

In the Shadows PARANORMAL PROJECT

Bylaws Charter

Our Founding Principles and Operating Protocols
Founded - 01 October 2003 ~ Updated 21 February 2011

ARTICLE 1: NAME, OBJECTIVES AND GOVERNANCE

Section 1: The name of this organization shall be known as **THE IN THE SHADOWS PARANORMAL PROJECT.**, and/or the acronym **ITSPP.**

Section 2: Purpose and Mission

- The ITSPP mission is to endeavor in assisting the living, who are experiencing severe, disturbing, or frightening paranormal phenomenon in their lives, including, but not limited to, ghosts, spirits, entities and other unknown mystery referred to as a haunting, and all other phenomena and related ramifications in an analytical, logical, and scientific manner.
- The objective of ITSPP would be to discover, document, and catalog the truth behind the paranormal event(s), to better provide closure for all those affected; living or dead, as well as advance paranormal research as an anomalous science in its own right.

Section 3: Incorporation

The In the Shadows Paranormal Project has been incorporated in the State of Colorado and in the process of applying for non-profit corporation status.

- ITSPP operates World-Wide as a foreign non-profit scientific project.
- The mailing and operating address for ITSPP located in The Hague, Netherlands, at Galvanistraat 40-III, 251RD Den Haag, Netherlands, in Europe.
- Ownership: In the Shadows Paranormal Project, The Dimension Zone, The Journal of Anomalous Sciences, The DZ Forum, and World Nexus Productions, is the sole property of World Nexus Publications, Inc. Any and all trademarks, patents, intellectual property rights or data gathered or disseminated under or by the In the Shadows Paranormal Project name is the sole property of the World Nexus Productions organization.

In the Shadows Paranormal Project shall be governed by Articles of Incorporation, and the ITSPP Charter, which includes these Bylaws.

The annual corporate meeting will be held in September or October of each year in conjunction with the annual ITSPP International Workshop. At which time, special meetings may be called at any time by the International Director and/or two members from the Board of Directors.

ARTICLE 2: DIRECTION OF THE ORGANIZATION

Section 1: Purpose and Objectives

1. To scientifically and without bias or prejudice explore the realm of the paranormal phenomenon.

2. To attempt to provide explanation for claims of paranormal activity or entities by investigating the allegedly active locations through reason and the aid of special equipment deemed appropriate and used and accepted as evidence thereof within the science of paranormal research.
3. To examine any and all available data to support such claims as a form of evidence related to the existence, or absence thereof, regarding paranormal activity including but not limited to photographs, audio, video and any physical evidence gathered.
4. To gather and report any evidence which validates any related study to support or debunk the existence of paranormal explanation to the membership and public in any medium deemed appropriate by ITSP, including but not limited to publication on the organization's website located at Dimension Zone.
5. To educate the membership and general public on the science of paranormal research and its findings; which may include, but not be limited to, seminars, lectures, public and private meetings, and media publications such as newspapers, magazines, and books.
6. To receive, manage, invest, and distribute funds and property acquired by this organization to carry out and achieve these objectives for purposes set forth in these bylaws. And that such objectives and purposes should not be inconsistent to the interests of this organization either directly or indirectly.

ARTICLE 3: OFFICIAL LOGOS AND MOTTOS

Section 1: All official logos, business cards, and mottos of this organization are copyrighted and shall remain the property of this organization. This includes all official forms and documents, all publications both physical and published on the organization's Dimension Zone web site. The official logos and seals may not be reproduced in any form without the sole written permission of World Nexus Publications..

Section 2: The official logo of this organization shall be recognized as the name of the organization with the wording of '*In the Shadows*' in royal red at the top fading to black at the bottom of the text, in the '*Staccato222BT*' font; with the wording '*Paranormal Project*' directly under the name of the organization in the '*Typewriter*' font using the color evergreen or black overlaying a fluorescent green background Gaussian Blur.

Section 3: The official motto of this organization shall be known as "*The truth is always the truth...and the truth is in the evidence.*"

Section 4: The title '*In the Shadows Paranormal Project*' remains the exclusive property of World Nexus Publications and may not be used by any other individual, organization or business without the express written permission.

Section 5: All members may use the official logo and seal of this organization when representing the organization on official business, provided that its use is consistent with the acceptable practices of this organization that are deemed appropriate by ITSP.

