

STANDING RULES
Greater Palm Springs Chapter
of the Golden State Gay Rodeo Association

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ARTICLE I. INSIGNIA, PERMANENT ADDRESS

RULE 1. INSIGNIA

- A. The GPSC shall have the ability to select an insignia or logo for the use as an emblem for the membership, flag, merchandise and in all advertising for the GPSC.
- B. Where possible, it will be indicated in the usage of the insignia or logo that the insignia or logo is copyrighted.
- C. Use of the insignia or logo shall require approval of the GPSC or Board.

RULE 2. PERMANENT ADDRESS

- A. The GPSC will maintain a Post Office Box which shall be the official address of the Greater Palm Springs Chapter.
- B. The Post Office Box shall be maintained at the main Post Office within the City of Palm Springs. Mailbox keys may be maintained by the Secretary and another Board member as approved by the Board or the membership.

ARTICLE II. OFFICERS

RULE 1. RESPONSIBILITIES

The Board of Directors is responsible for the operations of the GPSC. This Board may delegate such authority as is necessary to govern the day-to-day operations of the GPSC to the Executive Board. The duties and responsibilities of the Board Elected Officers are described in the following paragraphs:

RULE 2. DUTIES

A. PRESIDENT

- a. The President shall, subject to the Board of Directors (Board), have the following powers and duties:
 - i. Preside at all regular and special meetings of the GPSC and the Board and to call all such meetings to order.
 - ii. Direct, subject to the advice and direction of the Board, the planning of the meetings and functions of the GPSC.
 - iii. Appoint all standing and special committee chairs and members unless otherwise provided, subject to approval of the Board.
 - iv. Serve as the official representative or appoint an official representative of the GPSC.
 - v. Promote the interests and purposes of the GPSC and to be responsible for the progress and work of the GPSC.

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- vi. Sign contracts and other instruments connected with the business affairs and professional activities of the GPSC upon prior approval of the Board.
- vii. Act as an ex-officio member of all committees. Shall not be the chairperson of any appointed committee without the exception that they may serve as chairperson of a specially convened task force committee.
- viii. Serve as liaison to the Board of Directors in the year following their term in office.
- ix. Perform other duties as may be directed by the GPSC, Board or Bylaws.
 - x. Establish meeting locations for GPSC and Executive Board meetings, as directed by the Board.
- xi. Produce an operating budget for the GPSC with the Treasurer.
- xii. Oversee, advise and act minimally as an ex-officio member or chairperson of the Branding and Communications Committees.

B. VICE PRESIDENT OF ADMINISTRATION

- a. The Vice President of Administration shall, subject to the direction of the Board, have the following powers and duties:
 - i. Serve as an assistant to the President in all duties of the President and to assume the corresponding duties in absence of the President.
 - ii. Assume those duties delegated by the President.
 - iii. Act as an ex-officio member of all standing committees and special committees as assigned by the President or the Board.
 - iv. Oversee, advise and direct the activities of the Royalty Title Holders and the Directors of the Fundraising, Merchandise, and Dance Committees.
 - v. Ensure the orderly transfer of GPSC records and assets from outgoing officers to the newly elected officers.
 - vi. The planning and scheduling of many things comes down from the Board. The Fundraising Director, Royalty Director, Dance Director, Merchandise Director, and all of the other committee directors shall be asked and /or invited to attend the “open” board meetings.
 - vii. Manage the usage and acquisition of any GPSC assets.
 - viii. Perform other duties as may be directed by the GPSC, Board or Bylaws.

C. VICE PRESIDENT OF RODEO OPERATIONS

- a. The Vice President of Rodeo Operations shall, subject to the direction of the Board, have the following powers and duties:
 - i. Assume those duties delegated by the President.

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- ii. Serve as the liaison between the Board and the Rodeo Committee.
- iii. Act minimally as the ex-officio member of all rodeo related standing and special committees of the GPSC as assigned by the President or the Board.
- iv. Assist with overseeing the budget of the rodeo in cooperation with the GPSC Treasurer and the Rodeo Committee Chairperson (Rodeo Director).
- v. Establish a budget variance in conjunction with the GPSC Treasurer and Rodeo Committee Chairperson (Rodeo Director) for the rodeo budget.
- vi. Perform other duties as may be directed by the GPSC, Board or Bylaws.

