

## **Southern Nevada Association of Pride, Inc. Standard Operating Procedures (SOPs)**

### *Purpose and Use*

These procedures shall guide the processes and decisions of the Board of Directors of the Southern Nevada Association of Pride, Inc. and shall be in effect until such time that they are amended by an affirmative vote of a two-thirds majority in any duly called meeting of the Board of Directors where a quorum is present.

### **SOP1 - Order of Business for Disciplinary Session** - Adopted - April 27, 2004

Disciplinary sessions may be called in the manner prescribed in the Southern Nevada Association of Pride, Inc. By-Laws and the Order of Business shall be as follows:

- 1 Call To Order (Chair)
- 2 Announcement of Closed, Special Session & Obligations of Secretary (Chair)
- 3 Explanation of Procedure & Order of Business (parliamentarian)
- 4 Reading of Citation from Minutes (secretary)
- 5 Presentation of Citation Letter & Receipt to Chair (secretary)
- 6 Appointment of Managers (Chair)
- 7 Inquiry As To Council for Accused – Appoint if Needed (Chair)
- 8 Reading of Charges & Specifications (Secretary)
- 9 Plea for Each Specification & Charge (Accused)
- 10 If Guilty Plea, Skip to #14, Otherwise-
  - a. Statement from SNAPI Manager
  - b. Statement from Accused
  - c. SNAPI Manager Questions Accused & Witnesses & Presents Case
  - d. Accused Manager Questions Witnesses & Presents Defense
- 11 Debate (Board of Directors)
- 12 Chair Puts Forth The Question, “Is Mr./Mrs/Ms XXXXX guilty of the specifications and charges brought against him?”
- 13 Vote (each charge separately)
- 14 Penalty Request (SNAPI Manager)
- 15 Penalty Debate (Board of Directors) & Vote
- 16 Verdict (Chair)
- 17 Adjourn

### **SOP2 - Money Control Form** - Adopted - July 12, 2004

All monies shall be recorded onto the appropriate Money Control Form and verified by three Directors, to be presented with deposit receipts to the Treasurer.

### **SOP3 - Additional Qualifications for Board of Directors - Adopted** - August 24, 2004

To be eligible for election to the Board of Directors, a candidate must meet one or more of the following criteria:

- 1 Be a present voting member of the Board of Directors.

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- 2 Be a past voting member of the Board of Directors, with less than 18 months absence and have attended three (3) regularly scheduled Board meetings within the last six months prior to and inclusive of the Annual Meeting.
- 3 Have served on one (1) or more committees for at least six (6) months within the last 18 months prior to and inclusive of the Annual Meeting and worked on at least one (1) Pride Festival within the last 18 months prior to and inclusive of the Annual Meeting, and have attended six (6) regularly scheduled Board meetings within the last 18 months prior to and inclusive of the Annual Meeting.

These qualifications may be waived by an affirmative vote of the Board of Directors at a duly-called meeting where a quorum is present.

### **SOP4 - Duties of Standing Committees - Updated - August 6, 2007**

#### Marketing Committee

##### *Chairperson*

The Marketing Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Marketing Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an “Officer” or “Director” of SNAPI in good standing.

##### *Committee*

The Marketing Committee should consist of no less than four people and should meet at least four times per year. Members of the Marketing Committee are responsible for demographic research for supply and demand and target markets, demographically-tailored graphic design, ensuring the creation of displays, posters, banners, flyers, email blasts, public announcements, press releases and other forms of advertising as deemed appropriate by the event Chairperson, Board of Directors and Marketing Chairperson, and other duties as assigned from time to time by the Board of Directors. The Marketing Committee may, at the direction of the Board of Directors, consult third-parties for design and research.

#### Sponsorship Committee

##### *Chairperson*

The Sponsorship Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Sponsorship Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an “Officer” or “Director” of SNAPI in good standing.

##### *Committee*

The Sponsorship Committee should consist of no less than four people and should meet at least four times per year. Members of the Sponsorship Committee are responsible for securing sponsors for each event, at the request of the event Chairperson or the Board of Directors, and securing annual or multi-event corporate sponsorships, as well as donations and grants from individuals, organization and corporations. The Board of Directors may direct the Sponsorship Committee to secure the assistance of third-party companies which specialize in sponsorships.

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### Vendor Committee

#### *Chairperson*

The Vendor Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Vendor Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an “Officer” or “Director” of SNAPI in good standing.

