

# 2021 ELECTIONS CALENDAR

*To be conducted in accordance with Article IV (Elections) in the WIFD Bylaws*

DATE	ACTION
September 8	President appoints Elections Committee
September 17	<b>Call for Nominations</b> Email to include: <ul style="list-style-type: none"> <li>- positions up for election with brief description of duties and term of office</li> <li>- nomination bio - 150 words maximum</li> <li>- campaign video - 2 minutes maximum (to be sent to membership when voting)</li> <li>- deadline for nominations with date, time &amp; email for submissions</li> <li>- electronic anonymous voting</li> <li>- deadline for ballots</li> <li>- Questions to <a href="mailto:elections@wifdallas.org">elections@wifdallas.org</a></li> <li>- Names of Election Committee members</li> </ul>
September 24	Call for Nominations (Reminder 1)
October 1	Call for Nominations (Reminder 2)
October 8	Call for Nominations (Reminder 3)
October 15	Call for Nominations (Reminder 4)
October 25	<b>Nominations/Bios due to <a href="mailto:elections@wifdallas.org">elections@wifdallas.org</a></b>
October 27	<b>Confirm slate of nominees</b> (Election Committee) Elections committee submits slate to Board of Directors Setup Election in Survey Monkey (Election Committee member or eligible designee)
October 29	<b>Email Active Eligible Members</b> Slate of Nominees and inform them that to cast their vote a separate email is forthcoming from Survey Monkey (Voting Vendor) <b>Send Email from Survey Monkey (Voting Vendor)</b>
November 3	Vote Reminder 1 - email Active Eligible Members
November 8	Vote Reminder 2 - email Active Eligible Members
November 12	Final Vote Reminder- email Active Eligible Members
November 15	<b>Ballots due at Noon</b>
November 16	<b>Elections Committee informs</b> Board of Directors of results and verifies elections were conducted according to bylaws and elections calendar.
November 16	<b>Elections Committee informs</b> nominees on ballot of results. Results to be confidential until announced to Membership
December 4	<b>Election Results Announced</b> to membership at WIFD Extravaganza and subsequently announced via emailed.

SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4
							31	1	2	3	4	5	6							

## **8.13.18 UPDATED BYLAWS**

### **ARTICLE IV ELECTIONS**

Section 1. Voting. Except as otherwise provided by law or the Articles of Incorporation of the Corporation, every Corporate, Professional, and Associate member shall be entitled to one vote. Voting rights shall be non-cumulative. Except as herein provided or otherwise provided in the Articles of Incorporation, all corporate actions shall be determined by a majority of votes entitled to be cast by members in good standing. Ballots must be returned by a specific date and time as announced. Voting shall be anonymous. The candidates receiving the highest number of votes for each position on the Board of Directors shall be elected to such position.

Section 2. Elections. The Board of Directors, at its sole discretion, may determine in any given year the method of voting. Elections may be conducted by mail or through secure electronic voting options, but must be conducted in October/November. Candidates' names shall be listed alphabetically on the ballot.

Section 3. Elections Committee. Each year, prior to the election process, the President shall establish an ad hoc Elections Committee to oversee the election process. Said committee shall consist of three (3) board members not running for office. In the event that less than three (3) board members are available, members at large may be appointed to serve.

Section 4. List of Members Entitled to Vote. A list of eligible voting members shall be made available for inspection by any member entitled to vote upon request. Requests must be made not later than five (5) business days after the distribution of the slate of nominees, provided, however, that the purpose of the inspection must comply with the requirements of the Act.

Section 5. Elected Officers. The elected officers shall be President, Vice President, Secretary and Treasurer. No individual may run for more than one (1) office in the same election year. If no candidate runs for Vice President, Secretary or Treasurer, the President may fill any vacancies. If no candidate runs for President, the newly elected officers shall appoint the President. If all officer positions have no candidates, the sitting Board of Directors shall appoint a President by two-thirds vote.

Section 6. Eligibility for Office. All officers must identify as female to be eligible to serve. To be eligible to serve as President or Vice President, a person must be a Professional or Corporate member in good standing at the time of nomination and installation. To be eligible to serve as Secretary, a person must be an Associate, Professional or Corporate member in good standing at the time of nomination and installation. To be eligible to serve as Treasurer, a person must be a Friend, Associate, Professional or Corporate member in good standing at the time of nomination and installation.

Section 7. Term of Office. Officers shall be elected for one (1) year beginning January 1.

## **ARTICLE V MEMBERSHIP**

Section 1. Qualifications of Members. The Board of Directors shall in its sole discretion have the authority to determine the qualifications required for membership in the Corporation.

Section 2. Categories of Membership. The Corporation may have up to six (6) categories of membership; provided, however, that the levels of membership, designation and benefits may be changed by the Board at any time in its sole discretion. The designation of such levels and rights of the members of such levels shall be as set forth below. The benefits accruing at each level of membership shall be established by the Board of Directors.

### Membership Categories

Corporate	Company associated with the film, television or screen-based media industry. All company's designated members shall have full benefits of membership, but the company shall have one vote which shall be placed by the administrative member.
Professional	Established professionals in the industry whose primary income is derived from film, television or screen-based media and/or five (5) verifiable professional credits. Professionals shall have voting privileges and full benefits of membership.
Associate	Recent graduates with verification of program completion or entry-level professionals with no more than three (3) years of experience. Associates shall have voting privileges and full benefits of membership. Associates are required to volunteer per board policy to remain a member in good standing.
Friend	Individual membership with no voting privileges for those who want to support the Corporation.
Student	Individuals currently enrolled at an accredited school with an interest in pursuing a career in film, television or screen-based media. Verification of enrollment is required upon application and annual renewal. Students do not have voting privileges. Students are required to volunteer per board policy to remain a member in good standing.

## **ARTICLE VII OFFICERS**

Section 1. Officers. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. These offices may not be held by the same person. Such officers shall be elected annually for a one (1) year term by the membership of the Corporation that is in good standing. Each officer shall hold office until she shall resign or shall be removed or otherwise disqualified to serve and until her successor shall be elected.

Section 2. Other Officers. The Corporation may also have, in the discretion of the Board of Directors, one Assistant Secretary, one Assistant Treasurer, and such other officers and agents shall hold office for such terms and have such authority and perform such duties as the Board of Directors may from time to time specify, and shall hold office until they shall resign or shall be removed or otherwise disqualified to serve.

Section 3. President. The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. She shall preside at all meetings of the members and at all meetings of the Board of Directors. She may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Corporation; and in general she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4. Vice President. In the absence of the President, or in the event of her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or Board of Directors.

Section 5. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of her duties in such sum and with such surety or sureties as the Board of Directors shall determine. She shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever and deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article IX of these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section 6. Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; give all notices in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of the seal of the Corporation, and affix the seal of the Corporation to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a register of the mailing address and email of each member, which shall be furnished to the Secretary, by each member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.