Methods and Standards Guide

Updated:
16 October 2017
## Table of Contents

### BYLAWS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaws</td>
<td>16 October 2017</td>
</tr>
</tbody>
</table>

### STANDING RULES

<table>
<thead>
<tr>
<th></th>
<th>COMMITTEES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01.01</td>
<td>Committee Operations</td>
<td>29 October 2006</td>
</tr>
<tr>
<td>01.02</td>
<td>Conference Structure and Integrity Committee (CSIC)</td>
<td>18 October 2015</td>
</tr>
<tr>
<td>01.03</td>
<td>Methods and Standards Committee</td>
<td>25 April 2015</td>
</tr>
<tr>
<td>01.04</td>
<td>Member Services Committee</td>
<td>21 October 2010</td>
</tr>
<tr>
<td>01.05</td>
<td>Human Rights and Diversity Affairs Committee</td>
<td>25 October 2008</td>
</tr>
<tr>
<td>01.06</td>
<td>Finance Committee</td>
<td>29 October 2006</td>
</tr>
<tr>
<td>01.07</td>
<td>Fund Development Committee</td>
<td>11 October 2007</td>
</tr>
<tr>
<td>01.08</td>
<td>WorldPride Committee</td>
<td>20 April 2013</td>
</tr>
<tr>
<td>01.09</td>
<td>Communications and Website Operations Committee</td>
<td>21 October 2010</td>
</tr>
<tr>
<td>01.10</td>
<td>Scholarship Committee</td>
<td>07 October 2012</td>
</tr>
<tr>
<td>01.11</td>
<td>Governance Committee</td>
<td>25 April 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FINANCIAL AFFAIRS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>02.01</td>
<td>Financial Reporting</td>
<td>15 April 2011</td>
</tr>
<tr>
<td>02.02</td>
<td>Expenditures and Reimbursement</td>
<td>22 October 2010</td>
</tr>
<tr>
<td>02.03</td>
<td>Financial Auditing</td>
<td>29 October 2006</td>
</tr>
<tr>
<td>02.04</td>
<td>Dues Exemptions</td>
<td>11 October 2007</td>
</tr>
<tr>
<td>02.05</td>
<td>Accessibility of Organizational Funds</td>
<td>11 October 2007</td>
</tr>
<tr>
<td>02.06</td>
<td>Scholarship Matching Funds</td>
<td>22 October 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>ADMINISTRATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>03.01</td>
<td>Meeting Minutes and Reporting of Actions</td>
<td>24 October 2008</td>
</tr>
<tr>
<td>03.02</td>
<td>Definition of a &quot;Not-For-Profit&quot; Organization</td>
<td>29 October 2006</td>
</tr>
<tr>
<td>03.03</td>
<td>Equal Opportunity and Respect</td>
<td>29 October 2006</td>
</tr>
<tr>
<td>03.04</td>
<td>Grievances</td>
<td>25 April 2015</td>
</tr>
<tr>
<td>03.05</td>
<td>Sexual Harassment</td>
<td>29 October 2006</td>
</tr>
<tr>
<td>03.06</td>
<td>Resolutions and Standing Rules</td>
<td>24 October 2008</td>
</tr>
<tr>
<td>03.07</td>
<td>Alumni Recognition</td>
<td>18 October 2015</td>
</tr>
<tr>
<td>03.08</td>
<td>Language</td>
<td>18 October 2015</td>
</tr>
<tr>
<td>03.09</td>
<td>Candidate Vetting Process</td>
<td>16 October 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>AGM and WORLD CONFERENCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>04.01</td>
<td>Bid Requirements and Selection Process</td>
<td>18 October 2015</td>
</tr>
<tr>
<td>04.02</td>
<td>AGM and World Conference Responsibilities and Requirements</td>
<td>18 October 2015</td>
</tr>
<tr>
<td>04.03</td>
<td>Regional Conference Responsibilities and Requirements</td>
<td>16 October 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>MARKETING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>05.01</td>
<td>Executive Committee Role</td>
<td>29 October 2006</td>
</tr>
</tbody>
</table>
Bylaws

05.02 Logo Use by Member Organizations 29 October 2006

07 WORLDPRIDE Current Version

07.01 WorldPride Applications and Licensure 20 April 2013

08 INTERNATIONAL PRIDE THEME Current Version

08.01 International Pride Theme 16 October 2016

09 BOARD/EXECUTIVE COMMITTEE Current Version

09.01 Appointment of Representatives 29 October 2006

09.02 Annual Goals Process 25 April 2015

09.03 Mid-Year Meeting of the Board of Directors 25 April 2015

09.04 Code of Ethics and Conduct 15 January 2008

09.05 Appointment of Regional Directors to Underrepresented Regions 08 March 2008

09.06 Handling of Business Outside of Called Meetings 29 April 2008

09.07 Remote Participation in Meetings 08 June 2008

09.08 Strategic Planning Team 22 October 2010

10 REGIONAL AFFAIRS Current Version

10.01 Regional Organization Standards 24 October 2008

10.02 Organization of Underrepresented Regions 25 October 2008

11 MEDIA AND PUBLIC RELATIONS Current Version

11.01 Media and Public Relations Assistant 28 December 2007

DUES SCHEDULE

Dues Schedule 13 October 2013

EPOA/InterPride Joint Membership Resolution 22 October 2010

REGIONS OF THE ORGANIZATION

Regions of the Organization 28 October 2014

RESOLUTIONS OF THE MEMBERSHIP

Active Resolutions of the Membership 16 October 2016

PLENARY OPERATING PROCEDURE

Procedure for Consensus-Based Plenary Operations 12 October 2007

OTHER DOCUMENTS

Conference Funding Document 01 October 2011
InterPride Bylaws

ARTICLE I
Name

The name of this organization shall be InterPride.

ARTICLE II
Definitions

The following terms, as used throughout these Bylaws, shall be defined as follows:

A. Abstention – Indications that a person is present but choosing not to cast their vote – as such, they do not meet the requirement of “present and voting” as defined in Paragraph I, below, nor are they included in a vote total.

B. AGI – Annual Gross Income; all income/revenue received by a member organization in a fiscal year (twelve-month accounting period) prior to the deduction of any expenses.

C. AGM – Annual General Meeting; the business portions of the Annual World Conference, including all plenary sessions of the Membership and meetings of the Board of Directors, Executive Committee, committees of the Board and their subcommittees.

D. Annual World Conference – the annual gathering of the Organization’s Membership, including educational and networking opportunities and the Annual General Meeting of the Membership.

E. Board – The Board of Directors of InterPride, comprising Regional Directors and the Executive Committee.

F. Executive Committee – The Presidents, Vice Presidents, Secretary and Treasurer of the Organization.

G. In Writing – Unless otherwise specified, “in writing” shall refer to communications received either on paper or via electronic means (i.e. email).

H. Officer – A member of the Executive Committee.

I. Present and Voting – Constitutes a person present in person (or electronically, as might be permitted) and casting either a “yes” or “no” vote.

J. Pride Event – A parade, march, rally, festival, arts festival, cultural activity or other event/activity organized for people identifying as Lesbian, Gay men, Bisexual, Transgender, Intersex and/or other emerging sexual identities and promoting the visibility and/or validating the existence of those persons and commemorating the Stonewall Riots or a similar historic event/annual/periodic festival as produced by a Pride Organization, as defined in Paragraph K, below.

K. Pride Organization – A not-for-profit organization that produces Pride Events as one of its major purposes or activities.

L. Pride Network – A not-for-profit organization whose membership shall principally consist of Pride Organizations.

M. Region – A geographic area, as defined by duly passed resolution of the Membership, which is entitled to representation on the Board of Directors.

N. Regional Directors – The regional representatives elected to serve on the Board.
ARTICLE III
Purpose

This Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of the United States of America and subject thereto.

The nature of the business to be conducted or promoted is to promote Lesbian, Gay, Bisexual, Transgender and Intersex Pride on an international level through:

A. Conducting programs of an educational purpose for the intent of helping Lesbians, Gay Men, Bisexuals, Transgender and Intersex persons become more comfortable with who they are;
B. Educating the general public towards a better and more accurate understanding of homosexuality, bisexuality, transgender identity and intersex identity;
C. Facilitating networking and the sharing of information related to promoting and producing Pride Events and related educational events;
D. Empowering and supporting Pride Organizations in their efforts of producing Pride Events;
E. Identifying human rights issues affecting the global GLBTI community and supporting members' efforts in doing so; and
F. Holding the Annual World Conference to assist with the above purposes.

ARTICLE IV
Membership

Section 1 – Levels of Membership Defined
The organization shall have four levels of membership as herein defined:

A. Full Membership – Full Members of the Organization shall, if in good standing, have access to all membership benefits and have full voting privileges on all matters within its purview.
B. Associate Membership – Associate Members of the Organization shall have access to limited membership benefits and shall not have voting privileges on any matter being considered by the Membership.
C. Affiliate Membership – Affiliate Members of the Organization shall have access to limited membership benefits and shall not have voting privileges on any matter being considered by the Membership.
D. Provisional Membership – Provisional Members of the Organization shall have access to all membership benefits and shall not have voting privileges on any matter being considered by the Membership.

Membership Benefits available to the levels of membership listed above and those matters within Full Members’ purview to act upon shall be defined by these Bylaws and other policies and procedures that may be adopted, from time to time, by the Membership, the Board of Directors or the Executive Committee.

Section 2 – Admission to Full Membership
Any Pride Organization that has produced a Pride Event within a 15-month period prior to an Annual World Conference, upon submitting a membership application and accounting for payment of their annual dues in accordance with Article IV, Section 8 of these Bylaws, shall be admitted as a Full Member of the Organization.

Section 3 – Admission to Associate Membership
Any Pride Organization that has produced a Pride Event within a 15-month period prior to an Annual World Conference but does not meet the requirement of being a not-for-profit organization as defined
by Article II, Paragraph K, above, upon submitting a membership application and accounting for payment of their annual dues in accordance with Article IV, Section 8 of these Bylaws, shall be admitted as an Associate Member of the Organization.

Section 4 – Admission to Affiliate Membership
Pride Networks, upon submitting a membership application and accounting for payment of their annual dues in accordance with Article IV, Section 8 of these Bylaws, shall be admitted as an Affiliate Member of the Organization.

Section 5 – Admission to Provisional Membership
Any Pride Organization that has not produced a Pride Event within a 15-month period prior to an Annual World Conference, upon submitting a membership application and accounting for payment of their annual dues in accordance with Article IV, Section 8, of these Bylaws shall be admitted as a Provisional Member of the Organization.

Section 6 – Term of Membership
Membership at all levels shall be for a term of one calendar year (January to December), shall commence upon the acceptance of a membership application and the accounting for payment of a Member’s dues and shall conclude on 31 December of a given calendar year.

Section 7 – Membership Adherence to Organization Policies and Purpose
No Pride Organization or Network shall be denied membership at any level, provided that they adhere to the policies and purposes of InterPride. Pride Organizations that fail to adhere to said policies and purposes may be denied or removed from membership upon review and two-thirds vote of the Board of Directors that are present and voting on such a denial or removal. The Board of Directors may, at its discretion, choose to delegate this authority to the Executive Committee, by the passage of a standing rule to this effect.

Section 8 – Membership Dues – Assignment of Assessment
The Organization shall collect annual membership dues according to a method that shall be detailed in a resolution submitted by the Board and approved by the Membership through a two-thirds (2/3) vote of those Members present and voting at the AGM at which such a resolution is presented.

Section 9 – Membership Dues – Dues Exemption
Upon the written request of a Member or applicant organization, the Executive Committee may, upon a majority vote of those present and voting, choose to exempt said organization from all or some of its dues assessment. This shall include any agreements between or among Pride Networks and the Organization for reciprocal membership. The Executive Committee shall vote on all such requests within thirty (30) days of their receipt by the Secretary.

ARTICLE V
The Executive Committee

Section 1 – Composition
The Executive Committee shall consist of the following:

A. two Presidents, one male-identified or trans, gender non-binary identified, one female-identified;
B. five Vice Presidents of Operations, one female-identified (non-U.S. resident), one female-identified (at-large), one male-identified (non-U.S. resident), one male-identified (at-large), one Trans*-identified at-large;
C. one Vice President of Membership Services;
D. one Secretary; and
E. one Treasurer.
Section 2 – Gender Parity
In seeking to fill these positions that are non-gender specific, the Organization shall strive to achieve the goal of gender parity.

Section 3 – Organizational Representation
In seeking to fill these positions, the Organization shall strive to achieve a balance of representation from members self-identified as large, medium and small organizations.

Section 4 – Geographic Representation
In seeking to fill these positions, the Organization shall strive to achieve balanced geographic representation.

Section 5 – Powers
The Executive Committee shall have authority to take any action necessary to conduct the business of the Organization between meetings of the Board of Directors. The Executive Committee shall advise the Board of all actions it takes on InterPride’s behalf within thirty (30) days of said action being taken.

Section 6 – President, Duties and Responsibilities
The Presidents of the Organization shall:
A. Preside at all meetings of the Executive Committee, Board of Directors and the Membership;
B. Provide vision and direction to the Organization;
C. Oversee implementation of resolutions, plans of action and other Organization business and activities;
D. Attend the regional conference in their region of residence, if held, and at least two (2) regional conferences outside their region of residence.
E. Each serve as one (1) of the three (3) signatories to the Organization’s accounts and other financial documents, as needed; and
F. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Board, these Bylaws and the other governing documents of the Organization.

Section 7 – Vice President of Operations, Duties and Responsibilities
The Vice Presidents of Operations shall:
A. Perform the duties of the Presidents in their absence;
B. Assist the Presidents in the implementation of resolutions, plans of action and other Organization business and activities;
C. Liaise with those regions to which they are assigned by the Executive Committee to ensure the execution of the duties of the Regional Directors;
D. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference for a region to which they are assigned to liaise with and outside their region of residence;
E. Recruit Pride Organizations into the Organization in Regions to which they are assigned by the Executive Committee that are not represented by Regional Directors;
F. Chair or co-chair at least one committee or subcommittee of the Board; and
G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Board, these Bylaws and the other governing documents of the Organization.
Section 8 – Vice President of Member Services, Duties and Responsibilities

The Vice President of Member Services shall:

A. Develop and implement member resources and benefits, ensure member accessibility to said resources and benefits and communicate their existence to the Membership;

B. Develop and maintain a membership guide and deliver such guide to each new and renewing Member Organization after receiving confirmation of dues payment by the Treasurer;

C. Be primarily responsible for the maintenance of the Organization’s data regarding all current and former Member Organizations;

D. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference outside their region of residence; and

E. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Board, these Bylaws and the other governing documents of the Organization.

Section 9 – Secretary, Duties and Responsibilities

The Secretary shall:

A. Give or cause to be given notice of all meetings of the Board, Executive Committee and Membership;

B. Record and retain minutes of all plenary sessions of each AGM and meetings of the Board and Executive Committee;

C. Maintain and distribute a current roster of all Directors, Officers and members of Committees and other subsidiary groupings of the Organization that may, from time to time, be constituted;

D. Establish and maintain a database of the Organization’s data regarding all current and former Member Organizations and making such data available as might be required by these Bylaws and the other governing documents of the Organization;

E. Maintain and archive all records of the Organization, including contributory responsibility for financial records;

F. Prepare and submit all reports as may be required by law, the Board, the Executive Committee or other governing documents of the Organization;

G. Serve on at least one committee or subcommittee of the Board;

H. Attend the regional conference in the region of residence, if held, and at least one (1) other regional conference outside their region of residence; and

I. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Board, these Bylaws and the other governing documents of the Organization.

Section 10 – Treasurer, Duties and Responsibilities

The Treasurer shall:

A. Receive and safely keep all funds and negotiable instruments of the Organization and deposit them in the Organization’s accounts;

B. Serve as the third signatory on the Organization’s accounts and other financial documents, as needed;

C. Supervise and maintain the Organization’s financial records, including the provision of copies of all financial reports to the Secretary for archiving;

D. Prepare and submit all financial reports as required by law, the Board, the Executive Committee or other governing documents of the Organization;
E. Send confirmations and receipts for dues to member organizations, with copies to be sent to the Vice President of Membership Services, the Presidents, the Vice President of Operations responsible for the new member’s region and the appropriate Regional Directors;

F. Attend the regional conference in the region of residence, if held, and at least one (1) other regional conference outside their region of residence; and

G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Board, these Bylaws and the other governing documents of the Organization.

Section 11 – Elections – Nominations to Office

A. Nominees to Executive Committee positions shall be present at the AGM at which they are nominated and must also have been present at either of the two (2) immediately previous AGM’s.

B. Nominees shall be affiliated with and endorsed by a Full Member organization.

C. Nominations shall be accepted from Full Member organizations sixty (60) days prior to the start of the AGM, as well as during the first and second plenary sessions of each AGM.

D. Only credentialed delegates shall make nominations. Credentialed delegates may self-nominate.

E. Individuals may only accept nomination to one office.

F. Nominees must be able to serve a full term of office.

Section 12 – Elections – Questioning of Nominees

All candidates shall be provided the opportunity to address the second plenary session of the AGM. Time will also be allocated during this session to permit the Membership to question the nominees.

Section 13 – Elections – Voting

A. The election of Officers shall be done by the membership of the organization.

B. Voting shall take place by signed or electronic ballot during the third plenary session of any given Annual General meeting.

C. Should only one person stand for election for any given office, the ballot shall provide an option to hold the position vacant.

D. The Membership shall vote on the Executive Committee using the process outlined in the Bylaws, Article IX, Section 4, Subsection A.

E. Prior to the commencement of voting, the Method & Standards Committee shall appoint two (2) or more delegates to supervise the election process. These delegates must not be a member of the Board or affiliated with the member organizations from which the nominees are affiliated.

F. The nominee who receives a majority of votes cast by those present and voting shall be elected. In elections where there is only one candidate standing for election and the “vacant” selection shall receive a majority, the position shall be held vacant until such time as the Board shall appoint a replacement per Section 14 of this Article.

H. In the event of a tie, the voting process shall be repeated until the tie is broken.

I. At no time shall more than one (1) person from any given Full Member organization serve on the Executive Committee.
Section 14 – Replacement

A. A vacancy shall arise in the event of the resignation, death, incapacity or removal of an Officer.

B. Should a vacancy occur and the need for a replacement thus arise, the Board shall appoint a replacement from a Full Member Organization through a motion approved by a majority of those present and voting at a meeting of the Board of Directors.

Section 15 – Term of Office

A. The term of office shall commence with the final meeting of the Board at a given Annual World Conference and shall conclude immediately prior to the final meeting of the Board at the Annual World Conference two years hence.

B. In odd-numbered years, the following Officers shall be elected:
   a. President, female-identified
   b. Vice President of Operations, female-identified (at-large)
   c. Vice President of Operations, male-identified (non-U.S. resident)
   d. Vice President of Operations, Trans*-identified (at-large)
   e. Treasurer

C. In even-numbered years, the following Officers shall be elected:
   a. President, male-identified or trans, gender non-binary identified
   b. Vice President of Operations, male-identified (at-large)
   c. Vice President of Operations, female-identified (non-U.S. resident)
   d. Vice President of Member Services
   e. Secretary

D. No Officer shall serve more than eight (8) consecutive years on the Executive Committee, and shall serve no more than five (5) years during that period in any one office.

Section 16 – Meetings and Quorum

A. A meeting of the Executive Committee may be called by four (4) of its members.

B. A quorum of the Executive Committee shall consist of five (5) of its members.

C. Meetings may take place or actions may be authorized either in person or by electronic means. Votes conducted by electronic means must receive at least a number of votes equal to quorum in order to be valid.

D. A minimum of seventy-two (72) hour hours’ notice shall be required for any meeting conducted by electronic means. A minimum of thirty (30) days’ notice shall be required for any meeting conducted in person.

ARTICLE VI

Regions

Section 1 – Establishment and Reorganization of Regions

The area of geographical participation within the Organization shall be the world and the world shall be divided into Regions. The Regions defined by the Membership prior to the adoption of these Bylaws shall remain in effect until amended or replaced by the Membership. The Regions of the Organization may be amended or replaced by resolution presented by and approved by two-thirds (2/3) of the Membership present and voting at any AGM.
Section 2 – Regional Organization
The Regions of the Organization, through action of at least three (3) of their Full Member organizations, shall define how regional business shall be conducted and the Region is organized. Policies to this effect shall be registered by the Region with the Secretary of the Organization for reference purposes. The Board shall, from time to time, establish guidelines for the minimum standards that these regional policies must adhere to.

