevention, detection, correction, and disciplinary action.

3.4.1. Prevention
3.4.1.1. Approval Process

Certain categories of activity (see sections 2.1.2 and 2.1.3) require review and approval by the congregation's Regional Committee. The purpose of this review process is to confirm that the planned event adheres to all existing organizational and legislative requirements. This review process shall not be used for any other purpose, e.g. to workshop the effectiveness of the proposed event. Regional Committees MUST NOT use this approval process to stall proposals for personal reasons, or to impose

their own personal preferences on the activities proposed by the congregations. Any committee member that stalls the event proposal process based on personal feelings about a congregation, congregation members, or personal preferences about activities, is engaging in an abuse of authority and should be reported to the Suryan Council.

Congregations shall request approval by submitting an Event Proposal Form to their Regional Committee. Within 7 working days of receipt of the proposal, the Regional Committee will either approve the proposal, recommend changes, or notify the congregation that they need more time to assess. In cases where the committee is recommending changes, they will state the policy that they believe the event proposal violates and describe specifically what change to the proposal would bring the event into compliance.

The congregation may revise their proposal to accommodate the recommended changes and resubmit it to the Regional Committee, or they may appeal the claim of non-compliance to the Administrative Committee.

If the congregation appeals a claim of non-compliance to the Administrative Committee, the Administrative Committee shall review input from both the congregation and the Regional Committee to identify any miscommunication or misunderstanding. If needed, the Administrative Committee may recommend changes to the wording or intent of the event proposal. The congregation may accept recommendations from the Administrative Committee, at which point the Event Proposal will be deemed approved.

If the congregation and the Administrative Committee are unable to come to a common understanding of whether the Event Proposal violates existing organizational and legislative requirements, then the Administrative Committee MUST put the question of whether the proposal is compliant with existing requirements to the Society of Congregations for an urgent vote. The final determination of compliance or non-compliance will then be based on simple majority vote from the congregations.

The Event Proposal Form may be available in an online format. If such an online form is provided, congregations MUST use that form; however, the inability to access an online form, or any errors or problems encountered while using an online form, SHALL NOT make a congregation exempt from needing approval for the event.

3.4.1.2.   Public-Facing Activities

Congregations MUST submit an Event Proposal Form (Appendix B) for any activity that is open to or includes non-members that is clearly identifiable as being sponsored by, endorsed by, or carried out by the congregation UNLESS that activity falls in a Proposal-Exempt Event Category.

Recurring events only require an initial proposal and approval. Subsequent occurrences of the same event will be considered approved as long as the nature of the event has not changed from the event as described in the initial proposal. The event proposal for a recurring event must explicitly state that it is intended to be a recurring event, and the planned frequency of recurrences.

Proposal-Exempt Event Categories are:

- Member-only activities (except for those defined in 2.1.3)
- Socials/Meetups (see definitions above)
- Hosting an informational table at events hosted by outside parties (e.g. expos, Movie Premiers)
- Participation in Pride parades

● Rituals (submitted by a Minister through the Ritual Notification process) ● Events planned in consultation with the Good Works Campaign (e.g. Menstruatin' with Satan)
● Events planned in consultation with the Satanic Representation Campaign (e.g. town hall invocations)

Congregations should keep records of all proposal-exempt events. The Administrative and Regional Committees MAY request that congregations notify them of activities that fall in Proposal-Exempt Categories for informational and record-keeping purposes.

3.4.1.3. Sexually Positive Events

Congregations MUST submit an Event Proposal Form for any event that includes sexually positive elements as described in the "Sexual Positivity Guidelines". The Event Proposal Form will include questions about these elements (see appendix B).

This requirement overrides any other conditions that might otherwise allow an event to not need an event proposal and approval. For example, members-only events and events that are also rituals would normally be exempt, but still require an event proposal and approval when they contain these elements.

3.4.2. Detection

3.4.2.1. Monitoring

The Administrative Committee SHALL be responsible for monitoring all public-facing material produced by congregations so that non-compliance may be detected in a timely manner. Specifically, the Administrative Committee shall monitor:

The Administrative Committee SHALL be responsible for monitoring all public-facing material produced by congregations so that non-compliance may be detected in a timely manner. Specifically, the Administrative Committee shall monitor:

● Congregation blogs, website updates, and social media posts
● Event posters and promotional material
● Any contexts in which congregation logos appear

The Administrative Committee MUST institute sufficient processes to detect instances in which public-facing materials do not adhere to the requirements for social media posts, advertising and promotion, or any other applicable requirement.

The Administrative Committee MAY request that the responsibility for some or all of this monitoring be shared with Regional Committees. However, any policies that assign some or all of the responsibilities for monitoring congregations for compliance to

Regional Committees SHALL NOT absolve the Administrative Committee of responsibility for ensuring that non-compliance is identified in a timely manner. To the extent that Regional Committees may not be perfect in their ability to monitor congregation activities for compliance, it is the responsibility of the Administrative Committee to create sufficient and effective processes to catch what the Regional Committees may miss.

3.4.2.2. Reporting

There MUST be a process in place allowing the general public to report congregation non-compliance and have those concerns routed to the appropriate committees.

3.4.3. Correction

3.4.3.1. Self-Correction

Congregation non-compliance is often accidental, and often is caught and corrected without any outside intervention.

In such cases, when the non-compliance is very public (e.g. a non-compliant social media post), the congregation MAY choose to notify either the Regional Committee or the Administrative Committee that the non-compliance happened and that it was corrected. This establishes a record of the fact that the congregation caught and corrected the issue, in case some outside party noticed and brings up the non-compliance at a later time.

3.4.3.2. Notification

If the Regional or Administrative Committee detects the non-compliance through their own monitoring, or they receive and verify a report of non-compliance from an outside party, they shall notify the congregation of the non-compliance and request an appropriate action.

In cases where the non-compliance is a one-time event that has passed and therefore cannot be remedied (e.g. a congregation shows up at a protest with a TST banner, or a congregation holds an event that was not approved) then the responding committee will simply notify the congregation of any appropriate disciplinary action (see section 2.3.3.).

In cases where the non-compliance is an ongoing condition that can be remedied, the notification will request that the congregation remedy the violation within seven working days and respond in writing with a description of the steps they took to remedy the violation.

The following language may be used in these notifications, or adapted as needed:

> Dear <CONGREGATION NAME>.
>
> We have found that you are out of compliance with the requirements set forth by our Society of Congregations. The requirement is (XYZ), which you have failed to do because you have done (PQR). Within seven (7) working days of receipt of this letter, please notify us in writing of the specific steps that you have taken to correct these violations. Please include an explanation of each step you are taking to prevent this violation from happening again. If you cannot correct the non-compliance within seven working days, please state the reason for the delay and the time within which you will bring the congregation into compliance. If you believe that you are not in violation of the requirements, please include your reasoning and any supporting information for our consideration.

If the congregation does not respond with the requested information within seven days, or if they do not remedy the violation within seven days or a reasonable time as determined by the Administrative Committee, then the Administrative Committee shall notify the congregation in writing that their activities are suspended and will remain suspended until the violation is remedied.

While a congregation is suspended they may not participate in any new Good Works Drives or any public-facing events that would require the submission of an event proposal. The congregation may still participate in proposal-exempt events.

During suspension the congregation is expected to work with their Regional Committee to develop an action plan for returning the congregation to compliance.

The Regional Committee or Administrative Committee may also impose disciplinary action during this time. Regardless of whether any disciplinary action is taken, the congregation is required to take all necessary action to return to compliance in a timely manner.

3.5. Disciplinary Action

A congregation that is found to be in violation of the requirements placed on congregations by The Satanic Temple (global organization) or by the policies of the Society of Congregations may be subject to disciplinary action up to and including removal of the congregation from the Society of Congregations and the revocation of recognition by The Satanic Temple.

The Administrative Committee will work with the congregation's Regional Committee to determine the appropriate level of disciplinary action based on the severity of the non-compliance, the time and manner in which the congregation acted to correct the non-compliance, and the congregation's history of prior violations.

Level 0 - Verbal Warning/RC Discussion

The congregation leaders are spoken to regarding their conduct/behavior and given a warning stating that repeated violations may result in formal disciplinary action. This can also include a discussion from the Regional Committee. Verbal warnings shall be recorded for administrative purposes but do not come with any duration. A verbal warning can be written and sent electronically instead of vocally.

Level 1 - Disciplinary Action/AC involvement/Written Warning

The congregation will be notified of a formal Level 1 disciplinary action which will be considered active and administered for a period of time, to be determined on a case by case basis. Level 1 warnings shall be recorded and must follow the notification, delivery, and acknowledgement guidelines as stated in 2.3.2 This may include restrictions on congregation activities such as (but not limited to): prohibiting all public events; prohibiting all fundraising (including merchandise sales); prohibiting or limiting social media use; required approval from the Regional Committee for all activities, including "Approval-Exempt Events" while an analysis is underway.

Multiple Level 1 Disciplinary Actions may be applied if a congregation incurs new violations while they are still within the period of an existing Disciplinary Action. The restrictions imposed by each Disciplinary Action shall be cumulative.

Level 2 - Final Warning

The congregation will be notified of a formal Level 2 final warning which will be considered active and administered for a period of time, to be determined on a case by case basis. When a Level 2 Final Warning is issued, any Level 1 restrictions on congregation behavior will remain in place and have their clock reset. Any additional non-compliance by a congregation during an active Final Warning will automatically result in a Level 3 action.

Level 3 - Separation

The congregation will be administered a formal Level 3 separation which will be active effective immediately from the date it's administered. Depending on the nature of the violation, a Level 3 disciplinary action may take the form of removal of one or more congregation leaders, or in the most severe cases removal of the congregation from the Society of Congregations and the revocation of recognition by The Satanic Temple. During the time of the assessment, there shall be a Congregation Regent put in place until a determination is finalized.

The determination of appropriate disciplinary action must be adaptive and depend on the facts and circumstances of each case. An individual may request an appeal through the Concerns Committee, who will determine whether to move forward with an appeal. A person is ineligible for an appeal if the expulsion decision has been determined by the Suryan Council.

4. Section Four: New Congregation Recognition Policy

4.1. Definitions

Society of Congregations (SOC) -- The Congregations Pillar of The Satanic Temple body.

Recognition and Onboarding Committee (ROC) -- the administrative committee for New Congregation Recognition, and onboarding new Congregation Heads

Congregation Regional Onboarding Workgroup (CROW) -- the subcommittee that mentors a Candidate Group as it progresses to Congregation.

Petitioner -- anyone who applies to be considered as a Candidate Group. This could be one person, it could be a group of 10+ people.

Candidate Group -- A person or group of people who have been accepted by the ROC to begin working toward becoming a recognized Congregation and is actively working toward that goal with an assigned CROW.

