

Trans Pride Initiative Member Guide

Updated June 2016

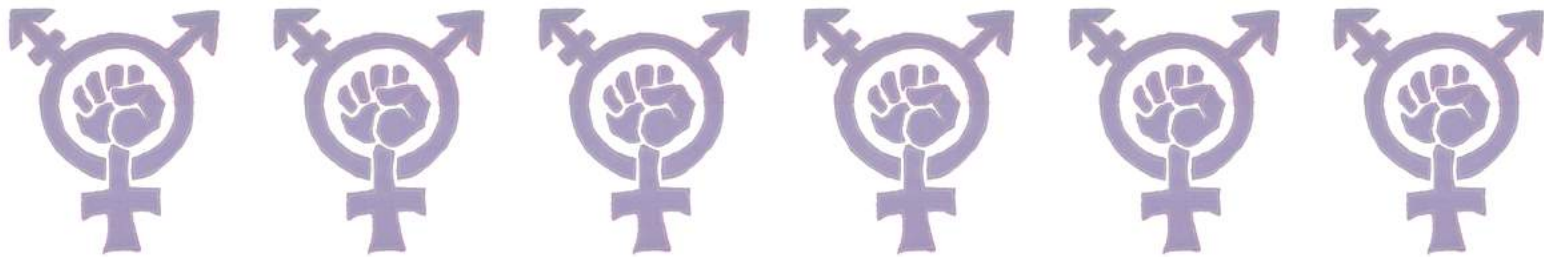


Table of Contents

Introduction.....	3
Vision.....	3
Mission.....	3
Values.....	3
Goals.....	3
My Connections.....	5
Trans Pride's Approach to Grassroots Social Justice Work.....	6
Organizational Culture.....	6
Four Pillars of Social Justice Work.....	7
Membership Structure.....	9
Member Goals.....	9
Participation and Member Levels.....	9
Team and Committee Structure.....	12
Justice Education Team.....	13
Action Team.....	13
Movement Building Team.....	14
Fundraising Team.....	15
Board.....	16
Trans Pride Collective.....	16
The Consensus Process.....	17
Administrative and Procedural Information.....	19
Grievance Process.....	19
Member Duties and Departures.....	21
General Policy.....	21
Trans Pride Initiative Volunteer Application.....	23
Trans Pride Initiative Member Commitment Form.....	25
Decision-Making Table.....	26
Issue Considerations Worksheet.....	28

Introduction

Thank you so much for your interest in being a member of Trans Pride Initiative! This Member Guide is the document that all Trans Pride Initiative (TPI) members receive when they become a member of the organization. The guide covers first our approach to social justice work and how we acknowledge both our role in that work and the roles of other organizations. Following that is the membership structure, then an outline of the teams and committees, which come together as the TPI collective.

After the basic organizational materials, this guide presents our application of the consensus process, followed by other administrative and procedural information. At the end are the basic forms we use in our work, along with other helpful information.

Vision

TPI undertakes our efforts with a vision of creating a world where all identities related to gender are free from stigma, where relationships are subject to no administrative regulation beyond that of individual agency and desire, and where all individuals may freely express themselves in terms of gender and relationships without fear of violence.

Mission

Trans Pride Initiative empowers trans and gender nonconforming persons to rise above social barriers to equitable healthcare, housing, employment, and education.

Values

- No one is disposable.
- Stigma can be eliminated.
- We are making a difference.
- Everyone can contribute to moving our community forward.
- Community comes first.
- Service to community builds individual integrity.
- Our work will be ineffective if it is not intentionally intersectional.
- All relationships that are meaningful to those involved are valid.
- The power of the people is more important than the power of policy.
- Everyone has the capacity to succeed given the right tools and knowledge.
- Justice is transformative and restorative, not retributive.
- We are effective stewards of our world and the environment.

Goals

Healthcare—Eliminate transgender-based disparities in access to healthcare services. Assure that no healthcare provider in the Dallas area does not welcome and affirm gender diverse clients and provide care from a trans-informed perspective. This includes mental health

facilities, particularly those with in-patient treatment programs. This should specifically include and center the needs of low-income and more marginalized segments of the community. Of special interest is the elimination of incentives for HIV infection, currently upheld by local services providing less trans-affirming programming for HIV-negative persons than for HIV-positive persons. Promote and encourage programs that are cognizant of and seek to reduce the impact of broad social determinants that negatively affect healthcare access.

Housing—Eliminate transgender-based disparities in access to residential services provided to persons in need. Includes emergency, transitional, and permanent supportive housing; family and partner violence shelters; treatment centers; and all other housing and housing assistance programs.

Employment—Eliminate transgender-based discrimination in employment and help trans persons develop the skills and competencies to find and keep jobs each considers meaningful.

Education—Eliminate transgender-based discrimination in access to educational opportunities.

Anti-Violence Work—One cannot equitably access housing and shelter, healthcare, education, or employment when under the threat of violence. Our anti-violence work identifies ways to address and reduce violence in the myriad ways it affects trans lives, from police interactions to family and partner violence to street harassment and discrimination, all of which which limit one's ability to be whole in public interactions and private relations.

Incarceration Support—Our housing, healthcare, and anti-violence work includes persons who are incarcerated in the state in local, state, and federal facilities.

