

Congregational Senate Procedures & Policies

Article I: Purpose and Scope

This document outlines the procedures and safeguards for the Congregational Senate of the Coalition of Satanic Congregations (CSC), ensuring effective governance, accountability, transparency, and ethical conduct. The Senate serves as the deliberative body responsible for directing CSC and making key decisions in collaboration with the Board of Directors. The Senate is composed exclusively of representatives from member congregations.

Article II: Senate Composition and Roles

Section 1: Membership

- A. The Senate shall consist of one Senator from each member congregation within CSC.
- B. Senators shall represent the interests and perspectives of their respective congregations.
- C. No one person may occupy a seat on the senate and the board of directors at the same time.
- D. The role of Senator is a volunteer position, uncompensated by CSC.
- E. No Senator member may simultaneously serve as a Board member. If a sitting Senator is elected to the Board, they must forfeit their Senate seat.
- F. Senators shall be at least 18 years of age.
- G. Before gaining access to CSC resources and being seated, all Senators shall:
 - a. Sign the CSC Code of Conduct,
 - b. Sign the CSC NDA,
 - c. Pass a background check.

The following types of offenses shall be disqualifying:

- a. **Violent Crimes:** Convictions for violent crimes, such as assault, battery, domestic violence, and physical abuse.
- b. **Sexual Offenses:** Convictions for sexual offenses, including sexual assault, exploitation, and crimes involving sexual misconduct.
- c. **Crimes Against Children:** Convictions involving harm to children, including child abuse, endangerment, and neglect.
- d. **Felony Theft or Fraud:** Convictions for felony theft, fraud, embezzlement, or significant dishonesty.

- e. **Drug Trafficking or Manufacturing:** Convictions for drug trafficking, manufacturing, or distribution.
- f. **Homicide or Manslaughter:** Convictions for homicide, manslaughter, or attempted murder.
- g. **Weapons Violations:** Convictions involving illegal weapons possession, use, or trafficking.
- h. **Arson:** Convictions for arson or related offenses.
- i. **Stalking or Harassment:** Convictions for stalking, harassment, or similar offenses involving intimidation or threats.

We understand that not all convictions reflect current behavior or potential risk; therefore, the nature and context of any convictions shall be considered.

Section 2: Roles and Responsibilities

- A. **President of the Senate:** Oversees Senate meetings and ensures adherence to procedures.
- B. **Vice President:** Assists the President and assumes duties in their absence.
- C. **Secretary:**
 - a. Preparing the Agenda notes before the meeting,
 - b. Taking notes during the meeting, and
 - c. Redacting public-published versions of the notes after the meeting.
 - d. Forward public-published versions of notes to the Board Secretary for publishing on CSC's website.
- D. **Senators:** Participate in decision-making, attend meetings, communicate CSC events and opportunities to serve to congregation members.

Article III: Terms and Appointments

Section 1: Term Limits

- A. Senators serve for a term of one (1) year and may be re-elected for a maximum of two (2) total consecutive terms.
- B. A former Senator who has already served the maximum number of consecutive terms is eligible for re-election after an absence of one (1) full term, provided they are in good standing with CSC and not subject to active disciplinary action(s).
- C. In the event a Congregation encounters difficulty replacing their Senator, except in cases of expulsion, the Congregation may opt to extend that Senator's term by a maximum of sixty (60) days, once per term. The subsequent Senator's term commences on the date of their confirmation.

- D. If the Congregation is unable to seat a Senator in the sixty (60) day time limit they risk losing representation and possible disaffiliation from CSC.

Section 2: Appointment Process

- A. Each congregation elects or appoints its Senator through its own internal policies, subject to CSC term limits, confirmation, and disciplinary status.
- B. Congregations shall have the power to recall their Senator, whereupon they shall be expected to appoint a replacement within 30 days.
- C. Vacancies shall be filled through the same process.
- D. A congregation's appointed Senator shall be in good standing within CSC and not subject to active disciplinary action(s) that restrict membership in the Senate.
- E. If a congregation is removed from CSC for any reason, their Senator is removed from office at the same time.

Article IV: Meetings and Decision-Making

Section 1: Meeting Schedule

- A. The Senate shall meet bi-weekly, with additional meetings as needed.
- B. Any Board member may, at their discretion, attend Senate meetings as observers, except when the Senate is discussing that Board member in the context of removal.

Section 2: Quorum

- A. A quorum of greater than fifty percent (50%) of Senators shall be required for decision-making.
- B. No fewer than five (5) Senators shall be present for decision-making.

Section 3: Voting Procedures

- A. Decisions shall be made by majority vote unless otherwise specified in this document.
- B. Each Senator has one vote.
- C. Proxy voting is not permitted.
- D. Voting is performed by open ballot; each Senator's voting record is publicly available.
- E. In the event of a tie, the attending Board representative casts the deciding vote.

