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# Standing Rules of THE NATIONAL ASSOCIATION OF BLACK AND WHITE MEN TOGETHER: A GAY MULTIRACIAL ORGANIZATION FOR ALL PEOPLE

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## **1. ORGANIZATIONAL STRUCTURE OF THE NABWMT.**

- 8 1.1. Throughout this document, the National Association of Black and White Men Together: A Gay  
9 Multiracial Organization for All People may be referred to as “NABWMT,” “NA,” “National,” “National  
10 Association” or with its entire name spelled out.
- 11 1.2. Purpose [Bylaws Article 2]. The NABWMT is a gay multiracial, multicultural organization committed to  
12 fostering supportive environments wherein racial and cultural barriers can be overcome and the goal  
13 of human equality realized. To these ends, we engage in educational, political, cultural, and social  
14 activities as a means of dealing with the racism, sexism, homophobia, HIV/AIDS discrimination, and  
15 other inequities in our communities and in our lives.
- 16 1.3. Values. The NABWMT values interracial diversity and supports the development of camaraderie and  
17 relationships among its members and friends.
- 18 1.4. Guiding Documents of the NABWMT. The following documents are considered essential guiding  
19 documents of the NABWMT. The Bylaws and Standing Rules shall be distributed to all members  
20 whenever appropriate. An up-to-date version shall be maintained on the web site.
- 21 1.4.1. Bylaws
- 22 1.4.2. Standing Rules [Bylaws Article 6 Section 3]
- 23 1.4.3. Articles of Incorporation filed in the State of New York (April 11, 1985)
- 24 1.4.4. IRS Determination Letter of 501(c)(3) tax exempt status (February, 1987)
- 25 1.4.5. Distribution and Availability of Bylaws, Standing Rules--
- 26 1.4.5.1. CD-ROM or electronic flash drive copies will be available upon request, and given to all  
27 Board Members.
- 28 1.4.5.2. A copy of the Standing Rules and Bylaws will be available on-line for local chapters and  
29 members.
- 30 1.4.5.3. Print copies of the most recent version of the Standing Rules and Bylaws will be  
31 available to members during the Annual Meeting.
- 32 1.5. Trademark of the NABWMT, names and logo(s). The name(s) and logo(s) of the NABWMT will be  
33 protected from use without permission by the US Patent and Trademark Office (USPTO). This includes  
34 all variations of our name, including the acronyms “NABWMT,” “the NA,” and “the National  
35 Association,” and their full names, as well as “BWMT,” “MACT,” “PACT,” “MACCT,” and their full  
36 names.

- 37 2. **MEMBERSHIP.** All members shall subscribe to the Purpose of the NA [Bylaws Article 3], submit an  
38 appropriate application, and pay dues specified below.
- 39 2.1. Types
- 40 2.1.1. Local Chapter Member [Bylaws Article 3 Section 1:A]—Local Chapter membership shall be open  
41 to any group of ten persons or more who agree to our Statement of Purpose and who fill out the  
42 application and pay annual dues.

- 43 2.1.2. National Individual Member [Bylaws Article 3 Section 1:B]—National membership shall be open  
44 to any person inside or outside a Local Chapter. National Members are affiliated directly with the  
45 National Association, pay membership dues, and are entitled to all of the services and  
46 communications provided by the NABWMT for individuals. When becoming a member, National  
47 Members may identify themselves as affiliated with a local chapter, or as a Member-at-Large (a  
48 National Member not affiliated with a local chapter). Members of local chapters who are not  
49 National Members are identified as Associate Members of the NABWMT. Associate Members are  
50 not entitled to the services or communications offered by the NABWMT, but are viewed as  
51 supporting the NABWMT’s Statement of Purpose.
- 52 2.1.3. Individual Life Member [Bylaws Article 3 Section 1:C]--Life membership shall be granted to any  
53 person who contributes an amount specified in the Standing Rules or more to the organization.
- 54 2.1.4. Affiliate Organizational Member [Bylaws Article 3 Section 1:D]—Non-voting affiliation with the  
55 National Association of Black and White Men Together shall be available to organizations at a rate  
56 per year specified in the Standing Rules.
- 57 2.1.5. Honorary Member [Bylaws Article 3 Section 1:E]-- Honorary membership may be conferred  
58 upon an individual or group by two-thirds vote of the Board of Directors. Honorary memberships  
59 shall have the same privileges as other memberships, except the Honorary members shall neither  
60 vote, hold office, nor be required to pay dues. An Honorary member who wishes to vote or hold  
61 office, may elect to join with a secondary membership as a National Individual Member or  
62 Individual Life Member (see S.R. 2.1.2 and 2.1.3).
- 63 2.1.6. Combined Dual Membership (National with Local Chapter)—Members in any chapter, if they so  
64 chose, will be granted dual membership in the National and that local chapter when their  
65 completed application and dues are received in the NA office.
- 66 2.2. “In Good Standing” Defined. Members in good standing will have dues paid as per section 2.5 below.  
67 Unless otherwise stated, the terminology “member(s)/membership” will imply “in good standing” in  
68 this document.
- 69 2.3. Privileges & Responsibilities of Membership [Bylaws Article 3 Sections 3 and 4].
- 70 2.3.1. All members in good standing shall have the right to vote during the Annual Meeting, as  
71 described in the Bylaws [Bylaws Article 7:6:B].
- 72 2.3.2. Only members so designated by the Co-Chairs may represent the organization.
- 73 2.3.3. All members shall receive the organization’s internal and external publications.
- 74 2.3.4. Members shall keep their contact information up-to-date with the National office.
- 75 2.3.5. Members in good standing shall receive all other benefits of membership from the date of their  
76 accepted application and membership dues.
- 77 2.4. Application for Membership [Bylaws Article 3 Section 2]
- 78 2.4.1. All applications for membership shall be distributed by, and returned to the Treasurer or his  
79 designated representative with the necessary dues.
- 80 2.4.2. The Board of Directors reserves the right to refuse or reject a completed application for  
81 membership or renewal, for cause by a 2/3 vote of the membership of the Board and officers.
- 82 2.4.3. Membership dues are not refundable unless the Board of Directors refuses or rejects an  
83 application for membership.
- 84 2.5. Dues [Bylaws Article 3 Section 1:C and D, and Article 3:3]
- 85 2.5.1. The membership year shall be from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year.
- 86 2.5.2. All members, except for life members, shall submit their completed application along with their  
87 dues, electronically, by US mail, in person during the Annual Convention, or at other times agreed  
88 upon by the Treasurer, by September 30<sup>th</sup>, to the National office, the Treasurer or his designee.

