



LICENSOR OF EUROPRIDE
**EUROPEAN
PRIDE**
ORGANISERS
ASSOCIATION

**moving millions
in pride**

www.europride.info

EPOA BY-LAWS

(Approved by the Annual General Meeting 13 October 2016)

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CHAPTER ONE

DEFINITIONS & INTERPRETATION

1.1 AGM - Annual General Meeting/Conference of EPOA

1.2 Board - The Board of Directors as a whole

1.3 Incapacity - Mental and/or physical disorder, which in the opinion of a qualified medical doctor and/or psychologist shall render a person incapable of fulfilling their duties as a director or officer

1.4 Director or Officer - A member of the Board

1.5 Pride Events - A parade, march, rally, festival, arts festival, cultural activity or other event activity organized for people identifying as lesbians and/or gay men and/or bisexuals and/or transgender and/or intersex persons and promoting the visibility of those persons and commemorating the history, culture and diversity of the LGBTI community.

1.6 Pride Organisation - An organisation or group one of whose purposes and/or principal activities shall be to organize Pride events, which primarily benefit the LGBTI community.

1.7 Annual Turnover - All income/revenue received by a member in a twelve month accounting period prior to the deduction of any expenses.

1.8 Where the plural or singular is used it shall, where the context so admits, include the other.

1.9 Annual Report – description of the organisation including, but not limited to, Pride activities and contact information.

1.10 Member in good standing: Is an organisation, which has remained current on dues and payments in accordance with the EPOA constitution and by-laws. Staying current with filing required periodical reports such as, but not limited to, registration, license and tax. It will also not engage in activities to jeopardize or discredit EPOA.

CHAPTER TWO

MEMBERSHIP

Eligibility and Procedure

2.1.1 In order to apply for membership the Pride Organisation has to submit a written application form to the board of EPOA, including the latest annual and financial report.

2.1.2 Any Pride Organisation is admitted automatically if it fulfils the following criteria:

2.1.3 The Organisation is in fact directly organizing or in charge of the whole Pride Event (i.e. no sub-organisations such as party promoters)

2.1.4 Multiple Pride Events in one city entitle all Pride Organisations to become EPOA members

2.1.5 The name of the Pride Event is irrelevant as long as it fulfils the definition of a Pride Event

2.1.6 The structure or legal status of the Pride Organisation is irrelevant (i.e. also a for-profit organisation may become a member of EPOA as long as the event fulfils the definition of a Pride Event – particularly the definition of benefiting the whole community not just a few shareholders).

2.1.7 If the board feels that any of these criteria is not met, it has to contact the Pride organisation for clarification and if, after this process, it still feels that the Pride Organisation does not qualify, the board is entitled to deny full membership.

2.1.8 Membership dues are to be paid no later than 30 days after receiving the invoice. If the dues are not paid immediately, the Pride Organisation will only be entered in the official membership roster when it has paid its dues. Voting rights of the Pride Organisation as a member also only become active when the dues have been paid.

2.1.9 Any decision reached by the Board for or against the acceptance of Full Members shall be subject to review by the next AGM. The Member in question may appeal the decision of the Board in writing. The AGM has the final decision over accepting or declining Members to EPOA. The AGM decides on this with a simple majority. This decision may not be appealed.

Full Membership – Membership Dues

2.2.1 The organisation shall collect an annual membership fee also known as dues from its Full Members according to the following scale:

Annual turnover as shown in last full financial accounts.

Dues payable:

Annual turnover	Fee
€0–50,000	€ 50
€50,001–75,000	€ 100
€75,001–100,000	€ 200
€100,001–200,000	€ 400
€200,001–400,000	€ 800

€400,001-999,999 €1200

€ 1,000,000 or over € 1500

25% of membership fees go to the solidarity fund. This percentage is fixed and obligatory and is invoiced separately.

2.2.2 The dues of any member may be waived in whole or in part by the officers upon written application and a majority vote of the officers in favor of such waiver.

2.2.3 The due date of accounting for Dues shall be January 1st with a deadline of June 1st. The officers may enforce, at their discretion, a late payment fee of up to 20% of the Dues payable.

2.2.4 The board may, at their discretion, decide to give the members a discount of up to 20% on their membership due for early payment.

