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BY-LAWS OF SIGMA EPSILON CHAPTER OF TRI-ESS INTERNATIONAL

I. NAME & AFFILIATION

The name of the organization shall be SIGMA EPSILON, the Atlanta chapter of Tri-Ess International.

II. PURPOSE

In accordance with the objectives of Tri-Ess International, the primary premise for the founding of Sigma Epsilon is:

- A. To provide a place for cross dressers to come for support and advice as well as the opportunity to express their preferred mode of dress. Sigma Epsilon also provides the same support and advice for the family and friends of our members.
- B. To unite cross dressers in their pursuit of self-acceptance, in the achievement of a balance between their masculine and feminine selves – and to integrate their cross dressing into their lives in communion with their families.
- C. To provide a safe and secure venue wherein each member, their spouses or significant other may engage in activities oriented to the interests we share as Sigma Epsilon sisters.
- D. To provide information on cross-dressing to the general public, in order to encourage understanding and acceptance within the community.

III. SECURITY

A. ENFORCEMENT OF SECURITY

- 1) Sigma Epsilon places a premium on preserving the privacy and protecting the identity of our members.
- 2) Each of our members has entrusted the Board with personal and confidential information about themselves and, as such, they trust us to uphold these values through the strict enforcement of the rules, which we each adopted upon becoming a member of Sigma Epsilon.
- 3) Each member is subject to swift and immediate expulsion if found to be violating confidentiality.

B. CODE OF CONDUCT

All Sigma Epsilon members including spouses / S.O.'s, invited guests and visiting guests shall adhere to the code of conduct as outlined in these By-Laws and in the Addendum, *Sigma Epsilon Security Guidelines and Code of Conduct*. Abuse of this code of conduct may result in expulsion from the function at which the violation occurred. Serious violations may result in revocation of membership.

C. REFUSAL OF MEMBERSHIP RENEWAL

Sigma Epsilon reserves the right to refuse application for membership, or membership renewal, if the Administrative Board determines that any of the following applies to the applicant:

- 1) Applicant has not acted in the best interest of Sigma Epsilon as defined by these By-Laws.
- 2) Applicant has violated the Security Guidelines.

IV. MEMBERSHIP IN SIGMA EPSILON

A. QUALIFICATIONS:

Full membership in Sigma Epsilon shall be limited to adult Cross Dressers, and their spouses or significant others. An important part of Sigma Epsilon's mission is to provide support to these spouses and significant others, many of whom struggle with the cross dressing of their partner and its near and long-term impact on their relationship. Experience has shown that Sigma Epsilon cannot be all things to all people and, therefore, Sigma Epsilon does not have the ability to provide the counseling, nor the support, to meet the needs of transgender persons who are on a path to full transition while still providing adequate support to these spouses and significant others.

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The following criteria shall apply:

- 1) Membership in Sigma Epsilon requires a valid email address.
- 2) Membership in Sigma Epsilon may only be considered for any adult, either male or female, who has a need to express a social gender presentation considered appropriate for persons of the opposite genetic sex.
- 3) Anyone applying for new membership in Sigma Epsilon must not already be committed to a path that leads to full transition to the opposite gender.
- 4) Members who choose to pursue full transition sometime after joining Sigma Epsilon are welcome to remain members. However, those in that category must understand that Sigma Epsilon cannot provide them with the support they may need for the path they have taken.

B. SPOUSE / SIGNIFICANT OTHER MEMBERSHIP:

- 1) Any Sigma Epsilon member's spouse or significant other shall also be entitled to full and equal membership status, including the ability to hold office. This applies only if they provide a valid email address that is separate from their crossdressing partner.
- 2) Spouses and significant others are held to the same code of conduct governing all members as outlined in the Security Guidelines.
- 3) Spouses and significant others are not required to pay annual membership dues or pay meeting fees. If they choose to attend a special function that requires payment of an event fee, that event fee must be paid.
- 4) The membership of a spouse or significant other expires when the membership of their crossdressing partner expires.

