



HERITAGE OF PRIDE, INC. CONSTITUTION & BYLAWS

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ARTICLE 1.0 - NAME & OBJECTIVE

- 1.1 Heritage of Pride, Inc. (hereinafter referred to as the "organization" or "HOP") is a not-for-profit New York corporation that works toward a future without discrimination where all people have equal rights under the law. HOP does this by producing LGBTQIA+ Pride events that inspire, educate, commemorate and celebrate our diverse community.
- 1.2 No substantial part of the activities of the organization shall be lobbying or otherwise attempting to influence legislation except as otherwise provided by Internal Revenue Code section 501(h), or participating in, or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidates for public office.

ARTICLE 2.0 - MEMBERSHIP

- 2.1 There shall be two classes of membership, voting members and associate members.
- 2.2 The General Membership is responsible for approval or rejection of the annual program plan and budget. The ability to amend the budget and the annual program plan is delegated to the Executive Board and Committees after their approval by the General Membership, as outlined in the Bylaws.
- 2.3 To join HOP, a prospective voting member must:
 - a. support the objectives of HOP and agree to further its



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aims;

- b. be placed in nomination at a General Membership meeting by a voting member of HOP or by themselves;
- c. complete at least 15 volunteer hours, which may include any hours worked up to 12 months before the vote on membership;
- d. participate in one external service activity identified and supported by the Community Relations Director and/or HOP:

Alternatively, requirement 2.3(d) may be met by serving in an external service activity approved in advance in writing by the Community Relations Director or Executive Board.

- e. be an active member of at least one committee (as specified in Article 5) and attend at least one other committee meeting of the nominee's choice within the 12 months before the vote on membership; and
- f. attend at least one General Membership meeting during the period from September through February or during the period from March through August;
- g. be present for and receive a majority of votes in favor of their acceptance at a subsequent General Membership meeting upon verification by the Member Services Director that the nominee has met the stated requirements.



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- h. a nominee must be confirmed as a voting member within six months of their nomination. If confirmation does not occur within this timeframe, the nomination will expire, and the individual must go through the nomination process again to be reconsidered.
- 2.4 Each voting member of HOP has an equal number of vote(s) in General Membership meetings.
- 2.5 Additionally, each Full-time, year-round staff member may vote as a voting member in General Membership Meetings.
- 2.6.1 After election to voting membership, each member must:
 - a. Complete 15 HOP volunteer hours during the year ending at the September Annual Meeting;
 - b. be an active member of at least one committee (as specified in Article 5) and attend at least one meeting of that committee during the period from September through February and another during the period from March through August;
 - c. attend at least one General Membership meeting during the period from September through February and another during the period from March through August;
 - d. participate a minimum of once annually during the year ending at the September Annual Meeting in an external service activity identified and supported by the Community Relations Director and/or HOP:



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Alternatively, requirement 2.6.1.d. may be met by serving in an external service activity approved in advance in writing by the Community Relations Director or Executive Board.

- e. assist in the recruitment and retention of volunteers and members; and
- f. abide by the policies and procedures of HOP

2.6.2 Exceptions to Article 2.6.1 may be granted by a majority vote of the Executive Board.

2.6.3 The Member Services Director, with the aid of the Executive Board and staff, shall determine who has not met these requirements. The Member Services Director shall provide written notice at least four weeks prior to the September or March meeting informing the affected member that they have not met the requirements for continuing voting membership and that, unless an exception is granted by the Executive Board (as specified in Article 2.6.2) or they otherwise fulfill the requirements, their status will be changed at the September or March General Membership meeting from voting member to associate member.

2.6.4 Additions to voting membership go into effect immediately upon a successful vote of General Membership. Removals from voting membership, other than expulsions and suspensions (as specified in Articles 8 and 9), go into effect



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at the close of the September and March General Membership meetings. Resignations go into effect upon receipt of written notification from the voting member to the Member Services Director.

- 2.7 An Associate Member is an individual who agrees to abide by the policies and procedures of Heritage of Pride and meets one or both of the following criteria:
- a. They have previously been a voting member of Heritage of Pride or
 - b. They have been nominated as an associate member at a General Membership meeting and been present at and received a majority of votes in favor of their acceptance at a subsequent General Membership meeting within six months of their nomination.
- 2.8 An associate member who was formerly a voting member becomes eligible to reactivate their voting membership by fulfilling the requirements of Article 2.6.1 within the past 12 months; and providing written notice to the Member Services Director at least one week prior to the General Membership meeting where reactivation will be requested.

The Member Services Director, with the aid of the Executive Board and staff, shall confirm in advance whether the individual has met the requirements. The change of membership status goes into effect at the General Membership meeting at which reactivation is approved by a majority vote of GM.



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ARTICLE 3.0 - OFFICERS

- 3.1 HOP has the following officers: two Co-Chairs, one of whom must identify as female, and one of whom must identify as male or gender non-conforming; a Treasurer, and a Secretary.
- 3.2 The duties of the Co-Chairs shall be to
- a. coordinate the work of HOP's various committees;
 - b. call and chair Executive Board and General Membership meetings;
 - c. act as or appoint spokespersons for HOP to the media and to other organizations;
 - d. provide direct supervision to the Executive Director;
 - e. Act as signatories on the HOP bank and investment accounts;
 - f. represent and obey the decisions and policies of the General Membership and the Executive Board.
- 3.3 The duties of the Treasurer shall be to
- a. maintain complete and current records of all expenditures and income; give a financial report at least once a month to the General Membership;
 - b. give an annual report in writing for the financial year, to



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the General Membership at the General Membership Meeting within four months after the close of the fiscal year, and

- c. chair the Finance Committee.

3.4 The duties of the Secretary shall be to

- a. take minutes at every General Membership meeting and Executive Board Meeting and to make them available for distribution to all members prior to the next meeting of the General Membership or Executive Board;
- b. maintain a file of the minutes of said meetings;
- c. record and keep a record of all policy decisions by the General Membership and the Executive Board;
- d. maintain an official copy of the constitution and by-laws and to ensure that copies are available to the General Membership;
- e. Supply the current official HOP voting membership list, in collaboration with the Member Services Director, to voting members upon request;
- f. Maintain a repository for all organizational and event contracts;
- g. Maintain a repository for all organizational policies and procedures; and



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- h. act as a signatory for the HOP account(s).