Associate membership

2.3.1 Any organisation and/or individual which does not qualify for full membership may apply for associate membership.

2.3.2 In order to apply for Associate Membership the applicant has to submit a written application form to the board of EPOA.

2.3.3 The Board decides on admitting such organisations or individuals to Associate membership. The Board does not have to give reasons for declining such Associate Membership.

2.3.4 Any decision reached by the Board for or against the acceptance of Associate Members shall be subject to review by the next AGM. The applicant for Associate Membership in question may appeal the decision of the Board in writing. The AGM has the final decision over accepting or declining Members to EPOA. The AGM decides on this with a simple majority. This decision may not be appealed.

2.3.5 Associate Members shall not be entitled to vote at the AGM nor are their delegates eligible for election to the Board or Appointment as Regional Representative. They have the right to speak at the AGM and make any motion at the AGM.

2.3.6 The AGM may, upon proposal of either a Member Organisation or the Board, award Associate Honorary Membership to organisations or individuals that have furthered the purpose of EPOA in exemplary ways. Simple majority reaches this decision. Proposals for honorary membership should be motivated by those who submit the proposal. The Proposal should not be debated upon by the AGM, but go to a direct vote. Proposals for honorary membership must be sent out with the Agenda and resolutions for the AGM and should follow the same rules as other resolutions, as stated in 3.10.1 - 3.10.4. The AGM has the right to end the Honorary Membership of an organisation or individual at any time by simple majority vote. No reasons have to be given for ending such Honorary Membership.

2.3.7 The membership dues for Associate Members are:

- Honorary Members free
- Associate Members pay according to the stipulations in §2.2.1

Correspondence with members

2.4.1 Any correspondence to members shall be deemed received if sent to the last known address.

2.4.2 Correspondence includes newsletter twice a year and a briefing after each board meeting on progress in matters delegated to the board by the AGM. Furthermore prior to the AGM its agenda and resolutions etc. must be sent out and minutes signed by the minutes keeper should be sent to all members after the AGM

CHAPTER THREE

ANNUAL GENERAL MEETING/EXTRAORDINARY GENERAL MEETING

3.1.1 The AGM shall be held at least once each calendar year and not later than fifteen months following the adjournment of the previous AGM.

3.1.2 The Board shall invite Members to the next AGM with details about the precise date and location of the next AGM at least 90 days prior to such AGM. No later than 10 days prior to the AGM, all members must receive Agenda, resolutions and other relevant papers to allow members to prepare for the AGM. This material can be sent by email or by providing members with a link from which all can be accessed.

3.1.3 There shall be a quorum at the AGM if all current Full Members have been invited in accordance with this article and at least 2 thirds of Full Members are represented. (In person or by proxy)

3.2 The location and host organisation of the next AGM shall be confirmed at each AGM. Usually the location of the AGM will be in the city of the next EuroPride. Exceptions can be allowed upon decision of the Board with a majority vote.

3.3 An Extra-ordinary General Meeting shall be called immediately with the reason for such

Extraordinary meeting if the interests of the Association make such a meeting necessary or one quarter of all Full Members request such a Meeting in writing and with the specific reason for such a meeting.

3.4 An extra-ordinary General meeting can be called by the AGM, a majority of the board or by at least one quarter of all Full Members

3.5 An Extra-ordinary General Meeting should be scheduled to take place no later than 90 days after a motion to call it, which fulfills the demands of § 3.4 ,has been received by the board. Full Members should receive info about time, place and agenda 60 days prior to the EGM

3.6 Each full Member present whose dues are not in arrears for more than three months shall have one vote. Other Members are not entitled to vote but may be present and have the right to speak and make proposals.

Changes to:

3.6 Each full member present who has paid its membership fee shall have one vote at both an AGM and an EGM. Other members are not entitled to vote but may be present and have the right to speak and make proposals.

3.7 Decisions of the AGM and the EGM are made by simple majority of the votes cast, unless the Constitution specifies otherwise. Changes to the Constitution, Removal of the Board before the end of the term as well as the dissolution of the Association require a two-thirds majority of the votes cast. All votes are open unless the AGM decides in an open vote with one quarter of the votes cast in favor to have a secret vote or the By-Laws specify a secret vote. Abstention shall not count as cast votes.

