

# **Southern New Mexico Pride Board By-Laws**

## **Article I. Name of Organization**

1. The name of this organization shall be the Southern New Mexico Pride Board (SNMPB).

## **Article II. Purpose**

1. To provide the Gay, Lesbian, Bisexual, Transgender community with a sense of unity through various community events, primarily an annual festival or event.
2. To promote tolerance between the GLBT community and the community-at-large.

## **Article III. Meetings**

1. Regular meetings shall be held as needed.
  - a. Special or committee meetings shall be held at a time and place to be determined by those proposing the meeting. Notification of special or committee meetings shall be by e-mail or phone, at least 24-hours in advance.
  - b. Elections for officers and chairs shall take place at a regular meeting to be determined.
2. Voting during regularly scheduled meetings shall be held in a democratic manner. Only active members may vote. A simple majority passes all items voted on, with the exception of by-law revisions (Article X). In cases of a tie, the presiding officer (the co-chair or officer who called the meeting to order) will cast an additional vote.
3. Special meetings may be held as needed if called by any two officers or 1/2 or more of all current members.

## **Article IV. Members and Membership**

1. Membership is open to anyone who supports the purpose of the organization.

2. This organization will not discriminate against any person or organization willing to respect its purpose; nor will it officially support any events, organizations, or people that willfully discriminate in any form.
3. Only members will have a vote during voting matters.
  - a. Members are defined as anyone who has attended at least two consecutive meetings and serves on at least one office or committee.
  - b. Voting may be cast in-person during meetings or via e-mail. If done through e-mail, the e-mail must be received no later than the start of the meeting time on which the matter is voted.
4. The number of active members will be capped at 21.
5. The term of membership is one calendar year.
6. In the event any member fails to perform the required duties of a member or does so in an unsatisfactory manner, misrepresents the organization, or fails to regularly attend meetings such that the board's ability to operate in an efficient manner is impaired, the member may be recalled.
  - a. A vote for a recall may be held at any special or regular meeting as long as it has been placed on the agenda by any member. 3/4 affirmative for recall is required. The member in question may not vote.
7. The Board may appoint non-voting members-at-large as needed. Members-at-large may act on behalf of and at the directive of the Board as requested; they are not members of the board, and therefore are exempt from the active member cap.

## **Article V. Elections**

1. Officer elections shall be held during the first meeting of the calendar year.

2. Each previous officer will assist in the training of his or her successor.
3. Terms shall be as follows:
  - Co-chair 2 calendar years (Elected every odd year)
  - Co-chair 2 calendar years (Elected every even year)
  - Secretary 1 calendar year
  - Treasurer 1 calendar year
4. In cases where an officer resigns his or her post before the end of their term, a special election meeting shall be called. In rare cases, remaining officers may appoint a temporary replacement until the next regular meeting.

## **Article VI. Officers and Duties**

1. The officers of this organization shall be:
  - a. Two Co-Chairs
  - b. Secretary
  - c. Treasurer
2. All Officers must be current active SNMPB members.
3. Duties of the officers:
  - a. Co-Chairs
    - i. Call and preside over all regularly-scheduled SNMPB meetings.
    - ii. Review finances with the Treasurer monthly.
    - iii. Prepare the meeting agendas.
    - iv. Respond to all inquiries in a timely manner.
    - v. Conflict management.
    - vi. Updating and maintaining the organizational history.
    - vii. Act as the primary representative of the organization in press matters and in coordination with local and national Pride groups.
  - b. Secretary:
    - i. Take and file minutes of all meetings, including attendance (for purpose of determining active

membership.)

- ii. Maintain and update the membership list, contact information and website.
- iii. Distribute all official Board materials, including agendas, budgets, financial reports, and the like.
- iv. Update and maintain the files of the organization.
- v. Preside over SNMPB meetings in the absence of both Co-chairs and assume all other duties of the Co-chair position in their absence.

c. Treasurer:

- i. Maintain detailed financial records for the organization.
- ii. Inform the Board of its current financial standing at each meeting.
- iii. Present a financial report to the officers as requested.
- iv. Preside over SNMPB meetings in the absence of the Co-chairs and the Secretary and assume all other duties of the Co-chair and Secretary position in their absence.
- v. Take minutes in the absence of the Secretary.

4. In the event any officer fails to perform the required duties of an office or does so in an unsatisfactory manner, misrepresents the organization, abuses their office, or fails to regularly attend meetings such that the board's ability to operate in an efficient manner is impaired, the member may be recalled.

