

STANDING RULES OF THE DOLPHIN DEMOCRATS,

A CHARTERED AFFILIATE OF THE FLORIDA LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND ALLIES LGBTQA DEMOCRATIC CAUCUS

A. Standing Rule on Procurement Policies and Procedures.

1. It is the policy of the Dolphin Democrats to procure goods and services in an open, competitive, and transparent manner and to place procurements with the lowest responsible and responsive bidder.

Committee Chairs and Executive Officers are responsible:

- for the planning and implementation of activities, for which their committees or offices are responsible, provided that such activities have been budgeted and authorized by the Board;
- for scheduling procurements, such that emergency procurements (and the premium costs generally attributed to them) are avoided;
- for drafting the bid requests in as much specificity as possible to ensure that all potential vendors are bidding on the same goods and services; and
- for documenting the bids, reviewing the bids, and recommending a vendor, with the reason therefor, to the Treasurer.

(In the case of Ways and Means Committee, the Sub-Committee Chairs will be responsible, as stated above, in consultation with the Chair of Ways and Means.)

2. Unless otherwise approved by the Executive Committee or Board,

(a) for goods and services resulting in an expense of more than \$100, but less than \$500, bids shall be solicited and documented from at least two vendors; and

(b) all other purchases require at least three bids to be solicited and returned in writing.

3. The only exception is for sole source procurement, which is authorized

(a) when goods/services are available from only one source, or

(b) when purchases are of an office-supply nature, of less than \$100.

4. As the only bonded officer, the Treasurer shall approve vendors and he (as well as the fidelity bond carrier) is liable for inappropriate approvals. He may delegate this authority, except in purchases over \$1,000; those to whom the Treasurer so delegates authority are personally liable for inappropriate approvals. Prior to his approval of a vendor, the Treasurer shall ensure the availability of funds; those to whom delegation of approval authority is granted shall consult with the Treasurer to ensure availability of funds. No procurement will be undertaken without availability of funds. Contracts and purchase orders shall be signed by the Treasurer, or the President if the Treasurer is not available on a timely basis.

5. Given the magnitude of the expense involved, the site and vendor for the Annual Awards Banquet shall be approved by the Board before funds are committed and contracts entered into.

6. This standing rule may be amended by a two-thirds (2/3) vote of the Board of Directors.

B. Standing Rule on Budget Policies and Procedures.

1. The budget represents the priorities of the Dolphin Democrats, based on revenue projections and due consideration of competing requests for funding. It presents a roadmap of where the organization is going and the financial requirements of various activities, which are consistent with and contribute to overall goals and objectives. The budget shall include all revenue and expenses, whether within the Operating or Campaign account. It shall also make adequate provision for a reserve.

2. It is the policy of the Dolphin Democrats that no funds shall be expended, nor commitment of funds made, except as specifically authorized in the budget by the Board. The budget --- both for revenue projections and expenses authorized --- will be established annually and shall be allocated to Committees or Executive Officers on a quarterly basis.
3. To ensure adequate resource availability, each Committee and Executive Officer shall submit, no later than May 15 a detailed request for funds (by activity) and revenue projections (by resource item). The Board shall approve a budget, no later than June 15, for the fiscal year beginning July 1. In the absence of a budget, the Board must approve each expenditure of funds in advance of commitment of funds, which shall subsequently be included in the fiscal year budget.
4. To ensure adequate financial and cash flow controls, quarterly allocations shall be made to Committees and Executive Officers, both for revenue expectations and expenditures authorized. The Treasurer and/or the President shall not authorize any commitment or expenditure that is not included within the budget. Committee Chairs and Executive Officers are responsible to ensure that funds are not expended in excess of expense allocations and that those revenue expectations are realized.
5. To ensure ongoing oversight, the Finance Committee will track revenues and expenses, projected compared to actual, at least on a quarterly basis. Any fundamental changes in the budget, including but not limited to scheduling of expenses, increases or decreases in revenue or expenses, new activities, and new revenue resources, shall result in a budget amendment. The Finance Committee shall, from time to time, as appropriate, recommend budget amendments to the Board, such that revenues and expenses are balanced and sufficient provision is made for a reserve.
6. No expenses in excess of activity allocations may be sought, nor authorized by the President, Treasurer or other officer, without a budget amendment approved by the Board (or the Executive Committee, in case of exigency). Expense allocations may not be exceeded without compensatory decreases in other activities; expense allocations will be reduced by revenue projections that are not realized. Any changes in the activity allocations (whether revenue or expense) and quarterly allotments shall be immediately notified to the Finance Committee, which shall prepare a budget amendment for Board approval.
7. To the maximum possible, Committee Chairs and Executive Officers shall provide information to the Treasurer on in-kind donations received during a month, both as revenue and expenses items. These include such items as food/beverage donations at meetings, auction donations, good/services for which payment or reimbursement is not requested, postage for mailings that are not reimbursed, and non-reimbursed payments for web-site hosting.
8. Committee Chairs and Executive Officers shall request disbursement of funds, transmitting the pertinent invoice, clearly marked that the goods or services are been received. Payment shall be made within 10 days by the Treasurer. Committee Chairs and Executive Officers shall submit reimbursement request, with receipts attached, noting that goods and services have been received. Payment shall be made within 10 days by the Treasurer.
9. Committee Chairs and Executive Officers will ensure that adequate inventory controls are in place; such system of controls shall be approved by the Treasurer, who shall continuous monitor that such controls are in place and complied with.
10. This standing rule may be amended by a two-thirds (2/3) vote of the Board of Directors.

C. Standing Rule on Audit Committee Recommendations

1. The Standing Rules have incorporated the Audit Committee's recommendation to the Bylaws Committee the proposals not in conflict with the current bylaws . Proposals are as follows:
 - a. Conflict of Interest. When a member of the Board has a financial or personal interest in any matter coming before the Board, the affected person shall fully disclose the nature of the interest and

withdraw from discussion and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Board members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

b. Two or more members of a household may not concurrently be officers of this organization.

c. The Fiscal Year of this organization is May 1 to April 30: ref Article X, Sect 1)

d. Hold Harmless. The organization shall indemnify and hold harmless to the full extent allowed by law any member of the Board who is or was acting in his or her official capacity as a member of the Board.

e. Limitation of Liability and Liability Insurance. No member of the Board acting in his or her official capacity shall be liable for damages resulting from the exercise of judgment or discretion in connection with the duties or responsibilities of such member of the Board except to the extent dictated by law. The organization shall purchase and maintain liability insurance on behalf of the Board of Directors to the extent permitted by law, regardless of whether the organization would have the power to indemnify such member of the Board against such liability.

D. Standing Rule on Oath of Office

1. The following Oath of Office shall be used when installing officers into this organization.

I (state your name), do hereby affirm to uphold the office of (president, vice president, secretary, treasurer, or director) of the Dolphin Democrats, that I will to the best of my ability faithfully protect and defend the Constitution of the United States and the State of Florida, that I will abide by the governing rules of the Florida Democratic Party and of the Florida GLBT Democratic Caucus, and those of the Dolphin Democrats.

Approved, unanimously, by the Board of Directors, at its meeting of July 6, 2005, and referred to the General Membership for action.

Approved, unanimously, by the General Membership, at its meeting of July 13, 2005, and ordered to be published with the Bylaws as Standing Rules.

Approved, unanimously, by the Board of Directors, at its meeting of May 14, 2006, and ordered to be published with the Bylaws as Standing Rules.

Approved, unanimously, by the Board of Directors, at its meeting of August 13, 2006, and ordered to be published by the Bylaws as Standing Rules.