3.8 The AGM may add items, with the exception of proposals to change the Constitution, to remove the Board before the end of the term or the dissolution of the Association to the Agenda, at the beginning of the AGM. Proposals to change the Constitution, to remove the Board before the end of the term or the dissolution of the Association can be voted on at the AGM only, but must be confirmed either by an Extraordinary General Meeting called by the board no sooner than 90 days after the conclusion of the AGM, or – if the AGM so decides at the next AGM. The Board shall include these proposals in the Agenda for the Extraordinary General Meeting. A motion to remove the board must be carried by two thirds of the votes cast in favour of the motion at the AGM and subsequently be confirmed by the EGM or next AGM where the motion must be carried by a simple majority of votes present.

3.9 Decisions of the General Meeting shall be entered in the minutes and the minutes shall be signed by the minute-keeper. Signed minutes from the AGM or EGM must within four weeks after the conclusion of the GM be sent to all Members and posted on the EPOA website in the Member's section.

3.10 Changes to the Constitution required by the regulatory, judicial or tax authorities for formal legal reasons may be made by the Board to ensure compliance with the relevant laws. The Board has to inform the Members about such changes no later than at the AGM following such changes.

Voting

3.11 Each credentialed member shall be entitled to one vote. A credentialed member may only vote if the Full Member Association has not been in arrears on dues three years back (For Members who have not yet been a member for three years, voting requires that all due fees have been paid)

3.11.1 By the roll call at the opening of the AGM at the latest each credentialed delegation shall submit in writing the name of its one spokesperson.

3.11.2 The spokesperson shall cast all votes including proxies and shall be authorized to represent her/his organisation in signing resolution proposals

3.11.3 The spokesperson may delegate the voting authority to an alternate spokesperson from the same member organisation.

3.11.4 Full Member associations may carry up to two proxy votes signed over to them by other Full Members associations who are not in arrears according to § 3.6. Associate Members whose membership primarily consists of Pride Organisations shall be entitled to carry a proxy for these full member organisations and represent them at the AGM. The total number of proxies carried by one Associate member shall be limited to two. No Associate member shall be entitled to a vote on their own behalf.

Resolutions

3.12.1 Resolutions may either be proposed by the Board or a Member.

3.12.2 Resolutions proposed by a member must be seconded by one other member.

3.12.3

Proposals for resolutions must be sent to the board no later than 15 days before the AGM, to allow the board time to upload and send out to members in accordance with § 3.1.2.

3.10.4 A resolution shall pass if the majority of votes cast are in favor. Abstentions are not counted for the purpose of establishing the basis of calculating the majority of votes.

3.10.4 Resolutions shall remain in force unless in conflict with the Constitution of the organisation or By-Laws or until rescinded or modified by further resolution.

Language

3.13 The official conference language at the AGM shall be English, but translation services for other languages are encouraged.

CHAPTER FOUR

BOARD

4.1 Composition

The board shall consist of:

- a) President
- b) Secretary
- c) Treasurer
- d) Outreach and Member Services Coordinator
- e) EuroPride Coordinator
- f) Media and Communications Coordinator
- g) Human Rights and Diversity Coordinator
- h) Conference Coordinator

In seeking to fill these positions the organisation will strive to reflect the diversity of the membership.

4.2 Board duties

The task of the Board is to run the organisation

Reasonable expenses for duties fulfilled by an officer of the organisation shall be reimbursable with the approval of the Board. In reasonable costs are included expenses for transport and accommodation in connection with the annual board meetings stipulated by the by-laws. It is the responsibility of the board to always show cost-awareness.

4.2.1 The President shall:

- a) Represent the organisation outwardly in legal and other matters together with any other Officer.
- b) Preside at all Board and General Meetings
- c) Provide vision and direction to the Association
- d) Report to the AGM about EPOAs development since the last AGM.
- e) Explore funding opportunities
- f) Negotiate with potential sponsors about sponsorship opportunities.
- g) Exercise and perform such other powers and duties as may from time to time be assigned by the Board or prescribed by the AGM
- h) Represent EPOA at the InterPride AGM

4.2.2 The Secretary shall:

- a) Give or cause to be given notice of all meetings of the Board
- b) Minute all plenary sessions of the AGM
- c) Minute all meetings of the Board

- d) Maintain a current roster of the Board
- e) Supervise the keeping of all records of the Organisation including but not limited to the archive of the organisation
- f) Maintain a list of members
- g) Prepare and submit all reports as required by law or the Board excluding those falling within the duties of other officers.
- h) Together with the Outreach Coordinator prepare the annual Pride Calendar
- i) Act as the correspondent for EPOA conducting any necessary correspondence including invitations to the AGM if such correspondence is not part of the duties of another officer.
- j) Have such other powers and perform such other duties as may be prescribed by the Board or the AGM.

