



**THE TEMPLE OF  
WITCHCRAFT  
MEMBER HANDBOOK**

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## INTRODUCTION

Welcome to the Temple of Witchcraft. We are a charitable not-for-profit religious organization based in the State of New Hampshire, but with membership and events across the United States. Primarily based in the modern Witchcraft and Pagan nature-honoring traditions, the Temple draws upon wisdom from the ancient past and brings it into the modern era.

This handbook is designed to give members and those seekers inquiring about membership a greater understanding of our work, purpose and structure. While the work of the Temple is ever evolving, this document provides an overview of our basic structure and should be able to answer most questions seekers will have about our organization and how they might best fit in to its evolving mission. It is not, however, a substitute for experiencing the Temple through our services, events, and gatherings, and communicating with members directly.

We hope you find our structure compatible with your own spiritual goals and that we can find a place together in the greater Witchcraft and neopagan community.

Blessed Be,  
Christopher Penczak  
President & Co-Founder

## PURPOSE

The purpose of the Temple of Witchcraft is to provide religious support to the Witchcraft, Pagan and Magickal communities. Our work is twofold, being both otherworldly and terrestrial. We seek to provide experiences, teachings and models to bring a closer connection between spirit and matter, through individual and community projects.

On an individual level, our goal is to awaken the potential of the human soul to its natural gifts of psychic awareness, communion with nature and the spirits, and the ability to perform magick. Each individual seeks to live a magickal life and we help provide the support to understand and experience the mysteries of our tradition, and through it, the magick in every moment. Through these spiritual awakenings, we seek to expand the initiate's consciousness through the alignment of our souls with Love, Will, and Wisdom to complete what is known among magicians as "the Great Work." It is the fulfillment of your souls' purpose in this lifetime and the possibility to move to the next level of awareness beyond the Wheel of Fate.

Beyond the individual level, when we hold our vision of the world, we seek the restoration, sustainment and evolution of humanity to the Garden of the Gods, the cooperative consciousness where all things are in harmony and community. Our ancient pagan myths define this state of awareness as the First Garden, known as Avalon, Hesperides, Zep Tepi, Shamballa, Lemuria, Mu, the Blessed Isles, and even Eden from Judeo-Christian mythology. We manifest this vision through both our inner workings and service to the greater community. By these actions, we plant the seeds and tend the garden of Witchcraft culture, art, tradition and community.

The best way we can manifest these spiritual aspirations is the creation of community through the establishment of physical temple space and retreat centers where we can hold ritual and celebration for the seasons, and educate and illuminate those on the path of Witchcraft. Our Temple is divided into three main areas of work: Ministerial Church, Mystery School and Seminary. We can further provide support in the form of social work, education and spiritual solace to those requesting it.

## HISTORY

The Temple of Witchcraft began in 1998 as an eclectic system of magickal training for the modern Witch by Christopher Penczak. Starting with classes in his home for small groups of motivated individuals, the system of training grew until graduates of the training began identifying as a tradition of modern Witchcraft. They shared a system of development in the Mysteries, a body of lore and common vocabulary, ritual and technique. Known as Temple Witches, these priestesses and priests began their own work in the greater pagan and magickal communities.

Christopher began teaching beyond the bounds of New England, due to the publication of his first book based upon the system, *The Inner Temple of Witchcraft* in 2001, the circle began to grow wider and wider. During the subsequent years, five more volumes in the series were published, with the last in 2009. Further material has been developed to go beyond eclecticism into a fully functioning syncretic tradition, blending elements from many cultures into a cohesive, modern magickal paradigm with both structure and individual freedom for students.

As an outgrowth of the teaching work and the individual community work of the students, Christopher, along with his partners Steve Kenson and Adam Sartwell developed the tradition into a formal organization, capable of supporting the students and ministers trained in the tradition. While most traditions of Witchcraft are based upon the coven model, where graduated High Priestess and High Priests “hive off” and form their own covens, the three realized not everybody who is called to minister is called to teach, do public ceremony, or lead covens. So an organizational structure was created to allow individuals to find support in expressing their True Will as well as supporting the Temple in helping others find their own True Will. A variety of programs were initiated based upon the mythic models found in the tradition’s training.

Incorporating in the state of New Hampshire in 2009 as a charitable organization, the greater public work of the Temple began, still remaining true to the core system of modern magick, Witchcraft and neo-paganism first developed.

We trace our spiritual history to the rich cultural and religious traditions now known as Witchcraft. We draw from our earliest ancestors in the Stone Age hunter-gatherer shamanic societies. Our traditions continued into the earliest pagan cultures of the Middle East and Europe, including the Sumerians, Egyptians, Greeks, Romans, Celts and Teutons. Our spiritual traditions were defamed with the rise of Christianity and openly persecuted during what Witches today refer to as the Burning Times, the Inquisitions and persecutions led by the Roman and Protestant Churches. What survived of our traditions was found in folk custom and simple rural beliefs among the country dwelling “pagans” and “heathens” of Europe. Our beliefs experienced a resurgence through what we consider the modern metaphysical movement and the rise of Wicca, Modern Witchcraft, and neo-paganism. Our co-founder Christopher was initiated into the Cabot Tradition of Witchcraft, which claims lineage to the Witchcraft Traditions of Kent, England. We look to all modern forms of the Craft, as well as folklore and modern inspiration as threads of truth to weave together in our own tapestry.

## THE STRUCTURE OF THE TEMPLE

Our Temple is divided into three main areas of work, each complimenting and supporting the other for the good of the entire organization. Our three areas are: Mystery School, Seminary and Ministerial Church.

### **Mystery School**

Our tradition is one of experience, and the best way to experience the path is to actively train in its magickal and spiritual lessons. The four levels of the Temple Mystery School are divided into the Oracular, Fertility, Ecstatic, and Gnostic Mysteries, known as Witchcraft I, II, III, and IV. Training emphasizes the ability to look within, awaken your own gifts and abilities and perform both lesser and greater magicks for your own evolution and the betterment of the world. Mystery School training develops the self, the will and greater awareness. Each level is a journey of self discovery, with a wide range of practical spiritual techniques for meditation, ritual, and healing, as well as the appropriate philosophy, history, and mythos to understand the techniques in the context of our tradition. It is *not* a substitute for appropriate medical or psychiatric care, however. Adjunct classes in the magickal arts and esoteric sciences shall be included, from time to time, in the Mystery School curriculum.

### **Seminary**

Available to full graduates of the Mystery School, the Seminary trains future High Priestesses and High Priests of the Temple of Witchcraft tradition. Known as Witchcraft V, teachings include the fifth inner mystery of Descent through the lessons of the seven gates of Goddess and the outer mystery of Service through the Journey of the God, or hero, through the twelve zodiac signs. Graduates can be ordained as legal ministers. Additional training for ministers seeking public work shall be available from time to time as part of the Seminary course work.

### **Ministerial Church**

Providing an outlet for our students and ministers to serve the community—including people, animals, spirits and the planet—our ministerial church is divided into twelve areas of service. The mission of the Ministerial Church is to provide support, structure and mentoring for individuals who seeks to manifest their Will, their own work, in the world. Services include but are not limited to: public ritual, education, spiritual counseling, environmental education, prison ministry, children's ministry, civil rights outreach, community building, and support for neo-pagan art and culture.

All three levels of the Temple work together to serve the needs of the community, both those members training within the Temple Tradition, and the greater public curious about neo-paganism and those who share our values and concerns, if not the same religious tradition.

## TEMPLE MEMBERSHIP

Temple membership is divided into three main categories: General, Honored, and Ministerial:

### **General Membership**

General Membership of the Temple includes any who attend at least three official Temple of Witchcraft events and seek to be an active member in the community. General members are responsible check in at each of the three initial events to be considered full General members. Confirmed General members can receive a public consecration at their next public ritual to officially welcome them into the Temple.

### **Honored Membership**

Those who are currently enrolled in, or graduates of, the Mystery School are considered Honored Members of the Temple, including all past students from the Temple of Witchcraft training before the establishment of the formal organization. Honored members are encouraged to find areas of community service, to bring their magick to the community at large. Honored members are recognized through their initiation and elevation ceremonies and certifications as they graduate through each degree.

## **Ministerial Membership**

Graduates of the Seminary actively involved in the ministerial work of the Temple are Ministerial Members. Only Ministerial members can lead one of the twelve zodiac ministries. Ministerial Members are recognized through their initiation and certification in the fifth degree. Ministerial Members have the option to apply for ordination, but ordination is not required.

A fourth category of membership is reserved for the Founders of the Temple and not available to the general public.

## **TEMPLE LEADERSHIP**

The Temple is spiritually led by three founders. Each embodies one of the three forces, known as the Three Rays of Witchcraft, for the Temple. In short, they represent the forces of Love, Will, and Wisdom, also known as the Bent Line, Straight Line, and Crooked Line.

The organization is run by a Board of Directors, usually at least five members including President, Vice President, Secretary, Treasurer, and Advisor. Spiritually, their roles are aligned with the five elements – fire, water, air, earth and spirit respectively. The Board is responsible for day-to-day management and oversees the Mystery School, Seminary, Ministerial Church, and Ministerial Council.