Section 4: Interaction with the Board of Directors

- A. The Senate works in collaboration with the Board of Directors to ensure alignment with CSC's Foundational Charter, mission and strategic goals.

- B. The Board shall appoint a Board member to attend the Senate's first meeting of the month to relay:
 - a. Progress on active initiatives,
 - b. Issues or problems with active initiatives, and
 - c. Current financials
- C. The Board may refer specific issues to the Senate for deliberation and advice.

Article V: Bringing Issues Before the Senate

Section 1: Submission of Issues

- A. Issues can be submitted to the Senate by any Senator or by the Board of Directors.
- B. Submissions shall include a detailed description of the issue, supporting documentation, a proposed resolution or action, and an explanation of how the measure upholds the Foundational Charter.

Section 2: Review and Agenda Setting

- A. The Senate President reviews submitted issues and sets the agenda for the next meeting.
 - a. All submitted issues must be on the agenda.
- B. The Senate President shall prioritize issues based on urgency, relevance, and impact on CSC and its member congregations.

Section 3: Consultation with Volunteers

- A. To ensure that the Congregational Senate's decisions are inclusive and well-informed, the Senate may ask for intersectional feedback in #intersectional-feedback in the Volunteer Discord on issues pertaining to but not limited to LGBTQ+, Trans, BIPOC, and other marginalized communities, before the matter is voted on.

Section 4: Deliberation and Voting

- A. During meetings, issues shall be presented, discussed, and deliberated upon by the Senate.
- B. Senators may request additional information or invite subject matter experts to provide insights.
- C. Issues may be tabled pending further development.
- D. Following deliberation, a vote is taken. Decisions require a simple majority (greater than 50%) vote unless specified.

- E. The Senate requires a minimum of five (5) Senators to meet quorum for a vote based on attendance requirements, as outlined in Article VII, Section 1, Paragraph F below.
 - a. Absentee voting: If these criteria are not met at the time of a live vote, the attending Senators will record their votes on the meeting minutes and in the Senate's Volunteer Discord channel. Absent Senators must vote within five (5) days. Any votes not cast will be an abstention.
 - b. This absentee voting procedure does not apply to votes where a super-majority is needed, such as amending these procedures as outlined in Article VI, Section 1, Paragraph A of this document or any other matter requiring super-majority as specified in governing documents across CSC, such matters must be voted upon during a meeting.

Section 5: Implementation Handoff

- A. Following approval of an initiative, the Senate President shall hand it off to the Board of Directors for oversight and implementation.
- B. The Board may, at its discretion, ask the Senate to change all or portions of an initiative when the initiative either fails to uphold CSC's Foundational Charter, is deemed to be infeasible, or is deemed to be in conflict with applicable laws and regulations.

Article VI: Selection of Senate President, Vice President, and Secretary

Section 1: Election Process

- A. Any sitting Senator may nominate, or self-nominate, a Senator for Leadership or the Secretary position.
- B. Nominations shall be submitted between November 16th and November 30th, inclusive.
- C. Leadership shall be elected annually during the Senate's monthly meeting in December. The outgoing Leaders may remain in office transitionally until the next regularly scheduled meeting of the Senate at which time the new Leaders take over.
- D. Senate President & Vice President:
 - a. Candidates must have demonstrated a history of organizational leadership experience. Examples of acceptable experience include but are not limited to
 - i. Managerial or leadership experience in employment
 - ii. Project management experience
 - iii. Grass roots organization and/or advocacy
 - iv. Leadership positions on non-profit boards
 - b. Each Senator may cast a single vote for President.
 - i. No proxy voting is permitted.

- c. If no candidate receives a majority (greater than 50%) of the vote, a runoff election shall take place between the top two (2) candidates.
 - d. The candidate receiving the largest number of votes shall be appointed President.
 - e. The candidate receiving the second largest number of votes shall be appointed Vice President.
 - f. In the event of a tied vote, the Board shall select positions from among the tied candidates.
- E. Secretary:
- a. Each Senator may cast a single vote for Secretary.
 - i. No proxy voting is permitted.
 - b. If no candidate receives a majority (greater than 50%) of the vote, a runoff election shall take place between the top two (2) candidates.
 - c. The candidate receiving the largest number of votes shall be appointed Secretary.
 - d. In the event of a tied vote, the Board shall select positions from among the tied candidates.

