

THE WORLD CONGRESS OF GLBT JEWS
GUIDELINES FOR WORLD CONFERENCES OF GLBT JEWS
Discussion Document
Version 0.2
1998

I. General

- A. World Conferences of Gay, Lesbian, and Bisexual Jews ("World Conferences" or "Conferences") are held biennially in odd-numbered years.
 1. From 1976 through 1983, International Conferences of Gay and Lesbian Jews have been held annually; since 1983, they have been held biennially. In 1997, the conferences were renamed World Conferences of Gay, Lesbian, and Bisexual Jews.
 2. Whenever possible, no more than two consecutive Conferences are held in the continental United States.
 3. Conferences are scheduled so as not to conflict with significant dates in the Jewish calendar.
 - a) "Significant dates in the Jewish calendar" include, but are not limited to, the High Holy Day period (from Rosh Hashanah through Simchat Torah), Passover, and Shavuot.
- B. World Conferences are sponsored by the World Congress of Gay and Lesbian Jewish Organizations ("WCGLJO") and are hosted by one -- or several -- of the member organizations of the World Congress ("Host Organization(s)").
 1. World Conferences are a program of the WCGLJO; the WCGLJO Board of Directors (or the WCGLJO Steering Committee, acting on behalf of the Board of Directors) has ultimate responsibility for the Conference.
 2. Conferences will be awarded to a Host Organization upon acceptance by the WCGLJO Board of Directors (or the WCGLJO Steering Committee, acting on behalf of the Board of Directors) of a proposal from the Host Organization for hosting a Conference ("Conference Proposal").
- C. A **Conference Organizing Committee** ("COC") is responsible for the organization and programming of a World Conference.
- D. A **Conference Advisory Committee** ("CAC") is established to review and approve the plans and actions of the Conference Organizing Committee.

II. Conference Proposal Process

- A. At the annual meeting of the WCGLJO Board of Directors occurring four years prior to a World Conference, member organizations of the WCGLJO are informed that proposals for hosting the Conference will be accepted at the next annual meeting of the WCGLJO Board of Directors.
- B. Member organizations of the WCGLJO interested in hosting the World Conference

(“**Candidate Host Organizations**”) must prepare a Conference Proposal.

1. The Conference Proposal must be in writing and must be approved by the governing body of the Candidate Host Organization.
2. The Conference Proposal must contain, at a minimum, the following information:
 - a) An executive summary;
 - b) The proposed Conference location (i.e., city) and dates;
 - c) A preliminary description of major Conference activities;
 - d) A description of prospective Conference facilities;
 - e) A draft budget;
 - f) A description of the Candidate Host Organization, addressing the Candidate Host Organization’s ability to host the Conference;
 - g) The name(s) of the person or persons designated by the Candidate Host Organization’s governing body to serve as co-chairperson(s) of the Conference Organizing Committee upon acceptance of the Conference Proposal; and,
 - h) A statement signed by the Candidate Host Organization’s governing body indicating that the governing body has received a copy of these Guidelines and agrees to abide by the terms contained herein.

C. At least 75 days prior to the annual meeting of the WCGLJO Board of Directors occurring three years prior to a World Conference, Candidate Host Organizations must submit a written executive summary of their Conference Proposal to the WCGLJO Executive Director; at least 60 days prior to the annual meeting of the WCGLJO Board of Directors, the WCGLJO Executive Director will distribute all of the Conference Proposal executive summaries received to all Directors of the WCGLJO with the notice of the meeting.

D. Each Candidate Host Organization will present their Conference Proposal at the annual meeting of the WCGLJO Board of Directors occurring three years prior to a World Conference.

1. The WCGLJO Board of Directors may, at its discretion:
 - a) Accept one of the Conference Proposals and award the Conference to a Candidate Host Organization;
 - b) Request additional information from one or more of the Candidate Host Organizations; or,
 - c) Reject all Conference Proposals.
2. If the WCGLJO Board of Directors requests additional information from one or more of the Candidate Host Organizations, revised Conference Proposals must be submitted to the WCGLJO Executive Director within 30 days of the WCGLJO Board of Directors’ request; within 30 days of the receipt of all revised Conference Proposals, the WCGLJO Steering Committee will act as described in the preceding paragraph.

III. Conference Advisory Committee

A. The World Conference CAC is responsible for reviewing and approving the Conference Organizing Committee’s plans and actions.