The Ministerial Council consists of twelve members, some of whom may also be Founders or Board members. Each Ministerial Council member heads one of the twelve areas of service designated by a Zodiac sign, and oversees the operations of that branch of the Ministerial Church. The Ministerial Council members inform and advise the Board of Directors. The Temple can appoint various leaders for other events, councils, and committees as needed.

## MINISTERIAL CHURCH

As the Temple of Witchcraft is divided into a Mystery School, Seminary, and Ministerial Church, students and graduates of the Mystery School and Seminary are encouraged to do spiritual community work through the mentoring programs of the Ministerial Church.

The Ministerial Church is divided into twelve major areas of service. Each is based upon one of the twelve zodiac signs and its archetype as taught in the Seminary. Each of the twelve ministries is further subdivided into three areas. The first is a public area of service to the greater community. The second consists of work primarily for the Temple and its members. The third is the mystical service provided to the community, often unseen and unheard, but vitally important nonetheless.

The leaders of the ministries are graduates of the Seminary, forming a twelve person Ministerial Council to report to and advise the Temple's Board of Directors.

Students of the Mystery School and Seminary are advised to look at the areas of service and seek out additional mentoring to serve our community both in the physical and spiritual worlds.

### The Ministry of Aries ♦ The Warrior

The Ministry of Aries is the work of the Warrior, involving those on the path of the warrior, physically and spiritually. It includes:

- ♦ **Military Outreach:** Supporting those of an overall pagan/heathen religion who are currently serving in any branch of the United States armed services. Support includes outreach, social correspondence, education, and personal/religious resources as dictated by each individual case.
- ♦ **Physical and Psychic Self-Defense Training:** Providing additional training to community and Temple membership in both physical defense, such as martial arts, and psychic self-defense. An outgrowth of this training in warrior traditions will be work involving general leadership training.
- ♦ **Warding and Psychic Defense of the Temple:** This ministry is responsible for providing warding of physical spaces and psychic defense for the organization as a whole.

### The Ministry of Taurus ♦ The Steward

The Ministry of Taurus is the work of the Earth Steward, involving those on the path of devotion and action to the planet Mother Earth, and all her children for us to live in peace and harmony with her. It includes:

- ♦ **Environmental Education and Action:** Providing programs for environmental education and conservation, as taught from a witchcraft philosophy about the Earth.
- ♦ **Animal Ministry:** Providing support to animals both domesticated and wild, for healing and protection.
- ♦ **Earth Healing Rituals:** This ministry is responsible for organizing and enacting rituals for the healing of the environment and the entire planet.

### The Ministry of Gemini ♦ The Trickster

The Ministry of Gemini is the work of the word, both written and spoken, communication and networking. It includes:

- ♦ **Media Outreach:** Providing media, including text, audio, and video, to educate the public and promote the teachings of witchcraft.
- ♦ **Web Support and Networking:** Providing technical and social networking support to the Temple via the Internet and World Wide Web.
- ♦ **Trickster:** This ministry is responsible for acting as the trickster, questioning the assumptions of the Temple, often using humor, and offering a contrary point of view when deemed necessary in the inner communication of the Temple. Included in this work will be rituals, rites and trainings in the GLBT or Queer Mysteries.

### The Ministry of Cancer ♦ The Mother

The Ministry of Cancer is the work of care-taking, providing nurturing and the support of the home. It includes:

- ♦ **Social Services:** Organizing and administrating social services such as food drives, housing, and other charitable social works.

- ◆ **Children's Ministry:** Providing religious education and public rituals appropriate for the children of the community. Education in childbirth, including natural and traditional alternatives, as well as support for pregnant families is included in this work.
- ◆ **Communion with the Divine Feminine:** This ministry is responsible for maintaining a strong spiritual link between the Temple and the Goddess through public and private ritual. Included in this work will be rituals, rites and trainings in Women's Mysteries.

### **The Ministry of Leo ◆ The Artisan**

The Ministry of Leo is the work of the artist, performer and craftsman, those with a strong creative drive to succeed. It includes:

- ◆ **Art, Theater, and Music:** Provide encouragement and support for religious forms of art, theater, and music for both entertainment and worship.
- ◆ **Artisan Craftsmanship of Ritual Tools:** Educate Temple members on traditional and modern methods of craftsmanship and magick for the construction of ritual tools, clothing, and jewelry (amongst other things).
- ◆ **Rituals for the Success of the Temple:** This ministry is responsible for the rituals of success and good fortune for the Temple as a whole and all of its ministries and branches of education.

### **The Ministry of Virgo ◆ The Servant**

The Ministry of Virgo is the work of the supporter, one who seeks to be of service to the greater whole and who has a gift for detail or for healing. It includes:

- ◆ **Apothecary Services:** Provide expertise, education and products to the public based on magickal tradition for success, healing, and self-improvement. Included in this work are all related healing services and counsel, sharing some duties with the Ministers of Pisces.
- ◆ **Administrative Support:** Provide technical administrative support, organization, and assistance to those in other areas of the Temple.
- ◆ **Health and Healing Rituals for the Temple:** This ministry is responsible for organizing and engaging rituals of health and healing for the Temple as a whole, individual members of the Temple, and those of the community.

### **The Ministry of Libra ◆ The Judge**

The Ministry of Libra is the work of those with strong communication skills, higher education and the ability of discernment. It includes:

- ◆ **Public Relations:** Provide a strong and coherent voice to the outer community on issues that affect and reflect the witchcraft community. This includes training in public speaking.
- ◆ **Higher Education:** Provide support and opportunities of higher academic education involving the history, philosophy, and future of witchcraft.
- ◆ **Conflict Mediation:** This ministry is responsible for conflict mediation and arbitration between individual members, or between ministries within the Temple.

### **The Ministry of Scorpio ◆ The Guardian**

The Ministry of Scorpio is the work of the spirit and the flesh, guarding the gateway between worlds and of those ready to help face the consequences of such contact with spirit. It includes:

- ◆ **Hospice and Grief Counseling:** Provide support for those making the transition between this world and the next, and counseling for family and friends left behind to adjust after such transition.
- ◆ **Sacred Sexuality:** Education and Training in sacred sexuality in the traditions of witchcraft.
- ◆ **Spirit Communication for the Temple:** This ministry is responsible for maintaining contact with the spirit world on behalf of the Temple, particularly communion with the ancestors.

## **The Ministry of Sagittarius ♦ The Teacher**

The Ministry of Sagittarius is the work of the educator, those seeking to further the philosophy and practice of witchcraft. It includes:

- ♦ **Publishing of Educational Texts:** Organization and administration of a religious publishing division for educational texts and materials for the public and the Temple.
- ♦ **Religious Education of the Mystery School and Seminary:** Organization, administration and teaching of students enrolled in both the Mystery School and Seminary programs.
- ♦ **Communion with the Hidden Company:** This ministry is responsible for maintaining contact and communication with the inner world teachers of the Temple.

## **The Ministry of Capricorn ♦ The Father**

The Ministry of Capricorn is the work of those strong enough to lead, and lead by example in the areas difficult for many other members. It includes:

- ♦ **Prison Outreach and Ministry:** Supporting those of an overall pagan religion who are currently incarcerated in the United States penal system. Support includes outreach, social correspondence, education and personal/religious resources as dictated by each individual case.
- ♦ **Rites of Passage Facilitation:** Provide support and facilitation as a Priest/ess for the community rites of passage, such as Wiccaning, Coming of Age, Handfasting, Eldering, Crossing Over and sharing Funerary Rituals with the Ministry of Scorpio.
- ♦ **Communion with the Divine Masculine:** This ministry is responsible for maintaining a strong spiritual link between the Temple and the God through public and private ritual. Included in this work will be rituals, rites and trainings in Men's Mysteries.

## **The Ministry of Aquarius ♦ The Rebel**

The Ministry of Aquarius is the work of those involved in community support in times of joy and times of suffering. It includes:

- ♦ **Disaster Relief Coordination:** Coordinate and administrate relief efforts and aid, both financial and distribution of supplies, during disasters both local and wide-reaching.
- ♦ **Community Building and Festival Organization:** Provide organization and structure for community activities such as festivals and conventions, as well as any other general community building events including religious, social and educational activities. Included in caring for the community will be working with elders, making sure they have any needed resources.
- ♦ **Divine Inspiration for the Temple:** This ministry is responsible for bringing the unusual or unorthodox ideas to the Temple for consideration.

## **The Ministry of Pisces ♦ The Ecstatic**

The Ministry of Pisces is the work of direct contact with the community, individually and collectively, using their insight in the community for the betterment of the Temple. It includes:

- ♦ **Ritual Liturgy for the Public:** Create, organize and execute public rituals for the Wheel of the Year sabbats and lunar esbats.
- ♦ **Spiritual Healing and Counseling:** Provide spiritual healing and counseling work to individual community members, including the application of the spiritual philosophy of witchcraft, rituals, and divination, sharing duties with the ministers of Virgo.
- ♦ **Divination for the Temple:** This ministry is responsible for providing divination services to the Temple as a whole regarding issues affecting the temple, as well as periodically offering insight through divination when necessary but unbidden.