C. HONORARY MEMBERS:

- 1) When a crossdresser member passes away, the surviving spouse will be offered the designation of "Honorary Member". The decision to accept that or not lies with the spouse in question.
- 2) When a non-crossdresser has performed outstanding service to Sigma Epsilon or the crossdressing community in general, that person may be nominated by any Board member to receive the designation "Honorary Member". Granting honorary membership in that case requires a simple majority vote of the Administrative Board. The decision to accept honorary membership or not lies with the person so nominated.
- 3) Honorary members may attend meetings and functions without being accompanied by a crossdresser member.
- 4) Honorary members are ineligible to hold office on the Administrative Board and may not vote in any elections.
- 5) While there is no expiration date to being an honorary member, that person must still comply with the Security Guidelines. In case of violation of those guidelines the honorary membership may be revoked.
- 6) Honorary members are not required to pay annual membership dues or pay meeting fees. If they choose to attend a special function that requires payment of an event fee, that event fee must be paid.

D. GUESTS OF MEMBERS:

To ensure the privacy and security of our members, spouses, and significant others; all guests whom a member wishes to invite to a meeting or a function must first be approved by an active member of the Administrative Board. That Board member shall notify the President in a timely manner that such guest(s) will be attending. Any member bringing guests is responsible for ensuring that such guests comply with the Security Guidelines.

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V. MEMBERSHIP DUES AND ASSESSMENT POLICIES

A. CURRENT MEMBERS

- 1) Membership dues will be assessed annually.
- 2) Annual dues and a monthly meeting fees will be set by the Administrative Board and may be changed at their discretion by a two-thirds (2/3) majority vote.
- 3) Members who are delinquent in annual dues payments shall be dropped from the active rolls of Sigma Epsilon. Access to the members' only section of the Sigma Epsilon website and the listserv email system will be suspended until such time that annual dues are brought up to date. Attendance at Sigma Epsilon meetings and functions will be denied until annual dues are up to date. Members who are not up to date in their dues payment are ineligible to be elected to the Administrative Board and may not vote in such elections. Administrative Board members who are not up to date in their annual dues may not vote on any board business.
- 4) Any members who have not renewed on a timely basis as defined above may be reinstated upon their payment of the current full year's dues. Such dues are not subject to prorating regardless of the month of reinstatement. Expiration date of their membership shall be the same as if they renewed on time.

B. PAST MEMBERS

- 1) A past member of Sigma Epsilon is defined as one who was once a paid up member of Sigma Epsilon, but has had their membership lapse for at least twelve (12) full months.
- 2) Any such past member will be considered for reinstatement in the same manner and conditions as a prospective new member; except that they must pay a meeting fee for any meeting they attend unless exempted under the Hardship Clause.

C. NEW MEMBERS

- 1) Prospective new members, who meet the criteria for membership as outlined in these by-laws, will be welcome to attend one (1) meeting weekend without the assessment of meeting fees or annual dues.
- 2) On or before attending their second meeting prospective new members will be expected to apply for membership in order to continue to attend meetings and functions. Those attending their second meeting are required to pay a meeting fee. This applies regardless of the length of time between attending the first and second meetings.
- 3) Prospective new members attending their first meeting who also wish to attend a function such as Spring Ball or Holiday Party will be required to pay the function fee.
- 4) Anyone applying for Membership in Sigma Epsilon during the course of the year shall be assessed dues for Sigma Epsilon for a full year, commencing with the 1st day of the month following the month in which that member submitted payment of annual dues. There is no prorating of dues. Members may pay multiple years dues at the time of joining or renewing. There is no discount offered for multiple year dues payments.

D. MEETING FEES

- 1) All members of Sigma Epsilon, who are subject to the monthly meeting fee, must pay this fee in order to attend a meeting or function. This fee must be paid immediately upon arrival at the meeting or function regardless of the venue, time of day, or period of time spent at said meeting or function.
- 2) There will be no meeting fee assessment to spouses / significant others or guests for the monthly meeting.
- 3) Failure to pay the meeting fee (without a predetermined hardship arrangement) may result in the revocation of membership from Sigma Epsilon.
- 4) Special functions may have associated event fees, which are separate and additional to the standard meeting fee.

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E. EVENT FEES

- 1) All members and guests attending a special function, such as the Spring Ball or the Holiday Party are required to pay the associated event fee for that function.
- 2) Payment of event fees for special functions, are not exempted under the Hardship Clause. Full payment is required by all attendees, regardless of personal financial situation.
- 3) Event fee amounts shall be set by the Financial Officer on an event by event basis.

