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

SECTION 1 – DEFINITION – STANDING COMMITTEE
A standing committee is a group, defined by the Board of Directors, constituted to perform a continuing function(s), and remain in existence permanently.

SECTION 2 – COMMITTEE ESTABLISHMENT – STANDING COMMITTEES
A standing committee shall be established upon the passage, by a majority vote of those members of the Board of Directors present and voting, of a standing rule that provides for the following:

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

SECTION 3 – DEFINITION – AD HOC COMMITTEE
An ad hoc committee is a group, defined by the Board of Directors and appointed as the need arises, to carry out a specific task, at the completion of which it ceases to exist.

SECTION 4 – COMMITTEE ESTABLISHMENT – AD HOC COMMITTEES
An ad hoc committee shall be established upon the passage, by a majority vote of those members of the Board of Directors present and voting, of a resolution that provides for the following:

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

SECTION 5 – COMMITTEE ESTABLISHMENT – ADDITIONAL REQUIREMENTS
Committees created under the auspices above, will be subject to the following additional requirements:

A. Committees and subcommittees must consist of at least two (2) persons.
B. Committees shall have two (2) to four (4) co-chairs. The Co-Presidents may appoint a mentor – someone with sufficient experience and insight – to offer support to the co-chairs. Subcommittees also may designate two (2) to four (4) co-chairs. Subcommittees are highly encouraged to appoint a non-Board member as a (co-)chair.
C. The Co-Presidents are eligible to serve on committees and subcommittees as ex officio members, except where a committee or subcommittee is tasked with the nomination of Officers to the Board, or where a conflict of interest exists. Should a committee or subcommittee be tasked with the nomination of Officers to the Board, the Co-Presidents, and people with conflict of interest shall be ineligible to serve on that committee.
D. In performing their work, committees and subcommittees must conduct all necessary communications in order to perform their assigned task(s), cause proper records to be kept of its activities, cause copies of those records to be delivered to the Secretary monthly, and supply written reports as, required by the Bylaws, other governing documents of the Organization, and/or the Board of Directors. All Co-Chairs must attend one Board meetings at least every two months.
E. In performing their work, the co-chair(s) of subcommittees will keep their parent committee’s chair advised of all activities of their subcommittees.
F. Committee Co-Chairs must be endorsed by a Member Organization in order to serve in the position. Co-Chairs must have their endorsing organization qualify to be a Member Organization within the first sixty (60) days of the new fiscal year, or forfeit their position.
SECTION 6 – COMMITTEE OVERSIGHT
A. The Board shall oversee the day-to-day operations of all standing committees and related subcommittees and ensure their compliance with the Bylaws and other governing documents of the Organization.
B. Committee co-chair(s) shall conduct the affairs of their committee and any related subcommittees as they see fit within the Bylaws and other governing documents of the Organization.

SECTION 7 – COMMITTEES – AUTHORITY AND CONTRACTS
A. Committees shall not have the power to legally bind the Organization by contract, nor shall they have the power to authorize expenditures, except as authorized by the budget and the Board.
B. Should a Committee, in the course of the execution of its mandate, need to enter into a legally binding contract, it will refer it to the Board for approval. The Board will vote on such contracts within ten (10) days of their receipt by the Secretary.
C. Outside of these restrictions, or other restrictions that may be imposed by the Bylaws and other governing documents of the Organization, committees are empowered to execute the duly authorized programs and activities of the Organization.

SECTION 8 – COMMITTEES – REPORTING
Committees must electronically provide a written report to the Secretary no later than seven (7) days prior to each monthly Meeting of the Board of Directors on a monthly basis; and to the Membership prior to the opening plenary session of each General Meeting. Such reports shall include the following:

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

SECTION 9 – COMMITTEE MEMBER REMOVAL
Members of committees shall be removed from their committee(s) should they meet the requirements for Officer removal as outlined in the Bylaws.

SECTION 10 – COMMITTEE DISSOLUTION – STANDING COMMITTEES
A standing committee can be dissolved through the passage of a motion of the Board of Directors, by a majority of those present and voting, to rescind the standing rule authorizing the creation of the committee.

SECTION 11 – COMMITTEE DISSOLUTION – AD HOC COMMITTEES
An ad hoc committee shall be dissolved under the following circumstances:

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

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Conference Structure and Integrity Committee.

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

SECTION 3 – COMMITTEE MEMBERSHIP
   A. CSIC’s membership shall be open to all individuals from member organizations.
      a. At least one representative from member organizations selected to host a future GM&WC shall be required to participate in CSIC.
      b. Representatives from prior hosts of the GM&WC are highly encouraged to continue their participation on the committee once their hosting responsibilities are completed.
   B. The Committee chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
   C. The list of the membership for CSIC shall be maintained by the chair of CSIC and transmitted to the Secretary as members join or depart.
PURPOSE
To establish and fix the mandate and membership requirements for the Methods and Standards Committee and its related subcommittees.

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Methods and Standards Committee.

SECTION 2 – METHODS AND STANDARDS COMMITTEE MANDATE
The Methods and Standards Committee is tasked with the following areas of specific responsibility and/or oversight:

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

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

SECTION 4 – SUBCOMMITTEE ESTABLISHMENT – LEADERSHIP DEVELOPMENT
The Board of Directors hereby establishes the Leadership Development Subcommittee of the Methods and Standards Committee.

SECTION 5 – LEADERSHIP DEVELOPMENT SUBCOMMITTEE MANDATE
The Leadership Development Subcommittee of the Methods and Standards Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Matching potential candidates to the duties for Officers and Regional Representatives as outlined in the Bylaws and other governing documents of the Organization.
B. Obtaining statements from possible candidates as to their qualifications and potential interest in serving in an Officer or Regional Representative position.
C. Determining the viability of candidates identified, as outlined above, and reporting on their viability to the membership during the General Meeting and World Conference.
D. Reviewing and proposing policy changes to the Board of Directors related to the duties and responsibilities of Officers and Regional Representatives.
E. Developing and executing plans and programs for the recruitment of candidates to serve as future Officers and Regional Representatives.
F. Developing and executing plans for the development of leadership skills in the Officers, Board of Directors, and the Membership.
SR 01.03 – METHODS AND STANDARDS COMMITTEE (CONT.)
REVISED SEPTEMBER 2021

SECTION 6 – LEADERSHIP DEVELOPMENT SUBCOMMITTEE MEMBERSHIP

A. Leadership Development Subcommittee membership shall be open to all individuals from Full Member organizations who are not seeking election to the Officers or the Board.

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

C. The list of the membership for the Leadership Development Subcommittee shall be maintained by the chair of the Methods and Standards Committee and transmitted to the Secretary as members join or depart.

REFERENCE
Current Resolutions: 07–02
Resolution 10–01
PURPOSE
To establish and fix the mandate and membership requirements for the Member Services Committee.

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Member Services Committee.

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

A. Assisting the Vice President of Member Services in establishing a method of verification of qualification for Organizations applying for Membership to the Organization.
B. Assisting the Vice President of Member Services in creating, maintaining, and distributing the membership guide.
C. Assisting the Vice President of Member Services in identifying, securing, and promoting new and expanded existing member benefits.
D. Assisting the Vice President of Member Services in the creation, maintenance, and promotion of membership resources.
E. Assisting the Vice President of Member Services in the creation and maintenance of the database of all current and former member organizations.

SECTION 3 – SUBCOMMITTEE ESTABLISHMENT – ALUMNI AND RECOGNITION
The Board of Directors hereby establishes the Alumni and Recognition Subcommittee of the Member Services Committee.

SECTION 4 – ALUMNI AND RECOGNITION SUBCOMMITTEE MANDATE
The Alumni and Recognition Subcommittee of the Member Services Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Review, development, and recommendation of policies to the Board of Directors regarding the recognition of the long-term commitment of individuals and member organizations to the Organization.
B. Execution of any plans or programs relating to the recognition of service to/within the Organization.

SECTION 5 – COMMITTEE AND SUBCOMMITTEE MEMBERSHIP
A. The Member Services Committee shall be chaired by the Vice President of Member Services.
B. Member Services Committee and related subcommittee membership shall be open to all individuals from member organizations.
C. The subcommittee chair(s) shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
D. The list of the membership for the Member Services Committee and related subcommittees shall be maintained by the Vice President for Member Services and transmitted to the Secretary as members join or depart.
PURPOSE
To establish and fix the mandate and membership requirements for the Human Rights and Diversity Affairs Committee.

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Human Rights and Diversity Affairs Committee.

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

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

SECTION 3 – SUBCOMMITTEE ESTABLISHMENT – SOLIDARITY
The Board of Directors hereby establishes the Solidarity Subcommittee of the Human Rights and Diversity Affairs Committee.

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

A. Review, development, and recommendation of policies to the Board of Directors regarding the standards by which Solidarity Funds are awarded to the members of InterPride.
B. Developing and providing Solidarity Fund application forms and related materials (guidelines for application, etc.) for distribution to the membership via the Member Services Committee.
C. Developing, coordinating and executing plans and programs related to the publicizing of the Solidarity Fund program with the Presidents of the Organization, Media and Public Relations Assistant(s), and the Member Services Committee, as appropriate.
D. Developing and executing plans and programs related to soliciting contributions from member organizations, individuals and other sources to the Solidarity Fund.
E. Coordinating with the Officers and Fund Development Committees in developing new sources of Solidarity Fund sources through contribution and marketing efforts.
F. Coordinating with the Treasurer regarding the status of the Solidarity Fund and arranging expenditures on its behalf.
G. Reviewing all applicants for Solidarity Fund awards and selecting recipients according to approved standards for Solidarity Fund awards.
H. Coordinating the disbursement of Solidarity Fund awards to selected recipients.
I. Securing reporting from Solidarity Fund recipients.
SECTION 5 – COMMITTEE AND SUBCOMMITTEE MEMBERSHIP

A. Human Rights and Diversity Affairs Committee and related subcommittee membership shall be open to all individuals from member organizations.

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

C. The list of the membership for the Human Rights and Diversity Affairs Committee shall be maintained by the chair of the Human Rights and Diversity Affairs Committee and transmitted to the Secretary as members join or depart.
PURPOSE
To establish and fix the mandate and membership requirements for the Finance Committee.

SECTION 1 – COMMITTEE ESTABLISHMENT – FINANCE
The Board of Directors hereby establishes the Finance Committee.

SECTION 2 – COMMITTEE MANDATE
The Finance Committee is tasked with the following areas of specific responsibility and/or oversight:
   A. Reviewing the Organization's accounting procedures and financial statements to ensure that they are in order and up to date.
   B. Assisting the Treasurer in maintaining and updating the membership dues and reimbursement forms.
   C. Assisting the Treasurer in ensuring that the membership dues form is provided to the Member Services Committee for distribution.
   D. Assisting the Treasurer in ensuring that the expense reimbursement form is provided to the Officers and the Board of Directors for their use.
   E. Coordinating the creation of the annual budget and periodically reviewing actual income and expenditures in comparison to the budget.
   F. Reviewing and proposing policies related to the Organization's finances.

SECTION 3 – COMMITTEE MEMBERSHIP
   A. The Treasurer shall serve as the chair of the Finance Committee.
   B. Finance Committee membership shall be open to individuals from Full Member organizations.
   C. The list of the membership for the Finance Committee shall be maintained by the Treasurer and transmitted to the Secretary as members join or depart.
PURPOSE
To establish and fix the mandate and membership requirements for the Fund Development Committee (FDC).

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Fund Development Committee.

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

SECTION 3 – COMMITTEE AND SUBCOMMITTEE MEMBERSHIP
A. Members of the Officers are hereby mandated to serve on the Fund Development Committee, to expedite the decision-making and contract approval processes, as appropriate. Otherwise, membership shall be open to all individuals from member organizations.
B. The committee chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the Fund Development shall be maintained by the chair of the committee and transmitted to the Secretary as members join or depart.
PURPOSE
To establish the mandate and membership requirements for the WorldPride Committee.

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the WorldPride Committee.

SECTION 2 – COMMITTEE MANDATE
The WorldPride Committee is tasked with the following areas of specific responsibility and/or oversight:
  A. Developing, reviewing, and recommending rules to the Board of Directors regarding bidding for the WorldPride event title.
  B. Providing guidance to the Officers during the negotiation of any WorldPride licensing agreement.
  C. Providing oversight to any WorldPride licensee to ensure adherence to their licensing agreement.
  D. Developing, recommending, and assisting in the execution of plans and programs for marketing and promoting any WorldPride event.

SECTION 3 – COMMITTEE AND SUBCOMMITTEE MEMBERSHIP
A. The Committee’s membership shall be open to all individuals from member organizations.
   a. At least one representative from member organizations selected to host WorldPride shall be required to participate on the Committee.
   b. Representatives from prior hosts of WorldPride are highly encouraged to continue their participation on the committee once their hosting responsibilities, as defined by their license agreement, are completed.
B. The Committee Chair or Co-Chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the WorldPride Committee shall be maintained by the Committee Chair or Co-Chair and transmitted to the Secretary as members join or depart.
PURPOSE
To establish the mandate and membership requirements for the Communications and Website Operations Committee.