Trans Pride's Approach to Grassroots Social Justice Work

Our understanding of grassroots social justice work has evolved since Trans Pride was founded, and we expect it to keep evolving. The following section is an attempt to convey two basic concepts that define our work. The first, relating our understanding of the concept of “organizational culture,” is extremely important due to the oft-cited need to “bring all the area trans organizations together in a unified effort.” The second understanding of the Four Pillars of Social Justice conveys our general approach to social justice work, based largely on the ideas of Dean Spade and discussions around the organization of the Sylvia Rivera Law Project.

Organizational Culture

Every organization has at its core—whether consciously acknowledged or not—an analysis of problems perceived, a set of goals to address those problems, and a strategy to achieve or work toward the goals. This may be done intentionally, but often it is an unacknowledged part of organization creation.

This gives each organization a unique cultural or organizational fingerprint. We recognize Trans Pride has its own organizational culture and fingerprint, and that other organizations have their own organizational cultures and fingerprints as well. If the organizational culture is not well defined, this can result in the work of the organization lacking direction, and sometimes misunderstandings about the purpose. Mission statements should convey the organization’s understanding of how it contributes to a solution to the problems identified, and the problems identified should be implicit, if not explicit, in the mission statement.

Organizational culture is very important to understanding the broader context of work across organizations. To be effective, the work has to be mutually beneficial. Too often, efforts to work across organizations mean one or both organizations—and in grassroots social justice work, this usually means seriously underfunded and understaffed organizations—have to compromise some aspect of their analysis, solutions, and strategy for change in order to divert efforts and conform to another entity’s organizational culture. This is often not effective, especially among smaller grassroots organizations, because it can undermine the organizational culture of one group and privilege that of another. We believe recognition of this issue provides a better basis for respect across organizational differences, and may provide a better understanding of how to look for opportunities to work across organizations.

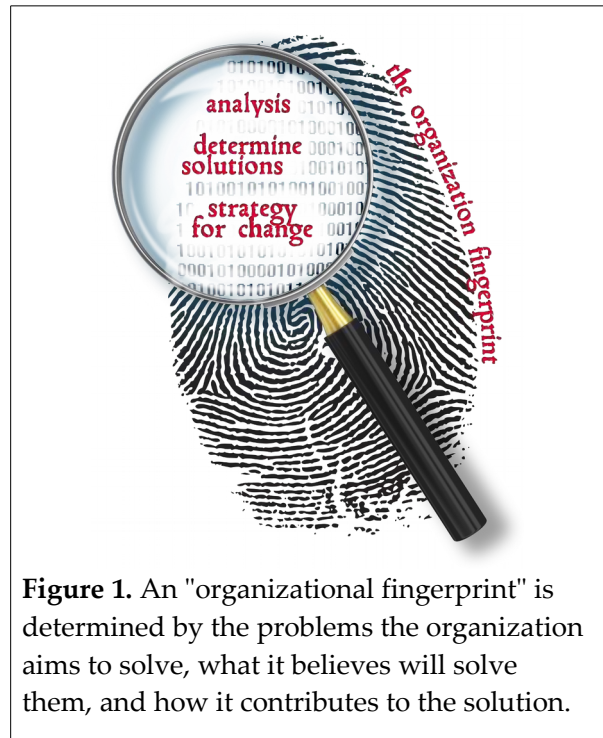


Figure 1. An "organizational fingerprint" is determined by the problems the organization aims to solve, what it believes will solve them, and how it contributes to the solution.

Trans Pride was created with the idea that much of the work in the Dallas area was centered on emotional and social support, but there was little being done to address issues around housing and homelessness, problematic healthcare access, discrimination in employment, and issues in education access for trans persons. As we saw it, the work being done was addressing the symptoms of discrimination and stigma, but little was being done to address the root causes of those symptoms. We developed a set of goals that we felt would enable us to start to address problems first in housing and healthcare, and we began imagining projects that would help us achieve those goals. Briefly, the main focus was engagement with existing services to make staff and management over those services more aware of the trans community and the disparities we experience. Awareness and education around those disparities would reduce discrimination.

We learned three things from this effort that have encouraged us to modify our work: 1) in most cases, awareness and education does not alone reduce discrimination; 2) although Trans Pride saw our work as “empowering” the community, we were not actually building power in the community, but were working from a position of power and privilege without doing enough to empower marginalized individuals; and 3) that the perspective of a core group of persons encouraging improvements is elitist and conditioned on unacknowledged privilege. With this understanding, we believe that a better approach—and one we feel is increasingly informed by a maturing social justice perspective—is to focus on individual and community mobilization that more broadly empowers us all to stand up for our rights and to have a voice in how those rights are envisioned.

Trans Pride acknowledges that efforts to bring organizations together or work in unity sounds nice but can infringe on organizational cultures. Thus teaming efforts should critically assess mutual benefit and acknowledge that not all organizational cultures will fit well together. Trans Pride hopes that in the future our Movement Building Team will be able to reach out and engage other organizations in a way that identifies opportunities for working together to empower each other without infringing on organizational cultures.

Four Pillars of Social Justice Work

Trans Pride engages in our work conscious of the four pillars of social justice efforts (Figure 2). We attempt to incorporate these in our approach to our projects, and all proposals should assess how the efforts being proposed further work in these areas.

- **Pillar of Awareness/Consciousness**— The use of public discourse to change broad social perceptions. This includes changing the perceptions and opinions of political leaders as well as the development of media events and media interaction.
- **Pillar of Policy**— Efforts to change administrative policy like legislation and regulations to improve lives and access to opportunities. Administrative policy work requires critical assessment of the pros and cons of any administrative change effort. Assessing changes should include concrete gains expected for the community, and benchmarks for evaluating whether those gains are met.