F. HARDSHIP CLAUSE

- 1) A member (or potential member) who is having a temporary or permanent financial difficulty may request through the Financial Officer or President an adjustment to their required meeting fee amount. For reasons of confidentiality, no other Administrative Board member shall be involved in this.
- 2) In the event the payment of the meeting fees by a current member of Sigma Epsilon is determined to present a hardship, the Financial Officer may waive or adjust such fees for a specified period of time, if the President concurs that it is justified.
- 3) Payment of annual dues and event fees for special functions, such as the Spring Ball or the Holiday Party, are not exempted under the Hardship Clause.
- 4) Payment of partial annual dues in regular installments may be agreed to with the Financial Officer.

VI. ORGANIZATION OF LEADERSHIP

Leadership of Sigma Epsilon is provided through an Administrative Board and an Advisory Board. These boards are described in detail in Sections VII through IX.

VII. ADMINISTRATIVE BOARD

The Administrative Board shall be in charge of all operations of Sigma Epsilon as defined by the positions listed below. Membership on the Administrative Board of Sigma Epsilon is strictly on a voluntary basis and as designated in Section VIII Election of Administrative Board and Officers.

Members of the Administrative Board must be members who regularly participate in Sigma Epsilon meetings and functions. Any Administrative Board member unable to attend at least six Sigma Epsilon meetings during a fiscal year will be relegated to Advisory Board status following a review of attendance by the Administrative Board. Reinstatement to the Administrative Board for any unexpired term shall be by a vote of two-thirds majority of the Administrative Board.

Appointments to specific officer and other Administrative Board positions are for service during a single fiscal year only. During the first month of each fiscal year the Administrative Board shall meet (either in person or electronically) and vote on assigning individual Administrative Board members to the specific officer and other positions for the fiscal year. All positions expire on the date of that first Administrative Board meeting of each fiscal year. All Administrative Board members may succeed themselves in the same position any number of times, if the Administrative Board votes them into those positions. Those not continuing in the same position will continue to serve as members of the Administrative Board, unless they: resign from the Administrative Board altogether, discontinue their membership in Sigma Epsilon, or are removed from the Administrative Board by reason of non-payment of dues and other fees owed to Sigma Epsilon.

The following positions will be held by members of the Administrative Board, each individual (not position) having full voting rights in all board meetings. An individual Administrative Board member may serve in multiple positions. However, the positions of President and Financial Officer must be held by two separate board members. Position duties may be shifted or shared between positions by mutual agreement of those holding the affected positions, provided that such a shift or sharing is concurred with by the President. Any such

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shift or sharing of duties may be for any period of time that does not extend beyond the date of the first Administrative Board meeting of the next fiscal year.

Circumstances may require that some positions be filled by individuals that have not been elected to the Administrative Board. Such individuals shall have no voting rights over any board business. They may, however, attend board meetings as non-voting members. Under no circumstances will the positions of President or Financial Officer be filled either temporarily or permanently by an individual that is not a member of the Administrative Board.

A. PRESIDENT

The President shall preside over business and social meetings of Sigma Epsilon. The President shall also manage emergency concerns and take appropriate action when an Administrative Board meeting is impractical. The President is an Officer of Sigma Epsilon and as such may commit Sigma Epsilon contractually with third parties and will be a signatory on the Sigma Epsilon bank account. The person assigned this position must become current in payment of dues to Tri-Ess within 30 days after being assigned this position, as their contact information will be published on the Tri-Ess website. Specific duties include, but are not limited to, the following:

- 1) Serve as chairperson of all Administrative Board meetings.
- 2) Appoint committees for any purpose and shall serve as an ex-officio member of same.
- 3) Act as official spokesperson of Sigma Epsilon and represent it to the public and other organizations as appropriate.
- 4) Serve as prime contact with Tri-Ess International and other Tri-Ess chapters.
- 5) Foster the mission and goals of Sigma Epsilon as defined in these By-Laws.
- 6) Serve as disciplinarian, mediator, and sergeant-at-arms as such occasions warrant action.
- 7) Appoint individuals to takeover some or all the duties of board members who are unable or unwilling to perform those duties.
- 8) Has final authority over approval of all candidates for membership in Sigma Epsilon.
- 9) Approve the final version and distribution of the Southern Belle and other notifications to the general membership.