Section 2: Term of Office

- A. The President and Vice President, and Secretary, collectively "Officers" of the Senate assume their roles on January 1st.
- B. Officers shall serve terms of one (1) year and may be re-elected for a maximum of two (2) consecutive terms in either role.
- C. If an Officer leaves the Senate for any reason before the end of said Officer's term (e.g. their Senatorial term ended and they were not re-elected), their term as President/Vice President shall end at the same time.
- D. If the President role is vacated before the regular election cycle, the Vice President (if any) assumes the President role and a new Vice President is selected during the next monthly Senate meeting, per the election process described in Section VI.1, substituting "Vice President" for "President," and the new Officer shall serve the remainder of the vacated term.
- E. If the Vice President role is vacated before the regular election cycle, a new Vice President is selected during the next monthly Senate meeting per the election process described in Section VI.1, substituting "Vice President" for "President," and the new Officer shall serve the remainder of the vacated term.
- F. If both roles are vacant simultaneously before the regular election cycle, a special election during the next monthly Senate meeting shall determine the new Officers per Section VI.1 above, and the new Officers shall serve the remainder of the vacated term.
- G. No individual may serve more than two (2) consecutive terms in a combination of both roles (e.g., one term as Vice President followed by one term as President, one term as President followed by one term as Vice President, or two terms as Vice President, or two terms as President).

Article VII: Transparency and Accountability

Section 1: Meetings

- A. Meetings shall be scheduled at least one (1) week in advance with agendas published for Senatorial and Board review.
- B. Meetings shall be closed to all but Senators, invited subject matter experts, and the designated Board representative.
- C. The Secretary shall record minutes and make them publicly accessible within 14 days of the meeting.
- D. Redactions in agendas and minutes shall be made:
 - a. Visibly at the detail level when those specific details represent a PII (Personally Identifiable Information), PHI (Protected Health Information), or PCI (Payment Card Industry) breach of private information, or details which they are not authorized to publicly disclose.
 - b. Invisibly at the item level when the item represents a strategic initiative or confidential organizational matter that would be harmed or impeded by public disclosure.
 - c. The financial report shall be redacted in publicly shared documents.
- E. Senators primary role is to represent and relay information to their congregations. Senators should actively attend meetings and relay information from CSC to their congregants as well as help facilitate their congregants joining the Pandemonium Discord.
- F. Senators must attend at least 50% of meetings over a ninety (90) day rolling average in order to be considered active in the Senate and to best represent their congregations. If a Senator falls below this bar they will be removed from the Senate and the Congregation will be notified of removal and ask for a replacement.

Section 2: Financial Transparency

- A. A summary financial report shall be presented by a Board representative at the beginning of each monthly meeting.

Article VIII: Ethical Conduct and Conflict of Interest

Section 1: Code of Conduct

- A. Senators shall adhere to CSC's Code of Conduct, promoting decorum, integrity, and ethical behavior.

Section 2: Conflict of Interest Policy

- A. Senators shall disclose any conflicts of interest to the Ethics Committee and recuse themselves from related decisions.
- B. The Senate shall maintain a conflict of interest registry, reviewed annually.

Section 3: Whistleblower Policy

- A. CSC protects individuals who report misconduct, ensuring confidentiality and protection from retaliation.

Article IX: Training and Education

Section 1: Ethics and Governance Training

- A. Senators shall receive regular training on ethics, governance, available tools and conventions, and their responsibilities.

Section 2: Orientation Programs

- A. New Senators shall participate in an orientation program covering CSC's Foundational Charter, its bylaws, and its Senate and Board procedures.

Article X: Enforcement and Disciplinary Procedures

Section 1: Disciplinary Actions

- A. Clear procedures for addressing violations of the bylaws, policies, or code of conduct shall be in place.
- B. Disciplinary actions include warnings, suspension, or removal from the Senate, depending on the severity of the violation.

Article XI: Amendments and Review

Section 1: Amendments

- A. Amendments to these procedures require a seventy-six (76%) majority vote of the Senate.

- B. Proposed amendments shall be circulated to members for review and feedback at least one week before voting.
- C. Board shall be notified of changes to these procedures and they will review changes for compliance before implementation.

Section 2: Regular Review

- A. These procedures shall be reviewed by the Senate body biennially (every two (2) years) to ensure they remain relevant and effective.

Article XII: Senate Oversight of Board Members

- A. See Board Policies & Procedures, Article VIII.

Article XIII: Board Oversight of Senate Members

- A. See Board Policies & Procedures, Article IX.

Article XIV: Guiding Principles

- A. All actions, decisions, policies, and procedures of the Senate shall align with the principles and purpose outlined in the Foundational Charter of the Coalition of Satanic Congregations. The Foundational Charter shall serve as the ultimate guiding document for all Senate activities.
- B. In the event of a conflict or ambiguity regarding the interpretation of the Foundational Charter, the Senate shall seek the guidance of the Board. The resolution process shall prioritize the intent and principles of the Foundational Charter.
- C. This article shall not be amended.

