

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.

SOP-1 CAPI Conference- Adopted November 19, 2013

The Consolidated Association of Pride, Inc. (CAPI) is a California 501(c)(3) non-profit corporation made up of LGBT Pride coordinators in Arizona, California, Hawaii, Nevada, Texas, Utah, New Mexico, and the country of Mexico. Encompassing a full range of membership, member committees range from some of the largest in the world to some of the smallest, with midsize events well represented in the rank-and-file.

Southern Nevada Association of PRIDE, Inc. (SNAPI) is a member of CAPI. Board of Director's approves a budget to renew our annual membership, which is due on December 31st of each year. Membership dues are based on festival yearly income.

Pending conference location, air flight and hotel rates, the board of directors will vote to send representatives to each annual CAPI conference. Standard practice is to send a minimum of 2 representatives, President/Executive board member, and a board member in good standing that has never attended an CAPI conference. Non-qualified board members who would like to attend any CAPI Conference - and/or in the event that the Board determines adequate funds are not currently available - may attend but assume all cost (conference, hotel, and travel). Budget for this conference is filed under Program/Festival Expenses for Board of Director development.

Budget for this conference is filed under Program/Festival Expenses for Board of Director development.

SOP-2 InterPRIDE Conference- Adopter November 19, 2013

InterPRIDE Vision is a world where there is full cultural, social and legal equality for all. InterPRIDE Mission is to increase the capacity of our network of LGBTI Pride organizations around the world to raise awareness of cultural, social and legal inequality, and to effect positive change through education, collaboration, advocacy and outreach. InterPride exists: To promote Lesbian, Gay, Bisexual and Transgender Pride on an international level, to increase networking and communication among Pride

Organizations and to encourage diverse communities to hold and attend Pride events and to act as a source of education.

InterPride accomplishes its mission with Regional Conferences and an Annual World Conference (AWC). At the annual conference, InterPride members network and collaborate on an international scale and take care of the business of the organization. InterPride is a voice for the LGBTI community around the world. We stand up for inequality and fight injustice everywhere. Our member organizations share the latest news so that they can react internationally and make a difference.

Southern Nevada Association of PRIDE, Inc. (SNAPI) is a member of InterPRIDE. Board of Director's approves a budget to renew our annual membership, which is due on December 31st of each year. Membership dues are based on festival yearly income.

SNAPI attends InterPRIDE AWC's annual conference scheduled between October and November of each year. Traditionally the AWC is held in the United States every other year. If not being hosted in the states, AWC conference is hosted internationally.

Pending conference location, air flight and hotel rates, the board of directors will vote to send representatives to each annual AWC conference. Standard practice is to send a minimum of 2 representatives, President/Executive board member, and a board member in good standing that has never attended an InterPRIDE AWC conference. Non-qualified board members who would like to attend any InterPRIDE AWC Conference - and/or in the event that the Board determines adequate funds are not currently available - may attend but assume all cost (conference, hotel, and travel). Budget for this conference is filed under Program/Festival Expenses for Board of Director development.

SOP-3 -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

SOP- 4 Money Control Form – Event Tracking – Updated November 19. 2013

All monies shall be recorded onto the appropriate Event Tracking Worksheet and verified by minimum of 2 Directors, to be presented with deposit receipts to the Treasurer. Funds received are to be deposited within 72 hours of receipt.

SOP- 5 Additional Qualifications for Board of Directors - Adopted - August 24, 2004

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

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

SOP- 6 Duties of Standing Committees - Updated –November 19, 2013

Marketing Committee

Chairperson(s)

The Marketing Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Marketing Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

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, social media, website content, public announcements, press releases and other forms of advertising as deemed appropriate by the event Chairperson(s), Board of Directors and Marketing Chairperson(s), 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(s)

The Sponsorship Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Sponsorship Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

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(s) 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.

Vendor Committee

Chairperson(s)

The Vendor Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Vendor Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

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(s)

The Logistics Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Logistics Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

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, contracts, equipment, handling parking, transportation, crowd circulation, and after-event breakdown, as well as other duties assigned by the Board of Directors.