Congregation Head (CH) -- the person(s) accountable for running the Congregation. This person must have successfully completed the Ordination program.

Candidate Facilitator -- the main point of contact between a Candidate Group and the CROW.

Proxy Facilitator -- the secondary point of contact between a Candidate Group and the CROW, for when the Candidate Facilitator is unavailable.

Knowledge Share -- An educational project created by a Candidate Group that will be available to the greater Congregational Body via online presentation (IE: video/pdf/etc.) that highlight religious aspects of Satanism that are important to TST, such as history, religious freedom laws, or highlighting texts important to Satanism.

Qualifying Event -- A public event, either in person, online, or hybrid event, that engages the public outside of the Satanic community that helps to highlight or support local artists/businesses/charities/or the like, and demonstrates the Candidate Group's ability to organize and manage an event.

4.2. Basic Process

4.2.1. A Petitioner applies to become a Candidate Group via webform. The webform will ask basic questions to help assess what kind of follow up they will need from the Recognition and Onboarding Committee (ROC).

> Applications may be accepted or rejected at the ROC's discretion on a case-by-case basis. NONE of these questions will automatically reject someone's application. These questions are intended to help ascertain what level the petitioner is at, who to send them to for support, and, if they're open to working with another Petitioner, to help connect people who are close geographically if they're both trying to set up a new Congregation for the same area.

4.2.1.1. Suggested Application

1. Name or Preferred Satanym

2. Acknowledgement that if their petition is accepted, we will be running a background check on them at a later date, and will need to know their legal name.

a. Option for Petitioner to add context for any criminal background check. b. Background Check will be run during the Ordination program.

i. This is working with the assumption that someone who is planning on forming a new   Congregation has plans to either be the Congregation Head or wishes to go through the Ordination program. There will be exceptions to this, and not all petitioners will undergo an eventual background check, but they need to be notified that it's a possibility.

3. Pronouns.

4. Email address.

a. Urge people to create a specific email account for official communications, if they do not already have one.

5. Current size of group (1 person is fine).

6. Geographic area they're planning to cover.

a. Yes/No checkbox asking if they live in that same geographic area.

7. Reason for formation of a new Congregation.

8. Ask if they know their local religious freedom laws.

a. The ROC member representing that region will need to follow up with this one with the appropriate Regional Council, if extant.

b. ROC will need to confer with the Administrative Committee for Petitioners for an area with no existing Region.

9. Acknowledgement that we're a sincere religion and not simply an activist group.

10. Place to submit links to social media accounts they've been running as a local Satanic group (if relevant).

11. Ask if the group has had in person meetings yet.

12. Checkmark to opt in to be connected to other local people trying to set up Congregations.

4.2.1.2.   Requirements for Progressing to Congregation

All Candidate Groups will start at the Contact stage, but from there (at the discretion of the ROC) a Candidate Group may jump to any stage. The stages are not a required progression of achievements, they are to give a rough idea of how close the Candidate Group is to becoming a Congregation.

4.2.1.2.1. Contact: a petitioner that is wanting to start a Congregation. (Groups can jump to any level from this starting point).

4.2.1.2.1.1.   Put in contact with their local Congregation (if applicable)

4.2.1.2.1.2.   Put in contact with other petitioners in their area (if applicable)

4.2.1.2.1.3.   If necessary, decline Petition for formation, because they're currently in an area too dangerous for a Satanic Congregation, an area with no protections for religious freedom, or other reasons at ROC discretion.

4.2.1.2.1.4.   Given guidance on how to start forming a Congregation

4.2.1.2.2. Communication: A group that is fewer than 5 people, a group that hasn't done anything as a unit other than agree to work together, or a group that has otherwise not yet reached the Collaboration stage.

4.2.1.2.3. Collaboration: A Group of 5 or more people who have an agreed Candidate Facilitator to act as the lead organizer, and are doing simple social events like a monthly movie/game night, or regularly occurring "coffee hour" meet ups either in person or online with 5 or more in attendance (not necessarily the same people every time, but the group has consistent "group" activities of 5 or more people).

4.2.1.2.4. Commitment: A Group of 10 or more people who have an agreed Candidate Facilitator who has led the Candidate Group through at least one social event and one educational event where at least 10 people attend each event. The Candidate Group has regularly occurring (at least one a month) social events, and educational group events like museum trips or a book club with 10 or more people in attendance (not necessarily the same people every time, but it's a consistent "group" activity). The Candidate Group's Congregation Head Candidate commences the Ordination program.

4.2.1.2.5. Community: A group of 10 or more people who have a Congregation Head Candidate who has completed the Ordination program (or is in the process to do so), and are doing social and educational events, and are working to support other Congregations, and are integrating into the larger community. Effectively a functional Congregation at this point; still learning and needing guidance, but well on their way to self-sufficiency.

4.2.1.2.6. Congregation.

4.2.2.   Candidate Group Powers

Candidate Groups are empowered to

1. If they so choose, merge into an existing Congregation, assuming the extant Congregation agrees to them joining.
2. Replace the Candidate Facilitator at any time of the onboarding process.

3. Change their Congregation Head Candidate at any time prior to the commencement of the Ordination program.
   a. After the Ordination program commences, the Congregation Head Candidate can be recalled by the Candidate Group through the processes outlined for a regular onboarding of a new Congregation Head Candidate.

4.2.3.   New Congregations in an area that already has a Congregation

It's impossible to foresee all circumstances, but there are three most likely reasons why a New Congregation will form in an area that in theory, currently has an active Congregation in place.

1. The existing Congregation is encouraging the creation of a new Congregation with their members in a geographic area that logistically is too far away to sufficiently support within "their" area.
    a. We would expect this Candidate Group to be fairly organized right from the start.
    b. A Candidate Group of this type should be able to prove themselves via the regular new Congregation formation exactly like a Candidate Group that isn't geographically close to an   existing Congregation.
        i. It's recommended that a Candidate Group acquire a Letter of Acknowledgement, provided by the ROC and signed by the extant Congregation that states clearly that the extant Congregation either will not, or cannot cover the geographic area that this proposed Congregation will cover.
        ii. The Letter of Acknowledgement template will be sent by the ROC, to the extant Congregation who will complete the template with the appropriate information and will be endorsed by two people in a leadership position from the existing Congregation.
        iii. The Letter acknowledges that the extant Congregation has been notified of the formation of the Candidate Group and that the extant Congregation either will not, or cannot cover the geographic area that this proposed Congregation will cover, and will leave the area alone for at least one calendar year.
        iv. Candidate groups may be allowed to continue the process absent a Letter of Acknowledgement given a demonstration of clear and continuing under-service in their area as determined by the ROC.

2. A gap in existing Congregation coverage. This would be a situation where extant Congregation coverage appears to be there on paper, but in practice there is no or very little local support.
    a. A Candidate Group of this type should be able to prove themselves via the regular new Congregation formation exactly like a Candidate Group that isn't geographically close to an existing Congregation.
        i. It's recommended that a Candidate Group acquire a Letter of Acknowledgement, provided by the ROC and signed by the extant Congregation that states clearly that the extant Congregation either will not, or can not cover the geographic area that this proposed Congregation will cover.
        ii. The Letter of Acknowledgement template will be sent by the ROC, to the extant Congregation who will complete the template with the appropriate information and will be endorsed by two people in a leadership position from the existing Congregation.
        iii. The Letter acknowledges that the extant Congregation has been notified of the formation of the Candidate Group and that the extant Congregation either will not, or can not cover the geographic area that this proposed Congregation will cover, and will leave the area alone for at least one calendar year. Collaborative events are welcome, but good-faith efforts must be made to avoid competing events in the Candidate Groups area by the extant Congregation.
        iv. Candidate groups may be allowed to continue the process absent a Letter of Acknowledgement given a demonstration of clear and continuing under-service in their area as determined by the ROC.

3. A Candidate Congregation wishing to form in a situation where the activities and practices of the local Congregation are meaningfully different than the new group wishes to practice. An example would be a Congregation that is focused exclusively on "Activism as Worship" failing to provide support to members

who prefer "Community Building as Worship."

        a. This Candidate Group should be able to prove themselves via the regular new Congregation formation; but it's the one that will be the trickiest, because the formation of it can be seen as implying fault/lack in the established Congregation and the two Congregations will likely have a   large geographic overlap.

        b. This Candidate Group's request may involve SurCo or Compliance getting involved with the established Congregation if the reason truly is a systematic failure of Congregation Leadership to meet the religious needs of the Congregation body.

        c. Ideally the extant Congregation's leadership will write a Letter of Acknowledgement that states clearly that the extant Congregation either will not, do the type of practice that this group is forming to perform.

> i. It's recommended that a Candidate Group acquire a Letter of Acknowledgement, provided by the ROC and signed by the extant Congregation that states clearly that the extant Congregation either will not, or cannot provide the worship practices the Candidate Group is forming to practice.
>
> ii. The Letter of Acknowledgement template will be sent by the ROC, to the extant Congregation who will complete the template with the appropriate information and will be endorsed by two people in a leadership position from the existing Congregation.
>
> iii. The Letter acknowledges that the extant Congregation has been notified of the formation of the Candidate Group and that the extant Congregation either will not, or cannot provide the activity or worship practices that this proposed Congregation desires to engage in, and will leave the area alone for at least one calendar year.
>
> iv. Candidate groups may be allowed to continue the process absent a Letter of Acknowledgement given a demonstration of clear and continuing under-service in their area as determined by the ROC.

4.3.   ROC Candidate Group Responsibilities

4.3.1.   **ROC responsibilities for a Candidate Group:**

    4.3.1.1.   Contact: ROC appraises the Petitioner.

- Put in contact with their local Congregation (if applicable)
- Put in contact with other Petitioners in their area (if applicable)
- If necessary, decline Petition for formation, because they're currently in an area too dangerous for a Satanic Congregation, an area with no protections for religious freedom, or other reasons at ROC discretion.
- Send the Petitioner the outline of requirements for becoming a Congregation.
  - Need informal agreement to these requirements before they can move to the Communication Stage (text, email, or via Zoom, etc. all acceptable).

    4.3.1.2.   Communication: The Congregation Regional Onboarding Workgroup (CROW) is assigned by the ROC to function as a guide as the Candidate Group grows.

    4.3.1.3.   Collaboration: ROC provides documents as needed for the CROW.

    4.3.1.4.   Commitment: ROC provides documents as needed for the CROW.

- Near the end of this stage a member of the CROW submits a letter of recommendation to the ROC for the member of the Candidate Group who has been selected as the Candidate Congregation Head for the new Congregation.

4.3.1.5.	Community: ROC proceeds with the New Congregation Head protocols for the Candidate Congregation Head as described in the Congregation Leaders Policy Document.

- ● The ROC reviews the Candidate Group's Congregation Constitution and Member Handbook, and checks that all needed paperwork is submitted and in order.
- ● ROC gives final approval for Candidate Group's Knowledge Share and Qualifying Event.