Section 3 – Board Authority to Administer Underrepresented Regions
The Board shall administer any Region with fewer than three (3) Full Member Organizations, with the Vice President of Operations or other Officer assigned to liaise with that Region serving as the Board’s primary agent in developing and executing such policies as it may choose to implement. This administrative authority shall include the power for the Board to appoint Regional Directors from Full Member Organizations from that Region, which may be accomplished through a motion approved by a majority of those present and voting at a meeting of the Board of Directors.

ARTICLE VII
Regional Directors

Section 1 – Number
Each Region may elect two (2) Regional Directors and one (1) Alternate Regional Director from its Full Member Organizations. No more than (1) Regional Director or Alternate Regional Director shall come from any Full Member Organization.

Section 2 – Term
Regional Directors shall be elected to two- (2) year terms. Alternate Regional Directors shall be elected to a term of no more than two (2) years according to the policies and procedures of their Region.

Section 3 – Term Limits
No Regional Director shall serve more than four (4) consecutive full or partial terms as a Regional Director or Alternate Regional Director.

Section 4 – Reporting of Regional Directors
A Region’s Directors shall be registered in writing with the Secretary of the Organization upon their election or appointment.

Section 5 – Election, Removal and Replacement by Regions
A Region’s operating policies must provide for the method by which Regional Directors and Alternate Regional Directors are elected, removed or replaced by the Region. Minimum standards for these policies shall be provided by the Board, per Article VI, Section 2 of these Bylaws.

Section 6 – Regional Directors, Duties and Responsibilities
In addition to those duties and responsibilities that may, from time to time, be assigned to them by their Region, Regional Directors shall have the following duties and responsibilities:

A. Advancing the mission and goals of the Organization;
B. Outreach to Pride organizations in their Region and representing those organizations’ views to the Board;
C. Disseminating information to and from the Board, Executive Committee and member organizations in their Region;
D. Promoting the existence of the Organization;
E. Maintaining good relations with current members;
F. Seeking out and recruiting new member organizations;
G. Assisting the Treasurer in the collection of membership dues from member organizations in their Region;
H. Providing the Vice President of Member Services and Secretary with contact and other information on all Pride organizations within their Region for entry into the member database;
I. Providing semi-annual reports to the Vice President of Operations to which they liaise on their activities and activities within their Region;
J. Facilitating an annual conference within their Region;
K. Attending or otherwise participating in meetings of the Board;
L. Actively participating in at least one (1) committee of the Organization; and
M. Exercising and performing such other duties and responsibilities as may, from time to time, be assigned by the Board, these Bylaws and the other governing documents of the Organization.

ARTICLE VIII
The Board of Directors

Section 1 – Composition
The Board of Directors shall consist of all Regionally-selected and Board-appointed Regional Directors and duly elected or appointed Officers.

Section 2 – Multiple Positions on the Board Prohibited
A person shall only serve in one position on the Board at any given time.

Section 3 – Meetings and Quorum
A. The Board will meet at least three (3) times during an AGM, once prior to the first plenary session, once between the second and third plenary sessions, once after the third plenary session, as well as at any other time deemed necessary.
B. A quorum of the Board shall consist of a quorum of the Executive Committee plus thirty percent (30%) or six (6) Regional Directors, whichever shall be greater.
C. Meetings of the Board may be called by the Presidents of the Organization, by a majority vote of the Executive Committee present and voting or by a quorum of the Board.
D. Meetings may take place or actions may be authorized either in person or by electronic means. Votes conducted by electronic means must receive at least a number of votes equal to quorum in order to be valid.
E. A minimum of ten (10) days notice shall be required for any meeting conducted by electronic means. A minimum of thirty (30) days notice shall be required for any meeting conducted in person.

Section 4 – Voting
A. Each member of the Board shall be entitled to a single vote.
B. Voting shall be conducted by roll-call unless unanimous consent shall exist on a given matter of business.

Section 5 – Powers
The Board shall have authority to take any action necessary to conduct the business of the Organization.
Section 6 – Reimbursement of Expenses
Reasonable expenses for duties fulfilled by a member of the Board shall be reimbursable if approved by a majority vote of the Board.

Section 7 – Removal of Officers or Regional Directors
An Officer or Regional Director shall be removed when one or more of the following conditions shall have occurred:

A. Conviction for a criminal offense or felony regarding matters of theft and/or financial probity;
B. Conviction for a criminal offense or felony not regarding matters of theft and/or financial probity, provided that the Board shall have the option to override such removal or restriction by a two-thirds vote of those present and voting within thirty (30) days of Board notification of said conviction;
C. A judgment of the Board, as reflected by a majority vote of those present and voting, that an Officer or Regional Director shall have committed any act of fraud or dishonesty relating to the discharge of their office;
D. A judgment of the Board, as reflected by a two-thirds (2/3) vote of those present and voting, that an Officer or Regional Director shall have acted contrary to the aims and objectives of the Organization, have otherwise brought the Organization into disrepute, or substantially failed to discharge the duties of their office; or
E. Loss of affiliation with and endorsement by a Full Member Organization, as certified by that Member Organization via the Secretary, if affiliation and endorsement is not provided by another Full Member Organization within thirty (30) days of certification of the loss of affiliation and endorsement.

ARTICLE IX
Annual World Conference and Annual General Meeting

Section 1 – Frequency
The Organization shall hold an Annual World Conference at least once each calendar year. The Annual World Conference shall not be held later than thirteen (13) months following the adjournment of the previous Annual World Conference.

Section 2 – Location
The location and host organization for a future Annual World Conference must be approved by a majority of the Full Member organizations present and voting at an AGM. Should an approved location and/or host organization be unable to host an Annual World Conference, the Board is empowered to take necessary and proper actions to ensure the conduct of an Annual World Conference, including the selection of an alternate location and/or host organization.

Section 3 – Quorum
A quorum of the Membership shall consist of a majority of the credentialed delegates at an AGM.

Section 4 – Voting
A. Each Full Member organization present shall be entitled to cast one (1) vote on any matter of business before the Membership, provided they are in good standing with the Organization.
B. Before or within twenty-four (24) hours after the opening of the first plenary session of the AGM, each Full Member organization shall submit, in writing, the name of its spokesperson and two (2) alternate spokespeople.
C. The spokesperson shall cast all votes and shall, together with the alternate spokespeople, be authorized to represent their organization in matters of business before the Membership.
D. In the absence of the spokesperson, an alternate spokesperson may assume the duties of the spokesperson.

ARTICLE X
Language

Section 1 – Official Language
The official language of the Organization shall be English. The Organization shall endeavor to provide interpretation and translation services to assist Members in participating in its activities.

Section 2 – Number
Where the plural or singular is used, it shall, where the context so permits, include the other.

ARTICLE XI
Financial Matters

Section 1 – Obligations
A. Members of the Board of Directors and agents of the Organization shall not be personally responsible for any financial obligations of the Organization of any nature whatsoever.

B. No property or financial asset of a member of the Board or agent of the Organization shall be subject to the payment of the obligations of the Organization to any extent whatsoever.

Section 2 – Credit
A. No member of the Board or agent of the Organization shall sign, endorse or otherwise authorize, in the name of or on behalf of the Organization, or in his/her official capacity, any obligations to any party or parties except upon the express direction of the Board of Directors, evidenced by a motion agreed to by a majority of those Board members present and voting on the matter.

B. No financial asset of the Organization shall be used by any member of the Board or agent of the Organization as collateral for any obligation of his/her own.

Section 3 – Disbursement of Funds
Each disbursement of funds of the Organization shall be authorized by the signatories to the Organization’s accounts.

Section 4 – Loans Prohibited
The Organization shall not lend any of its financial assets to a member of the Board of Directors or any agent of the Organization.

ARTICLE XII
Dedication of Assets

Section 1 – Public/Charitable Purposes
The profits and assets of the Organization are irrevocably dedicated to public or charitable purposes.

Section 2 – No Pecuniary Benefit
No part of the net earnings, properties or assets of the Organization, on dissolution or otherwise, shall inure to the benefit of any individual or private person or any member, Officer, employee or Director of the Organization.
Section 3 – Distribution of Assets Upon Dissolution
On liquidation or dissolution, all properties, assets and obligations shall be distributed and paid over to an organization dedicated to the same or similar purposes exempt under the Texas franchise tax provided that such organization continues to be recognized as an exempt organization as specified in Internal Revenue Code, Section 501(c)(3).

ARTICLE XIII
Amendments

Section 1 – Submission/Notice
Amendments to these Bylaws shall be submitted in writing thirty (30) days prior to the start of the AGM, unless brought forward from a caucus at the AGM. Amendments to these Bylaws must be signed by no fewer than five (5) representatives from different Full Member Organizations. The Board, upon a majority vote of those Board members present and voting, may also present amendments to these Bylaws to the Membership.

Section 2 – Adoption and Effect
Properly presented amendments to these Bylaws shall take effect immediately after the affirmative majority vote of the Membership present and voting at the Annual General Meeting at which they are presented and the affirmative two-thirds (2/3) vote of the Membership present and voting at the AGM following the one at which they are presented. All amendments must have an implementation plan associated with them for completeness.

ARTICLE XIV
Governing Law and Jurisdiction

Section 1 – Governing Law
These Bylaws shall be governed by and construed in accordance with the laws of the State of Texas in the United States whose courts shall be deemed those of competent jurisdiction.

Section 2 – Subordination
These Bylaws shall be read in conjunction with, shall be subordinate to and, should a conflict exists, give way to the Articles of Incorporation.
Standing Rules

01 – Committees

Enacted 29 October 2006

Committee Operations

Standing Rule 01.01

Purpose
To define the manner in which committees shall be established, operate and be dissolved.

Section 1 – Definition – Standing Committee
A standing committee is a group, defined by the Board of Directors, constituted to perform a continuing function or function(s) and remain in existence permanently.

Section 2 – Committee Establishment – Standing Committees
A standing committee shall be established upon the passage, by a majority vote of those members of the Board of Directors present and voting, of a standing rule that provides for the following:

A. The mandate (specific responsibilities and/or areas of oversight) of the committee.
B. The manner in which members are selected to serve on the committee.
C. Any subcommittee of a standing committee must be included in the standing rule authorizing the parent committee. The requirements outlined above, for a specified mandate and the manner of member selection, must be adhered to in such circumstances.

Section 3 – Definition – Ad Hoc Committee
An ad hoc committee is a group, defined by the Board of Directors or the Executive Committee and appointed as the need arises, to carry out a specific task, at the completion of which it ceases to exist.

Section 4 – Committee Establishment – Ad Hoc Committees
An ad hoc committee shall be established upon the passage, by a majority vote of those members of the Board of Directors or the Executive Committee present and voting, of a resolution that provides for the following:

A. The specific task(s) that the committee is being assembled to address.
B. The criteria that must be fulfilled in order for the committee to meet its stated objective and dissolve.
C. The manner in which members are selected to serve on the committee.
D. Ad hoc committees shall not be formed to cover subject areas or tasks that are already assigned to a standing committee. No formal subcommittees shall be created for ad hoc committees.

Section 5 – Committee Establishment – Additional Requirements
Committees created under the auspices of Sections 2 or 4, above, shall be subject to the following additional requirements:

A. Committees and subcommittees must consist of at least two (2) persons, including at least one member of the Board.
B. Committees shall have up to two (2) chairpersons, and one of them must be a member of the Board. Sub-committees also may designate up to two (2) chairpersons. Subcommittees are highly encouraged to appoint a non-Board member as a (co-)chair.
C. Presidents are eligible to serve on committees and subcommittees as ex officio members, except where a committee or subcommittee is tasked with the nomination of Officers to the Executive Committee. Should a committee or subcommittee be tasked with the nomination of Officers to the Executive Committee, Presidents of the Organization shall be ineligible to serve on that committee.
D. In performing their work, committees and subcommittees shall conduct all necessary communications in order to perform their assigned task(s), cause proper records to be kept of its activities, cause copies of those records to be delivered to the Secretary at least semi-annually, and supply written reports as may, from time to time, be required by the Bylaws, other governing documents of the Organization, the Board of Directors and/or the Executive Committee.
E. In performing their work, the chair(s) of subcommittees will keep their parent committee’s chair advised of all activities of their subcommittees.
Section 6 – Committee Oversight
The Executive Committee shall oversee the day-to-day operations of all standing committees and related subcommittees and ensure their compliance with the Bylaws and other governing documents of the Organization.

Committee chair(s) shall conduct the affairs of their committee and any related subcommittees as they see fit within the Bylaws and other governing documents of the Organization.

Section 7 – Committees – Authority and Contracts
Committees shall not have the power to legally bind the Organization by contract, nor shall they have the power to authorize expenditures, except as authorized by the budget, the Board and/or the Executive Committee.

Should a Committee, in the course of the execution of its mandate, need to enter into a legally binding contract, it will refer it to the Executive Committee for approval. The Executive Committee will vote on such contracts within ten (10) days of their receipt by the Secretary.

Outside of these restrictions, or other restrictions that may be imposed by the Bylaws and other governing documents of the Organization, committees are empowered to execute the duly authorized programs and activities of the Organization.

Section 8 – Committees – Reporting
Committees shall electronically provide a written report to the Secretary no later than seven (7) days prior to each in-person meeting of the Executive Committee and Board of Directors and to the Membership via the Organization’s website prior to the opening plenary session of each Annual General Meeting. Such reports shall include the following:

A. The committee’s current membership.
B. A statement of the committee’s activities since its last report.
C. A list of proposals or recommendations for Board or Executive Committee review and/or adoption.
D. Adequate minutes of all committees and subcommittees shall be kept and made available to any member of the Membership, Board of Directors or the Executive Committee upon request. This duty shall be the responsibility of the (sub-)committee chair(s). The Board, through the Executive Committee, shall ensure adherence to this policy.

Section 9 – Committee Member Removal
Members of committees shall be removed from their committee(s) should they meet the requirements for Officer or Regional Director removal as outlined in Article VIII, Section 7 of the Bylaws.

Section 10 – Committee Dissolution – Standing Committees
A standing committee can be dissolved through the passage of a motion of the Board of Directors, by a majority of those present and voting, to rescind the standing rule authorizing the creation of the committee.

Section 11 – Committee Dissolution – Ad Hoc Committees
An ad hoc committee shall be dissolved under the following circumstances:

A. Upon the completion of the committee’s mandate as specified in the motion that created the committee.
B. Upon the passage of a motion of the authority that created it (either the Board of Directors or the Executive Committee), by a majority of those present and voting to rescind the committee’s mandate.
C. After one (1) year, regardless of the completion of the committee’s work, unless the committee’s mandate is fixed for a longer term or is otherwise reauthorized for an additional year by the passage of a motion of the authority that created it by a majority of those present and voting.

Section 12 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rule 01.02
Conference Structure and Integrity Committee

Purpose
To establish the mandate and membership requirements for the Conference Structure and Integrity Committee (CSIC).

Section 1 – Committee Establishment
The Board of Directors hereby establishes the Conference Structure and Integrity Committee.

Section 2 – Committee Mandate
CSIC is tasked with the following areas of specific responsibility and/or oversight:
A. Overseeing compliance by the Host Organizations of the Host Committees of the Annual General Meeting and General Meeting and World Conference, herein referred to as the AGM, with the rules and procedures established by the Board of Directors for the organization and conduct of the AGM.
B. Reviewing and providing recommendations to the Board of Directors regarding the rules and procedures pertaining to the organization and conduct of the AGM.

Section 3 – Committee Membership
A. CSIC’s membership shall be open to all individuals from member organizations.
   a. At least one representative from member organizations selected to host a future AGM shall be required to participate in CSIC.
   b. Representatives from prior hosts of the AGM are highly encouraged to continue their participation on the committee once their hosting responsibilities, as defined in Standing Rule 04.02, are completed.
B. The Committee chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for CSIC shall be maintained by the chair of CSIC and transmitted to the Secretary as members join or depart.

Section 4 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

Methods and Standards Committee

Purpose
To establish and fix the mandate and membership requirements for the Methods and Standards Committee and its related subcommittees.

Section 1 – Committee Establishment
The Board of Directors hereby establishes the Methods and Standards Committee.

Section 2 – Methods and Standards Committee Mandate
The Methods and Standards Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Maintaining, reviewing and providing recommendations regarding the Organization’s Bylaws, standing rules and other governing documents (including motions and resolutions).
B. Proposing changes and additions to the Organization’s Bylaws, standing rules and other governing documents.
C. Reviewing those proposed changes to the Organization’s Bylaws, standing rules and other governing documents that are referred to it by the Executive Committee, Board of Directors or the Membership.
D. Compiling the Organization’s current Bylaws, standing rules and other governing documents into a Policies and Procedures Manual.
E. Providing the Policies and Procedures Manual in Adobe Acrobat format to the Member Services Committee (for inclusion in the membership guide), AGM Host Committees and directly to member organizations upon their request.

Section 3 – Methods and Standards Committee Membership
A. Methods and Standards Committee membership shall be open to all individuals from Full Member organizations.
B. The Methods and Standards Committee chair shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the Methods and Standards Committee shall be maintained by the chair of the Methods and Standards Committee and transmitted to the Secretary as members join or depart.

Section 4 – Subcommittee Establishment – Leadership Development
The Board of Directors hereby establishes the Leadership Development Subcommittee of the Methods and Standards Committee.

Section 5 – Leadership Development Subcommittee Mandate
The Leadership Development Subcommittee of the Methods and Standards Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Matching potential candidates to the duties for Officers and Regional Directors as outlined in the Bylaws and other governing documents of the Organization.
B. Obtaining statements from possible candidates as to their qualifications and potential interest in serving in an Officer or Regional Director position.
C. Determining the viability of candidates identified, as outlined above, and reporting on their viability to the membership during the Annual General Meeting.
D. Reviewing and proposing policy changes to the Board of Directors related to the duties and responsibilities of Officers and Regional Directors.
E. Developing and executing plans and programs for the recruitment of candidates to serve as future Officers and Regional Directors.
F. Developing and executing plans for the development of leadership skills in the Executive Committee, Board of Directors and the Membership.
Standing Rules

Section 6 – Leadership Development Subcommittee Membership
A. Leadership Development Subcommittee membership shall be open to all individuals from Full Member organizations who are not seeking election to the Executive Committee or the Board.
B. The chair(s) of the Leadership Development Subcommittee shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the Leadership Development Subcommittee shall be maintained by the chair of the Methods and Standards Committee and transmitted to the Secretary as members join or depart.

Section 7 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

Reference
Current Resolutions: 07-02
Resolution 10-01
Standing Rules

Standing Rule 01.04

Member Services Committee

Enacted 29 October 2006

Purpose
To establish and fix the mandate and membership requirements for the Member Services Committee.

Section 1 – Committee Establishment
The Board of Directors hereby establishes the Member Services Committee.

Section 2 – Committee Mandate
The Member Services Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Assisting the Vice President of Member Services in creating, maintaining and distributing the membership guide.

B. Assisting the Vice President of Member Services in identifying, securing and promoting new and expanded existing member benefits.

C. Assisting the Vice President of Member Services in the creation, maintenance and promotion of membership resources.

D. Assisting the Vice President of Member Services in the creation and maintenance of the database of all current and former member organizations.

E. Assisting the Vice President of Member Services in the creation and maintenance of the InterPride website.

Section 3 – Subcommittee Establishment – Alumni and Recognition
The Board of Directors hereby establishes the Alumni and Recognition Subcommittee of the Member Services Committee.

Section 4 – Alumni and Recognition Subcommittee Mandate
The Alumni and Recognition Subcommittee of the Member Services Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Review, development and recommendation of policies to the Board of Directors regarding the recognition of the long-term commitment of individuals and member organizations to the Organization.

B. Execution of any plans or programs relating to the recognition of service to/within the Organization.

Section 5 – Committee and Subcommittee Membership
A. The Member Services Committee shall be chaired by the Vice President of Member Services.

B. Member Services Committee and related subcommittee membership shall be open to all individuals from member organizations.

C. The subcommittee chair(s) shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.

D. The list of the membership for the Member Services Committee and related subcommittees shall be maintained by the Vice President for Member Services and transmitted to the Secretary as members join or depart.

Section 6 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

01 – Committees

Revised 25 October 2008

Standing Rule 01.05

Human Rights and Diversity Affairs Committee

Purpose
To establish and fix the mandate and membership requirements for the Human Rights and Diversity Affairs Committee.

Section 1 – Committee Establishment
The Board of Directors hereby establishes the Human Rights and Diversity Affairs Committee.

Section 2 – Committee Mandate
The Human Rights and Diversity Affairs Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Identifying international human and civil rights standards and violations that relate to the mission and goals of the Organization.
B. Informing the Board of Directors of said standards and violations.
C. Recommending and assisting in the execution of policies, plans and programs to address violations of international human and civil rights standards.
D. Providing resource materials to the Member Services Committee for distribution and/or website posting relating to subsections A-C above.
E. Serving as a resource to AGM Host Committees in the development and execution of human and civil rights-related educational courses.
F. Serving as a resource to the Executive Committee, Board of Directors and Membership on international human and civil rights issues as they relate to the Organization's mission and goals.