## MYSTERY SCHOOL

The Mystery School is divided into four degrees, based upon the elements of fire, earth, water, and air. These degrees are also aligned to the four main mysteries as we view them – the Oracular Mysteries of Psychic Development, the Fertility Mysteries of Earth Magick, the Ecstatic Mysteries of Shamanism, and the Gnostic Mysteries of Ceremonial Order. More “adjunct” courses will be available as electives to deepen the Mystery School student’s education, but these four courses provide the foundation of personal development necessary for Honored Members of the Temple.

### **Witchcraft I: Building the Inner Temple**

Through this First Degree course in the Temple of Witchcraft tradition you will build a foundation for your personal magickal work. Understand the rich history and role of the witch, from the ancient world to the modern era. Learn traditional and modern techniques for altering your consciousness and using the trance state for personal and psychic development. Topics include classical magickal theory from a Hermetic perspective as well as modern Quantum physics, protection magick and psychic self defense, working with your aura and chakras, healing the self and others, instant magick, communication with spirits guides, psychic travel, shamanic journey, past life exploration and building your personal place of power. Use these lessons to develop a solid personal practice in the internal arts of witchcraft. A course for those desiring to meditate, develop psychic skills, and start the path of the Witch. Students who are enrolled in Witchcraft I, but have not yet completed it are considered Dedicants and Honored Members of the Temple.

### **Witchcraft II: Building the Outer Temple**

Witchcraft II involves training in the role of the priestess and priest of Witchcraft in the Second Degree of the Temple of Witchcraft. Learn the tools to understand and conduct your own magick circle rituals, moon circles esbats, and wheel of the year sabbat celebrations. Explore the realm of the Goddess and God through world mythology, the four elements, sacred space, meditation, and altar building. Work the craft of the Witch through natural magick and spell work, including magick through the use of herbs, crystals, potions, charms, talismans, candles, and symbols. Start training in a divination skill such as crystal scrying, tarot, or runes. Learn how to cast spells for protection, prosperity, love, and happiness. Claim your ability to manifest change and sacredness in your life, flowing with the cycles and seasons of the Earth, Moon, and Sun.

### **Witchcraft III: The Temple of Shadow**

A witch is a walker between the worlds, a bridge between the physical and spiritual realms to bring healing and balance. Walk your own healing path using European and Native journeying techniques to travel the middle, upper, and lower realms of the shaman's world tree in this Third Degree training. Focusing on the element of water, reflect on the inner self and dive deep to heal your past. Distill your shadow self from your emotional body and learn to heal it through introspective techniques. Explore your powers of shamanic healing, advanced energy work, dream magick, spirit medicine, invocation, animal and plant guides, past life healing, the higher self, and the dark Goddess. A transformative experience highly encouraged by the Temple for those wanting to go deeper into their magickal practice and claim the power, love, and wisdom of the Underworld.

### **Witchcraft IV: The Temple of High Witchcraft**

The Fourth Degree training is an exploration of the science and art of the craft based in the teachings and techniques of modern ritual magick. Review the rituals and traditions of Hermetic ceremonial magick and the system of Hermetic Qabalah. Work deeply by walking the journey of the four elements and the four tools of the magician and find those tools within yourself. Climb the ten spheres of the Tree of Life, exploring the correspondences and energies of each. Find your fountain of inspiration and explore the act of magical story telling. Understand your own unique perspective of the universe and create your own Reality Map. Invoke your Higher, or Bornless, Self ritually and learn to live from this brighter perspective.

Honored Members currently involved in the Mystery School are also encouraged, but not required, to be involved in acts of service with the Ministerial Church. Those who complete all four levels of the Mystery School are able to, at the discretion of their instructor’s recommendation and approval by the Temple, able to act as mentors for students in the previous levels.

## SEMINARY

The Seminary is the Fifth and final degree of the Temple, based upon the element of Spirit and the mysteries of both Resurrection and Service. Like the Mystery School, more adjunct elective courses are available to the ministerial student, to deepen skills, knowledge, and understanding of how to serve the community.

### Witchcraft V: Building the Living Temple

Learn the Temples of Initiation are within you through an in-depth study of the seven chakras, their challenges and lessons. Explore their cross cultural correspondences through the seven planets, seven caers of Celtic myth, seven alchemical stages, and seven steps in “the Miracle of Bread.” As the formula for initiation changes in the coming aeon, no one can truly initiate you in the deepest mysteries of magick and spirit except for yourself.

Through this Fifth Degree training course use meditation, ritual, and psychic ability to integrate the sacred, living magick into your daily life. Bring a deep sense of self-awareness, healing, and transformation. Through shamanic initiation, face your fears and shadows. Explore the Great Ages and the nature of the soul and ancestors. Break through societal conditioning to find your authentic self. Develop leadership, healing, teaching, and counseling skills. Through a world religion and mythology survey, understand the wisdom of the witch is the wisdom of the world. Round out your magical education through a one-year study program based on the twelve zodiac signs and their lessons. Learn the skills of the High Priest or High Priestess to better serve yourself and your community. Live the life of the witch.

Students within the Seminary are required to participate in the Ministerial Church in some capacity approved of by their main instructor through a series of projects or challenges. Graduates are given the option to apply for official legal ordination with the Temple of Witchcraft and to become teachers within the current structure of the Mystery School and Seminary. In no way is ordination expected from a graduate of the Ministerial Program, nor are graduates entitled to ordination simply because they have graduated the Seminary. Ordination is for those who have a ministerial vision fitting with the Temple; those who have an active, successful service record, and go above and beyond in their spiritual community work with the Temple. Ultimately ordination indicates a profound level of trust the leadership has in the ordained minister and that often takes time to develop.

Ordained graduates of the Mystery School have several options to continue the work of the Mystery/Seminary School directly with the main body of the Temple, volunteer in the other eleven areas of service, or in certain select cases, through the establishment of one of a number of approved groups:

- ◆ **Training Coven:** A long-term working group specifically designed for the minister to take the students through the five degrees of the Temple, as a group or individually over a period of time.
- ◆ **Modern Coven:** A modern organizations of the coven structure, with graduates of the Mystery School and Seminary gathered together in a Aquarian cycle of rotating leadership and roles to learn, develop, grow and support one other equally.
- ◆ **Circle:** A less formal organization meeting once a month to study and grow, often based upon a specific theme, topic or area of magickal ministry.

Such a group must be authorized by the Temple as an official Temple organization and, in general, we favor the class format within the Mystery School and Seminary training over coven and circle structures, but realize that in certain situations, a coven structure is more appropriate.

Students whose main motivation for attending the Mystery School is ordination, rather than magickal education, personal development and spiritual evolution are encouraged to look at other options outside of the Temple for legal ordination. For more information on ordination and the role of Ministerial Members, please look to our *Ministerial Handbook*.

## RELIGIOUS LITERATURE

Though we honor the wisdom of ancient writings and modern teachings, our religious literature mainly comes from the writings of our co-founder Christopher Penczak, as his books are the textbooks and recommended for many of our Mystery School and Seminary Courses. The main texts include:

*The Inner Temple of Witchcraft*  
*The Outer Temple of Witchcraft*  
*The Temple of Shamanic Witchcraft*  
*The Temple of High Witchcraft*  
*The Living Temple of Witchcraft, Vol. I and Vol. II*

## FREQUENTLY ASKED QUESTIONS

### **Q: How do I become a member of the Temple of Witchcraft?**

A: To become a General Member, simply attend three official events of the Temple of Witchcraft and make sure you check in at the start of the event so your attendance is logged. To become an Honored Member, enroll in the Mystery School through attending a course in person or online. To become a Ministerial Member, graduate from the Seminary and fulfill all requirements.

### **Q: Are there any dues to be paid to be a member of the Temple of Witchcraft?**

A: No. Membership is based upon your level of commitment to various organizations in the Ministerial Church, Mystery School and Seminary, with each having different classes of membership. To be a member you simply have to attend three official events, which may or may not have class fees or suggested donations, but there are no yearly membership dues to be a General Member of the Temple.

### **Q: Do I have to be a Witch to be a member?**

No, though the Temple's events and teachings focus on modern Witchcraft. Members who identify as Pagan, neo-pagan, Heathen, Wiccan, Witch, Magician, Shaman or other Earth reverent identity will feel most at home. Those who identify as Spiritual, New Age, Non-Dogmatic, Gnostic, Theosophical, Interfaith, Healer or Light Worker might find resonance with some of the teachings and events.

### **Q: Are scholarships available for events as well as the Mystery School or Seminary?**

A: Yes, on a case-by-case basis, through arrangement with the specific instructor and/or institution or business hosting the event with the Temple. Please enquire.

### **Q: Can anyone be a member of the Temple of Witchcraft?**

Yes, if they are in harmony and alignment with our basic mission, purpose and beliefs. While we all learn from each other, potential members should not join with an agenda to radically change the mission or nature of the Temple. Only those who have had their membership revoked or have been banned by the Temple leadership due to behavioral issues are not welcome.

### **Q: Do I have to be a member to volunteer in the Ministerial Church of the Temple?**

A: Yes, though some projects might be in cooperation with other organizations of a similar nature and such events can be exceptions. Long term volunteer work should be done by full members of the Temple in any of the membership designations.

### **Q: How long does it take to become a High Priest/High Priestess of the Temple?**

A: Generally the program is set for a five-year minimum, though some trainings are accelerated and others are decelerated.