- **Pillar of Service**—Providing direct services such as housing and healthcare appointment accompaniment. Direct services should never be thought of as an end in themselves, but as a survival technique useful until oppressive systems are altered.
- **Pillar of Power**—Individual and community empowerment. This encompasses work to help develop and promote leaders, empower organizations doing social justice work, and build Trans Pride as a respected and knowledgeable voice in the community.

Members who put forth proposals for work and projects should be able to answer how the project being proposed contributes to strengthening these pillars of social justice work. Of course, not every project will contribute to all four, but critiquing and discussion around this may identify weaknesses and ways that a project can be modified and improved.



Figure 2. The four pillars of understanding in social justice work include the pillar of awareness or consciousness, of service, of policy, and the pillar of power.

Membership Structure

Participation at Trans Pride is organized around five teams (Figure 3):

- Justice Education
- Fundraising
- Movement Building
- Action
- Trans Pride Initiative Board

Representatives of these five teams, along with staff, comprise the TPI Collective, which makes decisions about overall mission, efforts, and structure of the organization.

Member Goals

We have set some goals intended to guide member participation. These are not hard and fast rules, but are intended to maintain focus on our grassroots, community based work grounded in empowering participation by marginalized persons. These goals apply to members only because only members engage in voting and decision-making activities. Guest and volunteer participation do not have goals at this time.

- Over 50% of members and the collective will be trans or non-cis.
- Over 50% of members and the collective will be persons of color.
- Participation overall will be multigenerational.
- Participation overall will encourage the inclusion of persons with diverse mental and physical abilities.

Participation and Member Levels

There are a number of participation levels (Figure 4) for community members, allies, and accomplices to participate in the work TPI engages in. Guests and volunteers have minimal commitment beyond a specific event or defined duty. Members are expected to take on a certain level of responsibility, worked out with team and committee leaders and approved by the committee or team with which they work. The commitment is documented on the member commit form.

Guests

Guests are anyone who shows up. Everyone starts off as a guest. Unless there is a defined audience, everyone is welcome to come to our meetings, forums, workshops, and activities and we will welcome you—whether cis or trans—to participate and learn and grow with us.

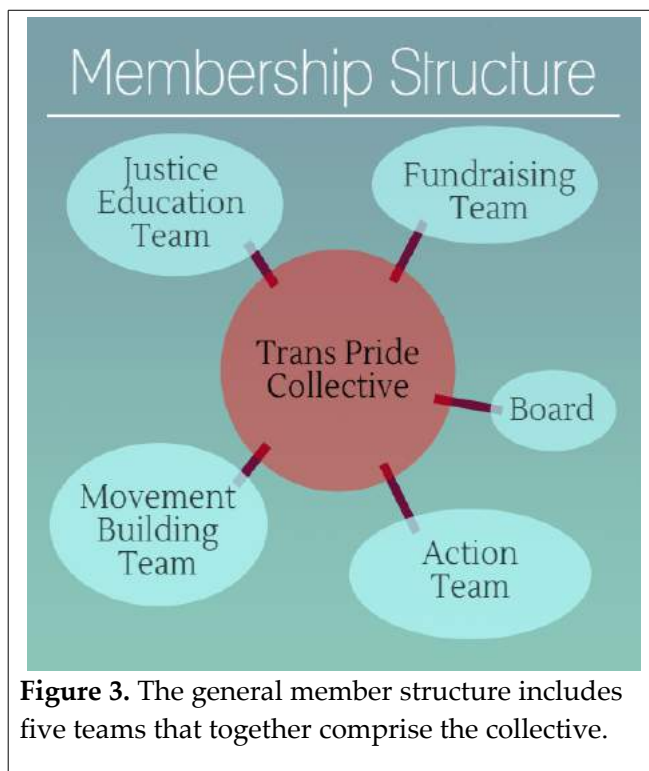


Figure 3. The general member structure includes five teams that together comprise the collective.

The Membership Path



get involved, change your world



start as a volunteer!

you don't have to volunteer to come to meetings, but this is the first step on the path to becoming a member and gaining voting rights!

first, come to a meeting or forum

eventually we will have these every week to give you lots of opportunities!

fill out a volunteer form and meet a volunteer need, which we can discuss with you

start as a volunteer!

then become a team member!



3/3

choose a team that needs new members

you will get a peer supporter and a lead mentor if you wish!

talk to members and let them know you want to be a member so they can refer you

make a time commitment to participation

meet the 3/3 rule **come to three meetings in three months**

there are no fees for membership!

members participate in discussions and vote on their team!

do more/learn more as a team leader!



I have a dream...

show desire to lead

get involved in your team and show the current leaders you want to lead, too!

get encouragement from current leaders

we want to build leaders and give all chances to develop leadership skills!

seek referral and join the leadership team!

be a part of the leadership team for a couple years, then join another team and learn more!

Figure 4. The path to membership starts as a guest, then a volunteer, then a team member. Members are encouraged to take leadership positions, and to rotate among various teams and committees.