4.3.1.6.	Congregation!

- ● The ROC sends required paperwork to the larger SOC for the newly formed Congregation.

4.3.2.   New Congregation Notification

Standardized Form for new Congregation Notifications to be sent to Compliance by the ROC

- ● Congregation Name
- ● Congregation Logo
- ● Coverage Area
- ● TST Regional Council
- ● Congregation Website (if applicable)
- ● Congregation Email
- ● Congregation Social Media Links (if applicable)
- ● Congregation Head Name(s)
- ● Congregation Leaders of note Name(s)
    - ○ Example: "Nikki Scratch -- Ordained Minister of Satan"
- ● First bi-annual report using last two Candidate Group quarterly reports information.

4.4.   Congregation Regional Onboarding Workgroup (CROW)

A subcommittee under the Recognition and Onboarding Committee

4.4.1.   How a CROW is determined

The Recognition and Onboarding Committee will select an Congregation Regional Onboarding Workgroup to onboard a Candidate Group from a pool of eligible volunteers. At least one of the members should ideally have close ties to the region or geographic area (as determined by the ROC), but it is not a requirement that all members of the CROW be a member of a Congregation within the region.

Generally there will be one CROW per region, unless there are no Candidate Groups in a region, there are more Candidate Groups than a single CROW can support, or if the ROC determines a CROW in another region is better suited to support a Candidate Group. This decision is made at the ROC discretion, with a vote of 66.6% to pass by the ROC members.

At least one member of a CROW must be a current sitting Congregation Head. Others may be prior Congregation Heads, or other Congregation Ambassadors, as determined by the ROC. Sitting or prior members of the ROC may serve as members on a CROW if they so wish.

In the case of relevant needed skills (language skills, lived cultural experience, a relevant law degree, etc.), the ROC can select a vetted Congregation Member for an CROW at the recommendation of current Congregation Leadership.

A CROW position is an opt-in position, and a part of the ROC's duties is maintaining a list of volunteers from which to draw from. When a specific need (such as language) is required, the ROC can put forth a request for people of the required skill set, and Congregation Members may volunteer with the endorsement of their Congregation Head.

A CROW will have a minimum of 2 members, ideally with one having deep ties to the region the CROW is mentoring. Each member will be in a maximum of two CROWs, but not always with the same fellow members between CROWs.

It is strongly suggested that a CROW handle, at maximum, twice as many Candidate Groups as there are CROW members:

> A CROW of 2 people could handle 4 Candidate Groups.
> A CROW of 3 people could handle 6 Candidate Groups.
> A CROW of 4 people could handle 8 Candidate Groups.

Four members is strongly suggested to be the maximum size of a CROW. If there are more than 8 Candidate Groups, a second CROW should likely be formed to support the additional demand.

To prevent conflicts of interest, the CROW that supports a Candidate Group which overlaps geographically with an existing Congregation will not include any members of the overlapping congregation, or anyone with close ties to the overlapping Congregation (as determined by the ROC).

A group e-communication method (Google Groups inbox, Slack, etc.) for each CROW will be necessary for clear communication. This will ensure items of import are not forgotten or left floating. For transparency and clarity, the ROC will have access to whatever communication method is chosen to ensure timeliness and equity.

4.4.2.   CROW responsibilities

1. Approve or disapprove proposals if they fall within the guidelines for best practices for Candidate Groups.

> a. Candidate Groups will use the standard Congregation Event Proposal form.
> b. These forms will be sent to the CROW.

2. Mediate conflict (as needed). Candidate Groups should practice conflict resolution internally, but the CROW should be able to offer advice or direction.

> a. Internally, if they can't come to an accord, then:
> b. CROW, if they can't come to an accord, then:
> c. ROC, if they can't come to an accord, then:
> d. Concerns and Reporting.
> e. Hopefully never ever, SurCo if all else fails.

3. Help guide the structure of a Candidate Group for what a Congregation will need.

> a. Provide access to standardized documents such as a template constitution, code of conduct, copies of existing Congregations that have opted in to share's Constitutions, etc. and help customize.
>
> > i. No NDA or sensitive, Congregation member only materials.

4. Assist them in creating and facilitating Knowledge Share and Qualifying Event, or other milestones.

a. Candidate Group will submit plants of the Knowledge Share and Qualifying Event to the CROW, but final approval is subject to the ROC.

b. CROW ensures completion of the Knowledge Share before signing off on any plans for a Qualifying Event, or approving ideas for a Qualifying Event.

5. Compile Candidate Group milestone reports for the ROC

    a. Milestone Reports will be submitted quarterly.

        i. How many Socials, and their attendance.

        ii. How many Events, and their attendance.

        iii. How many active members.

        iv. How many Town Halls did the Candidate Facilitator attend?

        v. How many Town Halls did a Proxy Facilitator attend?

        vi. What is their goal for the next quarter?

        vii. Other aspects of interest, as determined by the CROW.

        viii. Arrange meetings with the Recognition and Onboarding Committee in the case of red flags or issues with a Candidate Group as needed.

6. Responsible for ensuring that Candidate Groups give a status update at minimum every other month with the CROW with the Candidate Group's activities.

    a. For regularly occurring events that do not require an event proposal, these can be standardized forms (such as for coffee meet ups).

7. Ensure Regular communication with their Candidate Group; at least monthly contact with the Candidate Facilitator.

8. The CROW is there as a mentorship team, not a management team to form a Candidate Group in any specific way outside of meeting the minimum guidelines.

4.4.3.   CROW / Candidate Group communication breakdowns.

1. If the CROW has become unresponsive to the Candidate Group, The Candidate Facilitator will contact the ROC directly for assistance.

    a. If no response from the ROC within a 7 day period (one week), the Candidate Group can contact the Concerns Committee.

2. If the CROW member finds that they cannot, for any reason, work with a particular Candidate Group, the CROW member should contact the ROC for a replacement CROW contact to be arranged.

3. If the Candidate Facilitators become unresponsive to the CROW, the CROW needs to bring the situation to the attention of the Candidate Group, clearly laying out the responsibilities and expectations for the Candidate Facilitators' role in the continuation of onboarding for the whole group.

    a. The Candidate Group is free to change their candidate Group Facilitator at any time.

Available courses of action if the Congregation Head Candidate is determined to be unsuited to the position

1. The CROW needs to bring the situation to the attention of the Candidate Group, clearly laying out the responsibilities and expectations for the Congregation Head role in the continuation of onboarding for the whole group.

> a. The Candidate Group is free to change their Congregation Head Candidate at any time prior to the commencement of the Ordination program.

2. If the Candidate Group's indicated Congregation Head Candidate is determined by the CROW to not be a good fit for the role, but refuses to step down, the CROW will contact the ROC with a red flag for the onboarding of the Candidate Group.

> a. At that point, the ROC can review and decide the course of action at their discretion.
> b. The removed member should be informed in writing, and ideally also informed in person (or via teleconferencing, or face-to-face) and as to why they were not eligible at that time for the position of Congregation Head.

3. Being removed from Congregation Head Candidacy does not by itself necessarily remove the potential for the member later completing the Ordination program or from holding other leadership positions within the group or other institutions within TST, or from holding the position of Congregation Head at a later date.

4.5. Criteria used to assess the Candidate Group

4.5.1. Knowledge Share

1. Should be completed before submitting proposals for the Qualifying Event.

2. Needs to be a collaborative piece from the Candidate Group, not the project of just a few core individuals, or just the work of the Candidate Facilitator(s).

> a. For new geographic area groups where there has never been a Congregation, this could be a report on the religious freedom laws and requirements for ordination, and would be done early in the Candidate Group process.
> b. For established geographic area groups, this could be relevant-to-Satanism information for their area, such as an essay report on a historical Satanic Panic era event for their area, an essay on a church/state violation issue in their area, etc.
> c. A creative piece on Satanism.

3. The Knowledge Share project must be reviewed by the CROW before being submitted to the ROC.

4.5.2. Qualifying Event

1. We are not a proselytizing religion, so attendance numbers of the general public shouldn't be the criteria.
2. A Candidate Group should know their community, and be able to define what is an achievable success as far as defining the scope within their proposal. Biting off more than they can chew is something the CROW should be aware of, but it is on the Candidate Group to be able to judge their own abilities with the resources they have.

a. The Qualifying Event is intended to show that a Candidate Group can adapt to change and difficulties, and show they have the ability to judge what they're capable of, and then achieve it.

4.5.3.   How to make sure a group has 10 members

1. During the Candidacy Period, member numbers are self-reported by the Candidate Group in the Quarterly Report.
2. After Congregation Operating Procedures documentation and Handbook creation, Candidate Groups will submit member names & contact info in the same format as Congregations do for their biannual report.

Once a quarter, the main contact of the CROW should do a Candidate Group Status Update with the Candidate Group members, which will give an option to introduce the group to the larger TST community, let the Candidate Group know what benchmarks they've met and what the next stages are, answer questions, and give a chance for the CROW member to get a rough headcount of active members.

4.5.4.   Suggested penalty for deliberate number inflation

1. Remove the Candidate Facilitator(s) responsible for deliberately inflating the numbers.
2. The group is moved to the stage appropriate for their member numbers.
3. If the group can't get to 10 members even with a new Candidate Facilitator, it may be that the local community is saturated. At ROC discretion, it may be best to encourage them to merge with an existing Congregation nearby if one exists. However, there is no hard timeline that a group must complete this process.
     a. Virtual members count in this member count. We are not asking for in-person headcounts.

4.6.   Recommended documents for Candidate Group
   4.6.1.   Ideally, documents are provided to the group as the need arises, to prevent "information overload." If any group is determined to be able to start at a more progressed stage, they need to get the retroactive forms, papers, and guidelines immediately, to ensure that nothing slips through the cracks.

1. Contact:
     a. outline of requirements for becoming a Congregation.

2. Communication:
     a. the Logo Guidelines,
     b. Code of Conduct Guidelines,
     c. Candidate Groups Social Media Guidelines,
     d. Checklist of State Benchmarks,
     e. (If relevant), the Guidelines for off-Facebook websites/social media

3. Collaboration:
     a. Event Template Guidelines.

4. Commitment:
     a. Template of Congregation Constitution/Operating Procedures Document
     b. Template of Membership Handbook.

5. Community:

    a. Effectively a functional Congregation at this point; still learning and needing guidance, but well on their way to self-sufficiency. At this point, they should have all non-full Congregation materials.

6. Congregation!

A Candidate Group currently MUST have a public facing platform under administratorship of the Governing Body.

4.7. Candidate Group Guidelines Checklist

1. At least 10 active members who regularly attend social functions
2. In regular monthly contact (at minimum) with their CROW
3. A Candidate Facilitator that has led the Candidate Group through at least one social event and one educational event where at least 10 people attend each event.
4. The Candidate Facilitator team is active in the online Leadership Community Group for Candidate Groups, meaning attending Candidate Group Town Halls, and ideally, participating with the community at large.

    a. The Candidate Group should know what expectations their Candidate Facilitator should have, including getting updates from the Candidate Group Town Halls.

