

WIL-International Policies and Procedures

I. MEMBERSHIP

A. MEMBERSHIP CLASSES:

1) INDIVIDUAL MEMBERS:

- a. Definition of an Individual Member: Any female or female identified (despite ethnicity, physical impairments, sexual orientation or role) who supports the International Statement of Purpose and bylaws, has attained legal majority in the legal jurisdiction in which they live, and pays the required dues may be considered for Individual Membership.
- b. Privileges of Individual Membership: Individual Members can vote in all of the International elections, hold an office in the International, propose nominees for offices in the International, receive the International periodicals, and any other privileges as may be determined by the Executive Board.
- c. Membership Dues are due on the 1st of September of each year.
 - i. Membership Fee \$10.00

2) ASSOCIATE MEMBERS:

- a. Definition of an Associate Member: Any male or female person at least 18 years of age or of the age of consent in her local jurisdiction, whichever is older, who supports the International Statement of Purpose and bylaws, has attained legal majority in the legal jurisdiction in which they live, and pays the required dues may be considered for Associate Membership.
- b. Privileges of Associate Membership: Associate Members can receive the International periodicals, receive discounts at International's conferences and functions not restricted to full members only.
- c. Receive vendor space discounts at International's Conferences.
- d. Membership Dues are due on the 1st of September of each year.
 - i. Membership Fee 5.00

3) COMMERCIAL MEMBERS:

- a. Definition of Commercial Membership: Any not-for-profit organization, business, partnership or similar entity whom pay the required dues may be considered for Commercial Membership.
- b. Privileges of Commercial Membership: Commercial Members can receive the International periodicals; receive discounts at International's conferences and functions not restricted to Full Membership only.

- c. Receive vendor space discounts at International's Conferences.
- d. Membership Dues are due on the 1st of September of each year.
 - i. Membership Fee \$25.00

B. HARDSHIP WAIVERS OF DUES:

1) DUES WAIVERS AS PER PERSONAL REQUEST

- a. CRITERIA: Any applicant requesting a dues waiver from WIL-International (WIL-I) must have applied for and been accepted for a dues waiver by the International Executive Board.
 - i. The applicant must submit a letter to the Membership Chair of International requesting a dues waiver.
- b. PROCESS: Upon the receipt of a letter to the Individual Membership Chair of International will notify the applicant within two weeks of the status of the application.
 - i. The Membership Chair of International may exercise the option of offering a reduced Membership rate.
 - ii. Once a dues waiver is granted, the Member will have all rights and privileges of a fully paid member.
 - iii. The Membership Chair of International will have the responsibility of keeping a record of the number of dues waivers or reduced rate Memberships granted. The files may be requested by the Officers of International at any time.
 - iv. The President of International will be updated on a regular basis as to the number of dues waivers or reduced Memberships granted.
 - v. Dues waivers will not be granted to any individuals for more than two (2) consecutive years.
 - vi. The name of the Members granted dues waivers shall be confidential information, open to the Officers of International only.
 - vii. The denial of a dues waiver may be appealed to the full Executive Board of International.

C. REVOCAION OR REFUSAL OF MEMBERSHIP:

1) CAUSES FOR REVOCATION OR REFUSAL OF MEMBERSHIP:

- a. When regarding the revocation or refusal of Membership, there are two types of action that may be determined:
 - i. Refusal of Membership
 - ii. Revocation of Membership
- b. Membership in International may be revoked or refused for cause. The definition of Cause shall include, but not be limited to:

- i. An individual who works counter to the Statement of Purpose of International publicly advocates attitudes or actions contrary to the Statement of Purpose of International, or deliberately works to malign damage or inhibit International.
 - ii. Any Member who deliberately harms International via bad publicity or fiscal wrongdoing.
- c. At all times, any decision or action affecting a person's Membership status as a Member of International shall be regarded with the utmost of consideration in terms of both confidentiality, and due process. No decision may be considered without fully informing the person in question of all accusations or complaints, and affording the person full opportunity to rebut or question such complaints.
- d. Adequate written documentation must be placed in evidence. The evidence must prove, beyond a reasonable doubt, the undesirability of the Members' participation in International.

