



## **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, USAP Conference, and InterPride Conference-**

*Adopted November 19, 2013- Updated November 20, 2019.*

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

SNAPI attends CAPI, USAP, and InterPride conferences depending on conference location, air flight, car rental, and hotel rates, the board of directors will vote to send representatives to each conference. Standard practice is to send a minimum of 2 representatives, President/Executive board member, appointed member and/or 1-board members in good standing who has never traveled to a CAPI, USAP and/or InterPride conference.

Other board members who would like to attend any CAPI, USAP, and/or InterPride Conference- and/or in the event that the Board determines adequate funds are not currently available- may attend but assume all costs (conference, hotel, and travel), unless a budget is approved by the Board of Directors.

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

### **CAPI**

The Consolidated Association of Pride, Inc. (CAPI) is a California 501(c)(3) non-profit corporation made up of LGBT Pride coordinators in Alaska, Arizona, California, Hawaii, Idaho, Kansas, Montana, New Mexico, Nevada, Oklahoma, Oregon, Texas, Utah, Washington, Wyoming, or 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.

### **USAP**

The United States Association of Prides (USAP) is a 501(c)(3) organization which was formed with the primary purpose to engage in activities to promote the public education and awareness of the personal rights and civil liberties of lesbian, gay, bisexual, transgender and gender

nonconforming individuals. USAP membership is composed of US-based pride organizations that are members of InterPride.

### **InterPride**

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 a World Conference and General Meeting (WC&GM). At the 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.

SNAPI attends InterPRIDE WC&GM's annual conference scheduled between October and November of each year. If not being hosted in the states, WC&GM conference is hosted internationally.

### **SOP-2 -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 Chair
  - 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 them?"
13. Vote (each charge separately)
14. Penalty Request (SNAPI Manager)
15. Penalty Debate (Board of Directors) & Vote
16. Verdict (Chair)
17. Adjourn

**SOP- 3 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.

**SOP- 4 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.
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- 5 Duties of Standing Committees –**

*Updated – November 20, 2019.*

**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) must 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.

#### *Marketing Committee*

The Marketing Committee should consist of no less than two 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(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) must 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 two 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.

#### **Exhibitor Committee**

##### *Chairperson(s)*

The Exhibitor 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) must 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 Exhibitor Committee should consist of no less than two people and should meet at least four times per year. Members of the Exhibitor Committee are responsible for all correspondence with potential and actual vendors for the annual pride festival, including developing and negotiating exhibitor contracts, collection of exhibitor fees, assigning of exhibitor spaces, coordinating with the Food & Beverage Committee to assign food and drink exhibitor space at the festival, ensuring all exhibitor 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) must 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 two 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(s)*

The Volunteer 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) must 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, ensuring all SNAPI events have sufficient volunteers by contacting the 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 two 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 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.

### **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 must 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 should meet once a month to review bank statements, all board directors' payments, and purchase requests.

Finance Committee is responsible to schedule a quarterly 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 member(s); 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 Online Purchases-*

Executive Board Members, Directors, or Executive Director 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 must be turned in with each expenses report. Treasurer/Finance Committee member will audit all expense 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 must submit a detailed budget, 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 must be turned in at next scheduled 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 must 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 must be e-mailed to treasurer@lasvegaspride.org](mailto:treasurer@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 must be submitted to Treasurer/Finance Committee member at next scheduled board meeting.

*Check-Processing Policy-*

Guidelines for check request:

1. All invoices must be emailed to the Board of Directors for review, please send your invoice to [prideboard@lasvegaspride.org](mailto:prideboard@lasvegaspride.org) . The board will review and present any questions about your invoice.
2. All invoices must 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 must include a start-and-end date on invoice.
4. Current address and contact information are included on invoice.
5. All checks will be presented for approval and signed during the General Meeting 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) must 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 two 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) must 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 two 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 Chairperson(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.

**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) must 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 two 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 SNAPI's Events.

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.

Travel destinations will be determined based on Sponsorship. 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.

Individuals from the travel sub-committee will dress in costume, interact with people at the festival, and talk about Las Vegas and Las Vegas PRIDE. The sub-committee will hand out marketing material promoting Las Vegas and Las Vegas PRIDE.