Volunteers

Volunteers are folks who commit to helping in at least a minimal way. Every member must start as a volunteer. Being a volunteer is a chance to show us you are interested in contributing to our work, and it is a chance for you to see if TPI is a good fit for your interests and needs. To be a volunteer:

- Fill out a volunteer form.
- Meet a TPI volunteer need.
- Attend an an interview to make sure your needs and our needs meet.
- Come to an agreement on the teams or committees with which you will work.

Volunteering has less responsibility than being a member, but you don't have voting and decision-making privileges. Those are gained with membership. However, you can participate in discussions during the consensus voting process. Anyone who has filled out a volunteer form can volunteer for committees if the committee asks them, regardless of whether they have completed an interview.

Members

Becoming a Trans Pride member means making a commitment to contribute to the work that TPI does. But it also means we make a commitment to you to provide support in the work you do with us, to help when possible with leadership development and peer support, and to work with you to provide experience and skills development in areas you wish to gain experience. To become a member:

- First become a volunteer and attend at least three meetings or events where we make the attendance log available. The three meetings must be within a three month time period.
- Get to know team and committee members well enough to ask a member to refer you to a team or committee leader for the team or committee you wish to join as a member. Any member can provide a referral.
- Meet with the team or committee leader about the time commitment and the skills you bring to the work of the team or committee. There is no set commitment, but the team or committee leader must agree that it is appropriate for the work the team or committee does. The commitment is put in writing using the Member Commitment Form.
- Once these steps are completed, a proposal will be made to the team or committee that you be accepted as a member, and the proposal will follow the consensus process for approval.

As mentioned above, TPI views this as a mutual commitment, with your commitment to contribute to the committee work on the one hand, and our commitment to foster your development both personal and in your advocacy on the other. To help with this, you will have a designated person with leadership experience to work with to improve your skills and advocacy, and you will have one or more peers who can work with you as possible, and will be available if you need information, or if you need to debrief because you experienced something

difficult or triggering. Note that you will also have access to the grievance procedure administered by the Trans Pride Board if you feel you are being treated badly or your rights have been violated.

Team and committee members have voting privileges for the team or committee on which they serve.

Leaders

Team leaders direct the activities of the teams and committees they lead. They also should view themselves as role models for the teams and committees they serve. To become a team leader:

- You must be referred by an existing team or committee leader to a leader position when there is an opening or need for rotation.
- Team and committee leaders are encouraged to rotate to different teams and committees every two years.

Team and committee leaders, along with staff, comprise the TPI Collective, which makes decisions about the overall direction and management of Trans Pride. All members are eligible to contribute to open discussions of issues (and vote in the committees on which they serve), but only leaders and staff are eligible to vote in the Collective. Most items taken up by the Collective should have been considered at the team or committee level prior to being brought before the Collective.

Staff

Staff are the full- and part-time employees working for TPI. They are the equivalent to either members or leaders, depending on their role in the team or committee. There are currently no paid staff, and the only staff at this time are the Officers of the Corporation:

- Nell Gaither, President;
- Simone Stevens, Treasurer; and
- Jamila Davis, Secretary.

Team and Committee Structure

Trans Pride has five teams, each with its own set of committees. The overall structure is shown in Figure 5.



Figure 5. The overall structure of Trans Pride teams and committees, all contributing to the Collective.

Justice Education Team

The Justice Education Team (Figure 6) is in charge of training and development provided both internally (to volunteers and members of TPI) and to outside organizations. This team develops forums and workshops that TPI hosts, and conducts training when requested for outside organizations.

- **External Education Committee**— In charge of training for outside organizations.
- **Internal Empowerment Committee**— In charge of internal programs fostering learning in social justice work.



Figure 6. The Justice Education Team has two planned committees at this time.

Action Team

The Action Team (Figure 7) is in charge of all direct services and direct actions. Individual committees are responsible for the various areas of our work, and one direct action committee advises and works with the other committees as needed to help bring attention to the projects through direct action. Each area may include coordination of work with the Justice Education Team.

- **Healthcare services**— Provides services related to healthcare such as doctor appointment accompaniment, management of the Trans Health Empowerment web site, and work with providers to improve intake forms and procedures.
- **Housing services**— Management of the Trans Shared Housing Program and future shelter services. Includes work with shelter providers to improve procedures.
- **Anti-Violence services**— Includes work to support survivors, safety work (support around harm reduction for persons engaging in underground survival work), and NCAVP reporting.
- **Prison services**— Letter writing and advocacy for incarcerated trans persons.

- **Direct action**—Includes protests, demonstrations, and media events to draw attention to issues that need to be addressed.

Action Team

- Healthcare services committee**
Handles healthcare advocacy and services.
- Housing services committee**
Manages housing and homeless advocacy, the Dallas Trans Shared Housing Project, and a future shelter for trans and gender nonconforming persons.
- Anti-violence services committee**
Includes work to support survivors, safety (survival work, police interaction, etc.), and NCAVP reporting.
- Prison services committee**
Letter writing and advocacy for incarcerated trans and gender nonconforming persons.
Coordination with incarcerated TPI members.
- Direct action committee**
Coordinates actions and media events to draw attention to issues that need to be addressed.


Figure 7. The Action Team has the most planned committees at this time. The Action Team handles direct services and advocacy.

Movement Building Team

The “movement” in the Movement Building Team (Figure 8) is the social justice movement for trans rights and for the elimination of gender identity-based stigma. This team is responsible for building both Trans Pride and how we coordinate with other organizations.

- **Movement Coordination Committee**—Coordinates with other organizations, ideally by participating as members of the other organizations.
- **Recruitment Committee**—Works to recruit new volunteers and members.