Volunteer Committee

Chairperson(s)

The Volunteer Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Volunteer Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors. The Chairperson(s) 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,

ensuing all SNAPI events have sufficient volunteers by contacting me Chairperson(s) of each event, and delegating all necessary tasks to members of the Volunteer Committee.

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(s). Performing tasks for the SNAPI Board of Directors is strictly voluntary and coercion is not allowed. Volunteers may 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(s)

The Education Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Education Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors. The Chairperson(s) 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, ensuing all SNAPI events have the appropriate education component by contacting the Chairperson(s) 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 may 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(s)

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 may be duly-elected members of the Board of

Directors of SNAPI or individuals previously nominated and approved by the board of directors.

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 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 signer 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 signer for checks issued by SNAPI.

Finance committee will meet once a month (first week of each month) to review bank statements, all board directors' payments and purchase requests.

Finance Committee is responsible to schedule a monthly meeting with vendor who is contracted to do monthly QuickBooks, provide all completed paperwork including a current bank statement. Vendor will provide a current profit and loss report and current vs. actual budget report for the finance committee to review and forward to the Board of Directors for final review. The committee is also responsible for sending a current bank statement to the Board of Directors. Digital monthly bank statement can be requested from any executive board member with online access to SNAPI's bank account.

Finance committee is responsible to report any missing financial paperwork to Board of Directors. Report will include date of transaction, transaction amount, and name of Director responsible for paperwork.

Finance Committee- Event Income Tracking

Finance committee is responsible for the collection of all income at all SNAPI fundraising events; distributing change fund to board members or assigned committee members; collection of all cash, credit card charges, and checks. Finance committee is responsible for completing "Events Tracking" Form, confirm and balance all cash drawers, reset, confirm change fund, and prepared deposit.

Credit Card and On Line Purchases-

Executive board members or directors that are approved to make in-store or on-line purchases with company credit card are required to turn in a monthly expense report by monthly board meeting. A breakdown on multiple forms is encouraged to be used for accounting purposes. All accompanying receipts and packing lists may be turned in with each expenses report. Treasurer/Finance Committee will audit all expenses reports and information will be included in monthly QuickBooks reports

Committee Check Purchase Request-

Based on approved budget, all committees can request a check for expenses to complete committee's task.

Committee may submit a detailed budget including taxes, including a copy of board member check request form for board approval. Any cash balance and all receipts including the original copy Board of Directors Expense Report and board member check request form may be turned in at next schedule board meeting

Committee Credit Card Payment Request-

Committees can request a credit card payment in order to secure a payment.

A detailed budget and inclusive amount to be paid with a copy of board member credit card payment request form may be submitted for approval by the Board of Directors. Once approved, any Executive Board Member with a company credit card may proceed with purchase on-line.

A copy of the online receipt may be e-mailed to treasure@lasvegaspride.org and board member who requested credit card purchase. A hard copy of the original purchase receipt, an original copy of the Board of Directors Expense Report, and a copy of the board member's Credit Card Payment Request Form may be submitted to Treasurer/Finance Committee at next scheduled board meeting.

Check-Processing Policy- SOP Proposal

Here are the guidelines for check request:

- 1- All invoices may be emailed to the Board of Directors for review, please send your invoice to prideboard@lasvegaspride.org . The board will review and present any questions about your invoice.
- 2- All invoices may be email to the board by the 10th of each month.
- 3- Any invoices emailed after the 10th will be processed the following month.
- 4- If request for payment is an on-going monthly bill request, the invoice may include a start-and-end date on invoice.
- 5- Current address and contact information are included on invoice.
- 6- All checks will be presented for approval and signed on the 3rd Wednesday of each month and mailed out the following day.

Entertainment Committee

Chairperson(s)

The Entertainment Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Entertainment Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

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(s) 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(s)

The Parade Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Parade Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

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(s) 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(s) 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.

Food and Beverage Committee

Chairperson(s)

The Food and Beverage Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Food and Beverage Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

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(s) 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.

