



## **PARTICIPATING MEMBER ORGANIZATIONS (PMO)**

Policy Number: FC ACC 1.03

Version Date: 9/10/18

Approval Date: 2/5/19

### **SCOPE**

This policy provides guidelines on designating Participating Member Organizations (PMOs) of the Fiesta® San Antonio Commission (Commission).

### **PROCEDURE**

1. A PMO is a nonprofit organization that conducts an Official Fiesta® Event.
2. A PMO must be in good standing with the IRS, the State of Texas and the Fiesta® San Antonio Commission.
3. A PMO must not discriminate against any individual based on race, creed, color, religion, national origin, sex or sexual orientation, age or physical condition.
4. An organization desiring to become a PMO must first be a Nonprofit Member of the Commission for at least one fiscal year prior to the event review year.
5. The PMO application must be filed with the Official Fiesta® event application and follows the application deadlines for that process.
6. An organization applying for PMO status must submit:
  - a. PMO application
  - b. Proof of nonprofit status from the IRS and the State of Texas
  - c. Copy of its mission statement
  - d. Current copy of bylaws and articles of incorporation
  - e. List of officers, directors and members
  - f. Copy of its most recent IRS 990 statement
  - g. Copy of its most recent audited financial statement or the last fiscal year financial statement.
7. An organization remains a PMO and receives the benefits of becoming a PMO, such as event insurance and dues structure, as long as the event is in the current Fiesta® calendar.
8. If the event is not in the Fiesta® calendar for three consecutive years, the organization becomes a sustaining PMO.
9. Sustaining PMOs must pay PMO dues, but no longer receive PMO benefits until they again have an Official Fiesta® event.
10. Sustaining PMOs must re-submit a PMO application with an event application to become an Active PMO.

### **APPROVAL**

This policy can be modified or changed by a simple majority of the Board of Commissioners.



## OFFICIAL FIESTA® EVENTS

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### POLICY

This policy provides guidelines for designating an event as an Official Fiesta® Event (Event) of the Fiesta® San Antonio Commission (Commission).

### PROCEDURE

1. A nonprofit organization desiring to conduct a new Event must apply for approval of the Event.
2. An existing PMO desiring to add a new Event must similarly apply for Event approval.
3. An event must have been operated by the organization seeking PMO and Official Fiesta® event status for two consecutive years in the same location prior to applying to become an Official Fiesta® event.
4. The Official Fiesta® event application is due by September 1 in the prior fiscal year that the event will become an Official Fiesta® Event. An event must follow the guidelines for an event as stated in Policy FC ACC 1.02 Fiesta® Event Criteria.
5. By September 1, an organization applying to have their event become an Official Fiesta® event must submit:
  - a. PMO application
  - b. Event application
  - c. Event budget and last set of actual finances
  - d. Event layout and map of the event location
  - e. Applications for any public facilities
  - f. Listing of sponsors
  - g. Food Handling Plan
  - h. Event Risk Management Plan
  - i. Event Waste Management and Recycling Plan
  - j. Photos of the event from previous years
  - k. Marketing materials for the event, such as handouts, programs, or other collateral
  - l. ADA Checklist
6. The Commission's Accreditation and Compliance Committee will initially review the event applications and decide if the event warrants a visit. The Accreditation and Compliance Committee will review the Event and act on the application during the Accreditation Review Period.
7. The Accreditation Review Period will run from September - May of each fiscal year.
8. By June 1, the Commission's Accreditation and Compliance Committee shall review applications



for new Events and make recommendations to the Executive Committee. In reviewing proposed Events, the following criteria may be considered in addition to the information required:

- a. Publicity
  - b. Beverage Sales Implementation
  - c. Event Operations
  - d. Event Location
  - e. Audience Experience
  - f. Entertainment
  - g. Value for the price
  - h. Ability for growth
  - i. Originality
  - j. Event fills a need for the community and Fiesta®
9. The Executive Committee shall review the recommendations of the Accreditation and Compliance Committee. Events that are approved by a simple majority of the Executive Committee will be forwarded to the Board of Commissioners for approval.
10. By July, the Board of Commissioners will review the events recommended by the Executive Committee to become Official Fiesta® events. Events that are approved with a two-thirds majority of the Board of Commissioners members present at the meeting will become official events, and the associated nonprofit will become a Participating Member Organization (PMO).
11. An event can operate outside of the time period of Fiesta® as noted in the City of San Antonio ordinance, only with a majority approval of the Executive Committee. The organization must send a letter to the Executive Committee by September 1 each year for review. Events such as coronations can operate each year outside of the time period of Fiesta® without prior approval.

#### **APPROVAL**

This policy can be modified or changed by a simple majority of the Board of Commissioners.