5. At least one Candidate Facilitator, and one Proxy Candidate Facilitator for emergencies, such as if the Candidate Facilitator will miss a Town Hall.
6. Minimum of one group meetup per month, either in person or online, with attendance of at least 10 people per meeting.
7. Submit quarterly reports to their CROW.
8. Creation of a Code of Conduct, a Congregation Operating Policies Document, and a Membership Handbook.
9. Knowledge Share
10. Qualifying Event
11. An approved logo

4.8. Final onboarding of the new Congregation

● Onboarding of the new Congregation Head, per the standard operating procedures for a new Congregation Head. (ROC)
● Approval of the Congregation Constitution/Operating Procedures Document (ROC)
● Approval of the Congregation Member Handbook (ROC)
● Signage of Non-Disclosure Agreement (SurCo)
● Signage of any other Compliance Requirements. (As needed)
● Approval of the Congregation Logo (for website use, SatanOps)
● Finalized agreed upon area of coverage (so people in their area can be sent to them if asked, not so that people are "stuck" with a Congregation).

4.8.1. Form Template: New Congregation Notifications

Suggested standardized form for new Congregation Notifications to be sent to the Admin Committee

● Congregation Name
● Congregation Logo
● Coverage Area

- Region
- Congregation Website
- Congregation Email
- Congregation Social Media Links
- Congregation Head Name
- Congregation Leaders of note Name(s)
    - Example: "Nikki Scratch -- Ordained Minister of Satan"
- First bi-annual report using last two Candidate Group quarterly reports information
- An approved logo

5. Section Five: Congregation Leadership Policy

5.1. Definitions

Society of Congregations (SOC) -- The Congregations Pillar of The Satanic Temple body.

Recognition and Onboarding Committee (ROC) -- the administrative committee for New Congregation Recognition, and onboarding new Congregation Heads

Congregation Head (CH) -- the person(s) accountable for running the Congregation. This position must be an Ordained Minister of Satan in the SOC.

Congregation Ambassador -- a member of a Congregation that represents the Congregation in an external way, such as serving as the Congregation Spokesperson, or sitting on a SOC committee.

Congregation Spokesperson -- a position in some Congregations that is a member who is trained to serve as a Spokesperson and/or media liaison for their Congregation.

5.2. Onboarding Paths

The 4 most common paths for the onboarding of a new Congregation Head

1. A Congregation Head decides that they are stepping down on their own, or a Congregation's defined term period ends (if applicable), and there will be a leadership position to fill in the near future. In an ideal scenario, the Congregation will notify the ROC of this change at least 2 months in advance.

2. A Congregation Head is removed from their position by the Governing Body or another group, and there is an immediate vacancy that needs to be filled.

   a. Alternatively, the Congregation Head is unexpectedly unable to perform their duties; medical emergencies, under investigation for a code of conduct violation, or other unexpected reasons.

3. A Congregation puts forth a vote of No Confidence in their current Congregation Head, and wants a replacement for one currently in place. The specifics of how this happens may vary by Congregation.

4. A Congregation has expanded, and needs to add a Congregation Head. At no time may more than 20% of a Congregation's population serve as a Congregation Head for their Congregation.

5.3. Candidate Qualifications

The ideal CH candidate will possess:

1. Strong knowledge of Satanism.
2. Strong knowledge of TST's history, mission, and values.
3. Strong knowledge of TST's structure and operations.
4. Proven history of leadership and administrative experience.
5. History of good personal conduct (a consideration of red flags, no history of repeated complaints).

5.4.   The Process

5.4.1.   Nomination

Congregations will operate independently and have their own set of regulations for their groups and their own leadership structures, therefore, it is expected that congregations will nominate a candidate that meets the congregation's needs. The ROC takes no responsibility in determining if the candidate is the best fit for a specific congregation, only if the candidate meets the requirements to serve as a Congregation Head (CH) within the SOC. After the Congregation has selected the Candidate CH, the Congregation will notify the ROC by email. The Congregation must include the Candidate's name, contact information, and Satanic Resume for consideration.

5.4.1.1.   Satanic Resume

The Satanic Resume must include:

> 1) This is a summary of their previous role(s) in the Congregation, as well as a chance to report on any involvement with other Congregations, Campaigns, Alliances, or Committees.
> 2) Applicants may include professional work history and experience if they feel it is relevant.
> 3) Ordination course file number and the surname listed for that file should be included on the Satanic Resume (if the Candidate has already completed the Ordination Course. If the candidate has not already completed this step, see more information later in the document).

5.4.1.2.   Misrepresentation of Leadership Status

Any candidate representing themselves as a person in an official leadership capacity before being vetted, informed of the evaluation results, and fully onboarded will be dismissed as a candidate. Saying that they're acting in an unofficial capacity until the position is filled is fine. Calling oneself the "new CH for Congregation X" before being informed of the evaluation is misrepresenting themselves and breaks the code of conduct.

5.4.2.   Candidate Evaluation

Once the ROC has received notification of a new Candidate, they will start the information gathering stage. This occurs after the ROC has reviewed the documents sent and determined the Candidate meets all requirements to move forward (see Appendix 1 for timeline).

> 1) The ROC sends the "Survey of Concerns". When a new CH Candidate is proposed, a survey will be sent out for feedback on the candidate. Survey should have an expiration date of 2 calendar weeks from the date it is sent out. The survey is optional to complete for members, and anonymous.

>> i) Surveys will be sent to the members of the Congregation, and any members or groups that are listed on the Candidate's Satanic resume.
>> ii) Survey of Concerns results shall be kept secure, and not be available to the public.
>> iii) The Survey of Concerns: "[Candidate Name] has been nominated as a potential Congregation Head for [Place-and-Such Congregation]."

>>> (1) I would approve of their becoming CH [checkbox].
>>> (2) No opinion: [checkbox].
>>> (3) I would object to their becoming CH because of reasons [textbox explanation required].
>>> (4) Optional opt-in checkbox, preferred contact information and text box to request a follow up on a concern from a member of the Concerns Committee.

1.1) Example, but not comprehensive, Red Flags for the ROC to consider:

> i) "Rising star syndrome." The candidate seems to have appeared out of nowhere and experienced a meteoric rise to popularity.
> ii) History of internet histrionics, vaguebooking, or bullying
> iii) History of threatening to quit, or having actually quit, TST or their Congregation to manipulate a situation.
> iv) History of broadcasting or lending their TST credentials to people who spread malicious, libel or slander of TST and its membership.
> v) Very new to Satanism and has only a superficial understanding of Satanism.
> vi) Seems primarily interested in activism or cannot clearly articulate why TST engages in certain types of activism and not others.
> vii) Noted inappropriate behaviour towards other people such as unreciprocated sexual advances.

2) The ROC confirms that the Candidate is not currently under investigation by the Concerns Committee or Suryan Council.

> a) This is just a yes/no question.
>
> > i) A "Yes, under investigation" is an immediate hold on the interview process while the issue is pending. The next steps will be decided by the ROC, Concerns, Committee, and/or Suryan Council if "Yes" is the answer.

3) Within a week of receiving final results of Survey of Concerns and confirming investigation status with the Concerns Committee and/or Suryan Council, ROC decides to move the person forward or send feedback to the Congregation as to why they will need to pursue another candidate.

4) The ROC will contact the Ordination Council to confirm the Candidate is currently an Ordination Program Graduate or to initiate the Ordination process for the Candidate.

> a) If the Candidate is not already an Ordination Program Graduate, the ROC notifies the Ordination Council that this person qualifies for a leadership position within SOC. The Ordination Council will email the candidate telling them that they MUST register for ordination to move forward, and they MAY use a discount code (provided in the email) to register for free.
> b) The candidate has 1 month to complete ordination from receiving the email from Ordination Council. Once ordination is complete, they will move forward to the interview stage.

5.4.3.   Interviews

Interview will be with 2 sitting members of the ROC. The interview will confirm that the Candidate is knowledgeable of TST and can maintain open lines of communication between leadership and their community.

> ● Ideally the interview will be done by people who don't know / aren't personally invested in the candidate becoming a CH, but we may have times where the language skills make that impossible. In the case of language barriers, the requirements for clear communication overrides the need for individuals that are not familiar with the candidate.
> ● The interview should be scheduled ASAP based on the schedules of all involved, but preferably no more than 1 week later.

At the conclusion of the interview stage, as long as no red flags are raised, the Candidate is officially designated as a new Congregation Head Elect.

Notification: The ROC will notify the Congregation email on file, cc'ing the personal email of the Candidate to inform them that they have been approved and to initiate Onboarding or that a new Candidate will need to be presented. This notification will occur within 1 week of the interview.

5.4.4. Onboarding

Onboarding occurs in 3 stages:

> 1) The ROC will send the newly approved Congregation Head all paperwork required for signature (P2 requirements outlined in the policies and guidelines of the SOC). The Congregation Head is required to review and sign the paperwork, returning it as soon as possible, but no later than 1 calendar week after receiving it.

> 2) Upon completing the paperwork in Stage 1, the new Congregation Head will be granted access to digital resources in the shared drive, including a standardized document of contacts and social media for their Congregation.

> 3) The Temple Liaison Committee (TLC) will be responsible for providing optional Media/Communication Training to any Congregation Head or Congregation member who is a Minister and has been nominated to represent their Congregation in media-related activities. Media training can be requested by a Congregation Head for nominees who meet the Ministry requirement, ensuring only qualified individuals are considered for the training. The training is designed to equip approved representatives with the necessary skills and knowledge for effective interactions with the media.

5.4.5. Removal

As Congregation Heads are servants of their congregation population, all Congregations must allow a vote of No Confidence within their Congregation. If the specifics of a No Confidence vote are not defined by the Congregation's Operating Document, the process for a vote of No Confidence vote requires one member to report this to the Concerns Committee and a following survey will have at least a 66.6% of congregation membership in support of the removal of the Congregation Head.

Congregations are expected to create their own internal leadership structures as needed. The ROC is not responsible for interviewing or vetting internal Congregation leadership, Congregation Ambassadors or Congregation Spokespeople.

5.5. Congregation Regencies

If a Congregation, through no fault of their own, is unexpectedly without a Congregation Head and there are no suitable members that are Ordination Program Graduates within the Congregation ready to fill the role, the ROC will appoint a Regent Congregation Head to fill the gap until the Congregation can nominate their own CH who is approved by the ROC via the usual process.

This will be done at the ROCs discretion, with the aid of the local Regional Council, but candidates may include:

> ● Former Congregation Heads in good standing with SOC who have volunteered, and are currently Ordained.
> ● Current Congregation Heads who have volunteered.
> ● A sitting member of the local Regional Council, assuming they meet all other requirements for holding a Congregation Head position, such as being Ordained.

