



Gulf Coast Archive and Museum

of Gay, Lesbian, Bisexual and Transgender History, Inc.

P.O. Box 130192 • Houston, TX 77219-0192 • (713) 227-5973

March 20, 2002

Executive Board

Bruce Reeves - Chair
Rad Yeske - Vice-chair
Judy Reeves - Secretary
Jim Carper - Treasurer

Archival Board

James T. Sears
Dennis Klappersack

Board of Governors

Tim Brookover
Phyllis Frye
Annise Parker
Rick Hurt

Policies and Procedures of GCAM

- I. Duties of the Officers of the Corporation
 - A. 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.
 - B. 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.
 - C. 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.
 - D. Secretary. The secretary shall keep all other records of the corporation, including a current membership and mailing list. The secretary shall edit a newsletter for communication of corporation activities and shall publish such at least four times a year.
- II. Duties of the Board of Governors
 - A. The board of governors shall advise the executive officers on matters of policy and planning and shall assist in the fundraising efforts of the corporation.
 - B. The board of governors may present proposals to the membership for consideration at regular and special meetings.
- III. Duties of the Advisory Board
 - A. The advisory board 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 membership for consideration at regular and special meetings.
- IV. _____ AWARD. The corporation will establish the _____ Award fund. The purpose of the fund is to encourage excellence in _____ by young community member/s. The fund shall be administered and invested by the officers of the corporation. Income from the fund shall be used each year to finance a suitable plaque and cash award to be given to the student (from those who have applied) judged to have presented the best paper on a clearly pertinent topic at the annual meeting of the corporation. The student may be an undergraduate or graduate student, must be the sole or senior author of the paper, must make the presentation, and does not have to be a member of the corporation. The paper must be presented in a regular contributed paper session. Each year the chair shall appoint one person to the three-person judging panel. It is expected that each member of the panel will serve three years and in the third year will serve as the coordinator for the panel. The chair shall appoint additional persons to the judging panel if any serving panel member is unable to serve the entire three-year term. The panel of judges shall evaluate the paper at the time of presentation on the basis of significance of ideas, creativity, quality, validity of results, and clarity of presentation. The award shall be presented at a function of the corporation and the recipient shall be announced in the newsletter.
- V. Written notice for special meetings shall be by postal service or e-mail. Regular meetings do not require written notice, although the agenda for a regular meeting shall be posted on the internet and e-mailed to the membership prior to the meeting.

- VI. Officers may not serve more than 2 concurrent terms in an office without taking at least one year off between.
- VII. Regular meetings shall be held monthly on the first Thursday at the museum, 1609 W. Main #4, at 7 p.m..
- VIII. 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.
- IX. 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.
- X. Should an officer of the corporation be unable to fulfill their duties of office, then the order of succession of the officers shall be: chair, vice-chair, secretary, and treasurer.
- XI. This document may be amended by a simple majority of voters at any meeting of the corporation.

XII. DUES

- A. Individual dues shall be \$25/year. Organizational dues shall be \$50/year.
- B. Dues are effective from January 1 to December 31. They 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 newsletter published by the secretary. Those joining during the course of the year will have their dues prorated to the quarter they join. Anyone joining in the last quarter shall pay dues for 1-1/4 years (for the end of the current year and the next year).
- 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 Officer 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 by the Executive Officers.
- 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 newsletter.
- 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 and in our newsletter. 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.

XIII. CONVEYANCE OF GIFT

Form Conveyance of Gift (attached) shall be used for all material donations.

XIV. DONOR BILL OF RIGHTS

Expectations in Donor Bill of Rights (attached) shall be adhered to.

XV. MONIES

- A. All monies shall reside at one OR MORE financial institutions of the treasurer's 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 Treasurer, Chair and Vice-chair. 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)
 3. Interest from this account shall be considered as monies in the endowment fund.
- D. Endowment Fund
1. Sources - funds directed by the membership
 2. Storage
 - 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

- a. It is the long-term purpose that the interest from this fund be utilized for the day-to-day operating
- b. ONLY the membership 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.
- c. Until such time as (a) may become a reality, the interest of the fund shall roll back into the fund.

As secretary of the corporation, I hereby certify that these are the policies and procedures of the corporation, as amended on the 8th day of March 2001.

Judy Reeves, Secretary