4.2.3 The Treasurer shall

- a) Receive and safely keep all funds of the Organisation and deposit them in the Organisation's account
- b) Be the second signatory on the bank account of the Organisation and a signatory on other financial documents as needed
- c) Supervise the keeping of all financial records of the Organisation
- d) Prepare and submit all financial reports as required by law or the Board
- e) Present a financial report at all meetings of the Board and at the AGM
- f) Have such other powers and perform such other duties as may be prescribed by the Board or the AGM.
- g) Collect annual turn-overs from members, determine fees and issue invoices to members in accordance with §§ 2.2.1. and 2.2.3

4.2.4 The Outreach and Member Services Coordinator shall

- a) Maintain a database of Pride Organizers and throughout Europe (with the help of Regional Representatives).
- Changes to:
- a) Maintain a database of Pride Organizers throughout Europe (with the help of Regional Representatives).
 - b) Support the secretary in keeping the organisation's database and membership lists including all relevant information pertaining hereto.
 - c) Maintain a members resource bank and information database and communicate its existence to the members
 - d) Keep in permanent contact with the Regional Representatives and Pride Organisations.
 - e) Together with the Secretary prepare the annual Pride Calendar
 - f) Deliver to the members regular communications
 - g) Coordinate the scholarship program
 - h) Report to the AGM about the outreach situation of the organisation.
 - i) Have such other powers and perform such other duties as may be prescribed by the Board or the AGM

4.2.5 The EuroPride Coordinator shall

- a) Keep in contact with the organizers of EuroPride events.
- b) Support the EuroPride organizers in their outreach.
- c) Keep control about the financial situation of EuroPride organizers
- d) Report to the Board about the preparation of the EuroPride events

- e) Support prospective applicants
- f) Exercise any powers vested in them by the EuroPride licensing agreements to check, verify and audit EuroPride organizers and make any declarations necessary together with the President if so deemed necessary
- g) Report to the AGM about the situation of the EuroPride organizers.
- h) Have such other powers and perform such other duties as may be prescribed by the Board or the AGM
- i) Ensure that all prospective EuroPride Hosts carry the logo of EPOA and the title: "Official Host of EuroPride 20XX" on their website.

4.2.6 The Communications, Media and Internet Coordinator shall

- a) Maintain an international media and PR database
- b) Liaise with the media and try to obtain coverage for EPOA and its members
- c) Produce newsletters in accordance with § 2.4.2.
- d) Prepare and issue press releases together with the President
- e) Prepare or oversee the website of EPOA.
- f) Report to the AGM about the Media Coverage and Cooperation .
- g) Have such other powers and perform such other duties as may be prescribed by the Board or the AGM
- h) Monitor that all members carry the logo of EPOA on their website.
- i) Ensure correspondance with members, with the exeption of newsletters, as stipulated in § 2.4.2.
- j) update and maintain EPOAs Social Media presence (Facebook, Twitter, Instagram etc) and be aware of new SoMes relevant for EPOA

4.2.7 The Human Rights and Diversity Coordinator shall

- a) Liaise with LGBTI and other Human Rights Organisations
- b) Monitor the Human Rights situation and development within the scope of EPOA
- c) Liaise with other national and international political organisations and institutions
- d) Work with individual Members to support them in their effort in establishing and extending their political focus
- e) Report to the AGM about the Human Rights and political situation
- f) Have such other powers and perform such other duties as may be prescribed by the Board or the AGM