Section 3 – Subcommittee Establishment – Solidarity
The Board of Directors hereby establishes the Solidarity Subcommittee of the Human Rights and Diversity Affairs Committee.

Section 4 – Solidarity Subcommittee Mandate
The Solidarity Subcommittee of the Human Rights and Diversity Affairs Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Review, development and recommendation of policies to the Board of Directors regarding the standards by which Solidarity Funds are awarded to the members of InterPride.
B. Developing and providing Solidarity Fund application forms and related materials (guidelines for application, etc.) for distribution to the membership via the Member Services Committee.
C. Developing, coordinating and executing plans and programs related to the publicizing of the Solidarity Fund program with the Presidents of the Organization, Media and Public Relations Assistant(s) and the Member Services Committee, as appropriate.
D. Developing and executing plans and programs related to soliciting contributions from member organizations, individuals and other sources to the Solidarity Fund.
E. Coordinating with the Executive and Fund Development Committees in developing new sources of Solidarity Fund sources through contribution and marketing efforts.
F. Coordinating with the Treasurer regarding the status of the Solidarity Fund and arranging expenditures on its behalf.
G. Reviewing all applicants for Solidarity Fund awards and selecting recipients according to approved standards for Solidarity Fund awards.
H. Coordinating the disbursement of Solidarity Fund awards to selected recipients.
I. Securing reporting from Solidarity Fund recipients.

Section 5 – Committee and Subcommittee Membership
A. Human Rights and Diversity Affairs Committee and related subcommittee membership shall be open to all individuals from member organizations.
B. The committee and subcommittee chair shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.

C. The list of the membership for the Human Rights and Diversity Affairs Committee shall be maintained by the chair of the Human Rights and Diversity Affairs Committee and transmitted to the Secretary as members join or depart.

Section 6 – **Enactment and Precedence**
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

Standing Rule 01.06
Finance Committee

Purpose
To establish and fix the mandate and membership requirements for the Finance Committee.

Section 1 – Committee Establishment – Finance
The Board of Directors hereby establishes the Finance Committee.

Section 2 – Committee Mandate
The Finance Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Reviewing the Organization's accounting procedures and financial statements to ensure that they are in order and up to date.
B. Assisting the Treasurer in maintaining and updating the membership dues and reimbursement forms.
C. Assisting the Treasurer in ensuring that the membership dues form is provided to the Member Services Committee for distribution.
D. Assisting the Treasurer in ensuring that the expense reimbursement form is provided to the Executive Committee and the Board of Directors for their use.
E. Coordinating the creation of the annual budget and periodically reviewing actual income and expenditures in comparison to the budget.
F. Reviewing and proposing policies related to the Organization’s finances.

Section 3 – Committee Membership
A. The Treasurer shall serve as the chair of the Finance Committee.
B. Finance Committee membership shall be open to all individuals from Full Member organizations.
C. The list of the membership for the Finance Committee shall be maintained by the Treasurer and transmitted to the Secretary as members join or depart.

Section 4 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish and fix the mandate and membership requirements for the Fund Development Committee (FDC).

Section 1 – Committee Establishment
The Board of Directors hereby establishes the Fund Development Committee.

Section 2 – Committee Mandate
The Fund Development Committee is tasked with the following areas of specific responsibility and/or oversight:
   A. Developing sponsorship, fundraising, and grant-issuing programs and policies for consideration by the Board of Directors and/or the Membership, including the development of marketing and related publications in support of such programs or policies;
   B. Approaching existing and potential sponsors and securing sponsorship of the Organization and, with a Host Committee’s permission, the Annual World Conference;
   C. Pursuing an “open door” policy on sponsorship while remaining sensitive to trends that impact the LGBTI community and seeking to avoid potential controversy.
   D. Administering and ensuring fulfillment of sponsorships of the Organization and/or the Annual World Conference, as appropriate;
   E. Proposing, acquiring and administering grants to fund activities of the Organization;
   F. Proposing, planning and assisting in the execution of Organizational fundraising events and activities;
   G. Developing and executing strategies related to developing other means of non-dues-related external financial support of the Organization.

Section 3 – Committee and Subcommittee Membership
   A. Members of the Executive Committee are hereby mandated to serve on the Fund Development Committee, to expedite the decision-making and contract approval processes, as appropriate. Otherwise, membership shall be open to all individuals from member organizations.
   B. The committee chair shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
   C. The list of the membership for the Fund Development shall be maintained by the chair of the committee and transmitted to the Secretary as members join or depart.

Section 4 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage.
Standing Rules

01 – Committees

Standing Rule 01.08

Revised 20 April 2013

WorldPride Committee

Purpose
To establish the mandate and membership requirements for the WorldPride Committee.

Section 1 – Committee Establishment
The Board of Directors hereby establishes the WorldPride Committee.

Section 2 – Committee Mandate
The WorldPride Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Developing, reviewing and recommending rules to the Board of Directors regarding bidding for the WorldPride event title.
B. Providing guidance to the Executive Committee during the negotiation of any WorldPride licensing agreement.
C. Providing oversight to any WorldPride licensee to ensure adherence to their licensing agreement.
D. Developing, recommending and assisting in the execution of plans and programs for marketing and promoting any WorldPride event.

Section 3 – Committee and Subcommittee Membership

A. The Committee’s membership shall be open to all individuals from member organizations.
   a. At least one representative from member organizations selected to host WorldPride shall be required to participate on the Committee.
   b. Representatives from prior hosts of WorldPride are highly encouraged to continue their participation on the committee once their hosting responsibilities, as defined by their licensure agreement, are completed.
B. The Committee Chair or Co-Chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the WorldPride Committee shall be maintained by the Committee Chair or Co-Chair and transmitted to the Secretary as members join or depart.

Section 4 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

© 2017 – InterPride Inc.
Section 1 – Committee Establishment
The Board of Directors hereby establishes the Communications and Website Operations Committee.

Section 2 – Committee Mandate
The Communications and Website Operations Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Review, development and recommendation of policies to the Board of Directors regarding the Organization’s website and related databases.
B. Review, development and recommendation of policies to the Board of Directors regarding other means of internal communication (between and among Members, the Board of Directors and the Executive Committee) for the Organization.
C. Execution of any plans or programs relating to the operations of the Organization’s website and related databases and internal communications.

Section 3 – Committee and Subcommittee Membership
A. The Committee’s membership shall be open to all individuals from member organizations.
B. The Committee chair shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the Communications and Website Operations Committee shall be maintained by the Committee chair and transmitted to the Secretary as members join or depart.

Section 4 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Section 1 – Committee Establishment
The Board of Directors hereby establishes the Scholarship Committee to oversee the distribution of funds from Pamela O'Brien Memorial Fund.

Section 2 – Committee Mandate
The Scholarship Committee, is tasked with the following areas of specific responsibility and/or oversight:
   A. Review, development and recommendation of policies to the Board of Directors regarding the standards by which scholarships are awarded to attendees of the Annual World Conference.
   B. Developing and providing scholarship application forms and related materials (guidelines for application, etc.) for distribution to the membership via the Member Services Committee.
   C. Developing, coordinating and executing plans and programs related to the publicizing of the scholarship program with the Presidents of the Organization, Media and Public Relations Assistant(s) and the Member Services Committee, as appropriate.
   D. Developing and executing plans and programs related to soliciting contributions from member organizations to the scholarship fund.
   E. Coordinating with the Executive and Fund Development Committees in developing new sources of scholarship funding through fund development and marketing efforts.
   F. Coordinating with the Treasurer regarding the status of the scholarship fund and arranging expenditures on its behalf.
   G. Reviewing all applicants for scholarships and selecting recipients according to previously approved standards for scholarship awards.
   H. Coordinating the disbursement of scholarship funds to selected recipients.
   I. Securing post-AWC reporting from scholarship recipients.

Section 3 – Committee Membership
   A. The Committee’s membership shall be open to all individuals from member organizations not seeking a scholarship from the subcommittee.
   B. The Committee chair shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
   C. The list of the membership for the Scholarship Committee shall be maintained by the Committee chair and transmitted to the Secretary as members join or depart.

Section 4 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish and fix the mandate and membership requirements for the Governance Committee and its related subcommittees.

This committee is responsible for the health and functioning of the board. It recruits new members, conducts orientation, produces board materials, and evaluates the performance of the board itself. It is responsible for ensuring the effectiveness of the current board and for recruiting future leaders.

Section 1 – Committee Establishment
The Board of Directors hereby establishes the Governance Committee.

Section 2 – Governance Committee Mandate
The Governance Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Board Education Programming
   1. New Board Member Orientations
   2. Coordinating mentors for board members
B. Board member accountability
   1. Board Member and Committee Co-Chairs Agreement
   2. Track Board Compliance
C. Finding future Board Members and Committee Co-Chairs / Recruitment
   1. Executive Committee Nominee Review
D. Leadership succession Planning policy development
E. Work with Co-Presidents to Recruit any paid staff
F. Acting as the Organization’s committee of inquiry in matters related to grievances or otherwise requiring formal arbitration.

Section 3 – Governance Committee Membership
1. Governance Committee membership shall be open to all individuals from Full Member organizations.
2. The Governance Committee Co-Chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
3. The list of the membership for the Governance Committee shall be maintained by the Co-Chairs of the Governance Committee and transmitted to the Secretary as members join or depart.

Section 4 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish additional requirements for reporting the financial status of the Organization beyond those outlined in the Bylaws.

Section 1 – Regular Financial Reporting
The Treasurer shall prepare, with the assistance of the Finance Committee, distribute to the Executive Committee for its review, the following reports:
   A. a monthly income and expense statement;
   B. a monthly comparison of actual and accrued income and expenses compared to the approved budget;
   C. a monthly balance sheet;
   D. a monthly statement of accounts receivable, if appropriate; and
   E. a monthly statement of accounts payable, if appropriate.

The reports outlined above shall be presented to the Executive Committee no later than the fifteenth (15th) day of each month, for approval of the Executive Committee no later than the beginning of the following month. Upon their approval, said reports shall be distributed to the Board of Directors.

Section 2 – Other Financial Reporting
At intervals determined by the Treasurer, and with the assistance and consent of the Finance Committee, the following reports shall be made available to the Executive Committee for its review at least once per month:
   A. bank account reconciliation; and
   B. check register.

Section 3 – Fiscal Year-End Financial Reporting
The Treasurer shall prepare, with the assistance of the Finance Committee, annual un-audited fiscal year-end financial statements identical to those outlined in Sections 1 and 2 of this Standing Rule. These reports shall be presented to the Board of Directors no later than the thirty (30) days following the close of the Organization’s fiscal year, for approval of the Board no later than the beginning of the following month. Upon their approval, said reports shall be distributed to the Membership and posted to the Members-only section of the Organization’s website.

Section 4 – Tax Reporting
The Treasurer shall prepare and distribute, with the assistance of the Finance Committee, to the Executive Committee for its review, all necessary tax reports required by the tax authorities of the Organization’s home nation and relevant sub-national jurisdictions. These reports shall be presented to the Executive Committee no later than fifteen (15) days prior to their due date.

The Executive Committee shall approve such reports within ten (10) days of their receipt. Upon their approval, said reports shall be distributed to the Board of Directors and posted to the Members-only section of the Organization’s website.

Section 5 – Availability of Financial Reports
Where distribution or availability of financial reports is not specified in this Standing Rule, members of the Board of Directors and/or Member Organizations may request those reports through written or email request to the Treasurer. The Treasurer shall make those reports available to the requesting party within five (5) days of the receipt of that request.

Section 6 – Operating Budget
The Treasurer, with the assistance and consent of the Finance Committee, shall prepare and submit the coming fiscal year’s operating budget to the Membership for its approval, no later than the second plenary session of each Annual General Meeting.
Section 7 – **Electronic Records**

A. The Treasurer will keep electronic records for Financial Statements, Bank Statements, and all records pertaining to financial matters. These records will be stored on an electronic document archive updated at least quarterly.

B. The Treasurer will keep a backup copy of the current accounting software available to the Co-Presidents on an electronic document archive, this back up will be updated monthly.

C. The Treasurer will keep an updated log of all user name and passwords pertaining to financial documents, software, banking and other financial instruments, accessible by the Co-Presidents on an electronic document archive.

**Section 8 – Enactment and Precedence**

This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

02 – Finances

Enacted 22 October 2010

Standing Rule 02.02

Expenditures and Reimbursement

Purpose
To establish procedure regarding expenditures of Organizational funds.

Section 1 – Unbudgeted Expenditures
A. Any unbudgeted expenditure over $500 shall require approval of the Board of Directors, by the passage of a motion to that effect by a majority of those present and voting.
B. Unbudgeted expenditures under $500 shall require approval of the Executive Committee, by the passage of a motion to that effect by a majority of those present and voting.
C. Any unbudgeted expenditure shall be reflected in the operating budget by the Treasurer and an amended budget issued to the Board of Directors within thirty (30) days of said expenditure.

Section 2 – General Reimbursement
Reimbursable expenses shall consist of out-of-pocket expenses made by Directors, Officers and agents of the Organization in the execution or furtherance of the Organization’s duly authorized activities. It is expected that those requesting reimbursement will use due diligence to reduce InterPride’s expenses.
A. Conference Related Out-of-pocket expenses shall be limited to:
   a. Travel/transportation costs are defined as: air fare, regular baggage fees, taxi’s, or other public transportation to get to and from conference site or other costs as determined appropriate by the finance committee.
   b. Accommodation costs are defined as a stay at a hotel or similar facility and include room and tax only.
B. Requests for payment of reimbursable expenses shall be submitted to the Treasurer. All reimbursement submissions must include receipts and a written report: about the conference attended, what workshops or other activities requester attended, and/or an explanation of the expense and why it should be reimbursed, if not related to a conference. Said reports are to be made available to the membership within 30 days.
C. The Treasurer, in conjunction with the Finance Committee, shall maintain a form for the submission and approval for payment of reimbursable expenses.
D. The Treasurer shall submit all requests for reimbursement to the Co-Presidents within ten (10) days of receipt.
E. The Co-Presidents shall consider and reply to the treasurer any request within thirty (30) days of receipt of request.
F. The Treasurer shall make payment within fifteen (15) days of the Co-President’s approval.
G. No Officer shall be a signatory on a bank draft that would be payable to themselves.
H. All requests for reimbursement shall be submitted as soon as possible after the conference, but no later than thirty (30) days after the conference.

Section 3 – Reimbursement of Board Expenses
An active board member can be reimbursed for up to, but no more than, 50% of the total of transportation and housing for the AGM and the Mid-Year meetings. An active executive committee member can also be reimbursed for up to, but no more than, 50% of the total of transportation, registration and housing for attending the by-law required Regional Conference(s). No reimbursement will be made to a board member for attending their own regional conference.
A. For a board member to be considered active, the member must fulfill all duties and responsibilities as defined in the bylaws, other standing rules, and position descriptions such as, but not limited to, the following:
   a. Actively participate in board discussions be commenting
   b. Actively participate in committee discussions
   c. Vote on at minimum 75% of issues put forth to the board between the AGM & Mid-Year and the Mid-Year and AGM.
d. Vote on at minimum 75% issues put forth on all the committees where the board member is listed as a member.
e. Submission of reports by any and all deadlines set.
f. For Regional Director's: Communication with the member organizations of their region at least monthly and communication with potential member organizations at least quarterly.
g. For Vice-Presidents of Operations: Communication with their Regional Director’s at least monthly. For the regions of their charge without a Director: Communication with all member organizations at least monthly and communication with potential member organizations at least quarterly.

B. Board Members that are not active and do not meet the minimum requirements will not receive reimbursement.
   a. The Co-Presidents will determine who is an active board member.
   b. The Co-President not requesting reimbursement and the Treasurer will determine if the Co-President requesting reimbursement is an active board member.

**Section 4 – Enactment and Precedence**
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

02 – Finances
Enacted 29 October 2006

Standing Rule 02.03
Financial Auditing

**Purpose**
To establish Organization policy regarding the retention of a tax preparer in the Organization’s state of incorporation.

**Section 1 – Retention of Auditor in State of Incorporation**
The Organization shall retain an auditor in its State of incorporation to prepare all necessary tax related documents required and necessary to the Organization maintaining its nonprofit status.

**Section 2 – Enactment and Precedence**
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish Organization policy regarding the information required of Member Organizations in their requests for partial or full dues exemptions, as provided for under Article IV, Section 9 of the Bylaws.

Section 1 – Initial Documentation Required
Requests for dues exemptions submitted by a Member or Applicant Organization, as provided for under Article IV, Section 9 of the Bylaws, must include information data on the organization’s financial status from its current and most previous fiscal year. At a minimum, this data must include a balance sheet and income/expense statement. In situations where a Member or Applicant Organization is requesting a partial dues exemption because the organization’s sole mission or primary purpose is not the organization of Pride events, this data must also include a breakdown of Pride-related and non-Pride-related income. Requests not submitted with such information shall not be considered as “received” under the provisions of Article IV, Section 9 of the Bylaws.

Section 2 – Additional Information Requests
Should the Executive Committee decide that additional information be required of a Member or Applicant Organization or other party in its consideration of a dues exemption request, the thirty (30) day timeframe, or portion remaining since the receipt of the request, as provided for under Article IV, Section 9 of the Bylaws, shall be suspended until such time as the Member or Applicant Organization or other party provides the requested information to the Secretary.

Section 3 – Pride Network Reciprocal Agreements Exempt
Agreements between or among Pride Networks and the Organization shall be exempt from the provisions of this Standing Rule.

Section 4 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish policy regarding the accessibility of the Organization’s funds.

Section 1 – Accessibility of Organizational Funds
The Treasurer shall maintain the Organization’s funds in a financial institution chartered and domiciled in the United States, provided the Organization’s accounts are accessible, either electronically or in-person, to the Co-Presidents and Treasurer.

Section 2 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
<table>
<thead>
<tr>
<th>Standing Rule 02.06</th>
<th>Scholarship Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>To establish policy regarding Scholarship Funds</td>
</tr>
<tr>
<td>Section 1 – Scholarship Funds</td>
<td>InterPride shall annually collect pledges from member organizations and individuals for the scholarship fund. InterPride will allocate an amount equal to 25% of the aforementioned pledges from the general fund to the scholarship fund with a maximum of $5,000 per year.</td>
</tr>
<tr>
<td>Section 2 – Enactment and Precedence</td>
<td>This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.</td>
</tr>
</tbody>
</table>
**Standing Rules**

<table>
<thead>
<tr>
<th>03 – Administration</th>
<th>Standing Rule 03.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised 24 October 2008</td>
<td>Meeting Minutes and Reporting of Actions</td>
</tr>
</tbody>
</table>

**Purpose**
To establish requirements for reporting the meetings and actions of the Executive Committee, Board of Directors and plenary sessions of the Membership at the Annual General Meeting.

**Section 1 – Minutes/Report Production**

A. The Secretary will produce minutes of all meetings and reports of formal actions of the Executive Committee and Board of Directors, and minutes of all plenary sessions of each AGM, within thirty (30) days of each meeting, action or plenary session. The Secretary will then send said minutes/report via email to the group responsible for approving them (Executive Committee, Board of Directors or Member Organizations – the "voting group") for review.

B. Once provided to the voting group for review, the voting group may provide the Secretary with suggested changes to the minutes/report for a seven (7) day period. The Secretary will then have seven (7) days to produce a final copy of the minutes/report, which s/he will then email to the voting group for approval.

**Section 2 – Minutes Approval**

A. Minutes of Executive Committee and Board of Directors meetings shall be approved by a majority vote of those members of the voting group present at the meeting and voting on the matter.

B. Minutes of plenary sessions of an AGM shall be approved by a majority vote of those Member Organizations that were present at the AGM and register votes on the matter.

C. Voting on minutes will follow the procedure in Standing Rule 09.06, Section 4.

D. Should the minutes be approved, the Secretary will send an email to the voting group with a final copy of the minutes and the results of the vote. Approved minutes will also be sent to the Board of Directors and posted to the members-only website.

E. Should the minutes not be approved, the minutes review/revision process will resume as provided for in Section 1, Paragraph B.

**Section 3 – Report Approval**

A. Once a report is distributed to its voting group for approval, a seven (7) day window will open. If a member of the voting group objects to the report via email within that window, a formal approval of the report will take place following the procedure for minutes approval in Section 2 of this Standing Rule. Otherwise, the report will be considered approved by unanimous consent.

B. Should the report be approved, the Secretary will send an email to the voting group with a final copy of the report and the results of any voting. Approved reports will also be sent to the Board of Directors and posted to the members-only website.