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Communications and Website Operations Committee.

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

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

SECTION 3 – COMMITTEE AND SUBCOMMITTEE MEMBERSHIP
A. The Committee’s membership shall be open to all individuals from member organizations.
B. The Committee chair shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the Communications and Website Operations Committee shall be maintained by the Committee chair and transmitted to the Secretary as members join or depart.
PURPOSE
To establish the mandate and membership requirements for the Scholarship Committee.

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Scholarship Committee to oversee the distribution of funds from Pamela O'Brien Memorial Fund.

SECTION 2 – COMMITTEE MANDATE
The Scholarship Committee, is tasked with the following areas of specific responsibility and/or oversight:

A. Review, development, and recommendation of policies to the Board of Directors regarding the standards by which scholarships are awarded to attendees of the Annual World Conference.

B. Developing and providing scholarship application forms and related materials (guidelines for application, etc.) for distribution to the membership via the Member Services Committee.

C. Developing, coordinating, and executing plans and programs related to the publicizing of the scholarship program with the Presidents of the Organization, Media and Public Relations Assistant(s) and the Member Services Committee, as appropriate.

D. Developing and executing plans and programs related to soliciting contributions from member organizations to the scholarship fund.

E. Coordinating with the Officers and Fund Development Committees in developing new sources of scholarship funding through fund development and marketing efforts.

F. Coordinating with the Treasurer regarding the status of the scholarship fund and arranging expenditures on its behalf.

G. Reviewing all applicants for scholarships and selecting recipients according to previously approved standards for scholarship awards.

H. Coordinating the disbursement of scholarship funds to selected recipients.

I. Securing post-World Conference reporting from scholarship recipients.

SECTION 3 – COMMITTEE MEMBERSHIP

A. The Committee’s membership shall be open to all individuals from member organizations not seeking a scholarship from the subcommittee.

B. The Committee chair shall be subject to approval by a majority vote of the committee members and approved by the Board of Directors present and voting on such an appointment.

C. The list of the membership for the Scholarship Committee shall be maintained by the Committee chair and transmitted to the Secretary of the committee as members join or depart.
STANDING RULES

SR 01.11 – GOVERNANCE COMMITTEE
REVISED SEPTEMBER 2021

PURPOSE
To establish and fix the mandate and membership requirements for the Governance Committee and its related subcommittees.

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

SECTION 1 – COMMITTEE ESTABLISHMENT
The Board of Directors hereby establishes the Governance Committee.

SECTION 2 – GOVERNANCE COMMITTEE MANDATE
The Governance Committee is tasked with the following areas of specific responsibility and/or oversight:

A. Board Education Programming
   a. New Board Member Orientations
   b. New Global Advisory Council (GAC) Representatives Orientations
   c. Coordinating mentors for Board members
B. Board member accountability
   a. Board Member, GAC, and Committee Co-Chairs Agreement
   b. Track Board Attendance and Compliance
C. Finding future Board Members and Committee Co-Chairs / Recruitment
   a. Officers Nominee Review
D. Leadership Succession Planning policy development
E. Work with Co-Presidents to recruit any paid staff
F. Acting as the Organization’s committee of inquiry in matters related to grievances or otherwise requiring formal arbitration.

SECTION 3 – GOVERNANCE COMMITTEE MEMBERSHIP

A. Governance Committee membership shall be open to all individuals from Full Member organizations.
B. The Governance Committee Co-Chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the Governance Committee shall be maintained by the Co-Chairs of the Governance Committee and transmitted to the Secretary as members join or depart.
D. Delegated to the Hiring Team

SECTION 4 – SUBCOMMITTEE ESTABLISHMENT – HIRING SUBCOMMITTEE
The Board of Directors hereby establishes the Hiring Subcommittee of the Governance Committee.

SECTION 5 – HIRING SUBCOMMITTEE MANDATE
The Hiring Subcommittee is tasked with the following areas of specific responsibility and/or oversight:

A. Staffing Needs
B. Compensation (with partnership from Finance Committee)
C. Benefits
D. Any other task as deemed necessary by the Governance Committee
SECTION 6 – HIRING SUBCOMMITTEE MEMBERSHIP

A. Hiring Subcommittee membership shall be open to all individuals from full member organizations.
B. The Hiring Subcommittee Co-Chairs shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
C. The list of the membership for the Hiring Subcommittee shall be maintained by the Co-Chairs of the Hiring Subcommittee and transmitted to the Secretary as members join or depart.
PURPOSE
To establish additional requirements for reporting the financial status of the Organization beyond those outlined in the Bylaws.

SECTION 1 – REGULAR FINANCIAL REPORTING
The Treasurer shall prepare, with the assistance of the Finance Committee, distribute to the Officers for its review, the following reports:

A. a monthly income and expense statement;
B. a monthly comparison of actual and accrued income and expenses compared to the approved budget;
C. a monthly balance sheet;
D. a monthly statement of accounts receivable, if appropriate; and
E. a monthly statement of accounts payable, if appropriate.

The reports outlined above shall be presented to the Officers no later than the twentieth day (20th) day of each month, for approval of the Officers no later than the beginning of the following month. Upon their review, said reports shall be distributed to the Board of Directors.

SECTION 2 – OTHER FINANCIAL REPORTING
At intervals determined by the Treasurer, and with the assistance and consent of the Finance Committee, the following reports shall be made available to the Officers for its review at least once per month:

A. bank account reconciliation; and
B. check register.

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

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

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

SECTION 5 – AVAILABILITY OF FINANCIAL REPORTS
Where distribution or availability of financial reports is not specified in this Standing Rule, members of the Board of Directors and/or Member Organizations may request those reports through written or email request to the Treasurer. The Treasurer shall make those reports available to the requesting party within fourteen (14) working days of the receipt of that request.
SECTION 6 – OPERATING BUDGET
The Treasurer, with the assistance and consent of the Finance Committee, shall prepare and submit the coming fiscal year’s operating budget to the Membership for its approval, no later than the second plenary session of each General Meeting.

SECTION 7 – ELECTRONIC RECORDS
A. The Treasurer will keep electronic records for Financial Statements, Bank Statements, and all records pertaining to financial matters. These records will be stored on an electronic document archive updated at least quarterly.
B. The Treasurer will keep a backup copy of the current accounting software available to the Co-Presidents on an electronic document archive, this backup will be updated monthly.
C. The Treasurer will keep an updated log of all username and passwords pertaining to financial documents, software, banking, and other financial instruments, accessible by the Co-Presidents on an electronic document archive.
PURPOSE
To establish procedure regarding expenditures of Organizational funds.

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

SECTION 2 – GENERAL REIMBURSEMENT
Requests for reimbursement for budgeted items must be submitted to the treasurer before any purchase is made or expense is committed. This is so the Treasurer and Co-Presidents can confirm that the expense falls within the budget. Reimbursable expenses shall consist of out-of-pocket expenses made by Directors, Officers, and agents of the Organization in the execution or furtherance of the Organization’s duly authorized activities. It is expected that those requesting reimbursement will use due diligence to reduce InterPride’s expenses.

A. Conference Related Out-of-pocket expenses shall be limited to:
   a. Travel/transportation costs are defined as: air fare, regular baggage fees, taxi’s, or other public transportation to get to and from conference site or other costs as determined appropriate by the finance committee.
   b. Accommodation costs are defined as a stay at a hotel or similar facility and include room and tax only.
B. Requests for payment of reimbursable expenses shall be submitted to the Treasurer. All reimbursement submissions must include receipts and a written report: about the conference attended what workshops or other activities requester attended, and/or an explanation of the expense and why it should be reimbursed, if not related to a conference. Said reports are to be made available to the membership within 30 days.
C. The Treasurer, in conjunction with the Finance Committee, shall maintain a form for the submission and approval for payment of reimbursable expenses.
D. The Treasurer shall submit all requests for reimbursement to the Co-Presidents within ten (10) days of receipt.
E. The Co-Presidents shall consider and reply to the treasurer any request within five (5) days of receipt of request.
F. The Treasurer shall make payment within fifteen (15) days of the Co-President’s approval.
G. No Officer shall be a signatory on a bank draft that would be payable to themselves.
H. All requests for reimbursement shall be submitted as soon as possible after the conference, but no later than thirty (30) days after the conference.
SECTION 3 – REIMBURSEMENT OF BOARD EXPENSES
An active board member can be reimbursed for up to, but no more than, 50% of the total of transportation and housing for the GM&WC and the Mid-Year meetings. An active Officer can also be reimbursed for up to, but no more than, 50% of the total of transportation, registration, and housing for attending the by-law required Regional Conference(s). No reimbursement will be made to a board member for attending their own regional conference.

A. For a board member to be considered active, the member must fulfill all duties and responsibilities as defined in the bylaws, other standing rules, and position descriptions such as, but not limited to, the following:
   a. Actively participate in board discussions by commenting
   b. Actively participate in committee discussions
   c. Vote on at minimum 75% of issues put forth to the Board between the GM&WC & Mid-Year, and the Mid-Year and GM&WC.
   d. Vote on at minimum 75% issues put forth on all the committees where the board member is listed as a member.
   e. Submission of reports by any and all deadlines set.
   f. For Regional Representatives: Communication with the member organizations of their region at least monthly and communication with potential member organizations at least quarterly.
   g. For Vice-Presidents of Global Outreach & Partnership Management: Communication with their Regional Representative's at least monthly. For the regions of their charge without a Representative: Communication with all member organizations at least monthly and communication with potential member organizations at least quarterly.

B. Board Members that are not active and do not meet the minimum requirements will not receive reimbursement.
   a. The Co-Presidents in partnership with the Governance Co-Chairs will determine who is an active board member.
   b. The Co-President not requesting reimbursement and the Treasurer, in partnership with the Governance Co-Chairs, will determine if the Co-President requesting reimbursement is an active board member.
PURPOSE
To establish Organization policy regarding the retention of a tax preparer in the Organization’s State of Incorporation.

SECTION 1 – RETENTION OF AUDITOR IN STATE OF INCORPORATION
The Organization shall retain an auditor in its State of Incorporation to prepare all necessary tax related documents required and necessary to the Organization maintaining its nonprofit status.
PURPOSE
To establish Organization policy regarding the information required of Member Organizations in their requests for partial or full dues exemptions.

SECTION 1 – INITIAL DOCUMENTATION REQUIRED
Requests for dues exemptions submitted by a Member or Applicant Organization, must include information on the organization’s financial status from its current and most previous fiscal year. At a minimum, this data must include a balance sheet and income/expense statement. In situations where a Member or Applicant Organization is requesting a partial dues exemption because the organization’s sole mission or primary purpose is not the organization of Pride events, this data must also include a breakdown of Pride-related and non-Pride-related income. This information should be provided to the Board within 30 days of the request for exemption.

SECTION 2 – ADDITIONAL INFORMATION REQUESTS
Should the Board decide that additional information be required of a Member or Applicant Organization or other party in its consideration of a dues exemption request, the thirty (30) day timeframe, or portion remaining since the receipt of the request, shall be suspended until such time as the Member or Applicant Organization or other party provides the requested information to the Secretary.

SECTION 3 – PRIDE NETWORK RECIPROCAL AGREEMENTS EXEMPT
Agreements between or among Pride Networks and the Organization shall be exempt from the provisions of this Standing Rule.
PURPOSE
To establish policy regarding the accessibility of the Organization's funds.

SECTION 1 – ACCESSIBILITY OF ORGANIZATIONAL FUNDS
The Treasurer shall maintain the Organization's funds in a financial institution chartered and domiciled in the United States, provided the Organization's accounts are accessible, either electronically or in-person, to the Co-Presidents and Treasurer.
PURPOSE
To establish policy regarding Scholarship Funds

SECTION 1 – SCHOLARSHIP FUNDS
InterPride shall annually collect pledges from member organizations and individuals for the scholarship fund. InterPride will allocate an amount equal to 25% of the aforementioned pledges from the general fund to the scholarship fund with a maximum of $5,000 per year.
PURPOSE
To establish requirements for reporting the meetings and actions of the Officers, Board of Directors and plenary sessions of the Membership at the Annual General Meeting.

SECTION 1 – MINUTES/REPORT PRODUCTION
A. The Secretary will produce minutes of all meetings and reports of formal actions of the Officers and Board of Directors, and minutes of all plenary sessions of each GM&WC, within thirty (30) days of each meeting, action or plenary session. The Secretary will then send said minutes/reports via email to the group responsible for approving them (Officers, Board of Directors, or Member Organizations – the “voting group”) for review.