2) REFUSAL OF MEMBERSHIP:

- a. The refusal process may be initiated by a petition from any Member of the Executive Board of International or by a petition from at least twenty (20) Members in good standing of International, delivered to the Individual Membership Chair.
- b. The Membership Committee shall present a report for action, either supporting or opposing the refusal, containing its reasons to the Officers of International, within thirty (30) days of receiving the petition. If the Membership Committee does not have 5 or more officially designated Members at the time of such a question, then the President shall see that additional Members, as needed, are appointed to bring the number of the committee to five Members. These additional Members shall be selected as per Article I, Section D, and Subsection 1.
- c. The Officers of WIL-I shall review the recommendations with the Membership Committee and give the applicant an opportunity to respond. The Officers of WIL-I may then perform such further investigation as it deems necessary and shall issue a written notice of its actions to the applicant.
- d. Refusal of Membership requires a two third (2/3)-majority vote of the currently sitting Officers of WIL-I.
- e. Decisions regarding Membership made by the Officers of WIL-I are final, as only Members of WIL-I have the right to the appeal process.

3) REVOCATION OF MEMBERSHIP:

- a. The revocation process may be initiated by a petition from any Member of the Executive Board, or by a petition from at least twenty (20) Members in good standing of the International, delivered to the Membership Chair.
- b. Upon such petition, or action by a Chapter, the Member shall be notified of such action, provided all documentation pertaining to the issue, and afforded the opportunity to review all documentation,

question statements, and provide a rebuttal to any material brought into question regarding the issue.

- c. The Membership Committee shall present a report containing supporting reasons for their decision to the Officers of WIL-I for action. If the Membership Committee does not have five or more officially designated Members at the time of such a question, then the President shall see that additional Members as needed are appointed to bring the number of the committee to five Members. These additional Members shall be selected as per Article I, Section D, Subsection 1.
- d. The Officers of WIL-I shall review the recommendations of the Membership Committee and give the Member an opportunity to respond. The Officers of WIL-I may then perform such further investigation as it deems necessary and shall issue written notice of its actions to the Member.
- e. Revocation of Membership shall require a two-thirds (2/3) vote of the currently sitting Officers of WIL-I.
- f. A revocation of Membership decision by the Officers of WIL-I may be appealed to the Appeal Committee. Notice of the right to appeal must be included with any notice of revocation. The Appeal Committee shall look at all documentation taken into consideration by the Officers of WIL-I and any documentation presented by the Member. Any decision by the Appeal Committee will be final.

D. APPEAL PROCESS:

1) SELECTION OF MEMBERS:

Upon request of the person whose Membership is in question, the President, and at least two (2) Members of the Executive Board shall meet to draw five names of WIL-I Members, in good standing, at random. If any of the names drawn are for some other reason, as determined by the President, ineligible or inappropriate to objectively serve, a new name must be drawn. The random drawing shall continue until five (5) Members of WIL-I, in good standing, are found that are willing to serve on the Appeal Committee.

2) APPEAL PROCESS:

The appeal process is available to any International Member who is in disagreement with a The Officers decision concerning their own Membership or any other Officer decision that is defined in the Policy and Procedures Manual as being eligible for the appeal process. If a Member wishes to use the appeal process, they must inform the Executive Board within one month of their notification of the Executive Officers decision that is in question.

- a. Being an Ad Hoc Committee, the Appeals Committee must be immediately called into session by the International President no more than 2 weeks from receipt of the written request for Appeal.