#### *Committee*

The Vendor Committee should consist of no less than four people and should meet at least four times per year. Members of the Vendor Committee are responsible for all correspondence with potential and actual vendors for the annual pride festival, including developing and negotiating vendor contracts, collection of vendor fees, assigning of vendor spaces, coordinating with the Food & Beverage Committee to assign food and drink vendors space at the festival, ensuring all vendors have the appropriate permits and remit tax receipts as required by the State of Nevada and Clark County, as well as other duties assigned by the Board of Directors.

### Logistics Committee

#### *Chairperson*

The Logistics Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Logistics Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an “Officer” or “Director” of SNAPI in good standing.

#### *Committee*

The Logistics Committee should consist of no less than four people and should meet at least four times per year. Members of the Logistics Committee are responsible for ensuring the overall site setup for events, securing venues, permits, equipment, handling parking, transportation, crowd circulation, and after-event breakdown, as well as other duties assigned by the Board of Directors.

### Volunteer Committee

#### *Chairperson*

The Volunteer Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Entertainment Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors.

The Chairperson must be an “Officer” or “Director” of SNAPI in good standing. The Chairperson of the Volunteer Committee is responsible for delivering committee reports on a regular basis to the SNAPI Board of Directors, delivering a summary report of how well volunteers and the Volunteer Committee performed during the annual Pride Week, ensuring all SNAPI events have sufficient volunteers by contacting the Chairperson of each event, and delegating all necessary tasks to members of the Volunteer Committee.

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### *Committee*

The Volunteer Committee should consist of no less than four people and should meet at least four times per year. Members of the Volunteer Committee are responsible for maintaining a list throughout the year of available volunteers, who are willing and able to perform tasks designated by the SNAPI Board of Directors under the supervision of the Volunteer Committee Chairperson. Performing tasks for the SNAPI Board of Directors is strictly voluntary and coercion is not allowed. Volunteers must serve three months on the Volunteer Committee before becoming eligible for appointment or election to the SNAPI Board of Directors as described in the SNAPI Standard Operating Procedures.

### Education & Special Interest Committee

#### *Chairperson*

The Education Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Education Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an “Officer” or “Director” of SNAPI in good standing. The Chairperson of the Education Committee is responsible for delivering committee reports on a regular basis to the SNAPI Board of Directors, delivering a summary report of how well the Education Committee performed during the annual Pride Week, ensuring all SNAPI events have the appropriate education component by contacting the Chairperson of each event, delegating all necessary tasks to members of the Education Committee, and soliciting funds dedicated for educational purposes as designated by the SNAPI Board of Directors.

#### *Committee*

The Education Committee should consist of no less than four people and should meet at least four times per year. Members of the Education Committee are responsible for developing educational opportunities for members of the public as described in the SNAPI Mission Statement. Education Committee members must serve three months on the committee before becoming eligible for appointment or election to the SNAPI Board of Directors as described in the SNAPI Standard Operating Procedures.

### Finance Committee

#### *Chairperson*

The Finance Committee is chaired by the treasurer of Southern Nevada Association of Pride, Inc.

#### *Committee Members*

The Finance Committee should be comprised of no less than three (3) people. All members of the Finance Committee must be duly-elected members of the Board of Directors of SNAPI.

#### *Duties & Responsibilities*

The Finance Committee’s primary responsibility is the handling of SNAPI funds at events. The Finance Committee is also responsible for ensuring all events have an adequate cash bank on hand to make change. It is the event chairperson’s responsibility to inform the treasurer at least two weeks in advance of the event the amount required for

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the bank and the type of change required. Finance Committee shall, at the discretion of the Board of Directors of SNAPI,

At least one member of the Finance Committee should be present during the counting of funds at any SNAPI event where funds are garnered.

At no time is a member of the Finance Committee to be a signor on the SNAPI banking accounts. There is to remain a separation between the Finance Committee's fiduciary duties and the actual depositing of funds. Additionally, no Finance Committee member may be a signor for checks issued by SNAPI.

### Entertainment Committee

#### *Chairperson*

The Entertainment Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Entertainment Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an "Officer" or "Director" of SNAPI in good standing.

#### *Committee*

The Entertainment Committee should consist of no less than four people and should meet at least four times per year, at the discretion of the Chairperson or at the direction of the Board of Directors. Members of the Entertainment Committee are responsible for developing the lineup of entertainers for the annual Pride Festival and presenting entertainer contracts to the Board of Directors for approval.

### Parade Committee

#### *Chairperson*

The Parade Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Parade Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an "Officer" or "Director" of SNAPI in good standing.