### **Q: Do I have to start at Witchcraft I?**

A: Generally those seeking ministerial accreditation are encouraged to start at the beginning of any program or tradition to fully understand the entire system. At times it is possible to "test out" of earlier levels, though a strict criteria will be followed and one may only test out with the full approval of the head of the Sagittarius Ministry and the Board of Directors recommendation. Advanced students can potentially test out of Witchcraft I and II, but are encouraged to take Witchcraft III and IV directly.

### **Q: Now that I'm in the Temple, what do I call myself?**

A: There is no -ism or -ian based upon names, personalities or founders within the Temple Tradition and organization. It is based upon sacred space, experience and personal transformation. One is simply a Temple Witch. The tradition is simply the Temple of Witchcraft Tradition, or for short, the Temple Tradition.

## SPIRITUAL BELIEFS & PRINCIPLES

The Temple practices the religion of Witchcraft and Wicca in the modern neo-pagan tradition and holds to the following spiritual beliefs and principles. They are specific points of similarity and difference between the Temple and other traditions of neo-paganism. While considered theological “statements of belief” the Tradition is one of experience, not blind faith, and stated belief is not a requirement for membership. This list simply expresses the religious, spiritual, and theological philosophies underpinning the Temple’s teachings and work. They naturally unfold to the student in the Mystery School and Seminary with appropriate lessons and direct experiences through meditation and ritual.

- A. Belief in divinity that is panentheistic, meaning divinity is paradoxically both immanent (manifest in the world) and transcendent (beyond the material world). Humanity, nature, and the entire universe are expressions of divinity and are not separate from it.
- B. Manifestation of divinity dualistically as both female and male, Goddess and God, and beyond gender, known as the Great Spirit. Goddess, God, and Great Spirit manifest in all things, and can be found in the mythos of the ancient pagan goddesses and gods, as well as directly in nature through plants, animals, and minerals. The Goddess manifests primarily through the triune force of creation, sustainment, and destruction, and is poetically embodied as the Weavers of Fate, or Maiden, Mother, and Crone. The God manifests primarily through a dual nature, of light and darkness, life and death, above and below. He opens and closes the gates between matter and spirit and moves through the cycle of life, death, and rebirth through the solar light, vegetation, and animal life.
- C. A cosmology that includes the physical world and the “otherworld” of spirit, divided by the veil. This otherworld is subdivided into a variety of realms, often known as the upper world and the lower world, with the physical world as the middle world. These three worlds can be further subdivided into groupings of nine, ten, or twelve. Just as the physical world is populated with humans, animals, and plants, the otherworld is populated with a variety of spirits, gods, and ancestors.
- D. Belief in the four powers of the universe as the elements. The elements are Earth, Air, Fire, and Water, represented by these physical phenomenon, but are truly archetypal forces influencing every aspect of creation. They are created from, and return to, a fifth element, known as Spirit. The elements are symbolically expressed by the four directions, four seasons, and four ritual tools. We believe various spiritual entities are associated with, guide, and govern these forces, known as elementals.
  1. *Earth* – Earth is the manifestation of material reality and the principle of sovereignty. Earth corresponds with North, Winter, and the Stone.
  2. *Water* – Water is the manifestation of emotional reality, also known as the astral plane or collective unconsciousness and the principle of compassion. Water corresponds with the West, Autumn, and the Cup.
  3. *Air* – Air is the manifestation of mental reality and the principle of Truth. Air corresponds with the South, Spring, and the Sword.
  4. *Fire* – Fire is the manifestation of energetic reality and the principle of Victory. Fire corresponds with the East, Summer, and the Wand.
- E. Belief in the Seven Principles of Hermeticism, as described in *The Kybalion*, as a philosophical explanation of the functioning of the Universe.
  1. *The Principle of Mentalism* – We are all thoughts in the Divine Mind.
  2. *The Principle of Correspondence* – As above, so below; As below, so above.
  3. *The Principle of Vibration* – All things vibrate, all things move.
  4. *The Principle of Polarity* – All things have their opposites.
  5. *The Principle of Gender* – All things are male and female.
  6. *The Principle of Rhythm* – All things have their cycles and seasons.
  7. *The Principle of Cause and Effect* – All causes have their effect, all effects have their cause.

- F. As we are expressions of the divine, we too are both immanent and transcendent, and can develop abilities to commune with the divine both in the physical and through transcendent practices such as meditation, ritual, prayer, and visionary trance. We are able to commune with beings on the other side of the veil for wisdom, guidance, and healing.
- G. Belief in magick, as the art, science, and spirituality of causing change in conformity with one's will. Every thought, word, and deed is a potential act of magick, and shapes our reality. Each of us is responsible for shaping our reality through the practice of magick. Magick can occur through concentration, ritual, charm, art, dance, prayer, and communion with the spirits and divine.
- H. Belief in the existence of a subtle life force energy, often called prana or chi, that sustains and animates all human, animal, plant, fungus, and mineral life. This life force can be described in terms of male and female or positive and negative currents. We believe we can enter into conscious relationship with this life force energy through trance, meditation, and ritual to heal and empower ourselves.
- I. Belief in three primary forces found within the universe, and within its divine reflection, the individual self. The three primary forces are expressed as the Divine Will, Divine Heart, and Divine Mind. Together, the Divine Will, Divine Heart, and Divine Mind comprise the Great Spirit. They are expressed as three "rays" emanating out from the source throughout creation, poetically known by color as the Red Ray, Blue Ray, and Yellow Ray, or quality, as the Straight Line, the Bent Line, and the Crooked Line. Only through a union of Power, Love, and Wisdom within an individual can true magickal enlightenment occur.
1. *Divine Will* – Also known as the magickal will, True Will, mystic will, or dharma, it is the divine purpose of your soul. This magickal will governs, guides, and directs all magickal, ethical, and spiritual actions and goals. The discovery of the magickal will and its application is the process of exploring the mysteries. Through alignment with the Will, we gather Power.
  2. *Divine Heart* – Also known as Perfect Love and Perfect Trust, Divine Compassion, or Unconditional Love, it is the loving nature of your soul. This divine love is not personal, and grants us the ability to feel the interconnectedness between us and all things, material and spiritual, for our magick and spiritual evolution. Through alignment with the Heart, we gather true Compassion.
  3. *Divine Mind* – Also known as the Genius or True Knowing, it is the divine knowledge and awareness of the soul, beyond the bounds of space and time. This divine knowledge is not learned, memorized, or studied, but the inherent knowledge and wisdom found within, reflecting the creative knowledge of the universe. Through alignment with Divine Mind, we gather Wisdom and Cunning.
- J. A belief in five basic mystery traditions – oracular, fertility, ecstatic, gnostic, and resurrection. Mysteries are spiritual events that must be experienced directly, beyond intellectual understanding, and usually occur through religious ritual, meditation, and the experiences of life. Each of these five mystery experiences leads to an understanding of divinity. These five paths lead one to understand and apply the magickal will to service of the self, community, planet, and divinity.
- K. A belief in life after death, and a multiple soul anatomy, meaning there is more than one spiritual "self" animating the physical body that lives beyond physical death. We primarily believe in a triune self, or three-part soul, influenced by other forces determined by birth and spiritual development. Our cosmology includes the concept of reincarnation and return to the physical world as well as the guidance from ancestors beyond the veil. The three souls are:
1. *The Watcher* – Known as the Higher Self or true "Soul" of other religions. It is the part of that is bornless, outside of time and space, and most in tune with transcendent divinity and the forces of creation. It is the super-conscious mind.
  2. *The Namer* – Known as the Middle Self and comprised of the personality, ego, and identity. It exists in the physical world of space and time, cycles and seasons. It is the conscious mind.
  3. *The Shaper* – Known as the Lower Self, Child Self, or Animal Self, is the instinctual wisdom that is pre-verbal and responds best to ritual and play. It exists in the lower world and relates to the subconscious, astral body or dream self. It is also known as the psychic mind.