3.5 Nominations

- a. Nominations for officers will be taken annually at the August General Membership meeting for those officers with terms expiring.
- b. Male-identified or gender non-conforming (odd year election dates) and female-identified (even year election dates) Co-Chairs shall be elected on alternating years for a two-year term.
- c. Secretary (odd year election dates) and Treasurer (even year election dates) shall be elected on alternating years for a two-year term.
- d. Nominations may only be received from voting members of HOP.
- e. A nominee must, at the time of their election, be a voting member of HOP.
- f. Nominees must agree to the nomination before the election in writing or in person.
- g. Elections will take place at the Annual General Membership meeting in September.
- h. Special Elections to fill an open officer position may be called to fill that position only until the next annual



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membership meeting.

- 3.6 Officers will be elected by secret ballot from among those nominated by a majority vote of the membership present and voting.
- 3.7 No officer shall serve more than five (5) consecutive years in any one office. Individuals may only stand for an office if they are eligible to serve for the entire term of that office.

ARTICLE 4.0 - MEETINGS

- 4.1 General Membership meetings shall be held monthly in November, January, March, May, August and September or as called by the Executive Board.
- 4.2 The Annual Meeting of the General Membership shall be the September meeting each year.
- 4.3 HOP General Membership, Exec Board, and Committee Meetings are by default open to the public. The Executive Board may, with a majority vote, schedule an executive session of the board with or without staff members present to discuss sensitive matters related to litigation, financial audit, board member performance, and staff evaluation and compensation.
- 4.4 Voting in a General Membership meeting is to be by HOP voting members and full-time year-round staff only, except that voting may be expanded to include all persons present for voting on theme and Grand Marshals.



ARTICLE 5.0 - COMMITTEES

5.1 The number of committees, their names and the directive principles of each committee shall be determined by a vote of the General Membership. The standing committees shall be, but not limited to: Community Relations, Development, Diversity Equity Accessibility & Inclusion, Finance, Governance, March, Media, Member Services, PrideFest, Pride Island, Rally, and Special Events. The directive principles are outlined in the committee charters, which can be found in Appendix 2.

5.2 Committees, other than Finance, shall meet in August (or as needed) and propose a Director to be confirmed at the September (or next scheduled) General Membership meeting. Committee directors will serve a two-year term beginning on the following schedule;

Odd year election dates: Development, Governance, Media, PrideFest, and Pride Island.

Even year election dates: Community Relations, Diversity Equity Accessibility and Inclusion, March, Member Services, Rally, and Special Events.

The voting shall be limited to only those non-HOP members of the committee and all voting members of HOP. In the event of there being no chair identified, the Executive Board shall nominate someone. Committee Directors must be members of HOP.



5.3 Committee Directors

The Committee Director is responsible to the General Membership. They shall report on the committee's activities to the Executive Board monthly. These reports shall be made available to the General Membership. The Director shall be responsible for the daily operations of the committee and shall serve on the Executive Board.

5.3.1 No individual may serve for more than 5 consecutive years as a director of any one committee, unless there are no other candidates. Individuals may only stand for a committee director role if they are eligible to serve for the entire term of that role.

5.4 Standing Committee Membership:

Any person, including staff, is a member of a committee if they have attended two of the previous five meetings of that committee, except that Finance Committee members may not be employees or contractors of the organization.

5.5 Voting:

5.5.1 For all committees, all individuals present may join the discussion, but voting may only be by:

- a. HOP voting members as per Article 2.6 and
- b. All other individuals who are established members of the committee.

5.6 Ad Hoc Committees:

5.6.1 The General Membership may, by majority vote, establish an ad hoc committee to serve a particular purpose not fulfilled by standing committees. An ad hoc committee may be formed indefinitely (such as until a goal is accomplished or a project is finished) or for a defined period of time.

5.6.2 Membership requirements and voting eligibility for ad hoc committees may be defined for that committee at the formation of that committee, except that if no definition is provided, they shall follow the rules for standing committees as defined in this article.

5.6.3 An initial director for an ad hoc committee shall be appointed by the Executive Board through a majority vote. At the time of the next Annual General Meeting and any subsequent Annual General Meetings during which the ad hoc committee continues to operate, the director shall be nominated by the committee and ratified by the General Membership in the manner described for standing committees in this article.

5.6.4 The director of an ad hoc committee shall have all the rights and responsibilities of a standing committee director, except that the ad hoc committee director shall be a nonvoting member of the Executive Board.

5.6.5 Any ad hoc committee that continues to meet regularly for a period of at least 24 months shall, at the next General Membership meeting, be put forward as an automatic motion for conversion to a standing committee. Such a conversion shall be approved by an affirmative vote of General



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Membership.

5.6.6 An ad hoc committee may be dissolved by:

- a. meeting the criteria upon which dissolution will occur as defined during the formation of the committee, followed by a majority vote of the General Membership; or
- b. a majority vote of the General Membership.

5.6.7 Membership in or attendance at meetings of an ad hoc committee shall count toward the requirements to become or maintain General Membership status as defined in Article 2, unless otherwise specified during the formation of the ad hoc committee.

ARTICLE 6.0 - EXECUTIVE BOARD

- 6.1 The elected officers of the organization and the directors of each of the committees shall constitute the Executive Board.
- 6.2 The Executive Board shall meet on the call of either Co-Chair, or any two members of the Executive Board. A quorum shall consist of one member more than half of the members of the Executive Board.
- 6.3 Between regular meetings of the General Membership, the Executive Board is authorized to act and set policy in the name of the organization. If the Executive Board takes any action, it must report that action either by email, or at the next regular or special meetings of the General Membership.



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- 6.4 Each member of the Executive Board and staff as defined in 6.4.1, shall have one vote in Executive Board meetings.
 - 6.4.1 The Senior-Ranking Staff Member may vote at Executive Board, after they've had three years of service to the organization.
- 6.5 Each member of the Executive Board shall adhere to the Executive Board Code of Responsibility attached hereto [Appendix #1].
- 6.6 At the time of the General Membership Meeting in August nominations for (3) At-large Board Member seats shall be made available to the general membership of HOP. Any member in good standing may be nominated for an at-large board seat, to serve one year term as a member of the Executive Board, with no specific or official committee leadership role.
 - 6.6.1. In voting for At-large Board seats, eligible voting members of HOP may vote for up to three (3) individuals each during the election period. The three (3) candidates receiving the highest number of votes will be elected to the incoming Board for a term of one year.
 - 6.6.2. At-large Board members participate in all Executive Board meetings and have similar responsibilities and voting privileges as other board members; and they may be tasked with leading special initiatives as delegated by the Co-Chairs or Executive Board and agreed to and communicated to the organization. With the intent of serving as advocates for greater community concerns, At-large Board members are



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also involved in the annual budget process and may develop, review, and propose changes to the organization's governance policies, bylaws, and strategic plans.