4.2.8 The Conference Coordinator shall

- a) Keep in contact with the hosts of the next EPOA conference and help them in organizing the conference including, but not limited to finalizing the dates, the conference facilities, accommodation and accompanying program.
- b) Coordinate the agendas, contents and materials for the epoa conference.
Changes to:
 - b) Coordinate the agendas, contents and materials for the EPOA conference and collaborate with the secretary in sending these to members in accordance with §§ 2.4.2 and 3.1.2.
- c) Be responsible for overseeing the smooth running of the AGM.
- d) Have such other powers and perform such other duties as may be prescribed by the Board or the AGM

Election

4.3 Nominations

4.3.1 A nominee in extraordinary circumstances is not required to be present at the AGM after approval by the board. Nominees who are not present at the AGM must have submitted a video presentation before the AGM, which must have been made available to all Full Members. If a nominee is not present at the AGM the nominee must be available for a video conference call with the AGM at a time that suits the AGM, during which credentialed members are able to ask questions of the nominee. If no such video conference is made, the nomination falls.

4.3.2 Nominations will be accepted at the AGM.

4.3.3 Nominations may be made by credentialed delegates only.

4.3.4 The board may ask members to nominate candidates prior to the AGM

4.3.5 Subject to the above, a nominee may nominate her/himself.

4.3.6 An individual may accept a nomination for only one position.

4.3.7 A nominee at the time of nomination must be affiliated to a Full Member Organisation. He/she does not have to be a board member of the Full Member. In case of doubt, the nominee has to prove that he is affiliated to a Full Member (e.g. by providing a letter or proxy from the Member Organisation)

4.3.8 No more than one person from a single organisation may be elected and in the event that more than one is nominated there shall be a ballot of the AGM to determine which name shall go forward

4.3.9 To be eligible for president of EPOA, you have to have served on the Board for at least two years

4.3.10 To be able to get nominated/elected as EuroPride coordinator the person has to have served on the board for at least one year or have been involved in arranging a EuroPride event within the past three years.

4.3.11 During the period starting with the AGM at which the EuroPride is awarded and ending at the AGM following the event, no representative of the organisation awarded the EuroPride title can be president, treasurer or EuroPride coordinator.

4.4 Interview

4.4.1 Before elections all candidates shall address the AGM

4.4.2 Time will be allocated at the AGM to interview the nominees. Nominees not present, must make themselves available for a video conference call with the AGM as stipulated in § 4.3.1

4.5 Voting

4.5.1 Each Full Member shall have one vote and may hold up to two proxies.

4.5.2 Only the spokesperson of a credentialed Member Organisation may cast this vote.

4.5.3. Voting will take place by secret ballot if there are more candidates than positions or if 2 of the full members present so demand. Otherwise voting may be by show of hands

4.5.4 Current Board Directors do not have the right to vote for the Board unless they are spokespersons of credentialed Member Organisation

4.5.5 A Returning Officer appointed by the AGM shall supervise the election. He/she may not be a nominee.

4.5.6 The candidate receiving the most votes shall be elected.

4.5.7 In the event of a tie the voting process will be repeated

4.5.8 Full Members are allowed to carry proxies for other Full Members and Associate Members whose membership primarily consists of Pride Organisations shall be entitled to carry proxies for these Full Member Associations and represent them at the AGM or EGM. The total number of proxies carried by a Full or an Associate Member shall be limited to 2 (two) No Associate Member shall be entitled to vote on own behalf.

4.6 Replacement

4.6.1 A vacancy shall arise in the event of the resignation, death, incapacity or removal of an officer

4.6.2 An officer shall be removed where one or more of the following shall occur: -

4.6.3 An officer shall be convicted of a criminal offence or felony in respect of matters of theft and/or financial probity provided that the Board may take into account the gravity of such offence and may by two-thirds majority resolve not to remove that officer:

4.6.4 An officer shall be adjudged unanimously by the rest of the Board to have:

a) committed any act of fraud or dishonesty relating to their role and responsibilities as an officer or

b) not carried out their responsibilities as an officer or

c) shall have acted contrary to the aims and objectives of the Organisation or

d) shall have otherwise brought the Organisation into disrepute.

e) A decision to remove an officer takes effect immediately and will be communicated to the members immediately. The decision may be appealed at the next AGM.

4.6.5 Where a vacancy shall arise the Board will appoint a temporary replacement or re-assign the responsibilities until an election of a new officer can be held at the next AGM.