#### *Committee*

The Parade Committee should consist of no less than four people and should meet at least four times per year, at the discretion of the Chairperson or at the direction of the Board of Directors. Members of the Parade Committee are responsible for the planning, coordination and execution of the annual Pride parade, as long as the Board of Directors has determined a parade will be included during the annual Pride festival. The Chairman is responsible for obtaining permits; coordinating with all governmental agencies concerning security, parade route, grandstands and obtaining other government-sponsored equipment; developing and coordinating contracts with vendors and entrants; and ensuring all clean-up requirements are accommodated.

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### Food and Beverage Committee

#### *Chairperson*

The Food and Beverage Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Food and Beverage Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an “Officer” or “Director” of SNAPI in good standing.

#### *Committee*

The Food and Beverage Committee should consist of no less than four people and should meet at least four times per year, at the discretion of the Chairperson or at the direction of the Board of Directors. Members of the Food and Beverage Committee are responsible for developing the menus for Food and Beverage vendors at all SNAPI-sponsored functions and supervision of all bar-related activities at SNAPI functions. Additionally, this Committee is responsible for insuring that all local, state, and SNAPI rules, regulations, laws, and contractual agreements are carried out by volunteers and vendors.

### Pageant Committee

#### *Chairperson*

The Pageant Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Parade Committee Chairperson. The Chairperson is elected by majority vote of the Board of Directors. The Chairperson must be an “Officer” or “Director” of SNAPI in good standing

#### *Committee*

The Pageant Committee should consist of no less than four people and should meet at least four times per year, at the discretion of the Chairperson or at the direction of the Board of Directors. Members of the Pageant Committee are responsible for coordinating efforts with marketing to appropriately advertise the pageant(s), attract participants and obtain a suitable venue. In addition, appropriate judges must be secured for the pageant, prizes, acceptable to the Board of Directors, must be identified and approved by the Board, and a time/date for the pageant must be established early enough in the year so the new royalty can attend Pride functions throughout the year.

If the Board determines it is appropriate and desirable for the Pride royalty to attend out-of-area functions, the chairman will be responsible to ensure the behavior of the royalty is appropriate and reflects well on SNAPI. At no time will the Board sanction out-of-state travel of Pride royalty who are under the age of 21.

### Executive Committee

#### *Composition & Chairperson*

The Executive Committee shall consist of the president, vice-president, secretary, treasurer and parliamentarian of the Southern Nevada Association of Pride, Inc. The president shall be the chairperson of the Executive Committee.

#### *Duties and Powers*

The Executive Committee shall have general supervision of the affairs of the organization between meetings of the Board of Directors, make recommendations to the Board of

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Directors and perform such other duties as specified from time to time by the Board of Directors. The Executive Committee shall be subject to the orders of the Board of Directors, and none of its acts shall conflict with action taken by the Board of Directors.

The Executive Committee may authorize emergency expenditures, promises or contracts of no more than one hundred (\$100) without express permission of the Board of Directors.

### *Meetings & Quorum*

The Executive Committee, unless otherwise ordered by the Board of Directors, shall meet at least twice per term of office. The president may also call meetings of the Executive Committee by notifying the Officers. A quorum of three Officers is necessary to conduct business as the Executive Committee.

### **SOP5 - Media Releases & Press Statements** - Adopted - August 24, 2004

Official press releases from the Board of Directors of Southern Nevada Association of Pride, Inc. require the approval of a simple majority of the Board of Directors. Statements made by individual members of the Board of Directors do not necessarily reflect the official views of the organization.

### **SOP6 - Voting & Balloting Procedures** - Adopted - August 24, 2004

Voting will be performed by show of hands, or voice, except in cases of election of Officers, election of Directors and election of Committee Chairpersons. Election of Officers, Directors and Committee Chairpersons may be conducted by written ballot. Written ballots may be fill-in-the blank, preferential, yes/no, or other methods as deemed appropriate by the Parliamentarian and deemed fair by the Board of Directors. The Parliamentarian will serve as teller for written ballots, and will present the results to the Chair. The Chair will declare the results.

### **SOP7 - Financial Policies and Procedures** - Updated - March 18, 2008

#### *Financial Statements*

The treasurer, or a designated director, will provide monthly financial statements including, but not limited to, a monthly balance sheet and a listing of all monthly payments to be made on behalf of SNAPI.

The treasurer will receive the prior monthly banking statement from the secretary at the first meeting of the month, unless arrangements have been made in advance. All statements will be reconciled monthly and kept in file for review by board members. A request to review reconciled statements must be given to the Treasurer in writing.

The request will be accommodated at the earliest mutual convenience of the Treasurer and the requestor.