The Regency is first and foremost a partnership between the Regent and the Congregation Body. The Congregation should be able to function as a full Congregation, with the Regent acting to keep the community active and minimize disruptions to the group during the interim between Congregations Heads. Congregations in a Regency will operate under their own Constitution, not the one of the Regent's Congregation (if applicable).

During a Regency with a CH Candidate in progress, if the Congregation so chooses, the CH Candidate may serve in a leadership role of the Congregation as Acting Congregation Head in partnership with the Regent, except for duties that only the Regent can do until the CH Candidate is fully onboarded.

The Regent will fill in for all roles that require the certifications that the CH Candidate lacks, such as administrator access to online Congregation resources that are Congregation Head exclusive, and with the Regional Council, in cases where there is a CH Candidate in progress for the Congregations.

6. Section Six: Committees, Task Groups, & Alliances Policy

6.1. Definitions

Committees: Long-term groups created to complete a specific goal or purpose critical to running the organization. Examples: Administrative Committee, Recognition and Onboarding Committee, Legislative Committee

Task Groups: Term-limited groups created to achieve a specific goal or purpose that spans multiple congregations. Examples: A task group to plan a national event

Alliances: Groups that span Congregations that are not meant to accomplish a specific operational task, but bring together members that share a common experience/identity/etc with a broad appeal in the Society of Congregations. These may be social groups that can engage in activities together spanning congregations. Examples: Satanists of Color Coalition, TransSatanic

Bylaws / Operational Documents: FIllable documents that specify the operations of Alliances(Bylaws) Committees, and Task Groups (Operational documents). These are in place to allow for transparency, reduce confusion and disagreements within groups, and to facilitate easy transition of leaderships when necessary to avoid dormancy of groups.

6.2. Committees

6.2.1. **Formation**

Committees are critical to the long-term operations of the Society of Congregations (SOC). New committees may be proposed by current Committees of the SOC, such as but not limited to the Administrative Committee. The Administrative Committee will notify Congregations that a new Committee is being formed and allow one-week for self-nominations to chair the Committee. Committee Chairs must meet at least the P1 requirements outlined by the policies and guidelines of the SOC. After one week, the Administrative Committee will select a Committee Chair. An individual may only chair one Committee at a time. Following this appointment, the Committee Chair will put out a call for Committee Members. The Chair creates the Committee from this pool of applicants only. Simultaneously, the Committee Chair fills out the Committee Operating Document Template for submission to the Administrative Committee to keep on file. The final formation of the Committee is then put up to a vote from Congregations per standards outlined by the Legislative Committee. Congregations will have access to the Operating Document and proposed Committee Members prior to the vote. Typically, the formation of a new Committee is considered an Urgent proposal unless otherwise specified. Once a Committee has been approved by a vote, the Committee Chair is notified and their operations may begin.

6.2.2. **Compliance**

Committees are subject to a quarterly review process. If the Committee remains active and abides by their Operating Document, after 2 reviews, they become a permanent Committee within the Society of Congregations and are subject to annual assessment by the Congregations.

6.2.3. **Disbandment**

Committees may choose to disband or combine with another Committee with notice to the Administrative Committee including a timeline for disbandment following completion of duties or

transition into another entity within the Society of Congregations. The Administrative Committee or Congregation Membership may propose disbanding a Committee due to inactivity or misconduct defined by standing documents such as the Code of Conduct. Processes for disbandment will be listed in their Operations Document and will be followed.

6.3. Task Groups

6.3.1. **Formation**:

Task Groups (TGs) are critical to the short-term operations of the Society of Congregations. New TGs may be proposed in one of two ways:

6.3.1.1. Current Committees may propose a new task group

6.3.1.2. Congregation members may propose the formation of a new task group with a letter of assent from their regional representatives.

Under no circumstance may not a non-congregation member propose a TG.

The Administrative Committee will notify Congregations that the TG has been proposed and the proposing party has 1 week to select self-nominations to chair the TG. Chairs must meet at least the P1 requirements outlined by the policies and guidelines of the SOC. After one week, the proposing party will select a TG Chair. Following this appointment, the TG Chair will put out a call for TG Members. The Chair creates the TG from this pool of applicants only. Simultaneously, the TG Chair fills out the TG Operating Document Template, including the proposed end date for the TG, for submission to the Administrative Committee. The final formation of the TG is then put up to a vote from Congregations per standards outlined by the Legislative Committee. Typically, the formation of a new TG is not considered an Urgent proposal unless otherwise specified. Once a TG has been approved by a vote, the TG Chair is notified and operations may begin.

6.3.2. **Compliance**:

All TGs are subject to a quarterly review process until the TG has completed its purpose.

6.3.3. **Disbandment**:

TGs are automatically disbanded at their end date unless an extension has been approved by the Society of Congregations or at the completion of their proposed purpose, whichever comes first. TGs may choose to disband earlier or combine with another Task Group or Committee with notice to the Administrative Committee including a timeline for disbandment following completion of duties or transition into another entity within the Society of Congregations. The Administrative Committee or Congregation Membership may propose disbanding a TG due to inactivity or misconduct of the TG (not of a specific individual) defined by standing documents such as the Code of Conduct. Processes for disbandment will be listed in their Operations Document and will be followed.

6.4. Alliances

6.4.1. **Formation**:

Alliances are critical to the sense of community inspired by TST, but not are critical to regular operations. These groups should aim to create cross-congregation comradery on topics relevant to the tenets. Formation of a new Alliance requires a collaborative team of congregation members spanning at least 2 congregations with support/sponsorship from at least 2 members of

leadership from different congregations. Proposed Alliance Leaders must have a minimum of P0 clearances as defined by the SOC to propose an alliance, however, any Alliance planning to conduct fundraising activities must have P2 clearances. Potential Alliances will submit an application via an online platform (see Appendix A), which will be received by the Administrative Committee.

6.4.1.1.　　The Administrative Committee shall review the application and determine whether the candidate Alliance meets the following requirements:

6.4.1.1.1.Have they answered all application questions?

6.4.1.1.2.Do they have two leaders and two mentors/sponsors?

6.4.1.1.3.Do they have a measure of interest that supports the formation?

6.4.1.1.4.Would this group create a sense of community among members who share a common background and/or are frequently underrepresented? (not required for all alliances, but critical to consider, especially if this alliance will increase representation of minority groups)

6.4.1.2.　　If the application does not meet all of the above requirements, the Administrative Committee will reach out to the candidate Alliance to determine what additional information may be needed and how they would like to proceed.

6.4.1.3.　　If the application meets all of the requirements, the Administrative Committee will send a survey to all Congregations requesting feedback about the proposed Alliance. That survey will ask each Congregation to select one of the four options and provide additional information as appropriate:

- Our congregation supports the formation of this alliance and has members interested in joining
- Our congregation may not have anyone that will participate, but we are supportive of the formation of the alliance
- Our congregation is against the formation of this alliance (text box opens for more information. Must explain why)
- Our congregation requires additional information to make a decision (Text box to list questions).

Congregations must respond to the survey within two weeks in order for their feedback to be considered.

6.4.1.4.　　If any Congregation raises points that require investigation or further discussion, the Administrative Committee may choose to reach out to the leaders of the Candidate alliance to address these questions. Minor questions or feedback from congregations may also be addressed by the Administrative Committee requesting specific language in the alliance bylaws (see below).

Once all questions or concerns raised by the survey have been addressed, the Administrative Committee shall:

- Notify the leaders that their application has been moved forward
- Send the leaders a bylaw template to complete (Appendix B), including any special requests or clarifications from the survey.
- Send the leaders non-disclosure agreements to be signed.
- Initiate a background check process for the leaders.

6.4.1.5.　The Alliance Leadership shall return the completed template within 15 days to be filed by the Administrative Committee. The Administrative Committee will send a notice to all Congregations that the Alliance has officially been formed that Congregations may forward to their members. If desired, the Alliance may request that this announcement be included in the newsletter using proper channels. They may also request creation of a Facebook group or other social media pages in compliance with TST social media policies and guidelines.

At this stage, alliances may also create logos in compliance with policies and guidelines provided by the Society of Congregations.

6.4.2.　Compliance

Alliances will be subject to an annual review process. This process will require that Alliances submit annual reports of their Board meeting minutes and finances (if applicable) to the Administrative Committee. The minimum requirement of meeting minutes include: date of meeting, attendance, and an overview of topics discussed. Failure to file reports may lead to disbanding of the Alliance due to inactivity. Alliances that conduct activities and events in a manner that mirrors congregations may be subject to all applicable congregation compliance regulations outlined by the policies and guidelines of SOC.

6.4.3.　**Disbandment**:

Alliances may choose to disband or combine with another entity within the Society of Congregations with notice to the Administrative Committee, including a timeline for disbandment following completion of duties or transition into another entity. The Administrative Committee or Congregation Membership may propose disbanding an Alliance due to inactivity or misconduct of the Alliance (not of an individual member) defined by standing documents such as the Code of Conduct. Processes for disbandment will be listed in their ByLaws and will be followed.

7. Section Seven: Concerns Reporting Policy

7.1. Initiating Reporting of Concerns

7.1.1. Any member of a Congregation or Alliance may submit a concern at any time to the Congregation Pillar's Concerns Committee. This Concerns Committee will only be responsible for handling Concerns/Reports about the communities and leaders that make up the Congregation Pillar. The Concerns Committee will not be responsible for handling concerns where only local Congregation rules have been violated, unless the concern involves one or more leaders of the Congregation.

7.1.2. The Concerns Committee shall create a form for members to use to submit concerns. This form shall include the following elements: basic information, details about the concern, details of other persons or bodies involved, and any evidence in the form of screenshots or other documentation as applicable. The Concerns Committee shall include a note in the form saying that if the concern is about multiple members of the Concerns Committee, the reporter should contact the Administrative Committee instead of following the standard concern reporting process. The Concerns Committee shall make this form available to all members of Congregations and Alliances, and shall collaborate with Suryan Council to ensure that a link to the form is included in the onboarding paperwork for new members.

7.2. Initial Review of Concern

7.2.1. The Concerns Committee shall designate a triage person or team, which shall triage all new concerns, provide acknowledgement of receipt (which may be generic and very brief) within 3 days, add them to a canonical prioritized list of concerns (e.g. a spreadsheet or ticketing system), notify the other relevant group(s) if the concern is not something the Concerns Committee is responsible for, and notify the rest of the Concerns Committee if immediate action is needed. This triage party shall process each concern by assigning a unique Case Number for tracking, even if the concern is being routed to a different group. During this initial triage, the triage party shall consider whether the submitted concern may involve retaliation or be a "counter-concern," and shall bring it to the attention of the Concerns Committee for discussion if they suspect retaliation is involved.