Movement Building Team

 **Movement coordination committee**
Reaching out and working with other organizations, while respecting the organizational cultures of all.

Recruitment committee
Reaching out to the community and accomplices to expand membership and grow our capacity for work.





Figure 8. The Movement Building Team works to grow our influence by building Trans Pride and our relationships with other organizations.

Fundraising Team

The Fundraising Team (Figure 9) plans community fundraising efforts and projects and seeks other sources of income such as grants. The focus is on self-support and avoiding involvement with large funders who might too restrictively define the work TPI does, yet the effort to identify sources of funding must acknowledge that working with some large grant providers is a necessity. Responsibilities include careful assessment of funder pros and cons and the development of ethical standards for acceptance of funds.

Fundraising Team



- Conducts community fundraising efforts and events.
- Some grant applications: focusing on self-support and avoiding NPIC involvement.
- Includes careful assessment of project pros and cons.

Figure 9. The Fundraising Team has no committees planned at this time. In the future, it may be that we have, for example, committees for events and for grant applications.

Board

The Trans Pride Board of Directors (Figure 10) is a required legal governance body. Its two main functions are:

- To approve administrative decisions, and
- To develop and maintain a grievance policy and hear grievances.



Figure 10. The Trans Pride Board conforms to legal requirements and hears grievances.

Trans Pride Collective

The Trans Pride Collective (Figure 11) is made up of team and committee leaders and staff. Some meetings and activities where decisions are made will be open to all members, but only leaders and staff can vote on proposals. It is expected that most proposals will have been discussed at the committee or team level prior to presentation to the collective, bringing the

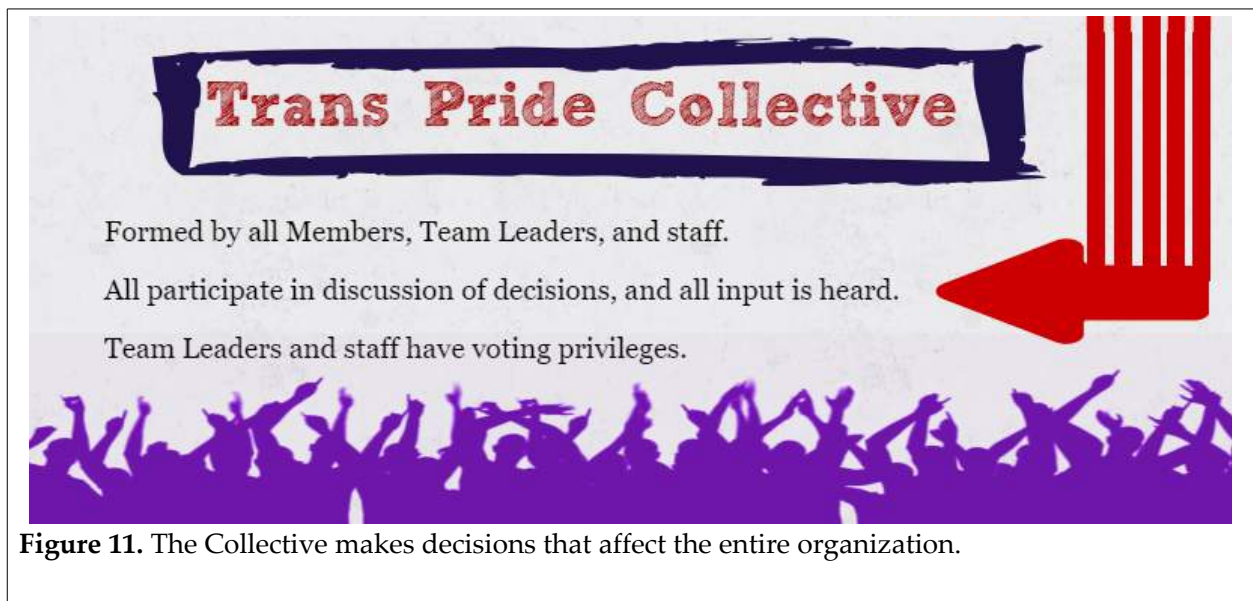


Figure 11. The Collective makes decisions that affect the entire organization.

perspectives of all to the Collective during issue consideration. The responsibilities for who has the final vote for various types of decision is in the TPI Decision-Making Table (Table 1).

The Consensus Process

Each team and committee, as well as the Collective, will use the consensus process for making decisions (Figure 12). The process we will use is based on that defined by Butler and Rothstein.¹ We are using the consensus process as a way to reduce power alliances and to give equal say to everyone in each group at each level of decision making.

The consensus process is intended to formalize discussion that allows everyone opportunities to provide input while working toward a decision. The process should be directed by a facilitator, whose responsibility is to remain neutral and guide the discussion. A scribe should document the process.

Each time a decision-making effort begins, the facilitator should review the process as needed by the group. If everyone in the group has been involved in the consensus process previously, the review may be brief, but if any persons are new to the process, a fairly thorough review may be necessary.

Ideally, each item on which a decision needs to be made would be written up, distributed to the group members, and provided with a brief verbal introduction at a meeting, then everyone would have a chance to look at it prior to discussion at the next meeting, when consensus is sought. The verbal introduction should briefly describe what is proposed, and should allow for clarifying questions. The following process may be abbreviated for less significant issues, if appropriate.