- b. The names of the Committee Members shall be made known to the Member wishing to appeal. All records containing pertinent information concerning the Member wishing to appeal shall be forwarded to all Members of the Appeals Committee. The person requesting the appeal may also forward any information that is pertinent to the Appeals Committee.
- c. The Appeals Committee Members may ask questions of the Executive Board, the person requesting the appeal, or any others involved in the decision. The Appeals Committee shall have sixty (60) days to make its decision known.
- d. The Appeals Committee is urged to communicate in writing whenever possible. If needed, the Appeals Committee may use other means of communication. International will be responsible for reasonable charges incurred by this Committee to include phone, postage, and copying.
- e. The appeal will be decided by a majority vote of four out of five. The decision of the Appeals Committee shall be final. At the time the decision is made known to the Executive Board and the Member requesting the appeal, this Committee shall be dissolved.
- f. The final decision of the Appeals Committee shall be published in the next published WILD, but without any comment or analysis, subject to Article I, Section E.

E. CONFIDENTIALITY OF DECISIONS REGARDING MEMBERSHIP:

- 1) Any interviews or fact-finding must be done with care, discretion and common sense so as not to damage the reputation or name of either the WIL-I, or the applicant/Member in question.
- 2) Adequate written documentation must be placed in evidence. The evidence must prove, beyond a reasonable doubt, the undesirability of the Members' participation in WIL-I.
- 3) Once a decision is reached by either the Executive Officers or through the appeal process outlined, the documentation must be placed in the permanent secure records of the Secretary of WIL-I.
- 4) If the Officers should decide to revoke, or refuse to renew a person's Membership, that decision shall be included in the next published minutes of that body. This decision shall include only the decision itself, and the names and votes of those Officers making that decision. Should any person wish to make an official public or published report beyond that, speaking as any WIL-I official in any form, the Member involved shall be granted the right to a published response in the same publication. They shall be provided with the planned statement in due time to provide a response in the same published issue.
- 5) Cases, deliberations and discussions will be held as confidential. Any Member of the WIL-I, violating the rule of confidentiality will be subject to disciplinary action by the Executive Officers.

II. OFFICERS AND THE EXECUTIVE BOARD OF INTERNATIONAL

A. THE EXECUTIVE BOARD– COMPOSITION: The Executive Board shall be composed of two groups; voting Members and non-voting Members.

- 1) Voting Members shall be the President, Vice President, Treasurer, Secretary, the History Keeper and the Individual Membership Chair in good standing.
- 2) Non-voting Members shall be the Chairs of all Standing Committees as defined by The International's Bylaws, unless that Chair is already considered a voting Member by other office or position.
- 3) All Members of the Executive Board shall be held to the same standards of reporting and attendance.
- 4) Voting Members of the Executive Board shall be referred to as 'sitting' Members for the purposes of defining decision-making processes within the International's Policies and Procedures.

B. SELECTION OF THE EXECUTIVE BOARD:

- 1) The President, Vice President and Secretary of International shall be elected by the General Membership for two (2) year terms.
- 2) The Treasurer shall be appointed by the voting Members of the Executive Board, based on sound and verifiable experience in fiscal matters and accounting, and shall serve a two (2) year term.
- 3) The position of Wisdom Keeper shall normally be filled by the most recent former President of International. In the event that person is unwilling, unable, or unsuitable to serve by the Board, the position shall be filled by appointment of the President, from the ranks of former Officers of The International.
- 4) The Chairs of the Policy and Procedures, the Associate and Commercial Membership Committees shall be appointed by the sitting Executive Board.
- 5) The Chairs of all other Standing and Ad Hoc Committees shall be appointed by the sitting Executive Board.
- 6) The election or appointment of voting Members of the Executive Board serving two (2) year terms shall be held/made in such a manner as to stagger the terms. Non-voting Members of the Executive Board shall serve at the pleasure of the Executive Officers, normally for two (2) year terms.

- a. The position of President shall be elected on odd calendar years along with the appointment of the Wisdom Keeper.
 - b. The positions of Vice President, Secretary shall be elected on even calendar years along with the appointment of the Treasurer.
- 7) In the event of a vacancy in office, the selection or appointment of these Executive Board positions shall be filled as per Article II, Section E, subsection 4 in the WIL-I Policies and Procedures.
- 8) All members who wish to serve on the Executive Board must use their legal names.

