



# WOMEN IN FILM DALLAS

## Policies & Procedures



In addition to the Women in Film Bylaws, Listserv Policy, Board Member Agreement, Board Member Code of Ethics and Conflict of Interest policy, the following policies and procedures are also in place as of December 10, 2020.

### MEMBERSHIP:

- Student and associate members are required to volunteer in order to stay in good standing with WIFD.
- Student memberships are reserved for college students and each applicant must provide proof of enrollment at the time they apply or renew.
  - Student applicants must be 18 years of age or older.
  - The WIFD BOD may approve a minor's membership application provided that the applicant's parent or legal guardian accompanies them to all WIFD events until they become 18 years old.
  - If proper documentation is not received within 30 days:
    - New applications will be rejected and no dues will be refunded, if applicable.
    - Existing memberships will be suspended and no dues will be refunded, if applicable.
- Associate and Professional members will be vetted by the membership chair to ensure they meet requirements.
  - The membership chair will contact applicants that do not meet the requirements to discuss the membership level that best fits their needs.
- Applications that are not approved within 60 days due to lack of communication by the applicant will be rejected and no refund will be provided (where applicable).

### GOVERNING OF THE ORGANIZATION:

- 2 officers shall be designated by each governing board of directors to act as authorized signatories on Women in Film agreements for that calendar year.
  - Prior to being signed, the Treasurer should review any agreement with financial impact.
- Women In Film Dallas consists of two separate entities; Women In Film Dallas INC. 501c6 and Women In Film Dallas Scholastic Grant Fund 501c3.
- The elected officers and appointed chairs that compose the WIFD Board of Director oversee both entities.

### TREASURER:

- Only the Treasurer may issue refunds
- Refunds may be processed through PayPal, but the preferred method is to issue refunds by check (which can be issued electronically through the bank)
- Cash Box
  - An accounting slip must be completed before each event the cash box is used. The accounting slip should denote the amount of monies collected and to what entity and committee they should be counted toward for budgeting purposes.
  - 2 WIFD members should verify the amount of money in the box before and after an event.
  - Fifty dollars small bills will remain in the cash box.

- The accounting slip and money to be deposited must be given to the Treasurer at the next BOD meeting so that the transactions can be recorded and monies deposited.
- The Treasurer should process a bank transfer within PayPal the first week of each quarter with \$1500 always remaining in the PayPal account to cover any payments and refunds until the next month.
- The Treasurer should provide a monthly report to the board of all account balances and YTD Budget to Actuals.

#### WIFTI & WIFT US:

- WIFD is a member of both Women In Film and Television International (WIFTI) and Women In Film and Television United States.
- WIFD will pay dues to these organizations based upon the size of its voting membership.
  - Dues will be paid for corporate, professional, and associate level memberships.

#### PA SYSTEM:

- The WIFD PA system is available for use by its members and community partners.
- It is suggested that members and/or community partners that use the WIFD PA system, make a donation to the Scholastic Grant Fund.
  - The suggested donation is \$50/day
- Upon taking possession of the PA system, the member and/or community partner accepts responsibility for it and it's components.
  - Should a repair or replacement need to occur the member and/or community partner agrees to pay for the replacement or repair, not to exceed \$500 (the original cost of the PA system).
  - Persons using the system should complete and sign a usage agreement.

#### FILM FESTIVAL:

- As of January 2019, the Women In Film Dallas film festival became known as the Topaz Film Festival.
- The film festival is administered under the WIFD Scholastic Grant Fund
- The film festival will run under a committee overseen by the WIFD Board of Directors.
  - The film festival director(s) will present all film festival plans, calendars, budgets and operations to the WIFD BOD for approval.
  - The WIFD BOD will review all proposed award recipients for the Topaz Film Festival.
- WIFD board members or members of the film festival committee may have films submitted that they worked on for festival screening, but such films will not be eligible for festival prizes with the exception of an audience award.

#### EVENTS:

- All events should first be announced to the general WIFD membership via our email database.
  - Event announcements must include; date, time, location, cost and a description of the event, including photos and bios for any speakers/panelists.
- All events should be posted on social media and shared by members, committee members and board members.
- WIFD can have a maximum of 2 raffle ticket sales per calendar year per state law

- Minors may attend WIFD events as long as a parent or guardian accompanies them.
- WIFD must hold a membership meeting once per year in accordance with the Bylaws.

ELECTIONS:

- The WIFD BOD will approve an elections calendar and publish it on the WIFD website.
- The President shall appoint an Elections Committee to ensure elections are executed in accordance to the organization's bylaws.
  - Those serving on the Elections Committee may NOT run for an elected office (President, Vice President, Treasurer and Secretary).
  - Once the newly elected officers are announced, the Elections Committee will disband.
  - Being on the Elections Committee does not affect ones ability to serve on the WIFD BOD once all elections duties are completed.

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Name (Printed)

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Board Position

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Signature

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Date