Level 1 is the initial stage of discussion and call for consensus agreement. The facilitator begins a broad discussion concerning the proposal as a whole, the pros and cons of the proposal, any concerns members may have, how it might affect the organization long term, and may note factual information that could be needed to fully consider the decision. At Level 1, no detail should become the focus of discussion. Once all this broad level of discussion is ended, a call for consensus should be phrased as “Are there any unresolved concerns?” or “Are there any concerns remaining?” This wording is important because it encourages the airing of concerns, whereas asking something like “Does everyone agree?” can discourage participation. If no one blocks or opposes the proposal (voting participants may support the proposal, stand aside to neither support or oppose the proposal, or block the adoption of the proposal), the reasons that one or more persons have for standing aside should be noted and become part of the proposal.

Level 2 deals with more specific concerns. To start, the group should brainstorm issues and concerns, which are listed by the scribe in a manner that all can see or understand. The effort

1. Butler, C.T., and Rothstein, A. (1987). *On Conflict and Consensus: A Handbook on Formal Consensus decisionmaking*. Portland, Maine: Food Not Bombs Publishing. Available online at <http://theanarchistlibrary.org/library/c-t-butler-and-amy-rothstein-on-conflict-and-consensus-a-handbook-on-formal-consensus-decisionm>

Consensus Decision Process



Introduction

- Explain the consent process
- Present the proposal or idea
- Questions to clarify the proposal

Questions during the introduction are strictly confined to those that improve the understanding of what is proposed.

Comments and concerns should be avoided here!

Level 1

- Group discussion
- ✿ Call for Consensus ✿

Broad open discussion

The discussion should be very broad, including discussion of long-term effects, contribution to social justice work, and general problems.

Level 2

- List any concerns
- Group related concerns

Identify concerns

This level is for brainstorming, and concerns should be written down.

Do not try to resolve or validate concerns; allow all a chance to air their concerns.

Level 3

- Resolve grouped concerns
- ✿ Call for Consensus ✿

Resolve concerns

Two-step process to address grouped concerns, then individual concerns.

- Restate remaining concerns
- Questions to clarify the concerns
- Discussion: Limited to resolving one concern at a time
- ✿ Call for Consensus ✿

Alternatives to consensus

Send to committee

Let the appropriate committee modify the proposal in light of discussion during the consensus process.

Stand aside

Allow the proposal to be adopted with the concerns documented as problems, becoming part of the proposal.

Declare a block

If any person feels the concerns are serious enough that they cannot stand aside, the proposal is blocked.

Figure 12: The consensus process Trans Pride follows is based on *On Conflict and Consensus: A Handbook on Formal Consensus Decisionmaking*, by C. T. Butler and Amy Rothstein.

should identify as many possible areas of concern as possible so that they are brought to the fore to be discussed. These may bring up good discussion around potential problems. During the brainstorming effort, there should be no support or defense of the resolution, and no judgment of the value of any concern.

Once all concerns are listed, take a few moments to reflect on what has been identified and try to group concerns that are similar.

Level 3 progresses to looking at the groups of concerns and proceeding to discuss in an attempt to resolve them. Once most of the concerns seem to have been resolved, the facilitator should call for a consensus. If consensus is not reached, each concern is addressed individually and may need further explanation. New concerns may need to be added during the discussion.

Discussion of individual concerns should start with questions and clarification about the concern before any further discussion. Use various group discussion techniques as needed to moderate and move forward the discussion (see Butler and Rothstein for examples). Once all concerns have been discussed, a final call for consensus is made.

If consensus still has not been reached, the proposal may be sent to committee or sent back to the writer for further work. If no opposition, a stand aside decision to adopt can be declared, with unresolved concerns noted in the adoption of the decision. Finally, a block may be declared, resulting in the proposal being set aside.

Administrative and Procedural Information

Grievance Process

Every organization needs to have in place a means of resolving conflict. TPI hopes that most conflicts can be solved through work with peer and leader mentors, but there will be times when a member will want to engage an official grievance process. The grievance process is important because it gives every member a voice concerning the operation of the organization.

The TPI Board is responsible for hearing and determining actions taken to resolve grievances. We expect this process will be modified and improved with experience. ***It should be stressed that the grievance process is meant not to identify a wrong and enact retribution, but to restore the good faith of all parties so they may continue to work together toward our common goals.***

The process follows the following steps:

1. All parties to a conflict are encouraged to work out a solution among themselves with the help of their peer and leader mentors.
2. An informal outside solution may be sought by bringing up the issue to a TPI board or staff member. This should be done as soon as possible after the incident. At this time, the issue is for discussion only, and any advice provided by the board or staff member is an informal suggestion, not a binding resolution.