C. Should the report not be approved, the report review/revision process will resume as provided for in Section 1, Paragraph B.

**Section 4 – Enactment and Precedence**

This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee and Board of Directors dealing with the subject matter contained herein.
Standing Rule 03.02

**Definition of a “Not-for-Profit” Organization**

**Purpose**
To establish the Organization’s definition of a “not-for-profit” organization, required by Article II, Paragraphs K and L of the Bylaws, as broadly as possible to acknowledge and respect the international nature of the organization.

**Section 1 – Definition**
A member or applicant organization shall qualify as a “not-for-profit” organization if one or more of the following criteria are met:

A. Income and property of the organization in question may only be used for the promotion of its objects and not paid by way of dividend, bonus or otherwise by way of profit to members of the organization (excluding paid staff).

B. Where a Pride Network or another regional umbrella organization has determined that an organization is a not-for-profit and has admitted that organization to its membership on that basis.

C. Where, in the opinion of the Executive Committee (as evidenced by a majority vote of those members present and voting on the matter), the organization in question is or operates in the spirit of a not-for-profit organization, either in whole or in part.

**Section 2 – Enactment and Precedence**
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rule 03.03

Equal Opportunity and Respect

**Purpose**
To establish the Organization’s policies regarding equal opportunity for and respect of its members.

**Section 1 – Equal Opportunity and Respect**
Recognizing that its success and the success of the greater struggle against discrimination requires utilizing the diverse talents of those individuals within its membership, it shall be the policy of InterPride to assure equitable membership and advancement opportunities for all individuals and to carry out its programs and actions in a non-discriminatory manner.

InterPride will not deny opportunity to nor tolerate discrimination against any individual on the basis of the fact or perception of a person’s race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender, gender identity, domestic partner or marital status; economic status, geographic location, disability or Acquired Immune Deficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV) status.

**Section 2 – Application to Member Organizations**
Member organizations are strongly encouraged to adopt the provisions of Section 1 of this Standing Rule. InterPride recognizes that Member Organizations which produce events that cater to a specific community may adopt nondiscrimination policies that are more applicable to their specific events and the communities they serve.

**Section 3 – Enactment and Precedence**
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rule 03.04
Grievances

Purpose
To establish the Organization’s policies regarding the reporting of any grievances that individuals or member organizations may have with the Organization while maintaining integrity and respect through effective communication.

Section 1 – Grievance Procedure
The following procedure will be followed in situations where an individual or member organization wishes to lodge a grievance with the Organization:

A. The initiator of the grievance should contact one of the Presidents and document in writing the nature of the grievance and the remedy sought.
B. The President(s) will forward this documentation to the Executive and Governance Committees within fourteen (14) days of receipt.
C. The Governance Committee shall meet, either in person or electronically (phone, email) to discuss the information presented and may decide to request further information from other persons or organizations. This shall occur within fourteen (14) days of receipt of the grievance from the President(s).
D. The Governance Committee shall, after reviewing the grievance and other related information shall make a decision regarding the grievance, directing resolution as needed, and advise both the initiator and the Executive Committee. This shall occur within fourteen (14) days of the meeting required in Paragraph C of this Section.
E. Should the initiator of the grievance be dissatisfied with the decision of the Governance Committee, they may appeal it to the Executive Committee. This must occur within seven (7) days of receiving the Governance Committee's decision.
F. Should an appeal be requested, the Executive Committee shall follow the procedures and timeframes laid out in Paragraphs C and D, above. The decision of the Executive Committee shall be final.

Section 2 – Conflict of Interest
The person(s) that are the subject of a grievance shall take no part in the investigation or decision-making processes beyond giving evidence as requested.

Section 3 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

Standing Rule 03.05

Sexual Harassment

03 – Administration

Enacted 29 October 2006

**Purpose**

To establish the Organization’s policies regarding the definition, reporting and handling of incidences of sexual harassment.

**Section 1 – Definition**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature towards persons of the same or opposite sex.

**Section 2 – Violation**

It shall be a violation of this policy when submission to such conduct is made to be a condition to serve as an Officer, Regional Director or Alternate; Committee Chair or another duly appointed or elected position within the Organization. It shall also be a violation of this policy when such conduct occurs during the conduct of the duties of an Officer, Regional Director or Alternate, Committee Chair or another duly appointed or elected position within the Organization.

**Section 3 – Reporting and Confidentiality**

Reports of sexual harassment should be made to a member of the Executive Committee. The Executive Committee, along with any other persons required for the investigation and resolution of the complaint, including the Board of Directors should a removal action be initiated, shall keep all reports of sexual harassment confidential.

**Section 4 – Disposition**

The Executive Committee shall immediately investigate reports of sexual harassment. The Executive Committee, through the Presidents of the Organization, are authorized to direct resolution of any complaint should one be found to be valid. A valid complaint may serve as a basis for the Board of Directors to remove an Officer, Regional Director or Alternate; Committee Chair or other duly appointed or elected person under the terms of Article VIII, Section 7, Paragraph D of the Bylaws.

**Section 5 – Conflict of Interest**

The person(s) that are the subject of a sexual harassment complaint shall take no part in the investigation or decision-making processes beyond giving evidence as requested.

**Section 6 – Enactment and Precedence**

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish the Organization’s policies regarding the handling of resolutions and Standing Rules.

Section 1 – Definitions
A. Resolutions – Resolutions are intended to serve as statements of the Membership’s position regarding a particular topic. They are within the Membership’s purview as defined by Article IV, Section 1, Paragraph A of the Bylaws.
B. Standing Rules – Standing Rules are policies developed and passed by the Board of Directors to guide the Organization’s operations in accordance with its mission, vision, strategic plan and goals.

Section 2 – Resolutions – Submission
A. A resolution must be presented to the Methods and Standards Committee on a form it will provide for this purpose and include a date within seven (7) years after which it will become inactive. Resolutions may be submitted to the Membership for renewal.
B. No fewer than five (5) Full Member Organizations in attendance at an Annual General Meeting (AGM) must support a resolution in order for it to be considered by the Membership.
C. Resolutions are due to the Committee no later than one (1) hour prior to the beginning of the second plenary session.
D. The Committee will number all properly submitted resolutions according to their year and order of submission (i.e., the second resolution presented in 2006 would be resolution 06-02).

Section 3 – Resolutions – Consideration and Approval
A. Time will be provided during the second plenary session of each AGM for the Membership to consider resolutions.
B. Resolutions shall be voted on by ballot, prepared by the Committee and presented to each Full Member Organization’s Spokesperson by the Secretary before the end of that plenary session. Ballots will be due no later than the commencement of the meeting of the Board of Directors on that date.
C. A resolution shall be adopted should a majority of those Full Member Organizations present and voting vote in favor of its adoption.

Section 4 – Resolutions – Notice
The Methods and Standards Committee shall compile a list of resolutions that are to expire at each AGM and forward it to the Conference and Structure Integrity Committee for inclusion in pre-conference materials to attendees.

Section 5 – Standing Rules – Submission
Either a (sub)committee or no fewer than two (2) members of the Board must support the approval, amendment or rescinding of Standing Rules for such items to be considered by the Board of Directors.

Section 6 – Standing Rules – Consideration and Approval
The Board may adopt, amend or rescind Standing Rules upon a majority vote of those members present and voting on such a motion.

Section 7 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

Standing Rule 03.07

Alumni Recognition

Purpose
To establish the Organization's policies regarding the recognition of alumni status of individuals.

Section 1 – Definitions
An InterPride Alumni is a person who has attended five or more Annual General Meetings as an active participant with a Pride organization which was in good standing at the time of the Individual's attendance. ‘Good standing’ has the same definition and requirements as defined in the InterPride Member Handbook.

Section 2 – Alumni Recognition
1. Five years of attendance at an InterPride Annual General Meeting as part of a Member Pride’s delegation qualify someone as eligible for the Member rate at an InterPride conference, even if no longer affiliated with a Member Pride organization.
2. If there is a break in service with a Member Pride organization while you are serving as an InterPride Board or Committee Chair, you have a three month window to establish a new affiliation with a Member Pride organization. If a new affiliation is not made within that period, you must step down as Chair or Co-Chair of the InterPride committee. As above, you would continue to be able to attend conferences at the Member rate if you have attended five or more conferences previously.
3. You may serve, or continue to serve, as a member of an InterPride committee if you are Member Alumni, but you will not have a vote. You may speak on the floor of the plenary, but you will not have a vote in the General Assembly.
4. Service/attendance at a conference is measured equally for delegates at all levels of membership, including Associate, Affiliate, Provisional or Full Memberships.

Section 3 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

03 – Administration

Enacted 18 October 2015

Standing Rule 03.08

Language

Purpose
To establish the Organization’s policies regarding languages of the world.

Section 1 – Official Language
The official language of the organization shall be English, per the Bylaws.

Section 2 – Alternate Languages
5. All reasonable attempts should be made to offer translations in at least French, Spanish and German where possible and applicable. The organization may choose to make additions to this list if a future need is identified.
6. The instances where these translations are desired should include, but not be limited to:
   1. Official organization documents and publications, in print and all electronic forms with the exception of the main written website content of the organization
   2. Notifications to the membership of the organization, in print and all electronic forms
   3. AGM and World Conferences, as noted in Standing Rule 04.02, Section 11.
7. The organization shall also endeavor to provide interpretation and translation services to assist Members in participating in its activities.
8. The instances where these translations are compulsory are:
   1. Annual Report
   2. Member Survey/s
9. The organization shall also endeavor to provide interpretation and translation services to assist Members in participating in its activities.

Section 3 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Candidate Vetting Process

**Purpose**
The purpose of this document is to establish a consistent and transparent process for the vetting of candidates to the Board of Directors of InterPride, the International Association of Pride Organizers, prior to elections at the Annual General Meeting; and at other times of the year, as needed.

This document covers the process performed after a candidate has accepted a nomination or an offer of appointment, for a specific position on the Board of Directors, and until the point when the Vetting Committee determines their candidacy valid or invalid.

**Section 1 - Authority**
Per Standing Rule 01.11, Section 2.C, the Governance Committee is chartered with a mandate to suggest future Board members and to oversee subsequent recruitment practices. In consequence, the Governance Committee is responsible for the implementation of the Candidate Vetting Process.

For each election cycle, the Governance Committee shall convene a Vetting Team composed of members of the Governance Committee, the Executive Committee of the Board of Directors, and interested members of the Methods & Standards Committee. The Vetting Team shall be mandated to conduct the Candidate Vetting Process. The Vetting Team shall be chaired by one of its members, selected collegially.

**Section 2 - Process overview**
As depicted in Figure 1, the Candidate Vetting Process is composed of five phases: Initiation, Review, Recommendation, Appeal, and Notification. The Appeal phase only exists if the candidate, or a third-party, contests the recommendation of the Vetting Team.

![Candidate Vetting Process Diagram](image)

*Figure 1. The Candidate Vetting Process.*

**Section 3 - Process phases**

**Trigger**
The Candidate Vetting Process is triggered by the acceptance of a candidate nomination, whether from the floor of a plenary session at InterPride’s Annual General Meeting (AGM), or in advance of said meeting. In the latter case, the candidate shall provide the Vetting Team with a record of nomination (for a specific position) by a full member of InterPride. Submission of this record by email is acceptable.

**Phase 1 – Initiation**
Upon nomination acceptance at the AGM or receipt of records in advance of the AGM; or prior to appointment to fulfill a vacancy, the Vetting Team shall conduct the following activities:

- Record the nomination/appointment on a shared “Vetting Records” document, capturing the following information, as mandated in our bylaws/standing rules:
  - Candidate’s first name, last name, full member organization, and Board position sought;
  - Nominator’s first name, last name, full member organization;
  - Date and time receipt of the nomination.
• Verify that the candidate is eligible for the position sought:
  o Eligibility with respect to the gender requirement of the position if any;
  o Eligibility with respect to the geographic requirement of the position if any;
  o Verified membership of the sponsoring InterPride full member organization; and
  o Verified active status of the sponsoring InterPride full member organization.
• Ask the candidate for a paragraph of no more than 400 words, motivating their candidacy, detailing their experience in the Pride movement, and listing their expected contributions to the Board of Directors of InterPride, to be distributed online (web page) and in a printed candidate’s booklet at the AGM.

Phase 2 – Review
Upon completion of Phase I, members of the Vetting Team shall conduct a review of the candidacy, including the following activities:
• Review (individually) both the candidate’s write-up and, if offered, resume/CV;
• Establish whether the candidate has can deliver sufficient skills and experience to perform the position sought, or can be paired with a mentor;
• Collection of three references will be required;
• Consideration of issues potentially damaging to InterPride as an organization;
• Request a letter of support from a full member organization affiliated with the candidate.

Phase 3 – Recommendation
Upon completion of Phase II, the Vetting Team shall convene, in person or remotely, to discuss the candidate’s criteria. The Vetting Team shall review each Team member’s findings, then vote on the candidacy. The vote shall be a simple majority vote (50%+1) of Vetting Team members present. The recommendation shall adopt one of the following options:
• The Vetting Team verifies the candidacy, and sends it forward.
• The Vetting Team rejects the candidacy, listing the reason(s).
In case of a tie, the chair of the Vetting Team shall have the deciding vote.
Once a recommendation has been made, the Chair of the Vetting Team shall notify:
• The Candidate
• The Governance Committee
• The Co-Presidents of InterPride
• The Secretary of InterPride
The candidate shall respond to the Vetting Team and let them know if they accept the findings of the Vetting Team. If yes, the Vetting Team shall initiate Phase 5 – Notification. If no, the Vetting Team shall begin Phase 4 – Appeal.

Phase 4 – Appeal
A candidate whose candidacy has been rejected shall have the right to appeal the Vetting Team’s findings. If a candidate so decides, the Vetting Team shall arrange for a meeting, in person or remote, where the candidate shall have an opportunity to respond to the rejection recommendation. The candidate shall decide whether they want this meeting to be open to third-party members of InterPride or not.
During the appeal meeting, the Vetting Team shall have the opportunity to ask for clarifications or any questions relevant to the rejection recommendation.
Once questions have been exhausted, the candidate and third-party participants (if any) shall leave the meeting, and the Vetting Team shall deliberate. The Vetting Team will re-vote on the candidacy criteria. The vote shall be a simple majority vote of the present members of the Vetting Team. The final decision shall adopt one of the following options:
• The Vetting Team verifies the candidacy.
• The Vetting Team rejects the candidacy.
In case of a tie, the Chair of the Vetting Team shall have the deciding vote.
This final decision cannot be appealed. However, a candidate whose candidacy has been accepted shall have the right to withdraw their candidacy at any time following the Candidate Vetting Process.
Phase 5 - Notification
Upon completion of the Recommendation and Appeal phases (as applicable), the Chair of the Vetting Team shall notify the final decision to:

- The Candidate
- The Governance Committee
- The Co-Presidents of InterPride
- The Secretary of InterPride

Additionally, the Vetting Team shall update the Vetting Records with the following information:

- Recommendation;
- Reason(s) for rejection (if applicable);
- Candidate’s response to recommendation;
- Appeal meeting date (if applicable); and
- Final decision.

The Vetting Team shall additionally work with the InterPride Secretary to archive all records of the Candidate Vetting Process.

Section 4 - Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish the requirements that potential hosts must meet in bidding to host the Annual General Meeting and General Meeting and World Conference, herein referred to as the AGM, of the Organization and establish the procedures through which bids are presented to and accepted by the Organization.

Section 1 – Organizational Eligibility
In order to be eligible to bid as a potential host of the AGM of the Organization, a member organization must:

A. be a Full Member organization in good standing for at least four (4) consecutive years;
B. have attended three (3) of the previous four (4) AGMs;
C. has produced a conference type event within the last 5 years;
D. have an annual budget of at least USD$50,000 and
E. be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of gross revenues in the most recent consecutive three (3) year fiscal period.

Section 2 – Location Eligibility
In order to be eligible to bid as a potential host of the AGM of the Organization, any proposed host city must have at least one airport, within a fifty (50) mile radius, offering direct international flights and have substantial airline service from at least one major airline.

Section 3 – Bidding Process Timeline Notice
Bids to hosts a future AGM are accepted at the AGM two (2) years before the proposed conference. Any eligible member organization intending to make a bid to host a future AGM must follow these deadlines in order to help give the Conference Structure and Integrity Committee (CSIC) time to review the bid and to ensure it meets the of InterPride’s standing rules, policies and procedures.

A. Informal Intent Declaration: At the AGM one year before the presentation of the bid.
B. Letter of Intent Deadline: April 1st of the year the bid is to be made
C. Waiver Request Deadline: May 1st of the year the bid is to be made
D. Waiver Decision Deadline: June 1st of the year the bid is to be made
E. Bid Deadline: July 1st of the year the bid is to be made

April 1st of the year the bid is to be April 1st of the year the bid is to be April 1st of the year the bid is to be made
April 1st of the year the bid is to be made
April 1st of the year the bid is to be made
April 1st of the year the bid is to be made

Section 4 – Bid Content Requirements
Any bid presentation made by a member organization to host the AGM must include the following:

A. Endorsements or letters of support or invitation from:
   a. local and/or state/provincial, and/or national governments;
   b. tourism offices and/or convention/visitors’ bureaus;
   c. local and/or state/provincial and/or national peer LGBTI organizations.
B. Detailed information on the proposed host hotel and conference venue(s), including room rates, internet service and parking rates.
C. A letter of intent from the proposed host hotel.
D. The proposed dates of the AGM. The conference must be at least four (4) days long, include both days of a given weekend and take place no earlier than 15 September and no later than 15 November during the year for which bids are being accepted.
E. General information concerning the host city including language(s) spoken.
F. Outline of proposed educational tracks, workshops and caucuses, and possible presenters/leaders.
G. Information on the local LGBTI community infrastructure (including entertainment options) and an outline of proposed social activities during the AGM. This should include a map showing the city, points of LGBTI interest and the location of the proposed host hotel and conference venue(s).
H. Detailed information demonstrating an understanding of diversity in relation of those likely to attend the AGM, including (but not limited to) disabled access, translation and interpretation services and dietary requirements.

I. A proposed budget or outline of intended financing for the AGM. This must include the proposed registration fee(s) for delegates.

J. The bidding organization’s Statements of Financial Income & Expense and Statements of Financial Position for the most recent consecutive three (3) fiscal years.

K. A schedule of transportation costs that delegates could incur attending the AGM in the proposed host city.

L. All figures presented must be in United States Dollars.

M. The official language of InterPride is English. If possible, however, the bid should also offer French, Spanish and German translations.

**Section 5 – Bid Timeframe**
The Membership of the Organization at any AGM shall decide the venue for the AGM two years hence. Only bids relating to the AGM to be held in that year shall be permitted to make a presentation to the Membership, as outlined in Section 6 below. Indications of interest to host AGM outside of this timeframe may be made after the conclusion of the selection process noted below in Section 7.

**Section 6 – Bid Presentation**
Each bidding organization shall be provided ten (10) minutes to make their presentation during the second plenary session of an AGM. A question and answer period must follow presentation of all bids at a specific conference.

An AGM’s Host Organization, in consultation with CSIC, may provide additional opportunities during that AGM outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bids. Such additional opportunities shall be provided to all bidding organizations on an equal basis. Private parties and excessive ancillary spending by a bidding organization is strongly discouraged.

**Section 7 – Bid Selection**
The Membership shall vote on the venue for the AGM two years hence using the process outlined in the Bylaws, Article IX, Section 4, Subsection A. This vote will take place by ballot during the third plenary session of any given AGM.

**Section 8 – Executive Committee Neutrality**
Members of the Executive Committee who are not part of a bidding member organization shall not endorse nor support any bid to host an AGM.

**Section 9 – Requirement Suspension**
Any bidding organization can ask for a waiver of one or more provisions of this Standing Rule. The request must be received by May 1st before the AGM where their bid will be presented. CSIC will review this request and make a determination through the majority vote of those members of the committee present and voting. The committee’s decision must be made and reported back by June 1st. Such waivers shall be disclosed to all bidding organizations.

**Section 10 – Geographic Location**
CSIC will work with and encourage member organizations outside of North America to work towards the goal of hosting an AGM outside of North America at least once every four (4) years.

