

# **TARRANT COUNTY GAY PRIDE WEEK ASSOCIATION INCORPORATED RULES & REGULATIONS**

*Updated: January 24, 2010*

## **Section 1. Definition of Organization**

### **1.1 Name of Organization**

Tarrant County Gay Pride Week Association Incorporated, herein after known as “The Organization” or TCGPWA.

### **1.2 Purpose of the Organization**

Tarrant County Gay Pride Week Association is organized to produce “Pride Week” celebrations and events and to promote a positive image for the community regarding Gay, Lesbian, Bisexual and Transgendered individuals.

### **1.3 History of the Organization**

Tarrant County Gay Pride Week Association was founded in 1981, to bring the gay community of Fort Worth together in celebrating its pride in being gay, lesbian, transsexual, or bi gendered.

### **1.4 Geographic location / area served**

Tarrant County, Texas

### **1.5 Organization Insignia**

The organization insignia will be the rainbow longhorn.

### **1.6 Ownership of the Organization**

The ownership of the organization shall be vested in the general membership.

### **1.7 Meetings of the Organization**

A monthly meeting of the organization shall take place on the third Sunday of each month (unless there is a conflict in schedules, at which time the meeting will be rescheduled with a 10 day notice). With an organizational meeting occurring in December of each year. The time and location is at the discretion of the elected officers.

### **1.8 Logo**

The logo may change annually as voted on by the general membership.

## Section 2. Management of the Organization

### 2.1 Advisory Council

- A) **Members**—An Advisory Council will consist of up to 20% of the membership present at the organizational meeting held in December, and are to be elected by the general membership present.
- B) **Eligibility**—To serve on the Advisory Council, a member must have been an actively involved officer, title holder (a title holder is defined as a past Miss, Mr., Ms, or Ms. /Mr. GPW, and *cannot* be reigning), or committee chair for TCGPWA.
- C) **Duties**—The duties of the Advisory Council shall be to advise, not Govern, the elected officers, title holders, committee chairs, and general membership, on procedures and traditions of the organization.

### 2.2 Governing Body

The Governing Body of the organization shall be made up of the following:

- A) **Officers**—The organization shall have elected officers consisting of: President, Vice President, Treasurer, and Secretary.
- B) **Committee Chairs**—Committee chairs shall be appointed by the officers
- C) **General Membership**—The general membership shall consist of any and all individuals who wish to participate in the organization and have met membership requirements.

## Section 3. Membership

3.1 **Requirements**—An individual can be a member of the organization by attending a meeting and completing a membership information form. For voting qualifications see section 5.3

3.2 **Responsibilities**—Members should maintain a level of participation as indicated on the individual membership information form.

## Section 4. Officers

#### 4.1

#### **Requirements for office**

- A) All officers must agree to be in attendance at no less than 50% of TCGPWA scheduled events.
- B) All officers are to be held accountable for complying with the requirements under Section 7, “Financial Responsibilities”.
- C) All officers are required to adhere to all rules and regulations of TCGPWA.
- D) Excused absences must be approved by the President or appointed representative.

#### 4.2

#### **Duties and Responsibilities**

- A) **President**—The President shall:
  - 1) Preside at all meetings of the organization and meetings of the organizations officers.
  - 2) See that all approved motions of the membership are carried into effect
  - 3) Subject to the advice and consent of the organization officers, remove the chair of any committee.
  - 4) Serve as Ex-Officio member of all committees.
- B) **Vice-President**—The Vice President shall:
  - 1) In the absence of the President, perform the duties, have the authority, and exercise the powers of the President.
  - 2) Perform such other duties as the organization officers prescribe.
- C) **Treasurer**—The Treasurer shall, under the supervision of the President:
  - 1) Have custody of the organizations funds.
  - 2) Keep full and accurate records of receipts and disbursements of the organization.
  - 3) Deposit all monies, within two banking days of receipt, into the account designated by the organization’s officers.
  - 4) Disburse funds as requested and approved by the general membership.
  - 5) Render to the officers and general membership, a monthly accounting of all financial transactions of the organization.
  - 6) The Treasurer or another approved person and two (2) other people will count money collected at all fundraisers. This money will be recorded on a tally sheet with all three (3) signatures and kept with all financial records.

- D) **Secretary**—The Secretary shall:
- 1) Attend all meetings of the organization, and the officers, and record the minutes of all proceedings in a book to be kept for that purpose.
  - 2) Give or cause to be given notice of all organization meetings.
  - 3) Maintain all member information and attendance records.
  - 4) Notify to the governing body on a quarterly basis, any lack of compliance with attendance requirements for officers and titleholders.
  - 5) Oversee advertising for all fundraising events to ensure notices are posted in a timely manner.

#### 4.3 **Term of Office**

No term limits are to be established.

#### 4.4 **Resignations, death, or removal of an officer**

- A) **President**—In the event that the office of President is vacant for any reason, the Vice President shall assume the President's duties until a special election can be held, at the next regularly scheduled general membership meeting. In the event that the Vice President, Treasurer or Secretary is elected to fill the office of President, a special election shall be held at the time the newly elected President assumes office.
- B) **Vice President, Treasurer, or Secretary**—In the event that the office of Vice President, Treasurer, or Secretary is vacated for any reason other than that stated in 4.4A, a special election will be held, to fill the vacancy, at the next regularly scheduled general membership meeting.
- C) **Removal Procedure**—Upon notification to the Governing body, at a regularly scheduled general membership meeting of TCGPWA, any officer and titleholder may be removed from office by a two thirds (2/3) vote of the members present at the meeting.

