

# Policies and Procedures of GCAM

## I. Duties of the Executive Committee

### A. Composition

1. Chair
2. Vice-Chair
3. Treasurer
4. Secretary
5. Ambassador
6. Board Member At Large A
7. Board Member At Large B
8. Executive Director

### B. Duties of the Executive Committee

1. Executive Committee Members are expected to attend and support fundraising efforts as well as all meetings of the organization.
2. Chair. The chair shall preside at business meetings of the corporation, shall authorize expenditures of the corporation funds, and shall promote in every reasonable way the interests of the corporation. The chair shall represent the corporation, and shall appoint committees as required to promote the interests of the corporation. Such committees shall serve until the next annual meeting of the corporation and may be re-appointed at the discretion of the chair.
3. Vice-Chair. The vice-chair shall arrange program, including field excursions, for all meetings of the corporation. To facilitate the development of the program, the vice-chair may appoint, with the consent of the chair, a member to assist with the local arrangements. The vice-chair shall also assume the duties of the chair whenever that person is unable to act.
4. Treasurer. The treasurer shall keep the financial records of the corporation, shall keep the monies of the corporation in a facility selected by the executive officers, and shall be responsible for disbursing funds to pay the expenses of the corporation.
5. Secretary. The secretary shall take minutes at all meetings and furnish electronic corrected copies to webmaster for publication on website, keep all other records of the corporation, including a current membership and mailing list. The secretary will provide minutes to the Executive Committee within one week for corrections / approval. The corrected minutes will be presented at a regular meeting for membership approval.
6. Ambassador. The ambassador will promote GCAM in public and acts as representative of GCAM.
7. Board Member At Large A. Duties as determined by Executive Committee.
8. Board Member At Large B. Duties as determined by Executive Committee.
9. Executive Director. See attached Letter.

### C. Terms of Office for Executive Committee.

1. Terms of Office for Executive Committee are specified in the ByLaws.
  - i. An Executive Officer can be removed by the following procedure:
    - a. Motion and second to remove from office at a regular meeting.
    - b. Publication of notice to vote for removal.
    - c. Vote at the next regular meeting. Removal requires  $\frac{3}{4}$  vote of members present.
2. Terms of Office for other Executive Committee members are determined by Executive Officers.
3. After 2 consecutive unexcused absences an Executive Officer may be removed by recommendation of the Executive Committee.

D. Succession of the Executive Committee shall be in the order of Part A Composition in this section.

E. Executive Committee may conduct a vote of the Executive Committee vial E-mail.

## II. Duties of the Advisory Committee

- A. The advisory committee shall advise the executive officers on matters of policy and planning and shall assist in the fundraising efforts of the corporation.
- B. The advisory board may present proposals to the Executive Committee.

## III. Written notice

- A. Written notice for special meetings shall be by e-mail. Regular meetings do not require written notice.

## IV. Credit

- A. No person associated with GCAM shall have the ability to establish lines of credit, apply for credit cards, or any types of loans without approval of the membership.

V. Regular Meetings

A. Regular meetings shall be held monthly on the first Tuesday at 6019 South Loop East, Houston, Texas 77033, at 7:00 p.m. unless otherwise rescheduled by the executive officers.

VI. Software

A. The corporation shall utilize only commercially purchased software or in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation contrary to the organization's standard of conduct.

VII. Non-discrimination

This policy applies to all corporate employees and contractors. The corporation shall follow an equal opportunity employment policy and employ personnel without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, physical or mental handicap, veteran status, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants, and in dealing with the general public.

VIII. Amendment.

This document may be amended by a simple majority of the Executive Committee.

IX. DUES

- A. Individual dues shall be \$25/year. Organizational dues shall be \$50/year.
- B. Membership is from January 1 to December 31. Dues for current members are due and payable before February 1 each year in order to maintain voting privilege. Notice will be in the form of a reminder in either minutes or email.
- C. Any individual unable to pay dues in a single payment may be eligible for a payment plan of \$5 per month for 5 consecutive months. This may be arranged by speaking confidentially to the treasurer.
- D. Any individual unable to pay full dues may speak to an Executive Committee about a reduced amount. This will be discussed at a closed door session of the Executive Officers. All arrangements for payment will be kept confidential.
- E. An organization membership is one paid by a non-profit or professional organization/corporation. The organization/corporation will have one single voting privilege. This membership shall also entitle the organization/corporation to receive our group email.
- F. Sustaining membership will be established for any individual or organization that sets up regular monthly payments/donations of at least \$25. The sustaining member shall be listed on our web page. This membership shall last until the end of the quarter in which monthly payments/donations discontinue, at which time, it will convert to a standard membership. The member shall also have all other privileges to which individual or organizational members are entitled, as appropriate.
- G. Dues
  - 1. Annual dues allow voting membership in the organization. Persons who have their dues waived shall also be considered voting members.
  - 2. A new member shall be one who was not a member in the prior year. A new member's dues must be paid at least 1 day prior to a meeting where they will be able to cast a vote, and they must have previously attended one other meeting.
  - 3. A renewing member shall be one who was a member in the prior year and pays their dues by the beginning of the first meeting of the new year.
  - 4. Executive Committee members must be members of the corporation.