6.6.3 Voting on At-large Board seats takes place at the Annual General Membership Meeting in September, along with confirmations of the Board Officers and Committee Directors.

a. Voting on At-Large Board seats may only be cast by HOP voting members in good standing as per Article 2.6

ARTICLE 7.0 - REMOVAL OF OFFICERS AND COMMITTEE DIRECTORS

7.1 An officer or committee director or at-large board member can be suspended from their position by a majority vote of the Executive Board or a majority vote of the General Membership meeting. A good faith effort will be made to inform the officer, director or at-large board member of the charges against them before the vote.

7.2 At the next General Membership meeting, following suspension, a vote will be taken to affirm the Executive Board or General Membership decision. If a majority affirms the suspension, the officer, director or at-large board member is removed; if not, the officer, director or at-large board member is restored.

ARTICLE 8.0 – MEMBER EXPULSION

8.1 Expulsion process to remove a voting or associate member

from HOP membership is as follows:

(Subsequent sections renumbered) Written documentation of all issues comprising the case for expulsion must have been previously filed with the Member Services Director;

- a. A written notice of intent stating the reason(s) for recommending expulsion be presented by a member, staff member, or established volunteer of HOP to the Co-Chairs and Member Services Director;
- b. The Co-Chairs and Member Services Director, will compile a written case document that includes the evidence, any witness information, and objectively details the case for expulsion within 14 days.
- c. This case document will then be shared with the individual(s) involved, and if necessary, the Board and GM.
- d. The accused individual then has 14 days following receipt of the document to provide a rebuttal and present a defense in writing.
- e. EB reviews the case and makes a recommendation to Expel or not to GM, regardless the case will be presented to GM at the next business meeting, unless canceled by the originator of the complaint.
- f. Copies of both the case for expulsion and the rebuttal shall be made available to voting Members at the General Membership meeting for the discussion and



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vote; and

- g. Expulsion requires a two-thirds vote of the members present and voting.
 - h. "Executive Session" may be applied in cases of expulsion to protect an individual's rights.
- 8.2 General Membership may vote to change a proposal to expel to a proposal to suspend prior to the vote.
- 8.3 An individual who has been expelled from HOP membership is barred from volunteering for HOP in any capacity.
- 8.4 An individual who has been expelled from HOP membership may appeal their expulsion to General Membership after a period of one year from the date of expulsion.
- a. To appeal, the expelled individual must state their case in writing and submit it to the Co-Chairs and Member Services Director.
 - b. The organization then has 14 days to acknowledge receipt of the statement and notify the applicant of next scheduled date where the General Membership vote will take place.
 - c. EB reviews the case and makes a recommendation to accept the appeal or not to GM, regardless the case will be presented to GM at the next business meeting.
 - d. The expulsion may be rescinded by a two-thirds majority



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vote of General Membership of those present and voting.

- e. Upon successful vote to rescind expulsion, the individual may volunteer once again for HOP. If they so choose, they may also re-apply to become a Voting or Associate Member, once they have met the requirements.

ARTICLE 9.0 – MEMBER SUSPENSION

9.1 Suspension of a voting or associate member from HOP membership requires:

- a. A written notice of intent stating the reason(s) for recommending suspension be presented by a member, staff member, or established volunteer of HOP to the Co-Chairs and Member Services Director;
- b. The Co-Chairs and Member Services Director will compile a written case document that includes the evidence, any witness information, and objectively details the case for suspension within 14 days.
- c. This case document will then be shared with the individual(s) involved, and if necessary, the Board and GM.
- d. The accused individual then has 14 days following receipt of the document to provide a rebuttal and present a defense in writing.
- e. EB reviews the case and makes a recommendation to suspend or not to GM, regardless the case will be presented to GM at the next business meeting, unless canceled by the originator of the complaint.
- f. Copies of both the case for suspension and the rebuttal shall be made available to voting Members at the General Membership meeting for the discussion and



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vote; and

- g. Suspension requires a two-thirds vote of the members present and voting.
- h. "Executive Session" may be applied in cases of suspension to protect an individual's rights.

Written documentation of all issues comprising the case for suspension must have been previously filed with the Member Services Director.

- 9.2 An individual who has been suspended from HOP membership is barred from volunteering for HOP for the period of one year, unless otherwise specified.

During the time an individual is suspended, their membership is "frozen" in regard to membership requirements. When they have completed the term of the suspension, they return to active membership.

- 9.3 General Membership may vote to change a proposal to suspend to a proposal to expel prior to the vote.



ARTICLE 10.0 - DISSOLUTION

10.1 In the event of dissolution, all of the remaining assets and property of the organization shall, after necessary expenses thereof, be distributed to another organization(s) exempt under section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax law, or to the Federal government, or state or local governments for a public purpose, subject to an order of a Justice of the Supreme Court of the State of New York.

ARTICLE 11.0 - ADOPTION / AMENDMENTS

11.1 All amendments must be approved by a two-thirds vote of the members present and voting at two consecutive General Membership meetings. Motions to amend the Constitution must be preceded by a statement of intent no less the 7 days prior to the meeting of the General Membership where the first vote will occur, at meetings between September and May, inclusive.



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BYLAWS

BYLAW 1.0 - QUORUM

A quorum to do business shall be 30 percent (all fractions are dropped) of the total voting membership. An Emergency Executive Board Meeting shall automatically be called by the presiding Co-Chair when quorum is not reached at a General Membership Meeting, providing a quorum of the Executive Board is present. Attendance at a General Membership meeting when quorum is not reached will still be credited for the purpose of Article 2, Section 6, c.