### **Section 5. Elections**

#### 5.1 **Election of Officers**

All elections and voting of awards are to be conducted by the officers holding office at the time of the election. Award nominations for Grand Marshall(s) and the Raina Lea Award will take place at the **June** meeting

and the vote conducted at the *July* meeting. Each nominee for Grand Marshall must agree to the nomination prior to the election.

## 5.2 Election Times

Elections of TCGPWA Officers will be held annually, at the *December* general membership organizational meeting, awards and committee chairs to be elected throughout the year, when needed.

## 5.3 Voting Qualifications

- A) TCGPWA officers will be nomination at the November meeting and voted on by the general community at the *December* organizational meeting.
- B) All other voting and elections are voted on by individuals who have been members of TCGPWA for at least 30 days prior to the vote date in question.

## 5.4 Nominations

- A) **Nominators**—Nominations for the elected officers are submitted by the general membership.
- B) **Nominees**—A nominee for an officer position must accept the nomination, and be present at the meeting to be placed on the ballot.

## 5.5 Voting Rights

All members who are qualified under section 5.3A and 5.3B and are present and signed in at the august general membership meeting may cast one vote. The number of votes cast must match the number of members signed in, excluding abstentions. *No Absentee or proxy voting is permitted.*

## 5.6 Majority Vote

Election shall be by a majority of the votes cast.

## 5.7 Run off Election

In the event of a tie, a run-off election shall be held between the individuals receiving the tie votes.

## Section 6. Title Holders

6.1 The following titles may be awarded in order to promote TCGPWA. It is not mandatory that **all** positions be filled annually.

- |         |            |
|---------|------------|
| A) Miss | C) Ms./Mr. |
| B) Ms.  | D) Mr.     |

6.2 **Reign**

All titleholders shall serve for **one** year following their winning of the title until the next year's pageant.

6.3 **Requirements for Candidates**

- A) Must be 21 years of age.
- B) Each winner will be required to participate and host enough fundraising events necessary to meet budgetary costs for Gay Pride Week events.
- C) Participate in no less than 50% of TCGPWA functions and must participate in the parade and picnic. (Unless excused by the officers)
- D) Have no more than three (3) unexcused absences from a regular monthly meeting during their reign. (Excused absences must be approved by the President before the meeting.)
- E) Each candidate must pay a non-refundable entry fee of \$25 before the pageant begins.

6.4 **Judging Categories to Read**

All candidates will be judged in the following categories.

- A) Presentation (a gay pride theme)
- B) Talent
- C) Evening wear
- D) Question and Answer
- E) The contestants will go through a personal interview with pageant judges prior to the Pageant.

6.5 **Scoring**

- A) The highest and lowest score for each category will be discarded, and the remaining scores are added together for the final score.
- B) Contestants who are more than 15 minutes late without notifying pageant coordinator(s) will be disqualified to enter the pageant.

## **Section 7. "Pride Week" duties and responsibilities**

## 7.1 **Governing Body**

The Governing Body shall be responsible for overseeing all operations connected with the production of **ALL** “Gay Pride Week” events.

## 7.2 **Committee Heads**

- A) All Committee Heads shall be required to comply with the same rules as officers, as stated in Section 4.1
- B) All Committee Heads shall comply with the appendices to this document and seek the advice of the officers and advisory council in conducting business.
- C) The following committees shall be established annually, with a committee head or heads for each committee appointed as per Section 2.2B.
  - 1) Picnic
  - 2) Parade
  - 3) Publicity/Booklet
  - 4) Pageant
  - 5) Merchandise

## 7.3 **Schedule of Events**

- A) The Gay Pride Parade will be held on the **first Sunday** in **October**.
- B) The Gay Pride Picnic will be held on the **first Saturday** following the Parade in **October**.
- C) The Gay Pride Pageant will be held at the **first available weekend date** following “Gay Pride Week”, to be scheduled by the Pageant coordinator(s) with the advice and consent of the TCGPWA officers.
- D) Other events will be scheduled as the general membership sees fit.

## **Section 8. Financial Procedures**

### 8.1 **Distribution of Funds**

All distribution of funds shall be approved by the general membership at a regularly scheduled meeting.

### 8.2 **Emergency Funds**

Emergency funds amount shall be set each year by the general membership at the first regular scheduled TCGPWA meeting, to be held in *January*.

8.3                    **Distribution of Emergency Funds**

Distribution of emergency funds requires three fourths (3/4) majority consent of all four (4) officers.

8.4                    **Signatures**

The Treasurer and one other officer's signature, excluding the treasurer's significant other, are required for any withdrawal of the organizations funds.

8.5                    **Signature Cards**

By the first general membership meeting following their election, incoming officers shall be responsible for the removal of unauthorized signatures and social security numbers from any and all organization bank accounts, as well as signing new signature cards.

8.6                    **Misappropriation of Funds**

- A)            **Prosecution**—Any and all misappropriation of organization funds will be prosecuted to the fullest extent of the law.
- B)            **Legal Procedures**—One officer and one Advisory Council member, appointed by the Advisory Council, will have the authority to pursue legal procedures in the event of misappropriation of funds.

**Section 9. Changes to the Rules and Regulations**

9.1                    **Request for Changes**

All requests for changes to these Rules and Regulations must **be** submitted, **in** writing, to a TCGPWA officer no later than thirty (30) days prior to the December Organizational meeting for review and acceptance by the officers and Advisory Council.

9.2                    **Approval of Changes**

Upon acceptance by the officer and advisory council, **all** changes must be approved by a three fourths (3/4) majority of qualified members present at the *January* general membership meeting.

9.3

### **Implementing the Changes**

Upon approval of changes to the Rules and Regulations, booklets will be revised and distributed at the *February* meeting.