D. SECRETARY

- a. The Secretary shall, subject to the direction of the Board, have the following powers and duties:
 - i. Assume those duties delegated by the President.
 - ii. Maintain an accurate list of all standing and special committees, committee directors and personnel.
 - iii. Provide within thirty (30) days of the Annual Meeting, a list of newly elected GPSC Officers to the GSGRA President.
 - iv. Provide withing thirty (30) days of the Annual Meeting, a current list of the Board of Directors and a copy of the adopted Bylaws and Standing Rules to the California Secretary of State.
 - v. Provide withing ten (10) days of their election, a list of GPSC representatives and alternates to the GSGRA President.
 - vi. Accurately record the proceedings of all meetings of the GPSC and Executive Board.
 - vii. File such reports as provided in the Bylaws with the GSGRA.
 - viii. Give or cause to be given notice of all meetings of the Board and the GPSC as required by the Bylaws.
 - ix. Keep the Bylaws, Standing Rules and other regulation documents current and available to the Board and Membership.
 - x. Ensure that the GSGRA, the IGRA and other organizations, as applicable, are kept aware of the current postal address, email address, and phone number of the GPSC.
 - xi. Hold, or cause to be held by another executive officer, the key or combination to the postal mailbox for the GPSC.
 - xii. Act minimally as an ex-officio member or chairperson of the Membership and Archive Committees.
 - xiii. Act as parliamentarian unless a parliamentarian is designated by the President prior to a meeting.

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- xiv. Understand and be versed in the current adopted version of **Robert's Rules of Order**, GPSC Bylaws, GPSC Standing Rules, and all GPSC procedural documents and processes.
- xv. Perform other duties as may be directed by the GPSC, Board or Bylaws.

E. TREASURER

- a. The Treasurer shall, subject to the direction of the Board, have the following powers and duties:
 - i. Assume those duties delegated by the President.
 - ii. Work with the Vice President of Rodeo Operations and the Rodeo Committee Chairperson (Rodeo Director) to develop and oversee a budget for the Rodeo Committee.
 - iii. Establish a budget variance in conjunction with the Vice President of Rodeo Operations and Rodeo Committee Chairperson (Rodeo Director) for the rodeo budget.
 - iv. Exercise general supervision over the receipts and disbursements of the funds of the GPSC.
 - v. Work with an external auditor, on request of the GPSC or Board of Directors, should an audit be requested.
 - vi. Deposit all money and valuables in the name and to the credit of the GPSC in such depositories as may be designated by the Board.
 - vii. Pay or direct the payment of all bills of the GPSC and to keep a record of same according to Generally Accepted Accounting Principles (GAAP).
 - viii. At each regular GPSC meeting, or at such other times as may be directed by the Board, submit a report of receipts and expenditures and conditions of assets.
 - ix. Maintain custody of all GPSC assets.
 - x. Prior to end of term or exiting office, must file GPSC taxes, and may not be released from office until a new GPSC Treasurer is elected. If a new GPSC Treasurer is elected prior to the end of a fiscal year, the outgoing GPSC Treasurer must provide all necessary advice and assistance to any newly elected GPSC Treasurer in filing GPSC taxes for a current fiscal year before the outgoing GPSC Treasurer's duties are fulfilled.
 - xi. Act minimally as an ex-officio member or chairperson of the Fundraising Committee.
 - xii. Produce an operating budget for the GPSC with the President.
 - xiii. Perform other duties as may be directed by the GPSC, Board or Bylaws.

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ARTICLE III. COMMITTEES

RULE 1. COMMITTEE APPOINTMENT – Refer to Bylaws Article VII, Section 1 and Section 2 on Appointment.

RULE 2. COMMITTEE ROLES AND RESPONSIBILITIES

1. Each Committee Director shall recruit and form their own work committee and schedule their own meetings, as they need to, to plan and/or carry out events as scheduled by the Board. Committee event plans shall be approved and scheduled by the Board.
2. Each Committee Director shall ensure all records generated monthly by the Committee activities comprise of, including but not limited to, photos, flyers, posters, activity plans, and MC scripts, are turned over to the GPSC Secretary for the preservation of historical activity records. Each Committee shall report to the monthly Membership Meeting a list of records uploaded or none uploaded (if there was none) to the Secretary for the archives.

A. ARCHIVAL COMMITTEE

The Archival Committee works under the direction of the Secretary, and has the following Duties:

1. Maintain a historical record of GPSC and Rodeo Activities.
2. Receive monthly, records and materials uploaded from each Committee's activities for archival retention. Report receipts from each committee to the Membership monthly.
3. Perform other duties as may be directed by the President, GPSC, Board, or Bylaws.

B. BRANDING AND COMMUNICATIONS COMMITTEES

1. The BRANDING COMMITTEE works under the direction of the President, and has the following duties:
 - a. Develop material for use to advertise and promote GPSC activities, including: membership drives, fundraising events, rodeo events, and such other activities as may be designated by the Board.
 - b. Perform other duties as may be directed by the President, GPSC, Board, or Bylaws.
 - c. Upload activity records to the GPSC Secretary for archival, monthly.
2. The COMMUNICATIONS COMMITTEE works under the direction of the President, and has the following duties:
 - a. Maintain the GPSC Website in a presentable condition with current and accurate information.
 - b. Maintain the GPSC hot line with current and accurate information.