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### *Reimbursements*

It is not the intent of SNAPI to have directors expend their own funds on behalf of SNAPI. Unless an emergency arises and a director has to act prior to the next regularly-called meeting, it is the director's responsibility to obtain prior approval of expenditures. Reimbursements of prior approved expenditures will be processed as soon as receipts are received by the treasurer and a reimbursement check can be cut and signed (no less than 14 days). Requests for unapproved expenditure reimbursements must be submitted to the SNAPI Board at a regularly scheduled meeting and may or may not be approved. If not approved, those expenditures were not deemed necessary for SNAPI to incur and will remain the expense of the director.

### *Money Handling Procedures*

All money/checks processed for or on behalf of SNAPI will be conducted by no less than two directors, with a third director as the depositor of the funds into a SNAPI account. **All deposits will be made no later than 72 hours after money or checks have been received. Deposits may be made, either through use of the automated teller machines (ATMs) or directly in the branch office.** All information concerning funds handled and deposited must be accounted for on official forms provided by the secretary and approved by the treasurer. If forms are not available at the time of fund receipt, a hand-written receipt should accompany the funds with the signature of at least two directors, acknowledging the amount of funds received, source and time/date of receipt. A formal receipt should be completed at the earliest convenience of the board members, with the original directors reiterating the fund data and signing. All deposits will be reconciled against the bank statements monthly by the treasurer.

1. All designated SNAPI events will have either the treasurer, a member of the Finance Committee or a designated director (by the treasurer) as the collector of funds. Another SNAPI director will verify funds received and funds will be deposited by an executive board member. All deposit receipts will be given to the treasurer and reconciliation will be completed between the "funds counted" statement, the deposit slip amount and the bank statement. All discrepancies will be resolved by the treasurer in a timely manner.
2. Regarding non-SNAPI events where the SNAPI organization is a designated beneficiary of proceeds earned/received, the treasurer, a member of the Finance Committee or designated director (by the treasurer) will assist the event coordinator in ensuring all funds are handled appropriately. SNAPI will always make every attempt to assist other organizations in all money-handling efforts to ensure integrity and responsibility to the community.

### *Sponsors*

When a sponsor has been obtained for an event, the chairperson of that event should be informed immediately. Prior to the event occurring, the treasurer will receive a list of all sponsors (completed with contact information and address/phone data) and the amount of the sponsorship. In addition, if there are pre-payments of sponsorships, please

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ensure that all checks are made payable to SNAPI prior to accepting the check and process the check per the money handling procedures outlined above.

### *Other*

All checks printed by the treasurer or designated director will be signed by two Executive Board members, excluding the treasurer. As a check and balance, the Treasurer is not allowed to sign checks or deposit funds.

If more than one Executive Board member lives at the same address) partners or roommates), only one of those members may have signatory rights to the SNAPI account. If, as a result, the treasurer and president determine there are an inadequate number of signors available for SNAPI to operate efficiently, an additional signor may be appointed by the president with the approval of the SNAPI board.

The treasurer or designated director will enter into contracts concerning annual tax preparation without the need for approval of the Board, as this is a normal function of the treasurer. The amount of the contract will be brought before the Board, but for information only. Any other financial contracts will require Board approval, such as audit contracts, bonding contracts or other contracts financial in nature.

All questions as to money handling or procedures not outlined in this section should be referred to the treasurer for clarification.

### **SOP8 - SNAPI Meetings - Minutes and Recording of Proceedings - Adopted – September 25, 2007**

The audio, video or still photography recording of SNAPI meetings by members of the community is prohibited, unless prior written authorization has been provided by the president. Requests for recording must be made in writing to the president no later than 48 hours prior to the scheduled meeting. The president will respond to requests no later than 12 hours prior to the scheduled meeting.

The secretary, or his/her representative, may record proceedings for use in the preparation of minutes of a SNAPI meeting. Minutes of SNAPI meetings (excluding special meetings) will be available as soon as feasible and posted on the Corporation's web site or available in hard copy. The secretary is not required to maintain historical recordings of SNAPI meetings unless the Board of Directors so directs. Other Directors may make recordings of the proceedings for SNAPI-related business if approved by the Board.

Verbatim minutes are not available, unless approved by a two-thirds vote of the Board of Directors. Notification of a request for verbatim minutes must be made in writing to the president or secretary prior to the next regular meeting. If such transcripts are approved, a professional and licensed transcriber will be hired to prepare the verbatim transcripts and the cost of the transcription will be borne by the requestor.