B. ACTIVITIES COORDINATOR

The Activities Coordinator is responsible for planning activities for Sigma Epsilon meeting weekends. Specific duties include, but are not limited to, the following:

- 1) Recommending monthly activities and dining venues to be published monthly in The Southern Belle.
- 2) Arrange for vendors who provide appropriate services of interest to the general membership to make presentations at selected meetings.

C. SPECIAL EVENTS COORDINATOR

The Special Events Coordinator is responsible for planning special events for certain Sigma Epsilon meeting weekends. Specific duties include, but are not limited to, the following:

- 1) Recommending venues, food service, themes, and decorations for special events, such as the. Holiday Party and Spring Ball.
- 2) In concert with the Financial Officer and the President, plan and be a part of the actual execution of special events. This will also involve getting the assistance of other members to carry out the plan.

D. FINANCIAL OFFICER

The Financial Officer is an Officer of Sigma Epsilon and as such may commit Sigma Epsilon contractually with third parties and will be a signatory on the Sigma Epsilon bank account. The responsibility of this

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officer shall include maintenance of financial and membership records and the overall management of Sigma Epsilon finances. Specific duties include, but are not limited to, the following:

- 1) Manage the Sigma Epsilon bank account and pay all bills for Sigma Epsilon operating expenses from said account.
- 2) Reimbursing approved expenses incurred by individual members. Procure the appropriate receipts and documentation of expenses from said individuals prior to reimbursement.
- 3) Shall collect all membership dues, meeting fees, event fees, donations, and other income on behalf of Sigma Epsilon for deposit in the Sigma Epsilon bank account. In her absence she may designate another Sigma Epsilon Member to perform that function.
- 4) Provide timely financial reports for the Administrative Board.
- 5) Provide for publication in the Southern Belle, an annual financial balance sheet and other financial reports as may be deemed appropriate.
- 6) Advise the President of any misuse of funds, budget overages, or other issues that would have adverse financial implications to Sigma Epsilon.
- 7) Be responsible for securing the monthly meeting venue and developing a meeting calendar of meetings that is compatible with availability of the meeting venue.
- 8) Be responsible for maintaining and updating the Sigma Epsilon membership roster.
- 9) Issue notices to members when their individual memberships are about to expire and that membership renewal is needed.
- 10) Provide monthly updates of the membership roster to the President.

E. SECRETARY

The individual holding this position shall prepare and maintain records of the conduct of Administrative Board business. Specific duties include, but are not limited to, the following:

- 1) Prepare and maintain minutes of Administrative Board meetings. Include within those minutes the results of voting on board business that took place electronically during the period beginning after the last meeting that was minuted.
- 2) Submit minutes of Administrative Board meetings for approval by the full Administrative Board within 30 calendar days following a board meeting.

F. SOUTHERN BELLE EDITOR

The individual holding this position shall prepare the publication of the monthly newsletter of Sigma Epsilon, the Southern Belle. Specific duties include, but are not limited to, the following:

- 1) Procuring articles of interest from the general membership of Sigma Epsilon and other sources.
- 2) Reviewing and editing articles and accepting only those for publication that are appropriate within the guidelines of Sigma Epsilon.
- 3) Bringing any objectionable content submitted to the attention of the President.
- 4) Advising those submitting information for the purpose of profit (as opposed to service to the organization), Sigma Epsilon's policy regarding advertising.
- 5) Sending of the completed Southern Belle to the President for final review and distribution to the general membership at least one week prior to the beginning of each meeting weekend.
- 6) Assisting the Activities Coordinator and Special Events Coordinator with the promotion of upcoming activities and special events in the Southern Belle.

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G. WEBSITE DIRECTOR

The individual holding this position shall develop and maintain the Sigma Epsilon Web Site. Specific duties include, but are not limited to, the following:

- 1) Development and maintenance of the Sigma Epsilon Web Site and the listserv email system. Handle all technical issues that may arise with these systems with the web hosting company.
- 2) Ensure that confidentiality and security of information that may be stored on the website is maintained.
- 3) Ensure that calendars, files, and other information posted on the website are up to date and appropriate.
- 4) Control access to the members' only areas of the website and the listserv email system as directed by the Financial Officer.
- 5) Develop and maintain additional capabilities of the website to assist the other members of the Administrative Board in the performance of their duties.
- 6) Develop and maintain all social media accounts that may be set up in the name of Sigma Epsilon. Response to inquiries received through social media shall be handled by either the President or the Membership Coordinator.
- 7) Set up and administer a system for voting by the general membership in elections for members of the Administrative Board.