Royalty Committee

Chairperson(s)

The Royalty Committee of Southern Nevada Association of Pride, Inc. (SNAPI) is chaired by the Parade Committee Chairperson(s). The Chairperson(s) is elected by majority vote of the Board of Directors. The Chairperson(s) may be an "Officer" or a "Director" of SNAPI in good standing. In the event that an Officer or Director of SNAPI is unavailable for this position, the board may nominate and approve a skilled individual for the position with a simple majority vote of the Board of Directors.

Committee

The Royalty Committee should consist of no less than four people and should meet at least four times per year, at the discretion of the Chairperson(s) or at the direction of the Board of Directors. Members of the Royalty Committee are responsible for coordinating efforts with marketing to appropriately advertise the pageants), attract participants and obtain a suitable venue. In addition, appropriate judges may be secured for the pageant, prizes, acceptable to the Board of Directors, may be identified and approved by the Board, and a time/date for the pageant may 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.

Traveling Sub-Committee

Southern Nevada Association of Pride, Inc., travels to fellow Consolidated Association of Pride, Inc. (CAPI) sister-prides to promote the City of Las Vegas and Las Vegas PRIDE.

Current travel destinations include:

Phoenix, Arizona; Long Beach, California;
San Diego, California; Palm Springs, California

Pending budgets, other travel destinations include:

Christopher Street West (WEHO/LA Pride), California;
Salt Lake City, Utah; Denver, Colorado. Other cities could be added accordingly.

Yearly travel plans are recommended to the Board of Directors by the Royalty Committee with estimated budgets and travel rosters are suggested. Once Board approves, travel arrangements are booked; hotel rooms are reserved; and city's parade applications are completed.

Average of 8 people travel to sister city prides, 5 show boys / show girls, Mr. and Miss Las Vegas Pride and at least 1 board member support. Travel agenda includes 3 to 4 days, day 1 travel to location, day 2 and 3 work event, and day 4 travel back to Vegas.

Parade committee will dress in costume, interact with people at the festival, and talk about Las Vegas and Las Vegas Pride. The committee will hand out over 6000 rack cards at each festival and collect over 5000 emails to be used in our data base for email blast. Committee will also be in the local parade that will be seen by over 45,000 people per parade. The Parade committee will take an average of 1,500 pictures a day at the festival and maybe 10,000 at the parade. Will have walking banner, SUV banners, and current 3x5 rack card with the Las Vegas Pride logo and the dates of the current parade and festival, as well as the theme for the year.

The parade committee will average 3 hotel rooms a day, 1 SUV, and gas. A second vehicle is rented per necessary demand.

Budget for Parade Committee travel will be filed under Program/Parade Marketing Expenses for Marketing of the Parade and Program. Budget does not included travel and hotel discounts sponsorship.

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 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.

SOP- 7 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.

SOP- 8 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.

SOP- 9 Financial Policies and Procedures - Updated –November 2013 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 may be given to the Treasurer in writing. The request will be accommodated at the earliest mutual convenience of the Treasurer and the requestor.

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 may 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 may 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.

3. The finance committee shall submit a reconciling report to any applicable committee within 7 days of any SNAPI event excluding the annual Las Vegas PRIDE Festival.

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 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 signers available for SNAPI to operate efficiently, an additional signer 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.

SOP- 10 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 may 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 may 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.

SOP- 11 Board of Director's Code of Conduct – Adopted - November 19, 2013

Members of the board (including ex officio members of the board) shall at all times abide by and conform to the following code of conduct in their capacity as board members:

1. Each member of the board of directors will abide in all respects by the Southern Nevada Association of Pride Inc.s' Code of Ethics and all other rules and regulations of the association (including but not limited to the association's articles of incorporation and bylaws) and will ensure that their membership (or the membership of the entity for which they serve as officer, director as the case may be) in the association remains in good

standing at all times. Furthermore, each member of the board of directors will at all times obey all applicable federal, state and local laws and regulations and will provide or cause to provide the full cooperation of the association when requested to do so by those institutions and their persons set in authority as are required to uphold the law.