- L. Those of the witchcraft traditions who reach “enlightenment” through the union of Power, Love, and Wisdom through the three souls can become deified through apotheosis, joining the ranks of the Mighty Dead or Hidden Company, similar to the communion of Saints in other religious traditions.
- M. A belief in the importance of ritual and the creation of sacred space. Through the use of the symbol of the circle and honoring the four directions in a ritual known as the Magick Circle, we can more easily commune with and celebrate the divine in sacred space. Sacred space is any ritual setting that puts the participants “between the worlds” — communing with more than one level of reality. Ritual is necessary for the celebration of and attuning to the cycles of the Earth, Moon, Sun, and Stars. We believe human participation in the “turning of the wheel” of the year is necessary for the continued sustainment of life on Earth and good will between humanity and both nature and the spirit world.
- N. Ritual practice of the Great Rite in token, a sacramental act of placing the Blade into the Cup to bring together the forces of God and Truth with Goddess and Love. Participants then drink the water, wine, or juice of the cup blessed with both the power of Goddess and God, uniting their own male and female energies within and becoming more like the Great Spirit. The Great Rite can be practiced beyond ritual token in the privacy of individual’s homes, but not in public ritual.
- O. The use of the Pentacle as a symbol of faith and practice, consisting of a Pentagram, or upright five-pointed star, surrounded in a circle. The five points are indicative of the five senses with the sixth psychic sense surrounding the star as the circle, as well as the five elements of earth, air, fire, water, and spirit. The pentacle is also an image of divinity, seeing three points for the Triple Goddess and two points for the Dual God. The pentacle has long been a symbol of the gateway to the mysteries, the five-petalled rose of the Goddess and the incarnation of humanity with two arms, two legs and a head. It is both protective from all harm and enhances our spiritual awareness.
- P. Belief in the relationship between the World, or Microcosm, with the Universe, or Macrocosm, best illustrated today through the art and science of astrology. We believe there is correspondence between the events on Earth and the events in the heavens, but one does not cause the other. The Microcosm and Macrocosm are intimately linked, and each reflects the other.
- Q. Believe in the concept of *tuirigen*. Tuirigen, similar to concepts about reincarnation, is a Celtic term more fully understood as “a successive birth that passes from every nature into another... flowing through all time from beginning to end.” It is not a linear concept of rebirth, but a birth into the union of all lifetimes, of all things, creating the oneness of the Divine Mind, Divine Heart, and Divine Will. Tuirigen is an extension of the concept of the One Sorcerer/One Witch/One Initiate stretched from the beginning of time to the end, to include not only magickal practitioners, but all living things.
- R. A worldview that encompasses the magickal wisdom traditions of all lands, incorporating the ideas and concepts of many cultures and traditions, ancient and modern, into personal practice as each individual practitioner sees fit. The Temple’s traditions seeks to be inclusive of the ways of Witchcraft, Wicca, Neo-Paganism, Ceremonial Magick, Shamanism, Theosophy, and Alchemy, as well as the cultural practices of the Celts, Teutons, Greco-Romans, Egyptians, Mesopotamians, Hindus, Asians, Africans, and Native Americans.
- S. We are a heuristic tradition, simultaneously drawing upon many different paradigms, systems, and sources of knowledge, as we see pertaining to the overall body of modern witchcraft. Coming from the same root as the Greek, *eureka*, which means “to find,” as a heuristic tradition we are not only seekers, but finders of our own ways, and add to the body of lore and traditions when appropriate through syncretism and synthesis.
- T. We are both a nature-based and occult tradition. Our beliefs are occult in the sense they are “hidden” and unseen by the majority of people and must be sought out, not given. With this hidden understanding of reality, the wisdom of the natural world opens to us and shows us its secrets. The study of nature, the veneration of nature, and time spent in nature are all ways to open the hidden doors to this secret wisdom.
- U. The Temple of Witchcraft is an expression, system, and tradition of experience grounded in the teachings of modern witchcraft, Our training, theology, and rituals based upon the writings of Christopher Penczak, particularly the six books of *The Temple of Witchcraft* series, exploring the five lines of mystery traditions. These books are the foundation of the Mystery School and Seminary trainings of the Temple of Witchcraft.

# TEMPLE MEDIATION PROCESS

## What is mediation?

Mediation is a process for resolving disputes in which a neutral individual aids in the negotiation of a settlement or resolution. The mediator provides a structure for parties to communicate honestly, air emotions, and bridge their differences through a voluntary agreement. The Temple provides mediation services when needed as a way for members to better understand their issues, interests and needs, with the ultimate goal of maintaining respectful relationships within the Temple.

The essential characteristics of mediation are:

- ◆ **Impartiality:** Mediators have no stake in the matter at hand. They are neither a judge nor an advocate.
- ◆ **Confidentiality:** Mediation is strictly confidential, both for the mediator and the participants.
- ◆ **Informal Tone:** The mediation process is designed to be flexible and the mediator is seen as a facilitator, not an authority figure.
- ◆ **Voluntary:** Participants have ultimate control and decision-making power over the outcome of the mediation.

## What happens during mediation?

All parties to the dispute meet with the mediator, ideally in a neutral location, as defined by the parties. During the mediation session, the mediator will guide the participants through a fairly structured process, but with an informal tone.

The session begins with the mediator briefly presenting the problem as s/he understands it, after which each participant has a turn to speak about whatever they feel is relevant to the situation. Next, the mediator listens carefully while the parties discuss the dispute, and finally the mediator leads a process of building an agreement. The final outcome is usually a document recording specific agreements made by the participants.

A participant may withdraw at any time during the process, although it is highly recommended that participants agree to complete at least one session. Most situations are resolved in one or two sessions. In those rare cases in which the dispute cannot be resolved through the Temple's mediation process, either party may seek a more formal resolution via the Board.

## When is mediation helpful?

In alignment with the Temple's Spiritual Code (see the *Ministerial Handbook* for details) which promotes personal responsibility, a sense of community, tolerance, and maintaining boundaries, Temple members are expected to deal with disagreements to the best of their ability. However, if a dispute reaches a point at which the parties doubt their own ability to work out the problem, the Libra Ministry is available for mediation between Temple members.

## How does a member request mediation?

Contact any Board member to have the matter referenced to the Libra Ministry, or contact the Libra Ministry directly by email to [libra@templeofwitchcraft.org](mailto:libra@templeofwitchcraft.org).

If the issue is considered appropriate for mediation, a representative from the Libra Ministry will contact the parties for an initial discussion of the dispute and to schedule the mediation session.

# TEMPLE OF WITCHCRAFT ♦ ARTICLES OF AGREEMENT

THE UNDERSIGNED, BEING PERSONS OF LAWFUL AGE, ASSOCIATE UNDER THE PROVISIONS OF THE NEW HAMPSHIRE REVISED STATUTES ANNOTATED, CHAPTER 292 BY THE FOLLOWING ARTICLES:

## Article I

*The name of the corporation shall be:*

The exact name of the incorporated religious organization is “The Temple of Witchcraft,” a nonprofit corporation, herein after known as the “Organization” within this document.

## Article II

*The object for which this corporation is established is:*

The mission and purpose of the Organization shall be to aid the training of practitioners and clergy in the religious and spiritual traditions of Witchcraft, Wicca, Paganism, Heathenism and other Earth based traditions. We shall encourage, publish and teach these traditions and the arts associated with them. Further our organization shall provide a place where both public and private events may occur in accordance with our mission. Such events that will be included in our mission shall be educational workshops, classes, seasonal and astrological celebrations, rites of passage, spiritual guidance, interfaith outreach and community building events. Our focus shall be on the Spiritual Arts and Sciences, along with the personal and community development that occurs through such arts and sciences. The study of the aforementioned traditions includes; the study of mythology, culture, healing and mysticism.

The Temple of Witchcraft, as an organization wishes to incorporate as a religious, educational, cultural, nonprofit, which shall be organized exclusively for charitable, religious, educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

We shall provide these services through our organization and from time to time with other spiritually based organizations that share our similar philosophies. Our aim is the regeneration and advancement of the rich cultural, philosophical and religious heritage drawn from the related traditions of Witchcraft and Earth-based spiritual paths. We will also strive to provide to the public and the media accurate and concise information about Witchcraft and related Earth-based traditions.

Our organizational direction shall be guided by a Board of Directors who wish to contribute to the education, growth and evolution of our Community.

To better serve the community, we seek to incorporate as a nonprofit religious, educational and cultural organization in the State of New Hampshire.

## Article III:

*The provisions for establishing membership and participation in the corporation are:*

Membership classes will be divided into four classes, defined as General, Honored, Ministerial and Founder. There are no set membership fees; therefore the classes of membership are divided by levels of training in the Organization and not by membership dues paid. General members are those who attend at least three public Organization functions, including rituals, workshops or other gatherings of the Organization. Honored members must make a commitment to formal training in the Organization by enrolling in and completing classes within the training program of the Organization. Ministerial members must complete all the required courses of Honored Membership, specifically Level Programs One through Four and must be currently enrolled in or be a graduate of the seminary of the Organization. Founder members will be named by the Incorporators upon incorporation and Founder members, or the successors of the three original founders, will help oversee the organization. Only Ministerial and Founding members may serve on the Board of Directors of the Organization. Only members upon the Board of Directors shall be voting members.

## Article IV

*Provisions for Dissolution*

The provisions for disposition of the corporate assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to corporate assets are:

Upon the dissolution of the Organization, the Board of Directors shall, after paying or making provision for or the payment of all liabilities of the Organization, distribute the assets for one or more exemption exclusively for the purpose of the Organization in such manner or to such organization or organizations organized and operated

exclusively for charitable, educational, religious or scientific purposes as shall at any time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose.

## **Article V**

*The address at which the business of this corporation is to be carried on is:*

The information found in Article V is not a permanent part of the Articles of Agreement.

The address of the principal office of the Organization in New Hampshire is: Christopher Penczak, 45 Shelburne Rd., Merrimack, NH 03054.

The public mailing address of the Organization is: The Temple of Witchcraft, PO Box 2252, Salem, NH 03079.

## **Article VI**

*Capital Stock*

The amount of capital stock, if any, or the number of shares or membership certificates, if any, and provisions for retirement, reacquisition and redemption of those shares or certificates are:

The Organization shall have no capital stock and shall have no authority to issue shares.

## **Article VII**

*Board of Directors*

Signatures and post office address of each of the persons associating together to form the corporation:

The affairs of the Organization shall be managed by the Board of Directors. The initial members shall consist of the five (5) incorporators and such other persons as may be chosen by them, all in a manner not inconsistent with these Articles of Agreement, the Code and with the provisions of N.H. RSA 292, as amended.