BYLAW 2.0 - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases that are not inconsistent with this Constitution and any special rules of order this organization may adopt. The following list defines the "Precedence of Documents" for Heritage of Pride, Inc. (hereinafter referred to as the "organization" or "HOP") Heritage of Pride (listed in descending order of precedence):

- Federal Not-for-Profit Law
- New York State Not-for-Profit Law
- HOP Certificate of Incorporation
- HOP Constitution
- HOP Bylaws
- HOP Policy
- HOP Committee / Event Policy
- HOP General Membership Resolutions
- HOP Executive Board Resolutions
- Robert's Rules of Order



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BYLAW 3.0 - ANNUAL BUDGET

- Each year one month prior to the fiscal year start, the Finance Committee shall submit a budget to the General Membership for approval.
- Committees for each component, and the Finance Committee for the balance of the budget, may make adjustments within their budgets, provided that no significant elements of their program are eliminated, and changes to the Committee's portion of the expense budget do not exceed 5% of the total approved budget
- Changes to the expense budget of more than 5% from the approved budgeted amount can be made only with the approval of the Executive Board.
- If financial resources are insufficient to pay all budgeted expenses on an as requested basis, the Executive Board shall have the authority to determine the order in which payments will be made.

BYLAW 4.0 - AUDITING / FINANCIAL RECORD

The organization shall endeavor to have an independent audit performed of each year's annual financial report. The annual financial report shall be available upon request to the public.

BYLAW 5.0 - PETTY CASH FUND

The Treasurer is authorized to maintain a petty cash fund not exceeding \$500 to pay for expenses approved in the annual budget. All petty cash fund expenditures must be documented by receipts and upon such documentation, the Treasurer may



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replenish the fund. The Treasurer shall include petty cash fund expenditures in the monthly financial reports.

BYLAW 6.0 - INDEMNIFICATION

The organization may, to the fullest extent now or hereafter permitted by law, indemnify any person made, or threatened to be made, a party to any action or proceeding by reason of the fact that he or she was an officer, member, employee or agent of the organization, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees.

BYLAW 7.0 - LOANS AND EXTENSIONS OF CREDIT

The Executive Board shall be authorized to accept loans and extensions of credit to the organization provided that such loans and extensions of credit shall be (i) reported to the General Membership; and (ii) repaid by the end of the fiscal year.

BYLAW 8.0 - AMENDMENTS/ADDITIONS TO BYLAWS

The Bylaws may be amended by a two-thirds vote of the members present and voting at a General Membership meeting. Motions to amend the Bylaws must be brought before the Governance Committee for discussion and review prior to submission to the General Membership to help preserve the overall integrity of the Constitution and Bylaws of the organization. A member has the right to forward their amendment to the General Membership even if the amendment failed in committee.



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BYLAW 9.0 - REFERRAL OF MOTIONS

Except in emergency situations, motions pertaining to an area for which there is an established committee which are brought to the General Membership, and which have not been reviewed by the appropriate committee shall be referred to that committee for review and recommendation. Motions which pertain to the organization as a whole shall be referred to the Executive Board.

BYLAW 10.0 - EXECUTIVE BOARD REVIEW

The Executive Board shall have the opportunity to review motions brought forward by the committees before they are submitted to the General Membership.

BYLAW 11.0 - COMMITTEE MINUTES

The director of each committee shall submit written minutes of committee meetings to the Secretary for distribution to the General Membership before the last day of each month.

BYLAW 12.0 – FISCAL YEAR

The organization’s fiscal year shall be October 1 – September 30.

BYLAW 13.0 – HIRING OF THE EXECUTIVE DIRECTOR

The Executive Board will seek the expertise of a recruiting firm or consultant for the identification and screening of prospective Executive Director candidates; the Co-Chairs will recommend a candidate from the selected source pool to the Executive Board for approval; a two-thirds vote of the Executive Board is required to



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accept the recommended candidate.

BYLAW 14.0 – SEPARATION OF THE EXECUTIVE DIRECTOR

If appropriate and/or necessary, the Co-Chairs may begin the process of separation by documenting cause and then recommending the separation of the Executive Director to the Executive Board. To proceed with the recommendation to terminate the staff member from the organization, a two-thirds vote of the Executive Board is required.

ADOPTED & AMENDED:

November 1985; October 1986; November 1986; October 1987; October 1988; December 1988; March 1992; September 1997; November 1997; May 2000, November 2001; April 2002; June 2003; October 2004; November 2004, February 2005; September 2005; September 2006; January 2007; December 2009; January 2010; January 2011; April 2011; April 2013; March 2015; May 2015; September 2015-May 2016; August 2016-August 2017; November 2018; April 2020; March/May 2022; September/October 2022; March/May 2023; October/November 2023; October 2024; March 2025; May 2025; September 2025.



APPENDIX #1

EXECUTIVE BOARD CODE OF RESPONSIBILITY

As a member of the Executive Board, to the best of my abilities, I will:

- Understand my responsibilities as a member of the Executive Board and as a chair of a committee or as an officer of the organization and take those responsibilities seriously.
- Remember that, as a member of the Executive Board, I am a representative of the organization.
- In my role as a representative of the organization, publicly support all decisions made by the Executive Board, the General Membership and the committees of Heritage of Pride, Inc. If I cannot, I will remain neutral.
- Reserve the right to offer constructive criticism and use appropriate channels to effect the changes I feel are needed.
- Adhere to all policies and procedures set by the Executive Board and the General Membership and uphold the Constitution and Bylaws of the organization.
- Be accountable for my actions and decisions as a member of the Executive Board and of the organization.



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- Treat all members of the organization and all volunteers working on our events with respect and endeavor to make sure my actions are worthy of the same respect.
- Be financially responsible to the organization and its work.
- Attend meetings regularly and participate in discussions and voting processes.
- Provide requested materials, resources, or support necessary for the work of the Executive Board, committees, and staff.
- Actively participate in fundraising efforts.
- Contribute to the organization's in-person events in a meaningful capacity.

Failure to fulfill these responsibilities may result in suspension or removal from the Executive Board in accordance with Article 7.0 of the HOP Constitution and Bylaws. The Executive Board will make every reasonable effort to address and resolve any concerns before initiating a suspension vote.