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- c. Perform other duties as may be directed by the President, GPSC, Board, or Bylaws.
- d. Upload activity records to the GPSC Secretary for archival, monthly.

C. BYLAWS AND STANDING RULES COMMITTEE

- 1. The Bylaws and Standing Rules Committee works under the direction of the Secretary, and has the following duties:
 - a. Ensure that a review of the Bylaws and Standing Rules is conducted on at least an annual basis to ensure that all information included therein remains current and accurate by the annual membership meeting.
 - b. Perform other duties as may be directed by the President, GPSC, Board or Bylaws.
 - c. Upload activity records to the GPSC Secretary for archival, monthly.

D. EDUCATION COMMITTEE

- 1. The Education Committee works under the direction of the Vice President of Rodeo Operations, and has the following Duties:
 - a. Develop and execute activities, as approved by the Board, designated to educate both GPSC members and the general public on the functions, activities and events of the GPSC in specific, and the GSGRA and IGRA in general.
 - b. Ensure that activities during the year help the GPSC maintain a 501 (c) 3, educational nonprofit status.
 - c. Educate on the safety concerns, issues and guidelines for the sport of rodeo.
 - d. Perform other duties as may be directed by the President, GPSC, Board or Bylaws.
 - e. Upload activity records to the GPSC Secretary for archival, monthly.

E. FUNDRAISING COMMITTEE

- 1. The Fundraising Committee works under the direction of the Vice President of Administration, and has the following duties:
 - a. At the beginning of the new committee formation, develop and prepare a 12 month annual calendar scheduling future fundraising events and activities for the year. Establish a fundraising budget cost estimate of items based on the twelve (12) month fundraising event schedule to be included in the annual GPSC Budget development.
 - b. Schedule, staff, and execute fundraising activities as approved by the Board.

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- c. Coordinate event planning, art work, advertising and production with the Royalty and Dance Committees.
- d. Develop new methods and events for raising funds for the GPSC utilizing an overall guideline of minimizing fundraising expenses while maximizing their return.
- e. Committee Chairperson(s) should be invited to attend the GPSC Board Meetings.
- f. The Chairperson(s) can recruit committee members and schedule their own meetings monthly to plan activities and events and/or carry out events scheduled by the Board.
- g. Perform other duties as may be directed by the President, GPSC, Board or Bylaws.
- h. Upload activity records to the GPSC Secretary for archival, monthly.

F. MEMBERSHIP COMMITTEE

- 1. The Membership Committee works under the direction of the Secretary, and has the following duties:
 - a. Maintain an accurate roster of the membership of the GPSC.
 - b. Coordinate with the GPSC Webmaster to maintain an electronic mailing list of GPSC members only which is to be used exclusively for promoting officially sanctioned GPSC events and activities.
 - c. Actively promote membership in the GPSC.
 - d. Perform other duties as may be directed by the President, GPSC, Board or Bylaws.
 - e. Upload activity records to the GPSC Secretary for archival, monthly.

G. RODEO COMMITTEE

- 1. The Rodeo Committee works under the direction of the Vice President of Rodeo Operations, and has the following duties:
 - a. Coordinate the annual rodeo produced by the GPSC.
 - b. Ensure the appointment of all applicable directors and chairs for each of the relevant areas (i.e. hotel director, volunteer coordinator, etc).
 - c. Ensure the GPSC and the Board are kept fully apprised of all substantive aspects of the planning for the event.
 - d. Schedule rodeo roundtable meetings and maintain minutes of all such meetings. All Rodeo Committee minutes will be filed with the GPSC Secretary within ten (10) days of each meeting.
 - e. Ensure the publication of all rodeo roundtable meetings, as required by the bylaws.

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- f. Work in conjunction with the Vice President of Rodeo Operations and Treasurer to develop, maintain and adhere to a budget for the rodeo income and expenditures.
- g. Seek approval from the Treasurer and Vice President of Rodeo Operations for all expense items not included in the budget, or expense items that are above an approved budget variance set by the GPSC or Board of Directors.
- h. Ensure that the rodeo is produced in compliance with all applicable laws, rules and regulations of the State of California, IGRA, GSGRA, and the GPSC.
- i. Perform other duties as may be directed by the President, GPSC, Board, or Bylaws.
- j. Upload activity records to the GPSC Secretary for archival, monthly.