- B. The CAC is established within 60 days of the WCGLJO Board of Directors (or the WCGLJO Steering Committee, acting on behalf of the Board of Directors) accepting the Host Organization's Conference Proposal.
- C. The membership of the Conference Advisory Committee consists of an odd number of voting members, as follows:
 - 1. The President of the WCGLJO, or such other person as may be designated by the WCGLJO Steering Committee, who serves as chairperson of the CAC;
 - 2. The President or Chairperson of the Host Organization, or such other person as may be designated by the Host Organization's governing body;
 - 3. The Treasurer of the WCGLJO, or such other person as may be designated by the WCGLJO Steering Committee;
 - 4. One or more persons designated by the WCGLJO Steering Committee, and an equivalent number of persons designated by the Host Organization's governing body.
- D. If the Subsequent World Conference has been awarded, the President or Chairperson of the Subsequent Host Organization, or such other person as may be designated by the Subsequent Host Organization's governing body, is an *ex officio* member of the CAC.
- E. Expenses related to meetings and communications of the CAC are the responsibility of the World Congress.

IV. Conference Organizing Committee

- A. The World Conference COC is responsible for the planning, budgeting, organization, and programming of a World Conference.
- B. The COC is established within 90 days of the WCGLJO Board of Directors (or the WCGLJO Steering Committee, acting on behalf of the Board of Directors) accepting the Host Organization's Conference Proposal.
- C. The COC is responsible for the following tasks: finance; facilities; advertising & publicity; registration; programming; religious programming; and special events.
- D. Organization

1. The COC is co-chaired by:
 - a) A person or persons so-designated by the Host Organization's governing body, and
 - b) The WCGLJO Conference Liaison, or such other person as may be designated by the WCGLJO Steering Committee.
2. The membership of the COC consists of the chairperson (or co-chairpersons) of the COC sub-committees.
 - a) COC members must be members of the Host Organization or of a World Congress member organization.
 - b) COC members are appointed by the COC co-chairpersons, after consultation with the CAC.
3. The COC sub-committees are responsible for individual tasks of the COC, as determined by the COC co-chairpersons and the CAC.
 - a) Members of each COC sub-committee are appointed by the chairperson (or co-chairpersons) of the sub-committee, after consultation with the COC.
4. As much of the work of the COC as possible is performed on a voluntary basis. No person or organization will receive remuneration for services rendered to, or on behalf of, the COC except as may be agreed to in writing by the CAC.

E. The COC is a committee of the WCGLJO and it is at all times responsible to the WCGLJO Board of Directors (or the WCGLJO Steering Committee, acting on behalf of the Board of Directors).

1. Decisions of the COC are subject to the review and approval of the CAC.
2. The COC has no legal status independent of the WCGLJO. All obligations undertaken by the COC are obligations of the WCGLJO.
3. The COC may not enter into significant legal or financial obligations without the prior approval of the CAC and the WCGLJO Treasurer.
 - a) "Significant legal or financial obligations" may include, but is not limited to, contracts for accommodations, meeting space, catering, entertainment, and honoraria.

F. Expenses related to meetings and communications of the COC are the responsibility of the COC and must be accounted for in the Conference budget.

V. Budget and Reporting

- A. The Conference Organizing Committee is responsible for preparing the World Conference budget, which must be approved by the CAC.
- B. The expenses of the World Conference and the COC are to be covered out of revenues, the dominant part of which is normally the participants' registration fees.
- C. A surplus of revenue over expenses should be planned as income for the WCGLJO and the Host Organization. One-half (50%) of the Conference surplus is retained by the WCGLJO as revenue; the remaining one-half (50%) of the Conference surplus is paid to the Host Organization, or, if appropriate, divided amongst multiple Host Organizations in the

proportions agreed to in advance by the Host Organizations.

- D. The COC budget is drawn up in the local currency of the Host Organization.
- E. The COC budget is broken down into separate expense budgets for each COC sub-committee.
- F. A contingency amount must be included in the COC budget.
- G. A draft budget for the World Conference must be included in the Conference Proposal submitted by the Host Organization.
- H. A final COC budget must be approved by the CAC prior to the incurring of any major expenses by the COC; the COC is only authorized to incur expenses for items included in the CAC-approved budget.
- I. Financial reports to the CAC and the WCGLJO Board of Directors (or the WCGLJO Steering Committee, acting on behalf of the Board of Directors) must include the following information for each major budget line item: (i) actual expenses incurred to-date, (ii) projected expenses, and (iii) approved budget.

VI. Financial Control

- A. The chairperson of the COC Finance Sub-committee/COC Treasurer is the chief financial officer of the COC and is responsible for overseeing the financial management of the COC by keeping complete and accurate accounts of receipts and disbursements and preparing financial reports.
- B. The WCGLJO Treasurer will establish a bank account, separate from the accounts of the WCGLJO, for the purpose of controlling and monitoring the finances of the Conference.
 - 1. Disbursements from the COC bank account will be made by the WCGLJO Treasurer upon request of the COC Treasurer, and subject to the approved budget of the COC.
- C. The WCGLJO will provide seed money to the COC in order to pay for expenses incurred prior to the receipt of revenues.
- D. Within 60 days of the conclusion of the World Conference, the COC Treasurer will arrange for the issuing of all outstanding disbursements and prepare final financial reports, following which the WCGLJO Treasurer will close the Conference bank account.