ARTICLE 4: MEMBERSHIP

Section 1: Terms and Conditions – Subject only to the specific conditions set forth hereinafter, any person of good moral character who has an interest in the paranormal shall be eligible for membership at the discretion of ITSP.

Section 2: Requirements – Any person expressing interest in joining this organization may become a member providing the member meets the following requirements:

1. All members must be at least 18 years of age and possess a valid state issued ID or Drivers License prior to applying. This provision applies to all members, new or current.
2. The member must complete a membership application. This provision applies to all members, new or current.
3. The member must complete and pass a verbal interview with the ITSP organization.
4. The member must upon acceptance into the organization submit a digital photograph for inclusion on the membership roster, ID card to In the Shadows, and our website. This provision applies to all members, new or current.
5. The member must sign a Membership Agreement which explicitly dictates our Mission Statement which incorporates this organization's Rules of Conduct, Charter and Bylaws. This provision applies to all members, new or current.
6. The member must have their own form of transportation to and from all organization events.
7. The member must agree to attend no less than four (4) monthly on-line meetings per year, and two (2) on-line training sessions per year with an option to attend special event workshops sponsored by ITSP for members only, unless granted a waiver. This provision applies to all members, new or current.

Section 3: Eligibility & Loss Thereof

1. The member will forfeit eligibility or membership if they have not completed the extensive on-line training certification course to become internally 'Certified' as an ITSP charter member, and has not passed the on-line certification test within a period of no less than three (6) months from the anniversary date of their acceptance into the organization. Extensions to take the certification exam must be submitted to the ITSP organization for due cause, and approval.
2. Membership ends when member refuses to obligate themselves to promptly pay the required annual membership fees and also renew promptly on their anniversary when notified.
3. There is reason to believe that the member has not adhered to or abided by the established rules of conduct within this organization as defined in the ITSP Rules and Guidelines.
4. Membership ends if there is reason to believe that the member has falsified any membership information, and should it be discovered as so, and that false or misleading statements were made, will be cause for immediate termination of membership and forfeit all paid dues.
5. The member must advocate no hatred or discrimination towards other people or classes, regardless of, but not limited to, race, religion, background, national origin, personal beliefs, sex, or sexual orientation per our respect all others and do no harm policies.
6. Membership ends if the member refuses to adhere to proper hygiene or dress that would be considered appropriate for the event in which they are involved, which includes wearing their required 'In the Shadows Paranormal Project' ID card.
7. Membership ends or will not be given, if the member ever been convicted of, or gets convicted of, a felony crime by any federal or governmental unit.

8. Membership ends if the member refuses to sign a Disclosure Statement (if asked), our Waiver of Liability and Confidentiality agreements.

Section 4: Revocation

1. The member refuses to obligate themselves to some type of acceptable participation in quarterly team excursions, case investigations, scheduled meetings, training sessions, certification as a paranormal researcher, or other mandatory event and falls below par in any given three (3) month period.
2. The member attempts or accomplishes to undermine the credibility of the organization in any way.
3. The member divulges any privileged or confidential information gathered during investigations, research, meetings, training sessions or other special events with anyone who is not a member of this organization or its current allies. All information is to be considered privileged or confidential and should only be discussed within the organization.
4. The member uses alcohol or illegal drugs before or during sanctioned ITSPS investigations, research, meetings, training sessions or other special events.
5. The member fails to act in a safe and professional manner during all events in violation of our protocols, policies and procedures.
6. The member trespasses, or violates the law of any governmental unit during any event, sanctioned or not by ITSPS.
7. The member is found to simply be dishonest or demonstrates other bad traits, which may reflect negatively on the ITSPS organization.
8. The member falsifies any records, research, investigation logs or evidence.
9. The member violates any established rule or protocol of the ITSPS organization or its bylaws.

Section 5: Code of Conduct

1. It is the responsibility of all ITSPS members to conduct themselves in a safe and professional manner at all times. Members are reminded that they are sanctioned representatives of this organization and their conduct reflects on us as a whole.
2. All members, while participating in investigations, research, meetings, training sessions or other special events, must be dressed in appropriate attire for both the physical and social environment of the location.
3. The most senior member at any event is in command unless a team leader has been assigned to make all decisions concerning the event. Failure to follow directions, any established rule or protocol of this organization or its bylaws is grounds for immediate removal from the event and/or termination of membership.
4. All events must be conducted in a courteous and professional manner and Roberts Rules of Orders are followed for the monthly meeting as a whole, or when otherwise deemed necessary.
5. Use of illegal drugs is strictly forbidden before or during any event. If you are taking prescription medication, please notify the team leader or most senior member before the event begins to avoid future complications.