**Section 11 – Enactment and Precedence**
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

**Resolutions**
13-01
Standing Rules

<table>
<thead>
<tr>
<th>Standing Rule 04.02</th>
<th>Annual General Meeting and World Conference Responsibilities and Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>To assign responsibilities and establish minimum requirements for the Annual General Meeting and General Meeting and World Conference, herein referred to as the AGM, herein referred to as the AGM, of the Organization.</td>
</tr>
</tbody>
</table>

**Section 1 – InterPride Responsibilities**

InterPride shall be responsible for the following aspects of each year’s AGM:

A. Through the Executive Committee:
   1. Defining the agenda for each plenary session, meeting of the Board of Directors and meeting of the Executive Committee.
   2. Providing the Host Organization with copies, paper or electronic, of all forms and other documents needed to facilitate the conduct of business (at a minimum, the Methods and Standards Guide) at the AGM no later than two (2) months prior to an AGM.
   3. Providing the content and facilitator for the required plenary business procedure orientation session as outlined in Section 9, Paragraph D, Subparagraph 2 of this Standing Rule.
   4. Conducting the delegation credentialing process at the AGM. The Treasurer shall provide verification of dues payment. The Vice President of Member Services will collect member organization and event information.
   5. Advising the Host Organization of any sponsorship arrangements and liaising with the Host Organization to ensure the fulfillment of any sponsorship obligations InterPride might have regarding the AGM.

B. Through CSIC and its chair:
   1. Reviewing and approving the schedule for committee meetings as submitted by the Host Organization.
   2. Reviewing proposals for workshops and educational presentations to be hosted at the AGM as submitted by the Host Organization, and making suggestions regarding content and presenters.
   3. Reviewing the conference budget, as updated and submitted by the Host Organization.
   4. Approvals should take place no later than three (3) months prior to an AGM.

C. Through the entire Board:
   1. Assisting with the marketing and promotion of the AGM.
   2. Coordinating a Mentorship program for new delegates.

**Section 2 – Host Organization General Responsibilities**

The Host Organization for an AGM shall be responsible for the following:

A. Securing a host hotel and making all arrangements for the conference venue.
B. Liaising with the host hotel and conference venue prior to and during the conference.
C. Coordinating the provision of all meals required for or otherwise provided as part of the conference.
D. Coordinating the conference educational content, including providing CSIC and its chair with the outline of proposed educational content and caucuses no later than four (4) months prior to an AGM.
E. Coordinating the conference-sponsored social activities, including providing directions and/or transportation should they occur outside of the conference venue.
F. Developing and executing a marketing plan, including mailings, to promote the conference. All Marketing materials are to be shared with the Board so that they can assist with the promotion of the AGM.
G. Developing and maintaining a database of conference attendees and their member organizations.
   1. The list of delegates/attendees and member organizations registered must be sent to the chair of the Alumni subcommittee of the Member Services committee no later than three (3) weeks prior to the start of the AGM, for use in producing individual badges and organization certificates.
   2. In conjunction with the Board’s mentorship program, a list of first time attendees must be sent to the Vice President of Member Services no later than one (1) week prior to the start of the AGM.
   3. The list of member organizations registered must be provided to the Secretary no later than one (1) day before the first plenary session of the AGM.
4. The final registration list must be sent to the CSIC chair and the Alumni Subcommittee chair within one (1) week of the end of them AGM.

H. Coordinating the fulfillment of any sponsorship obligations of the Organization.

I. Providing indemnification and USD $1,000,000 liability coverage that names InterPride, its officers and CSIC members.

Section 3 – Conference Requirements – Finances

The Host Organization shall adhere to the following requirements regarding finances for an AGM:

A. The Host Organization is responsible for all conference income and expenditures. This includes the responsibility for collection of fees, payment of expenses and recordkeeping and accountability for all monies.

B. The Host Organization shall present a preliminary conference budget to the chair of CSIC at the Mid-Year Meeting of the Board of Directors prior to the conference they will host. Once the budget is approved by CSIC, it shall be the official record of areas where funds may be spent for the conference. The Host Committee may adjust amounts in each category of the budget, as long as the net for the AGM remains the same. Budgeted amounts should not increase unless there is a corresponding increase from the projection to the actual in the number of delegates registered for the conference, or for sponsorships received. If unapproved additional budget categories are included in the final financial report, the Executive Committee will determine whether to accept and include them in the final calculation of the conference surplus or deficit. Once the budget is approved by CSIC, it shall be the official record of areas where funds may be spent for the conference. The Host Committee may adjust amounts in each category of the budget, as long as the net for the AGM remains the same. Budgeted amounts should not increase unless there is a corresponding increase from the projection to the actual number of delegates registered for the conference, or for sponsorships received. If unapproved additional budget categories are included in the final financial report, the Executive Committee will determine whether to accept and include them in the final calculation of the conference surplus or deficit.

C. Auxiliary activities provided to conference delegates (Such as street parties, comedy festivals, movie nights, etc.) that are open to the public are not to be included as an expense of the conference, unless included in the budget approved by CSIC in advance.

D. Expenses related to the hiring of outside consultants to help with aspects of hosting the conference by the Host Organization shall be paid from the surplus of the Host Organization (as defined in subparagraph I of this section), and may not be included when calculating any conference deficit.

E. Conference registration fees should include breakfasts, lunches, workshops/educational presentations, social events and a banquet dinner. In all promotional materials the Host Organization must make clearly known any and all meals not included in the registration fee.

F. The Host Organization is free to seek and obtain conference sponsors provided that no obligation is placed upon InterPride without its prior consent, as expressed in a duly-passed motion of the Executive Committee or Board of Directors.

G. The Host Organization shall not grant any scholarship, working or otherwise, without seeking the guidance and approval of the Scholarship Committee. Any scholarship granted without the approval of the Scholarship Committee shall not be included in any calculation of a conference’s surplus or deficit.

H. The Host Organization will provide a final financial statement and corresponding receipts to the Executive Committee within sixty (60) days of the conclusion of the conference. If this is not provided, the Host Organization shall lose all InterPride member benefits, including voting rights, for two (2) years.

I. Should the Host Organization generate a surplus, it shall retain seventy-five percent (75%) of any such surplus, with the remaining twenty-five percent (25%) going to InterPride. Such funds shall be due from the Host Organization along with its final financial statement to the Executive Committee, as outlined in subsection H, above.

J. Should the Host Organization generate a deficit, InterPride shall provide funds to cover twenty-five percent (25%) or $5,000 of any such deficit, whichever shall be the lesser amount. Such funds shall be paid by InterPride to the Host Host Organization no later than thirty (30) thirty after the presentation of the Host Organization’s final financial statement and receipts and receipts to the Executive Committee, as outlined in Subsection H, above.
Standing Rules

Section 4 – Conference Requirements – Conference and Social Activity Venues
The Host Organization shall adhere to the following requirements regarding conference and social activity venues at the AGM:

A. The conference venue and all venues for official social activities must be accessible to the disabled.
B. All conference rooms must have high speed internet access available to all attendees as part of the registration fee.
C. The conference office must be located near the main conference area. It should be open and staffed, each day of the conference when activities are scheduled at the hotel. Office hours must be posted and adhered to.
D. Any conference updates should be made both electronically and by posting notices as described below in Section 9, Paragraph F.
E. A conference room at the conference venue must be designated as the Boardroom. The Boardroom must be available to members of the Executive Committee and Board of Directors at any time during the conference.
F. The Boardroom must have the following items:
   1. a table or tables sufficient to seat at least thirty (30) people
   2. seating for another thirty (30) people in a gallery setting
   3. power strips and power in the Boardroom to accommodate at least thirty (30) portable computers
   4. high speed internet connection
   5. computer projector and screen
   6. ice and water service during conference hours
G. Power strips and power must be provided at the plenary venue to accommodate at least ten (10) portable computers at the dais.
H. The plenary venue must have at least one (1) microphone on the dais and two (2) on the floor.
I. The Host Organization will provide staff in a convenient location and/or accessible by electronic communication that are familiar with the host city.

Section 5 – Conference Requirements – Electronic Mailings and Marketing
The Host Organization shall adhere to the following requirements regarding electronic mailings and marketing in support of the AGM:

A. All electronic mailings and other marketing materials shall be subject to the review and approval of CSIC.
B. The first required electronic mailing shall occur no later than forty-five (45) days prior to the deadline for early registration deadline or the earlier of forty-five (45) days prior to the deadline for the early registration fee deadline or one hundred and fifty (150) days prior to the conference. Additional electronic mailings shall occur no later than forty-five (45) days prior to any subsequent fee deadlines. These electronic mailings must include information about the dates, conference venue, host hotel, costs of attendance, and current conference schedule.
C. The final required electronic mailing shall occur no later than forty-five (45) days prior to the conclusion of “early registration” for the conference and is subject to the same requirements as outlined in Subsection B, above.
D. The Host Organization shall make the above-referenced conference information and registration documentation available online, either via a Host Organization-operated conference website or the InterPride website no later than ninety (90) ninety prior to the start of the conference.
E. The Board shall have the option to include information in any electronic mailing. If the Host organization is doing a postal mailing in addition to the electronic mailing, the information should be limited to two (2) sheets of standard paper.
F. A member organization without email or internet access may request a mailed copy of the materials, which the Host Organization must provide.

Section 6 – Conference Requirements - Personnel
The Host Organization shall adhere to the following requirements regarding personnel arrangements at the AGM:

A. The Host Organization will designate a roster of “on call” personnel. At least one (1) such person must be available at any time during the conference. A schedule of such personnel and their appropriate contact information will be provided to all delegates in their registration packets.
B. Host Organization members will be trained to answer general conference questions. Host Organization members assigned to the conference office should be well-versed on the workings of the conference and any last-minute changes that may occur.

C. Host Organization members must be easily identified by highly visible means (shirt, hat, badge, etc).

D. The Host Organization will maintain a visible presence throughout the conference. This will include providing monitors for all educational sessions. These monitors will ensure that facilitators are adequately supported, collect information on the number of attendees in each session, and collect session evaluations from all participants.

Section 7 – Conference Requirements - Logistics
The Host Organization shall adhere to the following requirements regarding logistical arrangements at the AGM:

A. At least one (1) computer and one (1) printer will be made available for use by registered delegates at the conference office or another designated location.

B. The Host Organization will provide a large master schedule in the main conference area.

C. The Host Organization is not responsible for the duplication of educational materials unless it volunteers to provide such services.

D. The Host Organization will create and place at least one (1) “drop box” where replies to InterPride business (Methods and Standards revisions, theme proposals, etc.) may be deposited. They should be in an easily accessible location and prominently marked. The drop box(es) must be locked if it will be left in an unstaffed location.

E. A sound system must be available in any location that a conference-sponsored meal occurs so that announcements can be made, if necessary.

F. If provided by the Host Organization, vendor space should be located away from the entry to workshops or other educational presentations.

Section 8 – Conference Requirements – Registration and Credentialing
The Host Organization shall adhere to the following requirements regarding registration and credentialing during the AGM:

A. The Host Organization will provide all delegates with a “goodie bag”, which must include local orientation materials. These goodie bags must be assembled prior to the commencement of registration at the conference. The Host Organization is encouraged to provide the local orientation materials via electronic means in advance of the conference.

B. The Host Organization will provide badges to all delegates upon their registration at the conference. At a minimum, these badges must contain: delegate’s first name and last name, and their member organization name. Additionally, badges must indicate whether the delegate is in any of the categories: Executive Committee member, Regional Director (or alternate), speaker/presenter, and/or Host Organization member.

C. The Executive Committee will provide to the Host Organization copies of forms required by delegates. These forms must be included by the Host Organization in the attendees’ registration packets or the credentialing packet (one per member organization), as appropriate. These forms must also be made available at the conference office. It is encouraged to provide these forms electronically in advance of the conference.

D. Registration forms must request whether attendees will require translation and/or interpretation services, or if they have dietary restrictions (and if so, what they are). Every attempt should be made by the Host Organization to accommodate such requests.

Section 9 – Conference Requirements – Conference Content
The Host Organization shall adhere to the following requirements regarding conference content before and during the AGM:

A. The Host Organization shall present a preliminary conference schedule to the Board at the Mid-Year Meeting of the Board of Directors prior to the conference they will host.

B. The schedule for the conference shall provide for meetings of all committees and subcommittees authorized by standing rule. These meetings must be held prior to the first plenary session of the AGM.

C. The Host Organization will make every effort to ensure that educational content is facilitated in such a manner as to be relevant to member organizations of varying size and status.
Standing Rules

D. Each conference shall be required to have the following content:
   1. A conference and plenary business orientation session prior to the first plenary session; which the
      organizers should highly encourage first-time delegates to attend.
   2. A minimum of two (2), hour-long regional caucuses, one each on Friday and Saturday after the
      plenary sessions on those days. While regions may choose to hold joint meetings, multiple regions
      should not be scheduled to meet in the same space if at all possible.
   3. The caucuses mandated by the Standing Rules of InterPride. Each of these caucuses must occupy
      a different time slot during normal conference hours, and may not be scheduled opposite any
      plenary session or meal.
   4. A presentation of a report and educational session on the „State of International Human Rights“; the
      Host Organization should liaise with the Human Rights and Diversity Affairs Committee in this
      regard.
   5. An educational session on the history of the Lesbian, Gay, Bisexual, Transgender and Intersex civil
      rights movement.
   6. A session to facilitate the selection of the annual International Pride theme. This session shall occur
      no earlier than, the deadline for theme submissions and no later than the second plenary session.
   7. The caucuses mandated by the Standing Rules of InterPride. Each of these caucuses must occupy
      a different time slot during normal conference hours, and may not be scheduled opposite any
      plenary session or meal.

E. Educational sessions shall be defined by track, with track identification to be included in any published
   description of the workshop.

F. A complete printed conference schedule must be provided in each delegate's registration packet. Changes to
   the published schedule must be posted in the conference office, registration area, plenary room, at the specific
   location of any changed session, and in the general area of the conference session breakout rooms and in the
   general area of the conference session breakout rooms. Announcements of the schedule change will also be made as opportunities permit.

G. An electronic copy of the program should be available by either a conference mobile app or a micro
   website. Electronic distribution of the schedule in advance of the conference is strongly encouraged.

H. Scheduled plenary sessions shall not run longer than three (3) hours.

Section 10 – Conference Requirements – Database and Conference Continuity
The Host Organization shall adhere to the following requirements regarding databases and conference
continuity before and during the AGM:

A. The Host Organization shall create a database collecting the contact information (including, but not
   limited to names, member organizations, mailing and electronic mail addresses) as described in
   Section 2 of this Standing Rule.

B. The Host Organizations will provide the InterPride VP of Member Services with a functional electronic
   copy of the database within 15 days after the close of the conference, as described in Section 2 of this
   Standing Rule.

C. The Host Organization will endeavor to stay in contact with the following year's Host Organization and
   to provide all information regarding the planning and execution of the AGM. The Host Organization will
   also make provisions to have a member of the following year's Host Organization observe and/or
   participate in the planning and execution of the AGM and vice versa.

D. The Host Organization will provide monthly reports to CSIC for the final six (6) months leading up to
   the conference. Host organizations that do not provide the required reports may not receive financial
   assistance if the conference generates a deficit. The report shall contain:
   1. The number of people registered, and hotel room pickup.
   2. List of confirmed breakout sessions.
   3. Schedule updates which will include meals, meetings, and social activities.
   4. Other information deemed important by the Host Organization.
   5. The Host Organization will provide copies of all planning and execution documents and files for
      storage in InterPride's electronic filing cabinet.
Section 11 – AGM Language
The official language of InterPride is English, however all reasonable attempts should be made to offer translations in at least French, Spanish and German. These instances should include, but not be limited to:

A. Official AGM documents (in print and electronic forms) that are the specific responsibility of the Host Organization.
B. Important signage at the AGM.
C. Print and electronic notifications regarding the AGM to the membership of InterPride, both prior to and during the conference.

Should the Host Organization need help fulfilling this requirement, both the Co-Presidents of InterPride and the Co-Chairs of the CSIC Committee will be available for guidance and assistance. This is accordance with the relevant Standing Rule associated with the Official Language By-Law.

Section 12 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein., Board of Directors and Membership dealing with the subject matter contained herein.

Resolutions
09-01, 04-02, 05-03, 06-02, 06-03, 16-02
Standing Rules

04 Conference Structure and Integrity

Standing Rule 04.03

Regional Conference Responsibilities and Requirements

Enacted 16 October 2017

Purpose
To assign responsibilities and establish minimum requirements for the Regional Conferences of the Organization.

Section 1 – InterPride Responsibilities
InterPride, through its Regional Directors, shall be responsible for the following aspects of a Regional Conference:

1. Sending announcements and registration materials regarding the conference to member organizations in the region.
2. Defining the agenda for at least one of the plenary sessions. (Organizations that are registered regional partners of InterPride (such as; EPOA, FCP and CAPI) are exempted from Sub-Section B, but must provide an opportunity for InterPride to have 10 (ten) minutes during one of the plenaries.)
3. Advising the Host Organization of any sponsorship obligations and arrangements, and liaising with the Host Organization to ensure the fulfillment of any sponsorship opportunities InterPride might have in connection with Regional Conferences.
4. Providing financial assistance to the host organization as outlined in Section 5.

Section 2 – Host Organization General Responsibilities
The Host Organization for the Regional Conference shall be responsible for the following:

A. Securing a host hotel and making all arrangements for the conference venue.
B. Liaising with the host hotel and conference venue prior to and during the conference.
C. Coordinating the provision of all meals required for or otherwise provided as part of the conference.
D. Coordinating the conduct of all conference educational content.
E. Coordinating the conduct of all conference-sponsored social activities, including providing directions and/or transportation should they occur outside of the conference venue.
F. Developing and executing a marketing plan, including mailings, to promote the conference. All Marketing materials should to be shared with the Regional Directors so that they may assist with the promotion of the Regional Conference.
G. Developing and maintaining a database of conference attendees and their member organizations; the final attendee list, along with contact information will be provided to the Member Services Committee after the conference.
H. Providing at least two complimentary registrations for the regional directors from the region. These individuals are responsible for their own travel and lodging. The complimentary registrations are not transferable. If two regional directors are not able to attend, than the unallocated complimentary registrations will be made available to members of the InterPride Executive Committee.
I. Submitting the items specified in Section 5.C to the InterPride Co-Presidents and Treasurer within 60 days of the conference
J. Listing InterPride as a sponsor in the category that best represents the projected amount of the reimbursement from InterPride.

Section 3 – Conference Requirements – Finances
The Host Organization shall adhere to the following requirements regarding finances for a Regional Conference:
A. The Host Organization is responsible for all conference income and expenditures. This includes the collection of fees, payment of expenses, record keeping, and accountability for all monies.

B. The Host Organization is free to seek and obtain conference sponsors provided that no obligation is placed upon InterPride without its prior consent, as expressed in a duly-passed motion of the Executive Committee or Board of Directors.

C. The Host Organization may retain any profit from the conference, but is responsible for any loss.

Section 4 – Conference Requirements – Conference and Social Activity Venues
The conference venue and all venues for official social activities must be accessible to the disabled.

Section 5 – InterPride Reimbursement to Host Committee
A. InterPride will reimburse the Host Organization after the conference for any loss up to the amount listed below, based on the number of member organizations present at the regional conference.

- $2250 13+ organizations
- $1650 10 to 12 organizations
- $1050 7 to 9 organizations
- $650 4 to 6 organizations

B. To qualify for this funding, the Host Organization of any regional conference must extend the member rate(s) (registration, hotel, etc.) to all delegates of organizations whose InterPride membership is in good standing.

C. Within 60 days of the completion of a regional conference the Host Organization must submit the following information to the InterPride Co-Presidents and Treasurer:

1. a copy of the Conference program
2. a list containing the names of all organizations in attendance
3. the name, organization and contact information of each delegate in attendance
4. a brief narrative about the conference
5. final budget and expense reports for the conference

D. If two or more regions come together for a joint conference the hosting organization can apply for reimbursement for each region per the guidelines above, based on the number of member organizations for each region.

E. Reimbursement will be issued within 30 days of submission of this material.

Section 6 – Enactment and Precedence
This Standing Rule shall take effect January 1, 2019.
Standing Rule 05.01

Executive Committee Role

**Purpose**
To establish policy regarding the role of the Executive Committee in the marketing of the Organization.

**Section 1 – Protection of Intellectual Property**
The Executive Committee is hereby tasked with protecting all intellectual property of the Organization, including but not limited to the InterPride logo.

**Section 2 – Promotion of InterPride Logo Usage/Oversight**
The Executive Committee is hereby tasked with promoting and facilitating the usage of the InterPride logo by the membership. It is also tasked with reviewing proposed use of the logo by the membership for merchandising purposes and for proposing policies to the Board of Directors regarding member use of the logo in such circumstances.

**Section 3 – Strategy/Production of Merchandise**
The Executive Committee is hereby tasked, as it sees fit, with developing a strategy for the production of InterPride-related merchandise, including the development and execution of plans for direct sale of such merchandise by the Organization.

**Section 4 – Organization**
The Executive Committee may organize itself as it sees fit towards the accomplishment of the tasks outlined in Sections 1-3, above. The Executive Committee may, at its discretion, appoint non-Officers to assist in its efforts.