7.2.2. The Triage Party shall contact Suryan Council immediately after assigning a case number about reports/concerns that specifically apply to Code of Conduct or organization-wide policies. Prior to routing the concern to any other party/group, the Triage Party will contact the reporter to advise them of potential routing changes and receive consent to proceed as planned. The Concerns Committee shall route any concerns which should be resolved within individual Congregations to the local congregation leader(s), concerns about compliance to the Compliance Committee, and concerns about other parts of the organization to the appropriate group(s).

7.2.3. If the Concerns Committee receives a concern about a member of the Concerns Committee, that member shall recuse themselves from all discussions about the concern. If the Concerns Committee receives a concern about multiple members of the Concerns Committee, or about the Concerns Committee as a whole, they shall route the concern to the Administrative Committee. The Administrative Committee shall take over entirely and follow the same process outlined here, as if the Administrative Committee was the Concerns Committee. As an extra safeguard, the

Concerns Committee shall provide the Administrative Committee with a way to view all submitted concerns so they can identify these cases.

7.3. Investigation

7.3.1.　The Concerns Committee is obligated to acknowledge and investigate all concerns using a fair evaluation process, but is not obligated to take action in all cases. To maintain the integrity of the investigation and evaluation process, the Concerns Committee shall not notify the reporting party about any resulting actions that they take unless necessary.

7.3.2.　The Concerns Committee shall assign a committee member to be the Case Manager for each concern. The Case Manager shall establish contact with the reporter of the concern within two weeks of intake, and then the Case Manager shall be responsible for investigating the concern. The Case Manager shall be the reporter's point of contact throughout the course of the investigation, as well as the point of contact for all parties involved with that case.

7.3.3.　At least once a week, the Concerns Committee shall review current cases, prioritize cases, discuss case progress, reassign Case Managers if needed, and otherwise strategize about any cases that are stalled. At these meetings, the Concerns Committee shall also discuss whether retaliation or "counter-concerns" are taking place.

7.3.4.　Since every case may be unique, the investigative process will be tailored to fit each case as appropriate and no specific step is required during investigation. Some steps that may be part of the investigative process may include, but are not limited to, conducting interviews, collection of evidence such as emails or screenshots, consulting with Suryan Council or other committees, review of past cases including those that might be similar in scope, etc. When initiating contact with any third parties involved in the concern, the Case Manager shall explain that retaliation will not be tolerated.

7.3.5.　At any point during the investigation process, if the Concerns Committee finds that a potential Code of Conduct violation has occurred, they shall notify Suryan Council, who may take over the case.

7.4. Resolution

7.4.1.　When the Case Manager determines that investigation is complete, they shall report their findings to the Concerns Committee and initiate a discussion to determine how the concern will be resolved. At this stage, the Case Manager and Concerns Committee shall again consider and discuss whether the concern may involve retaliation or be a "counter-concern." When feasible, the Concerns Committee shall involve the relevant Congregation Heads or Alliance Leaders in discussions, decisions, communication, and enforcement of any resolution of concerns.

7.4.2.　At their sole discretion, the Concerns Committee may decide to impose consequences on one or more parties involved in the concern. These consequences may include, but are not limited to, verbal and written warnings, removal from leadership positions, and expulsion from the Congregation Pillar, and consequences shall increase in severity if the behavior is repeated.

7.5.   Notification

7.5.1.   The Case Manager shall notify any parties directly affected by the resolution that a resolution has been determined or implemented, and with whom they may be working if any further mediation is necessary. To protect the privacy of any affected parties, and the integrity of the fair investigative process, details of the resolution of concerns shall only be disclosed on a need-to-know basis, and to the extent clearly required for the implementation of recommendations or instructions.

7.6.   Archive

7.6.1.   The Case Manager shall ensure that notes are taken during investigation and before notification, and that all pertinent information is included on the case. They shall include copies of all written communications that occur during investigation and resolution, and include notes about any phone or in-person conversations. The Case Manager shall also include notes about any noncompliance with consequences or other follow-up. The Case Manager shall ensure this information is filed in secure digital storage under the Case Number.

7.6.2.   The Concerns Committee shall handle these documents according to the Document Retention Policy.

8. Section Eight: Recognition and Onboarding Committee Policy

8.1. Definitions

Society of Congregations (SOC) -- The Congregations Pillar of The Satanic Temple body.

Recognition and Onboarding Committee (ROC) -- the administrative committee of regional representatives for New Congregation Recognition, and onboarding new Congregation Heads

Congregation Regional Onboarding Workgroup (CROW) -- the subcommittee that mentors a Candidate Group as it progresses to Congregation.

Petitioner -- anyone who applies to be considered as a Candidate Group. This could be one person, it could be a group of 10+ people.

Candidate Group -- A person or group of people who have been accepted by the ROC to begin working toward becoming a recognized Congregation and is actively working toward that goal with an assigned CROW.

Congregation Head (CH) -- the person(s) accountable for running the Congregation. This person must be an Ordained Minister of Satan.

Congregation Ambassador -- a member of a Congregation that represents the Congregation in an external way, such as serving as the Congregation Spokesperson, or sitting on an SOC committee.

8.2. Powers
8.2.1.   The ROC is empowered to unilaterally
   8.2.1.1.   Create CROW subcommittees as needed to support Candidate Groups, using the process described in the New Congregation Recognition Procedures.
   8.2.1.2.   Onboard new Congregation Heads for existing Congregations.
   8.2.1.3.   Create Regencies to ensure smooth operations of Congregations currently without a Congregation Head in the form of a Congregation Regency.

8.3. ROC Structure
8.3.1.   The ROC should self-govern as much as possible, and function as a party of equals.
   8.3.1.1.   No "Chair" as the head of the Committee.
   8.3.1.2.   ROC is empowered to add annual (1 calendar year) term seats to enlarge the committee if additional seats are needed to fulfill function.
8.3.2.   Each Region has at minimum one representative.
   8.3.2.1.   Ideally the representative of a region would be from the region they represent, but a Regional Council may select a representative from any region, if they so choose.
   8.3.2.2.   If a seat remains open on the ROC for more than one quarter, and the relevant Regional Council has not selected a replacement, the ROC is empowered to fill the position. Ideally this will be a member with close ties to the "open" region.
   8.3.2.3.   Every Regional Council is empowered to select their own representative in any way they see fit.
8.3.3.   Mechanism for putting someone on the ROC
   8.3.3.1.   Initial formation will be different from the continuation of the committee.

8.3.3.1.1. Current members of the FOG Mentors Committee may choose to stay for a 6 month transition period, and after that 6 months may be reelected for a further year long term by their Regional Councils if the council so chooses.

8.3.3.1.2. Regional Councils that do not have a current resident FOG Mentor Committee member will vote for their own representative immediately.

8.3.3.2. At minimum, sitting members are one person for each current SOC region.

8.3.3.2.1. ROC is empowered to add annual (1 year) term seats to enlarge the committee if additional seats are needed to fulfil function.

8.3.3.3. Each Regional Council will self-select their representative for a term of 1 year.

8.3.3.3.1. There are no term limits imposed by the ROC, but Regional Councils may choose to create term limits for their own representatives.

8.3.3.4. ROC seats are a 1 year term; if a Representative must step down before the term ends, the Regional Council is empowered to decide if their new Representative is only in place until the original term ends, or if the new Representative will complete the extant term and then continue for the next full 1 year term.

8.3.3.4.1. The Regional Council must inform the ROC of the term length when the replacement Representative starts.

8.4. Member Removal

Mechanism for removal of a sitting member of the ROC

8.4.1. Vote of no-confidence of ⅔ (66.6%) by fellow ROC sitting members (expulsion for the rest of the term, may return later if selected by Regional Council).

8.4.2. Vote of removal for violation of ROC rules and/or Code of Conduct of ⅔ (66.6%) by fellow ROC sitting members (expulsion from ROC permanently).

8.4.3. Recalled by their region and replaced (situational, may be temporary, able to return to ROC seat dependent on member situation).

8.4.4. Removed by SurCo (expulsion from ROC permanently).

8.4.5. Candidate Group / CROW request for investigation/review of the Representative.

8.5. ROC Representative expected skill set.

8.5.1. Congregation Head or Congregation Ambassador experience.

8.5.2. This is an administrative position, so administrative and communication skills will be needed.

8.5.3. Minister of Satan encouraged but not required.

8.5.4. Team player.

8.6. Responsibilities to Candidate Groups

ROC responsibilities for a Candidate Group

8.6.1. Appraises the Petitioner.

8.6.2. CROW creation.

8.6.3. Provides documents as needed for the CROW.

8.6.4. Interview with the Candidate for the Congregation Head role.

8.6.5. Reviews the Candidate Group's Congregation Constitution and Member Handbook, and checks that all needed paperwork is submitted and in order.

8.6.6. The above duties will be performed as outlined in the New Congregation Recognition Document.

8.7. Responsibilities for a new Congregation Head

8.7.1. Notification and Information Gathering.

8.7.2. Interviews of Congregation Heads.

8.7.3. Notification to the Congregation of the evaluation.

8.7.4. Onboarding the new Congregation Head.

8.7.5. Notifying relevant Regional Council.

8.7.6. The above duties will be performed as outlined in the Congregation Leadership Document.

8.8. Other ROC duties

8.8.1. Maintain an up to date list of Official Congregations, who their active Congregation Heads are, and what Region they currently fall into.

8.8.2. Update Regional Councils to additions to their region (new Congregations and new Congregation Leaders).

8.8.3. Maintain a list of volunteers to serve as members of a CROW.

8.8.4. Maintain a list of volunteers to serve as Regent Congregation Heads.

8.8.5. Appoint Regent Congregation Heads as needed.

Appendix: Section Two

Mock Proposal Form

1. Name of Individual Submitting Proposal:
2. Preferred Contact Information:
3. Congregation:
4. Date of Proposal:
5. Proposal Summary:
6. Background/Reason for Proposal:
7. Who is Affected:
8. Does this proposal affect individual congregations or congregation leadership, or just Society of Congregations processes? Does it have any effects outside the Society of Congregations?
9. Is this proposal urgent? (Y/N)
10. If the proposal is urgent, provide a justification.
11. Proposed Implementation Process:
12. Include who will be responsible for implementation, when implementation will happen, and how that implementation will happen.
13. Proposed Effective Date:
14. New or Revised Policy Text:
15. Include any affected policies as they appear today, as well as the proposed revised version(s) of those policies.