H. ROYALTY COMMITTEE

- 1. The Royalty Committee works under the direction of the Vice President of Administration, and has the following duties:
 - a. Actively recruit for and hold an annual royalty contest for Mr., Ms., Miss, and MsTer Palm Springs Hot Rodeo as described in the Standing Rules under Article IV.
 - b. In association with the Fundraising Committee, assist in the planning of fundraising events. Participate in fundraising events by entertaining, conducting events as Master of Ceremonies (MC), auctioning activities, act as auctioneer, selling script tickets for prizes, activating guest participation during events, creating fun and excitement.
 - c. Perform other duties as may be directed by the President, GPSC, Board or Bylaws.
 - d. Upload activity records to the GPSC Secretary for archival, monthly.

I. DANCE COMMITTEE

- 1. The Dance Committee works under the direction of the Vice President of Administration, and has the following duties:
 - a. Actively promote country western dance activities as sponsored by the GPSC within the community.
 - b. Actively recruit dancers within/without the membership to perform at fundraisers, and at rodeo and GPSC events.
 - c. Actively create and submit plans to the board that will promote country/western dance activities, open instruction and competition venues on a local level for members and guests through conducting open dancing, open dance instruction and open dance contests venues for the GPSC, its members, and the

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public. Plans are subject to approval and scheduling by the Board.

- d. Actively recruit for members who wish to compete in an annual dance contest as described in Standing Rules under Article V below. Three or more couples must be interested in competing to produce a possible GPSC Dance Competition. Prior to that, all couples must agree that the winning couple will continue to compete at the GSGRA and/or IGRA higher level, if and when one is scheduled.
- e. Perform other duties as may be directed by the President, GPSC, Board or Bylaws.
- f. Upload activity records to the GPSC Secretary for archival, monthly.

J. MERCHANDISE

- 1. Works under the direction of the Vice President of Administration and has the following duties:
 - a. Provide GPSC apparel, and Rodeo souvenir apparel. Provide booth staff. Conduct sales.
 - b. Coordinate GPSC merchandise with the President and rodeo merchandise with the Rodeo Director regarding art design, selection of product, sales price and merchandise orders.
 - c. Operate within established budget requirements.
 - d. Maintain time lines.
 - e. Submit a written report at Membership and Rodeo meetings.
 - f. Turn in cash sales to the GPSC/Rodeo Treasurer.
 - g. Recruit and coordinate a volunteer team with the Volunteer Coordinator to work at the Rodeo Merchandise Booth both days.
 - h. Train volunteers for booth operation.
 - i. Maintain security over all GPSC and Rodeo Merchandise inventory until liquidated. Sell all merchandise at Rodeos, GPSC activities, fundraisers or liquidate as directed by the President.
 - j. Perform other duties as may be directed by the President, GPSC, Board or Bylaws.
 - k. Upload activity records to the GPSC Secretary for archival, monthly.

ARTICLE IV. ROYALTY COMPETITION

RULE 1. CONTESTANT ELIGIBILITY

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- A. For the purposes of competition within the GPSC, any contestant is eligible to compete under the gender classification with which the individual identifies. The terms Mr., Ms., Miss, MsTer and other gender identifying words used throughout these competition rules refer to the contestant's personal gender identification as indicated on the Contest Entry Form.
- B. PALM SPRINGS HOT RODEO ROYALTY COMPETITION
1. A contestant must be a member of GSGRA and their membership affiliated to the Greater Palm Springs Chapter at least six (6) months prior to a scheduled royalty competition.
 2. Each contestant is required to host a fundraiser in their name prior to a scheduled royalty competition and raise a minimum of \$100 for the GPSC.
 3. The Vice President of Administration will announce a Royalty Contest date and contestant entry deadline.
 4. The Vice President of Administration and/or a designated Royalty Contest Coordinator will develop a Royalty Competition.
 - a. A competition must be held. No titles will be appointed.
 - b. The Royalty Contest Coordinator may use contest categories and scoring similar to a GSGRA or IGRA Royalty Competition and must provide a contest guide to all contestants.
 5. Each Royalty Title can have a Title Holder with a First Runner-up, a Second Runner-up, and a Third Runner-up.
 6. All titles will be announced at the conclusion of a scheduled Royalty Competition.
- C. TITLEHOLDER REQUIREMENTS
1. Titleholders will become co-chairs of the Royalty Committee with runners-up serving as committee members.
 2. All Royalty members will become ambassadors of the GPSC during their title year.
 3. All Royalty members are expected to actively fundraise for the GPSC and/or rodeo during their title year.
 4. All Royalty members are expected to attend and participate in the Hot Rodeo weekend event.

ARTICLE V. DANCE COMPETITION

The Annual Dance Competition shall be produced according to GSGRA Country-Western Dance Competition Rules as approved by the Greater Palm Springs Chapter.