The Royalty Committee will book hotels, vehicles, and gas as necessary according to approved budget.

Budget for Royalty Committee travel will be filed under Program/Parade Marketing Expenses for Marketing of the Program. Budget does not include 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 Treasurer may authorize emergency expenditures, promises, or contracts of no more than five hundred (\$500) or up to 25% of approved budget without requiring approval from 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- 6 Media Releases & Press Statements –**

*Adopted - August 24, 2004, Updated November 20, 2019*

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.

Only the President may make public statements on behalf of the Corporation, unless an appointment has been made by the President. Statements made by other individual members of the Board of Directors, or other individuals associated with the Organization, do not necessarily reflect the official views of the organization.

**SOP- 7 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- 8 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 before 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, after an approval by the Board of Directors.

*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 must act prior to the next regularly scheduled 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 an approved individual by the Board of Directors, excluding the Treasurer.

All deposits should be made no later than 72 hours after money or checks have been received. Deposits may be made 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, and submitted within 72 hours. If forms are not available at the time of fund receipt, a hand-written receipt should accompany the funds with the signature of an approved individual, 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 should be reconciled monthly by the treasurer.

1. All designated SNAPI events should have either the Treasurer, a member of the Finance Committee or a designated individual (by the Treasurer) as the collector of funds; another SNAPI director will verify funds received; and funds will be deposited by an approved individual. 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 not to exceed ninety (90) days.
2. Regarding non-SNAPI events where the SNAPI organization is a designated beneficiary of proceeds earned/received, an approved individual, or a member of the Finance Committee, 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 reconciliation 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, that all checks are to be made payable to SNAPI prior to accepting the check, and subsequently process the check per the money handling procedures outlined above.

*Other*

All checks printed by the Treasurer or approved individual will be signed by Executive Board member, 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 approved individual 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 that are financial in nature.

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

### **SOP- 9 SNAPI Meetings - Minutes and Recording of Proceedings - Adopted - September 25, 2007**

The audio, video or still photography recording of all SNAPI meetings by members of the community is prohibited, unless prior written authorization has been provided by the Board of Directors, with approval by a two-thirds vote. Requests for recording must be made in writing to the President or Secretary no later than 30 days prior to the next scheduled meeting. The President will respond to this request no later than 12 hours prior to the scheduled meeting.

The Secretary, or their 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 Organization'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.

### **SOP- 10 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 LGBT+ 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 must 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 must 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- 11 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, and/or removal from the Board.

#### *Procedures:*

Reports can be made directly to the Executive Director, President, or Vice-President. To the extent that the activity or misconduct involves the Executive Director the report should be made directly to the President or Vice-President.

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- 14 Board of Directors Qualifications and Tiers –**

*Adopted - September 21, 2010- Updated- November 20, 2019*

### **Introduction**

Las Vegas PRIDE is a non-profit, charitable organization. The main purpose is to produce the annual Las Vegas PRIDE Parade and Festival. The Organization operates as a business: generating funds to support the purpose through events and fund-raising efforts. Ongoing fundraising events are produced, including the Las Vegas PRIDE Magazine. The Board of Directors is volunteered and works to produce events and raise money to support the purpose. The Organization has external consultants who support the purpose, and execute plans and programs to raise funds. Anyone interested in joining the Board of Directors is welcome to join by receiving a nomination from an existing member of the Board of Directors. To receive a nomination, an individual must meet the following requirements; affirm and comply with all code of conduct rules, affirm and comply with all bylaws and SOPs, be capable of handling the scope of work required for the role, select a committee and support / work to complete the needed tasks of that committee, and attend all Las Vegas PRIDE activities.

### *Definitions & Requirements*

**Attendance:** All members of the board (Associate - Executive) are subjected to an extensive attendance policy. Exceptions in extreme circumstances due to work/personal situations may be made.

**Workshops:** Non-Public meetings of the board which are called by the President as need dictates based upon SNAPI's involvement with the Las Vegas community.