**Section 5 – Enactment and Precedence**
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish policy regarding the use of the InterPride logo by member organizations.

Section 1 – Non-Merchandising Use of the InterPride Logo by Member Organizations
Member organizations in good standing are hereby authorized to use the InterPride logo for non-merchandising uses (logo/link placement to the InterPride website, letterhead usage, etc.).

Section 2 – Merchandising Use of the InterPride Logo by Member Organizations
Member organizations in good standing are hereby authorized to use the InterPride logo for merchandising uses, subject to the following conditions:

A. The member organization must submit a proposal for the use of the InterPride logo, including:
   a. the type(s) of item(s) to be produced,
   b. the placement of the logo on the item(s),
   c. the number of items to be produced,
   d. the proposed sales period for the item(s), and
   e. the cost and retail prices of the item(s).

B. No merchandise may be produced or sold prior to the approval of the above proposal by a majority of the Executive Committee present and voting. Should the Executive Committee make no decision within fourteen (14) days of receipt of the proposal by the Secretary, the proposal will be considered as approved without comment.

C. Use of the logo for merchandising purposes is subject to a fee equal to 15% of the retail price of each item sold in lieu of a formal licensing agreement.

D. Member organizations using the InterPride logo for merchandising purposes shall make a report on sales and payment of the above-stated fees to the Executive Committee thirty (30) days prior to each Annual General Meeting. This report must indicate any items given away or otherwise not charged for.

E. These reports and payments are due to the Executive Committee until such time as the stock of items produced is depleted.

F. Failure to report sales or make payment for items sold shall remove a member organization from good standing until such time as the failure is corrected.

Section 3 – Licensing Agreements
The Executive Committee may, at its discretion, negotiate licensing agreements with member organizations regarding use of the InterPride logo that differs from the provisions of Section 2, above. Such agreements are subject to the approval of a majority of the members of the Board of Directors present and voting on the agreement.

Section 4 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

07 – WorldPride

Standing Rule 07.01

WorldPride Applications and Licensure

Revised 20 April 2013

Purpose

To establish the procedures by which applications for the WorldPride title are handled and the requirements for licensing should the WorldPride title be granted by the Membership.

Section 1 – Establishment of WorldPride Title

Pursuant to Resolution 97-01, the Organization established the title “WorldPride”, which it may license, from time to time, to a Full Member Organization. WorldPride shall be a semi-regular activity of InterPride. The event may be awarded to occur every five (5) years, beginning in 2014, in recognition of five-year anniversaries of the Stonewall Riots. InterPride may opt to grant the title within this interval, provided that no WorldPride occur less than two (2) years prior to or after another scheduled WorldPride. The title should be granted in the spirit of geographic diversity – it is preferred, but shall not be required, that each WorldPride not be held on the same continent as the previous one.

Section 2 – WorldPride Mission Statement

WorldPride is a culturally-diverse expression of the quest for equality and liberty of Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) people worldwide. It exists to rally the LGBTI communities on a global level, thereby promoting our universal quest for freedom and human rights.

Section 3 – Requirements for Applicant Organizations

In order to be eligible to apply for the WorldPride title, an applicant organization must meet the following requirements:

A. The applicant organization must be a current, Full Member Organization of InterPride and have been in good standing for at least four (4) consecutive years prior to submitting an application.

B. The applicant organization must have organized at least three (3) Pride Events within the previous four (4) years.

C. The applicant organization must have attended three (3) of the previous four (4) Annual World Conferences. Consideration may be given to Member organizations that have not fulfilled this obligation but have been actively involved in either of InterPride’s Partner organizations e.g. EPOA and/or Fierte Canada Pride over this period.

D. The applicant organization must be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of revenues in a four (4) year period.

E. The applicant organization must propose to hold the WorldPride event at least three (3) years after the Annual World Conference at which their application would be considered.

F. The applicant organization must be present at the Annual World Conference at which their application would be considered.

Section 4 – Application Content

Any application for the WorldPride title must include the following:

A. Name, full postal address, telephone and fax numbers; and email address of the applicant organization and contact person(s) for that organization.

B. A full description of the history and legal status of the applicant organization and its structure.

C. The proposed date and geographic location of the event(s).

D. Details of the proposed program, including:
   a. an opening ceremony;
   b. a march, parade or similar demonstration;
   c. conference(s) and/or workshop(s) on various aspects/issues of LGBTI life; and
   d. a closing ceremony.

E. A full description of the political context of the program, its projected impact on a global scale and how the program will meet the mission statement and provide measurable outcomes to InterPride and its member organizations.
F. A proposed business plan for the event that includes the following:
   a. a proposed budget;
   b. organizational structure; and
   c. key personnel.

G. A proposed marketing plan for the event, including:
   a. a timeline;
   b. format(s) of marketing;
   c. projected costs of marketing; and
   d. key points that will be emphasized in marketing efforts.

H. General information about the host city/region/country, including:
   a. international airport location;
   b. transportation to/from the event(s);
   c. relevant health and safety/security issues; and
   d. accommodation availability and cost(s).

I. A brief description of LGBTI life in the host city/region/country.

The application must clearly specify the global dimension of the event and evidence the desire to embrace and respect the participation of the international LGBTI community. The application must also fully comply with this standing rule, along with the Bylaws, other standing rules and other governing documents of InterPride.

Section 5 – Supporting Documents
Applications must be accompanied by as many of the following documents as possible. If any of these documents cannot be obtained, a reason must be given as to why the document(s) is unavailable.

A. Letters of support from:
   a. organizations within the city/region/country where the event(s) will take place exhibiting their support;
   b. government officials (mayor, city council, governor, president, prime minister, etc.);
   c. LGBTI businesses in the city/region/country of the event(s);
   d. local media;
   e. prospective sponsors;
   f. local tourism authorities;
   g. travel partners (airlines, hotels, travel agents, car rental agencies, etc.) and other event partners; and
   h. human rights organizations.

B. Documentation regarding the background of the application, describing the special political, cultural or social reasons for hosting the event(s).

C. Biographical information on the key personnel who will be involved in the planning and execution of the event (at the time of application).

Section 6 – Application Submission
Applications for WorldPride will only be considered at the conference four (4) years in advance of when it is scheduled to take place. Applications for optional years (those not on the five-year anniversary of the Stonewall Riots) will only be considered at the conference four (4) years in advance of the earliest possible year. The following table is an example:

<table>
<thead>
<tr>
<th>WorldPride Year</th>
<th>Bid Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2015</td>
</tr>
<tr>
<td>2024</td>
<td>2020</td>
</tr>
<tr>
<td>2029</td>
<td>2025</td>
</tr>
<tr>
<td>2034</td>
<td>2030</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WorldPride Optional Year</th>
<th>Optional Bid Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 / 2017</td>
<td>2012</td>
</tr>
<tr>
<td>2021 / 2022</td>
<td>2017</td>
</tr>
<tr>
<td>2026 / 2027</td>
<td>2022</td>
</tr>
<tr>
<td>2031 / 2032</td>
<td>2026</td>
</tr>
</tbody>
</table>

Written and/or electronic applications shall be provided to the WorldPride Committee at least ninety (90) days prior to the AGM & World Conference at which the application would be considered. A non-refundable fee of US$250, submitted to the Treasurer of InterPride, must accompany applications. The application will be considered incomplete if payment is not received by the Treasurer by the close of the ninety (90) day window.
Applications must be found to meet the requirements of Sections 3, 4 and 5, above, in order for the applicant organization to be permitted to present their application at an AGM. This would be accomplished based on a recommendation of the WorldPride Committee.

Section 7 – Application Presentation
Each applicant organization shall be provided with up to thirty (30) minutes during a plenary session of an AGM to make a presentation regarding their application for the WorldPride title. The applicant organization is responsible to coordinate any technical needs they might have for this presentation with the Annual World Conference’s Host Committee.

The presentation(s) shall be followed by a question and answer period of no longer than fifteen (15) minutes for each organization.

An applicant, in consultation with the WorldPride Committee and the Annual World Conference Host Committee, may provide additional opportunities during that Annual World Conference outside plenary sessions to permit applicants to provide the Membership with additional information regarding their bid. Such additional opportunities shall be provided to all bidding organizations on an equal basis.

Section 8 – Application Selection
A. An application for the WorldPride title shall be provisionally granted to an applicant organization should two-thirds (2/3) of the Full Member Organizations present and voting at the AGM at which their application is presented vote in favor of its acceptance. The vote shall take place using the process outlined in the Bylaws, Article IX, Section 4, Subsection A. This vote will take place by ballot during a plenary session of any given AGM. The choices to be provided shall be: voting in favor of an applicant organization’s bid, voting to not award the license to any applicant organization, and abstention.
B. Should only one application be considered and the bid not receive a majority vote, no provisional license shall be granted.
C. When there shall be two (2) or more applications and should no option receive a majority vote, additional votes shall be taken with the application with the lowest vote total being removed from each subsequent round of voting until a majority vote for an option be achieved.

Section 9 – Requirement Suspension
The WorldPride Committee, upon the request of a bidding organization and through the majority vote of those members of the committee present and voting, may recommend to the Membership at an AGM the suspension of one or more provisions of Sections 3 and/or 11 of this Standing Rule. The Membership, through the majority vote of those present and voting at an AGM, may enact such suspension(s), provided they occur prior to the presentation of bids noted in Section 7 of this rule.

Section 10 – Licensure – General
The provisional license of the WorldPride title is contingent on the applicant organization and InterPride Co - Presidents entering into a signed licensure agreement containing the terms and conditions upon which the usage of the WorldPride title is authorized by the Organization. The agreement must be entered into within one-hundred-twenty (120) days of the conclusion of the AGM at which the title was granted. This time frame may be extended for an additional one-hundred-twenty (120) days through mutual agreement by the parties listed above.

The applicant organization shall be authorized to bear the title from the day after the conclusion of the AGM of their selection until the day after the closing ceremony of their event(s). After this timeframe, the applicant organization shall be authorized to use the title “Organizer of WorldPride (year).”

Section 11 – Licensure – Specifics of Agreement
A. The ability for InterPride to withdraw the WorldPride title and revoke licensure should the applicant organization be found to be acting contrary to the licensure agreement (including not holding the event in the year that was proposed to the Membership), this standing rule (including the mission statement of the event) or the Bylaws, standing rules and other governing documents of the Organization must be incorporated into the licensure agreement.
Standing Rules

B. A program of accountability between the applicant organization and InterPride must be incorporated into the licensure agreement.
C. Quarterly reporting of the progress of the event(s) to the WorldPride Committee shall be required in any licensure agreement.
D. Annual in-person reporting of the progress of the event(s) to the Membership at the Annual World Conferences leading up to the event(s) shall be required in any licensure agreement.
E. The licensure agreement must require that the applicant organization make a post-WorldPride presentation at the Annual World Conference immediately following their event(s), including a detailed written report on the conduct of the event(s) and a full set of audited accounts and evidence of the taxation status of the applicant organization. Financial information must be submitted to the Finance Committee via the Treasurer one (1) month prior to the conference in question.
F. Applicant organizations must maintain Full Member status with the Organization until the conclusion of the year at which they make their post-WorldPride presentation at the Annual World Conference.
G. The licensure agreement must require that a non-refundable licensure fee of US$20,000 be paid to InterPride. The first installment of at least $5,000 will be due upon execution of the licensure agreement. The final installment will be due no later than six (6) weeks prior to the event’s scheduled opening. The installment plan will be detailed in the agreement that is signed by both parties.
H. Any organization applying to host a WorldPride event may request a waiver of part or all of the licensure fee. The organization must demonstrate a compelling reason for this request. The request should be submitted to the WorldPride Committee as part of their bid.
I. The World Pride Committee shall ensure that all concerns expressed by it, the Board of Directors or the Membership regarding the application be addressed in the licensure agreement, as possible.

Section 12 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

Resolutions
97-01, 97-02
Purpose
To establish the procedure through which the annual International Pride Theme is selected and communicated.

Section 1 – Theme Selection Process
A. A Theme Selection Workshop shall be held at each Annual World Conference (AWC) for the review of proposals for the International Pride Theme for the Organization two (2) years hence, as submitted by Member Organizations.
B. Theme proposals must be submitted on a form approved by the Conference Structure and Integrity Committee no later than the start of the Theme Selection Workshop.
C. The workshop’s facilitator shall be chosen by the Board of Directors prior to the start of the workshop, in accordance with Resolution 06-03.
D. The workshop’s participants shall be responsible for agreeing to a procedure by which no fewer than three (3) and no more than five (5) theme submissions will be selected for review by the Membership during the third plenary session of the AWC.
E. Theme submissions selected for consideration by the Membership shall be translated into the languages of the Member Organizations present as possible.
F. The workshop’s facilitator shall lead the Membership’s consideration of the submissions generated by the workshop. Representatives of Member Organizations that have theme submissions being considered by the Membership shall be provided time to make a brief presentation regarding their proposed theme.
G. A brief period of discussion may be permitted at the presiding officer’s discretion, within the timeframe of the agreed agenda for the third plenary session.
H. Upon the conclusion of the above-referenced discussion period a two-week time-period for voting from the Full Membership will occur, directed by the Secretary.
I. The theme receiving the most votes of the Full Membership shall be selected as the theme. Should two or more themes tie as the highest vote-receiving theme, an additional vote shall be conducted as outlined above, with only the themes that are tied being considered by the Membership. Such additional votes shall occur until the tie is resolved.

Section 2 – Theme Selection Notification
The Executive Committee will take all appropriate actions to notify the international media and member organizations of the selected International Pride Theme as soon as possible after the close of the AWC at which it is selected, but no later than thirty (30) days after the close of the AWC.

Section 3 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

Reference
Active Resolutions: 06-02, 06-03, 16-02
### Standing Rule 09.01

**Appointment of Representatives**

<table>
<thead>
<tr>
<th>09 – Board/Executive Committee</th>
<th>Standing Rule 09.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enacted 29 October 2006</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose**

To establish the Organization’s policies regarding the appointment of persons not on the Board of Directors or Executive Committee to represent the Organization in specific circumstances.

**Section 1 – Authority**

The Board of Directors and the Executive Committee are hereby authorized to appoint non-Board or non-Executive Committee members to represent the Organization’s interests in specific circumstances.

**Section 2 – Procedure**

Should either the Board or Executive Committee wish to exercise its authority under Section 1 of this standing rule, it must draft and present for approval to the appropriate body, a motion outlining who is being given the authority to represent the Organization, along with a clear description of the expectations and responsibilities of the appointee. Such an appointment must be approved by a majority of either the Board or the Executive Committee present and voting on the matter.

**Section 3 – Enactment and Precedence**

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish the process whereby annual goals are determined, executed and reported to the Membership and the Board of Directors in furtherance of the organization and its mission.

Section 1 – Membership Participation
Goals will be submitted from Full Member organizations with intent to further the mission of InterPride. A form with the description of the goal will be made available before the Annual General Meeting and World Conference for Full Member organizations to submit at the assigned time. The goal should be detailed, with information regarding the intent of the goal, which Committee/Board Officer should work on the goal’s completion, and a measurement of how the goal will be achieved. Goals submitted should be signed by no less than three (3) Full Member organizations.

Section 2 – Review of Member Input/Development of Goals
The Board will review the goals submitted from Full Member organizations and determine their fitness for inclusion in line with overall principles of furthering the mission of InterPride.

Section 3 – Mid-Year Meeting of the Board
When called upon by the Co-Presidents prior to the Mid-Year Meeting of the Board of Directors, all Regional Directors, Officers and Committee Chairs/Co-Chairs shall issue reports regarding the progress on the goals to which they were assigned, as well as making any recommendations to the Board regarding actions it might take in furtherance of those goals. These reports will be submitted to the Secretary, who will compile them and then issue this compilation to the Board at the Mid-Year Meeting. During the Mid-Year Meeting of the Board, the Board will review the progress made towards the goals, as well as take other actions appropriate to achieve the goals. No later than 7 days following the conclusion of the Mid-Year Meeting, the Secretary will distribute the compilation of the goals reports, with any and all applicable amendments, to the Board and Membership.

Section 4 – Annual Goals Report
When called upon by the Co-Presidents prior to an Annual General Meeting and World Conference, all Regional Directors, Officers and Committee Chairs/Co-Chairs shall issue reports regarding the final disposition of the goals to which they were assigned, as well as making any recommendations to the Board regarding potential goals for the coming year and actions they might take in furtherance of the organization and its mission. These reports will be submitted to the Secretary, who will compile them. The report will be issued to the Board during its meeting prior to the first plenary session as a basis for review and discussion. The report will be issued to the Board and Membership, with any and all applicable amendments, during the Annual General Meeting and World Conference.

Section 5 – Communications
All Regional Directors, Officers, Committees and their members that are assigned goals shall endeavor to maintain communication regarding progress in achieving those goals between the semi-annual reports outlined in Sections 3 and 4, above.

Section 6 – Reassignment of Goals
Between meetings of the Board of Directors, the Executive Committee is empowered to reassign the goals, based on their request, a vacancy or to otherwise enable goal completion. This would be accomplished by a majority vote of the Executive Committee present and voting on the matter.

Section 7 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Standing Rules

Mid-Year Meeting of the Board of Directors

Purpose
To establish the Organization’s policies regarding the Board of Directors’ Mid-Year Meeting.

Section 1 – Timing and Location
The Board of Directors shall hold an in-person meeting between Annual General Meetings of the Organization, in the Northern Hemisphere’s Spring season.

The Executive Committee is charged with siting and organizing the Mid-Year Meeting of the Board of Directors. The Mid-Year Meeting shall be no shorter than two (2) days, to be scheduled over both days of a weekend. If possible, the location of the Mid-Year Meeting will be at the city and conference facility of the upcoming Annual World Conference site. The Executive Committee shall coordinate with the Conference Structure and Integrity Committee (CSIC) and the upcoming conference’s Host Committee to this end. Should the Executive Committee determine, by majority vote of those members present and voting on the matter, that the upcoming conference’s site is, for cost or other reasons, unsuitable as a site of the Mid-Year Meeting, they will work with Member Organizations at their discretion to find an alternate site for the meeting.

Section 2 – Meeting Content
The following items shall be on the agenda of the Mid-Year Meeting of the Board of Directors:

A. Review of and actions regarding the Organization’s annual goals, as described in Standing Rule 09.02, Section 3.
B. Leadership development activities for those present; the Executive Committee will work with the Board of Directors and the Leadership Development Subcommittee of the Methods and Standards Committee in developing and executing this portion of the agenda.
C. Review of reports presented by the Regional Directors regarding their work on behalf of the Organization, as described in Article VII, Section 6, Paragraph I of the Bylaws.
D. Review of reports presented by the Officers regarding their work on behalf of the Organization.
E. Review of the upcoming conference’s site and plans with its Host Committee, if applicable.
F. Other actions as the Board sees fit in furtherance of the Organization and its mission.

Section 3 – Meeting Accessibility
The Executive Committee shall work to keep the expense to the Organization for the Mid-Year Meeting to a minimum while not impeding the Board’s ability to accomplish its agenda as defined in Section 2, above.

The Mid-Year Meeting of the Board of Directors shall be open to representatives of Member Organizations, Regional Directors, Alternate Regional Directors, Officers and other agents of the Organization.

Section 4 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose

InterPride seeks to maintain a professional and ethical environment. It is imperative that Directors and Officers conduct themselves in a professional manner, strive to avoid conflicts of interest and to operate the organization in an open and transparent manner. To these ends, the Board of Directors hereby establishes this Standing Rule to provide the Organization with a Code of Ethics and Conduct.

Section 1 – Code of Ethics and Conduct

A. Directors and Officers are expected to act in a manner that will reflect a positive image for the Organization, fulfill their duties under the Bylaws and other policies and procedures that may be adopted, from time to time, by the Membership, the Board of Directors or the Executive Committee; and work to further the Organization’s mission, vision and goals.

B. No Director or Officer shall knowingly or willfully violate the Articles of Incorporation, Bylaws and other policies and procedures that may be adopted, from time to time, by the Membership, the Board or the Executive Committee.

C. Any Director or Officer that finds themselves a party to a conflict of interest or the appearance thereof with regards to any matter before the Board or Executive Committee shall fully disclose the nature of the conflict of interest or appearance thereof to the appropriate body and recuse themselves from voting in such a matter and/or attempting to influence the outcome of such a matter.

D. No Director or Officer shall use her/his position, title or association with the Organization to secure special privileges or exemptions for themselves personally and third parties or organizations.

