

Standing Rules

Renton LGBTQIA+ Community

Article I: Membership

1) Classes of Members

The Renton LGBTQIA+ Community shall initially have one class of members. Additional classes of members, the manner of election or appointment of each class of members and the qualifications and rights of each class of members may be established by amendments to these Standing Rules by the members.

2) Special Meetings

Special Meetings of the Members may be called by the Board, the president, or not less than 10% of qualified members; only business specified in advance will be considered at the meeting.

3) Place of Meetings

The Meetings of the Members shall be held at any place within the State of Washington reasonably accessible to the membership that the Board may from time to time appoint.

4) Notice of Meetings

Notice of any regular or special Meeting of the Members shall be given at least 7 days prior via written notice sent by any usual means of communications, including email, text message, or social network website, to the membership unless otherwise required by these Standing Rules or Bylaws.

5) Volunteering

Volunteers must sign the standard volunteer indemnification and release form issued by the fiscal sponsor.

6) Joining

Any prospective member who desires to join the Community shall inform any director or member holding office or appointed positions at any meeting or event, or by email, text, or phone call. The membership coordinator and Board shall be informed at the next regular Board meeting or Meeting of Members and add them to the membership roll within 30 days.

7) Activity and Inactivity

1.7.1 Activity

Any member who has participated with the organization by attending a board meeting, Meeting of Members, or other event at which we are participating as the Community is considered active. A member may also be considered active by otherwise contributing significantly to the organization with three-fourths board approval.

1.7.2 Inactivity

Any member who has not participated with the organization in at least six months is considered inactive. The Board may from time to time check the membership roll and remove members who have been inactive for more than 18 months.

8) Suspension and Termination

1.8.1 Appealing Termination

Within thirty days of a request for an appeal from termination the Board shall respond.

Article II: Board of Directors

1) Elections

2.1.1 Nominations

Nominations shall be sent to the Board by members up to 14 days before the election. Nominations afterwards will not be accepted. Nominees will be asked within five days of their nomination if they accept by a director. A nominee must accept 8 days before the election to guarantee placement on the ballot. A list of accepted nominations shall be sent to the membership by email 7 days before the election.

2.1.2 Listing Requirements

Any nominee listed on the ballot or the accepted nominations list currently serving as a director or holding office shall have their current board membership and offices listed next to their name along with the number of terms served if consecutive.

2.1.3 Printed Ballots

Members shall vote on a printed ballot. If an attending member is unable to use a printed ballot, accommodations may be provided upon request.

2.1.4 Counting Ballots

After all ballots have been collected, a Counting Member shall sign each ballot and make a written tally of the ballot's rankings and total the results. The Secretary shall then sign the ballot and enter the counted ballot information into the ballot results spreadsheet. The Elections Committee shall compare results and review discrepancies. The Secretary shall then announce the results and be responsible for archiving the paper ballots for up to 30 days. If the Secretary is absent, those duties shall be performed by the Treasurer. In the event of a tie, the Secretary will refer to 2.1.5 Election Ties.

2.1.5 Election Ties

Should a tie result between two or more nominees for remaining open seats, another ranked ballot vote shall be executed to determine the remaining elected nominees, only tied nominees shall be voted upon. Before the vote should take place, each tied nominee shall be given the option to speak to the membership for up to two minutes. If a tie cannot be broken, the Board may reconsider the number of open director seats.

2) Special Elections

A special election is any election of directors which takes place outside of the normal election period

3) Succession

No director of the Board may be nominated or elected to serve more than 3 terms consecutively unless approved by a three-fourths majority of all of the directors then serving. After one term of not serving, the consecutive terms are considered broken.

Article III: Meetings of the Board

1) Place of Meetings

The meetings of the Board shall be held at any place within the State of Washington that the Board may from time to time appoint.

2) Special Meetings

Special meetings of the Board may be called at any time by the President or by two or more directors.

3) Notice of Meetings

Notice of any regular or special Meeting of the Board shall be given at least five business days previously thereto by written notice sent by any usual means of communications, including email, text message, or social network website, to the membership.

4) Quorum

At all meetings of the Board, a simple majority of the total directors then in office shall constitute a quorum for the transactions of business. When a quorum is present to organize the meeting, it is not broken by subsequent withdrawal of any of those present and a meeting may be adjourned despite the absence of a quorum.