APPENDIX #2

Heritage of Pride Committee Charters

Committee Overview and Definitions:

As per the Heritage of Pride Constitution, the standing committees are as follows: Community Relations, Development, Diversity Equity Accessibility & Inclusion, Finance, Governance, March, Media, Member Services, PrideFest, Pride Island, Rally, and Special Events. Currently, the primary function of each of Heritage of Pride's standing committees (2024-2025) are as follows:

Community Relations Committee- committee work will center on maintaining external community-based relationships with organizations and institutions, identifying and cultivating prospective community partners, and monitoring grants from external funding sources that support these groups.

Development Committee- committee work will focus on volunteer-led fundraising efforts, including peer to peer donation campaigns and external fundraising events, working closely with staff on grants and foundation giving.

Diversity, Equity, Accessibility & Inclusion Committee- committee work will focus on the development of accessible and inclusive environments for all Heritage of Pride activities and events where the voices of diverse populations and historically marginalized communities will be centered and uplifted.



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Finance Committee- committee work will focus on budgeting, operational costs, and all work streams related to the finances of the organization.

Governance Committee- committee work will center on governance of the Board and Membership, Board elections processes, and the general upholding of the Constitution and Bylaws.

March Committee- committee work will focus on the operations, organization, scheduling and planning of the NYC Pride March.

Media Committee- committee will focus on supporting all external media and communications developed on behalf of the organization including print media, press releases, social media and external publications, and with online posts, notices and creative content.

Member Services Committee- committee work will center on internal organization-based relationships with HOP members and cultivating volunteers.

PrideFest Committee- committee work will focus on the operations, organization, scheduling and planning of PrideFest street festival.

Pride Island Committee- committee work will focus on the operations, organization, scheduling and planning of the Pride Island event.

Rally Committee- committee work will focus on the operations, organization, scheduling and planning of the NYC Pride Rally.



Special Events Committee- committee work will focus on the operations, organization, scheduling and planning of special events taking place during Pride season in June and additional events as part of the Pride 365 Calendar.

Community Relations Committee Charter

Mission:

The Community Relations Committee is dedicated to fostering a strong, supportive, and engaged community by providing our members with opportunities to contribute to the success of various service-based organizations. The committee is responsible for researching, planning, and coordinating meaningful volunteer experiences for HOP members throughout the year.

Responsibilities:

The Community Relations Committee's responsibilities include supporting staff in the management of the Pride Gives Back / HOP grants programs. The Community Relations Committee also supports the volunteerism of HOP membership, by helping to collaborate on service initiatives and providing opportunities for members to volunteer with partner organizations and at special external events. Specifically, the Community Relations Committee's responsibilities include but are not limited to:

- Assisting staff in the development of the Pride Gives Back Grants Program, including communicating with potential applicant organizations, and managing the grants application and awards processes

- Developing professional learning sessions to be delivered to Pride Gives Back grant organization applicants and awardees
- Leading or actively participating in all Executive Board community-based initiatives
- Collaborating with the Finance Committee to ensure the organization of the grants processes and the delivery of awards funds

Key Requirements of Community Relations Committee Director:

- Serving as Committee Chair for the Community Relations Committee including setting agenda for meetings and leading committee initiatives
- Organizing, attending and actively participating in Committee meetings
- Tracking committee attendance and relevant volunteer activities
- Attending and actively participating in additional Committee meetings to share the work of the CRC and identify potential Community Partners
- Serving as member of the Executive Board

Meeting Policy:

The Community Relations Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers. In addition to Committee meetings, the Committee will also be responsible for hosting Pride Gives Back Grantee professional learning sessions.

Development Committee Charter

Mission:

The Development (Fundraising) Committee is responsible for raising funds to ensure the financial viability and long-term sustainability of HOP. The committee provides oversight and guidance on fundraising strategies for the organization, including but not limited to all non-event-based fundraising, such as individual giving, grants, and foundational giving as well as special campaigns. The Committee will also initiate fundraising activities that are aligned with the organization's financial needs.

Responsibilities:

The Development (Fundraising) Committee's responsibilities include supporting staff in the management of all of the fundraising-based strategy. Specifically, the Development Committee's responsibilities include but are not limited to:

- Assisting staff in crafting a sustainable fundraising strategy that includes components of individual giving, donations, grant and foundational giving, and helping to implement special annual and seasonal fundraising campaigns.
- Leading or actively participating in all Executive Board fundraising initiatives
- Working with the Special Events Committee to support planning and execution of fundraising events
- Collaborating with the Finance Committee to ensure the overall financial health of the organization and proposing plans that align with the overall organizational goals

Key Requirements of Fundraising Committee Director:

- Serving as Committee Chair for the Development (Fundraising) Committee, including setting agenda for meetings and leading committee initiatives
- Organizing, attending, and actively participating in Committee meetings
- Tracking Board member compliance with the Give-Get requirement
- Collaborate with the Special Events Director to design fundraising events for HOP
- Attending and actively participating in additional Committee meetings called at the discretion of the Finance Committee (and/or Treasurer)
- Serving as a member of the Executive Board

Meeting Policy:

- Development Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers.



Diversity Equity Accessibility & Inclusion **Committee Charter**

Mission:

The Diversity, Equity, Accessibility, & Inclusion Committee is responsible for supporting Heritage of Pride in ensuring that the organization is keeping DEAI at the forefront of all decision making, as well as providing a framework in which HOP works to amplify aspects of DEAI. The Committee supports the development of accessible and inclusive environments for all Heritage of Pride activities and events where the voices of diverse populations and historically marginalized communities will be centered and uplifted.

Responsibilities:

The Diversity, Equity, Accessibility, & Inclusion Committee's responsibilities include helping to review materials through a DEAI lens as well as set a framework for all event planners at HOP to focus on ensuring that events are accessible and inclusive of our community. Specifically, the DEAI Committee's responsibilities include but are not limited to:

- Reviewing an accessibility plan for all events and supporting staff members in creating accessibility guides and sharing information with the public;
- Supporting the organization in providing training, finding resources, and reviewing materials/website/etc., through an accessibility lens;
- Helping to set diversity, equity, and inclusion goals for each Committee, and strategizing with both board and staff members on how to ensure that events, messaging, etc., are inclusive; and,

- Providing feedback and review of annual themes, messaging, etc., through a DEAI lens to ensure HOP aligns with its DEAI goals.