C. DUTIES AND RESPONSIBILITIES OF THE INTERNATIONALS OFFICERS:

- 1) PRESIDENT: The President, (or designate), shall:
 - a. Be responsible for the overall operation of International.
 - b. Preside at all meetings of the Executive Board and the General Membership Meeting.
 - c. Have the sole authority to speak on behalf of International, subject to guidelines established by the Executive Board.
 - d. Submit to each meeting of the Executive Board and the General Membership Meeting a complete report and statement of the affairs of International.
 - e. Serve a term of two (2) years.
 - f. Not serve more than two consecutive terms as President.

- 2) VICE-PRESIDENT: The Vice President, (or designate), shall:
 - a. Be the preferred designate to preside at meetings of the Executive Board in the absence of the President.
 - b. Serve as the Spokesperson for the organization when so designated by the President.
 - c. Serve on the Policy and Procedures Committee, but not as the Chair.
 - d. Serve a term of two (2) years.
 - e. The Vice-president may not serve more than two consecutive terms.

- 3) SECRETARY: The Secretary shall:
 - a. Ensure that minutes are taken, recorded and kept of all Executive Officers, Executive Board and General Membership Meetings. Prepared minutes from these meetings must be distributed to the appropriate persons in a timely fashion.
 - b. Prepare reports of all meetings for publication in the official newsletter of the International.
 - c. Maintain and make available for distribution accurate and up to date Bylaws of the International.
 - d. Maintain a log of all policy, procedures and standing legislation of the International.
 - e. Prepare and file all required federal, state and local documentation, other than financial.

- f. Prepare and maintain a current roster, to include contact information, for all Officers, Executive Board Members, and Members of Standing Committees to be disseminated among the Executive Board at need.
 - g. Disseminate materials and records from out-going Officers and Committee Chairs to new Officers and Committees and provide all other material to the International's archival records or securely destroy, as appropriate.
 - h. The Secretary may not serve more than two consecutive terms.
- 4) TREASURER: The Treasurer shall:
- a. Be responsible for the accounting and management of all monies of International.
 - b. Monitor the receipt and distribution of all funds, making such distributions at the direction of the Executive Officers.
 - c. Provide current financial status of International at meetings of the Executive Board and the Annual General Membership Meeting.
 - d. Maintain the financial records in a condition ready to be audited. The Treasurer will cooperate and provide all necessary information for any requested audit.
 - e. Prepare and submit all required tax and financial reports.
 - f. Prepare and submit to the Executive Board quarterly balance sheets and a detailed financial report following the close of the fiscal year.
 - g. Serve on the Budget and Finance Committee, but not as the Chair.
 - h. The Treasurer may not serve more than two consecutive terms.
- 5) History Keeper: The History Keeper shall be responsible for working with the President to insure smooth transition of power, and as a guardian of International's legacy, ethics, and history.

D. DUTIES AND RESPONSIBILITIES OF THE VOTING EXECUTIVE BOARD POSITIONS:

1) THE INDIVIDUAL MEMBERSHIP CHAIR SHALL:

- a. Chair the Membership Committee as detailed in Article III, Section B, and represent the interest and concerns of all Members of International.
- b. Serve on the Policy and Procedures Committee but not as Chair.
- c. Certify the eligibility of candidates for the Annual Elections.
- d. Maintain an accurate voting roster of the General Membership.
- e. Select a working committee to assist in the duties of the Membership Committee.