## **Article VIII**

*Provision eliminating or limiting the personal liability of a director, an officer or both, to the corporation or its shareholders for monetary damages for breach of fiduciary duty as a director, an officer or both is:*

The Directors and Officer(s) of the Organization shall not be held personally liable for any debt, liability or obligation of the Organization. To the fullest extent now or hereafter permitted by law, no Director or Officer(s) shall be personally liable to the Organization or its members for any monetary damages for breach of their fiduciary duties as an officer(s), so long as those officer(s) and director(s) do not breach their duty of loyalty, act in bad faith, intentionally violate the law, or derive improper personal benefits from the activities of the Organization.

## **Article IX**

*General Provisions*

1. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the purposes set forth in Article II hereof.
2. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
3. Notwithstanding any other provisions of these Articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code, or corresponding section of any future federal tax code.

## **Article X**

*Amendments*

These Article of Agreement for the Organization may be amended or repealed at any meeting of the Board by a majority vote of the Board; provided however, that written notice of the proposed change shall be specified in the notice of the meeting, and provided further that no such action shall be taken, or if taken, shall be a valid act of the

Organization, if that action would in any way adversely affect the Organization's qualification under Section 501(c)(3) of the Code.

## **Article XI**

### *Incorporators*

The signatures and post office addresses of each of the persons associating together to form the Organization are set forth below.

# **TEMPLE OF WITCHCRAFT ♦ BYLAWS**

## **Article I: Name**

The exact name of the incorporated religious/educational/cultural organization is "The Temple of Witchcraft," herein known as the "Organization". It shall be a non-profit corporation organized pursuant to NH RSA Chapter 292.

## **Article II: Offices**

The principal office of the Organization shall be located in the State of New Hampshire. The Organization may have such other offices, either in or outside of the State of New Hampshire, as the Board of Directors may designate or as the business of the Organization may from time to time require.

## **Article III: Incorporators**

### **Section 1. Meeting of Incorporators**

There shall be a meeting of the Incorporators, upon filing the Articles of Agreement with the State of New Hampshire. The Incorporators shall act to appoint a Board of Directors for the Organization.

### **Section 2. Notice of Meeting**

Written or printed notice stating the place, day and time of the meeting and, in the case of special meetings, the purpose or purposes for which the meeting is called shall be delivered not less than five (5) nor more than thirty (30) days before the date of the meeting, either personally or by postal or electronic mail by or at the direction of the President, the Secretary, or the Officer or persons calling the meeting, to each Incorporator.

## **Article IV: Membership**

The Organization shall have four classes of membership, defined as General, Honored, Ministerial, and Founder:

### **Section 1. General Requirements**

- There are no set membership fees; therefore the classes of members are divided by where they are in their training in the Organization and not by membership dues paid.
- All members of the Organization are required to follow and agree to all requirements set forth by the classifications of membership in addition to their specific duties.
- All members of the Organization should have read the articles of agreement and By-Laws as established by the Organization and agree to further support the Organization's mission and policies. This includes all other written or published documents put out by the Organization and its Directors.
- Membership must fall under one of these four categories: General, Honored, Ministerial or Founder.
- Members must be no less than eighteen (18) years of age, or have written consent of a parent or legal guardian. This membership is open to anyone who identifies with practicing an Earth-based spiritual tradition or seeks to know more about and explore such traditions.

### **Section 2. General Membership**

- General members are those who attend at least three public Organization functions, including rituals, workshops or other gatherings of the Organization.
- General members need not make a specific commitment to formal education by the Organization and need not be a part of any of the Organization's training program.

- General members are welcome to attend any public event but shall not attend private events of the Organization without being a member of one of the following membership classes: Honored, Ministerial, Founder
- General members are non-voting members.

### **Section 3. Honored Membership**

- Honored members must make a commitment to formal education by the Organization by enrolling in and completing classes within the educational program of the Organization.
- Honored members must currently be enrolled in one or more courses or training programs with the Organization, or must be graduates of any of the training programs, or must be given an honorary certificate or degree for Honored Membership by the Board in recognition of previous training, experience, or community service.
- May serve on committees associated with the ministries of the Organization.
- Honored members are non-voting members

### **Section 4. Ministerial Membership**

- Ministerial members must complete all the required courses of Honored Membership, specifically Degree Programs One through Four and must be currently enrolled in or be a graduate of the seminary of the Organization.
- Ministerial members shall support the Organization through donations, time, and energy which shall be devoted to furthering the Organization and its purpose.
- Ministerial members may serve on or lead any of the committees associated with the ministries of the Organization.
- Under special circumstances the Organization at its discretion, may give an honorary certificate or degree for Ministerial Membership in recognition of previous training, experience, or community service.
- Ministerial members may serve on the Board of Directors.
- Ministerial members are non-voting members.

### **Section 5. Founder Membership**

- Founder members (hereinafter “Founders”) are the three founders of the Organization or their successors.
- There shall be no more or less than three (3) Founders of the Organization. Membership as a Founder is for life or until the Founder chooses to retire or is removed for a material breach of their fiduciary duties.
- Upon the death, retirement or removal of a Founder, membership shall be limited to the remaining Founders unless and until the surviving Founder(s) unanimously agree to nominate and appoint a successor. If, for some reason, all of the Founders are unable to serve and cannot nominate their successors, the Board shall appoint new Founders by unanimous vote.
- Founders may serve on or chair any of the committees associated with ministries of the Organization.
- Founders may serve on the Board of Directors.
- Founders are voting members of the Organization.
- Founders may deny membership to any applicant deemed not suitable to the nature, spirit and purpose of the Organization by majority vote and may deny any member who has previously resigned or been terminated from rejoining the Organization.
- Founders shall act as the spiritual, religious, and cultural advisors to the Board, guiding the overall mission of the Organization.

### **Section 6. Resignation from the Organization**

Members of the General Membership may resign at any time with or without documentation of their intent to resign. Any member in the classification of Honored, Ministerial, Founder who is in good standing may resign the Organization at any time provided the member submits a letter of resignation to the Secretary of the Board which should include resignation from any titles, offices, or positions of authority. The resignation shall be effective 30 days from the date of submission.

No membership fees, class tuitions or donations will be returned, reimbursed or prorated at any time for any reason. Any members who resign in good standing may reapply for membership at any time by submitting a letter to the Board stating their intention to rejoin the Organization. Application for membership must be approved by the Board, but acceptance does not include reinstatement in any previous titles, offices or positions or authority.

## **Section 7. Refusal and Termination of Membership**

The Board may refuse membership to any individual it deems is not suitable to the nature, spirit, and purpose of the Organization by a majority vote. Members who have been previously denied, revoked, or terminated by the Board may reapply after ninety (90) days, but will be subject to the approval of the majority of the Board. The Board may determine which members will or will not be reinstated by its own discretion and authority. The Board and the Founders reserve the right to deny any member who has been previously removed from the Organization by majority vote of the Board.

## **Article V: Board of Directors**

### **Section 1. General**

The Board of Directors (hereinafter “the Board”) shall consist of at least five (5) and not more than seven (7) officers. Those officers shall include: The President, Vice President, Secretary, Treasurer, and Board Advisor. The Organization’s incorporators shall select and appoint the initial Board by unanimous vote. When the term of any Director is about to expire, the vacancy shall be filled by a 2/3 majority vote of the Board at the annual meeting after consultation with an ad hoc nominating committee of no less than three Honored or Ministerial Members in good standing chosen by the Board to recommend the nominated parties. The individual officers of the existing Board shall continue to serve until the remaining officers appoint a successor or until an officer is unable or unwilling to serve or is removed from office. Officers shall serve a term of two years, at which time re-elections will take place.

### **Section 2. Control and Power**

The Board shall have the control and power to manage the activities, property and affairs of the Organization and shall determine the manner in which the funds of the Organization, both principle and income, shall be applied, within the limitations of the Organization’s Articles of Agreement, these By-Laws, the Code and Chapter 292 of the New Hampshire Revised Statutes Annotated. Prior to taking any action that is considered outside of (normal care) of the Organization the Board will submit all plans for final approval to the Founders. The Founders shall have the right to approve or deny the Board’s proposal. If the Founders reject the Board’s proposal, the board may revise their proposal and resubmit it to the Founders for review, at which time the Founders may again approve or deny the proposal.

### **Section 3. Meetings**

The annual meeting of the Board shall be held at such place and time as determined by the Board in the month of November. Regular and special meetings of the Board, shall be called by the President or at the request of two-thirds (2/3) of the membership of the Board and shall be held at such time and place as may be set forth in the notice thereof, provided that at least five (5) days advance notice, in writing, by post or electronic delivery of every meeting shall be given to each officer.

Special meetings of the Board and chairs of the committees may be called from time to time by the Board of Directors as deemed necessary. In this case the Board will notify the committee chairs at least five (5) days in advance of the meeting by means of electronic delivery, in writing. Such notices shall be sent to the addresses shown on the records of the Organization. Any committee chair may waive notice of a meeting by an instrument in writing filed with the records of the meeting or attendance at the meeting without protest.

At all meetings of the Board, a majority of the officers shall constitute a quorum for the transaction of business. At any meeting at which a quorum is not present, the officers present may adjourn the meeting, without notice other than announcement, until such a time as a quorum can be present or available.

