

ROCHESTER ZEN CENTER
GUIDELINES FOR AFFILIATE GROUPS

As adopted by the Center's Abbot and Board of Trustees pursuant to
Article IX(A)(1) of the Center's By-laws

October 25, 2014

I. INTRODUCTION

A. Affiliation

Under Article IX(A)(1) of the Center's By-laws, an incorporated Zen Buddhist group may become affiliated with the Center only upon the recommendation of the Center's Abbot and the approval of the Center's Board of Trustees. Under that Article, such approval may be contingent upon the group's adoption, rescission, or amendment of provisions of its by-laws or certificate of incorporation as specified by the Board.

A group seeking to become affiliated with the Center shall submit an Application for Affiliation including complete information regarding the group's membership, facilities, financial status, activities (including the times that formal zazen is offered), and the like. The group shall include with its application copies of its certificate of incorporation and its by-laws.

B. By-laws and certificate of incorporation

In accordance with Article IX(A)(2) of the Center's By-laws, an affiliate group's certificate of incorporation or by-laws shall contain the following provision, or a substantially equivalent provision approved by the Center's Board:

[Name under which the affiliate group is incorporated] is an affiliate of the Rochester Zen Center, a not-for-profit corporation incorporated under the New York Religious Corporations Law, and will comply with the provisions of the Rochester Zen Center's by-laws and guidelines relating to affiliates. However, as an independently incorporated entity managed by its own Board of Trustees [Directors], [Name of affiliate group] acknowledges full and sole legal responsibility for its acts and omissions, and no legal obligation therefor is assumed by the Rochester Zen Center.

In addition, under Article IX(A)(2) no affiliate group shall adopt, rescind, or amend any by-law or any provision of its certificate of incorporation without first having obtained the approval of the Rochester Center's Board of Trustees. That Article also specifies that upon request of the Center's Secretary or Board of Trustees, an affiliate group shall provide a current copy of the group's bylaws and certificate of incorporation.

C. Membership

In general, an affiliate group may establish its own requirements, procedures, and policies relating to membership in the group. However, as a prerequisite for membership, an affiliate

group shall require a membership interview satisfying the Affiliate Leader or the Affiliate Leader's designee that the applicant should be admitted to membership in the affiliate group. In addition, it is recommended that an affiliate group generally require that a person attend an introductory Workshop at the Rochester Center or an Introduction to Practice at an affiliate group as a prerequisite for membership in the affiliate group.

Under the statement of membership policies adopted by the Rochester Center's Abbot and Board of Trustees on October 26, 2013, admission to full membership in an affiliate group automatically results in a person's becoming a member of the Rochester Center.

At least quarterly, each affiliate group shall provide the Center with a current list of its members. That list shall note any new members or changes of address, as well as any persons who have been dropped from membership in the affiliate group. If a person has been dropped from membership in the affiliate group, the person's membership in the Rochester Center will be terminated unless the person applies and is accepted for direct membership in the Center.

D. Affiliate Leaders

As provided under Article IX(A)(2) of the Center's By-laws, the spiritual leader of each affiliate group (the "Affiliate Leader") shall be appointed by the Center's Abbot and shall serve at the Abbot's pleasure. However, before appointing or dismissing an Affiliate Leader, the Abbot will consult the affiliate group's Board of Directors or Trustees. Although an Affiliate Leader serves at the Abbot's pleasure, the Rochester Center's Board of Trustees may also suspend or remove an Affiliate Leader pursuant to the grievance procedures of Article X of the Center's By-laws. Accordingly, if members of an affiliate group believe that an Affiliate Leader is abusing his or her position, they may bring the matter to the Abbot's attention or submit a complaint to the Ethics and Advisory Committee or the Center's Board of Trustees.

II. SECULAR MATTERS

A. Generally

In general, as an independently incorporated entity each affiliate group shall be responsible for its own organization and operation with regard to financial and other secular matters.

B. Financial matters

An affiliate group shall collect from its members and remit to the Rochester Center such quarterly membership contributions as the Center's Board of Trustees shall specify. In addition, an affiliate group may choose to require its own membership contributions or dues from its members. An affiliate group shall maintain a financial position sufficient to allow the group to offer its members a regular schedule of formal zazen and related activities.

C. Availability of information to affiliate members

Each affiliate group shall make available to its members, either physically or online, these Affiliate Guidelines, as well as any other material sent to the affiliate group by the Rochester Center and intended for the affiliate Sangha. An affiliate group shall also make available to its

members similar materials pertaining to the affiliate group (e.g., the affiliate group's certificate of incorporation and bylaws, minutes of meetings of the group's Board of Directors or Trustees, minutes of corporate meetings of the group's members, and the like). In addition, each affiliate group shall keep posted the current and succeeding quarterly calendars from the Rochester Center, and shall make available the Center's brochures relating to workshops and training programs.