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

SECTION 2 – MINUTES CONTENT
A. Content of the Meeting Minutes should include:
   a. Date and time of meeting
   b. Name of the person recording the minutes
   c. Whether the previous meeting’s minutes were approved
   d. Whether the meeting is a special or regular meeting
   e. Whether notice was given to all Board members
   f. Names of Board members in attendance and list of those absent
   g. Names of any guests in attendance
   h. Whether a quorum was established
   i. Any Board actions (approvals, votes, directives, etc.)
   j. Any reports given by committees
   k. Record recusals, abstentions from voting
   l. Any other action items as approved by the Board.

B. Record of all affirmative motions
   a. A separate appendix of all motions made and approved by the Board of Directors and members will be kept as a record of action items taken.

SECTION 3 – MINUTES APPROVAL
A. Minutes of Officers and Board of Directors meetings shall be approved by a majority vote of those members of the voting group present at the meeting and voting on the matter.

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

C. Voting on minutes will follow the procedure outlined in this document.

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

E. Should the minutes not be approved, the minutes review/revision process will resume as provided for in Section 1, Paragraph B.
SECTION 4 – REPORT APPROVAL

A. Once a report is distributed to its voting group for approval, a seven (7) day window will open. If a member of the voting group objects to the report via email within that window, a formal approval of the report will take place following the procedure for minutes approval in Section 3 of this Standing Rule. Otherwise, the report will be considered approved by unanimous consent.

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

C. Should the report not be approved, the report review/revision process will resume as provided for in Section 1, Paragraph B.
PURPOSE
To establish the Organization’s definition of a “not-for-profit” organization, required by the Bylaws, as broadly as possible to acknowledge and respect the international nature of the organization.

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

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

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

C. Where, in the opinion of the Board of Directors (as evidenced by a majority vote of those members present and voting on the matter), the organization in question is or operates in the spirit of a not-for-profit organization, either in whole or in part.
PURPOSE
To establish the Organization’s policies regarding equal opportunity for and respect of its members.

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

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

SECTION 2 – APPLICATION TO MEMBER ORGANIZATIONS
Member organizations are strongly encouraged to adopt the provisions of Section 1 of this Standing Rule. InterPride recognizes that Member Organizations which produce events that cater to a specific community may adopt nondiscrimination policies that are more applicable to their specific events and the communities they serve.
PURPOSE
To establish the Organization’s policies regarding the reporting of any grievances that individuals, or member organizations may have with the Organization and/or official representatives of the Organization, while maintaining integrity and respect through effective communication.

DEFINITIONS
A. **Grievances**: Grievances are formal complaints of an alleged violation of the InterPride bylaws, standing rules, or policies, or the federal or local laws governing InterPride. Grievances may be raised by member organizations or individuals affiliated with InterPride, including, but not limited to, those in attendance at InterPride events, delegates, volunteers, officers, committee co-chairs, committees, Board members, and Global Advisory Council (GAC) members. Grievances do not include interpersonal disputes or local conflicts within or between member organizations.

B. **Complainant**: The Complainant is the person who submits the grievance.

C. **Subject**: The Subject is the person or party that the grievance is about.

D. **Restorative Justice**: Restorative Justice is a process designed to bring together all those affected by conflict, provide a safe environment for the expression of emotion, allow participants to come to a shared understanding, identify creative ways to deal with conflict, and provide opportunities to rebuild damaged relationships and strengthen teams within the organization and membership.

SECTION 1 - PRE-FILING
Any grievance filed must state steps that the Complainant has taken to resolve the problem.
To facilitate positive resolution, people contemplating filing a grievance may request that the Governance Co-Chairs facilitate the use of the mediation or restorative justice processes.

SECTION 2 - NOTIFICATION PROCEDURE
This procedure explains the process by which an individual or member organization must provide notice of their wish to lodge a grievance with the Organization:

A. The party initiating the grievance should fill out the form available on the Organization’s website, that will then be sent to one or more of the Co-Presidents and/or the Co-Chairs explaining, in writing, the nature of the problem, attaching supporting documents and suggesting the remedy sought. A grievance may not be filed on behalf of another person.

B. Every grievance must clearly state the Bylaw, Standing Rule, procedure, or law that was allegedly violated, and include evidence of the alleged violation. Additionally, every grievance must state what action(s) the complainant has taken to resolve the alleged problem.

C. Unless the grievance is against one of the Presidents and/or Co-Chairs, the person who received the grievance shall share it with the other President(s) and Co-Chairs.

D. The Governance Co-Chairs will determine whether the problem is within the scope of matters that InterPride can handle, and if it is, whether the submission contains evidence to support the alleged violation. The Co-Chairs will notify the complainant of this determination within 14 calendar days of receiving the grievance. If the Co-Chairs determine that the grievance shall move forward, the Co-Chairs shall send a copy of the grievance to the subject.
SECTION 3 – GRIEVANCE PROCEDURE
The following procedure will be followed once the Co-Chairs have made the determination that the Grievance meets the above requirements:

The Co-Chairs shall reach out to the complainant and subject, separately, to discuss whether the grievance should be sent to the Governance Committee for a decision or referred to an alternative dispute resolution (ADR) process through which the parties will participate in mediation or restorative justice. An ADR process may not occur without consent of both parties. Any grievance against InterPride shall be resolved by the Governance Committee and may not be referred to ADR.

A. **Committee Decision:** If it is determined that the grievance shall be sent to the Governance Committee for a decision, the following steps shall be taken:
   1. The Governance Co-Chairs shall provide the subject of the grievance with ten (10) days to submit a response.
   2. The Co-Chairs shall send the grievance and response to the Committee and schedule a meeting, no fewer than five and no more than thirty (30) days after sending the documents.
   3. The Committee shall meet, either in person or electronically (including email) to discuss the Grievance and any response presented.
   4. At this meeting, the Committee shall make a decision regarding the complaint, directing resolution as needed, and advise both parties and send proposed recommendations the Board.
   5. If either party is unsatisfied with the decision, they can appeal, in writing, to the Board within seven (7) working days. The Board shall render a final decision within 20 calendar days of receipt of the appeal.

B. **Alternative Dispute Resolution (ADR):** Parties shall have the option of participating in a facilitated mediation or restorative justice session to try to resolve the problem themselves.
   1. **Mediation:** If the parties elect to engage in mediation, the following steps shall be taken:
      a. A neutral party shall be identified by the Governance Co-Chairs to serve as the mediator. This person should be someone who has been formally trained to mediate disputes on behalf of InterPride.
      b. The mediator shall have an individual conversation with each party to discuss potential outcomes that would satisfy them.
      c. The mediator shall schedule a remote meeting with both parties to discuss potential resolutions. If the parties are unable to reach a resolution after one meeting, they can elect to schedule a follow up meeting. Once the parties reach an ultimate resolution, the mediator shall memorialize the agreement in a “Resolution Statement,” which both parties shall sign, and send notice of the resolution to the parties, the Governance Co-Chairs, and the Board. If either party determines that they are unable to reach a resolution, the mediator shall send notice to both parties, the Governance Co-Chairs, and the Board that the mediation failed and that the grievance will be closed with no resolution reached.
   2. **Restorative Justice:** If the parties elect to engage in a restorative justice process, the following steps shall be taken:
      a. A neutral party shall be identified by the Governance Co-Chairs to facilitate the session. This person should be someone who has been formally trained in restorative justice.
      b. All parties involved in the grievance must consent to participating in a restorative justice process, founded on the Organization’s mission, vision, and values. The parties can choose to add additional frameworks.
      c. All parties must enter the process willing to acknowledge unintended harm or negative impacts by their actions.
      d. The neutral facilitator shall schedule a remote meeting with the parties.
      e. Through this process participants will work to take responsibility for their actions, understand the harm they have caused, work to change their behavior or approach, and establish mechanisms and strategies that prevent future harm.
      f. The parties’ conversation(s) should be solution-focused and forward-facing. The process’s primary purpose is to find a collaborative path forward after the grievance, if possible.
      g. If the parties are unable to reach a resolution, they may elect to continue the process through a series of follow-up meetings.
h. Once the parties reach an ultimate resolution, the facilitator shall memorialize it in a “Resolution Statement,” which both parties shall sign, and send notice of the resolution to the parties, the Governance Co-Chairs, and the Board. If either party determines that they are unable to reach a resolution and that they are no longer willing to participate in the process, the facilitator shall send notice to both parties, the Governance Co-Chairs, and the Board that the grievance will be closed with no resolution reached.

SECTION 4 – CONFLICT OF INTEREST
No person(s) that is a party to a grievance, has or had a personal or professional connection to the events giving rise to the grievance, or is personally invested in the outcome of the grievance, shall serve as a mediator, or take part in the decision-making processes. If either party believes that someone involved in the process has a conflict of interest, they should raise that concern with the Co-Chairs. The Committee will make the final decision as to whether a member will be asked to recuse themself.
PURPOSE
To establish the Organization’s policies regarding the definition, reporting and handling of incidences of sexual harassment.

SECTION 1 – DEFINITION
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature towards persons of the same, opposite sex, or any other gender identities.

SECTION 2 – VIOLATION
It shall be a violation of this policy when submission to such conduct is made to be a condition to serve as an Officer, Regional Representative Committee Chair, Committee Member, or another duly appointed or elected position within the Organization, while representing the Organization. It shall also be a violation of this policy when such conduct occurs during the conduct of the duties of an Officer, Regional Representative, Committee Chair, Committee Member, or another duly appointed or elected position within the Organization, while representing the Organization.

SECTION 3 – REPORTING AND CONFIDENTIALITY
Reports of sexual harassment should be made to a member of the Officers or an Ombudsperson. The Officers will offer access to support, up to legal requirements as may be necessary. The Officers, along with any other persons required for the investigation and resolution of the complaint, including the Board of Directors should a removal action be initiated, shall keep all reports of sexual harassment confidential.

SECTION 4 – DISPOSITION
The Co-Presidents shall immediately respond to reports of sexual harassment. The Presidents of the Organization are authorized to direct resolution of any complaint should one be found to be valid. A valid complaint may serve as a basis for the Board of Directors to remove an Officer, Regional Representative, Committee Chair, Committee Member, or other duly appointed or elected person under the terms of the Bylaws.

SECTION 5 – CONFLICT OF INTEREST
The person(s) that are the subject of a sexual harassment complaint shall take no part in the response or decision-making processes beyond giving evidence as requested.
PURPOSE
To establish the Organization’s policies regarding the handling of resolutions and Standing Rules.

SECTION 1 – DEFINITIONS
A. Resolutions – Resolutions are intended to serve as statements of the Membership's position regarding a particular topic.
B. Standing Rules – Standing Rules are policies developed and passed by the Board of Directors to guide the Organization’s operations in accordance with its mission, vision, strategic plan, and goals.

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

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

SECTION 4 – RESOLUTIONS – NOTICE
The Methods and Standards Committee shall compile a list of resolutions that are to expire at each GM&WC and forward it to the Conference and Structure Integrity Committee for inclusion in pre-conference materials to attendees.

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

SECTION 6 – STANDING RULES – CONSIDERATION AND APPROVAL
The Board may adopt, amend, or rescind Standing Rules upon a majority vote of those members present and voting on such a motion.
PURPOSE
To establish the Organization’s policies regarding the recognition of alumni status of individuals.

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

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

SECTION 1 – OFFICIAL LANGUAGE
The official language of the organization shall be English.

SECTION 2 – ALTERNATE LANGUAGES
A. All reasonable attempts should be made to offer translations in at least French, Spanish, Portuguese, and German where possible and applicable. The organization may choose to make additions to this list if a future need is identified.

B. The instances where these translations are desired should include, but not be limited to:
   1. Official organization documents and publications, in print and all electronic forms with the exception of the main written website content of the organization
   2. Notifications to the membership of the organization, in print and all electronic forms
   3. GM and World Conferences, as noted in these Standing Rules.

C. The organization shall also endeavor to provide interpretation and translation services to assist Members in participating in its activities.

D. The instances where these translations are compulsory are:
   1. Annual Report
   2. Member Survey/s

E. The organization shall also endeavor to provide interpretation and translation services to assist Members in participating in its activities.
PURPOSE
The purpose of this document is to establish a consistent and transparent process for the verification of candidates to the Board of Directors of InterPride, the International Association of Pride Organizers, prior to elections at the General Meeting; and at other times of the year, as needed.

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

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

For each election cycle, the Governance Committee shall convene a Verification Team comprised of members of the Governance Committee, the Executive Committee of the Board of Directors, interested members of the Methods & Standards Committee, and the Global Advisory Council. The Verification Team shall be mandated to conduct the Candidature Verification Process. The Verification Team shall be chaired by one of its members, selected collegially.