H. MEMBERSHIP COORDINATOR

The individual holding this position shall screen and recruit new members to Sigma Epsilon. The person assigned this position must become current in payment of dues to Tri-Ess within 30 days after being assigned this position, as their contact information will be published on the Tri-Ess website. Specific duties include, but are not limited to, the following:

- 1) Monitor the Sigma Epsilon information telephone line and answer all caller inquiries.
- 2) Answer inquiries about membership in Sigma Epsilon that are received through social media.
- 3) Screening of those seeking membership in Sigma Epsilon to ensure their motives for wanting to join are in accordance with our membership requirements.
- 4) Ensuring that all candidates for membership in Sigma Epsilon have viewed a copy of these By-Laws prior to attending any meetings.
- 5) Provide an appropriate "newcomers package" to those needing additional information about Sigma Epsilon.
- 6) Inviting potential members to a meeting. Providing specific information about where we meet is not to be given without completing the screening process.
- 7) Advise the President prior to each monthly meeting the status of new contacts and who (if any) of them are likely to attend the next monthly meeting.

I. COMMUNITY OUTREACH COORDINATOR

The individual holding this position shall promote, organize, and facilitate community outreach activities. This includes university and college class presentations as well as presentations to other organizations or gatherings of interested parties. This person shall advise the President monthly of planned community outreach activities.

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J. SUPPORT MEETING FACILITATOR

The individual serving in this position shall facilitate (or chair) the monthly support meeting held on Saturday mornings of Sigma Epsilon meeting weekends. If this position is not held by a particular individual, the President may appoint a volunteer to perform this function each month as needed.

K. HOSTESS

The individual holding this position shall ensure that the monthly meeting venue is equipped with appropriate supplies and refreshments.

L. MEMBERSHIP ADVOCATE

The individual holding this position shall serve as Ombudsman to, and representative of, the General Membership with responsibilities as follows:

- 1) Obtain feedback and input from the General Membership of Sigma Epsilon to gain insight into ways to better meet the needs of our sisters and grow and develop the chapter as a whole.
- 2) Solicit and involve the General Membership to get specific recommendations for activities and events that the members may want.
- 3) Actively serve on committees as appointed by the President to facilitate chapter business.

VIII. ELECTION OF ADMINISTRATIVE BOARD AND OFFICERS

- A. Each member of the Administrative Board shall be elected by a vote of eligible voting members of the General Membership to a three-year term on the Board. To maintain leadership continuity, only one third of the members of the Board shall be subject to election each year. The total number of members necessary to serve on the Administrative Board shall be determined by a vote of the Administrative Board.
- 1) There may be candidates being elected to terms shorter than three years to fulfill the unexpired terms of members that have left the Administrative Board early. Some term lengths may also be shorter when going forward from a change to the number of members that will serve on the Administrative Board. Where there are candidates being elected to differing term lengths on the Administrative Board, those candidates receiving the most votes shall be elected to the longest terms.
 - 2) If two or more candidates receive an equal number of votes, and this impacts who should serve on the Board, any such tie shall be resolved by vote of eligible voting members of the General Membership, unless one or more of the candidates involved in the tie withdraw their candidacy. The runoff vote(s) should be conducted as soon as possible. If the result impacts only the term lengths to be served by the new Board Members, such tie shall be resolved by a vote of the Administrative Board at the first Administrative Board meeting of the fiscal year.
- B. A Nominating Committee that is appointed by the President shall nominate all Candidates for election. The Nominating Committee shall be made up of an equal number of members from the Administrative Board and General Membership.
- C. Candidates will be considered for election to the Administrative Board on the basis of the quality of their involvement in Sigma Epsilon as well as their adherence to our ideals and objectives. To be considered for election to the Administrative Board, a Candidate must:
- 1) Have consistently demonstrated willingness to support and serve the chapter.
 - 2) Understand and adhere to the rules of the chapter.
 - 3) Demonstrate willingness to help others and assist any member who may come to her for help.
 - 4) Understand that to be an Administrative Board member is to serve others and that a Board position is not one of power but one of service.
 - 5) Make a commitment to attend a minimum of six (6) meeting weekends each year during their tenure on the Administrative Board. Attendance is satisfied by being physically present for any length of

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time in the meeting suite or at another Sigma Epsilon activity venue during any part of a meeting weekend.