2. Members of the board of directors will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and reasonable competence.

3. Except as the board of directors may otherwise require or as otherwise required by law, no board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the association and each member of the board will uphold the strict confidentiality of all meetings and other deliberations and communications of the board of directors.

4. Members of the board of directors will exercise proper authority and good judgment in their dealings with other board of directors, association membership, suppliers, and the general public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.

5. No member of the board of directors will use any information provided by the association or acquired as a consequence of the board member's service to the association in any manner other than in furtherance of his or her board duties. Further, no member of the board of directors will misuse association property or resources and will at all times keep the association's property secure and not allow any person not authorized by the board of directors to have or use such property.

6. Each member of the board of directors will use his or her best efforts to regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner pursuant to the board's direction and oversight.

7. Upon termination of service, a resigned/terminated board member will promptly return to the association all documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the resigned/terminated board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the board of directors.

8. The board of directors dedicates itself to leading by example in serving the needs of the association and its members and also in representing the interests and ideals of the LGBTQ Community at large.

9. No member of the board of directors shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.

10. The board of directors may act at all times in the best interests of the association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:

- A. Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain association activities, such benefit may be merely incidental to the primary benefit to the association and its purposes;
- B. Do not abuse board membership by improperly using board membership or the association's staff, services, equipment, resources, or property for personal or third-party gain or pleasure; board members shall not represent to third parties that their authority as a board member extends any further than that which it actually extends;
- C. Do not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the association;
- D. Do not engage in or facilitate any discriminatory or harassing behavior directed toward association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association;
- E. Do not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the association without fully disclosing such items to the board of directors; and
- F. Provide goods or services to the association as a paid vendor to the association only after full disclosure to, and advance approval by, the board, and pursuant to any related procedures adopted by the board.

SOP- 12 Whistleblower Policy & Procedures Policy – Adopted - November 19, 2013

Whistleblower Policy & Procedures Policy:

Southern Nevada Association of Pride Inc. encourages employees, volunteers and others related to the organization to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by employees, volunteers, or others related to the organization. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Procedures:

Reports can be made directly to the executive director, board chair or vice chair. To the extent that the activity or misconduct involves the executive director the report should be made directly to the board chair or vice chair.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The recipient of a complaint will notify the sender and acknowledge receipt of the reported violation or misconduct within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

SOP- 13 Board of Directors Qualifications and Tiers – Adopted - March 16, 2016

Associate Board of Directors First Tier – No Term limit

Recommended that Associate Board members attend as many public meetings, workshops, and events as possible. Associate Board members are recommended to serve on a minimum of one (1) Committee. Associate Board members opinions and input serve as a valuable component of the voting process of the Board of Directors – members of the Associate Board do not affect quorum and do not cast votes above committee level. Individuals interested in Associate Board positions will express their eligibility to the President – in attendance at a public meeting, candidates may be nominated and elected to the Associate Board. If elected Associate Board members will be required to adhere to the Organization’s Code of Conduct.

Board of Directors Second Tier - 3-year Minimum Term

Individuals who have met the required conditions of the First Tier, may be nominated and elected to the Board of Directors. Members of the Board of Directors are required to give or get a minimum of \$2,000 in real or in-kind contribution annually on behalf of the Organization. Board of Directors members are given two official board member shirts and a name tag. All members of the Board of Directors are required to sit on a minimum of at least one (1) standing committee. They are also required to attend all SNAPI functions, events, workshops, and board meetings. All members of the Board of Directors are required to attend the PRIDE Festival, Parade, and PRIDE Celebration events.

Executive Board Members Fourth Tier – 3-year Minimum Term

There are five executive titles: President (2-year term), Vice President (1-year term), Treasurer (1-year term), Secretary (1-year term) and Parliamentarian (1-year term). In order to be elected to the Executive Board, board members may have served for at least 1 year as a member of the SNAPI Board. They may be in good standing and clearly understand the requirements of the position/title they apply for. Executive Board Members may also meet all requirements of the third tier.