Appendix: Section Three

Appendix A: Suggested Bi-annual report Template

1. State the Congregation Name/Location (free-text)
2. The name(s) of each Congregation Head (free-text)
3. The Ordination Renewal date of each Congregation Head
4. The names and roles/positions of any members of a Congregation council (free-text)
5. How many members are currently in your congregation? (number)
6. Please list the names, dates, and locations of all events that required a proposal since the previous summary report (tabular data)
7. How many member-only events were held since the previous summary report? (number)
8. Please list any congregation compliance concerns that you would like to report, including any action that was taken to remedy the non-compliance.
9. Please upload the current Congregation Logo (if it has changed from the previous report)
10. Please upload a copy of the Congregation's Bylaws/Constitution/Etc if any changes have been made since the previous submission.

Appendix B: Suggested Event Proposal Form

1. State the name of your Congregation
2. What is today's date (submission date)?

3. What is the Event title?
4. What is the event date?
5. Is this a recurring event? (Yes/No only)
   a. If yes, please indicate how frequently you expect this event to occur.
6. What is the purpose of the event?
7. What tenet(s) are supported with this event? (Check box of tenets, check all that apply. "Other" option can be available)
8. Is this event in conjunction with any other TST entity?
9. Other than your congregation, who are the other stakeholders in this event?
10. Do you plan on generating income from this event? If yes, please briefly describe the transaction (e.g., ticket sales, merchandise sales, raffles, donations etc.)
11. Does this event involve sexually explicit content including topics of discussion, nudity, burlesque, or anything else covered in the sex positive guidelines?" (Yes/No options)
    a. If yes, please describe how this event will abide by the guidelines.

NOTES

General definitions: Sexually Positive Events

Sexually positive events are ones in which sexual activity is taking place. Sexually positive events can be either participatory or non-participatory. Participatory events are those in which the attendees have the option of participating in consensual sexual activities. Non-participatory events are those in which the performance of consensual sexual activities is part of the event, but participation is restricted to a limited and pre-determined set of performers and other attendees of the event are onlookers.

Some examples of participatory sexually-positive activities include orgies, BDSM events, and fetish balls. Some examples of non-participatory sexually-positive activities include ritual flogging, live ritual sex or simulated sex acts, and burlesque shows.

Although a certain amount of common-sense judgment may be needed to determine whether come activities count as "sexually positive activities" in general an event is a sexually positive event if it includes any of the following:

● Abusive behavior (i.e. coercion, harassment, assault, etc.) is ALWAYS PROHIBITED and will result in immediate removal from event, as well as a permanent ban from all future chapter activities and a report of the incident will be referred to SurCo and to the local authorities when appropriate.

Specific Guidelines

BDSM

1. Skilled practitioners should be available to participate and/or oversee play activities
   a. Come prepared, know your play style and skill level prior to engaging others in that play
   b. Someone wanting to try something new should be under the supervision of another skilled practitioner of that particular play (i.e. flogging, suspension, bondage. etc.)
2. Boundaries and safewords must be established before engaging in play a. New activities should be thoroughly discussed and agreed upon by all parties
3. Know your toys

a. If you want to use a new toy you're not familiar with, ask a skilled user for assistance and/or to demonstrate
   b. Misuse or abuse of toys towards another individual will result in immediate removal and permanent ban
4. Discuss potential risks with play partners (e.g. latex allergy)
   a. Latex use should be in a designated space in play area to help avoid accidental allergy exposure
   b. Discuss any medical issues with your play partner(s) that may lead to complications and/or injury

STIs

1. It is your responsibility to know your current STI status and to use common sense as to whether or not participating in sexual activities with other individuals will put them at risk of unknowingly contracting an STI, thus violating their bodily autonomy
2. Hosts of any sex positive events should research and provide information for participants where free or low cost STI testing can be obtained if they so choose 3. Participants engaging in fluid exchange may specifically request to know current STI status/results prior to engaging in play. Refusal to share upon request may result in consent being rescinded.

Photography

1. Photography of any kind should be in clearly marked, designated areas ONLY
2. Designated areas should be closed off and have signage indicating that photographs or video will be taken in that area
3. Entry into designated areas assumes consent to have pictures or video taken.

Checklist

This section should be filled out if your event contains any sexually positive elements. Place a check next to each item in the list that you will include as part of your event.

1. I have checked local laws regarding sexually-themed events and assure that this event meets legal standards
2. I have read, and understand, the definition of and requirements for consent
3. Proof-of-age will be checked at the door prior to admission to the event
4. Name tags with pronouns will be available to all attendees
5. Waivers/release forms will be required of all attendees
6. All areas in which sexual activity will take place will follow an "open door" policy to ensure that security can see into all areas at all times
7. A fully-stocked first aid kit will be available on premise (preferably with at least one person on-site who is trained in first aid)
8. Cleaning supplies will be available to sanitize play areas/toys/hardware after each use
9. Condoms/dental dams will be available for attendees
10. Beverage testing kits will be available
11. Exits will be clearly marked
12. Clearly-marked security personnel will be on premise
13. At least one of the two methods of delineating levels of sexual activity will be utilized
14. Drugs and alcohol will not be served at this event
15. I have read and understand the list of prohibited activities and will enforce the consequences for violations of said behaviors

Appendix: Section Five

Congregation Head Onboarding Timeline

1. **Receive the Congregation Head Candidate's application.**
   a. Ideally 2+ months in advance for predictable situations.
   b. Review applicant's application within 2 weeks.
   c. Review the Survey of Support, and confirm the applicant has completed or started the Ordination course status within 2 weeks.
2. **Information gathering.**
   a. Survey of Concerns, give two calendar weeks for submissions.
   b. Within a week of receiving the Survey of Concerns, decide to either move the person forward on the process to schedule an interview, or send back to the Congregation that they will need another candidate.
   c. If the Candidate had not previously completed the Ordination Course prior to Application, schedule an interview after notification of the Ordination course completion.
3. **Interviews.**
   a. This timeline will be dependent on schedules, but interviews should be scheduled as soon as possible for all relevant groups.
4. **Notification of the evaluation to the Congregation.**
   a. Within 1 calendar week.
5. **Onboarding of the new Congregation Lead.**
   a. Signing of all paperwork/NDAS- ASAP.
      i. 1 calendar week.
   b. Media/Communication training (Responsible committee will define the required timeline for each CH.).
   c. Congregation online account access (Responsible committee will define the required timeline for each CH.)

Appendix: Section Six

Contents

A. Alliance Application Questions
B. Alliance ByLaws Template
C. Committee Operating Document Template
D. Task Group Operating Document Template

Appendix A: Questions for the "Alliance Application":

- What is the proposed name or names of the alliance?
- What is the purpose of this alliance?
- Who are the leadership sponsors for this alliance? These are not the proposed leaders of the Alliance.
- Why is this needed and how is it different from existing alliances/campaigns/etc? How can this impact an existing alliance/campaign/etc? Please include both positive and negative impacts.

- Why is this alliance relevant to TST? Specify which tenets this supports/How does it align with the tenets and support our religious mission? For example: how is this alliance going to make members more visible and create a supportive community where one does not presently exist?
- Alliances should have broad appeal. Will your alliance be legal in all the territories TST operates?
- Who are the proposed leaders of the Alliance?
- What requirements do leaders need to meet to run the alliance? How long is a leader's term? How many leaders run the alliance?
  - This must include a leadership timeline (are they replaced annually? As needed? Is there a max number of terms a leader can serve?) and their expectations of their leaders.
- How have you gauged interest for this new alliance? What is the general interest level for this alliance?

- How are you planning to operate?

  - All online, what platform/will you maintain social media pages? How large will the presence be? (Just TST online platform or elsewhere?)

  - Hybrid on-line/in-person: How will you work to keep all alliance members involved? ○ Are they a facebook social group? Are they planning to hold in-person events? How will they plan in-person events in areas they do not live?

  - Are they planning to host educational events available to non-alliance members?

- What are the requirements for participating in the alliance?

- What are the expectations of alliance members? (Are there minimum requirements to be an alliance member?)

- What are the requirements for participating in the alliance?

- What are the expectations of alliance members? (Are there minimum requirements to be an alliance member?)

  - Congregation or campaign affiliations required?

- What are their expectations of pre-existing Committees and Congregations? What resources do you expect?

- Do you plan to conduct any fundraising that is critical to your mission?

Appendix B: Alliance ByLaws Template

ARTICLE I. NAME OF Alliance

The name of the Alliance shall be _____(hereinafter referred to as the Alliance) with the name being written in proper sequence with no deviations. This name shall not be changed unless permission has first been obtained from the Society of Congregations (SOC) of The Satanic Temple (TST).

ARTICLE II. PURPOSE

ALLIANCE NAME is a recognized group within the SOC. We share their core beliefs and mission.

The primary purpose of the Alliance is to INSERT HERE. All programs are carried out in accordance with the policies and guidelines of TST.

*This Alliance is not organized and shall not be operated for pecuniary gain or profit. No part of the property of the Alliance and no part of its net earnings shall insure to the benefit of any private individual. This Alliance shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other Alliance activity except in furtherance of the purposes stated above for which the Alliance is organized. The Alliance shall never engage in propaganda, attempt to influence legislation, or participate in any political campaign on behalf of any candidate for public office, nor shall any part of its property or any part of the income therefrom be devoted to such purpose.

ARTICLE III. ALLIANCE LEADERSHIP

Section 1. General Powers

The affairs of the Alliance shall be overseen by the Society of Congregations (SOC), which has delegated local authority to the Alliance Leaders. Collectively, Alliance Leaders will be referred to as "The Board". They shall have control of and be responsible for the management of the affairs and property of the Alliance.

Section 2. Number, Tenure, Requirements, and Qualifications

The number of Leadership members shall be and shall consist of no less than two (2) including the following Officers: INSERT LEADERSHIP TITLES HERE. Leaders may be referred to in official documents by their pseudonym. Pseudonyms shall be consistent and considered confidential.

Leadership members are required to be vetted and approved by the SOC. The members of Leadership shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. If the Alliance plans to conduct any fundraising, at least one Leader must be Ordination Program Graduates and sign Code of Conducts and Nondisclosure Agreements .

Members of Leadership may serve TERM INFO (example: is it indefinite, are they changed annually, how are they elected) so long as they fulfill duties outlined in Article IV and uphold the TST Code of Conduct.

Section 3. Nomination and Election of Officers

Candidates for elective or appointed Alliance officer positions shall be members in good standing and shall be elected for a term suitable for the needs of the Alliance. Describe how this works for you Alliance. If your alliance is a community of equals, it is still important to designate the basics to cover record keeping needs.

Section 4. Officer Title 1

● This is where you will list their duties

Repeat with as many sections as there are officers proposed.

Section XX. Regular and Annual Meetings

The Board will meet at least once every 6 months, where The Board will outline goals of the alliance. Meeting notices will be sent electronically. Meetings may occur virtually. The Board must keep minutes of all meetings in accordance with document retention policies of SOC.