- D. Wherever possible, the Nominating Committee shall propose at least one third of the Candidates to be spouses or significant others. The Nominating Committee shall contact all Candidates personally to verify that they are willing to serve on the Administrative Board. The Nominating Committee shall also verify with the Financial Officer the eligibility of all Candidates.
- E. Any Significant Other proposed as a Candidate must be listed as a Wife or Significant Other on the membership (or renewal) application of a dues-paying member of Sigma Epsilon. Any such person must be in a serious relationship with the dues-paying member.
- F. All Candidates shall be current in their membership dues and other fees that may be owed to Sigma Epsilon. Any Candidate not meeting this requirement shall be excluded from the election.
- G. The Nominating Committee shall present a list of the nominated Candidates to the Administrative Board a minimum of two weeks before the Candidates are announced to the General Membership. Any nominated candidate that is objected to by two-thirds of the Administrative Board shall be removed from the list and will not be eligible for election.
- H. Voting in elections shall be done by secret ballot, either written or electronic. Specific details of how this shall be accomplished shall be according to a procedure agreed to by the Administrative Board. Ballots shall be opened and counted by two members of the Administrative Board appointed by the President that are not running for a position in the current election.
- I. No member shall be entitled to vote for any candidate unless current in membership dues and other fees that may be owed to Sigma Epsilon at the time the vote is cast.

IX. ADVISORY BOARD

- A. The Advisory Board exists to provide advice and guidance to the Administrative Board on all matters concerning the organization. It is a valuable resource that should be consulted with periodically and whenever unusual situations arise that may have been dealt with in the past or whenever major changes in the organization are being considered. Membership of the Advisory Board shall consist of all past serving board members that are still active Sigma Epsilon members. Members of the Advisory Board shall bring to the attention of the Administrative Board any concerns they may pick up from the general membership that do not seem to be already addressed.
- B. There is no formal organization to the Advisory Board.

X. CONDUCT OF BUSINESS

- A. The business and social year (fiscal year) of Sigma Epsilon shall be January 1 through December 31 of each year.
- B. Meetings shall be held monthly from January through December of each year and at other such times as the membership may decide. The President may call special business meetings at any time.
- C. The Administrative Board shall meet in January of each year. Additional Administrative Board meetings may be scheduled as necessary or at the request of any Board member, as long as it is concurred with by the President.
- D. Any issue requiring an Administrative Board vote must be distributed in writing to each Administrative Board member within a reasonable time prior to the next scheduled Administrative Board meeting.
- E. If, in any event, it becomes necessary for an Administrative Board member to exercise proxy then that vote shall be submitted to the President, in writing and signed by the respective Administrative Board member. It will then be incumbent upon the President to read and present this signed document to the Administrative Board thereby constituting a valid vote.

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- F. Official Administrative Board meetings shall be chaired by the current President. If the President is absent, the meeting shall be chaired by the Financial Officer, unless the President has specifically appointed another Administrative Board member to chair the meeting. Meetings shall be conducted in a businesslike manner. The person chairing the meeting shall determine what rules of order apply.
- G. Business may be conducted by email or through the Sigma Epsilon website instead of face to face in person at board meetings. When business is conducted in that manner, the ordinary rules of order used in face to face meetings do not apply. The rules of order to be used shall be as agreed to by a vote of the Administrative Board. The results of votes taken in this manner shall be recorded by the Secretary in the minutes of the next face to face board meeting as a summary of decisions made.
- H. There shall be no secret balloting in the conduct of Administrative Board business.

AMENDMENT OF BY-LAWS

- A. These By-Laws of Sigma Epsilon may be amended by a two-thirds (2/3) vote of Administrative Board members in good standing. The General Membership must be advised in writing of any amendments.