6. All members will do their best to refrain from using obscene, foul or abusive language, especially when near clients or the public.
7. All members are required to respect the privacy of all clients, allied groups, and locations that we are working with.
8. All inquiries from the media, law enforcement, concerned citizens, and others at the event scene will be directed to the most senior member conducting the event if a team leader has not been assigned and reported immediately to ITSP.
9. All members are required to respect the event site. This includes but is not limited to: no trespassing, no burglary, no littering, no vandalism, no theft, no pranks or practical jokes and any other activity which is deemed inappropriate by ITSP.
10. All members must have a valid government issued ID in their possession at all times and wear the officially issued 'In the Shadows' ID conspicuously during any ITSP sanctioned event and/or investigation.
11. No member is allowed to investigate alone due to safety, credibility, and liability concerns.
12. All members are required to collect evidence, take notes, use the official 'In the Shadows' forms after the investigation, and submit all the above to the data review team as said evidence to be cataloged within the ITSP database in a timely manner for access by other ITSP sanctioned members.
13. All sanctioned events are for members only, except monthly meetings which are open to the public. Please do not bring guests to ITSP events without first consulting ITSP (spouses are exempt and may attend at any time).
14. All members are required to arrive at scheduled events in a timely manner. If a member must be absent from a scheduled event, ITSP must be notified prior to the scheduled event. In case of emergency, please notify ITSP as soon as safely possible.
15. There will be absolutely **NO** tolerance of firearms or weapons of any kind on any 'In the Shadows – Paranormal Project' activity or investigation. Only under special circumstances will it ever be permitted exception by the ITSP organization (e.g. when the research may involve the possibility of attack by wild animals) and only by those properly trained and licensed and authorized to carry weapons and have been trained to use them (i.e. – police and military personnel).

Section 6: Other Points

1. ITSP has the exclusive right to deny membership to anyone who does not meet the high standards of the In the Shadows Paranormal Project.
2. Each member will be subject to a non-refundable \$35.00 (twenty-five dollar) annual membership fee payable on the anniversary of membership to help defer the cost of operations, which will be reviewed annually during the business meeting. This fee will include an In the Shadows officially sanctioned ID tag to be worn at ALL investigations, indoors or out.
3. All issued photo ID cards are the sole property of this organization and must be surrendered to ITSP upon request if either party terminates membership.
4. All new members are automatically placed on a 90-day probationary period upon being accepted into this organization and must complete the certification and testing program within six (6) months to become internally certified. This period may be extended at the discretion of ITSP, with due cause, for approval.

5. This organization is not obligated in any way to retain any member that does not meet the high standards of this organization. Continuing membership is based on the sole discretion of ITSP and may be terminated at any time, or by a majority vote of the Leadership Team.

ARTICLE 5: MEETINGS & TRAINING

Section 1: This organization will hold a group meeting at least once a month, on-line, between the 1st and the 15th, on a date and time and that will be emailed to its member. Other 'live' events will be notified by email with location information, and announced no less than 21 days from the selected date and time. These meetings and/or workshops, will serve as learning opportunities for additional education and lectures related to paranormal phenomenon.

Section 2: The annual meeting will be held between the end of October or beginning of September each year, and include workshops, speakers, and/or special events, with the location, announced on-line at least 6 months in advance. With schedules posted no later than 60 days before the annual meeting.

ARTICLE VI: BOARD OF DIRECTORS

The Officers of the In the Shadows Paranormal Project, and herein shall be known as the Leadership Team, and consist of: (1) Organization Founder (2), International Project Coordinator (President), (3) International Project Secretary, and (4) International Project Treasurer. The corporate officers, named by the Board of Directors, may succeed themselves for an unspecified number of terms.

ARTICLE VII: POWERS AND DUTIES OF THE BOARD

Section 1: Founder

- The Founder shall have a permanent position on the Board of Directors and act as counsel to the Board in its direction of the In the Shadows Paranormal Project and liaison with benefactors, including but not limited to World Nexus Publications, and its holdings.

Section 2: International Project Coordinator

- The International Project Coordinator shall act be the Chief Executive Officer of the ITSP Leadership.
- The International Director is responsible for the administration and operation of the ITSP Leadership.
- The International Director is duly authorized to conduct ITSP business and manage funds on behalf of ITSP.
- The International Director may hire office staff as required to conduct any ITSP business when necessary.