- 89 2.5.3. Any member unable to pay their dues, may request a hardship exclusion by letter to the Board  
90 annually.
- 91 2.5.4. Chapter membership dues shall be payable in full to the Treasurer by October 1<sup>st</sup> each year, at  
92 which time Chapters shall be notified by the Treasurer of their dues- paid status. A Chapter  
93 unable to pay its dues in full by October 1<sup>st</sup> may make an appropriate arrangement with the  
94 Treasurer for payment in two or three installments, provided that such arrangement is requested  
95 by the Chapter and approved by the Treasurer prior to October 1st and that the final installment  
96 is payable no later than the following April 1<sup>st</sup>.
- 97 2.5.5. The Treasurer shall provide quarterly membership reports to the Board of Directors and  
98 annually to the membership during the Annual Meeting.
- 99 2.5.6. Dues are not refundable.
- 100 2.5.7. Chapters are encouraged to produce one fundraiser per year on behalf of the NABWMT.
- 101 2.5.8. Dues for each membership category shall be reviewed periodically by the Board of Directors.
- 102 2.5.8.1. Chapter Member— \$150/year. The membership dues for new chapters may be  
103 negotiated for a partial reduction by written request to the Board of Directors.
- 104 2.5.8.2. National Individual Member— \$30/year.
- 105 2.5.8.3. Individual Life Member— \$1000 in any one year, one time.
- 106 2.5.8.4. Affiliate Organizational Member— \$150/year.
- 107 2.5.8.5. Honorary Member— complimentary.
- 108 2.5.8.6. Combined Dual Membership (new National Individual Member with membership in new  
109 Local Chapter)— \$40/year, half of which will go to the Local Chapter for the first year of  
110 membership.
- 111 2.5.9. Couples Membership is available for any National Individual Members and any Combined Dual  
112 Membership, if individuals reside at the same address. The rate will be twice the above amount,  
113 minus 20%.
- 114 2.5.10. All members in good standing will have their initial application submitted and dues paid in  
115 order to be eligible to receive all benefits of membership. All renewal memberships must update  
116 their information annually.
- 117 2.5.11. The membership year is from October 1<sup>st</sup> through September 30<sup>th</sup>. Dues paid after July 1<sup>st</sup> will  
118 expire September 30<sup>th</sup> of the following year.
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### 120 3. **BOARD OF DIRECTORS [BYLAWS ARTICLE 6].**

- 121 3.1. Commitment to the Purpose. All Board members shall publicly affirm their support for the Statement  
122 of Purpose of the NA to the best of their abilities at an official meeting of the Board.
- 123 3.2. Work of the Board. The Co-Chairs shall assign the work of the organization among the Board as  
124 follows:
- 125 3.2.1. Financial Responsibilities-- In addition to the time and effort necessary for the faithful execution  
126 of their duties, each Officer and Director is expected to make a commitment to increasing the  
127 revenue and prestige of the NABWMT. Officers and Directors shall be encouraged to meet a  
128 financial commitment in the aggregate amount of \$500 per year. This \$500 commitment may be  
129 fulfilled by:
- 130 3.2.1.1. Organizing/hosting a fundraiser or similar activity for the NABWMT;
- 131 3.2.1.2. Paying his or her own travel expenses to and from meetings of the Board;
- 132 3.2.1.3. Donating money;
- 133 3.2.1.4. Forgoing reimbursement of other legitimate NABWMT business expenses, provided  
134 such expenses are approved in the normal course of business and documented by receipt.
- 135 3.2.1.5. Any other activity as approved by the Board.

- 136 3.2.2. Other Officers and Directors shall offer non-financial (technical) assistance to Officers and  
137 Directors to help each person meet his or her financial commitment. To ensure that no Officer or  
138 Director is precluded from office solely because of an inability to meet their financial  
139 commitment, these financial responsibilities may be waived by a majority vote of the Board.
- 140 3.3. Responsibilities of Board
- 141 3.3.1. At least one Director shall be responsible for overseeing and guiding each of the Standing and  
142 Ad Hoc Committees described in the Standing Rules Section 4.12 below.
- 143 3.3.2. The Co-Chairs may charge individual Directors with the coordination of other specific NA  
144 projects which conform to the focus, priorities and policies of the organization as formulated by  
145 the Board of Directors.
- 146 3.3.3. Assigned work shall be carried out as the assigned Director(s) and/or Officer(s) see(s) fit and as  
147 is appropriate to the task(s) at hand, including formation of (a) committee(s) from among the  
148 Chapter, National, and Life membership, or delegation of specific tasks to specific individuals.  
149 Accountability to the organization for the accomplishment of tasks delegated to such  
150 Committee(s) or individual(s), however, remains with the assigned Director(s) and/or Officers.  
151 This includes responsibility for rendering quarterly reports on activities and accomplishments,  
152 which shall be published in a regular publication of the organization.
- 153 3.3.4. The Co-Chairs may also assign Directors to work with specific Chapters on issues of  
154 organization, membership development, fundraising, consciousness-raising, education, political  
155 action, etc., and to maintain open communication between those Chapters and the Board of  
156 Directors so that local concerns, problems, ideas and proposals may continue to be heard and  
157 considered at the national level in the organization. The Co-Chairs may also assign Directors to  
158 assist individuals or groups interested in forming new chapters. As these responsibilities shall  
159 complement the activities of the Membership Committee, such Board members must  
160 communicate with that committee to enhance the effectiveness of outreach.
- 161 3.3.5. Each Director and Officer shall file an expense report with the Treasurer on approved forms no  
162 less than once per quarter. Expenses for which reimbursement is sought must be documented by  
163 receipt.
- 164 3.4. Officers of the Board—The Officers shall be in regular communication and shall manage the day-to-  
165 day and mandated business of the organization. Substantive new business shall, whenever practical,  
166 be submitted to the Board of Directors for approval [Bylaws Article 5 Section 1]. The Officers shall  
167 tender periodic progress reports to the Board which shall be available on-line on the organization's  
168 website.
- 169 3.4.1. Co-Chairs [Bylaws Article 5 Sections 1 and 2, and Section 2:A]. Responsibilities include but are  
170 not limited to:
- 171 3.4.1.1. Serve as the spokespersons for the organization, or shall designate such representation.
- 172 3.4.1.2. Preside at all meetings of the Board of Directors and the General Membership.
- 173 3.4.1.3. Co-sign with the Corresponding or Recording Secretary all contracts for the  
174 organization.
- 175 3.4.1.4. Assign Board Members to Standing and Ad Hoc Committees, and make interim  
176 appointments as needed.
- 177 3.4.1.5. Work with committees to develop annual goals, objectives, measurable outcomes  
178 (GOMAs), and coordinates activities of committees as they interact with one another
- 179 3.4.1.6. Call special meetings of the Board of Directors when necessary.
- 180 3.4.1.7. Receive reports from the Committees.

- 181 3.4.1.8. Serve as ex-officio for all Standing and Ad Hoc Committees, except the Elections  
182 Committee (Bylaws Article 5, Section 2:E). May elect to chair one or more of these  
183 committees in consultation with the Executive Committee.
- 184 3.4.1.9. Will serve as one of the two co-signers for all checks of the organization's principle  
185 account(s) with the Treasurer.
- 186 3.4.1.10. Provide to all National and Life Members, and to each local chapter, a preliminary  
187 agenda for the annual General membership Meeting at least one month in advance of that  
188 meeting. A report detailing "The State of the NABWMT" will be delivered during the Annual  
189 Meeting, and made available at the start of the Annual Convention by the Co-Chairs.
- 190 3.4.1.11. A preliminary meeting agenda of the Board of Directors shall be available to interested  
191 members a minimum of 14 days prior to scheduled meetings of the Board. This agenda may  
192 be made available by posting on the National's website or e-mailed to members and  
193 chapters in good standing.
- 194 3.4.1.12. Serve on and coordinate the Executive Committee with other elected officers
- 195 3.4.1.13. Perform all other functions normally associated with this office or as mandated by the  
196 Board of Directors and/or the General Membership, and in keeping with the organization's  
197 Statement of Purpose.
- 198 3.4.2. Corresponding Secretary [Bylaws Article 4 Section 2:B; Article 5 Sections 1 and 3].  
199 Responsibilities include but are not limited to:
- 200 3.4.2.1. Assume responsibility for recording and disseminating of the minutes of all proceedings  
201 of the annual General Membership meeting and act as secretary to the General  
202 Membership. After approval, submitting minutes to the NA's archivist. Allow all approved  
203 minutes (except for executive sessions) to be published on the website for members to view.
- 204 3.4.2.2. Assume responsibility for taking and distributing the minutes of the meetings of the  
205 Board of Directors, if the Recording Secretary is unable to perform their duties.
- 206 3.4.2.3. Assist the Recording Secretary at meetings of the Board of Directors or the General  
207 Membership as needed, by maintaining and recording the final wording and final vote tallies  
208 for all proposals, resolutions, and amendments presented or voted upon at a Board Meeting.
- 209 3.4.2.4. Notify any Board Member who misses a meeting of any tasks or requests that were  
210 assigned at the meeting.
- 211 3.4.2.5. Compile, maintain, and distribute Board Member roster (with contact address, phone,  
212 e-mail and other contact information, committees serving on, etc.)
- 213 3.4.2.6. Compile and maintain lists of all officers from local chapters
- 214 3.4.2.7. Type, reproduce, and distribute external organization materials and correspondence, as  
215 requested by the Co-Chair(s).
- 216 3.4.2.8. Serve on Executive Committee with other elected officers
- 217 3.4.2.9. Perform all other functions normally associated with this office, and/or as mandated by  
218 the Board of Directors and/or Co-Chairs, and in keeping with the organization's stated  
219 purpose.
- 220 3.4.3. Recording Secretary [Bylaws, Article 4 Section 2:C, Article 5 Sections 1 and 4]. Responsibilities  
221 include but are not limited to:
- 222 3.4.3.1. Assume responsibility for recording, preparing, submitting for approval, and  
223 disseminating the approved minutes of all official meetings of the Board of Directors. After  
224 approval, submitting minutes to the NA's archivist. Allow all approved minutes (except for  
225 executive sessions) to be published on the website for members to view.
- 226 3.4.3.2. Facilitate internal communication of organization business at the direction of the Co-  
227 Chairs.

- 228 3.4.3.3. Maintain with the Treasurer an accurate list of Chapter contacts, including local officers  
229 and/or Chapter representatives, and National and Life Members. This list shall be available  
230 to requesting members in good standing only with the approval of a Co-Chair, and at the  
231 start of the Annual Meeting.
- 232 3.4.3.4. Maintain and make available upon request within the organization a membership  
233 directory including current Chapters, Officers and Directors.
- 234 3.4.3.5. Solicit member input for the Co-Chairs from the Chapter Representatives and National  
235 and Life Members regarding agenda items for the annual General Membership meeting at  
236 least 90 days in advance of the meeting.
- 237 3.4.3.6. Serve on Executive Committee with other elected officers.
- 238 3.4.3.7. Perform all other functions normally associated with this office, and/or as mandated by  
239 the Board of Directors and/or Co-Chairs, and in keeping with the organization's stated  
240 purpose.
- 241 3.4.4. Treasurer [Bylaws Article 4, Section 2:C, Article 5, Sections 1 and 5]. Responsibilities include but  
242 are not limited to:
- 243 3.4.4.1. Certify the dues-paid status of members when appropriate, and at the start of the  
244 Annual Meeting.
- 245 3.4.4.2. Prepare quarterly financial reports to the membership.
- 246 3.4.4.3. Co-sign official checks for the organization with either Co-Chair.
- 247 3.4.4.4. Maintain an up-to-date membership directory with the Recording Secretary.
- 248 3.4.4.5. Prepare an annual budget and submit it to the Board of Directors for approval, and  
249 revise the budget where appropriate, under the direction of the Co-Chairs.
- 250 3.4.4.6. Devise and implement mechanisms for all the organization's financial operations.
- 251 3.4.4.7. Monitor all financial activities of the organization, including activities of the Convention  
252 Committee, and provide guidance where requested or when required.
- 253 3.4.4.8. Draft and submit proposals for fundraising for the organization through the activities of  
254 the Fundraising Committee.
- 255 3.4.4.9. Arrange for an annual audit by a professional public accountant or a committee of three  
256 qualified individuals appointed from among the Chapter membership and/or the National  
257 and Life membership.
- 258 3.4.4.10. Reimburse Officers and Directors for legitimate NABWMT business expenses incurred by  
259 them in the course of budgeted or otherwise authorized activities on behalf of the  
260 organization, provided requests for such reimbursement are documented by receipt and are  
261 submitted to the Treasurer within 90 days after the date the expense was incurred.
- 262 3.4.4.11. Chair the Budget and Finance Committee
- 263 3.4.4.12. Serve on Executive Committee with other elected officers.
- 264 3.4.4.13. Perform all other functions normally associated with this office, and/or as mandated by  
265 the Board of Directors and/or Co-Chairs, and in keeping with the organization's stated  
266 purpose.
- 267 3.5. Responsibilities of Individual Non-Officer Director Board Members [Bylaws, Article 6]
- 268 3.5.1. Serve on and contribute to the work of one or more committees of the Board
- 269 3.5.2. Attend and participate in Board Meetings and teleconferences.
- 270 3.5.3. Submit financial & expense records to the Treasurer in a timely manner for prompt  
271 reimbursement and recordkeeping.
- 272 3.5.4. Perform all other functions normally associated with this office, and/or as mandated by the  
273 Board of Directors and/or Co-Chairs, and in keeping with the organization's stated purpose.
- 274 3.6. Meetings of the Board

- 275 3.6.1. Executive Sessions of the Board— An executive session of the Board of Directors may be  
276 convened upon a majority vote of the total membership of the Board at an open meeting, after  
277 identifying the general area or areas of the subject or subjects to be considered. Only the subjects  
278 listed below may be cause to convene an executive session:
- 279 a. The proposed acquisition, sale, or lease of real property, but only when the  
280 publicity would substantially affect the value of the property;
  - 281 b. The medical, financial, credit, or employment history of any person or corporation,  
282 or matters leading to the appointment, employment, promotion, discipline, suspension,  
283 dismissal, or removal of any person or corporation;
  - 284 c. Collective negotiations pursuant to state and federal law.
  - 285 d. Discussion regarding proposed, pending or current litigation;
  - 286 e. Information relating to current or future investigation or prosecution of a criminal  
287 offense which could imperil effective law enforcement if disclosed;
  - 288 f. Any matter which might reveal the identity of a law enforcement agent;
  - 289 g. Matters that imperil public safety if disclosed.
- 290 3.6.2. Detailed proceedings of an executive session cannot be shared with the general membership.  
291 As a result, the minutes of an executive session can be read only in another executive session.  
292 However, the actions and outcomes of an executive session must be publicly released if it effects  
293 the functioning of the organization or its local chapters.
- 294 3.6.3. Board members are honor-bound to not divulge the discussions of an executive session. Board  
295 members violating the secrecy of an executive session are subjected to disciplinary procedures  
296 that may result in removal from the Board.
- 297 3.7. Awards (See also Standing Rules 4.10.12)
- 298 3.7.1. All awards shall be given during the Annual Convention, with the Lifetime Achievement Award  
299 given at the annual banquet.
  - 300 3.7.2. All awards shall contain the design of the NA Logo, the name of the award, the recipient, the  
301 date, and the corporate name.
- 302 3.8. Elections [Bylaws, Article 8]
- 303 3.8.1. Authority of Elections Committee to Oversee Election Process-- Election of Officers and  
304 Directors shall be conducted annually by an Election Committee appointed by the Co-Chairs no  
305 later than 120 days prior to the last day of the Convention.
  - 306 3.8.2. Declaration of Candidacy-- Persons may declare their candidacy for office beginning 120 days  
307 prior to the last day of the annual Convention, and not later than two (2) hours before the  
308 scheduled start of the Candidates' Forum. A Declaration of Candidacy for Office shall be filed in  
309 writing with the chairperson(s) of the Election Committee or their designee. The Declaration shall  
310 contain the candidate's name, primary affiliation with the organization, race/ethnic background,  
311 and the office(s) the candidate is seeking. The Election Committee shall verify this information.  
312 Candidates may publicize their candidacy in any manner consistent with the Statement of  
313 Purpose and good will of the organization. All other members participating in the campaign shall  
314 behave similarly.
  - 315 3.8.3. Candidate Forum During Annual Meeting-- During the Convention, there shall be a Candidates'  
316 Forum, chaired by two members of different races/ethnic backgrounds of the Election  
317 Committee. The forum shall consist of a program in which each candidate may address the  
318 audience uninterrupted and may then be questioned by other members. The Election Committee  
319 shall establish and regulate time limits and format to be used, and announce their rules prior to  
320 the meeting. This program shall be scheduled no later than the third to last day of the

321 Convention. There shall be no other activities scheduled at the same time as the Candidates'  
322 Forum.

### 3.8.4. Voting Procedure

324 3.8.4.1. Secret Balloting-- Voting shall be conducted by secret ballot. The ballot shall contain the  
325 following only: an alphabetical list of candidates separated according to office, and each  
326 candidate's affiliation. A member in good standing may cast their vote for a candidate in  
327 each office, and for as many positions as are available for the general Board election. The  
328 Election Committee will decide if a separate ballot is required for the officer elections and  
329 the general Board elections, or if they may be combined. The Treasurer and the  
330 Corresponding and Recording Secretaries will verify the eligibility of members in good  
331 standing who may vote on any issue including elections, by the start of the Annual Meeting.  
332 Balloting shall be preferential; that is, for each office, a voter places a "1" beside the voter's  
333 first choice candidate, a "2" beside the second choice, etc. A voter shall submit the  
334 completed ballot in a sealed envelope, and on the exterior of the envelope, authenticate the  
335 ballot as instructed by the Election Committee. The Committee shall include on the ballot  
336 the method and times at which they will accept completed ballots, and the place and time of  
337 the public counting of the ballots. Once submitted, a ballot may neither be withdrawn nor  
338 changed.

339 3.8.4.2. Public Counting of Ballots-- A public counting of the ballots shall be held no longer than  
340 24 hours following the closing of all balloting. At that time, the Election Committee shall  
341 open, "code," and separate each ballot and envelope, and tabulate the results publicly.  
342 Ballots marked in such a way that the intent of the voter is obscured shall not count in that  
343 specific circumstance. Details of ballots shall be made public except where the identity of a  
344 particular voter would be revealed, in which case those details shall remain exclusively with  
345 the Election Committee.

346 3.8.4.3. Tabulation and Public Disclosure of Results of Election-- The votes shall be counted in  
347 the following way:

348 3.8.4.3.1. Assign a point value to each preferential vote, corresponding to a reverse scale  
349 of the number of candidates running (for example, if there are 6 candidates, a first  
350 choice vote ("1") is worth 6 points, a second choice ("2") is worth 5, etc., and a sixth  
351 choice ("6") is worth one (1) point); b) multiply the point value of each candidate's  
352 preferential vote on each ballot by the voting weight of that ballot, and credit that  
353 candidate with the resulting number of vote-points. The candidate with the most vote  
354 points shall be the first Co-Chair. Of the remaining candidates, only the candidates who  
355 are of a different race from the first Co-Chair will be considered; the one with the  
356 highest votes is the second Co-Chair. If the second Co-Chair does not accept the  
357 position (of working with the first Co-Chair, the second Co-Chair position goes to the  
358 next highest vote-point getter among the candidates who are a different race from the  
359 first Co-Chair). This process proceeds until one of the candidates accepts the second  
360 Co-Chair position. In the case of any ties in the above process, straws shall be drawn to  
361 eliminate the tie.

362 3.8.4.3.2. In the election of the Treasurer, Recording Secretary and the Corresponding  
363 Secretary, for each office, the Election Committee shall determine that the winner shall  
364 be the person with simply the most #1 votes – the vote-point process is not necessary.

365 3.8.4.3.3. In the election of Directors, the Election Committee shall: a) assign a point value  
366 to each preferential vote, corresponding to a reverse scale of the number of candidates  
367 running (for example, if there are 22 candidates, a first choice vote ("1") is worth 22

368 points, a second choice (“2”) is worth 21, etc., and a twenty-second choice (“22”) is  
369 worth one (1) point); b) multiply the point value of each candidate’s preferential vote  
370 on each ballot by the voting weight of that ballot, and credit that candidate with the  
371 resulting number of vote-points; c) rank the candidates in descending order of total  
372 vote points received; d) start from the top of the vote-point ranking and declare each  
373 remaining candidate elected or, if the race restrictions set out in Bylaws so require,  
374 pass that candidate, continuing down the list until the full complement of Directors  
375 have been declared elected. In the case of any ties in the above process, straws shall be  
376 drawn to eliminate the tie.

377 3.8.4.3.4. Write In Votes. In an election in which the number of declared candidates is  
378 insufficient to fill all available positions, a write-in candidate may be elected to an  
379 otherwise unfilled position only if his/her name is written-in and receives votes on at  
380 least 15% of all ballots cast in that election.

381 3.8.4.4. Election disputes. In the event that there is a formal written dispute about the process  
382 or outcome of an election, an ad hoc Arbitration Commission to be comprised of one  
383 member of the Elections Committee who also serves on the Board, and two other NA  
384 members who are not currently serving on the Board, shall be appointed by the NA Co-  
385 Chairs to serve as arbitrators of the dispute. The names of these three individuals will be  
386 announced during the General Membership meeting, prior to the Candidates Forum and the  
387 casting of ballots. The decision of the Commission shall be announced within 24 hours of the  
388 announcement of election outcomes. Only a candidate for the Board or an office may  
389 submit a formal written dispute and request such arbitration.

390 3.9. Transition to Taking Office for New Officers and Board Members. Outgoing Board members shall  
391 develop a time line for educating incoming officers and Board members from the time of the election  
392 to the time of taking office to ease the transition in leadership and minimize disruption in  
393 organizational services and projects.

394 3.10. Board Mentorship program— New members of the Board will be assigned to existing members  
395 of the Board for their first year of office, so that they can learn to navigate through the committee  
396 work, relationships, work assignments, Bylaws and Standing Rules with the help of a tenured member  
397 of the Board serving as a “mentor.”  
398

## 399 **4. ACTIVITIES OF THE NA.**

400 4.1. Conduct Annual Meeting of the Membership

401 4.2. Co-Sponsorship of Annual Convention

402 4.2.1. FREQUENCY AND SITE [Bylaws, Article 7, Section 2] There shall be an annual Convention of the  
403 organization’s members. The Convention shall be held in the city of a member Chapter, or at  
404 some other appropriate site approved by the Board of Directors.

405 4.2.2. CONVENTION PLANNING COMMITTEES-- The NA Co-Chairs and the Board of Directors assumes  
406 responsibility for the successful implementation of the Annual Convention, which is planned in its  
407 entirety by the Convention Planning Committee (hereafter “CPC”). The CPC will be differentiated  
408 by their respective years. The CPC shall consist of two co-chairs (of different races/ethnic  
409 backgrounds), a treasurer, a secretary, and other members as shall be appointed by the National  
410 Co-Chairs. At minimum, the National Co-Chairs and National Treasurer shall serve as ex-officio  
411 members of the CPC. The NABWMT officers as specified in the Bylaws shall enter into contractual  
412 agreements on behalf of the NABWMT. The Board of Directors will monitor and approve the  
413 CPC’s goals, objectives, and measurable outcomes, which will include the Convention  
414 site/location, and preliminary budget by no later than January, approximately a year and a half

415 before the Convention in question. Any NA member in good standing, or a member of a local  
416 chapter in good standing, may request to be members of the CPC or it's subcommittees by  
417 applying directly to the National Co-Chairs. The CPC shall be the decision-making body regarding  
418 the planning and implementation of all Convention activities.

419 4.2.3. Memo of Understanding Between the NA, the CPC, and Host Chapter—The purpose of signing a  
420 Memo of Understanding, is to clarify the Annual Convention responsibilities of the Host Chapter,  
421 the Convention Planning Committee (CPC) and the NA. This Memo shall include, but not be  
422 limited to the following:

423 4.2.3.1.1. Responsibilities of the NABWMT shall include:

424 4.2.3.1.1.1. Selecting the Convention site and location

425 4.2.3.1.1.2. Processing all Convention registrations

426 4.2.3.1.1.3. Approval of all Convention contracts. All contracts related to the  
427 Convention will be in the name of NABWMT and reviewed, approved and signed  
428 by appropriate NABWMT officers.

429 4.2.3.1.1.4. Apply for state sales tax exemption, if allowed, as a benefit of being an  
430 IRS 501(c)(3) tax exempt organization, and providing appropriate documentation  
431 to the CPC's Convention Treasurer.

432 4.2.3.1.1.5. The establishment and oversight of all Convention banking accounts

433 4.2.3.1.1.6. Approval of the Convention budget

434 4.2.3.1.1.7. Approval of the Convention theme and program, submitted by the CPC

435 4.2.3.1.1.8. Securing routine Convention financial reports for the Board of Directors

436 4.2.3.1.1.9. Assisting the CPC in the arrangement of National Convention advertising

437 4.2.3.1.1.10. Securing a Board liaison for the host city/organization

438 4.2.3.1.1.11. Assuming any financial Convention losses

439 4.2.3.1.1.12. Sharing any Convention profits with hosting local chapter – 2/3 to  
440 National, and 1/3 to local; in the event there is no local host chapter, than all  
441 profits will be directed to the National.

442 4.2.3.1.2. Responsibilities of the Local Host Chapter and/or the CPC shall include:

443 4.2.3.1.2.1. Developing a Convention theme and program using the guidelines in the  
444 NA Convention Planning Manual and NA guidance

445 4.2.3.1.2.2. Developing a budget for the Convention with NA guidance, and providing  
446 the first preliminary budget by the first National Board Meeting one year prior to  
447 the anticipated event. The final budget must be submitted for approval by the first  
448 National Board Meeting following the conclusion of the National Conference.

449 4.2.3.1.2.3. Arranging and securing local and national advertising and fundraising for  
450 the Annual Convention

451 4.2.3.1.2.4. Transferring all fundraising monies raised locally for Convention to the  
452 National office within 60 days of fundraising event(s) or no later than 30 days after  
453 the Convention, whichever comes first, along with appropriate documentation as  
454 to their sources, so that proper receipts and IRS tax documentation may be  
455 recorded .

456 4.2.3.1.2.5. Executing and staffing the Convention and associated events

457 4.2.3.1.2.6. Locating and securing speakers with NA guidance

458 4.2.3.1.2.7. Coordinating and securing vendors/locations for all related activities  
459 including location and sound equipment required for the Talent/No-Talent Show,  
460 Midland Regional Reception, Bar Nights, etc.

- 461 4.2.3.1.2.8. Providing the NA webmaster with updated information and photographs  
462 so that the NA web site will be able to publish the information in a timely manner.
- 463 4.2.3.1.3. Responsibilities of the Convention Treasurer include the following items:
- 464 4.2.3.1.3.1. *If there is no designated host chapter, than the Board Treasurer will serve*  
465 *in the capacity of Convention Treasurer*
- 466 4.2.3.1.3.2. *Receive and maintain State sales tax exemption documentation provided*  
467 *by the NA.*
- 468 4.2.3.1.3.3. *Send all invoices to be paid by check to the National office for processing*
- 469 4.2.3.1.3.4. *Receive and maintain VISA debit card from the NA, for the appropriate*  
470 *Convention bank account in order to pay routine convention expenses under*  
471 *\$500.00. Copies of all receipts documenting Convention expenses will be*  
472 *immediately sent to the National office.*
- 473 4.2.3.1.3.5. *All electronic and other credit card acceptance mechanisms must be*  
474 *approved by the NABWMT Board of Directors prior to their implementation.*
- 475 4.2.3.1.3.6. *The convention treasurer will have a read-only user account in the*  
476 *NABWMT Quick-Books accounting system and will be responsible for logging into*  
477 *the system to obtain financial information pertinent to the convention*
- 478 4.2.3.1.3.7. *The Convention Treasurer will be bonded through the NABWMT*
- 479 4.2.3.2. A detailed financial statement of all Convention funds received and disbursed shall be  
480 submitted to the Board of Directors by the Convention Treasurer and/or the Convention  
481 Planning Committee no later than 30 days after the Convention. This statement shall be  
482 published in the organization's newsletter.
- 483 4.2.3.3. SELF-SUPPORTING-- The Convention shall be self-supporting with at least one public  
484 social function held in connection with it for the purpose of raising additional funds.
- 485 4.2.3.4. CONVENTION PLANNING MANUAL-- Each outgoing CPC shall update the existing  
486 Convention Planning Manual that is made available to the new CPC members. This manual will  
487 be available on-line, as a hard copy, or on CD-ROM.
- 488 4.3. Sponsorship of Website That Local Chapters In Good Standing May Use
- 489 4.4. Host Anti-Racism Workshops through the Bush Mallon Institute and elsewhere
- 490 4.5. Publication(s)—The NA will publish an electronic publication at least quarterly that shall contain news  
491 of the organization, regular reports from the Officers, Directors, and Committee Chairs at least  
492 annually, as well as other times of interest to members and the general public. The electronic  
493 publication will be available on line the NA's website. Provisions will be made for paper copies of the  
494 publication to those members so requesting.
- 495 4.6. Attend to the Affairs of the Corporation
- 496 4.7. Maintain Membership and Financial Databases
- 497 4.8. Oversees Growth of New and Existing Local Chapters
- 498 4.9. Financial Accountability to Membership
- 499 4.10. Oversight of the Standing and Ad Hoc Committees. Any member in good standing of the NA  
500 may apply to the National Co-Chairs to serve on any standing or ad hoc committee, except where  
501 prohibited by these Standing Rules. The National Co-Chairs will approve any such appointment in  
502 consultation with the committee chairs.
- 503 4.10.1. Executive Committee—The elected Officers of the Board shall constitute an Executive  
504 Committee that shall have authority to conduct the day-to-day business of the National  
505 Association between meetings of the Board of Directors. [2E]

- 506 4.10.2. Convention Planning Committees (CPC), distinguished by the year of the planned convention.  
507 There will be a CPC for the current year and another CPC for the next year. Section 4.2 above  
508 details the operations of the CPC.
- 509 4.10.3. Elections Committee (see 3.4.1.8 and 3.8 above)—oversees election of Board and Officers  
510 during the Annual Meeting at the National Convention, in compliance with the Bylaws. Election  
511 of Officers and Directors shall be conducted by an Election Committee appointed by the Co-Chairs  
512 no later than 120 days prior to the last day of the Convention, consisting of at least two members  
513 of different races. No Officer may serve as the chair of the Committee. Persons on the Committee  
514 who subsequently decide to stand for office or participate publicly in the campaign shall resign  
515 from this Committee, no later than the announcement of their candidacy. The Election  
516 Committee shall make decisions on all matters not specifically mandated by this Standing Rule.
- 517 4.10.4. Archives Committee—compiles documents, Board minutes and reports, Newsletters, photos,  
518 etc., for placement in NABWMT archives and assures placement and preservation in this archive,  
519 which is located at: GLBT Historical Society, 657 Mission Street, Suite #300, San Francisco, CA  
520 94105, 415-777-5455, 415-777-5576 fax, [www.glbthistory.org](http://www.glbthistory.org) (reference “NABWMT Records  
521 #2001-21”).
- 522 4.10.5. Publications Committee—Supervises the publication of all in-house publications, including but  
523 not limited to Q Visions (formerly “The Quarterly”). The Committee’s chief responsibility will be to  
524 compile articles and publish a regular newsletter, no less than 4 times per year. Such publication  
525 may be electronic and/or published as a paper copy. Such publication shall be made available on  
526 the NA’s web page, to all members, friends, and local chapters. Works with the Web Page  
527 Committee.
- 528 4.10.6. Public Relations & News Releases and Political, Educational, Cultural Affairs Committee--  
529 Serves as the organization’s media watchdog, responding to issues addressed in our statement of  
530 purpose as appropriate; prepares press releases concerning significant events in the organization.  
531 Informs the membership of developments in these areas, which would be significant for them;  
532 works to establish partnerships/collaborations with organizations/institutions in these areas that  
533 would benefit and support the NA. Works with the Web Page Committee.
- 534 4.10.7. Web Page Committee—Shall serve as a liaison with the web master and oversee the  
535 development and maintenance of the web page. Works with the Publications Committee, and  
536 the Public Relations & News Releases, and Political, Educational, Cultural Affairs Committee. All  
537 local chapters in good standing may be listed on the webpage, and share the domain name with  
538 the National.
- 539 4.10.8. Bylaws and Standing Rules Committee—shall periodically review both documents, and make  
540 recommendations for changes as needed. Assures that any amendments to these are  
541 disseminated. Members of the committee may assist the appointed parliamentarian during  
542 formal meetings.
- 543 4.10.9. Health and HIV Committee—Informs and educates membership of new developments in the  
544 area of gay health and HIV/AIDS. Also seeks and fosters supportive collaborations between the  
545 NA and other like-minded local and national gay health organizations.
- 546 4.10.10. Membership and Chapter Development Committee—Maintains an updated database of  
547 the membership; oversees and devises initiatives to increase membership in the NA; works to  
548 provide membership benefits. Works to promote the formation of new NABWMT chapters;  
549 provides support to existing chapters; acts as a liaison between the Board and local chapters.
- 550 4.10.11. Scholarship Grants Committee—Oversees the administration of the Michael John Smith  
551 Scholarship Fund and the Wendell Roberson Fund.

- 552 4.10.11.1. Michael John Smith Scholarship is for HIV positive persons who wish to attend the  
553 National Convention
- 554 4.10.11.2. Wendell Roberson Fund is for persons unaffected by HIV, wishing to attend the National  
555 Convention.
- 556 4.10.11.3. Student Scholarship Grant is for students attending approved programs in college or  
557 university. An application and essay are required. Awardee(s) will be granted a  
558 complementary registration for the Annual Convention, and given an award.
- 559 4.10.12. Awards Committee—Solicits nominations for NABWMT Awards and makes  
560 recommendations to the Board for these awards during the Annual Convention. (See also  
561 Standing Rules 3.7.)
- 562 4.10.12.1. The Awards Committee shall be made up of six to eight members including the two Co-  
563 Chairs of the NA and two Board members appointed by the Co-Chairs. The other two to four  
564 members shall be from the General Membership.
- 565 4.10.12.2. All members must review all nominations, vote, and send their recommendations to the  
566 Board members chairing the Awards Committee by the required date.
- 567 4.10.12.3. The design of the awards shall be reviewed by the Awards Committee. When the  
568 designs have been approved, they shall not be changed without committee approval. The  
569 final design shall always contain the NA logo.
- 570 4.10.12.4. All awards shall be given at the annual Convention and shall be given throughout the  
571 convention, with the Lifetime Achievement Award(s) given at the annual banquet.
- 572 4.10.12.5. Convention Host City Organization Recognition Committee—Oversees the possible  
573 selection of a worthy organization in the host city of the National Convention for recognition  
574 during the National Convention, in coordination with the CPC and Awards Committee.
- 575 4.10.13. Fundraising Committee—Works with the Treasurer and the Membership and Chapter  
576 Development Committee to devise methods and procedures for raising funds for the  
577 organization.
- 578 4.10.14. Finance/Budget Committee—The Finance/Budget Committee shall develop, organize,  
579 and initiate a budget process and to prepare an annual budget and monitor its implementation.  
580 The Committee shall consist of the members of the Executive Committee and the members of the  
581 Finance Committee. The National Treasurer shall be the Chair of the Budget Committee.
- 582 4.10.15.
- 583 4.11. Foster Transparent and Open Communications with its Local Chapters and Membership
- 584 4.12. Insure Smooth Transition Among Leadership After Elections
- 585 4.13. Conduct Business in Support of Organizational Mission
- 586 4.14. Hiring and Oversight of Outside Independent Contractor as “Office Manager” if needed
- 587 4.15. Other Activities as Directed by Membership, Co-Chairs, or Agreed Upon by Committee  
588 Members
- 589 4.16. Attempt to Maintain an Interracial visibility at gay community events around the country.  
590

## 591 5. **PARLIAMENTARY AUTHORITY [BYLAWS ARTICLE 9].**

- 592 5.1. The rules contained in the 10<sup>th</sup> Edition of Robert’s Rules of Order Newly Revised shall govern the  
593 NABWMT in all cases to which they are applicable and in which they are not inconsistent with the  
594 Bylaws and any special Standing Rules that may be adopted.
- 595 5.2. The Presiding Co-Chairs will select a parliamentarian prior to each Board meeting and Annual Meeting,  
596 who shall maintain a copy of the Parliamentary Authority, and serve as an impartial resource if and  
597 when called upon.  
598

599 **6. AMENDMENTS OF STANDING RULES.**

600 6.1. The Standing Rules may be amended by a two-thirds (2/3) vote of an official meeting of the Board of  
601 Directors, or a majority vote of the General Membership during the Annual Meeting.

602 6.2. Proposed changes must be submitted to the Board of Directors and/or the General Membership at  
603 least one (1) day prior to the taking of a vote.

604 6.3. Amendments to Bylaws That Affect Standing Rules—Any Amendments to the Bylaws that affect these  
605 Standing Rules will automatically change these Standing Rules, including their renumbering, without  
606 further action by the Board or Membership  
607

608 7. **INDEMNIFICATION.** Each current and former member of the Board of Directors including its officers,  
609 official committee members, and other approved agents of the organization, shall be indemnified by the  
610 NABWMT against liability while acting properly for the Corporation on its behalf. If the Board of Directors  
611 approves by appropriate resolution, such indemnification may include reasonable attorney's fees and  
612 expenses actually and necessarily incurred in defense of an action, suit, or proceeding. Such  
613 indemnification may be achieved through liability insurance.  
614

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