Key Requirements of Fundraising Committee Director:

- Serving as Committee Chair for the DEAI Committee including setting agenda for meetings and leading committee initiatives;
- Organizing, attending, and actively participating in Committee meetings;
- Tracking committee attendance and minutes;
- Build a group of volunteers who serve as DEAI support for HOP;
- Serving as member of the Executive Board.

Meeting Policy:

The DEAI Committee Meeting is held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers. In addition to Committee meetings, the Committee will also be responsible for providing training to HOP on DEAI initiatives/learning.

Finance Committee Charter

Mission:

The Finance Committee is charged with providing mission-based leadership and strategic governance through financial oversight for Heritage of Pride.

Leadership: Treasurer serves as Finance Committee Chair

Responsibilities:

The Finance Committee responsibilities include oversight and management of all the organization's financial matters and ensuring its long-term viability. Specifically, the Director's responsibilities include but are not limited to:

- Creating and presenting the Treasurer's Report to the Board at board meetings
- Overseeing the presentation and approval process of the annual budget
- Overseeing and approving audits, whether annual or continuous audit reports
- Monitoring the overall financial health of the organization and intervening as necessary to maintain it

Key Requirements of Finance Committee Director (Treasurer):

- Serving as Chair for the Finance Committee. including setting agenda for meetings and leading committee initiatives
- Serving as member of Executive Board Leadership Team
- Attending and actively participating in Executive Board Leadership Committee meetings



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- Attending and actively participating in additional Committee meetings called at the discretion of the Co-Chairs and Executive Director

Meeting Policy:

- Finance Committee Meetings are held at least monthly, with an invitation to Board Officers and certain Staff. Some special sessions may be called by the Treasurer for Budget Analysis or Reviews.

Governance Committee Charter

Mission:

The Governance Committee oversees the Board and Membership to ensure effective governance. It is responsible for managing Board election processes and upholding the organization's Constitution and Bylaws to maintain integrity and compliance, ensuring the long-term viability of the organization.

Charter:

The Governance Committee responsibilities include oversight and review of all the organization's constitutional and elections-related matters and ensures the long-term viability of the organization via record-keeping and sound meeting practices.

Specifically, the Director's responsibilities include, but are not limited to:

- Monitoring the overall practices of the organization as indicated by the Constitution and intervening as necessary to maintain it.
- Attending and actively participating in Executive Board Leadership Committee meetings.

- Attending and actively participating in other scheduled committee meetings.
- Serving as Chair for the Governance Committee, including setting the agenda for meetings and leading committee initiatives.
- Attending Executive Board and General Membership meetings to provide support and guidance, ensuring that board and membership actions are in alignment with the Constitution and governing documents.
- Exercising Future-Oriented Governance. Continuously evaluating and anticipating organizational needs to propose updates or amendments to the Constitution and Bylaws that reflect evolving priorities, enhance operational effectiveness, and maintain alignment with the mission and values of the organization. Collaborate with the membership to ensure proposed changes are clearly communicated and appropriately presented for vote and adoption in accordance with organizational procedures.
- Managing updates to official documents to reflect approved constitutional changes, amendments, and policy changes.
- Ensure the constitution and bylaws are available online to all members.

The Committee responsibilities include but are not limited to:

- Reviewing and Updating the Constitution and Bylaws
 - Assessing existing sections of the Constitution and Bylaws for clarity, relevance, and alignment with the organization's mission.
 - Proposing amendments or updates to ensure the governing documents reflect current needs and best practices.
- Overseeing Board Elections and Membership Processes

- Ensuring that election procedures are conducted fairly and transparently.
 - Monitoring the nomination and voting processes and verifying compliance with constitutional requirements.
 - Supporting the preparation of materials and guidelines related to board elections.
- Maintaining Record-Keeping and Documentation
 - Ensuring that governance meeting minutes, decisions, and records are accurately documented and securely stored.
 - Reviewing governance committee minutes for accuracy and approving them as official records.
- Monitoring Governance Practices and Compliance
 - Ensuring that the organization's actions and decisions comply with the Constitution and Bylaws.
 - Ensuring all organizational policies are appropriately approved.
- Supporting Governance Training and Education
 - Helping develop or present training sessions for new board or committee members to introduce them to the organization's governance practices.
 - Sharing resources and knowledge to promote understanding of HOP's constitution, bylaws, and other governing documents across the organization.

Meeting Policy:

Governance Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers.

March Committee Charter

Mission:

The March Committee is responsible for supporting the production of the NYC Pride March by partnering with staff to manage logistics, cultivate partnerships, foster community engagement, and uphold the values of equity, sustainability, safety, and visibility for the LGBTQIA+ community. The committee recruits volunteers, conducts training for volunteers and group leaders, and coordinates efforts related to accessibility, sustainability, conflict resolution, staging, route planning, safety, and contingency protocols. It also gathers post-March feedback, facilitates debriefs, and advises on matters involving city agency relations.

Responsibilities:

The March Committee's responsibilities include, but are not limited to:

Volunteer Coordination & Development

- Selecting, onboarding, and supporting a robust and diverse corps of volunteers from a pool recruited by the volunteer manager and their team.
- Developing training materials and conducting volunteer and Group Leader training and orientation.
- Supporting volunteers and participants in day-of logistics and ensuring everyone's safety, morale, and clear lines of communication.

Operations & Logistics Support

- Assisting staff in developing a detailed operational plan for the March, including participant flow, check-in, staging, and programming coordination, and wayfinding.
- Participating in site visits and walk-throughs to review route and layout plans.
- Advising on safety protocols and coordinating with production staff to respond to day-of emergencies or disruptions.
- Develop a centralized communication and dispatch system for coordinating assignments, response, personnel, and resources efficiently.

City & Agency Collaboration

- Working with staff and relevant agencies to ensure compliance with permitting and safety requirements.
- Supporting staff in managing relationships with city officials and community boards when necessary.

Accessibility & Inclusion

- Recommending and supporting strategies to improve physical, sensory, and language accessibility of the March.
- Collaborating with the DEAI and Community Relations Committees where appropriate.

Sustainability & Environmental Impact

- Identifying and implementing best practices to reduce the environmental impact of the March.
- Partnering with staff, sponsors, and vendors to promote sustainable alternatives and messaging.