**Board Meetings:** Public Board Meetings are held monthly and occur on regularly scheduled dates.

### **Associate Board of Directors - Annual Term**

#### *First Tier - 3 Month Induction*

This entry-level classification is applied to persons wishing to join the Board of Directors who might have not previously served on a non-profit board. Individuals interested in joining the Associate Board of Directors in this classification must attend all board meetings and all SNAPI events for a minimum of three consecutive months, secure a nomination and a Second from an existing member of the Board of Directors followed by an interview by the Board of Directors, and confirmation or rejection of the nomination.

Participation will be noted during this time and a review will occur following the successful completion of this requirement. Associate members do not have name tags nor are they permitted to wear official board shirts. They do not sit on the lead table with board members but sit as a member of the audience. Attendance for this role is not required, but participation in email and at

all meetings is strongly encouraged.

### **Board of Directors- 3-year Term**

#### *Second Tier -*

Individuals who currently serve on the Associate Board of Directors, may be eligible to be nominated to the Board of Directors at the Organization's Annual Meeting. If attendance requirements have been met, interested individuals may secure a nomination and a Second from an existing member of the Board followed by an interview by the Board and confirmation or rejection of the nomination. Those wishing to serve on the Board of Directors who have previously held positions on other non-profit boards or have previously, successfully completed their term as a member of the SNAPI Board may present themselves for an interview with the board and may be permitted to forego any probationary requirements with board approval. For all prospective board members, it is imperative that there be an understanding of the serious time commitment required of all board members. It is expected, for example, that all board members commit a minimum of 40 volunteer hours during each PRIDE Celebration. All members of the board are required to sit on a minimum of at least one standing committee. Attendance for this role is strictly required for a minimum of 50% of all functions, events, workshops, and board meetings. At each of these gatherings, board member attendance is taken. \*NOTE: ALL Members of the Board are REQUIRED to attend the PRIDE Festival, Parade, and ALL major PRIDE Celebration events.

Individuals confirmed to this role will receive a name badge and 2 Board of Directors Polo shirts.

### **Executive Board Members - Various Terms**

#### *Third Tier*

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, as described in the Organization's Bylaws, board members must have served for at least 1 year as a member of the Board of Directors. They must be in good standing and clearly understand the requirements of the position/title for which they apply. Executive Board Members must also meet all requirements as defined in the Bylaws.

### **SOP- 15 Leave of Absence –**

*Adopted – May 19, 2018*

Any voting Board member may notify the Board of their request to take a leave of absence in accordance to Federal and State Labor laws, or as approved by the Board of Directors, with their selected date to begin. The Board will vote to approve by a simple majority to hold their place as an associate board member until the leave has been completed and the member notifies the Board of their date to return to voting status on the Governing Board.

### **SOP- 16 Board, and Committee Expectations –**



*Adopted – November 20, 2019*

## **Board Member Expectations**

### *General Board Expectations:*

1. Board Members should be able to give a minimum commitment of 3-5 hours per week on Las Vegas PRIDE's work.
2. Board Members are expected to check their email regularly and respond promptly. Please refer to the Las Vegas PRIDE's *Email Protocol Guidelines* below.
3. Board Members should be accessible by telephone and/or web-conference as needed.
4. Board Members must adhere to the code of ethics and conflict of interest policy.
5. Board Members should have the ability to take direction and guidance and provide leadership.
6. Board Members should recognize and adhere to established policies and procedures and familiarize themselves with the By-Laws and SOP's.
7. Board Members will participate in outreach to other Prides as well as other LGBT groups and organizations in or out of the Las Vegas area.
8. Board Members will at all times behave in a civil manner at Las Vegas PRIDE's events and meetings and when representing Las Vegas PRIDE.

### *Meeting attendance:*

1. Board members are expected to attend all public board meetings. If unable to attend the meeting in person, they are expected to attend via telephone. If unable to attend, an apology should be sent to the President, Vice-President, and the Secretary.
2. Board members are expected to participate in all Board meetings.
3. Committee Chairs should present an oral report as necessary during any board meeting.