### **Section 4. Committees**

Committees may be formed and disbanded at the discretion the Board to further the Organization and its purpose. The Board may designate one (1) or more standing committees by resolution(s) passed by a majority of the Board. Such committee(s) shall consist of one (1) or more Honored or Ministerial Members or officers or Founders and shall have such powers and duties as the Board deems necessary to carry out the functions of the specified committee. Ad hoc committees will disband after they have completed their intended purpose or when the Board votes to disband the committee. Committees will function directly at the discretion of the Board of Directors and may not act as a separate entity for the Organization nor act as a promoting representative of the Organization.

### **Section 5. Removal**

If an Officer is determined by the Board and/or Founders to be unwilling, unable or otherwise unfit to perform the functions of their position, the Board shall convene to discuss the action to be taken against said Officer in question.

Should the Board decide by 2/3<sup>rd</sup> majority vote to remove said Officer from their position on the Board, the Board must submit its decision to the Founders for their approval. If the Founders approve of the removal, the said Officer shall be removed from the Board and return to having a full member status unless the Board and /or Founders terminate the membership as well as removing the Officer from the Board. An Officer may also be removed by a unanimous vote of the Founders should the Founders determine the Officer be unwilling, unable or otherwise unfit to perform their assigned duties.

### **Section 6. Resignation**

Any officer may resign at any time by giving written notice to the President or the Secretary of the Board. Any such notice shall take effect as of the date of the receipt of such notice or at any later time specified herein. Resignation from the Board does not automatically imply the officer will also be terminating membership in the Organization. A separate notification must be filed if termination of membership is also the intention of the Officer resigning. Any Ministerial Member in good standing who has served on the Board in the past can be nominated in the future to a Board position.

### **Section 7. Vacancies**

If the position of any Officer shall become vacant by reason of death, resignation, disability, retirement, disqualification, removal from office or for other cause, a Founder shall fill the vacancy until such a time as a replacement can be found for the said position or until the position's term has expired. The remaining Officers of the Board, even if less than a quorum, shall elect a successor(s) for the unexpired term of the Officer. A special meeting may be called for this purpose if the Board deems it necessary or if the Board is below quorum due to the leave of said officer(s). Any Officer may nominate a replacement. That replacement shall take office, so long as there is a majority vote of the Board and approval of the Founders to ratify.

### **Section 8. Compensation and Reimbursement**

No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its Trustees, Directors, Officers, Members, or other private persons or organizations, except that the Board shall be authorized and empowered to pay reasonable compensation for services rendered, reimburse those Trustees, officers and members who have spent personal funds for purchases authorized by the Board and to make payments and distributions in furtherance of the purposes of the Organization. The Board shall hire and fix the compensation of any and all employees that they, at their discretion, determine to be necessary for the conduct of the business of the Organization. Applications for any position shall be brought before the Board. If deemed necessary, the Board shall conduct interviews for such positions and approve of individuals by a majority vote. The Organization is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

## **Article VI: Officers**

### **Section 1. General Board Requirements**

The Organization shall have as executive officers a President, Vice President, a Secretary, a Treasurer, and a Board Advisor each of whom shall be appointed by the Incorporators and shall serve an initial term of two years, but may serve an unlimited number of terms. Executive officers must be members of the Ministry Class of membership or be an Honorary Ministry Member in good standing of the Organization. The initial Board of Directors will serve a five (5) year term in order to establish the Organization.

### **Section 2. The Founders**

The Founders (3) serve an indefinite term of office. The Founders may only be replaced once a Founder has died, stepped down or been removed from his/her position. The Founders will be appointed by the Incorporators during the Board Selection Process. The Founders serve the purpose of overseeing the activities of the Organization and the Board of Directors. They will hold the original vision and purpose of the Organization and aid the Board of Directors in furthering its growth. The Founders are Ministry Members and may serve on the Board in addition to serving in their position as Founders. The Founders do not have a vote during any meeting of the Board of Directors, unless they hold a specified seat in the Board. They will oversee the Board of Directors and give them guidance as to the direction of the Organization and its activities. The Founders may veto any action on the part of the Board.

### **Section 3. President**

The Board shall elect the President. The President shall preside over meetings of the Board of Directors and shall be responsible for the agenda and general conduct of such meetings. The President will represent the Organization at local, civic, and community activities that require the Organization's presence. The President shall be responsible for overseeing the Organization's activities, the activities of the Board of Directors and the Organization as a whole. This person should be focused on the purpose, goal and overall vision of the Organization. The President should possess good people skills, the ability to speak in public, demonstrate a clear mindedness and organizational skills, and be able to conduct the business of meetings. The President is should be an upstanding leader in the Organization and its community. Persons who hold this office are required to be a Ministerial member and may or may not also hold the position of Founder.

### **Section 4. Vice President**

The Board shall elect the Vice President. The Vice President shall preside over meetings in which the President cannot be present, so long as a quorum can be met. The Vice President shall assist the President in the representation of the Organization at local, civic and community activities. The Vice President shall assist in the activities of the Board of the Directors and the Organization as a whole. This person should be focused on the purpose, goal and overall vision of the Organization. The Vice President should possess good people skills, the ability to speak in public, demonstrate a clear mindedness and organizational skills, and be able to conduct the business of meetings. In addition to these skills they should be able to oversee the committees of the ministry, and other classes, events, seminars, fundraising events and celebrations. The Vice President shall be an upstanding leader in the Organization and its community. Persons who hold this office are required to be a Ministerial member and may or may not also hold the position of Founder.

### **Section 5. Secretary**

The Secretary of the Organization shall be elected by the Board and shall be responsible for keeping the minutes and records of the Organization, insure that all notices are given in accordance with these By-Laws or as provided by law, keep the Seal of the Corporation and affix the same to corporate documents, and in general, perform all duties incidental to the office of Secretary and such other duties as may be assigned by the President or the Board. The Secretary should show excellent organizational skills, the ability to communicate clearly in the medium of writing, and should be able to keep complete, accurate and concise notes on all actions taken during meetings and other important events held by the Organization. Additionally, this person may be in charge of press releases and other informative media. Persons who hold this office are required to be a Ministerial member and may or may not also hold the position of Founder.

### **Section 6. Treasurer**

The Treasurer shall be elected by the Board and shall be responsible to keep correct and complete records of account; accurately showing at all times the financial condition of the Organization. Subject to the direction of the Board, the Treasurer shall be the legal custodian of all funds of the Organization, shall keep a detailed account of its income and expenditures, and shall be responsible for payment of all expenditures of the Organization, including accounts payable and the preparation of tax documents and documentation. The Treasurer shall be responsible for the creation and filing of all corporate documents required by the local, state and federal governments. The Treasurer shall also provide an annual report on November 1st of each year on the current state of the Organization's funds. This person should show exceptional attention to detail, have a history of working with monetary distribution and tracking and have exceptional organizational skills. The Treasurer should be available for events and other organizational functions that require the dispersing and collection of funds or be able to designate someone to be in charge of these duties. Persons who hold this office are required to be a Ministerial member and may or may not also hold the position of Founder.

### **Section 7. Advisor to the Board**

Advisory Director is elected by the Board and shall serve as an ambassador(s) of the Board to the Organization and to the general public when necessary. Their duties include advising the Board of the progress and any situations that may arise in the above mentioned committees or membership groups, overseeing committees and their functions, bringing ideas or suggestions from the above mentioned committees or membership groups to the Board for consideration, and in general, to advise the Board of Directors of the Organization's overall development. These advisors should show an ability to mediate, an enthusiasm for being active in their community as well as serving on the Board, and an ability to rationalize things from a multi-dimensional perspective. Persons who hold this office is required to be a Ministerial member and may or may not also hold the position of Founder.

## **Article VII: Elections**

### **Section 1. General**

Elections will be held every other October (because the Board meeting and hand off is in November) after the established filing date of the Organization or every other consecutive year in order to nominate and establish and a new Board of Directors. Officers will be notified five (5) days prior to the electoral meeting. At this time the nominating committee will present the candidates and a secret ballot vote will be taken to elect the new members of the Board by existing officers. This meeting will happen on or before October 31<sup>st</sup> of the election year.

### **Section 2. Nomination Committee**

The nominating committee, consisting of no less than three Honored or Ministerial Members in good standing, will be chosen by the Board of Directors. The purpose of the nominating committee will be to locate, interview and nominate qualified candidates for the open positions on the Board of Directors on or before October of the election year. If a current member of the Board is running for re-election they too will be interviewed and reviewed by the nominating committee. The nominating committee shall then present the nominated individuals for election during the electoral meeting. The nominating committee may seek the advice and council of the Founders during their deliberation.

### **Section 3. Nominations for Election**

Those wishing to be nominated for a seat on the Board must submit to the Nomination committee a list of qualifications, a letter of intent to serve on the Board, and 3 references. Members of the existing Board seeking re-election shall submit a letter to the nominating Board stating their intent. The nominating committee must then interview, review and qualify the candidates and pick the three best candidates for each seat on the Board. There may be no more than three (3) but no less than one (1) candidate(s) chosen for the election to each. Board seat during the electoral meeting.