E. No Director or Officer shall directly or indirectly receive or agree to receive any compensation, gift, reward or gratuity valued at over fifty U.S. Dollars ($50) from any source for any matter connected with or related to their duties. This provision shall not apply in the following circumstances:
   a. Regarding reimbursement or other monies from the Organization related to the exercise of a Director or Officer’s duties, as defined by the Bylaws and other policies and procedures that may be adopted, from time to time, by the Membership, the Board of Directors or the Executive Committee; and
   b. Regarding items provided to all attendees of a conference or other event related to the exercise of a Director or Officer’s duties, as defined by the Bylaws and other policies and procedures that may be adopted, from time to time, by the Membership, the Board of Directors or the Executive Committee.

F. Directors and Officers are expected to uphold the Organization’s Equal Opportunity and Respect policy (Standing Rule 03.03, Section 1) as it applies to the execution of their duties and responsibilities. Furthermore, they are expected to treat all Member representatives, their fellow Directors and Officers; and the general public in a respectful manner at all times and work to foster an open and welcoming environment during meetings, events and other functions of the Organization.

Section 2 – Violations

Alleged violations of this policy shall be dealt with through the Organization’s grievance policy, as outlined in Standing Rule 03.04.

Section 3 – Enactment and Precedence

This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee and Board of Directors dealing with the subject matter contained herein.
Standing Rules

Standing Rule 09.05
Appointment of Regional Directors to
Underrepresented Regions

09 – Board/Executive Committee
Enacted 8 March 2008

Purpose
To establish the process by which potential Regional Directors are recruited, reviewed and appointed by the Board of Directors under Article VI, Section 3 of the Bylaws.

Section 1 – Regional Director Candidate Recruitment
A. The Vice President of Operations assigned to liaise with an underrepresented Region shall endeavor to recruit candidates from Full Member Organizations within that Region to serve as Regional Directors. Said recruitment shall include the following:
   a. Attempting to maintain diversity in the pool of potential candidates in regards to gender, geographic location and size of Pride organization;
   b. Gauging qualifications and level of interest of potential candidates in serving as a Regional Director;
   c. Gauging the level of support that potential candidates’ home organization’s would provide should a member of their organization be appointed as a Regional Director, as possible;
   d. Briefing candidates and their home organizations, as possible, on the structure and operation of the Organization, and specifically the duties and responsibilities of serving as a Regional Director;
   e. Ensuring that such candidates understand and are willing to perform the duties and responsibilities of a Regional Director; and
   f. Facilitating candidates’ participation at the Annual World Conference or Mid-Year Meeting of the Board of Directors at which they would be appointed.

B. Upon being satisfied that a candidate should be referred to the Board of Directors for appointment, the Vice President of Operations assigned to liaise with the Region may move for such an appointment. Such a motion could also be made by one of the Presidents of the Organization should they be assigned to liaise with the Region or in consultation with the aforementioned Vice President of Operations. The Vice President of Operations or President shall notify the Board of an appointment by adding it to the “New Business” portion of the agenda of an in-person meeting of the Board of Directors.

C. Except for scholarships awarded to permit attendance to an AWC, the Organization shall not incur a financial obligation for the participation of a Regional Director candidate at a Mid-Year Meeting of the Board of Directors or an AWC.

D. No preference shall be given to Regional Director candidates in the selection of scholarship recipients.

Section 2 – Board Candidate Review
A. The Board of Directors shall have the opportunity to question Regional Director candidates prior to voting upon the motion(s) for their appointment. Such review shall occur at an in-person meeting of the Board.

B. Regional Director candidates must be physically present at the meeting of the Board at which their motion for appointment is made and the Board review occurs.

Section 3 – Restrictions
A. No candidate may be appointed as a Regional Director, under Article VI, Section 3 of the Bylaws without the Board having been provided an opportunity to review him or her, per Section 2 above.

B. The following shall apply to appointments during meetings of the Board of Directors at which Officer elections are to occur:
   1. Should the agenda item be carried over from a previous meeting of the Board, the appointment shall be considered prior to elections taking place.
Standing Rules

2. Should the agenda item be proposed at the meeting, it shall be considered after elections have been concluded.

C. The provisions of Sections 1, 2 and 3 of this Standing Rule may not be suspended.

Section 4 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee and Board of Directors dealing with the subject matter contained herein.
Standing Rules

Standing Rule 09.06
Handling of Business Outside of Called Meetings

Enacted 29 April 2008

Purpose
To establish the Organization’s procedures regarding the handling of business outside of in-person and electronic meetings.

Section 1 – Referral of Business
Items to be considered by either the Executive Committee or Board of Directors outside of called in-person and electronic meetings may be referred to the appropriate body by any of its members via email to the entire body.

Section 2 – Official Discussion Period
A. The Presidents of the Organization will release an item of business for discussion via email to the appropriate body. The subject line of the email shall indicate “BUSINESS DISCUSSION” followed by a short description of the item. The email’s body will detail the item of business. If appropriate, a copy of the proposal and/or supporting information will be attached in PDF format.
B. The timeframe of this discussion period will be specified in the above-referenced email and will be no longer than two (2) weeks. The Presidents/facilitator may modify this timeframe, as they deem appropriate.
C. The Presidents, or a designated Officer tasked by the Presidents to facilitate the discussion, shall:
   a. Ensure the body keeps to the procedures outlined in this Standing Rule;
   b. Guide the body to consensus or near-consensus on a particular item of business, including summarizing discussion and suggesting alternatives;
   c. Defuse any potential emotional conflicts; and
   d. Maintain a climate free of intimidation.
D. Discussion should be kept within the same email string to permit the creation of a record for reference purposes.
E. Discussion shall be a free and open exchange of ideas related to the item of business being considered, encouraged by the Presidents or designated facilitator as appropriate. Personal comments are out of order.

Section 3 – Management of Discussion Items
A. The Presidents or facilitator of the discussion shall work in concert with the proposer of the item of business once it has been released to manage the item of business during its consideration by the body.
B. Based on the input of the body, the Presidents/facilitator and proposer may propose changes to an item. Once proposed via email to the body, discussion shall be held on the modified item of business. Any email sent to this effect should indicate that a change is being made and the nature of that change, including updated copies of the proposal and/or supporting information in PDF format, as appropriate.
C. Based on the input of the body, the Presidents/facilitator and proposer may either withdraw said item from consideration or refer it to a committee or subcommittee for further consideration or development. The Presidents shall send an email to the body to this effect.

Section 4 – Voting Period
A. Once discussion on an item of business has ended, the Presidents of the Organization will send an email to the appropriate body to start the voting period on the item. The subject line of the email will indicate, “ACTION REQUIRED – VOTE”. The remainder of this email will follow the guidelines laid out in Section 2, Subsection A.
B. The timeframe of this voting period shall be one (1) week in length and will be specified in the above-referenced email.
C. Votes shall be issued by members of the body, from an email address on record with the Secretary, to an email address established for purposes of voting for that body. Such email addresses shall copy the Secretary and the Presidents of the Organization.
D. For a vote to be considered valid, at least a quorum of the body voting must register a vote. If a quorum is not achieved by the closing date of the original voting period, the period shall be extended in one (1) week increments until a quorum of the body has registered a vote.

Section 5 – Reporting
Upon the successful conclusion of a vote, the Secretary shall issue a report of the action of the body per Standing Rule 03.01.

Section 6 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee and Board of Directors dealing with the subject matter contained herein.
Standing Rules

Remote Participation in Meetings

Standing Rule 09.07

Enacted 8 June 2008

Purpose
To establish the Organization’s policies regarding the remote participation of Board members at in-person meetings of the Executive Committee and/or Board of Directors.

Section 1 – Designation of Online Conferencing Service
The Methods and Standards Committee shall designate the Organization’s online conferencing service to permit the remote participation of members of the Board of Directors at in-person meetings of the Executive Committee and/or Board. Said service must permit transmission of both audio and video from both the computers of Board members who might use it, as well as from any potential meeting site.

Section 2 – Minimum Standard of Operation
A. Microphone(s) should be available to pick up audio from the meeting site.
B. Speaker(s) should be available so that those participating remotely can be heard by those at the meeting site.
C. Someone present at the meeting shall be designated to serve as a representative for the member(s) participating remotely. S/he will advise the body should a member wish to speak during discussion periods.
   a. It is preferred that this representative not be a voting member of the body holding the meeting, if possible.
   b. Under no circumstances shall the Presidents of the Organization or other chair of the meeting serve in this capacity.
D. Text messaging between the representative and member(s) participating is permitted, provided such messages assist the member(s) participation in the meeting.
   a. During voting on items of business requiring a ballot, member(s) participating will text their vote to the representative, who shall enter the member(s) vote onto a ballot.
   b. Text messages not related to participating in the meeting are prohibited.
E. Except as defined above, the member(s) shall participate as if they were physically present at the in-person meeting.

Section 3 – Preferred Standard of Operation
A. If a projector is available to show the video and text message output of remotely participating members from a computer at the meeting site, it will be so provided.
   a. During voting on items of business requiring a ballot, the projector will be turned off to preserve the confidentiality of each member’s vote.
   b. Member(s) participating remotely are not required to have video transmission capability.
B. If available, a camera shall be setup to permit member(s) participating remotely to view as much of the in-person meeting site as possible.

Section 4 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other Standing Rules, motions, resolutions and other policies enacted by the Executive Committee and Board of Directors dealing with the subject matter contained herein.
Purpose
To establish the Strategic Planning Team.

Section 1 – Strategic Planning Team Establishment
The Board of Directors hereby establishes the Strategic Planning Team to create and maintain a Strategic Plan for the organization. This team shall be supervised by the Co-Presidents and will work under the board.

Section 2 – Strategic Planning Team Mandate
The Strategic Planning Team is tasked with the following areas of specific responsibility and/or oversight:

A. The development and maintenance of a strategic plan to grow and develop the Organization, for review and approval of the Board of Directors and Membership as appropriate.

B. The development of recommendations regarding the implementation of said strategic plan via the Annual Goals Process, for review and approval of the Board of Directors and Membership, as appropriate.

C. Recommendation of actions to committees and regions on how to implement their relevant aspects of the Strategic Plan.

Section 3 – Strategic Planning Team Membership

A. Strategic Planning Team membership shall be limited to three people.
   a. Within this limited number, this team should be as diverse as possible with respect to current, past and non-Board persons; gender, geographic, ethnic, and age representations; and representation from Full Member Organizations of varying sizes.

B. In view of the fact that the Co-Presidents are supervising this Team, neither of the Co-Presidents can be members of the Team.

C. All members of the Strategic Planning Team should have strategic planning experience, verifiable by Co-Presidents when expressing interest to serve on the Team.

D. The Co-Presidents shall compile all prospective members of the Strategic Planning Team and relevant documentation and propose a slate of Team members and a Lead Person to the Board of Directors prior to its final meeting during an Annual World Conference.
   a. The Co-Presidents shall also receive indications of interest and relevant documentation from prospective Team members throughout the year and propose replacements to the Board as vacancies occur on the committee.

E. The membership and Lead Person of the Strategic Planning Team shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.

F. The term of service for a member of the Strategic Planning Team shall be from the time of that member's appointment by the Board of Directors until the conclusion of the following AWC, unless they should be removed by the Board or resign during their term.
   a. Given that continuity is vital to a successful Strategic Plan, there is no limit to the number of terms a person can serve on the Team.

G. The list of the membership for the Strategic Planning Team shall be maintained by the Co-Presidents and transmitted to the Secretary as members join or depart.

Section 10 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

Reference
Current Resolutions: 10-01
Standing Rules

Regional Organization Standards

Standing Rule 10.01

Revised 24 October 2008

Purpose
To establish the Organization’s policies regarding the organization of the Regions.

Section 1 – Authority
The Board of Directors is authorized to establish “guidelines for the minimum standards” that Regional policies must adhere to under Article VI, Section 2 of the Bylaws.

Section 2 – Minimum Standards for Regional Organization
Each Region with three (3) or more Full Member Organizations are hereby required to enact policies regarding the following:

A. When and how the Region’s Directors and Alternate Regional Director are elected.
B. The length of the term of the Alternate Regional Director, provided it does not exceed two (2) years, as required by Article VII, Section 2 of the Bylaws.
C. When the terms of the Region’s Directors and Alternate Regional Director begin and end, provided these do not coincide with the Annual General Meeting of the Board of Directors.
D. The means by which Regional Directors and Alternate Regional Directors can be removed or replaced by their Region.
E. The means by which the Full Member Organizations of the Region come to decisions regarding the Region’s operations, provided that at least three (3) Full Member Organizations are responsible for reaching said decisions.

Section 3 – Recording of Regional Policies

A. The Methods and Standards Committee shall develop and maintain a standardized format for the reporting the policies enacted by Regions.
B. Upon receipt of the receipt of new or modified Regional policies noted above by the Secretary (as required by Article VI, Section 2 of the Bylaws), s/he will forward a copy of such policies to the Methods and Standards Committee.
C. The Methods and Standards Committee shall compile such Regional policies received into the format described in Subsection A, above, and shall include a copy of these policies into the Methods and Standards Guide.

Section 4 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish the Organization’s policies regarding the organization of underrepresented Regions.

Section 1 – Authority
The Board of Directors is authorized to “administrate any Region with fewer than three (3) Full Member Organizations” under Article VI, Section 3 of the Bylaws.

Section 2 – Minimum Standards for Regional Organization
The following shall apply to Regions under Board administration:
   A. The Board of Directors, per Standing Rule 09.05, may appoint Regional Directors for underrepresented Regions. Owing to the number of Full Member Organizations present, the appointment of Alternate Regional Directors is not permitted.
   B. The terms of Regional Directors appointed by the Board of Directors shall commence immediately upon the adjournment of the meeting at which they are appointed and conclude upon the start of the second Annual General Meeting after their appointment.
   C. Regional Directors appointed by the Board of Directors may be removed for the reasons and by the procedure outlined in Article VIII, Section 7 of the Bylaws. The Board, through the procedure outlined in Standing Rule 09.05, may replace Regional Directors who leave or are removed from office prior to the end of their term.

Section 3 – Enactment and Precedence
This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose
To establish and define the position of Media and Public Relations Assistant, including its duties and responsibilities.

Section 1 – Duties and Responsibilities
The Media and Public Relations Assistant shall have the following duties and responsibilities:
A. Developing and presenting plans for publicizing the Organization and communicating its activities to the media for presentation to the Board of Directors for review and approval;
B. Collaborative responsibility, with the Co-Presidents and the Communications and Website Operations Subcommittee of the Member Services Committee, as appropriate, in the execution of the above-mentioned plans;
C. Primary responsibility in the development and maintenance of a press list, which shall be owned by the Organization and reside on its information systems, that will facilitate publicizing the Organization and communicating its activities both to the global LGBTI community and to the mainstream press/media;
D. Developing and overseeing distribution of press/media packets for representatives of the media to enhance awareness of the Organization, its mission and activities;
E. Collaborative responsibility, with the Communications and Website Operations Subcommittee of the Member Services Committee, for maintaining information on the public portions of the Organization’s website;
F. Primary responsibility for dispatching bulk email and similar mass-distribution messages to the Membership and press/media via appropriate means upon their approval by the Co-Presidents, Executive Committee and/or Board of Directors, as appropriate;
G. Collaborative responsibility, with the Co-Presidents, to draft and send correspondence, including press/media releases, on behalf of the Organization;
H. Coordinating with the Host Committee of the Annual World Conference for media access and press interview times for the Co-Presidents and other members of the Executive Committee and/or Board of Directors, as appropriate;
I. Serving as a member of the Communications and Website Operations Subcommittee of the Member Services Committee; and
J. Other related duties as assigned by the Co-Presidents, Executive Committee and/or Board of Directors.

Section 2 – Appointment and Term of Service
A. The Media and Public Relations Assistant(s) shall be nominated by the Co-Presidents for appointment by the Board of Directors.
B. The Board may appoint the Media and Public Relations Assistant(s) by a majority vote of those present and voting on the matter.
C. The Media and Public Relations Assistant(s) shall serve from the time of their appointment by the Board until the conclusion of the Annual General Meeting (AGM) following their appointment.

Section 3 – Enactment and Precedence
This Standing Rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Dues Schedule

The Organization, as provided for in Article IV, Section 8 of its Bylaws, shall collect an annual membership fee, known as dues.

InterPride membership is for 1 calendar year, concluding on December 31st of any given calendar year. The cost of membership is based on your organization’s gross annual income and the following schedule:

<table>
<thead>
<tr>
<th>Income Range</th>
<th>Membership Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-25,000</td>
<td>$50</td>
</tr>
<tr>
<td>$25,001-50,000</td>
<td>$100</td>
</tr>
<tr>
<td>$50,001-75,000</td>
<td>$150</td>
</tr>
<tr>
<td>$75,001-100,000</td>
<td>$200</td>
</tr>
<tr>
<td>$100,001-200,000</td>
<td>$400</td>
</tr>
<tr>
<td>$200,001-400,000</td>
<td>$600</td>
</tr>
<tr>
<td>$400,001+</td>
<td>$800</td>
</tr>
</tbody>
</table>

Discount
If dues are paid by January 31st of any given year InterPride would offer a 25% discount on the above due schedule. The discount is based on the following schedule:

<table>
<thead>
<tr>
<th>Income Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-25,000</td>
<td>$37.50</td>
</tr>
<tr>
<td>$25,001-50,000</td>
<td>$75</td>
</tr>
<tr>
<td>$50,001-75,000</td>
<td>$112.50</td>
</tr>
<tr>
<td>$75,001-100,000</td>
<td>$150</td>
</tr>
<tr>
<td>$100,001-200,000</td>
<td>$300</td>
</tr>
<tr>
<td>$200,001-400,000</td>
<td>$450</td>
</tr>
<tr>
<td>$400,001+</td>
<td>$600</td>
</tr>
</tbody>
</table>

Provisional Members
$50 (eligible for early bird discount)

Affiliate Membership
$100 for local, statewide or regional organizations
$200 for national and international organizations

Full Membership/Associate Membership/Provisional Membership for organizations with annual revenues of $0-25,000 from Official Development Assistance (ODA) eligible countries. The list of countries under each category are updated by the Organisation for Economic Co-operation and Development (OECD)

- Least Developed Countries: $1
- Other Low-Income Countries: $5
- Lower Middle-Income Countries and Territories: $10
- Upper Middle-Income Countries and Territories: $20

All amounts are in United States Dollars.
Amended at 2017 Annual General Meeting

EPOA / InterPride Joint Membership Resolution

Resolved, EPOA transfers annually 50% of its member dues to InterPride in return for full InterPride membership for its members.

Further, EPOA will not license EuroPride to one of its members in the same year an InterPride WorldPride is held in Europe.

All requests for membership from European Pride Organizers to InterPride are to be shared with EPOA unless the perspective member explicitly requires not be referred. All referrals will be communicated to VP Member Services within 30 days.
Regions of the Organization

As of 28 October 2014

The following Regions are hereby authorized by Article VI, Section 1 of the Bylaws:

Region 1: Mexico, United States (Arizona, California, Hawaii, Nevada, Utah)
Region 3: United States (Colorado, Kansas, New Mexico, Oklahoma, Texas)
Region 4: United States (Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin)
Region 5: United States (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia)
Region 7: Canada, St. Pierre et Miquelon
Region 8: Belarus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Moldova, Poland, Romania, Russian Federation, Slovakia, Ukraine
Region 9: Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, Bermuda, Cayman Islands, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guadeloupe, Guatemala, Haiti, Honduras, Jamaica, Martinique, Montserrat, Navassa Island, Netherlands Antilles, Nicaragua, Panama, Puerto Rico, St. Kitts-Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, Virgin Islands (U.K.), Virgin Islands (U.S.)
Region 10: Guernsey, Jersey, Ireland, Isle of Man, United Kingdom of Great Britain and Northern Ireland (including England, Northern Ireland, Scotland and Wales)
Region 11: Åland, Denmark, Faroe Islands, Finland, Greenland, Iceland, Jan Mayen, Norway, Svalbard, Sweden
Region 12: Austria, Germany, Liechtenstein, Switzerland
Region 13: Belgium, France, Luxembourg, Monaco, The Netherlands
Region 14: Andorra, Gibraltar, Israel, Italy, Malta, Palestine, Portugal, San Marino, Spain, Vatican City
Region 15: Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Greece, Former Yugoslav Republic of Macedonia, Montenegro, Serbia, Slovenia, Turkey
<table>
<thead>
<tr>
<th>Region 17:</th>
<th>Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Falkland Islands, French Guiana, Guyana, Paraguay, Peru, South Georgia and the South Sandwich Islands, Surinam, Uruguay, Venezuela</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 18:</td>
<td>Afghanistan, Armenia, Azerbaijan, Bahrain, Georgia, Iran, Iraq, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Turkmenistan, United Arab Emirates, Uzbekistan, Yemen</td>
</tr>
<tr>
<td>Region 19:</td>
<td>Bangladesh, Bhutan, British Indian Ocean Territory, Brunei, Cambodia, Democratic People’s Republic of Korea, Hong Kong, India, Indonesia, Japan, Laos, Macau, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Papua New Guinea, People’s Republic of China, Philippines, Republic of China, Republic of Korea, Seychelles, Singapore, Sri Lanka, Thailand, Timor-Leste, Vietnam</td>
</tr>
</tbody>
</table>

**Reference:** Resolution 09-03 / 14-02
Active Resolutions of the Membership

As of 28 October 2014

Affirmations/Endorsements/Support

Resolution 85-08
Whereas, Lesbian and Gay Pride Celebrations were initiated in this country by the Stonewall Riots of 1969, and; Whereas, Lesbian and Gay Pride Celebrations have established an eighteen year history, and; Whereas, no official archive for the collection and keeping of all slogans, products, historical material and other relevant information exists at this time, and; Whereas, the Gay and Lesbian archives of San Diego, a facility proposed for the storing of such information is being assembled in San Diego, California; Be it therefore resolved that the International Association of Lesbian/Gay Pride Coordinators officially recognize and support (philosophically) the creation of this organization.