3. To make a formal complaint, the aggrieved person should write out the complaint. This should be done within two weeks of the incident and submitted to the TPI Secretary for inclusion on the agenda of the next board meeting. The complaint must explain:
 - a. The date of the incident,
 - b. The person or persons against whom the grievance is filed, and
 - c. The facts that need to be known about the incident.
4. The TPI Secretary will be responsible for notifying the person against whom the grievance is filed about it's filing. The identity of the person filing the grievance shall be kept confidential as much as is practical.
5. The TPI Board will select a team of three persons to investigate the grievance.
 - a. No person named in the grievance or with close association with a person named in the grievance shall help select or be part of the investigating team.
 - b. Both the aggrieved and the accused shall be told who is investigating, and may voice concern over any perceived bias on the part of the investigating team members.
 - c. The written grievance will be provided to all members of the investigating team.
 - d. During the investigation, the investigating team should listen to and consider the perspectives of all involved parties. The investigating team should also take care to avoid harm to any involved party.
6. An investigation will be completed as soon as possible, with a goal of completing within two weeks.
7. The complaint process will be undertaken with an appropriate balance of confidentiality and transparency. If needed, the complaint will be discussed in closed session by the TPI Board.
8. The investigative team will meet with the TPI Board at a regular or special meeting of the board to finalize a resolution. The aggrieved party will be notified of the resolution.
9. Any individual or group found to be a source of conflict will be given a chance to make changes to reduce the conflict. The investigating team will monitor the effectiveness of the changes. Determining effectiveness may include additional interviews or discussion with the aggrieved person and any others who may have pertinent information.
10. If the conflict is not reduced satisfactorily as determined by the investigating team, additional steps may be taken, including:
 - a. Verbal warnings,
 - b. Written warnings,
 - c. Probation (with specific steps needed to end the probation), and
 - d. Involuntary termination of member or employment status.

11. The aggrieved person may appeal the resolution to the TPI Board by notifying the TPI Secretary. The board may determine a new investigation is necessary.

Member Duties and Departures

Members are expected to meet the participation commitments stated in their Member Commitment. However, TPI understands there are extenuating circumstances that may result in changes.

Member Commitment Update

Members may request to update their Member Commitment at any time. Updates should be undertaken with the consent of the leaders on the teams and committees that will be affected by the update.

Leave of Absence

Leaves of absence may be granted for any reason deemed legitimate by leaders of the teams and committees that will be affected. A leave of absence, with start and end dates, should be noted on the Member Commitment form. A leave of absence should last no more than six months.

Voluntary Termination of Membership

Any member who is ending their responsibilities stated on the Member Commitment has a responsibility to proactively initiate and ameliorate the impact of their leaving. They should develop a transition plan with the leaders of the affected teams and committees, with dates they will cease duties. This should be done no less than one month before they plan to leave, and if it will take time to find a replacement to fulfill significant duties, plans should be made far enough in advance to allow a reasonable time to identify a replacement. The member who is leaving should take an active role in the search for someone to replace them.

Involuntary Termination of Membership

On rare occasions, usually as a result of a serious grievance that cannot be resolved, a membership may be terminated. Termination should only be taken as a last resort. Any time a member leaves, a community meeting should be held to recognize the role the person played in moving trans justice forward, to answer questions about how the transition is being handled, and to discuss how the member will remain connected and involved in TPI's work.

General Policy

Confidentiality

All members are requested to keep information about other members confidential. TPI respects the privacy of our clients, and *all members with access to client information must keep client information confidential* as per all relevant laws and ethical guidelines. The right to choose to disclose information always remains with the client unless specifically conveyed to a member that information is allowed to be disclosed.

Budgets and Expenses

Each team will develop their own budget each year, with help from TPI staff and board members as needed. All budgets will need to be approved by the TPI board. Each team is responsible for monitoring their own budgets and seeing that changes are approved by the TPI Board.

Recognizing that TPI has a very limited budget overall, every member is responsible for keeping expenses as low as possible without unduly sacrificing quality. All requests for reimbursement should be submitted with a receipt, mileage log, or other support. All requests should be made as soon as possible.

The following considerations to reimbursement and coverage of expenses should be kept in mind when preparing budgets and incurring expenses for travel:

- Air, train, or bus fare must be economy class, and can only be for to and from the destination.
- Lodging should be at locations providing economy to moderate prices for the area. As lodging can be expensive, shared rooms are encouraged, and staying with friends at destinations should be considered when possible.
- When funding is available, budgets may include a nominal amount per day to help cover meals. The amount is not meant to fully cover all meals, but to help with expenses.
- When funding is available, coverage of ground transportation costs should be the most cost effective means of transportation, and should rely on public transportation when possible. Rentals should be limited to economy and compact class cars.
- **Remember**, we are a grassroots organization, and that means we work for community in unity, not for our own individual benefit and prestige.

Trans Pride Initiative Volunteer Application

We appreciate your interest in volunteering with Trans Pride Initiative! We cannot do our work without the contribution of volunteers who augment our work in many ways, from helping develop ideas that define our projects to doing the work that makes Trans Pride Initiative a substantive force and influence in the Dallas area. We also want you to get value from your time volunteering, including an understanding of social justice work, leadership training if you wish, and opportunities to improve the lives of trans and gender nonconforming persons!

Please complete this application, then we will arrange to interview you. If accepted as a volunteer, you may be required to complete volunteer training. ***Please note that information in this application is available only*** to designated staff, members, and volunteers. ***Please also note*** that due to our changing needs, not all volunteers can be accepted immediately.