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

SECTION 3 - PROCESS PHASES
The Candidature Verification Process is triggered by the acceptance of a candidate nomination, in advance of a plenary session at InterPride’s General Meeting & World Conference (GM&WC). The candidate shall provide the Verification Team with a record of nomination (for a specific position) by a full member of InterPride. Electronic forms of submissions of this record are acceptable, i.e. email.
PHASE 1 – INITIATION
Upon nomination acceptance receipt of records in advance of the GM; or prior to appointment to fulfill a vacancy, the Verification Team shall conduct the following activities:

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

PHASE 2 – REVIEW
Upon completion of Phase I, members of the Verification Team shall conduct a review of the candidacy, including the following activities:

- Review (individually) both the candidate’s write-up and, if offered, resume/CV;
- Establish whether the candidate has/can deliver sufficient skills and experience to perform the position sought, or can be paired with a mentor;
- Collection of three references will be required;
- Consideration of issues potentially damaging to InterPride as an organization;
- Request a letter of support from a full member organization affiliated with the candidate.

PHASE 3 – RECOMMENDATION
Upon completion of Phase II, the Verification Team shall convene, in person or remotely, to discuss the candidate’s criteria. The Verification Team shall review each Team member’s findings, then vote on the candidacy. The vote shall be a simple majority vote (50%+1) of Verification Team members present. The recommendation shall adopt one of the following options:

- The Verification Team verifies the candidacy and sends it forward.
- The Verification Team rejects the candidacy, listing the reason(s).

In case of a tie, the chair of the Verification Team shall have the deciding vote.

Once a recommendation has been made, the Chair of the Verification Team shall notify:

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

The candidate shall respond to the Verification Team and let them know if they accept the findings of the Verification Team. If yes, the Verification Team shall initiate Phase 5 – Notification. If not, the Verification Team shall begin Phase 4 – Appeal.
PHASE 4 – APPEAL
A candidate whose candidacy has been rejected shall have the right to appeal the Verification Team’s findings. If a candidate so decides, the Verification Team shall arrange for a meeting, in person or remote, where the candidate shall have an opportunity to respond to the rejection recommendation. The candidate shall decide whether they want this meeting to be open to third-party members of InterPride or not. During the appeal meeting, the Verification Team shall have the opportunity to ask for clarifications or any questions relevant to the rejection recommendation. Once questions have been exhausted, the candidate and third-party participants (if any) shall leave the meeting, and the Verification Team shall deliberate. The Verification Team will re-vote on the candidacy criteria. The vote shall be a majority vote of the present members of the Verification Team. The final decision shall adopt one of the following options:

- The Verification Team verifies the candidacy.
- The Verification Team rejects the candidacy.

In case of a tie, the Chair of the Verification Team shall have the deciding vote. This final decision cannot be appealed. However, a candidate whose candidacy has been accepted shall have the right to withdraw their candidacy at any time following the Candidate Verification Process.

PHASE 5 - NOTIFICATION
Upon completion of the Recommendation and Appeal phases (as applicable), the Chair of the Verification Team shall notify the final decision to:

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

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

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

The Verification Team shall additionally work with the InterPride Secretary to archive all records of the Candidature Verification Process.
04 – GENERAL MEETING & WORLD CONFERENCE
SR 04.01 – BID REQUIREMENTS AND SELECTION PROCESS
REVISED SEPTEMBER 2021

PURPOSE
To establish the requirements that potential hosts must meet in bidding to host the General Meeting and World Conference, herein referred to as the GM&WC of the Organization, and establish the procedures through which bids are presented to and accepted by the Organization.

SECTION 1 – ORGANIZATIONAL ELIGIBILITY
In order to be eligible to bid as a potential host of the GM&WC of the Organization, a member organization must:
A. Be a Full Member organization in good standing for at least four (4) consecutive years;
B. Have attended three (3) of the previous four (4) GM&WCs;
C. Has produced a conference type event within the last 5 years;
D. Have an annual budget of at least USD $50,000 and
E. Be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of gross revenues in the most recent consecutive three (3) year fiscal period.

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

SECTION 3 – BIDDING PROCESS TIMELINE NOTICE
Bids to host a future GM&WC are accepted at the GM&WC two (2) years before the proposed conference. Any eligible member organization intending to make a bid to host a future GM&WC must follow these deadlines in order to help give the Conference Structure and Integrity Committee (CSIC) time to review the bid and to ensure it meets the of InterPride’s standing rules, policies, and procedures.
A. Informal Intent Declaration: At the GM&WC one year before the presentation of the bid;
B. Letter of Intent Deadline: April 1st of the year the bid is to be made;
C. Waiver Request Deadline: May 1st of the year is to be made;
D. Waiver Decision Deadline: June 1st of the year the bid is to be made;
E. Bid Deadline: July 1st of the year the bid is to be made April 1st of the year the bid is to be made April 1st of the year the bid is to be made
SECTION 4 – BID CONTENT REQUIREMENTS
Any bid presentation made by a member organization to host the GM&WC must include the following:

A. Endorsements or letters of support or invitation from:
   1. Local and/or state/provincial, and/or national governments;
   2. Tourism offices and/or convention/visitors’ bureau;
   3. Local and/or state/provincial and/or national peer LGBTI+ organizations.

B. Detailed information on the proposed host hotel and conference venue(s), including room rates, internet service and parking rates.

C. A letter of intent from the proposed host hotel.

D. The proposed dates of the GM&WC. The conference must be at least four (4) days long, include both days of a given weekend and take place no earlier than 15 September and no later than 15 November during the year for which bids are being accepted.

E. General information concerning the host city including language(s) spoken.

F. Outline of proposed educational tracks, workshops and caucuses, and possible presenters/leaders.

G. Information on the local LGBTI+ community infrastructure (including entertainment options) and an outline of proposed social activities during the GM&WC. This should include a map showing the city, points of LGBTI+ interest and the location of the proposed host hotel and conference venue(s).

H. Detailed information demonstrating an understanding of diversity in relation of those likely to attend the GM&WC, including (but not limited to) disabled access, translation and interpretation services, and dietary requirements.

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

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

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

L. All figures presented must be in USD (United States dollars).

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

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

SECTION 6 – BID PRESENTATION
Each bidding organization shall be provided ten (10) minutes to make their presentation during the second plenary session of an GM&WC. A question-and-answer period must follow the presentation of all bids at a specific conference. A GM&WC’s Host Organization, in consultation with CSIC, may provide additional opportunities during that GM&WC outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bids. Such additional opportunities shall be provided to all bidding organizations on an equal basis. Private parties and excessive ancillary spending by a bidding organization is strongly discouraged.

SECTION 7 – BID SELECTION
The Membership shall vote on the venue for the GM&WC two years hence using the process outlined in the Bylaws. This vote will take place by ballot during the last plenary session of any given GM&WC.

SECTION 8 – OFFICERS NEUTRALITY
Members of the Officers who are not part of a bidding member organization shall not endorse nor support any bid to host an GM&WC.
SECTION 9 – REQUIREMENT SUSPENSION
Any bidding organization can ask for a waiver of one or more provisions of this Standing Rule. The request must be received by May 1st before the GM&WC where their bid will be presented. CSIC will review this request and make a determination through the majority vote of those members of the committee present and voting. The committee’s decision must be made and reported back by June 1st. Such waivers shall be disclosed to all bidding organizations.

SECTION 10 – GEOGRAPHIC LOCATION
CSIC will work with and encourage member organizations outside of North America to work towards the goal of hosting an GM&WC outside of North America at least once every four (4) years.

RESOLUTIONS
13–01
STANDING RULES

SR 04.02 – GENERAL MEETING AND WORLD CONFERENCE RESPONSIBILITIES AND REQUIREMENTS
REVISED SEPTEMBER 2021

PURPOSE
To assign responsibilities and establish minimum requirements for the General Meeting and World Conference, herein referred to as the GM&WC, of the Organization.

SECTION 1 – INTERPRIDE RESPONSIBILITIES
InterPride shall be responsible for the following aspects of each year’s GM&WC:

A. Through the Officers:
   1. Setting the Record Date, a date by which a new full member organization can join InterPride (and its Partners) or a lapsed full member organization can renew, to be entitled to vote at the General Meeting & World Conference plenary and Board of Director meetings. The Record Date will be sixty (60) days before the first day of the GM&WC, and should be announced to the membership.
   2. Defining the agenda for each plenary session, meeting of the Board of Directors and meeting of the Officers.
   3. Providing the Host Organization with copies, paper or electronic, of all forms and other documents needed to facilitate the conduct of business at the GM&WC no later than two (2) months prior to an GM&WC.
   4. Providing the content and facilitator for the required plenary business procedure orientation session as outlined in Section 9, Paragraph D, Subparagraph 2 of this Standing Rule.
   5. Conducting the delegation credentialing process at the GM&WC. The Treasurer shall provide verification of dues payment. The Vice President of Member Services will collect member organization and event information.
   6. Advising the Host Organization of any sponsorship arrangements and liaising with the Host Organization to ensure the fulfillment of any sponsorship obligations InterPride might have regarding the GM&WC.

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

C. Through the entire Board:
   1. Assisting with the marketing and promotion of the GM&WC.
   2. Coordinating a Mentorship program for new delegates.
SECTION 2 – HOST ORGANIZATION GENERAL RESPONSIBILITIES

The Host Organization for an GM&WC shall be responsible for the following:

A. Securing a host hotel and making all arrangements for the conference venue.
B. Liaising with the host hotel and conference venue prior to and during the conference.
C. Coordinating the provision of all meals required for or otherwise provided as part of the conference.
D. Coordinating the conference educational content, including providing CSIC and its chair with the outline of proposed educational content and caucuses no later than four (4) months prior to an GM&WC.
E. Coordinating the conference-sponsored social activities, including providing directions and/or transportation should they occur outside of the conference venue.
F. Developing and executing a marketing plan, including mailings, to promote the conference. All Marketing materials are to be shared with the Board so that they can assist with the promotion of the GM&WC.
G. Developing and maintaining a database of conference attendees and their member organizations.
   1. The list of delegates/attendees and member organizations registered must be sent to the chair of the Alumni subcommittee of the Member Services committee no later than three (3) weeks prior to the start of the GM&WC, for use in producing individual badges and organization certificates.
   2. In conjunction with the Board's mentorship program, a list of first-time attendees must be sent to the Vice President of Member Services no later than one (1) week prior to the start of the GM&WC.
   3. The list of member organizations registered must be provided to the Secretary no later than one (1) day before the first plenary session of the GM&WC.
   4. The final registration list must be sent to the CSIC chair(s) and the Alumni Subcommittee chair(s) within one (1) week of the end of them GM&WC.
H. Coordinating the fulfillment of any sponsorship obligations of the Organization.
I. Providing indemnification and USD $1,000,000 liability coverage that names InterPride, its officers and CSIC members.
SECTION 3 – CONFERENCE REQUIREMENTS – FINANCES

The Host Organization shall adhere to the following requirements regarding finances for an GM&WC:

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

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

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

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

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

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

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

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

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

J. Should the Host Organization generate a deficit, InterPride shall provide funds to cover twenty-five percent (25%) or $5,000 of any such deficit, whichever shall be the lesser amount. Such funds shall be paid by InterPride to the Host Organization no later than thirty (30) thirty after the presentation of the Host Organization’s final financial statement and receipts and receipts to the Officers, as outlined in Subsection H, above.
SECTION 4 – CONFERENCE REQUIREMENTS – CONFERENCE AND SOCIAL ACTIVITY VENUES

The Host Organization shall adhere to the following requirements regarding conference and social activity venues at the GM&WC:

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

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

SECTION 6 – CONFERENCE REQUIREMENTS - PERSONNEL
The Host Organization shall adhere to the following requirements regarding personnel arrangements at the GM&WC:

A. The Host Organization will designate a roster of “on call” personnel. At least one (1) such person must be available at any time during the conference. A schedule of such personnel and their appropriate contact information will be provided to all delegates in their registration packets.
B. Host Organization members will be trained to answer general conference questions. Host Organization members assigned to the conference office should be well-versed on the workings of the conference and any last-minute changes that may occur.
C. Host Organization members must be easily identified by highly visible means (shirt, hat, badge, etc).
D. The Host Organization will maintain a visible presence throughout the conference. This will include providing monitors for all educational sessions. These monitors will ensure that facilitators are adequately supported, collect information on the number of attendees in each session, and collect session evaluations from all participants.