4.7 Term

4.7.1 The term of office is two years.

4.7.2 No one shall serve more than four consecutive terms in any combination of offices.

4.8 Meetings

4.8.1 The officers shall meet at such time and in such manner as shall from time to time be appropriate, but at least twice a year between AGMs. An extraordinary Board Meeting may be called at any time if three or more officers so request.

4.8.2 The officers are reimbursed for their travel and accommodation expenses by the organisation. Board members should always travel Economy Class and stay in modest accommodation. The board should deliver guidelines for officers regarding travel and accommodation – and for these expenses, the board answers to the AGM.

4.8.3 Meetings may take the form of meetings in person or by telephonic/electronic means.

4.8.4 A quorum of the Board shall be four or more.

4.8.5 No meeting shall be valid unless a minimum 72 hours' notice has been given of meetings by telephonic or electronic means or 21 days' notice for any meeting in person.

4.8.6 An officer is not entitled to vote on issues relating to him/herself, his/her interest or the interests of the member he/she represents. He/she may be asked to leave the

board meeting during such discussion and vote. The rest of the board decides with a simple majority whether the officer in question shall leave that part of the meeting. The decision shall be entered in the public minutes.

CHAPTER FIVE

DEDICATION OF ASSETS AND DISSOLUTION

5.1 The profits and assets of the organisation are irrevocably dedicated to public or charitable purposes.

5.2 No part of the net earnings, properties or assets of the organisation on dissolution or otherwise shall inure to the benefit of any individual or private person or any member, officer, employee or director of the organisation

5.3 On liquidation or dissolution all properties, assets, and obligations shall be distributed and paid over to an organisation dedicated to the same or similar purposes.

5.4 Decisions on the dissolution of the organisation may only be made by an affirmative two-thirds majority of the votes cast at the AGM. Abstentions shall not be included in the basis for calculating this two-thirds majority. Such decision on the dissolution of the organisation may only be passed if the membership was informed about this motion no later than with the invitation to the AGM sent out in accordance with § 3.1.2.

CHAPTER SIX

AMENDMENTS AND CHANGES TO THE CONSTITUTION

6.1 Any suggested amendments to the constitution shall be submitted in writing to the Board three months prior to the AGM.

6.2 Constitutional amendments may only be made by an affirmative two-thirds majority of the votes cast at the AGM. Abstentions shall not be included in the basis for calculating this two-thirds majority.

6.3 Such decision on constitutional amendments of the organisation may only be passed if the membership was informed about this motion no later than with the invitation to the AGM.

CHAPTER SEVEN

EuroPride Licence

VISION

"EuroPride is the celebration of Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) solidarity throughout Europe. It is for every citizen (LGBTI or other) in Europe and aims to promote diversity, equal rights and inclusion for all as well as the variety of LGBTI-culture."

7.1 Licensing the title "EuroPride"

7.1.1 EPOA (aisbl) licenses the title "EuroPride (year)" only to a member in good standing. The organisation applying must have been a member one year prior to the application and stay member for at least one year after the event (for evaluation purposes).

7.1.2 This member must have organized at least two Pride events within the last four years. It is required that the decision to award the title shall take place at the Annual General Meeting (AGM) of EPOA 3 years before the proposed event. The title will be officially licensed to the selected member after the decision at the Annual General Meeting (AGM) and signature of the license agreement, which authorizes the member to bare the title until the day after the closing ceremony of the event. This decision authorizes the member to use the title "Organizer of EuroPride (year)".

7.1.3 No one is allowed to use the EuroPride title until they have delivered a signed licensing agreement to the Board of EPOA containing the terms and conditions upon which usage of the EuroPride title is authorized by EPOA aisbl. Such licensing agreement shall be entered into within 120 days of the conference at which the title is awarded.

7.1.4 EPOA reserves the right to withdraw the title at any time, if the title is used contrary to the bylaws, and Rules of Procedure of EuroPride or the subsequent provision of the licensing agreement. The selected member shall give reports at the Annual General Meeting of EPOA and, twice a year to the Board of EPOA.

7.1.5 The board can decide to waive certain aspects of the rules and procedures related to the attribution of the EuroPride license. This will only be done in fully documented and appropriate requests from the applicant.