Article IV: Officers and Appointed Positions

The duties of the officers and appointed positions shall be such as usually apply to such officers generally except as may be otherwise prescribed by these Standing Rules or by the Board.

1) Responsibilities of Officers and Appointed Positions

4.1.1 Duties of the President

The duties of the president are:

- To preside over Meetings of the Members and meetings of the Board of Directors.
- To arrange a location for board meetings and to notify directors of the time and place of all board meetings.
- To prepare an annual report of the Community activities of the past year and to present this report at the annual membership meeting.
- To authenticate by their signature, when necessary, all acts orders, and proceedings of the Community.
- To send out to the membership a notice of each membership meeting.
- To provide the fiscal sponsor with an accurate list of all board members.
- To provide the fiscal sponsor, when required, with current bylaws, and Article of Incorporation (if applicable).
- To provide the fiscal sponsor with current financial statements and budgets when required.
- To provide the fiscal sponsor with the Community's goals and objectives or strategic plan when required.
- To provide any documents requested by the fiscal sponsor.

The president shall have authority for the general and active management of the Community. The president shall act at the direction of the Board when

fulfilling their role as stipulated in all contracts entered into by the Community.

4.1.2 Duties of the Vice President

The duties of the Vice President are:

- In the absence of the president, to preside over Meetings of the Members and meetings of the Board of Directors.
- In the absence of the president, to authenticate by their signature, when necessary, all acts orders, and proceedings of the Community.
- Collecting and archiving articles about the Community in media, and coordinating with the Treasurer about write ups after events.

4.1.3 Duties of the Secretary

The duties of the Secretary are:

- To keep a record of all the meeting proceedings of the Community.
- To keep on file all committee reports.
- To distribute membership paperwork to the Membership Coordinator and payments to the Treasurer.
- To make minutes and records available to members upon written request.
- To sign all certified copies of acts of the Community, unless otherwise specified in these Standing Rules or Bylaws.
- To maintain record books, or online files accessible to members, in which these Standing Rules, Bylaws, special rules of order, policies and procedures, and meeting minutes are kept, with any amendments to these documents properly recorded.
- In the absence of the president and the vice president, to call the Meeting of the Members or Meeting of the Board to order and preside.
- To prepare and conduct the election of the Board of Directors.
- In the absence of the Membership Coordinator, to keep the membership roll and process new member applications, if applicable.

4.1.4 Duties of the Treasurer

The duties of the Treasurer are:

- To disburse funds as authorized by the Board of Directors. The treasurer shall disburse only those funds authorized by the Board of Directors.

- To receive funds given to the Community and issue numbered receipts for any funds received in the form of check, cash or coin if requested.
- To keep track of in-kind donations.
- To submit monthly financial reports to the Board of Directors, and other reports as may be necessary by the fiscal sponsor.
- To submit a full financial report for the Board of Directors for review. This report submission shall be completed within 31 days following the end of the fiscal year. The officer that served as the treasurer during the just completed fiscal year is the person that prepares and submits this financial report.
- To disclose any financial records requested by the Board of Directors.
- To disclose any financial records requested by the fiscal sponsor.
- To make interim financial reports as directed by the Board of Directors or fiscal sponsor.

4.1.5 Duties of the Membership Coordinator

The duties of the Membership Coordinator are:

- To keep the Community's official membership roll.
- To receive applications for membership, if applicable.
- Process membership applications, mail or email out new or renewal membership packets, if applicable.
- Contact webmaster with new member information
- To respond to membership emails. Inform the Board of perspective new members.
- To submit a monthly report of general membership, and those who newly meet qualifications for voting status.
- To moderate Social Media and Facebook Groups: approve new members, moderate posts and comments, and remove those who violate Community standards. Renton LGBTQIA+ Mods, the Facebook Group, may have members which shall also moderate the Community Facebook Groups.

4.1.6 Duties of the Webmaster

The duties of the Webmaster are:

- To open email accounts as necessary.
- To follow Washington Policy 188 and other accessibility guidelines.
- To utilize our renton.lgbt email domain when creating accounts.
- To build or update social media pages for renton.lgbt at the request of the Board or those delegated by the Board to update the website.