SECTION 7 – CONFERENCE REQUIREMENTS - LOGISTICS
The Host Organization shall adhere to the following requirements regarding logistical arrangements at the GM&WC:

A. At least one (1) computer and one (1) printer will be made available for use by registered delegates at the conference office or another designated location.
B. The Host Organization will provide a large master schedule in the main conference area.
C. The Host Organization is not responsible for the duplication of educational materials unless it volunteers to provide such services.
D. The Host Organization will create and place at least one (1) “drop box” where replies to InterPride business (Methods and Standards revisions, theme proposals, etc.) may be deposited. They should be in an easily accessible location and prominently marked. The drop box(es) must be locked if it will be left in an unstaffed location.
E. A sound system must be made available in any location that a conference-sponsored meal occurs so that announcements can be made, if necessary.
F. If provided by the Host Organization, vendor space should be located away from the entry to workshops or other educational presentations.
SECTION 8 – CONFERENCE REQUIREMENTS – REGISTRATION AND CREDENTIALING

The Host Organization shall adhere to the following requirements regarding registration and credentialing during the GM&WC:

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

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

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

D. Registration forms must request whether attendees will require translation and/or interpretation services, or if they have dietary restrictions (and if so, what they are). Every attempt should be made by the Host Organization to accommodate such requests.
SECTION 9 – CONFERENCE REQUIREMENTS – CONFERENCE CONTENT

The Host Organization shall adhere to the following requirements regarding conference content before and during the GM&WC:

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

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

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

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

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

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

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

H. Scheduled plenary sessions shall not run longer than three (3) hours.
SECTION 10 – CONFERENCE REQUIREMENTS – DATABASE AND CONFERENCE CONTINUITY

The Host Organization shall adhere to the following requirements regarding databases and conference continuity before and during the GM&WC:

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

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

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

D. The Host Organization will provide monthly reports to CSIC for the final six (6) months leading up to the conference. Host organizations that do not provide the required reports may not receive financial assistance if the conference generates a deficit. The report shall contain:

1. The number of people registered, and hotel room pickup.
2. List of confirmed breakout sessions.
3. Schedule updates which will include meals, meetings, and social activities.
4. Other information deemed important by the Host Organization.
5. The Host Organization will provide copies of all planning and execution documents and files for storage in InterPride’s electronic filing cabinet.

SECTION 11 – GM&WC LANGUAGE

The official language of InterPride is English, however all reasonable attempts should be made to offer translations in at least French, Spanish, Portuguese, and German. These instances should include, but not be limited to:

A. Official GM&WC documents (in print and electronic forms) that are the specific responsibility of the Host Organization.

B. Important signage at the GM&WC.

C. Print and electronic notifications regarding the GM&WC to the membership of InterPride, both prior to and during the conference.

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

RESOLUTIONS
09–01, 04–02, 05–03, 06–02, 06–03, 16–02
PURPOSE
To assign responsibilities and establish minimum requirements for the Regional Conferences of the Organization.

SECTION 1 – INTERPRIDE RESPONSIBILITIES
InterPride, through its Regional Representatives, shall be responsible for the following aspects of a Regional Conference:
A. Sending announcements and registration materials regarding the conference to member organizations in the region.
B. Defining the agenda for at least one of the plenary sessions. (Organizations that are registered regional partners of InterPride (such as EPOA, FCP, and USAP) are exempted from Subsection B but must provide an opportunity for InterPride to have 10 (ten) minutes during one of the plenaries.)
C. Advising the Host Organization of any sponsorship obligations and arrangements, and liaising with the Host Organization to ensure the fulfillment of any sponsorship opportunities InterPride might have in connection with Regional Conferences.
D. Providing financial assistance to the host organization as outlined in Section 5.

SECTION 2 – HOST ORGANIZATION GENERAL RESPONSIBILITIES
The Host Organization for the Regional Conference shall be responsible for the following:
A. Securing a host hotel and making all arrangements for the conference venue.
B. Liaising with the host hotel and conference venue prior to and during the conference.
C. Coordinating the provision of all meals required for or otherwise provided as part of the conference.
D. Coordinating the conduct of all conference educational content.
E. Coordinating the conduct of all conference-sponsored social activities, including providing directions and/or transportation should they occur outside of the conference venue.
F. Developing and executing a marketing plan, including mailings, to promote the conference. All Marketing materials should be shared with the Regional Representatives so that they may assist with the promotion of the Regional Conference.
G. Developing and maintaining a database of conference attendees and their member organizations; the final attendee list, along with contact information will be provided to the Member Services Committee after the conference.
H. Providing at least two complimentary registrations for the Regional Representatives from the region. These individuals are responsible for their own travel and lodging. The complimentary registrations are not transferable. If two Regional Representatives are not able to attend, then the unallocated complimentary registrations will be made available to members of the InterPride Officers.
I. Submitting the items specified in Section 5C to the InterPride Co-Presidents and Treasurer within 60 days of the conference.
J. Listing InterPride as a sponsor in the category that best represents the projected amount of the reimbursement from InterPride.

SECTION 3 – CONFERENCE REQUIREMENTS – FINANCES
The Host Organization shall adhere to the following requirements regarding finances for a Regional Conference:
A. The Host Organization is responsible for all conference income and expenditures. This includes the collection of fees, payment of expenses, record keeping, and accountability for all monies.
B. The Host Organization is free to seek and obtain conference sponsors provided that no obligation is placed upon InterPride without its prior consent, as expressed in a duly passed motion of the Officers or Board of Directors.
C. The Host Organization may retain any profit from the conference but is responsible for any loss.

SECTION 4 – CONFERENCE REQUIREMENTS – CONFERENCE AND SOCIAL ACTIVITY VENUES
The conference venue and all venues for official social activities must be accessible to the disabled.
SECTION 5 – INTERPRIDE REIMBURSEMENT TO HOST COMMITTEE

1. InterPride will reimburse the Host Organization after the conference for any loss up to the amount listed below, based on the number of member organizations present at the regional conference.
   - $2,250 for 13+ Organizations
   - $1,650 for 10 to 12 Organizations
   - $1,050 for 7 to 9 Organizations
   - $650 for 4 to 6 Organizations

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

3. Within 60 days of the completion of a regional conference the Host Organization must submit the following information to the InterPride Co-Presidents and Treasurer:
   a. A copy of the Conference program
   b. A list containing the names of all organizations in attendance
   c. The name, organization, and contact information of each delegate in attendance
   d. A brief narrative about the conference
   e. Final budget and expense reports for the conference

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

5. Reimbursement will be issued within 30 days of submission of this material.
PURPOSE
To provide guidelines and requirements for the selection and roles of Ombudspersons for the InterPride General Meeting & World Conference (GM&WC).

SECTION 1 – DEFINITION
An official appointed to investigate complaints, barriers to access, safety, and individuals’ issues against InterPride, its members, or a hosting organization. A designated neutral who provides conflict resolution and problem-solving services. The typical duties of an ombudsperson are to investigate complaints and attempt to resolve them, through recommendations (binding or not), restorative justice, or mediation. Ombudspersons sometimes also aim to identify systemic issues leading to poor actions or breaches of member and human rights. The Ombudsperson does not play a role in formal processes, nor represent any side in a dispute.

SECTION 2: OMBUDSPERSON SELECTION REQUIREMENTS
1. The recommended number of Ombudspersons for the GM&WC is three (3), though it can be less or more.
2. They cannot be an active Board member or Committee Co-Chair of InterPride, or a Planning Committee/Host Organization member.
3. Preference is for individuals who have formal training in conflict resolution and non-violent de-escalation, as well as crisis intervention and trauma-informed counseling.

SECTION 3: AUTHORITY TO APPOINT
1. The Governance committee will review all applicants for the position of Ombudsperson(s) and select appointee(s).

SECTION 4: REQUIREMENTS OF THE OMBUDSPERSONS
1. Receive, investigate, and resolve, if possible, all complaints received from participants.
2. Be available all days of the conference and associated events to support all participants of all identities.
3. Refer any participants in crisis to relevant services and/or authorities.
4. In the above situation(s), a report will go to the Governance Co-Chairs within 24 hours.
5. Follow related policies and procedures of InterPride.
6. Provide a report of all complaints received, investigated, resolved, and unresolved to the Governance Co-Chairs Chairs and the Co-Presidents within 7 days of the event or meeting.

SECTION 5: OMBUDSPERSON SUPPORT
1. The Governance Co-Chairs will act as support during the conference for the Ombudspersons to fulfill their duties.
2. The Governance Committee will follow through with any unresolved matter(s) reported by the Ombudsperson(s).
3. InterPride will cover registration fees for the General Meeting & World Conference.
SECTION 6: ROLE OF THE OMBUDSPERSON(S)
The following areas of concern fall under the role of the Ombudspersons, and may be investigated by them, though resolution could be assigned to a related department:

1. Gender neutral signage (lack of; responsibility of the Host Committee/Event Coordinator)
2. Gender neutral language (responsibility of all parties)
3. Misogyny, misandry, and misanthropy (address globally by InterPride)
4. Racism, Sexism, Transphobia, Biphobia, Homophobia, Exclusion (address globally by InterPride)
5. Misgendering (addressed globally by InterPride)
6. Conference or Event Content (CSIC, WorldPride, Event Coordinators)
7. Vibe/Conduct (Anger, Disrespect, Disruption, Bullying, Marginalizing, Patronization – address globally by InterPride)
8. Safety, Accessibility, Communication (venue- or event-related)
PURPOSE
To establish policy regarding the role of the Officers in the marketing of the Organization.

SECTION 1 – PROTECTION OF INTELLECTUAL PROPERTY
The Officers is hereby tasked with protecting all intellectual property of the Organization, including but not limited to the InterPride logo.

SECTION 2 – PROMOTION OF INTERPRIDE LOGO USAGE/OVERSIGHT
The Officers are hereby tasked with promoting and facilitating the usage of the InterPride logo by the membership. It is also tasked with reviewing proposed use of the logo by the membership for merchandising purposes and for proposing policies to the Board of Directors regarding member use of the logo in such circumstances.

SECTION 3 – STRATEGY/PRODUCTION OF MERCHANDISE
The Officers is hereby tasked, as it sees fit, with developing a strategy for the production of InterPride-related merchandise, including the development and execution of plans for direct sale of such merchandise by the Organization.

SECTION 4 – ORGANIZATION
The Officers may organize itself as it sees fit towards the accomplishment of the tasks outlined in Sections 1–3, above. The Officers may, at its discretion, appoint non-Officers to assist in its efforts.
PURPOSE
To establish policy regarding the use of the InterPride logo by member organizations.

SECTION 1 – NON-MERCHANDISING USE OF THE INTERPRIDE LOGO BY MEMBER ORGANIZATIONS
Member organizations in good standing are hereby authorized to use the InterPride logo for non-merchandising uses (logo/link placement to the InterPride website, letterhead usage, etc.).

SECTION 2 – MERCHANDISING USE OF THE INTERPRIDE LOGO BY MEMBER ORGANIZATIONS
Member organizations in good standing are hereby authorized to use the InterPride logo for merchandising uses, subject to the following conditions:

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

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

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

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

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

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

SECTION 3 – LICENSING AGREEMENTS
The Officers may, at its discretion, negotiate licensing agreements with member organizations regarding use of the InterPride logo that differs from the provisions of Section 2, above. Such agreements are subject to the approval of a majority of the members of the Board of Directors present and voting on the agreement.
PURPOSE
To establish the procedures by which applications for the WorldPride title are handled and the requirements for licensing. The WorldPride title is granted by the Membership.

SECTION 1 – ESTABLISHMENT OF WORLDPRIDE TITLE
Pursuant to Resolution 97–01, the Organization established the title “WorldPride”, which it may license, from time to time, to a Full Member Organization. WorldPride shall be a semi-regular activity of InterPride. The event is intended to be awarded every two (2) calendar years, beginning in 2019. The Membership may opt to grant the title at different intervals. The title should be granted in the spirit of geographic diversity – it is preferred, but shall not be required, that each WorldPride not be held on the same continent as the previous one.

SECTION 2 – REQUIREMENTS FOR APPLICANT ORGANIZATIONS
In order to be eligible to apply for the WorldPride title, an applicant organization must meet the following requirements:

A. The applicant organization must be a current, Full Member Organization of InterPride and have been in good standing for at least four (4) consecutive calendar years prior to submitting an application.
B. The applicant organization must have organized at least three (3) Pride Events (physical, virtual, or hybrid) within the previous four (4) calendar years.
C. The applicant organization must have attended three (3) of the previous four (4) World Conferences. Consideration may be given to Member organizations that have not fulfilled this obligation but have been actively involved in any of the associated Pride Platforms over this period.
D. The applicant organization must be a fiscally stable organization with no operating deficit exceeding ten percent (10%) of revenues in a four (4) calendar year period.
E. The applicant organization must propose to hold the WorldPride event at least three (3) calendar years after the World Conference at which their application would be considered.
F. The applicant organization must be present at the World Conference at which their application would be considered.
G. Organizations from ODA-eligible countries applying to host a WorldPride event may request a waiver of part or all of the licensing fee. The organization must demonstrate a compelling reason for this request. The request should be submitted to the WorldPride Committee as part of their bid.
SECTION 3 – APPLICATION CONTENT

Any application for the WorldPride title must include the following:

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

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

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

D. Details of the proposed program, including:
   1. an opening ceremony;
   2. a march, parade or similar demonstration;
   3. conference(s) and/or workshop(s) on various aspects/issues of LGBTQI+ life; and
   4. a closing ceremony.