Date _____

First name _____ Last name _____

Legal name if different _____

Street address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____

Cell phone _____ Email _____

Contact instructions (such as don't contact at work, use legal name, do not leave message) _____

Emergency contact

First name _____ Last name _____

Best contact (phone, email, both) _____

Relationship to you _____

What volunteer work have you previously done? _____

Why do you want to volunteer with Trans Pride? _____

Please check the areas in which you have skills or previous experience and can train others:

- Teaching/Training
- Public speaking
- Web site development/maintenance
- General office work
- Fundraising
- Grant writing
- Computer data entry/validation
- Event planning
- Community organizing/relations
- Meeting facilitation
- Finances management
- Complaint filing/followup
- Media/social media/press
- Research
- Writing (pen pal and general)
- Graphic design
- Photography, film, video
- Artworks, poetry, drawing, etc.
- Editing
- Other
- _____
- _____
- _____
- _____

Please check the areas in which you are interested in volunteering or gaining skills or experience:

- Teaching/Training
- Public speaking
- Web site development/maintenance
- General office work
- Fundraising
- Grant writing
- Computer data entry/validation
- Event planning
- Community organizing/relations
- Meeting facilitation
- Finances management
- Complaint filing/followup
- Media/social media/press
- Research
- Writing (pen pal and general)
- Graphic design
- Photography, film, video
- Artworks, poetry, drawing, etc.
- Editing
- Other
- _____
- _____
- _____
- _____

Do you have any specific goals you would like to accomplish by volunteering? _____

What times are you generally able to volunteer? _____

- Morning
- Afternoon
- Evening
- Weekly
- Monthly
- Special Events only

Trans Pride Initiative Member Commitment Form

Thank you for making a commitment to help with the important work at Trans Pride Initiative!

The Member Guide contains the general information you will need to understand the work that Trans Pride is doing. A digital copy of the Member Guide can be found online at tpride.org, under the "About > Membership" menu item, and you may ask other team members, team leaders, and staff for additional information.

Team/Committee Member Commitment

By signing this commitment, I agree that I have read and understand the Member Guide, and that I have discussed to my satisfaction any questions about commitment with my new team members and team leaders.

By signing this commitment, I agree that I support the mission of Trans Pride Initiative, and that I will work for at least one year on the team or teams I am joining.

Finally, by signing this commitment, I agree to follow the principles and procedures under which Trans Pride Initiative operates, and to work respectfully and collectively with my team members and the rest of the participants in the collective.

Teams/Committees I am joining and
hours per week/month I am committing

Date

Signature of new member

Printed name of new member

Signature of existing team member

Printed name of existing team member

Decision-Making Table

The following table provides a guide to how updates, changes, and decisions are brought up, examined, and approved at TPI. There is generally a group or segment of those involved that should be responsible for initially working out and defining a proposal, there are others who will be affected by changes and thus need to be consulted for input, and there is a group that should have a broad understanding of the impact and can make the final decision.

Although a specific TPI group may be responsible for introducing a proposal, any member may suggest a proposal to the appropriate team, committee, or other group and work with that group to develop a proposal for consideration.

Table codes

- ① – The TPI group (usually a team or committee) that introduces a proposal.
- ② – These groups should be consulted before an action or during the proposal development.
- ③ – This team or committee provides final approval or the action or vote on the proposal.

Coll – Collective
 S – Staff
 B – Board

CT – appropriate committee(s) or team(s)
 FT – Fundraising Team

Table 1. Decision Responsibilities

Task or Function	Decision-Making Role		
	①	②	③
Position development, messaging, and communication			
Updating the mission, vision, values	Coll	Coll	Coll
Taking a position on a significant issue	CT or S	B & CT	B
Messaging and written communication (fast turnaround)	CT or S	S	S
Other communications strategy	CT	B & S	Coll
Organizational Goal Setting and Planning			
Organizational goals and program planning process	Coll or CT	B & CT & S	Coll
Team work plan development	CT	CT & S	Coll
Committee level projects (within budget)	CT	CT & S	CT
Committee level projects (requiring funding)	CT	CT & FT & S	B

Table 1. Decision Responsibilities

Task or Function	Decision-Making Role		
	①	②	③
Financial Planning			
Fundraising strategy	FT	B & Coll & S	Coll
Monitoring and reporting a financial situation	CT or S	CT & S	B
Developing an organizational budget	CT or S	CT & S	Coll
Responding to a cash flow problem	CT or S	CT & FT & S	B
Deficit/shortfall planning	FT	S & CT	B
Planning and Care of Human Resources			
Personnel policies development and changes	Coll	B & S	Coll
Member guide development and changes	Coll	B & S	Coll
Evaluating staff performance	Coll or CT	CT & S	B
Hiring and termination	CT or S	CT & S	B
Resolving organizational conflicts	CT or S	B & S	Coll
Grievance process development and changes	CT or S	S & B	Coll
Resolving grievances	Any member	B & CT & S	B
Board development and board care	B	S	Coll
Program Level Decisions			
Giving support to other organizations (financial endorsements of allies, offering labor)	CT or S	S (<\$50) FT (>\$50)	B
Choosing partners for long-term efforts	CT or S	B & CT & S	Coll

Issue Considerations Worksheet

Issue 1: _____

Issue 2: _____

Issue 3: _____

Issue 1	Issue 2	Issue 3	Will the issue . . .
			1. Result in a real improvement in people's lives?
			2. Give people a sense of their own power?
			3. Alter the relations of power?
			4. Be worthwhile?
			5. Be winnable?
			6. Be widely felt?
			7. Be deeply felt?
			8. Be easy to understand?
			9. Have a clear decision maker?
			10. Have a clear time frame that works for all?
			11. Be non-divisive?
			12. Build leadership?
			13. Help Trans Pride work toward the next campaign?
			14. Be something that will get or save people money?
			15. Raise money for Trans Pride?
			16. Be consistent with Trans Prides values?

Chart from the Midwest Academy *Organizing for Social Change* (midwestacademy.com)