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ADDENDUM

SIGMA EPSILON SECURITY GUIDELINES & CODE OF CONDUCT

Please Review the Following Prior to Attending Your First Meeting or Applying for Membership

We welcome all cross dressers and their spouses, partners, and family members to our meetings.

The Sigma Epsilon Security Guidelines are written and enforced to protect the privacy and security of all members and guests who attend our meetings. You will be required to identify yourself in order to participate in our activities; however, your true identity will be held in strict confidence and shared with no one in the group except the leadership. You will be known only by the name you choose to be known as, whether that is a femme name or something else. Your spouse or significant other who attends meetings may also wish to adopt a "meeting name" as well. We expect you to display the same care and respect for the privacy of other members and their guests as well.

The purpose of our meetings is to provide support and guidance as well as to encourage participation in scheduled social activities. We offer our members the opportunity to develop and express the feminine or masculine side of their personality. We expect our members to dress and conduct themselves as ladies and gentlemen. Sexual activity of any kind is not permitted as part of our meetings or functions. We are also not a "hook-up" group for people seeking sexual partners or encounters. If you are looking for friendship, camaraderie, guidance and support in a secure environment– you are welcome to join us.

Our Guidelines

- A. Never tell a third party the location of any meeting. If you wish to bring a guest, contact an Administrative Board member first. Only guests, who have been approved by an Administrative Board member, are to be informed where and when we meet.
- B. Minor children (*Under the age of 18 years*) are not permitted to attend our meetings or events, except when accompanied by their legal parent(s) or guardian(s) and only if prior approval has been obtained from the President of Sigma Epsilon.
- C. While dressed "En Femme", Sigma Epsilon members or guests must adhere to the agreement with the current host hotel for use of the hotel's pool, recreational facilities, or any of the hotel's restrooms. Consult an Administrative Board member to determine the restrictions to hotel facilities.
- D. Alcoholic beverages are only allowed in the Hospitality Suite with the concurrence of the President. Smoking (including e-cigarettes) is never allowed in the Hospitality Suite.
- E. The hotel we meet in welcomes and supports us. We, in turn, must respect the rights of their other guests and management. As our hotel has many families with children as guests, we must respect their need to remain family-oriented.
- F. No one is ever required to crossdress at any meetings or functions. Your personal situation and comfort level with crossdressing around others will be respected. However, when you do dress "En Femme" you must dress ladylike. The President of Sigma Epsilon shall be the arbiter of any question regarding what constitutes "ladylike" attire.
- G. Our meetings must maintain a respectable atmosphere and decorum. Therefore, no obscene, erotic or sexual activities, articles, exhibits or items of this nature shall be allowed, in any form, during the meetings. Any member found to be soliciting any other member or meeting guest for sexual activity of any kind shall be subject to immediate and permanent dismissal from membership in Sigma Epsilon.
- H. We meet in public places such as the hotel and restaurants. We expect members and guests to dress appropriately and act accordingly. Attire appropriate for the gender you are presenting as is required in public. Provocative, fetish, overly revealing, or androgynous (partial male/female) attire is not acceptable when in public places.
- I. Our meetings include a support discussion / session where topics pertaining to cross-dressing are addressed. Specifics of the discussions are strictly confidential and must remain private.

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- J. Never divulge to a third party the identity, telephone number, e-mail address or other information considered private to a member or a guest without the express permission of that person. If you are asked for anyone's telephone number, take the number of the party making the request and pass it on to the member in question. Any member or guest who divulges information about another person to third party is not welcome.
- K. Photographs may be taken at our meetings or events to document our chapter's growth. However, please do not photograph anyone -- foreground or background -- without his or her prior permission. Additionally, if you do not wish to be photographed -- inform the photographer. Take special care not to photograph anyone "en drab". Never share your photographs unless you first obtain the permission of all who are included in the picture that may be recognizable.
- L. Please immediately report any Security Guideline violations or other problems to a Sigma Epsilon Administrative Board Member. Allow them to handle any situations, which may arise concerning privacy and security issues.

We have all experienced that feeling of deep concern that our secret will be discovered and the possible harm this would cause to either our loved ones or ourselves. Your acceptance of and adherence to the above rules will assure everyone's continued security and comfort.

**** END ****