Section 2: International Project Secretary

- The International Project Secretary shall keep the true complete records membership, projects, meetings (training, functions and fundraisers) as well as the proceedings at all the annual meeting.
- The International Project Secretary may delegate duties to International Regional Case Managers as necessary.

Section 3: International Project Treasurer

- The International Project Treasurer shall act as the Financial Leader whose duties include maintaining financial records management of all financial disbursement on behalf of the project and may delegate duties to the each Regional Project Manager when required.
- The International Project Treasurer is authorized to sign or countersign disbursements checks.
- The International Project Treasurer will approve and sign the Annual Financial Report before it is submitted to the Board of Directors for approval and publication.

Section 4: Composition

The Board of Directors shall consist of the Project Officers as set forth above, plus six other members. Should any initiative end in a tie vote, the Founder's vote will be considered the deciding vote.

Section 5: Election

New directors will be elected to a Board position by a majority vote of the board of directors.

Section 6: Term

Board members will serve for a term of two years. Board members may serve more than one term if re-elected.

Section 7: Meetings

Any duly held meeting will consist of a quorum of at least five board members.

Section 8: Duties of

The Leadership Team will set policy and direction of the ITSPP organization, set membership fees, revise the bylaws and conduct other business as necessary for the entire ITSPP organization.

Section 9: Removal

In addition to the criteria set forth under Article V, a board member may be removed for failure to participate in three consecutive board meetings.

Section 10: Vacancies

Board Vacancies will be filled by a vote of the Board of Directors from candidates nominated by the Board of Directors.

ARTICLE VII: COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES

As a nonprofit corporation, the Board of Directors has the authority to hire and compensate specific officers and other personnel for duties performed.

ARTICLE VII: REGIONAL LEADERSHIP

Section 1: The Leadership of this organization shall consist of the following positions: Founder (who may also be elected and hold any other position), Director, Assistant Director, International Case Manager (A.K.A. Operations Manager), Finance Director, and the non-voting positions of Global IT & Communications Manager and Research Manager assigned by the Director, and approved by the Founder. The Leadership aforementioned shall be elected under laws dictated by the Roberts Rules of Order, and of which the Founder is a permanent member thereof.

Section 2: The Leadership Team of this organization shall have the responsibility to make decisions for this organization by a vote or consensus. All decisions of the Leadership Team or "senior staff" are considered final, but may be appealed in writing for further reconsideration, or be overridden by the Founder.

Section 3: The support staff of this organization shall consist of, but not be limited to: a Technical Communications Manager and/or Research Manager.

Section 4: Eligibility to hold a Leadership or support staff position in this organization shall be governed by the sole discretion of the Founder and the provisions of the bylaws.

1. Any Leadership position can ONLY be held by members who have completed and passed the internal certification program as outlined in these bylaws.
2. The Founder in accordance with the provisions of the bylaws suggests that each ITSP Region, appoint a staff accordingly as support staff positions to the Region the Regional Director. The can include: Project Coordinator,, Case Manager, and a Finance Director.
3. All Regional Leadership and support staff positions hold a slightly lower rank in the ITSP hierarchy, and will be afforded privileges such as unlimited access to all organization information, staff e-mail accounts, and priority on event rosters.
4. Any member may apply for a vacant Regional Leadership Position after they have completed their 90-day probationary period, and subject to the provision of Article 5 of these Bylaws.

Section 4: Regional Leadership and support staff duties may vary. In general, the following duties will be associated with the following positions:

