

KLuST

Kölner Lesben- und Schwulentag e.V.

Structural organisation

Structural organisation of the Cologne Lesbian and Gay Day Registered Association (KLuST), adopted by the membership assembly on 13-05-2019

Kölner Lesben- und Schwulentag e.V.
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Fundamental principles

This structural organisation regulates and supports the working methods of the executive committee. It can be amended solely by the membership assembly of the association.

File storage system

All relevant documents of the executive committee relating to the association must be stored in digital form in a cloud storage system (or comparable secure system); long-term storage in the private domain is excluded. The system must be structured in such a manner that all executive committee members are able to call up any file. Restrictions for some individuals is undesirable and to be avoided. For the sake of long-term security, a suitable system with sufficient storage volume is to be opted for. Digital documents, as well as documents in paper form, are to be filed in the secretariat.

Finances

The administration of the association must be kept by the committee member for finance in a licenced online accounting program, which must be available for inspection/use by all committee members at all times. The system must be compliant with the principles of correct administration and document every significant activity of every user.

The executive committee is not permitted to use association credit cards. A cash box may only be used in exceptional instances. A cash box may not be established for long-term use.

Budgeting

All current committee members must draw up and complete a detailed budget overview for the following year by the 31st of January of each year. The relevant planning numbers are to be adhered to and may only be changed by committee resolution.

Internet; communication

All KLuST email boxes and domains must always be hosted by a professional and secure market provider. Sustainable accessibility, the rapid solving of problems and adherence to the GDPR must be continuously guaranteed. Committee members must waive their rights of confidentiality in respect of their KLuST email account. Further, each committee member must consent to the reading of emails in their email account by their successors.

Secretariat; personnel

In order to professionalise information consolidation, make the handling of preliminary tasks for the executive committee more efficient and expedite the administrative and organisational work of the executive committee and the association, the KLuST is in urgent need of a secretariat and qualified personnel.

Rules on representation

In its constitutive session, the executive committee regulates the competencies of individual persons. At the same time, a representative must be found for each area of responsibility who can assume the tasks of the person actually responsible, in the event of their absence.

Cash auditing

Twice yearly, a finance meeting (audit) must take place between at least one cash auditor and at least one representative of the executive committee.

Sponsoring

The executive committee is aware that without a solid financial basis, the organisation of work during the year, the maintenance of the secretariat and the holding of Cologne Pride, especially the CSD weekend, is at risk.

The budget that is available to the association consists largely of membership contributions and receipts from ColognePride event marketing (cooperation/ sponsoring).

The executive committee must ensure that long term professional acquisition, consultancy and support from sponsors and from cooperation partners are assured. Such assurance must continue all-year-round.

Entry into force

This structural organisation shall come into effect immediately upon adoption by the membership assembly of the Kölner Lesben- und Schwulentag e.V.