

Southern New Mexico Pride By-Laws

Article I. Purpose

Section 1: Name

- A. The name of this organization shall be the Southern New Mexico Pride Board (SNMP).

Section 2. Mission

- A. To provide the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) community with a sense of unity through various community events and activities. This is done primarily but not exclusively to an annual Pride Celebration, as well as other activities designed by the Board of Directors.
- B. To promote tolerance between the LGBTQ+ community and the community-at-large.
- C. To be a resource of information for those wanting to find out about the LGBTQ+ Community in Southern New Mexico.
- D. 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.

Article II. Organization

Section 1: Membership

- A. Members will be defined as any person who is a financial contributor, a volunteer, an ally, or a member of the LGBTQ+ Community who supports the mission of the organization.

Section 2: Board of Directors

- A. Board membership is open to anyone who supports the purpose of the organization.
- B. Directors will be selected from a slate of candidates proposed by the Executive Committee.

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D. Each Board member has one vote.

E. There will be a minimum of 7 Directors with a maximum of 15 Directors.

Section 3: Meetings

A. Regular meetings of the Board of Directors shall be held a minimum of 6 times each calendar year.

B. Special meetings of the Board of Directors shall be held at a time and place to be determined by the Chairperson of the Board. Notification of special meetings shall be by e-mail or phone, at least 24-hours in advance.

If half the Current voting board members or two of officers call for a special meeting, the Chair shall notify the Board and schedule the meeting in accordance with this section and article.

C. Directors who are unable to attend a meeting should contact an officer in order to get excused from the meeting. Directors cannot have more than three unexcused absences in a calendar year.

D. A quorum will consist of half of the current Directors plus one and no business can be conducted if a quorum does not exist.

E. Robert's Rules of Order will be used when business is being conducted by the board.

Section 4: Officers

A. The officers of the Board of Directors will be Chair, Co-Chair, Secretary, and Treasurer.

B. Officers whose term ends will be elected annually in December by the Board of Directors based on the slate proposed by the Elections Committee.

C. The Chair and Secretary will be elected in odd number years. The Chair Elect and Treasurer will be elected in even number years. All officer positions are for two-year terms.

D. If the Chair position becomes vacant the Co-Chair will assume the position. For all other positions the Board will hold an election at the next regular meeting to fill the position. The

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remaining members of the Executive Committee will ensure the duties of the vacant position are taken care of until the election to fill the position.

E. Duties of Officers

1. Chair

- a) Call and preside over all regular and special board meetings.
- b) Prepare agendas for Board meetings and Executive Committee Meetings.
- c) Respond to inquiries in a timely manner.
- d) Deal with conflicts of the Board and of committees.
- e) Act as the spokesperson for the organization to local, state, and national organizations.

2. Co-Chair

- a) Call and preside over all regular and special board meetings in the absence of the Chair.
- b) Assist in the Preparation of agendas for Board meetings Executive Committee Meetings with the Chair.
- c) Respond to inquiries in a timely manner.
- d) Assist in dealing with conflicts of the Board and of committees.
- e) Assist in acting as the spokesperson for the organization to local, state, and national organizations.

3. Secretary

- a) Take and file minutes of all regular and special board meetings, as well as all Executive Committee meetings.
- b) Maintain and update the organizational history and files.
- c) Maintain and update membership lists, contact information, and websites.
- d) Distribute all official documents and Board members for meetings and other occasions.
- e) Preside over regular and special meetings of the Board of Directors in the absence of the Chair and Co-Chair and assume the duties.

4. Treasurer

- a) Maintain detailed financial record of the organization.
- b) Prepare for the Board of Directors an annual budget for their approval.
- c) Ensure that all annual fees, forms, and taxes are paid at appropriate times.

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- d) Ensure all fundraising receipts and expenses are paid on a timely basis.
- e) Present at regular and special meetings of the Board of Directors financial reports and financial standing.
- f) Preside over regular and special meetings of the Board of Directors in the absence of the Chair, Chair Elect, Secretary and will assume the duties.
- g) In the absence of the Secretary the Treasurer will be responsible for taking minutes of any regular or special meeting of the Board of the Directors.

Article III. Committees

Section 1: Standing Committees - All standing committees must be chaired by a Board Member. Members of the committees do not have to be a Director, however Every member of the Board of Directors is required to serve on at least one standing committee. The following are the standing committees: Pride Festival Committee, Pageant Committee, Public Relations Committee, Fundraising Committee, Executive Committee, Volunteer Committee, and Elections Committee.

A. Pride Celebration Committee - Celebration of Pride

1. Parade Subcommittee

- a) Plotting the route of the Parade.
- b) Obtaining permit for the Parade.
- c) Soliciting, contacting, and registering all parade participants.
- d) Contacting, guiding, and briefing the Grand Marshall and other honorees of the Parade.
- e) Officially starting the parade at the designated time.
- f) Keeping accurate records of all work done in the handbook provided.
- g) Other duties as assigned.