1. **Board of Directors Founder:** Oversee daily operations of this organization; supervise Leadership team and all members and support staff, committees; enact policy reforms, resolutions and amendments to the bylaws; preside over and maintain order in investigations, research, meetings, training sessions or other special events; maintain all membership records; analyze and validate evidence; organize investigations, research, meetings, training sessions or other special events; promotion of this organization in various forums and media outlets; maintain this organizations credibility; recruit new members and insure proper training standards; all other duties not inconsistent with the goals of this organization and furthering its interest. Officers may be removed from their position at any time by the ITSP Board of Directors for any reason.
2. **Regional Director:** The duties of the Director are to assist the Board in his duties; appoint all support Regional Staff, members and committees; serve as a leader to guide and advise members in ITSP established policies, rules, regulations and protocols of the organization and its bylaws; promotion of this organization in various forums and media outlets; maintain this organizations credibility; recruit new members and insure proper training standards; all other duties not inconsistent with the goals of this organization and furthering its interest.
3. **Regional Assistant Director:** This position will serve as an advisor to the Founder and Director; serve as a lead investigator to guide and advise members in the established rules and protocols of this organization and its bylaws; assist in supervising all members, support staff and committees; recruit new members and insure proper training standards; maintain this organizations credibility; all other duties not inconsistent with the goals of this organization and furthering its interest; reports to the Regional Director.
4. **Regional Case Manager (Operations Manager):** It is the duty of the Case Manager to assist the Regional Leadership at meetings with the distribution of materials, i.e. newsletters, application forms, flyers and to assist members with policy questions; take minutes at meetings, training sessions or other special events and post said minutes online; serve as an advisor to the Regional Director, and Assistant Director; serve as a lead investigator to guide and advise members in established rules and protocols of this organization and its bylaws; coordinate daily operations of this

organization with the Regional Leadership of this organization; assist in organizing investigation teams, research assignments, meetings, training sessions or other special events; preside over and maintain order in investigations, research, meetings, training sessions or other special events in the absence of the Regional Director, or Assistant Director; Maintain records of members and process new members and insure proper training standards; assist in the promotion of this organization in various forums and media outlets; maintain this organizations credibility; all other duties not inconsistent with the goals of this organization and furthering its interest; reports directly to the Regional Director and International Secretary; has elevated seniority over any other non-Leadership Active Members or paranormal investigators.

5. **Assistant Case Manager:** Is appointed by the Regional Case Manager, and reports directly to, the Case Manager; it is the duty of the Assistant Case Manager to aid the Case Manager in researching and investigating new leads as directed by the Leadership and to report such findings to the Case Manager and Leadership without exception using proper reporting formats; assists other Active Members on scheduled field excursions and special or paranormal investigations; presides at any meetings in the absence of the Case Manager.
6. **Regional Research Manager:** Is appointed by the Regional Director, and reports directly to, the Regional Case Manager; and it shall be the duty of the Regional Research Manager to assist the Regional Case Manager to research and investigate new leads as directed by ITSP and the Region.
7. **Regional Finance Director:** Maintain all financial records and administer over any organizational Regional funds and property; assist the Regional Leadership Team on all regional financial matters regarding the collection and disbursement of dues, fees, and/or donations; reports to the Regional Director.

ARTICLE 8: DONATIONS AND FUNDING

Section 1: This organization shall be considered non-profit and shall not charge for any service that it provides.

Section 2: This organization shall accept donations and/or equipment to aide in furthering the goals and interests of this organization and its members.

Section 3: This organization shall accept monetary donations to aide in furthering the goals and interests of this organization and its members. These monetary donations can only be accepted via a Pay-Pal link on this organizations website located at the Dimension Zone and administered by the organizations Finance Director with reports to the organizational Leadership team.

ARTICLE 9: FISCAL YEAR

Section 1: The fiscal year of this organization shall be from 01 October to 30 September.

ARTICLE X: OTHER

Section 1: Liability of members: No member of this corporation shall be personally liable for any of its debts, liabilities, or obligations, nor shall any member be subject to any assessment.

Section 2: Property/assets: No member shall have any right, title, or interest in any of the property or assets including any earnings or investment income of this corporation.

Section 3: Dissolution: In the event of dissolution of the In the Shadows Paranormal Project., any remainder of its net assets after discharge of its just debts and other legal and moral obligations shall be paid to its benefactor World Nexus Publications, or any other nonprofit professional, scientific, educational or charitable institutions having similar purposes and objectives as ITSPP as directed by the Board of Directors.

Section 3: Change Log: Any changes to these bylaws will need to be identified in this section of the document. If a change is made to this document that amends, or otherwise alters this document, that has not been entered in this section, it will be considered void and reversed. Any changes made can be repealed, added to, or otherwise edited by the Founder at any time, with notification given to the Leadership Team; aforementioned above. Any other changes to this document by the Leadership Team or General Membership of In the Shadows Paranormal Project and found to be acceptable by the World Nexus Publications will also be entered into this section of the document. Notice of changes will be posted to all members of the In the Shadows Membership by the posting of this document in the ITSPP Member Forum within the Dimension Zone and an effective date for any amendments or changes will also be posted.