Sponsor & Vendor Planning & Review

- Advising on staff-provided options and bid analysis.
- Offering input to ensure alignment with organizational policies and budgetary constraints.
- Supporting staff in integrating sponsors and vendors into the March in ways that are aligned with Pride's mission and values.
- Helping ensure that sponsor & Vendor presence is respectful, appropriately scaled, and adds value to the participant and spectator experience.
- Coordinating with the Development Committee to offer volunteer-facing or on-site sponsor activations.

Conflict Resolution & Volunteer Safety

- Supporting a trauma-informed and identity-conscious approach to resolving conflicts among volunteers, participants, or with the public during March planning and execution.
- Coordinating with staff and other committees to document and respond to incidents with care for impacted individuals and the broader community.

- Developing protocols to address volunteer concerns with the goal of reducing barriers and improving retention.
- Providing training in de-escalation and peer support to ensure preparedness and promote a supportive March environment.

Contingency Planning & Evaluation

- Supporting development of inclement weather, protest, and medical contingency plans.
- Participating in post-event debriefs and evaluations, collecting feedback from volunteers, participants, and community members to inform future planning.

Key Requirements of the March Committee Director:

- Serve as Committee Chair, including setting meeting agendas, facilitating meetings, and coordinating with committee members, staff, and the Executive Board.
- Oversee and document committee attendance, decisions, and progress through meeting minutes and regular reports to the Board.
- Establish deadlines for staff and committee to ensure timely coordination, planning, and follow-through on deliverables.
- Support Executive Board fundraising initiatives and serve as a visible representative of the March Committee in internal and external Pride events.
- Holds final approval authority, based on staff-provided proposals, bids, recommendations, and other relevant information, and exercised in collaboration with staff,

committee, and in alignment with organizational policies and budgetary constraints.

- Responsible for gathering and communicating to staff and Board committee feedback in a timely manner.
- Work with the Treasurer and Executive Director to track and manage the March budget, including vendor and volunteer-related expenses.
- Represent the March Committee in organization-wide planning sessions and support inter-committee collaboration.

Meeting Policy:

The March Committee meets no fewer than five times per year, with additional meetings scheduled as needed during the planning season. Meetings are open to Heritage of Pride Members and volunteers.

To support the effective planning and strategizing of the event, sub-committees and working groups may be established as needed. These sub-committees focus on specific areas such as operations, logistics, volunteer coordination, accessibility, sustainability, or city agency relations, and may meet more frequently depending on timelines and deliverables.

Media Committee Charter

The Media Committee is responsible for setting the overall vision for HOP's media and socials presence, providing technical assistance to staff members in regard to communications and media, and works to ensure that HOP has a wide range of coverage

and exposure in media through the entire year. The committee will focus on all external media and communications on behalf of the organization including print media, press releases, social media, external publications, posts, website and creative content.

Responsibilities:

The Media Committee's responsibilities include working to gain high levels of exposure of HOP events, setting the tone for media exposure, and supporting HOP with training staff and board members with all things media related. Specifically, the Media Committee's responsibilities include but are not limited to:

- Conducting an annual, community-driven process for determining NYC Pride's annual theme and grand marshals.
- Building a volunteer corps with expertise in social media to support HOP with social media posts.
- Provide training to HOP regarding media relations and setting the policy for how HOP interacts with the media.
- Support with updating HOP's website.
- Support other committees with any social media needs.
- Expand HOP's social media presence by finding ways to increase HOP's following and exposure with other social media accounts.

Key Requirements of Media Committee Director

- Serving as Committee Chair for the Media Committee including setting agenda for meetings and leading committee initiatives;



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- Act as primary organization spokesperson, in alignment with overarching communications and organizational strategy; Collaborate with staff and Executive Director on omni-channel media strategy and implementation;
- Provide strategic counsel to Staff, Board and Officers on issues and crisis communication and internal and external communication, as needed;
- Organizing, attending, and actively participating in Committee meetings;
- Tracking committee attendance and minutes;
- Developing a strong committee of volunteers with media expertise across the full communications ecosystem to support HOP in its media work;
- Working with the Treasurer and Executive Director, responsible for overseeing the execution of Media's budget and ensuring that costs do not exceed budgeted amounts;

Meeting Policy:

The Media Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers.

Member Services Committee Charter

Mission: The Member Services Committee is responsible for serving the members of Heritage of Pride (HOP) by fostering engagement, encouraging volunteer participation, and building a sense of community. In collaboration with the Community Relations Director (CRD), the committee creates meaningful volunteer opportunities and supports member involvement in HOP events and initiatives.

Responsibilities: The primary role of the Member Services Committee is to engage members, promote volunteer participation, and recruit new members while cultivating an inclusive and supportive community within HOP.

Key responsibilities include:

- Organizing engaging social events throughout the year to strengthen connections among members.
- Encouraging members to volunteer and actively participate in HOP events.
- Collaborating with the CRD to identify diverse and inclusive external volunteer opportunities.
- Developing strategies to recruit a diverse membership and ensure inclusive outreach efforts.

Key Requirements of Member Services Director: The Member Services Committee Director leads the committee in achieving its objectives and serves as the primary organizer of membership-related initiatives.

Their responsibilities include:

- Chairing the committee, setting meeting agendas, and leading initiatives.
- Organizing, attending, and actively participating in committee meetings.
- Tracking committee attendance and maintaining meeting minutes.
- Managing the membership roster.
- Developing a vision for member recruitment with committee input and ensuring board members communicate a unified recruitment message.
- Collaborating with the Volunteer Manager to strategize volunteer recruitment and establish clear pathways to membership.
- Overseeing the documentation and procedural process for membership suspensions and expulsions in collaboration with the Co-Chairs, ensuring timely case compilation and clear communication with all relevant parties.

The Director ensures that HOP members feel supported, engaged, and connected with opportunities to contribute to the organization's mission.

Meeting Policy:

- The Member Services Committee will meet at least five times per year to discuss membership engagement strategies, volunteer opportunities, and social events, with additional meetings scheduled as needed, and all Heritage of Pride



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members and volunteers interested in contributing to the committee's initiatives are welcome to attend.

PrideFest Committee Charter

Mission:

The PrideFest Committee is responsible for supporting the production of PrideFest, NYC Pride's annual street festival and specifically with building a volunteer corps and monitoring the finances of event planning. The Committee ultimately supports the HOP staff members with planning and executing a successful PrideFest each June.

