

CAPOEIRA - QUINTO SOL -

4106 MONTANA AVE, EPTX, 79903 915-252-8258

POLICIES AND PROCEDURES OF CAPOEIRA QUINTO SOL - EL PASO, INC.

MISSION STATEMENT

It is the mission of this organization to teach, promote, propagate, educate, and infect the southwest and ultimately the world with Capoeira (and related activities).

CODE OF CONDUCT

1. Members of Capoeira Quinto Sol shall show respect for themselves and each other as colleagues. Actions are considered unacceptable if they are intended to insult or stigmatize an individual or group on any basis. Actions are considered unacceptable if they exhibit conduct which is lewd, indecent, or obscene, or which is patently offensive to an individual, academic community or clinical practice setting. Jokes are acceptable and understandable but will cease if one or more members are personally offended or anytime children (14 and under) are present.
2. All official communications involving members of the Capoeira Quinto Sol will be respectful and courteous. Verbal, written and electronic communications must be free of material that is harassing, profane, intimidating, or inappropriate. Malicious and constant gossip or other forms of defamation of character will not be tolerated.
3. All members of Capoeira Quinto Sol should enjoy an opportunity to take part in the learning and/or teaching process. Members of Capoeira Quinto Sol shall not disrupt instructional sessions, administrative activity, or other related events. Special attention should be paid to common etiquette such as the following:
 - Members of the Capoeira Quinto Sol should do their best to arrive on time and late attendees should be discreet when entering a class in progress. If a Professor or above is teaching it is preferred that the late attendee first get his/her permission to join the class after offering an apology.
 - Members of the Capoeira Quinto Sol should be attentive rather than disruptive (do not talk, eat, sleep, etc. during instruction times)
 - All comments should be on topic and respectful of everyone in attendance



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4. Members of Capoeira Quinto Sol shall not steal, damage, destroy or endanger physical or intellectual property belonging to the corporation, a member of the corporation or a location affiliated with the corporation. Capoeira Quinto Sol and its members have invested a great deal of time and resources and deserve the respect of others.
5. Members of Capoeira Quinto Sol must always represent themselves truthfully. Falsely representing oneself or another is acceptable only in jest.
6. Members of Capoeira Quinto Sol shall not violate any laws or policies that bring into question the member's suitability as a member of Capoeira Quinto Sol.
7. Members of Capoeira Quinto Sol have several obligations, personal, professional, academic and otherwise, that are agreed upon within the corporation. All professional and organizational obligations shall be upheld whenever possible. If obligations are unable to be fulfilled, appropriate measures should be taken (i.e. phone calls, apologetic letters, etc.).
8. Members of Capoeira Quinto Sol who feel that the code of conduct is being violated should attempt to get the situation corrected at the lowest possible level. When appropriate, the grievance should first be discussed, privately, between the two parties. If this is not possible a formal letter should be written as per the Bylaws of Capoeira Quinto Sol, Inc. All parties involved in the grievance are innocent until proven otherwise and are entitled to due process.
9. All decisions and actions taken, as a result of reported grievance, will remain confidential as stated by the Bylaws of Capoeira Quinto Sol, Inc.
10. Members of Capoeira Quinto Sol agree to relax, have fun, and enjoy pushing the limits of their bodies, minds, and musical abilities.

REGISTRATION/PARTICIPATION POLICY

All persons participating with Capoeira Quinto Sol in any capacity will be given a copy of these policies and procedures and will fill out a Release Form and a Student Form prior to taking part in any class, workshop, performance, clinic, etc.



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DUES AND FEES POLICY

Members will pay the dues set forth by the organization once a month on the 1st or 15th by automatic withdrawal. Unless an arrangement has been agreed upon between the parties involved.

Dues may change as per Bylaws of Capoeira Quinto Sol, Inc. as deemed necessary by the Executive Board of Directors and quorum of the eligible voting members.

Members failing to pay dues will be prohibited from obtaining a promotional belt at the time of Batizado. Unless an arrangement has been agreed upon between the parties involved.

BELT PROMOTION POLICY

Belt Promotion is a privilege and not a right.

Members will not be allowed to obtain a promotional belt at the time of Batizado until they have paid all dues up to that point or they have made arrangements and/or come to an understanding with the President of Capoeira Quinto Sol.

Members may be denied promotion due to excessive or repeated grievances against them and/or violations to the Code of Conduct.

Members may be denied promotion due to blatant defiance to wear the proper uniform during time of Batizado.

Members may also be denied promotion if they have not displayed adequate progression in their game, knowledge, commitment, or musical ability as determined through the eyes of the instructors and/or the President of Capoeira Quinto Sol.

Furthermore, Members may be promoted more rapidly if they have displayed extremely exceptional progression in their game, knowledge, commitment, or musical ability as determined through the eyes of the instructors and/or the President of Capoeira Quinto Sol.

CONFLICT OF INTEREST POLICY

Officers, directors, trustees, compensated employees, and independent contractors may not have a business relationship with the organization other than through their position or activity and participation as regular members of the organization. Furthermore, officers, directors, trustees, compensated employees, and independent contractors may not receive compensation from any other



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organizations, whether tax exempt or taxable, that are related to Capoeira Quinto Sol “Center for the Arts”, Inc. through “common control” as defined by the I.R.S.

All compensation arrangements will be based on information about compensations paid by “similarly situated” taxable or tax-exempt organizations for similar services, current compensation surveys completed by independent firms, a member or members of this organization having done the necessary research, or actual written offers from similarly situated organizations. And information which is relied upon to base compensations arrangement decisions will be recorded in writings along with it’s source. All compensation arrangements must be approved in advance of paying compensation by a majority vote of the Executive Board members and such approval must be documented in writing as to the date and terms of the approved compensation arrangements. Plus, each decision made by each individual who decided or voted on compensation arrangements will be recorded in writing.

Upon adoption of these Policies and Procedures all Executive board members agree to follow this conflict of interest Policy or face disciplinary actions up to and/or including removal from the executive board as determined by a majority vote by the eligible voting members. The Executive Board will review each officer, director, trustee, compensated employee, and independent contractor so as to ensure there is no conflict of interest so they will not have influence regarding business deals with themselves or over setting their own compensations. If a conflict of interest is discovered all dealings with such person(s) will cease immediately and the disciplinary process will begin. Furthermore, the person(s) having the conflict of interest may be required to replay any and all expenses incurred by the organization as determined by a majority of the eligible voting members

UNIFORM POLICY

Members agree to obtain the proper uniform out of their own expense, within six (6) months of their start date or in order to participate in the annual Batizado whichever comes first. Except in the case when an arrangement has been made for the member to borrow a uniform from another student.

INSTUMENT POLICY

All instruments owned by the corporation may be loaned for the time period of one week at a time if the proper documentation is noted by the Secretary. All instruments purchased by the organization either with dues, grants, or donations, will be subject to the stipulations outlined in the Bylaws of Capoeira Quinto Sol, Inc.

All instruments owned by individual members remain the property of those members and may be loaned or used during class and/or performances as seen fit by the owner of such instruments.



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MEETING POLICY

All meetings of Capoeira Quinto Sol, Inc. will be casual and use common language. There is no set or mandatory time for meetings except when agreed upon by the Executive Board of Directors and/or a quorum of the eligible voting members. Most meeting will take place immediately after classes or workouts and will be as long or as short as is necessary to get all information out. Important information and notices of upcoming votes will be sent out via email and/or posted on the website www.blowebooks.com/capoeira.html. The Annual Meeting will take place on the Saturday of Batizado Weekend after workshops but before Batizado and Fiesta de Carnaval.