Section XX. Forfeiture, Removal, and Resignation

The Board may remove any officer of the Board and elect a successor for the unexpired term. Members may request removal of a Board member with 66.6% concurrence of membership. A Board member may be terminated immediately for the following reasons:

● Arrest for violent criminal charges or the granting of domestic violence protective order ● Arrest for sexual assault or misconduct, particularly involving a minor

- Participation in doxing activities
- Breaching confidentiality of members
- Any additional Code of Conduct violations

Membership on the Board is not compulsory and may be resigned at any time. Alliance officers are required to notify the rest of the Board and the SOC of their resignation in writing (electronic is accepted).

Section XX. Confidentiality

The Board shall not discuss or disclose information about the Alliance or its activities to any person or entity outside of SOC unless the information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Alliance's purposes or can reasonably be expected to benefit the Alliance. The Board shall use discretion and good judgment in discussing the affairs of the Alliance with third parties. Without limiting the foregoing, the Board may discuss upcoming events and the purposes and functions of the Alliance. All discussions with the media must follow the guidelines outlined by the Society of Congregations.

Section XX Removal of Officer

The Board may remove any officer of the Board and elect a successor for the unexpired term. Members may request removal of a Board member with 66.6% concurrence of membership. A Board member may be terminated immediately for the following reasons:

- Arrest for violent criminal charges or the granting of domestic violence protective order
- Arrest for sexual assault or misconduct, particularly involving a minor
- Participation in doxing activities
- Breaching confidentiality of members
- Any additional Code of Conduct violations

ARTICLE V. MEMBERSHIP

Section 1. Eligibility for Membership

Any individual who supports the goals and purposes of this Alliance and is willing to abide by these bylaws is eligible for membership. Members should be TST Satanists, and preferably in good standing with a congregation, or leadership within TST. (Add info as necessary for your Alliance)

Section 2. Annual Dues

Annual dues are not permitted.

Section 3. Rights and Responsibilities of Members

- Good standing. What do members have to do to achieve good standing? Is this necessary for your group?
- Inactivity. Is there an activity requirement of Alliance members?
- All members are expected to abide by the TST Code of Conduct

Section 4. Resignation, Concerns, and Termination

Alliance membership is not obligatory and members may choose to exit the Alliance at any time. The Board will, as a matter of policy, report any threat of harm to a person to the appropriate authorities. Members will not send Alliance-wide communications regarding resignation issues without approval from the Board. Concerns will be reported through the official SOC Concerns Reporting Form to be logged and investigated by the SOC

Concerns Committee. Membership may be terminated by the Alliance Leaders if members do not meet the standards outlined in these bylaws.

ARTICLE VI: OPERATIONS

<mark>This section should be filled out to explain how you will operate.</mark>

- <mark>Will regular meetings be required?</mark>
- <mark>Will virtual events be hosted?</mark>
- <mark>Is this strictly an Alliance to provide social support operated via a social media platform? Include information from the alliance application. Address any additional questions about operations that are proposed during the Congregations survey.</mark>

ARTICLE VII: FINANCES

Section 1. Fundraising

The collection of money either in person or virtually must follow the current policies from the SOC and the requirements from TST. Each fundraising event must explicitly state what the funds will be used for and how it relates to the mission of TST. No money may be collected for personal profit or gain.

Section 2. Financial Records

Alliances will keep reports of all financial endeavors and make these available to TST through annual reports or more often if requested. Retention of financial records will follow document retention policies of SOC.

ARTICLE VIII: AMENDMENTS

The bylaws may be amended at any regular, special, or virtual meeting of the Alliance by a 66.6% vote, provided that prior approval has been obtained from the SOC. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given in advance for review prior to voting. Voting should occur electronically to encourage participation from all Alliance membership.

ARTICLE IX: DISSOLUTION

Section 1. Reasons for Dissolution

- **The Board chooses to dissolve:**
  - In this event, the SOC will be given the opportunity to replace the Board if the members of the Alliance are still active.
  - If at least 66.6% of Alliance membership classifies the Alliance as defunct or no longer necessary, the Alliance will cease to exist. After that time, the Alliance will need to restart the application process to reform.
- **Inactivity:**
  - Drop below threshold of congregation support (<2 congregations make up the Alliance membership)
  - >6 months where no interaction between officers has occurred
- **Misconduct of the Alliance** (not an individual member or Officer). Examples include:
  - Causes physical harm to members and/or the general public
  - Breaks a local, federal, or other government law in one of our locations
  - Commits an act of terrorism

○ Performs a public ritual without appropriate approvals

○ Threatens the reputation of TST or its members

○ Alliance leaders are not enforcing the Code of Conduct within alliance membership

Section 2. Announcing Dissolution

The Board may announce the dissolution of the Alliance within Alliance forums. All other announcements will be made by the Administrative Committee of SOC.

Appendix C: Committee Operations Template

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be _____ (hereinafter referred to as the committee) with the name being written in proper sequence with no deviations. This name shall not be changed unless permission has first been obtained from the Society of Congregations (SOC) of The Satanic Temple (TST).

ARTICLE II. PURPOSE

The primary purpose of the committee is to INSERT HERE. All programs are carried out in accordance with the policies and guidelines of TST.

*This committee shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other committee activity except in furtherance of the purposes stated above for which the committee is organized. The committee shall never engage in propaganda, attempt to influence legislation, or participate in any political campaign on behalf of any candidate for public office, nor shall any part of its property be devoted to such purpose.

ARTICLE III. OFFICERS

The officers of this committee shall be: INSERT HERE (at minimum: Committee Chair. Things to consider: Do you have a defined historian/secretary? Are there subcommittees that need defined leadership?). Officers may be referred to in official documents by their pseudonym. Pseudonyms shall be consistent and considered confidential.

Section 1. Nomination and Election of Officers

Candidates for elective or appointed committee officer positions shall be congregation members in good standing and shall be elected for a term suitable for the needs of the committee. The Committee Chair is selected by the Administrative Committee. At that time, the Committee Chair will open a "Call for Applications" to serve on the committee, which will advertise any specific officer positions within the committee or define all members as "Committee Members". Describe any additional info of how this works for this specific committee.

Section 2. Committee Chair (do you have co-chairs?)

- Recruit Committee members
- Oversee Committee operations
- This is where you will list their other duties relevant to the committee. Tell us what their job is in case this person just disappears one day and we need to pick up from only this document.

Repeat with as many sections as there are officers proposed.

Section ##. **Removal or Resignation of Officer**

TSTC may remove any officer or member of the Committee and elect a successor for the unexpired term for any reason outlined by SOC policies and guidelines. Membership on the Committee is not compulsory and may be resigned at any time. Committee officers are required to notify SOC of their resignation in writing by email or another electronic method.

ARTICLE V. MEMBERSHIP

Section 1. Eligibility for Membership

Any individual who supports the goals and purposes of this committee and is willing to abide by these bylaws is eligible for membership. Members should be TST Satanists in good standing with a congregation and will be required to achieve P## prerequisites. (Add info as necessary for your committee)

ARTICLE VI: OPERATIONS

This section should be filled out to explain how you will operate.

- What is the purpose of the committee?
- How will the committee achieve its purpose?
- Does the committee require any resources from the Congregations or the current Committees?
- How can individuals join the committee after it is formed?

ARTICLE VI: AMENDMENTS

The operations document may be amended with a 66.6% vote approval from the Congregations. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given in advance for review prior to voting unless an urgent proposal is required.

ARTICLE IX: DISSOLUTION

Section 1. Reasons for Dissolution

1. Chooses to dissolve because it is no longer necessary OR because a new entity forms to replace it.
2. Inactivity.
3. Misconduct of the Committee (not of individual Committee members).

Section 2. Announcing Dissolution

The Committee Chair may announce the dissolution of the committee within committee forums. All other announcements will be made by the Administrative Committee of SOC.

Appendix D: Task Group Operations Document Template

ARTICLE I. NAME OF TASK GROUP

The name of the Task Group shall be _____ (hereinafter referred to as the Task Group) with the name being written in proper sequence with no deviations. This name shall not be changed unless permission has first been obtained from the Society of Congregations (SOC) of The Satanic Temple (TST).

ARTICLE II. PURPOSE

The primary purpose of the Task Group (TG) is to INSERT HERE. All programs are carried out in accordance with the policies and guidelines of TST.

*This TG shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes stated above for which the TG is organized. The TG shall never engage in propaganda, attempt to influence legislation, or participate in any political campaign on behalf of any candidate for public office, nor shall any part of its property be devoted to such purpose.

ARTICLE III. OFFICERS

The officers of this TG shall be: INSERT HERE (at minimum: Chair. Things to consider: Do you have a defined historian/secretary? Are there subTask Groups that need defined leadership?). Officers may be referred to in official documents by their pseudonym. Pseudonyms shall be consistent and considered confidential.

Section 1. Nomination and Election of Officers

Candidates for elective or appointed TG officer positions shall be members in good standing and shall be elected for a term suitable for the needs of the TG. The TG Chair is elected by the Administrative TG. At that time, the TG Chair will open a "Call for Applications" to serve on the TG, which will advertise any specific officer positions within the Task Group or define all members as "Task Group Members". Describe how this works for your Task Group.

Section 2. Task Group Chair (do you want co-chairs?)

- Recruit Task Group members
- Oversee Task Group operations
- This is where you will list their other duties relevant to the Task Group. Tell us what their job is in case this person just disappears one day and we need to pick up from only this document.

Repeat with as many sections as there are officers proposed.

Section ##. Removal and Resignation of Officer

SOC may remove any officer or member of the TG and elect a successor for the unexpired term as outlined in the policies and guidelines of SOC. Membership on the TG is not compulsory and may be resigned at any time. Task Group officers are required to notify the Administrative Committee of the SOC of their resignation in writing (electronic is accepted).

ARTICLE V. MEMBERSHIP

Section 1. Eligibility for Membership

Any individual who supports the goals and purposes of this TG and is willing to abide by these bylaws is eligible for membership. Members must be TST Satanists in good standing with a congregation and will be required to achieve P## prerequisites (Add info as necessary for your Task Group)

ARTICLE VI: OPERATIONS

This section should be filled out to explain how you will operate.

- What is the purpose of the Task Group?
- How will the Task Group achieve its purpose?
- Does the Task Group require any resources from the Congregations or the current Committees/etc?
- What is the proposed timeline of the task group, including the completion date?
- How can individuals join the Task Group after it is formed?

ARTICLE VI: AMENDMENTS

The operations document may be amended with a 66.6% vote approval from the Congregations. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given in advance for review prior to voting unless an urgent proposal is required.

ARTICLE IX: DISSOLUTION

Section 1. Reasons for Dissolution

1. Chooses to dissolve because the function is no longer necessary OR because a new entity has been formed to replace it.
2. Inactivity.
3. Misconduct of the Task Group (not of individual members).

Section 2. Announcing Dissolution

The TG Chair may announce the dissolution of the TG within internal forums. All other announcements will be made by the Administrative Committee of SOC.