### **Section 4. Electoral Meeting of the Membership**

An electoral meeting shall be held every other October after the filing date of the Organization. During that meeting the nominating committee shall introduce the candidates to the Board of Directors and each nominated candidate shall give their qualifications and reason(s) for wanting to become a Officer to the Board of Directors. The Board will take a balloted vote to elect the new Officers. The nominating committee shall tally the votes and announce the final results of the election to the current Board of the Organization. The new Officers shall take office officially after the November 1<sup>st</sup> meeting of the Board in which they will be present to observe the Officer who's seat they will be taking. If there is only one qualifying candidate then the candidate with the best qualifications shall be automatically voted into office. If there is no qualifying candidate to fill the selected vacancy then the office shall remain vacant until such a time as a qualifying candidate can be elected into office. Officers vacating their seats after any election shall remain an advisor to the new Officer for the first eight (8) weeks after the November 1<sup>st</sup> meeting. They will serve to council and assist the new Officer in properly conducting themselves in the Office they have been elected to. If a Officer is re-elected during any election no changes will take place. If a seat is vacated during the course of a year the seat will remain vacant until the next election period, except in the case of a special electoral meeting or a lack of quorum being met.

## **Article VIII: General Provision**

### **Section 1. Corporate Seal**

The Board of Directors shall authorize the use of a corporate seal that shall have inscribed thereon the name of the Organization. The Seal of the Organization shall consist of a ten-pointed star consisting of two five pointed stars superimposed upon one another, with a triskelion representing the three rays of inspiration in the central decagram and surrounded by a circle with twelve points.

### **Section 2. Fiscal Year**

The fiscal year of the Organization shall start on the first day of November and end on the last day of October in each calendar year unless otherwise determined by the Board.

### **Section 3. Indemnification**

The Organization shall indemnify and hold harmless each of its Directors, founders, trustees, and officers, or former Directors, committee members, trustees, and officers or any person who may have served at the request of the

Organization as a trustee or officer of another corporation, partnership, joint venture, trust, or other enterprise, to the fullest extent permitted by law.

### **Article IX: Amendments**

These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted, by a majority vote of the Directors present at the annual meeting and with the unanimous approval of the Founders. However, in no event may any amendments be made which would violate state and federal law or affect the Organization's qualification as a tax-exempt Organization pursuant to Section 501 (c)(3) of the Code or corresponding section of any future federal tax code. No amendments may be made that would change the original intent or purpose of the Organization, including the removal of the founders and their positions within the Organization.

### **Article X: Non-Discrimination**

The Organization shall not discriminate on the basis of sex, sexual orientation, race, age, religion, handicap, or ethnic origin.

The Organization reserves the right to grant membership (General, Honored or Ministerial) in accordance with its purpose, and to deny membership or service to anyone who is, in the sole discretion of the Board, not in accord with the Organization's nature, spirit, or purpose.

### **Article XII: Confidentiality Clause**

Every member shall keep confidential the names, numbers, and places of residency or occupational work of any other member within our Organization, with the exception of permission from that individual. This rule does not apply if someone is considered a public threat or a threat to the Organization and/or its Community. In this case the Organization will cooperate fully with the appropriate authorities releasing only necessary information for official business.

### **Article XII: Limitation of Liability**

Unless otherwise expressly authorized by the Board, the Directors and officers shall serve without compensation and, pursuant to Section 508:16 of NH RSA, shall not be personally liable for bodily injury, personal injury, and property damage if the claim for such damages arises from an act committed in good faith and without willful or wanton negligence in the course of an activity carried on to accomplish the purposes of the Organization.

The Directors and officers of the Organization shall not be liable to the Organization or to its members for monetary damages for breach of their fiduciary duties to the full extent permitted by N.H. RSA Chap 292, unless they act in bad faith, intentionally violate the law, or derive improper personal benefits from the activities of the Organization.

### **Article XIII: Indemnification**

The Organization shall indemnify and hold its Directors and officers, Founders, committee members, harmless from and against all suits, claims, injuries, or damages asserted against them, so long as the Director or officer to be indemnified have not acted in bad faith, or engaged in intentional misconduct, knowing violation of the law, or derived an improper personal benefit.

### **Article XIV: Conflicts of Interest**

Any possible conflict of interest on the part of any Director, officer or employee of the Organization, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board.

Where the transactions involving a Director, trustee or officer or in which a Director, trustee or officer has an interest exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds (2/3) vote of the disinterested Directors is required. When the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested Directors and publication in the required newspaper is required. These votes are subject to approval by a majority vote of the Founders. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself.

Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of an agreement to this policy. The Board will comply with all

requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

## **Article XV: Dissolution**

Upon the dissolution of the Organization, the Board of Directors shall, after paying or making provision for or the payment of all liabilities of the Organization, distribute the assets for one or more exemption exclusively for the purpose of the Organization in such manner or to such organization or organizations organized and operated exclusively for charitable, educations, religious or scientific purposes as shall at any time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose.

# **TEMPLE OF WITCHCRAFT ♦ CONFLICT OF INTEREST POLICY**

## **Article I: Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's ("Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest in non-profit or charitable organizations.

## **Article II: Definitions**

1. Interested Person: Any Director, principal Officer, or member of a Committee with board-delegated powers (hereinafter "Member"), who has a direct or indirect financial interest, as defined below.
2. Financial Interest: a) A direct or indirect interest in a transaction that results in the Officer, Director, or Member receiving personal benefit of more than Five Hundred Dollars (\$500.00) in a fiscal year; b) a financial interest, either direct or indirect, in any outside concern which the Officer, Director, or Member has reason to believe makes payments to or receives payments from the Organization; c) the purchase or sale of property, or any property right, interest, or service in competition, either directly or indirectly, with the Organization; d) a gift, entertainment, or other material benefit, if more than the minimum value, accepted by a Officer, Director or Member from any person or entity that does, or is seeking to do, business with, or is a competitor of the Organization under circumstances from which it may be inferred that such gift, entertainment or material benefit was intended to influence, or possibly would influence, the recipient in performance of his or her duties.
3. Potential Conflict of Interest: any instance in which the actions a Director, Officer or Member performs on behalf of the Organization may result in a personal gain or advantage to the Director, Officer or Member or any concomitant disadvantage to the Organization.

## **Article III: Procedures**

As soon as any potential conflict of interest, as defined above, or any situation as to which a Director, Officer or Member may be in doubt, comes to the attention of a Director, Officer, or Member, full disclosure, including all material facts, must be made in writing to the Board, so as to permit an impartial and objective determination of whether a real or potential conflict of interest exists.

If a conflict or potential conflict is deemed by the Board to exist, the Director, Officer, or Member is required, among other things, to refrain from participating in, or being present during, any discussion or vote regarding the matter on behalf of the Organization and may also be subject to restriction of job responsibilities or removal from office, in accordance with any applicable by-law provisions, unless the conflict or potential conflict can be appropriately managed or resolved.

Any Director, Officer or Member having a potential conflict of interest should not vote or use his or her personal influence with regard to the matter and should not be counted in determining a quorum for the action on the matter, even where permitted by law. The minutes of the meeting should contain: a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the

Board's decision as to whether a conflict of interest in fact existed; b) the names of the persons present for discussions and votes relating to the transaction or matter, the content of the discussion, any alternatives to a proposed transaction, and a record of any votes taken in connection therewith.

The approval of any transaction or matter in which a Director, Officer or Member has a financial interest or any other potential conflict of interest greater than Five Hundred Dollars (\$500.00) but less than Five Thousand Dollars (\$5,000.00) requires a Two-Thirds (2/3) vote of the Board and approval by a majority of the Founders. If the financial interest or any other potential conflict of interest is greater than Five Thousand Dollars (\$5,000.00), approval shall require a Two-Thirds (2/3) vote of the Board, publication and approval by the majority of the Founders.

In addition to making ongoing disclosures of potential conflicts of interest, Directors, Officers and Members shall make any and all potential conflicts of interest a matter of record through an annual procedure, in which Directors, Officers and Members shall be advised, in writing, of the conflict of interest policy and required to complete a questionnaire outlining any possible conflicts or a statement indicating that no such potential conflicts of interest exist.

The foregoing requirements shall not be construed as preventing a Director, Officer or Member having a potential conflict of interest from briefly stating his or her position on the matter or transaction or from answering pertinent questions of Directors, Officers or Members, as his or her knowledge may be of great assistance in enabling them to fulfill their fiduciary duties to the Organization.

This conflict of interest policy shall be reviewed annually by Directors, Officers and Members, and each new Director, Officer or Member upon acceptance of their duties, and each shall sign a statement acknowledging understanding of, and agreement to, this policy.

To ensure the Organization operates in a manner consistent with its charitable purposes and does not engage in activities that may jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects: a) whether compensation arrangements and benefits are reasonable and consistent with the charitable purposes of the Organization; b) whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction. When conducting said reviews, the Organization may, but is not required to, use outside advisors. If outside advisors are used, their use shall not relieve the Board of its responsibility for ensuring said reviews are conducted.

#### **Article IV: Violations of Policy**

If the Board has reasonable cause to believe that a Director, Officer or Member has failed to disclose actual or potential conflicts of interest, it shall inform that person of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose.

If, after hearing the explanation of the Director, Officer or Member and making such further investigation as may be warranted by the circumstances, the Board determines that the person has, in fact, failed to disclose an actual or potential conflict of interest, it shall take whatever appropriate disciplinary and corrective action it deems necessary.