X. FORMS OF THE CORPORATION

Form Donor Bill of Rights, Conveyance of Gift, Temporary or Permanent Loan Agreement, and Membership Application shall be used for all material donations. Expectations in Donor Bill of Rights shall be adhered to.

#### XI. MONIES

- A. All monies shall reside at one or more financial institutions of the executive officers choice.
- B. General Checking Account to be utilized for the funds required to run GCAM on a day-to-day basis, with signatories of the executive officers. Checks require 2(two) signatures for disbursements over \$50.
- C. General Savings Account/Money Market Account
  - 1. utilized for receiving interest on funds of more than a level (set by the treasurer) needed for the day-to-day operating
  - 2. utilized for other funds as needed (see below)
- D. Building Fund
  - 1. Sources - funds directed by the donor
  - 2. Accounts
    - a. Certificates of Deposit shall be purchased as monies allow
    - b. Other moneys shall be maintained in the general savings account/money market
  - 3. Interest from this fund shall remain in this fund
  - 4. Utilization

ONLY the Executive Committee may vote to spend any of the principle from this fund and such expenditures should be considered emergency funding which should be replaced at the earliest opportunity.
- E. All expenditures of the corporation must be approved prior to the expense (where possible) by the Executive Committee. Additionally the Curator has a monthly blanket expenditure of up to \$100.00.

#### XVI. Photography Project (Online)

- A. General content shall be defined as those pictures which contain no bare behinds, exposed genitalia or female mammary glands. Additionally, general content shall not contain any explicit or implied sexual acts.
- B. Adult content shall be defined as those pictures which do not fit the category of general content.
- C. A guest user shall not have access to adult content nor have access to enter comments.
- D. When a user initially applies for a user id, or by selecting an appropriate link, they will be informed of our policies regarding adult content and given the option of using an adult verification service to prove they are an adult. Having done so, this status will be stored with their user information, giving them access to adult content.
- E. Comments entered within the system shall be reviewed by one or more persons of the computer committee for their appropriateness.

As secretary of the corporation, I hereby certify that these are the policies and procedures of the corporation, as amended on the 3<sup>rd</sup> of October 2017.

---

Craig Farrell, Acting Secretary

Agreement between Gulf Coast Archive and Museum of Gay, Lesbian, Bisexual & Transgender History, Inc. (GCAM) & Executive Director 5 Sept 2017.

The position requires but is not limited to the Responsibilities and Qualifications noted here. Reporting to and governed by the Executive Committee the Executive Director (ED) will have strategic and operational responsibility working with the Executive Committee for GCAM's volunteer staff, programs, expansion, and execution of its mission. The ED will continue to develop deep knowledge of programs, operations, and business plans.

Responsibilities:

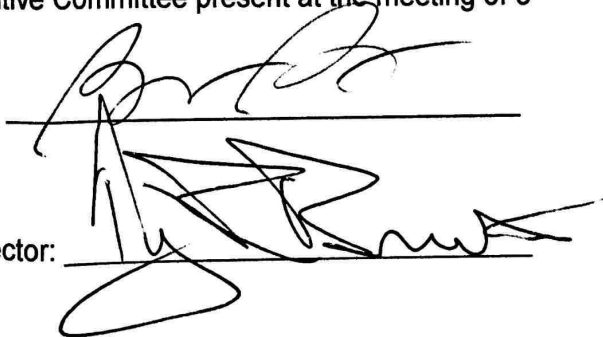
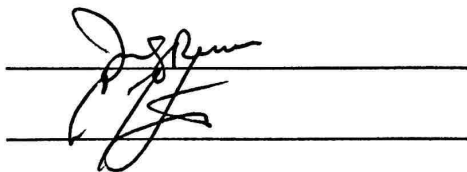
- Leadership and Management – To actively engage and energize GCAM volunteers, executive committee members, event committees, and funders.
- To work in conjunction with the Curator and Executive Committee when partnering with organizations.
- Fundraising & Communications – Refine aspects of communications from web presence to external relations with the goal of creating a strong brand.
- Planning & New Business – Begin to build partnerships in new markets, establishing relationships with the funders as well political and community leaders

Qualifications:

- The ED will be thoroughly committed to GCAM's Non-profit Mission
- Have proven leadership, coaching, and relationship management experience
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

GCAM will continue the position of Executive Director to last for another fiscal year (October 2017 thru September 2018). Federal law states that non-monetary pay should be "reasonable compensation." As we are an all volunteer organization we will follow the U.S. Federal Law and require that this position of Executive Director also be a volunteer position with no monetary pay. The U.S. Federal Law allows for review at a future specified date to change the "reasonable compensation" after review by the Executive Committee members.

As agreed by the members of the Executive Committee present at the meeting of 5 September 2017:



As accepted by incoming Executive Director:

