

# BGMO POLICY AND PROCEDURES

## As of: July 13, 2015

### As Required the bylaws:

#### ARTICLE 1: NAME/OFFICE

##### Organization Address and Business Information

Big Gay Mens Organization  
1321 Upland Dr. #3968  
Houston, TX 77043

Handled through US Global Mail at  
[www.usglobalmail.com](http://www.usglobalmail.com)  
Login: BGMOMail

Federal Tax ID Number: 46-2278956

Email Address: [info@biggaymen.org](mailto:info@biggaymen.org)

Website: [www.biggaymen.org](http://www.biggaymen.org)

Incorporated in the state of Texas

#### ARTICLE 2a: MEMBERS

##### Section 2 - Admission to Membership

##### **The Membership Application:**

Newly forming clubs or existing non-member clubs seeking membership in BGMO shall submit an application to the BGMO Secretary. The Application for membership shall include the following:

- A. Name, address, email address and phone number of the applicant club. Also provide web address if club has a web site.
- B. Names, addresses and telephone numbers of the applicant club's founder(s) and / or officers. The Club's BGMO Representative should be selected upon notification of acceptance by BGMO. Names, addresses and phone numbers of said representatives must be forwarded within 30 days of notification to the BGMO Secretary.
- C. The number of members on the date of application.
- D. If the application is from an existing non-member club seeking payment of the appropriate amount of dues for the current year ending December 31<sup>st</sup>. This payment is refundable only if membership is denied.
- E. A short statement requesting member club status, acknowledging and agreeing to abide by the bylaws of BGMO.
- F. Within thirty (30) days following the application the BGMO Secretary shall:
  1. Acknowledge receipt of the application.
  2. Submit the Membership application to the member clubs for consideration at the next BGMO Membership meeting.
- G. Within sixty (60) days following the application:

1. The BGMO Membership shall meet to approve or reject the application for membership. Approval shall require a majority vote of the member clubs.
2. The BGMO Secretary shall notify the applicant of the final board decision.

### **Processing of Applications**

A completed application must be submitted along with payment of the appropriate dues in order for any application to be submitted to the Membership for acceptance into the organization. Applications that are submitted without the payment of the dues in full will not be considered or voted on until the membership meeting after the dues have been paid in full.

New members can only be voted in at one of the four membership meetings, as it requires the vote of the membership to accept a new member.

### **Section 4 - Termination of Membership:**

#### **Membership Expulsion:**

A member club may be expelled from BGMO for the following reasons:

- A. Non -payment of dues. Member dues are payable at the beginning of each calendar year. They are considered late 90 days (March 31) after the start of each calendar year. Any member that has not paid their annual dues by June 30 of a given year will automatically be removed from the Member Registry for nonpayment of dues. Once a member has been removed, they will be required to resubmit an application if they want to join the organization again and follow the same procedures as new members.
- B. Comments and or actions deemed, by a two thirds (2/3) majority of the board, to be adverse to the well being of BGMO.
  1. Such actions shall be commenced, in writing, by not less than three (3) Board members.
  2. The accused club shall be notified in writing at least fourteen (14) days prior to the meeting where their expulsion will be considered and will be given the opportunity to appear before the Board to defend themselves.
  3. *An expelled member club will not receive a refund of dues.*

#### **Club Withdrawal:**

A member club may, at its will, withdraw from BGMO without prior notice or stated cause.

- A. The withdrawing member forfeits all dues paid to BGMO.
- B. Once membership is terminated for any reason, a club may regain Member Club status after submitting a new application and following the process as stipulated in above.

### **Section 5 – Dues**

#### **Membership Dues:**

The dues structure shall be:

##### **Club Memberships:**

\$25/year

##### **Individual Membership:**

\$25/year

##### **Business Membership:**

\$150/year

## **Section 6 - Voting**

Voting is a privilege of membership. Each member club, individual member and business member is entitled to one vote in the affairs of BGMO. Dues must be current in order to cast a vote, if dues have not been paid by March 31 of a given year, voting for the member will be suspended until the dues have been paid in full. If dues remain unpaid after June 30 of a given year, then their membership will be revoked.

Once a member's voting privileges have been suspended, dues must be paid at least two weeks prior to a Membership Meeting in order to reinstate their voting rights at that meeting. This is to avoid last minute scrambling to obtain a vote and allows the board to properly prepare for each meeting.

New members will not be allowed to vote in the Membership meeting in which their club is being considered for membership. Once their membership has been approved, their voting privileges will begin at the next Membership Meeting.

Proxy voting is allowed, and each member may give their proxy vote to any other member. However a proxy form must be signed and submitted to the BGMO Secretary one week prior to any meeting where that proxy is slated to be used.

## **ARTICLE 4, Section 3: Special Committees**

**Bylaws Committee:** A Bylaws committee was established at the Annual Meeting in New Orleans, 2013, to address discrepancies within the bylaws. The committee is charged with reviewing existing language, make recommendations on modifications needed, so that they can be amended, with better clarity for the organization.

**Archival Committee:** An archival Committee was formed by vote of the Board of Directors at the Board meeting on May 3, 2015. The purpose of this committee is to create and properly record and archive past convergences, clubs, advertisements and the general history about the Big Mens community. This would allow us to preserve our history and educate people about the big men's movement.

## **ARTICLE 6: MISCELLANEOUS PROVISIONS**

### **Article 6, Section 5: Deposits:**

Banking Information

JP Morgan Chase Bank  
3559 North Beltline Road  
Irving, TX 75062

Account Number: 208787166

**Article 6, Section 7: Maintenance of Corporate Records:**

The board has agreed to maintain all Corporation Records on the BGMO Website. The information required to be public, like bylaws and the like will be available for any and all to see.

The information that only pertains to the membership, like voting representatives, meeting agenda's, membership and board meeting minutes and other corporation reports will be maintained within a password protected (AKA Members Area) area of the website.

**ARTICLE 7. ANNUAL CONVENTION (AKA CONVERGENCE)**

The Board of Directors will ensure that the Conference Application Form has all the proper information required to maintain the integrity of the Organization and provide a fair process for all. The Application form will be agreed upon before each new selection year, and must be available to the membership beginning July 15 of each year to the membership, so they have time to properly prepare for the application that needs to be submitted two weeks prior to the annual meeting.

**OTHER POLICY AND PROCEDURES ADOPTED BY THE BOARD:**

**Web site Hosting:**

- A. All member clubs will have a link to their website from the BGMO web site free of charge, as a benefit of membership.
- B. Any club wishing to use the BGMO hosting for the hosting of their clubs web site, will pay an additional fee of \$25 per year for hosting services. This is over and above membership fees.

**Conflict of Interest:**

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:

1. The interest of such officer or director is fully disclosed to the board of directors.
2. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.
3. Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of the organization.
4. Payments to the interested officer or director shall be reasonable and shall not exceed fair market value.

5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.