### *Additional things to remember:*

1. Board members should engage in member recruitment and retention, encouraging participation, not exclude or alienate members, actively participate in Committees (President and Vice-President serve on committees ex officio), be supportive of the work done by other Board members.
2. When speaking to people outside of Las Vegas PRIDE, Board members should be good "ambassadors" for the organization.
3. The President, or their designee, is the official media representatives of Las Vegas PRIDE. If questions arise, they should be consulted to clarify.

## **Committee Operations**

### *Committee Meetings:*

1. Committee Chairs are to record the attendees at committee meetings and make sure minutes both are sent to their respective Committees and sent to the Secretary for inclusion in the organization's electronic storage archive.

### *Budgetary responsibilities:*

1. Committee Chairs are to be aware of line item budgetary limits and financial policy.

2. The Treasurer, the President, and Vice-President are to be notified of up-coming major expenses.
3. Check/Reimbursement Requests are submitted to the Board for approval in a timely fashion.

### **Email Protocols and Standard Operating Procedure**

This document reviews the appropriate use of your Las Vegas PRIDE's email address as well as offering handy hints on how to maximize your effectiveness using email communication within Las Vegas PRIDE. As always, feel free to ask the Secretary, Vice-President, or the President for assistance if you have any questions.

#### *Guidelines for using your Las Vegas PRIDE Email Account:*

- ALL Las Vegas PRIDE related email correspondence should be sent using your Las Vegas PRIDE email account, unless otherwise approved by the Board.
- Your Las Vegas PRIDE email signature must be in Las Vegas PRIDE standard format.
- All email electronic signatures must contain the following:
  - Your name
  - Las Vegas PRIDE position(s)
  - Name of the organization (Southern Nevada Association of PRIDE, Inc.)
  - Las Vegas PRIDE logo (theme logo is optional)
  - Las Vegas PRIDE's website address ([www.lasvegaspride.org](http://www.lasvegaspride.org))
  - The Las Vegas PRIDE Facebook address ([www.facebook.com/PRIDELasVegas/](http://www.facebook.com/PRIDELasVegas/))
  - The Las Vegas PRIDE Twitter account address (@PRIDELasVegas)
- Your signatures may contain the following:
  - Your personal contact information (i.e. your phone number).
  - Privacy statements, at the bottom of your signature should be included: **The information transmitted is intended only for the person(s) or entity to which it is addressed and may contain confidential and or privileged material and should be treated as a confidential Southern Nevada Association of Pride, Inc communication. If the reader of this message is not the intended recipient, you are hereby notified that your access is unauthorized, and any review, dissemination, distribution, or copying of this message including any attachments is strictly prohibited.**

Note that your Las Vegas PRIDE email address should ONLY be used for Las Vegas PRIDE business. This applies to all current Board members, serving Committee Chairs / Co-Chairs, and those people who still have the use of an Las Vegas PRIDE email address but do not serve on the Board. It should be noted that some individuals still have the use of an Las Vegas PRIDE email address as they serve on a Committee or Committees of the organization.

### **Guidelines for sending, replying, or forwarding emails from your Las Vegas PRIDE email address:**

#### *Sending emails:*

- Limit your recipients to only those who should or need to receive your email. It is often not necessary to include a full committee on a subject that the committee's chair(s) can

handle.

- Try to be clear how you wish the recipient of your email to reply. It is good practice to add a note to either “reply to all” or “reply to me only” to remove any confusion.
- Basic courtesies such as “good morning/afternoon/evening”, “please”, “thank you”, and “regards” (or something similar) are always well received and take very little time to include.

*Replying to emails:*

- Please refer to the points in “sending emails” above.
- Read the email carefully to find out if the person who sent it wants you to “reply to all” or only to them as an individual. Often the person will note this in the body of the email.
- Reply to emails in a timely manner. As an organization that depends on email for the majority of our communications, it is vitally important to check your emails at least three times a week, if not every day.
- Do not use email for public criticism. It is always better to “Praise publicly, criticize privately”. If you have constructive, negative feedback, direct it only to the intended recipient.

*Forwarding emails:*

- Generally, it is important to consider who should receive a forwarded email. Less is better if you are unsure.
- Consider that the original sender may not want to have their email shared unnecessarily with a large group of people.

Contact the President, Vice-President, or Secretary should you need any clarification on any points covered in these guidelines.