E. A full description of the political context of the program, its projected impact on a global scale and how the program will meet the mission statement and provide measurable outcomes to InterPride and its member organizations.

F. A proposed business plan for the event that includes the following:
   1. a proposed budget;
   2. organizational structure; and
   3. key personnel.

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

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

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

J. A signed intent-to-bid agreement

The application must clearly specify the global dimension of the event and evidence the desire to embrace and respect the participation of the international LGBTI+ community. The application must also fully comply with this standing rule, along with the Bylaws, other standing rules, and other governing documents of InterPride.
SECTION 4 – SUPPORTING DOCUMENTS
Applications must be accompanied by as many of the following documents as possible. If any of these documents cannot be obtained, a reason must be given as to why the document(s) is unavailable.

A. Letters of support from:
   1. organizations within the city/region/country where the event(s) will take place exhibiting their support;
   2. government officials (mayor, city council, governor, president, prime minister, etc.);
   3. LGBTI+ businesses in the city/region/country of the event(s);
   4. local media;
   5. prospective sponsors;
   6. local tourism authorities;
   7. travel partners (airlines, hotels, travel agents, car rental agencies, etc.) and other event partners; and
   8. human rights organizations.

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

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

SECTION 5 – APPLICATION SUBMISSION

A. Applications for WorldPride will only be formally considered at the World Conference no less than four (4) calendar years in advance of when it is scheduled to take place.

B. Final written and/or electronic applications shall be provided to the WorldPride Committee at least ninety (90) days prior to the World Conference at which the application would be considered. The WorldPride Committee will submit recommendations for approval or denial to the InterPride Board for each application to advance to a Membership vote. The qualifying application(s) shall then be referred to the Membership at the World Conference where they shall vote on whether to grant the provisional WorldPride license. A non-refundable fee of USD $500, submitted to the Treasurer of InterPride, must accompany applications.

C. At a minimum of 120 days prior to the World Conference, the applicant(s) will send their draft bid document(s) and/or presentation(s) to the WorldPride Committee Co-Chair(s) for review. This review is to verify that the minimum requirements, as established in the Standing Rules and bylaws for a bid to be accepted and valid have been met. The co-chairs will only evaluate if the requirements have been met, and not the caliber or quantity or quality of the information provided. The WorldPride Committee Co-Chairs will provide confirmation that applications and bids meet all requirements for submission and approval.

D. At 100 days prior to the World Conference, the revised draft proposal(s) will be sent to the WorldPride Committee Co-Chair(s) and distributed to the WorldPride Committee to preview prior to the aforementioned vote at 90 days. This distribution of the proposal(s) shall be confined to the committee and not to be made public until such time as deemed by the CSIC committee, InterPride Co-Presidents, and the World Conference host organizing committee.

SECTION 6 – APPLICATION PRESENTATION
Each applicant organization shall be provided an opportunity to make a presentation regarding their application for the WorldPride license during a World Conference. The applicant organization is responsible to coordinate any technical needs they might have for this presentation with the World Conference’s Host Committee.

The presentation(s) shall be followed by a question-and-answer period. All time periods available for presentations and question-and-answer sessions will be defined in the intent-to-bid agreement.
SECTION 7 – APPLICATION SELECTION
A. An application for the WorldPride title shall be provisionally granted to an applicant organization should two-thirds (2/3) of the Full Member Organizations present and voting at the General Meeting and World Conference at which their application is presented, vote in favor of its acceptance. The vote shall take place using the process outlined in the Bylaws. This vote will take place by ballot during a plenary session of any given General Meeting and World Conference. The choices to be provided shall be: voting in favor of an applicant organization’s bid, voting to not award the license to any applicant organization, and abstention.
B. Should only one application be considered, and the bid not receive a two-thirds majority vote, no provisional license shall be granted.
C. When there shall be two (2) or more applications and should no option receive a majority vote, additional votes shall be taken with the application with the lowest vote total being removed from each subsequent round of voting until a majority vote for an option is achieved. The application achieving a majority vote shall be awarded the provisional license. The definition of a majority vote is defined in the bylaws.

SECTION 8 – REQUIREMENT SUSPENSION
The WorldPride Committee, upon the request of a bidding organization and through a majority vote of those members of the committee, may present a recommendation to the InterPride Board to conduct a two-thirds majority vote to grant a bidding organization a suspension of one or more provisions of Sections 2 and/or 10 of this Standing Rule, excluding membership requirements.

SECTION 9 – LICENSURE – GENERAL
The provisional license of the WorldPride title is contingent on the host organization (successful applicant) and InterPride Co- Presidents entering into a signed licensure agreement containing the terms and conditions upon which the usage of the WorldPride title is authorized by the Organization.

SECTION 10 – LICENSURE – SPECIFICS OF AGREEMENT
The following terms should be incorporated into the licensure agreement:
A. The ability for InterPride to withdraw the WorldPride title and revoke licensure should the host organization be found to be in violation of the licensure agreement.
B. A program of accountability between the host organization and InterPride.
C. Regular reporting of the progress of the event(s) to the WorldPride Committee.
D. In-person reporting of the progress of the event(s) to the Membership at the World Conferences leading up to the event(s);
E. A post-WorldPride presentation at a World Conference following their event(s), including a detailed written report.
F. A requirement that host organizations maintain Full Member status with the Organization for a period following the events.
G. Payment of a non-refundable licensure fee, with a detailed explanation of any agreed upon installment plan.
H. A percentage of profits from the event(s) that will be paid to InterPride.
I. A percentage of profits from all WorldPride merchandise paid to InterPride.
J. An agreement that the licensee will not disparage InterPride; and,
K. A statement clarifying the length and scope of the license.

RESOLUTIONS
97–01, 97–02
PURPOSE
To establish the procedure through which the annual International Pride Theme is selected and communicated.

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

SECTION 2 – THEME SELECTION NOTIFICATION
The Officers will take all appropriate actions to notify the international media and member organizations of the selected international Pride theme as soon as possible after the close of the WC at which it is selected, but no later than thirty (30) days after the close of the GM&WC.

REFERENCE
Active Resolutions: 06–02, 06–03, 16–02
08 – ADDITIONAL RULES
STANDING RULES

SR 08.01 – APPOINTMENT OF REPRESENTATIVES
REVISED SEPTEMBER 2021

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

SECTION 1 – AUTHORITY
The Board of Directors and the Officers are hereby authorized to appoint non-Board or non-members to represent the Organization’s interests in specific circumstances.

SECTION 2 – PROCEDURE
Should either the Board or Officers wish to exercise its authority under Section 1 of this standing rule, it must draft and present for approval to the appropriate body, a motion outlining who is being given the authority to represent the Organization, along with a clear description of the expectations and responsibilities of the appointee. Such an appointment must be approved by a majority of either the Board or the Officers present and voting on the matter.
STANDING RULES

SR 08.02 – ANNUAL GOALS PROCESS
REVISED SEPTEMBER 2021

PURPOSE
To establish the process whereby annual goals are determined, executed, and reported to the Membership and the Board of Directors in furtherance of the organization and its mission.

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

SECTION 2 – REVIEW OF MEMBER INPUT/DEVELOPMENT OF GOALS
The Board will review the goals submitted from Full Member organizations and determine their fitness for inclusion in line with overall principles of furthering the mission of InterPride.

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

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

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

SECTION 6 – REASSIGNMENT OF GOALS
Between meetings of the Board of Directors, the Officers are empowered to reassign the goals, based on their request, a vacancy or to otherwise enable goal completion. This would be accomplished by a majority vote of the Officers present and voting on the matter.
PURPOSE
To establish the Organization's policies regarding the Board of Directors’ Mid-Year Meeting.

SECTION 1 – TIMING AND LOCATION
The Board of Directors shall hold an in-person meeting between General Meetings of the Organization, in the Northern Hemisphere’s Spring season.

The Officers are charged with sitting and organizing the Mid-Year Meeting of the Board of Directors. The Mid-Year Meeting shall be no shorter than two (2) days, to be scheduled over both days of a weekend. The Officers shall coordinate with the Conference Structure and Integrity Committee (CSIC) and the upcoming conference Host Committee to this end.

InterPride will hold its annual mid-year meeting on the opposite continent of where the General Meeting will be held and in a city that is served by an airport with several direct international flights. Holding the meeting in an opposite location will equal out the travel time and expense for the board members. That way people from one hemisphere will not have to travel to the hemisphere of the GM twice in one year. (All board members will have one time each year that they will need to travel extensively and one time in their own hemisphere.) Should the Officers determine, by majority vote of those members present and voting on the matter, that the upcoming conference site is, for cost or other reasons, unsuitable as a site of the Mid-Year Meeting, they will work with member organizations at their discretion to find an alternate site for the meeting.

Once the location of the GM has been selected, CSIC will either select a city* to hold the meeting that meets the rules outlined below or send out a call for member organizations to submit a proposal to host the Mid-Year Meeting.

Meeting Location Requirements
- An airport that has direct international flights to at least 10 different countries.
- Has a hotel with the following:
  - Reasonable lodging for 25 to 35 people within 20% of the rate for the GM
  - No charge for the meeting room that will comfortably accommodate 36 people
  - Free internet in the hotel and meeting room
  - Reasonably priced options for breakfast lunch and dinner

Selection Process
- CSIC will send out a request for a mid-year meeting with-in 30 days following the selection of the GM. Proposals will be due by January 1st.
- CSIC reviews proposals and works with interested cities to answer any questions.
- If more than one proposal is received, the cities will be ranked and presented to the Board for final approval.
- If no proposals are submitted, CSIC will select a location to hold the GM. CSIC will coordinate the meeting.
Funding for the Mid-Year meeting

- The Board will determine the gross amount that will be allocated for travel to the two in-person Board meetings. The Co-Presidents, and Treasurer will look at travel assistance requests to determine the total amount requested and develop a plan to distribute the funds to the board members requesting assistance.
- 75% of the funds will be allocated to support travel to the Mid-Year Meeting. This is because many board members can receive assistance to attend the GM&WC from their Pride, but it is difficult for most Pride Organizations to help fund travel to the Mid-Year meeting.
- Any unused funds that were allocated for the mid-year meeting will be added to the total available for the GM.

*From time to time, CSIC and the board may decide to hold the meeting in a location that does not have an active host pride to assist with the coordination of the meeting. This most likely will take place in areas that InterPride is looking to assist and develop new members of the organization.

**SECTION 2 – MEETING CONTENT**

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

A. Review of and actions regarding the Organization’s annual goals, as described in this document.
B. Leadership development activities for those present; the Officers will work with the Board of Directors and the Leadership Development Subcommittee in developing and executing this portion of the agenda.
C. Review of reports presented by the Regional Representatives regarding their work on behalf of the Organization.
D. Review of reports presented by the Officers regarding their work on behalf of the Organization.
E. Review of the upcoming conference’s site and plans with its Host Committee, if applicable.
F. Other actions as the Board sees fit in furtherance of the Organization and its mission.

**SECTION 3 – MEETING ACCESSIBILITY**

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

The Mid-Year Meeting of the Board of Directors shall be open to representatives of member organizations, Regional Representatives, Officers, and other agents of the Organization.
PURPOSE
InterPride seeks to maintain a professional and ethical environment. It is imperative that Global Advisory Council Members (GACs), Members, Individuals, Staff/Contractors/Consultants, and Officers conduct themselves in a professional manner, strive to avoid conflicts of interest/personal advantage, protect our reputation and integrity, and to operate the organization/their duties in an open and transparent manner, with accountability and integrity. By adhering to a Code of Ethics and Conduct, GACs, Members, Individuals, Staff, and Officers all base their conduct on the core values (Values Statement) and principles of the mission statement of InterPride.

The Code of Ethics and Conduct includes, but is not limited to, the mission of the organization, its system of governance, compliance with laws and regulations, responsible stewardship of funds and donations, open disclosure of information, regular review of programs for effectiveness, and integrity in both operation and fundraising methods.

SECTION 1 – CODE OF ETHICS AND CONDUCT EXPECTATIONS
We hold true:

- Respect for the communities we work with and serve.
- Integrity in our actions.
- Responsibility for our decisions and their consequences.

We are committed to:

- Acting honestly, truthfully, and with integrity in all our transactions and dealings
- Avoiding conflicts of interest
- Appropriately handling actual or apparent conflicts of interest
- Treating our Solidarity and Scholarship grantees fairly
- Treating every individual with dignity and respect
- Treating our Board members and Staff with fairness, good faith, and provide conditions that safeguard their rights and welfare
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve
- Being responsible, transparent, and accountable for all of our actions; and
- Improving accountability, transparency, ethical conduct, and effectiveness.