- a. A vote for a recall may be held at any regular or special meeting as long as it has been placed on the agenda by any member. 3/4 affirmative for recall is required. The officer in question may not vote.
- b. If the recall is affirmed, nominations or elections for the position will be held immediately.
- c. Being recalled from an office does not include being stripped of membership.

## **Article VII. Coordinators**

1. Coordinator positions will be created as necessary by the officers, with approval from the Board.
2. Any member can be nominated for Coordinator consideration by any other member or can self-nominate.
3. Coordinators will be elected by the Board, based on a majority decision, or approved by acclamation.
4. Coordinators may include:
  - a. **Parade Coordinator.** Responsibilities include:
    - i. Plotting out the parade path
    - ii. Obtaining the permit for the parade
    - iii. Soliciting, contacting and registering all parade participants
    - iv. Contacting, guiding and briefing the Grand Marshall and other honorees of the parade
    - v. Officially starting the parade at the designated time
    - vi. Keeping accurate records of all decisions in a notebook
    - vii. Any other parade-related activities or duties
  - b. **Location Coordinator.** Responsibilities include:
    - i. Obtaining the park and noise permits
    - ii. Working with the Vendors Coordinator to map out vendor locations
    - iii. Mapping out area for all activities related to festival and registration
    - iv. Onsite coordination of all operational amenities such as portable toilets, electricity, tables and chairs
    - v. Coordinate Southern NM Pride information table for participants
    - vi. Work with treasurer to obtain park insurance
    - vii. Keeping accurate records of all decisions in a notebook
    - viii. Any other location-related activities or duties
  - c. **Events/Entertainment Coordinator.** Responsibilities include:

- i. Creating and scheduling speakers, entertainers, a DJ, games, and other related festival events
- ii. Creating and scheduling any fundraising events
- iii. Selecting one or more emcees and guiding, coordinating and briefing them throughout the event
- iv. Keeping accurate records of all entertainment produced by the committee
- v. Any other entertainment, events and/or speaker-related activities or duties

d. **Vendors Coordinator.** Responsibilities include:

- i. Creating a Vendors sign-up form and distributing it to potential vendors
- ii. Being an onsite coordinator for all vendors
- iii. Working with the Location Coordinator to assist in the mapping out of vendor locations
- iv. Keeping accurate records of all items produced by the committee
- v. Any other vendor-related activities or duties

e. **Publicity Coordinator.** Responsibilities include:

- i. Creating and implementing a marketing and publicity campaign for all events
- ii. Creating and distributing all publicity, including web content, posters, news releases, flyers, and the like
- iii. Serving as a media contact
- iv. Keeping accurate records of all items produced by the committee
- v. Any other publicity-related activities or duties

f. **Fundraising Coordinator.** Responsibilities include:

- i. Setting a financial goal for each year for in-kind and/or cash donations
- ii. Soliciting sponsors and donors
- iii. Creating a sponsor/donor information packet and distributing it
- iv. Working with the Treasurer and Events/Entertainment Committee on all fundraising-related

- transactions and events
- v. Creating and distributing any and all related incentives to donors
- vi. Creating and distributing all awards, honors and recognitions
- vii. Any other fund-raising-related activities or duties

g. **Kids' Area Coordinator.** Responsibilities include:

- i. Gathering age-appropriate arts and craft supplies
- ii. Booking and monitoring the jumping balloon, games and activities
- iii. Any other kids' area-related activities or duties

h. **Other Coordinators.** As deemed fit, appropriate and necessary.

5. All Coordinators have the authority to create a committee to assist them. Committee participants are solely at the Coordinator's discretion but are not assumed to be active Board members, unless meeting the criteria for membership (see Article IV.)
6. Committee participants are considered such until the Coordinator disbands the group.

### **Article VIII. Special Committees**

1. Committees for special issues can be formed by a motion and second from any active members and approved by majority vote.
2. Chairs for each special committee will be accepted on a volunteer basis. Should there be more than one volunteer, active members will vote.
3. Special committees will be active until they have completed their purpose as deemed by the officers.

### **Article IX. Parliamentary Authority**

1. The latest edition of Robert's Rules of Order shall be the authority used to resolve questions or disputes regarding meeting procedure.

**Article X. Amendment of the By-Laws**

1. By-laws of the organization may be changed by a *two-thirds* vote of active members at any regular meeting.
  
2. Any proposed vote to change the by-laws shall be announced via email or at any regular meeting at least one week before such a vote takes place.
  
3. Any changes to the by-laws shall require the signature of all officers and will become effective immediately upon signing.

\_\_\_\_\_  
Co-chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date