Resolution 85-11
Be it resolved that the Lesbian/Gay Pride Coordinators Conference asserts that excessive charges for police, city services and/or insurance requirements is a direct violation of our First Amendment rights of free speech and assembly.

Resolution 85-12
Be it resolved that the Lesbian/Gay Pride Coordinators Conference supports the fights against discrimination in housing, employment, the military, immigration and marriage based on sexual affectional preference, race, sex, religion, age, physical handicap or AIDS-related condition.

Resolution 86-12
That the smaller, less-organized organizations require and appreciate the assistance and support of the larger, better-organized cities. We suggest a plan of support which includes making resources of people and supplies available to us to further to cause of national and international efforts to move “Forward Together.”

Resolution 89-12
Be it resolved that the IAL/GPC affirms and supports the individual right of choice in regards to abortion.

Resolution 07-01
Whereas, the Employment Non- Discrimination Act or ENDA, introduced as H.R.2015 in the 110th United States Congress on April 24, 2007, is a proposed U.S. federal law that would prohibit discrimination against employees on the basis of sexual orientation or gender identity. The bill provides employment protections similar to those of the Civil Rights Act of 1964 (also known as “Title VII”), but specifically directed to gay, lesbian, bisexual and transgendered employees. The bill is different from Title VII in that it contains exemptions for religious organizations and specific provisions about employer dress codes. Whereas, on September 27, 2007, a revised version of the ENDA was presented to the House by Rep. Barney Frank. The bill was numbered H.R.03685. The revised version of the bill no longer includes language regarding protections for transgendered people. Therefore, InterPride joins the global community in its unified protest of this discriminatory version of the bill.

Therefore, InterPride joins the global community in its unified protest of this discriminatory version of the bill.

Now be it resolved that InterPride demands that the United States Congress withdraw the current discriminatory bill and put forward the original inclusive bill that represents true progress in workplace protection based not just on sexual orientation but also on gender identity.
Implementation:
This resolution, once approved, will be distributed through a press release to include quotes from relevant member organizations and InterPride leadership and the resolution itself to media and other organizations to assist in ensuring that equality is inclusive. InterPride will distribute the release; additionally, member organizations are called upon to distribute the press release within their local communities.

Boycotts
Resolution 83-01
Whereas, California Magazine in their cover story “Whitewash” ran a picture of San Francisco’s Lesbian/Gay Freedom Day Parade with the caption, “How many will take home the disease?”; and Whereas, the First Amendment right of Lesbians and Gay males to gather for social and/or political purposes has been recently contested on the basis of decrying such gatherings as a health hazard; and Whereas, the Coalition for Human Rights in San Francisco has unanimously called for a boycott of California Magazine until such time as they allow equal space for a reply to their article that, through lies and distortions, condemns the Gay community as complacent in the spread of AIDS; and Whereas, we see such attempts to use this medical crisis to curtail our rights as a direct attack on our organizing for National Pride Week; Be it resolved that delegates to the National Gay Pride Coordinators Conference join in the boycott of California Magazine.

Resolution 86-05
Whereas, economic pressure has traditionally been used to further causes of those discriminated against; and Whereas, the religious right has used economic pressure on the Southland Corporation and 7-11 Stores to censor adult magazines (Playboy, Playgirl and Penthouse) from their stores; and Whereas, most Gay men and Lesbians are equally concerned about the issues of sexual exploitation in the adult literature industry, but feel the blackmail tactics of the Federation of Decency and other religious rightist groups is dangerous; and Whereas, an economic counter-pressure demonstration is the only effective way to express our concerns; Be it therefore resolved that during Lesbian/Gay Pride Week Celebrations, people be discouraged from shopping at 7-11 stores.

Resolution 96-02
Be it hereby resolved that the IALGPC rescind its support and endorsement of the boycott against the Adolph Coors Brewing Company and its products as a unified organization, thereby adopting a neutral stance and allowing its member organizations to determine their own positions.

Committees/Caucus
Resolution 09-01
Let it be resolved that an official Transgender Caucus shall be formed and shall meet during InterPride’s AGM. The caucus shall not be scheduled at a time as to conflict with the women’s caucus.

HIV/AIDS
Resolution 89-14
In order to facilitate the greatest participation from the Lesbian/Gay community at large, be it resolved that all member organizations, wherever possible, provide access to their Pride events for people that are physically challenged and people affected by HIV and to publicize this accessibility through promotional materials.
International Pride Theme

Resolution 06-02
WHEREAS, many Pride Organizations are unable to consider using the International Pride Theme because of time constraints; and WHEREAS, 9 of the 13 Member Organizations that were in attendance at the Theme Selection Workshop felt it would be beneficial to select the theme 14 months in advance of when the theme would first be used, as opposed to two months in advance as is the current situation, THEREFORE, BE IT RESOLVED THAT InterPride shall, at this year’s Annual General Meeting, select a theme for 2007 and 2008 and that in future years, the theme shall be selected for use two years in advance of its implementation. Within 30 days of the end of the AGM, the Secretary will email the new International Pride Theme to all InterPride member organizations and will arrange to have it posted on the InterPride website. This resolution will replace Resolution 91-07 in its entirety.

Resolution 16-02
Voting for the International Theme will occur for a two-week time-period after the end of the AGM with the Full Membership’s participation.

Networking

Resolution 86-01
That the various program and publications coordinators maintain contact to keep one another informed of any national firms or organizations taking out advertisements in Lesbian/Gay Pride publications.

Resolution 91-06
To reaffirm, resolution currently on the IAL/GPC to have Pride organizations to support with logistics and information on other Pride events within their region.

Operational Policy Recommendations

Resolution 07-02
Whereas at the Annual General Meeting in Zürich from October 11 through 14, 2007, plenary workshops regarding the future of the Pride movement as well as InterPride as an organization were held; and Whereas there emerged from these workshops an acknowledgement that InterPride has significant untapped potential; and Whereas a desire for a targeted strategic planning effort to guide the growth and maturation of InterPride was expressed by the membership in the workshops; Now, Therefore, Be it Resolved that the Board of InterPride will undertake the development of a strategic plan for the organization; Be it Further Resolved that the Board will appoint a strategic planning committee of 10 people to shepherd the strategic planning effort; Be if Further Resolved that the Strategic Planning Committee will be comprised of 5 members of the InterPride Board and 5 members of the general membership and co-chaired by a member of the Board and a person from the general membership; Be it Further Resolved that members of the Strategic Planning Committee have experience with strategic planning.

Resolution 13-01
This organization will develop a standing rule for CSIC that at least every 4 years the Annual General Meeting & Conference take place outside of North America.

Resolution 16-01
The membership directs CSIC and the Host committees for future AGMs to hold a small-prides caucus during the AGM, not to conflict with other scheduled caucuses.

Outreach/Diversity/Special Representatives/Honorary Titles

Resolution 04-02
In order to make InterPride a truly international organization, the AGM strongly recommends InterPride to address issues that will secure greater participation from organizations worldwide. At each Annual Meeting the Communications Committee shall address this issue to create awareness of the challenges of international participation. We also urge InterPride to be more proactive in its international membership drive and to ensure an effective system of regional representation. In addition, InterPride should make an effort to reestablish a
relationship with lapsed members. Also, InterPride should look at how to overcome language barriers for non-English speaking delegates and members.

Resolution 05-02
WHEREAS InterPride would greatly benefit from more inclusive practices, especially in underrepresented or non-represented regions; WHEREAS the first step to effective participation in InterPride is communication in the languages of the Prides that InterPride strives to reach; We urge InterPride to take specific action in the next twelve (12) months, including but not limited to the following:

i) Have the basic InterPride website contents translated into different languages – such as Spanish, French and Portuguese – and posted on the InterPride website by April 2006.

ii) Actively seek out volunteer translators from InterPride membership to perform this task.

Resolution 05-03
WHEREAS Pride is inextricably linked to Human Rights and many InterPride member organizations are based in countries and/or areas in which human rights in their broadest sense are not fully respected and this hinders their ability to hold Pride events in their respective countries and/or areas, we feel there should be awareness-raising within InterPride regarding the integration between human rights and Pride. Therefore, we recommend the following actions:

i) InterPride’s Human Rights Committee issue a semi-annual report on how the aforementioned problem affects Pride organizations and organizers. This report shall be officially presented at the AGM’s and the Spring Meetings and posted on the InterPride website.

ii) At least one workshop be included at each conference for the benefit of organizations that feel their ability to hold Pride events is somehow hindered by anti-LGBT attitudes. This might include persons from under-represented regions and/or regions that are well represented but still face this challenge in their communities. Where possible, joint facilitation is encouraged.

Resolution 06-03
That, prior to the conference a member of the InterPride Board of Directors (or a designate) be assigned to coordinate and chair each of the caucuses.

Resolution 14-01
InterPride would like to recognize the forethought and intuitiveness of its founders, Marsha H. Levine and Rick Turner, and grant them the honorary titles of Founder and Founder In Perpetuum.

REGIONS
Resolution 09-03
Be it resolved that the regions are changed as amended 19 October 2009.

Resolution 14-02
The resolution is to separate the regions of 14 and 17 to its previous alignment.

WorldPride
Resolution 97-01
The IAL/GPC establishes the title “WorldPride” which it may license from time to time to a member.

Resolution 97-02
The “WorldPride” title shall be awarded to Rome for the year 2000.
Introduction
These procedures have been written to guide the handling of business during the plenary sessions of the Annual General Meeting (AGM). It is the goal of these procedures to simplify the way in which items of business are considered by the membership and to maximize the accommodation of all views in a non-confrontational manner.

Plenary Sessions Fundamentals

Calling the Meeting to Order/Quorum
In order for business to be discussed at any plenary session, a co-President or someone appointed by one of the Co-Presidents must first call the session to order – this is when the meeting officially begins. The Secretary must then take attendance. This is to determine "quorum", or whether there are enough credentialed delegations present to consider business. At least a majority (50%+1) of the credentialed delegations at the AGM must be present in order for the Membership to discuss or vote on business.

Agenda
Each plenary will have an agenda, or a list of business and other items which will be considered or presented during the meeting. This will also list how much time is allocated for each item to take.

There are three plenary sessions at the AGM:
1 The first plenary session, held on Friday, is usually reserved for keynote speakers, information and reports.

2 The second plenary, held on Saturday, is primarily devoted to discussing Bylaws amendments and resolutions (voting on these occurs by ballot after this session), as well as discussing the goals that the membership would like to see InterPride work on in the following year. Additionally, nominations for open Executive Committee positions close at this meeting and the membership can ask questions of the candidates standing for office.

3 The third plenary, held on Sunday, is when the results of Bylaws amendment and resolution voting are announced, the results of the Executive Committee elections are announced, the Board’s goals for the coming year are discussed and approved, the International Pride Theme is selected and when the host of the AGM two years out will be voted on.

Being Recognized by the President or Facilitator
During any part of the meeting, if you have a question or concern about what is being discussed, please raise your delegation's voting apparatus or go to one of the microphones at the front of the plenary room. If the Facilitator calls on you, tell him/her your name and organization before asking your question or making your statement. This allows the Secretary to keep an accurate record of the meeting.

Timekeeping
In order to keep to the timeframe of the meeting as defined in the agenda, a timekeeper will be appointed by the Executive Committee. The timekeeper will keep the Facilitator advised when the amount of time provided for a plenary session or particular agenda item is about to expire or has expired. S/he will also advise when the amount of time allotted for any particular speaker on a particular agenda item is about to expire or has expired.

Handling of Business
"Business", in the context of a plenary session, is the idea or action that we want to take, which is then brought into an open forum for discussion and an eventual vote.

Business is added to an agenda in two ways. The Executive Committee can place it on the agenda or it can be introduced by submitting a properly completed Resolution or Bylaws Amendment Form. The agenda for a plenary session must be agreed to by the membership as the first item of business for a plenary session.
Basic Procedure for Handling Business in a Plenary Session

Facilitator

When business is being considered by the membership, there must be a Facilitator who will guide the membership's discussion of the item of business. This can be a co-President or someone designated by a Co-President to fulfill this task. It is preferred, but not required, that the Facilitator not be at the dais with the Executive Committee, but rather on the floor, in front of the membership.

The Facilitator is responsible for the following:

1. ensuring that the agenda is kept to in regards to both the business being considered and time;
2. ensuring the membership keeps to the procedures outlined in this document;
3. guiding the membership to consensus or near-consensus on a particular item of business;
4. defusing any potential emotional conflicts; and
5. maintaining a climate free of intimidation.

The Facilitator may summarize discussion or suggest alternatives to the membership in an attempt to bring them to consensus. However, the Facilitator shall endeavor to remain impartial regarding any item of business before the membership.

First Speech

Once an item of business is in front of the membership for consideration, time will be provided for the person(s) bringing the business forward for consideration (such as Officers, Committee chairs, co-signers of resolution and Bylaws amendment forms, those making International Pride Theme suggestions and conference bid committees) to speak to the membership on behalf of that item of business. If there are multiple items being considered at the same time, such as when multiple conference bids are being made, then each person(s) presenting an item for consideration will be provided time to speak. The Co-President(s) and/or Facilitator will determine the amount of time provided for each speaker in consultation with the agenda and the appointed timekeeper.

Question Period

Once the first speech period is completed, time will be provided for the membership to ask questions to help clarify the item of business being considered. Registered delegates may go to one of the two microphones on the floor and wait to be recognized by the Facilitator to ask their questions. Delegates may ask a single follow-up question once the presenter(s) have responded to their initial question(s). The President or Facilitator will determine the amount of time provided for each delegate in consultation with the agenda and the appointed timekeeper.

Discussion

Once the question period is completed, time will be provided for the membership to speak on the item of business being considered. Registered delegates may go to one of the two microphones on the floor and wait to be recognized by the Facilitator to make a statement regarding the item of business being considered. Questions may also be asked of the person(s) presenting the item of business.

The person(s) presenting the item of business under consideration may respond to any comments made prior to the next speaker being recognized by the Facilitator. It is intended that the discussion period be a free and open exchange of ideas related to the item of business being considered, encouraged by the Facilitator. Comments made must relate to the item of business being considered. They must also not become personal—speakers must not comment regarding the person(s) speaking or presenting the item of business, but rather limit their comments to the item of business being considered. The Facilitator is empowered to cut off a speaker should they violate the above-referenced rules. The President or Facilitator will determine the amount of time provided for each delegate in consultation with the agenda and the appointed timekeeper.
Changing Items of Business

If you would like to change the wording of an item of business being considered, a credentialed delegate that has been recognized to speak during the discussion period can propose an "amendment." The Facilitator, based on previous discussion, may also suggest amendments to help move the membership toward consensus on a particular item of business. When an amendment is proposed, the Facilitator will ask the presenter(s) of the item of business whether they agree with it or not. If they do, it is considered to be "friendly" – there is no discussion on the amendment. The item of business is changed accordingly and discussion resumes on the item of business as amended.

If the presenter(s) of the item of business do not agree with a proposed amendment, it will need the support of another credentialed delegate in order for the membership to consider it (a "second"). Should a proposed amendment receive a second, discussion will stop on the main motion and begin on the amendment. Once discussion is concluded on the amendment, it is voted upon (see "Voting" below for more details). Should the amendment receive a majority vote in favor, it is passed and incorporated into the item of business. Discussion will then resume on the item of business (with any approved amendment).

Concluding Discussion

Should the time allocated expire or if there is no further discussion on a particular item, the Facilitator can, depending on the item of business, either call for a vote on the item or move to the next item on the agenda. The Facilitator may ask for a non-binding "poll," or survey of the membership to gauge the level of consensus on a particular item. If, in his/her opinion, there is not a sufficient level of consensus on a particular item, s/he may continue discussion until the time allocated for that item on the agenda expires, at which time all discussion will end. S/he can also suggest that the time for discussion be extended.

Voting

Once the discussion ends, the membership will either vote on the item of business or, if it is a Bylaw or Resolution proposal, move to the next item on the agenda (these proposals are voted on by ballot after the second plenary session). Each credentialed organization gets three (3) votes to cast on items of business, which they can use in any way:

"AYE" or IN FAVOR

"NAY" or AGAINST

"ABSTAIN" or PRESENT BUT NOT VOTING

Votes on items of business can be conducted either by ballot or roll call. In situations where there is only a single item of business being presented (for example, a single conference bid) and a ballot vote is not required, the Co-President or Facilitator will ask if there is any objection to the item of business being agreed to by consensus. If there is an objection raised, then the vote will proceed by roll call.

Normally, if an item of business or amendment receives a majority vote of those present and voting (abstaining does not count), it is approved. Bylaw amendments that were approved by a majority of those present and voting at the AGM at which they were presented require a two-thirds (2/3) vote in favor by those present and voting to pass. Once the vote result is announced, the Co-President will move on to the next item of business on the agenda.
Actions that can be taken during Plenary Sessions

The following actions can be taken or requested during a plenary session. This is accomplished by the spokesperson or an alternate spokesperson from a delegation raising their voting apparatus and being recognized by the Co-President or Facilitator. The Co-President or Facilitator can also suggest these actions be taken. For items listed below that require a vote, those votes will be taken by voting apparatus, with each credentialed delegation receiving one (1) vote. Prior to a vote, the Co-President or Facilitator will ask if there is any objection to the item of business being agreed to by unanimous consent. If there is an objection raised, then the vote will proceed by voting apparatus.

Meeting Disruption
If there is something disrupting your ability to participate in the meeting, you can request that the Facilitator or Co-President resolve the issue.

Procedural Violation
If you think that these procedures are being violated, you can ask for the Co-President or Facilitator to make a ruling on the question.

Postpone Further Discussion
You can ask to postpone further discussion on an item of business until another specified time. Once recognized by the Co-President or Facilitator, you would ask for a postponement until a specific time during a plenary session. This action requires the support of a second credentialed delegate. The Co-President or Facilitator will call for a vote of the membership immediately. Should this action be agreed to, consideration of the item of business will be suspended until the specified time.

Extend Discussion
Once the time allocated for a particular item of business has expired, you can ask to extend discussion for a specified period of time. Once recognized by the Co-President or Facilitator, you would ask for an additional amount of time to continue discussion on the current item of business. This action requires the support of a second credentialed delegate. The Co-President or Facilitator will call for a vote of the membership immediately. Should this action be agreed to, the period of time that the current item of business will be discussed will be extended by the amount requested. The Co-President and timekeeper will adjust the timing of the remainder of the agenda accordingly.

Appeal
If you disagree with a decision of the Co-President or Facilitator, you can request an appeal of that decision to the membership. This action requires the support of a second credentialed delegate. The Co-President or Facilitator will call for a vote of the membership immediately. If it is agreed to, the decision made by the Co-President or Facilitator is reversed.

Recess
Any credentialed delegate can call for a break, for a specified amount of time, during any plenary session. Once recognized by the Co-President or Facilitator, you would ask for a break or "recess" for a specified amount of time. This action requires the support of a second credentialed delegate. The Co-President will call for a vote of the membership immediately. Should this action be agreed to, the plenary session would be suspended until the specified time, at which time the President will call the meeting back to order and resume the agenda. As a matter of procedure, upon the conclusion of the agendas of the first and second plenary sessions, it is appropriate to recess the current plenary until the next plenary session is scheduled to begin.

Adjourn
When the end of the agenda for the final plenary session has been reached, it is appropriate for a credentialed delegate to call for the end of the AGM ("adjourn"). Once recognized by the Co-President, you would ask to adjourn or end the meeting. This action requires the support of a second credentialed delegate. The Co-President will call for a vote of the membership immediately. Should the action be agreed to, the final plenary will end.