Responsibilities:

The PrideFest Committee's responsibilities include supporting staff in the management of all aspects of PrideFest. Specifically, the PrideFest Committee's responsibilities include but are not limited to:

- Recruiting, selecting, and managing all volunteers who will support planning and executing PrideFest in June;
- Assisting staff in crafting the operations and execution strategy for PrideFest that includes talent, vendors, sponsors, volunteers, and work with city agencies

Key Requirements of PrideFest Committee Director:

- Serving as Committee Chair for the PrideFest Committee including setting agenda for meetings and leading committee initiatives;
- Organizing, attending, and actively participating in Committee meetings;



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- Tracking committee attendance and minutes;
- Ensuring that PrideFest has enough volunteers to serve;
- Leading or actively participating in all Executive Board fundraising initiatives;
- Working with the Treasurer and Executive Director, responsible for overseeing the execution of PrideFest's budget and ensuring that costs do not exceed budgeted amounts;

Meeting Policy:

The PrideFest Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers.

Pride Island Committee Charter

Mission:

The Pride Island Committee is responsible for the operations, organization, scheduling and planning of the Pride Island (aka Pier Dance/Dance on the Pier.) Specifically, the committee is tasked with building a volunteer corps and ultimately supporting the HOP staff members with planning and executing a successful Pride Island event each June. (Alternatively, and in lieu of us not having any events utilizing the Pride Island/Pier Dance/Dance on the Pier moniker, the committee shall focus on connecting in partnership with nightlife, social event/party spaces to ensure the presence of the NYC Pride name within the New York City nightlife community.) The Pride Island Committee's responsibilities include supporting staff members in the management of all aspects of the event, or Partnerships in like events.

The Pride Island Committee's responsibilities include but are not limited to:

- Recruiting, selecting, and managing all volunteers who will support planning and executing of Pride Island events.
- Assisting staff members with crafting the operations and execution strategy for Pride Island that includes talent, vendors, sponsors, volunteers, and work with city agencies.
- Supporting staff with collecting and analyzing various data from Pride Island to understand the viability of programming, or augmentations that need to be made year over year.
- Serving as a collective body of volunteers to help shape the organization's participation in nightlife events throughout Pride season.

Key Requirements of Pride Island Committee Director:

- Serving as Committee Chair for the Pride Island Committee including setting agenda for meetings and leading committee initiatives.
- Organizing, attending, and actively participating in Committee meetings.
- Tracking committee attendance and minutes.
- Ensuring that the Pride Island event has enough volunteers to serve.
- Working with the Treasurer and Executive Director, responsible for overseeing the execution of Pride Island's budget and ensuring that costs do not exceed budgeted amounts;
- Alternatively, and in lieu of us not having any events utilizing the Pride Island/Pier Dance/Dance on the Pier moniker, connecting in partnership with nightlife, social event/party spaces to ensure the presence of the NYC Pride name within the New York City nightlife community.



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Meeting Policy:

The Pride Island Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers.

Rally Committee Charter

Mission:

The Rally Committee is responsible for supporting the production of NYC Pride's Rally event, bringing together advocates, speakers, artists and performers to educate, commemorate and celebrate important issues of concern in the LGBTQ+ movement.

Specifically, the Committee is tasked with building a volunteer corps and monitoring the finances of event planning. The Committee ultimately supports the HOP staff members with planning and executing a successful Rally each June.

(Alternatively, and in lieu of us not having any events utilizing the Rally name, the committee shall focus on connecting in partnership with advocacy organizations hosting community-based events to ensure the presence of the NYC Pride in LGBTQIA+ within the larger community.)

Responsibilities:

The Rally Committee's responsibilities include supporting staff in the management of all aspects of NYC Pride's Rally event.

Additionally, the Rally Committee's responsibilities include but are not limited to:

- Recruiting, selecting, and managing all volunteers who will support planning and executing the Rally in June;
- Assisting staff in crafting the operations and execution strategy for Rally that includes talent (speakers and artists), vendors, sponsors, volunteers, and work with city agencies;

- Serving as a collective body of volunteers to help shape the organization's participation in advocacy and community-based events during Pride season.

Key Requirements of Rally Committee Director:

- Serving as Committee Chair for the Rally Committee including setting agenda for meetings and leading committee initiatives;
- Organizing, attending, and actively participating in Committee meetings;
- Tracking committee attendance and minutes;
- Ensuring that Rally has enough volunteers to serve;
- Leading or actively participating in all Executive Board fundraising initiatives;
- Working with the Treasurer and Executive Director, responsible for overseeing the execution of PrideFest's budget and ensuring that costs do not exceed budgeted amounts;
- Alternatively, and in lieu of us not having any events utilizing the Rally name, connecting in partnership with advocacy organizations hosting community-based events to ensure the presence of the NYC Pride in LGBTQIA+ within the larger community.

Meeting Policy:

The Rally Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers.

Special Events Committee Charter

Mission:

The Special Events Committee is responsible for supporting the product of all additional events that NYC Pride hosts in June and across the entire year. Specifically, the Committee supports HOP staff members with planning and executing successful special events each June and provides oversight to NYC Pride's 365 initiative.

Responsibilities:

The Special Events Committee's responsibilities include supporting staff members in the management of all special events. Specifically, the Special Events Committee's responsibilities include but are not limited to:

- Recruiting, selecting, and managing all volunteers who will support planning and executing any special events
- Assisting staff members with crafting the operations and execution strategy for all special events that include talent, vendors, sponsors, volunteers, and work with city agencies
- Supporting staff with collecting and analyzing various data from events during Pride 365 to understand the viability of programming in its initial few years of programming;
- Gathering community input regarding special events and helping staff members set a vision for Pride365 events
- Working with the Development Committee to support planning and execution of fundraising events

Key Requirements of Special Events Committee Director:

- Serving as Committee Chair for the Special Events Committee including setting agenda for meetings and leading committee initiatives;
- Organizing, attending, and actively participating in Committee meetings;
- Tracking committee attendance and minutes;
- Ensuring that Special Events have enough volunteers to serve;
- Collaborate with the Special Events Director to design fundraising events for HOP;
- Working with the Treasurer and Executive Director, responsible for overseeing the execution of PrideFest's budget and ensuring that costs do not exceed budgeted amounts.

Meeting Policy:

The Special Events Committee Meetings are held at least five times per year, with invitations to Members of Heritage of Pride and Volunteers.