7.2 Application

7.2.1 Letter of intent

Pride Organisations shall send a letter of intent to apply to the office of EPOA aisbl before March 31st three (3) years prior to the proposed date of event. This can be done as an attachment by e-mail, but on official letterhead.

7.2.2 The application

Each applicant shall send a bid-book by e-mail in English to EPOA 60 calendar days prior to the starting date of that years AGM. An application fee of 250 EUR must be paid within two (2) weeks following the application. The applicant must be present at the next AGM.

7.3 Bid-book content

7.3.1 Any bid must include:

- a) Name, full postal address, telephone and e-mail address of the candidate and contact person(s).
- b) A full description of the history and legal status of the organisation and its structure.
- b) The proposed date of the event(s) and the geographic location and a timeline for the 2 years leading up to the events (including any EPOA events, such as the AGM).
- c) Details of the proposed program including an opening ceremony, a March/Parade, a Human Rights event and a closing ceremony.
- d) A business plan for the event including a full budget, organisational structure and key personnel.
- e) A marketing plan for the event including a timetable, event format and costs.
- f) A full description of the political context of the program, its projected impact on a European scale and how the program of the event will meet the **Vision of Euro-Pride**
- g) General information about the city/region/country including International airport location, transportation, health and safety issues, accommodation location and costs.
- h) A brief description of lesbian, gay, bisexual, transgender, intersex life in the host city/region/country.
- i) A description of any special political, cultural or social reasons for hosting the event

7.4 Supporting Documents

Applications are required to be accompanied by the following documents. If any of these documents cannot be obtained, a reason must be given, why such documents are unobtainable.

a) Letters of support from:

- Organisations (gay, lesbian, bisexual, transgender, intersex and straight) within the region in which the event(s) will take place exhibiting the support of the region
- The mayor, the city, the government
- Lesbian, Gay, Bisexual, Transgender and Intersex businesses
- Media
- Prospective sponsors
- Local tourism authorities
- Travel partners (airlines, hotels, travel agents) and other co-operation partners, etc.
- Human Rights Organisations

b) Full financial information for the past 3 years, including balance sheets and other related documents clarifying the solvability and financial health of the member organisation.

The application must comply fully with these rules of procedure and the constitution of EPOA aisbl.

The applicant must attend the Annual General Meeting of EPOA aisbl where the application is considered and all subsequent Annual General Meetings prior to and at least two subsequently after the event.

7.5 Decision

The decision to award the title EuroPride will be taken by secret ballot at the AGM with a simple majority vote. This decision will take place three years before the actual event (e.g. in 2012 for 2015).

7.6 Status Reports

It is the task of the selected member to be present at the following 4 AGM's to give reports and to host the AGM the year before their licensed EuroPride takes place. The licensing agreement will specify regular reports and the communications policy and contacts.

7.7 Other issues

The applicant shall keep EPOA informed about the organizing of the event and any probable difficulties. The licensing agreement will specify regular reports and the communications policy and contacts.

7.8 Licensing fee

The selected member shall pay an unredeemable **licensing fee of a total of 6000 Euros** before the event and a **share of the potential profit** from the EuroPride event **not exceeding 6000 Euros**, where the title was awarded.

Plan of payment the licensing fee is regulated in the licensing agreement.

A deposit may (shall) be set fourth in the license agreement to enforce 7.1.1, 7.7 and 7.8

7.9 Cancellation or withdrawal of license

The board can choose to withdraw the license in the following cases:

- a) Licensee does not respect the vision of EuroPride
- b) Licensee does fail to deliver proper planning and details to the event, 1 year before the event is to take place.
- c) Licensee faces financial issues such as deficit, bankruptcy or other related situations.
- d) Licensee ceases to exist.
- e) Licensee sells or passes on the EuroPride license to a third (commercial) party.

Decision to withdraw the license has to be made by 2/3-majority. Any licensee can contest the decision made by the board at the next AGM. If the board withdraws the license and the AGM supports the board's decision the licensee loses the right to use the EuroPride name and everything related to it. Withdrawal of the license, for whatever reason, will always result in penalty fees. The licensee will be required to pay 50% of the license fee in damages to EPOA aisbl. An alternate host may be selected by the AGM, at the latest 1 year before the initial event was to take place. This alternate host will receive the title and the right to host EuroPride in case the principal host is in default or chooses not to deliver the EuroPride event.