SECTION 2 – CODE OF ETHICS AND CONDUCT GUIDELINES
A. ACTIONS – GACs, Members, Individuals, Staff, and Officers are expected to act in a manner that will reflect a positive image for the Organization, fulfill their duties under the Bylaws, and other policies and procedures that may be adopted, from time to time, by the Membership, the Board of Directors, or the Officers; and work to further the Organization’s mission, vision, and goals.

B. INTENTIONS – No GACs, Members, Individuals, Staff, and Officers shall knowingly or willfully violate the Articles of Incorporation, Bylaws, and other policies and procedures that may be adopted, from time to time, by the Membership, the Board, or the Officers.

C. CONFLICTS OF INTEREST – Any GACs, Members, Officers, Individuals, and Staff/Contractors/Consultants that find themselves a party to a conflict of interest or the appearance thereof, with regards to any matter before the Board or Officers, shall immediately and fully disclose the nature of the conflict of interest or appearance thereof to the appropriate body and recuse themselves from attempting to influence the outcome and/or voting on such a matter. This also applies to all candidates for GAC and Officer positions.

D. INFLUENCE – No GACs, Members, Officers, Individuals, and Staff/Contractors/Consultants shall use their membership, position, title, or association with the Organization to secure special privileges or exemptions for themselves personally with third parties/other organizations.

E. COMPENSATION – No GACs, Members, Officers, Individuals, and Staff/Contractors/Consultants shall directly or indirectly receive or agree to receive any compensation, gift, reward, or gratuity valued at over fifty ($50) USD from any source for any matter connected with or related to their duties. This provision shall not apply in the following
circumstances:
1. Regarding reimbursement or other monies from the Organization related to the exercise of a GAC or Officer’s duties, as defined by the Bylaws and other policies and procedures that may be adopted, from time to time, by the Membership, the Board of Directors, or the Officers; and
2. Regarding items provided to all attendees of a conference or other event related to the exercise of a GAC or Officer’s duties, as defined by the Bylaws and other policies and procedures that may be adopted, from time to time, by the Membership, the Board of Directors, or the Officers.

F. COMMITMENT – No GACs, Members, Officers, Individuals, and Staff/Contractors/Consultants shall directly or indirectly promise or agree to commit any expense for another member, delegate, scholarship awardee, or a vendor on behalf of the Organization.

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

SECTION 3 – VIOLATIONS
Alleged and verifiable violations of this policy shall be dealt with through the Organization’s Resolution Process outlined in this document.
PURPOSE
To establish the process by which potential Regional Representatives are recruited, reviewed, and appointed by the Board of Directors, with the approval of the Global Advisory Council (GAC).

SECTION 1 – REGIONAL REPRESENTATIVE CANDIDATE RECRUITMENT
A. The Vice Presidents of Global Outreach & Partnership Management (VPGO & PM) assigned to liaise with an underrepresented Region shall endeavor to recruit candidates from Full Member Organizations within that Region to serve as Regional Representatives. Said recruitment shall include the following:
   1. Attempting to maintain diversity in the pool of potential candidates in regard to gender, geographic location, and size of Pride organization;
   2. Gauging qualifications and level of interest of potential candidates in serving as a Regional Representative;
   3. Gauging the level of support that potential candidates' home organization's would provide should a member of their organization be appointed as a Regional Representative, as possible;
   4. Briefing candidates and their home organizations, as possible, on the structure and operation of the Organization, and specifically the duties and responsibilities of serving as a Regional Representatives;
   5. Ensuring that such candidates understand and are willing to perform the duties and responsibilities of a Regional Representative; and
   6. Facilitating candidates' participation at the World Conference or Mid-Year Meeting of the Board of Directors at which they would be appointed.
B. Upon being satisfied that a candidate should be referred to the Global Advisory Council for approval, to then be presented to the Board of Directors for appointment, the Vice Presidents of Global Outreach & Partnership Management assigned to liaise with the Region may move for such an appointment. Such a motion could also be made by one of the Presidents of the Organization should they be assigned to liaise with the Region or in consultation with the aforementioned Vice Presidents of Global Outreach & Partnership Management. The Vice Presidents of Global Outreach & Partnership Management or President shall notify first the GAC for approval, then present to the Board by adding it to the “New Business” portion of the agenda of the official meeting of the Board of Directors.
C. Except for scholarships awarded to permit attendance to a GM&WC, the Organization shall not incur a financial obligation for the participation of a Regional Representative candidate at a Mid-Year Meeting of the Board of Directors or a GM&WC.
D. No preference shall be given to Regional Representative candidates in the selection of scholarship recipients.

SECTION 2 – BOARD CANDIDATE REVIEW
A. The GAC shall have the opportunity to question Regional Representative candidates prior to voting upon the motion(s) for presentation to the Board of Directors. Such review shall occur at any official meeting of the GAC.
B. Regional Representative candidates must be present at the meeting of the GAC at which their motion for presentation to the Board of Directors occurs.

SECTION 3 – BOARD CANDIDATE REVIEW
A. The Board of Directors shall have the opportunity to question Regional Representative candidates prior to voting upon the motion(s) for their appointment. Such review shall occur at an official meeting of the Board.
B. Regional Representative candidates must be present at the meeting of the Board at which their motion for appointment is made and the Board review occurs.
SECTION 4 – RESTRICTIONS

A. No candidate may be appointed as a Regional Representative, without the GAC & the Board having been provided an opportunity to review them, per Section 2 above.

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

C. The provisions of Sections 1, 2, 3, and 4 of this Standing Rule may not be suspended.
STANDING RULES

SR 08.06 – HANDLING OF BUSINESS OUTSIDE OF CALLED MEETINGS
REVISED SEPTEMBER 2021

PURPOSE
To establish the Organization’s procedures regarding the handling of business outside of Official meetings.

SECTION 1 – REFERRAL OF BUSINESS
Items to be considered by either the Officers or Board of Directors outside of Official meetings may be referred to the appropriate body by any of its members via email to the entire body.

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

SECTION 3 – MANAGEMENT OF DISCUSSION ITEMS
A. The Presidents or facilitator of the discussion shall work in concert with the proposer of the item of business once it has been released to manage the item of business during its consideration by the body.
B. Based on the input of the body, the Co-Presidents/facilitator and proposer may propose changes to an item. Once proposed via email to the body, discussion shall be held on the modified item of business. Any email sent to this effect should indicate that a change is being made and the nature of that change, including updated copies of the proposal and/or supporting information in PDF format, as appropriate.
C. Based on the input of the body, the Co-Presidents/facilitator and proposer may either withdraw said item from consideration or refer it to a committee or subcommittee for further consideration or development. The Presidents shall send an email to the body to this effect.
SECTION 4 – VOTING PERIOD
A. Once discussion on an item of business has ended, the Co-Presidents of the Organization will send an email to the appropriate body to start the voting period on the item. The subject line of the email will indicate, “ACTION REQUIRED – VOTE”. The remainder of this email will follow the guidelines laid out in this rule.
B. The timeframe of this voting period shall be up to one (1) week in length and will be specified in the above-referenced email.
C. Votes shall be issued by members of the body, from an email address on record with the Secretary, to an email address established for purposes of voting for that body. Such email addresses shall copy the Secretary and the Co-Presidents of the Organization.
D. For a vote to be considered valid, at least a quorum of the body voting must register a vote. If a quorum is not achieved by the closing date of the original voting period, the period shall be extended in one (1) week increments until a quorum of the body has registered a vote.

SECTION 5 – REPORTING
Upon the successful conclusion of a vote, the Secretary shall issue a report of the action of the body at the next official Board meeting.
PURPOSE
To establish the Organization’s policies regarding the remote participation of Board members at in-person meetings of the Officers and/or Board of Directors.

SECTION 1 – DESIGNATION OF ONLINE CONFERENCING SERVICE
The Methods and Standards Committee shall designate the Organization’s online conferencing service to permit the remote participation of members of the Board of Directors at in-person meetings of the Officers and/or Board. Said service must permit transmission of both audio and video from both the devices of Board members who might use it, as well as from any potential meeting site.

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

SECTION 3 – PREFERRED STANDARD OF OPERATION
A. If a projector is available to show the video and text message output of remotely participating members from a computer at the meeting site, it will be provided.
   a. During voting on items of business requiring a ballot, the projector will be turned off to preserve the confidentiality of each member’s vote.
   b. Member(s) participating remotely are not required to have video transmission capability.
B. If available, a camera shall be set up to permit member(s) participating remotely to view as much of the in-person meeting site as possible.
PURPOSE
To establish the Strategic Planning Team.

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

SECTION 2 – STRATEGIC PLANNING TEAM MANDATE
The Strategic Planning Team is tasked with the following areas of specific responsibility and/or oversight:

A. The development and maintenance of a strategic plan to grow and develop the Organization, for review and approval of the Board of Directors and Membership as appropriate.
B. The development of recommendations regarding the implementation of said strategic plan via the Annual Goals Process, for review and approval of the Board of Directors and Membership, as appropriate.
C. Recommendation of actions to committees and regions on how to implement their relevant aspects of the Strategic Plan.

SECTION 3 – STRATEGIC PLANNING TEAM MEMBERSHIP

A. Strategic Planning Team Co-Chairs shall be limited to not more than four people.
   1. Within this limited number, this team should be as diverse as possible with respect to current, past, and non-Board persons; gender, geographic, ethnic, and age representations; and representation from Full Member Organizations of varying sizes.
B. All members of the Strategic Planning Team should have strategic planning experience, verifiable by Co-Presidents when expressing interest to serve on the Team.
C. The Co-Presidents shall compile all prospective members of the Strategic Planning Team and relevant documentation and propose a slate of Team members and Co-Chairs to the Board of Directors prior to the start of a calendar year.
   1. The Co-Presidents shall also receive indications of interest and relevant documentation from prospective Team members throughout the year and propose replacements to the Board as vacancies occur on the committee.
D. The membership and Co-Chairs of the Strategic Planning Team shall be subject to approval by a majority vote of the Board of Directors present and voting on such an appointment.
   1. The term of service for a member of the Strategic Planning Team shall be for three years from the time of that member’s appointment by the Board of Directors unless they should be removed by the Board of Directors present and voting on such an appointment.
E. The list of the membership for the Strategic Planning Team shall be maintained by the Co-Chairs and transmitted to the Secretary as members join or depart.

REFERENCE
Resolutions: 10-01
PURPOSE
To establish the Organization’s policies regarding the organization of the Regions.

SECTION 1 – AUTHORITY
The Board of Directors is authorized to establish “guidelines for the minimum standards” that Regional policies must adhere to the Bylaws.

The Regions of the Organization may be amended or replaced by resolution presented by and approved by two-thirds (2/3) of the GAC Representatives present and voting at any official meeting of the Council.

SECTION 2 – MINIMUM STANDARDS FOR REGIONAL ORGANIZATION
The Regions of the Organization, through the actions of at least three (3) of their Full Member organizations, shall define how the Region’s business shall be conducted and the Region organized. The policies must adhere to the Rules & Regulations approved by the GAC, and must include the following:

A. Each Region may elect or appoint two (2) Representatives from its Member Organizations. For Regions with more than 50 member organizations, the Region may elect or appoint a third representative on the Council. No more than one (1) GAC Representative shall come from any one Member Organization.

B. Each Representative shall be elected up to a four (4)-year term.

C. The means by which the Full Member Organizations of the Region come to decisions regarding the Region’s operations, provided that at least three (3) Full Member Organizations and every measure is taken to include as many Member Organizations as possible, are responsible for reaching said decisions.

SECTION 3 – RECORDING OF REGIONAL POLICIES
A. The Methods and Standards Committee, in partnership with the GAC, shall develop and maintain a standardized format for the reporting of the policies enacted by Regions.

B. Upon receipt of the new or modified Regional policies noted above by the Secretary, who will forward a copy of such policies to the Methods and Standards Committee and the GAC.

C. The Methods and Standards Committee shall compile such Regional policies received into the format described in Subsection A, above, and shall include a copy of these policies with the rest of the governing documents of the Organization.
PURPOSE
To establish the Organization’s policies regarding the organization of underrepresented Regions.

SECTION 1 – AUTHORITY
The Board of Directors is authorized to “administer any Region with fewer than three (3) Full Member Organizations” under the Bylaws.

SECTION 2 – MINIMUM STANDARDS FOR REGIONAL ORGANIZATION
The following shall apply to Regions under Board administration:
A. The Board of Directors, per Standing Rule 08.05, may appoint Regional Representatives for underrepresented Regions.
B. The terms of Regional Representatives appointed by the Board of Directors shall commence immediately upon the adjournment of the meeting at which they are appointed and conclude upon the start of the fourth General Meeting & World Conference after their appointment.
C. Regional Representatives appointed by the Board of Directors may be removed for the reasons and by the procedure outlined in governing documents of the Organization. The Board, through the procedure outlined in Standing Rule 08.05, may replace Regional Representatives who leave or are removed from office prior to the end of their term.
STANDING RULES

SR 10.01 – MEDIA AND PUBLIC RELATIONS ASSISTANT
REVISED SEPTEMBER 2021

PURPOSE
To establish and define the position of Media and Public Relations Assistant, including its duties and responsibilities.