- To moderate social media and Facebook Groups.
- To create social media posts at least once a month, and for upcoming events with the public.
- To securely store passwords for social media and distribute them to individuals as necessary. To update these passwords at least once every six months, and after password access is revoked. To update passwords immediately when necessary. At least one officer who is not the webmaster shall have access to all passwords.
- To inform the Board at the next regular Board meeting when access has been given/removed to online accounts, or when passwords have been updated.

2) Posting Offices and Appointed Positions

The Board shall post a printed copy of the duties of offices and appointed positions at a regular election or the annual Meeting of Members. Members may express interest to any director or member holding office or appointed positions at the meeting or by email, phone, or text, their interest in a, or multiple, position(s). These shall be documented and given to the Board, or newly elected board if applicable.

Article V: Committees

1) Creation

Committees shall be created and disbanded by the Board of Directors.

2) Committee Members

Committee chairs shall be appointed by the Board of Directors. A committee may have a member that is not a Community member when the purpose of a committee can be better accomplished with the non Community member's participation. Members of the Board may be committee members.

3) Elections Committee

An Elections Committee shall be formed by the Board which shall be chaired by the Secretary, and have at least one member who is not a nominee, and does not hold office, and is not on the Board of Directors, or simply a Counting Member. The Elections Committee shall be responsible for preparing and conducting elections, counting ballots, and announcing

results. The Elections Committee shall verify if an individual ballot has been counted by request of a member who has voted. The committee shall be disbanded by the newly elected Board.

Article VI: Administrative Provisions

1) Fiscal Sponsor

Should the policies of the fiscal sponsor conflict with these Standing Rules or Bylaws the Board may amend them as necessary.

Should the Community no longer desire to operate under its fiscal sponsorship, the Board or membership may call for a Meeting of the Members to discuss and vote on parting with the fiscal sponsor, approved by a two-thirds vote. If passed, the Board shall go through the process of leaving the fiscal sponsorship and proposing amendments to these Standing Rules and Bylaws as necessary within six months unless it is not possible under the fiscal sponsorship agreement.

2) Rules of Procedure

The rules of procedure at meetings of the Board and committees of the Board shall be determined by majority approval of the Board of Directors. Those contained in *Roberts' Rules of Order on Parliamentary Procedure*, newly revised, may be followed as a guide so far as applicable and when not inconsistent with these Standing Rules, Bylaws, the Articles of Incorporation, or any resolution of the Board; they may also be referred to as "Bob the Drag Queen's Rules of Order".

Article VII: Finances

1) Releasing Funds

Any funds to be released shall be proposed in writing and approved by the Treasurer and President, or the Treasurer and Vice President. All expenditures must be approved by the fiscal sponsor at least 30 days in advance.

2) Committed Expenses Require Funds

The fiscal sponsor is not permitted to commit any expenditure without the ability to pay. Any debt or liabilities incurred beyond the sponsored program's ability to pay shall be the responsibility of individual directors or leadership volunteers as identified by the fiscal sponsor.

3) No Bank Accounts or Credit

Our agreement with the fiscal sponsor prohibits opening bank accounts, credit cards, lines of credit, and investment accounts.

4) Fundraising

Any fundraising event must be approved by the fiscal sponsor in advance of any work being completed.

5) In-Kind Donations and Reimbursement

Any time and materials provided by a director or member shall be noted in the meeting minutes. A receipt must be provided for in-kind donations and reimbursements. Reimbursements must also have prior approval by the Board.

Article VIII: Amendment

1) Amendment by Board

8.1.1 Amendment

Standing Rules may be altered, amended, or repealed by three-fourths of the Board of Directors at any meeting of the Board.

8.1.2 Notice

Notice of the proposed amendment, alteration, or repeal shall be given to qualified members at least 14 days prior to the date of the meeting at which these Standing Rules are to be altered, amended, or repealed.

Article IX: Miscellaneous

1) Facebook Group Rules

9.1.1 No Hate Speech or Bullying

Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things like race, religion, culture, sexual orientation, gender or identity will not be tolerated. No hate speech, hateful comments, or other communications which might be harmful to marginalized communities.

9.1.2 No Promotions or Spam

Irrelevant links aren't allowed.

* please self-promote all you would like in posts geared to related recommendations

9.1.3 Be Kind and Courteous

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

9.1.4 Not a Dating Group

Our Facebook Group is not a dating group, please seek alternative platforms.