D. Public information

An affiliate group shall inform those seeking information about the group that it is an affiliate of the Rochester Zen Center. Printed material sent out by an affiliate group shall also identify Roshi Bodhin Kjolhede as the Rochester Center's Abbot and a Dharma heir of Roshi Philip Kapleau, the Center's Founder. On an affiliate group's letterhead, stationery, envelopes, postcards, and the like, the name of the affiliate group shall be followed by this notation:

An affiliate of the Rochester Zen Center, Rochester, New York
Ven. Bodhin Kjolhede, Roshi/Abbot
Founded by Ven. Philip Kapleau, Roshi

The same notation should appear on posters, notices, and the like that serve to publicize workshops or other functions open to the public. An affiliate group may use the three-pillars device, which is a registered service mark of the Rochester Zen Center, on letterhead, stationary, posters, newsletters, and the like. However, an affiliate group may not authorize others to use the three-pillars device, nor may an affiliate group use that device or the Rochester Zen Center's name other than in connection with the group's official activities.

F. Miscellaneous recommendations

An affiliate group may find it helpful to set forth in its bylaws, or in policy statements adopted pursuant to its by-laws, the group's policies regarding the following matters:

1. The amount of contributions or pledges required or expected of members, as well as the group's policy for dealing with members who fail to remain current with their pledges or contributions.
2. The group's financial policies with respect to such matters as who is authorized to make purchases and to enter into contractual agreements on behalf of the group, how expenditures are to be accounted for, and the like.
3. The group's requirements, procedures, and policies relating to membership and loss of membership in the group.
4. Procedures for the conduct of meetings of the group's Board of Directors or Trustees and of corporate meetings of the group's members.

The statutes under which an affiliate group is incorporated will often require that an Annual Meeting of the group's members be held and that certain procedures be followed at that meeting. Such statutes may also require that certain procedures be followed with regard to meetings of the Board and with regard to other aspects of the conduct of the group's affairs. It is recommended that at least one of the group's directors, trustees, or officers be thoroughly familiar with such statutory requirements.

III. SPIRITUAL MATTERS

A. Affiliate leaders

As the spiritual leader of an affiliate group and the Abbot's personal representative to the group, the Affiliate Leader is responsible for ensuring that all training and practice activities of the group are conducted in a manner consistent with the usages, style, and spirit of practice at the Rochester Zen Center. Accordingly, the Affiliate Leader shall have sole responsibility for the training and practice activities of the affiliate group. In exercising this responsibility, the Affiliate Leader shall follow the current version of Guidelines for Affiliate Leaders, as approved by the Abbot of the Rochester Zen Center. In addition, Affiliate Leaders shall follow the "Rochester Zen Center Standards for Sexual Conduct," which provide that an Affiliate Leader may not form a sexual relationship with any member of his or her group unless the Affiliate Leader has consulted with and obtained the approval of both the Abbot and the affiliate group's board of trustees.

B. Zazen schedule

An affiliate group shall offer at least two formal evening sittings and four formal morning sittings per week.

C. Chanting services

An affiliate group shall regularly offer chanting services. The wording of chants and the style of chanting shall conform to the usages of the Rochester Zen Center; any deviation from those usages must be expressly approved by the Center's Abbot.

D. All-day sittings and work days

An affiliate group may, in its discretion, offer all-day sittings and work days conducted under the general direction of the Affiliate Leader.

E. Sesshin

The term "sesshin" refers to an extended period of sittings lasting two or more days. Sesshin conducted by affiliate groups shall conform to the usages of the Rochester Zen Center. In particular, an affiliate group's sesshin shall comprise the same elements, in substantially the same relative proportions, as sesshin conducted at the Rochester Center. However, variations in the order of those elements are permitted. Any sesshin offered by an affiliate group shall be conducted by a person whom the Center's Abbot has authorized to conduct sesshin. Unless otherwise authorized by the Abbot, such sesshin shall last no more than four days.

F. Teisho

Unless the Abbot of the Rochester Center has authorized the Affiliate Leader to give Dharma talks in place of recorded teisho, recorded teisho given by the Rochester Center's Abbot are to be played outside of sesshin at least as often as formal talks are given by the Affiliate Leader.

G. Introduction to Practice

The term "Introduction to Practice" refers to a period of practical or theoretical instruction in Zen Buddhism offered to the public by an affiliate group, whether or not a fee is charged. Any Introduction to Practice offered by an affiliate group shall be conducted by a person authorized to do so by the Rochester Center's Abbot.

H. Work programs

The term “work program” refers to a structured period of zazen, work, and Zen training lasting longer than a day, whether or not a fee is charged. An affiliate group may, in its discretion, offer work programs conducted under the general direction of the Affiliate Leader.