SECTION 1 – DUTIES AND RESPONSIBILITIES
The Media and Public Relations Assistant shall have the following duties and responsibilities:

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

SECTION 2 – APPOINTMENT AND TERM OF SERVICE
A. The Media and Public Relations Assistant(s) shall be nominated by the Co-Presidents for appointment by the Board of Directors.
B. The Board may appoint the Media and Public Relations Assistant(s) by a majority vote of those present and voting on the matter.
C. The Media and Public Relations Assistant(s) shall serve from the time of their appointment by the Board until the conclusion of the General Meeting & World Conference (GM&WC) following their appointment.
11 – CAMPAIGNING POLICY
PURPOSE
This Policy is intended to ensure a level playing field for all candidates - individuals standing for office and member organizations bidding for the General Meeting and World Conference or WorldPride — and to counteract the tendency in the past, of candidates spending growing amounts of money on bids, gifts, and/or promotions, which makes it less likely that a less-affluent candidate would be selected. This policy is aimed at ensuring a solidaristic approach to any selection process within InterPride.

This policy does not deal with the content of said material, and candidates are expected to abide by the bidding requirements as communicated by the relevant committee (CSIC for the general and mid-year meetings; WorldPride Committee for WorldPride bids; Governance Committee for people running for office). The integrity of the bid is the sole responsibility of the candidates and must adhere to normal standards for truth and trustworthiness. In this regard, InterPride does not censure candidates or assume the responsibility for the contents of a candidate's materials. The membership is expected to abide by InterPride’s Code of Ethics and Conduct and refrain from making any statements that may cause reputation harm or damage, or constitute slander or defamation.

SECTION 1 – CANDIDATES STANDING FOR OFFICE AND BIDDING PRIDES

A. Each candidate or candidate delegations are allowed to produce a campaign, and are expected to submit a campaigning budget during their bid in front of the membership of no more than (some exceptions may be made for Official Development Assistance (ODA) eligible countries upon request and approval by the Board):
   - USD $50,000 – for a WorldPride (WP) bid
   - USD $10,000 – for a General Meeting & World Conference (GM&WC) bid (campaigning costs are not included in the overall budget for purposes of determining registered loss or reimbursement as defined by CSIC)
   - USD $1,000 – for a Board Member candidate.

B. Candidates will include a campaign budget in their presentation to membership. This budget must include any expenditures that benefited other members, such as registration fees or travel costs, but should be done without naming the recipient. For example, a budget would say “$[x] for conference registrations for [x] number of people” not “$[x] for conference registration for Joe from [Boston] Pride.”

C. Candidates are permitted to hand out gifts or financially support members provided these are disclosed publicly. We recommend clarity when presenting the expenses to avoid quid pro quo situations that may jeopardize the bid.

D. Candidates are urged to focus their statements on their qualifications and plans for what they hope to achieve if elected and suggest an implementation timeline with key performance indicators.

E. Budget guidelines are not applicable to donations made to InterPride’s Scholarship or Solidarity funds.

SECTION 2 – BIDDING TO HOST A GENERAL MEETING & WORLD CONFERENCE OR A WORLDPRIDE

A. Candidates may not give members or representatives anything that has financial value in direct exchange for votes. Additionally, candidates have to disclose any financial support given to members and/or representatives of member organizations. Bidders must also disclose the cost of the items they received as a donation or sponsorship. Any of this financial support must be within the accepted campaign budget. Some examples of support are: paying registration fees, travel costs, and/or accommodation costs; paying InterPride, or partner association, membership fees; making donations directly to a member organization; discounting services; sponsoring GM&WC, WP, or regional events; sponsoring member organizations by offering free talent for performances; distributing gifts at conferences, Pride events, or regional events; and employing a representative of a member organization.

B. Board members of InterPride are not allowed to accept anything of monetary value from a bidding organization. Candidates are encouraged to limit giveaways in connection with the presentation to an absolute minimum.

C. Accounts should be open and available for review by InterPride upon request, at least two weeks prior to the GM&WC where the bid is presented, and the bid financial statement be made available to membership.
SECTION 3 – RESPONSE TO GRIEVANCE AND TO COMPLAINTS

A. Member organizations submit complaints or grievances to the Governance Committee with a copy to (Secretary) and to the relevant committee: CSIC or WP. The complaint or grievance can also be filed in a way that keeps the individual confidential. Committee members will be asked to remove themselves from discussions and votes when the member is involved in the election in question, either as an individual candidate, or as a representative of a bidding organization.

B. According to the Bylaws, the Governance Committee will make recommendations to the Board of InterPride. The Board will vote on what the Committee recommends. Board members will be asked to remove themselves from discussions and votes, at both the committee and board levels, when the board member is involved in the election in question, either as an individual candidate, or as a representative of a bidding organization.

C. When conduct disrupts the values of electoral fair play, the Board of InterPride will determine the remedy used to resolve the situation, which can include, but is not limited to:
   1. Requiring the candidate running for office to withdraw;
   2. Removal of the bid of the Pride candidate;
   3. Requiring a member organization to abstain from voting
      a. When complaints are submitted before the vote has happened: The Board votes on a solution in a timely fashion that does not modify the scheduled time of the vote. In any case, the Board responds to the Governance Committee's recommendations in a time that does not exceed 90 days from the time the grievance/complaint is submitted.
      b. When complaints are submitted before the vote is closed and results have not been announced: the announcement is suspended, and the Board meets in an urgent session. The Board may invalidate the results and require that the vote take place again.
      c. When complaints are submitted after the vote is closed and results have been announced: The Board shall meet in an urgent session and is tasked with determining the remedy used to resolve the situation based on the totality of the circumstances.

D. Reconsideration - Bidders can request the Global Advisory Council recommend that the Board reconsider their decision. If the Global Advisory Council recommends reconsideration, the Board must hold a second vote, taking the recommendations of the Global Advisory Council under consideration, and respond pursuant to the Bylaws.

SECTION 4 – RISK AND COMPENSATION

A. Any resources spent on campaigning are at the risk of bidding cities and individual candidates, and a win is not assured. As such, InterPride will not reimburse, in part or in full, the amount spent on any candidate or bidder’s campaign budget, regardless of the results of the election.

B. If a candidate is required to withdraw: It is the sole responsibility of a candidate to be in compliance with this Campaigning Policy. Should a candidate be required to withdraw their candidacy, InterPride, and/or any agents of InterPride in their official or individual capacities, cannot be held financially responsible for this, and the candidate will be entitled to no reimbursement, refund, or compensation for any funds spent on the bid and bidding process.
12 – BOARD DUTIES & RESPONSIBILITIES
CO-PRESIDENTS
The Co-Presidents of the Organization shall:

A. Preside at all meetings of the Board of Directors and the Membership;
B. Provide vision and direction to the Organization;
C. Oversee implementation of resolutions, plans of action and other Organization business and activities;
D. Be an ex-officio voting member (by virtue of office) of all committees, subcommittees and working groups of the organization, unless membership is restricted by the governing standing rule;
E. Attend the regional conference in their region of residence, if held, and at least two (2) regional conferences outside their region of residence;
F. Each serve as one (1) of the three (3) signatories to the Organization's accounts and other financial documents, as needed; and
G. The Presidents have the authorization to make decisions on behalf of the organization including, but not limited to:
   a. financial decisions within approved annual budgets
   b. for the increase of revenue to the organization
   c. between board meetings when the decision is required immediately
   d. general operational decisions
   e. negotiates and signs all contracts on behalf of the organization
H. The Presidents of the Organization will provide a report to the board on all decisions made at the next board meeting following any decision.
I. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

VICE PRESIDENTS OF GLOBAL OUTREACH & PARTNERSHIP MANAGEMENT
The Vice Presidents of Global Outreach & Partnership Management shall:

A. When authorized by the Presidents or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent and fulfill the duties of their office;
B. Assist the Presidents in the implementation of resolutions, plans of action, and other Organization business and activities;
C. Liaise with those regions to which they are assigned by the Board to ensure the execution of the duties of the Global Advisory Council;
D. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference for a region to which they are assigned to liaise with outside their region of residence;
E. Recruit Pride Organizations into the Organization in Regions to which they are assigned by the Board. In Regions where there is a Regional Representative, the VPGO&PN is required to coordinate their outreach and recruitment efforts with that representative;
F. Let the Co-Presidents know if they wish to chair or co-chair a committee, subcommittee, or working group of the Organization; and
G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.
VICE PRESIDENT OF FUND DEVELOPMENT
The Vice President of Fund Development shall:
A. When authorized by the Presidents, or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent, and fulfill the duties of their office;
B. Be responsible for the sourcing of revenue for the Organization, chairing any committee responsible for this task;
C. Coordinate all partnership initiatives of the Organization, engaging all required parties within the Organization;
D. Maintain the Organization’s data regarding all current, future, and former funders; partners and donors;
E. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
F. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

VICE PRESIDENT OF ACCESSIBILITY, DIVERSITY, AND INCLUSION
The Vice President of Accessibility, Diversity, and Inclusion shall:
A. When authorized by the Presidents, or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent and fulfill the duties of their office;
B. Be primarily responsible for the maintenance of the Organization's Accessibility, Diversity, and Inclusion activities, policies, and procedures;
C. Support members, volunteers and officers, particularly those whose backgrounds and lived experiences place them outside the dominant cultures of the Organization;
D. Supervise the duties and responsibilities of the Ombudspersons of the Organization;
E. Choose to chair or co-chair, a committee, subcommittee, or working group of the Organization focused on accessibility, diversity, and inclusion;
F. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

VICE PRESIDENT OF MEMBERSHIP SERVICES
The Vice President of Membership Services shall:
A. When authorized by the Presidents, or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent and fulfill the duties of their office;
B. Develop and implement member resources and benefits, ensure member accessibility to said resources and benefits, and communicate their existence to the Membership;
C. Develop and maintain a membership guide and deliver such guide to each new and renewing Member Organization after receiving confirmation of dues payment by the Treasurer;
D. Establish and maintain a database of the Organization’s data regarding all current and former Member Organizations and making such data available as might be required by these Bylaws and the other governing documents of the Organization;
E. Choose to chair, or co-chair, any committee, subcommittee, or working group that coordinates member services and relations;
F. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.
SR 12.01 – BOARD DUTIES & RESPONSIBILITIES (CONT.)
REVISED SEPTEMBER 2021

SECRETARY
The Secretary shall:
A. Give or cause to be given notice of all meetings of the Board and Membership;
B. Record and retain minutes of all plenary sessions of each GM and meetings of the Board;
C. Maintain and distribute a current roster of all Directors, Officers, and members of Committees, and other subsidiary groupings of the Organization that may, from time to time, be constituted;
D. Maintain and archive all records of the Organization, including contributory responsibility for financial records;
E. Maintain in an annual record, separate from meeting minutes, of motions made and passed that contain all action items;
F. Prepare and submit all reports as may be required by law, the Board, or other governing documents of the Organization;
G. May choose to chair or co-chair at least one committee or subcommittee of the Board;
H. Attend the regional conference in the region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
I. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

TREASURER
The Treasurer shall:
A. Receive and safely keep all funds and negotiable instruments of the Organization and deposit them in the Organization’s accounts;
B. Serve as the third signatory on the Organization’s accounts and other financial documents, as needed;
C. Supervise and maintain the Organization's financial records, including the provision of copies of all financial reports to the Secretary for archiving;
D. Prepare and submit all financial reports as required by law, the Board, or other governing documents of the Organization;
E. Send confirmations and receipts for all charitable and dues transactions of the Organization;
F. Attend the regional conference in the region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

GLOBAL ADVISORY COUNCIL REPRESENTATIVES
The Global Advisory Council Representatives shall:
A. Act as a liaison between the Global Advisory Council and the Board;
B. Disseminate information to and from the Board and Global Advisory Council;
C. Lead the Global Advisory Council;
D. Advance the mission and goals of the Organization;
E. Promote the existence of the Organization;
F. Attend all or otherwise participate in meetings of the Board as a voting member;
G. Actively participate in at least one (1) committee of the Organization; and
H. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, these Bylaws, and the other governing documents of the Organization.
APPLICABLE DOCUMENTS
APPLICABLE DOCUMENTS

- BOARD AGREEMENT
- BOARD HANDBOOK
- BYLAWS
- GAC RULES & REGULATIONS
- CONFLICT OF INTEREST POLICY
- DATA PROTECTION POLICY
- REGIONAL REPRESENTATIVE GUIDE
- VALUE STATEMENTS