2. Location Subcommittee

- a) Obtain the location and noise permits.
- b) Working with Vendor Subcommittee to map out locations.
- c) Map out areas for all activities related to festival and registration.
- d) Onsite coordination of all operational amenities, which include but are not limited to portable toilets, electricity, tables, and chairs.
- e) Coordinate Southern NM Pride Information table for participates.

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- f) Work with Treasurer to obtain insurance for the event.
- g) Keeping accurate records of all work done in the handbook provided.
- h) Other duties as assigned.

3. Events/Entertainment Subcommittee

- a) Creating and scheduling speakers, entertainers, games, and other related events.
- b) Selecting one or more emcees and guiding, coordinating and briefing them throughout the event.
- c) Keeping accurate records of all work done in the handbook provided.
- d) Other duties as assigned.

4. Vendors Subcommittee

- a) Creating a vendor's sign-up form and distribute it to potential vendors.
- b) Being an onsite coordinator for all vendors.
- c) Working with location subcommittee to assist in the mapping of vendor locations.
- d) Keeping accurate records of all work done in the handbook provided.
- e) Other duties as assigned.

5. Publicity Subcommittee

- a) Creating and implementing a marketing and publicity campaign for the festival.
- b) Creating and distributing all publicity, including but not limited to: web content, posters, news releases, flyers, and anything else.
- c) Serve as medical contact for the event.
- d) Keeping accurate records of all work done in the handbook provided.
- e) Other duties as assigned.

6. Sponsorship Subcommittee

- a) Soliciting sponsors and donors.
- b) Creating a sponsorship/donor's packet and distribute it.
- c) Ensure that all sponsors/donors receive a thank you letter for tax purposes.
- d) Create and distribute any incentive packages to sponsors/donors.
- e) Create and distribute all awards, honors, and recognitions.
- f) Keeping accurate records of all work done in the handbook provided.

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g) Other duties as assigned.

B. Pageant Committee - Will be responsible for planning and executing an annual pageant to select Pride Royalty. The committee will also be responsible to assist in coordinating events in which the Pride Royalty attend to represent Southern New Mexico Pride.

C. Public Relation Committee - This committee will be responsible for all marketing materials and public relations items for the organization. They will work with all committees and subcommittees in developing materials for the various programs and events to ensure they are consistent with the mission of the agency.

D. Fundraising Committee - This committee will oversee all fundraising for Southern New Mexico Pride.

E. Executive Committee - This committee will be composed of the officers of the board and will be responsible for governing the board outside of board meetings. They will also deal with issues that need immediate attention.

F. Elections Committee - This committee will develop a slate of officers on annual basis for the Board's consideration. This committee will also be responsible to vet and propose potential Directors for retiring Directors on an annual basis and whenever a vacancy occurs.

G. Volunteer Committee - This committee will coordinate all volunteers for all events and programs and will establish the necessary orientation for the given event or program. The committee is also responsible for maintaining the database of volunteers.

Section 2: Subcommittee - Subcommittees can be Chaired by a non-director and report directly to a standing committee chairperson.

Section 3: Ad Hoc Committees - Chair may appoint on an ad hoc committee at any time. These Committees will serve for a specific period of time and for a specific purpose.

Article IV. Contracts, Loans, Checks, and Deposits

Section 1: Contracts - The Board of Directors may enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization

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Section 2: Loans - No loans shall be contracted on behalf of the organization unless authorized by a resolution of the Board of Directors.

Section 3: Checks, drafts, etc. - All checks, drafts, or other orders for the payment of money notes or other evidence of indebtedness issued in the name of the organization shall be signed by an Officer. Officers may be issued debit cards on behalf the organization.

Section 4: Deposit - All funds of the organization shall be deposited in such banks or financial institutions as selected by the Board of Directors.

Section 5: Gifts - The Board of Directors may accept or not accept on behalf of the organization any contribution, gift, bequest, or other items.

Article V. Fiscal Year

Section 1: Time - The fiscal year for Southern New Mexico Pride shall begin on the first day of January and will end on the last day of December. The Board of Directors can change the fiscal year if it chooses.

Article VI. Removal

Section 1: Removal of Director - A Director may be removed by the Board for violation of confidentiality, conflict of interest, excessive unexcused absences from regular or special board meetings, failure to abide by the bylaws and policies of Southern New Mexico Pride. If the Board of Directors feels there is just cause they can remove a director. The removal will require a majority vote of the Directors as a regular or special meeting. Once the board has voted to remove a Director the Chair will inform the removed member in writing of the action.

Section 2: Removal of an Officer - 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 has excessive unexcused absences for regular and special board meetings as well as executive committee meetings the member may be removed by the board. Such removal will take a two thirds vote of the board.

Article VII. Amendment of the By-Laws

Section 1: Procedure

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- A. Amendments to these By-Laws can be proposed at any time by a Director. The proposed amendment shall be given to each Director at least one week prior to any regular or special board meeting. It can be sent via email, post office, or other means of delivery.

- B. For the proposed amendment to be adopted, at least two thirds of the Directors present at the meeting must approve.