E. ELECTION AND REMOVAL PROCEDURES:

1) GENERAL ANNUAL ELECTION:

- a. The Policy and Procedures Committee shall call for nominations to the Executive Board at the start of the 3rd quarter of each year.
 - i. Membership must be notified of the rules, deadlines, and positions open for nomination at least forty-five (45) days before the start of the election, by either International's newsletter or by special mailing.
 - ii. When nominations are received, the Policy and Procedures will check the eligibility of both the Member nominating and the Member being nominated.
 - iii. All nominees for the position of President or Vice-President of the organization must be current Members in good standing of WIL-I for a minimum of 1 year (365 days) prior to the nomination being made.
 - iv. A letter must be sent to the Members nominated with a mandatory response date.
 - v. The nominated Member must return the letter signed and with a biography attached.
 - vi. If a nominee does not respond within the allotted time an attempt must be made to receive voice confirmation. Upon receipt of voice confirmation a duplicate letter must be mailed to the nominee and returned by a given date.
 - vii. Nominees are requested to use mail, but if faxes must be used, a voice response confirmation of receipt must follow.
 - viii. Ballots must be mailed to the General Membership forty-five (45) days before voting cutoff date.
 - ix. Should electronic voting be deemed by the Executive Officers to be secured, the Policy and Procedures Committee shall make such an option available to the General Membership, while insuring that mail ballots are still readily available upon request.
 - x. Appropriate Electronic communication and notification shall be used during this process whenever appropriate.
- b. Procedures for counting ballots:
 - i. The President shall receive ballots. The ballots will be counted but not opened.
 - ii. The sealed ballots shall be sent to the Membership Chair. The Membership Chair will open all ballots, confirm voter eligibility, and list all candidates and number of votes received. The Membership Chair will forward the ballots to the Policy and Procedures Chair who will verify the total number of ballots with the President and verify the list forwarded by the Membership Chair. The number of ballots accounted for by the three Members must match.
 - iii. The new Executive Board Members will be sent a letter from the Policy and Procedures Committee confirming their election and will provide them with a full list of Executive Board Members.

- iv. Members who were nominated but not elected will receive a letter from the Policy and Procedures Committee thanking them for their participation. This letter will also include a list of the entire new Executive Board.
- v. The General Membership must be notified of the results, in a timely manner, in the International's newsletter. The International newsletter must also carry a complete list of Executive Board Members.
- vi. Newly elected Officers shall assume their office on February 1st immediately following the election. Officers or Chairs appointed shall assume their office once they are voted in by the Executive Board and shall serve out only the remainder of that Officer's or Chair's term. This policy shall also refer to the History Keeper.

2) REMOVAL FOR ATTENDANCE:

- a. Any Member of the Executive Board who misses two consecutive Executive Board meetings without notifying the President of their absence prior to the meetings may be asked to resign from the Board by the Executive Officers.
- b. The Member in question must be notified of said request in writing by the President of International.
- c. Executive Board meetings as referenced above are defined as the scheduled quarterly meetings of the Executive Board.
- d. The Member who has been asked to resign has the right to appeal to the Executive Board at the next scheduled meeting of that body.
- e. A simple majority vote of the Executive Board will decide the appeal.

3) REMOVAL OF EXECUTIVE BOARD MEMBER – GENERAL: Any Member of the Executive Board may be removed by a three-fourths (3/4's) vote of the sitting Executive Board or by a two-thirds vote of the General Membership by mail ballot. Prior to the discussion and vote for suspension or removal, the Officer in question must be notified according to due process and be allowed to address any charges.

- a. Removal from office does not mandate a revocation of Membership unless specific action to do so is also undertaken and approved by the Executive Board as according to current Policies and Procedures.
- b. The person in question shall be informed of any comments, discussion, or accusations made public in any of International's publications, prior to publication, and afforded the opportunity to present counter arguments or rebuttals to such, to be published within the same issue of said publication.
- c. The person in question shall be notified before any vote effecting their standing, and have the right to present rebuttal as they may choose.
- d. Any removal from Office shall be conducted according to the most recent version of Robert's Rules of Order, and no person shall be

removed from a lesser or lower position of Membership or Office in the International before they are removed by due process from any higher position they may occupy.

- e. Any consideration of removal shall be conducted using the same standards of ethics and confidentiality as detailed in Article I, Section C.
- 4) VACANCY IN OFFICE: If an office becomes vacant for any reason and there is more than 3 months remaining in the term, the Executive Board shall, by two-thirds (2/3's) vote of the body, appoint an Interim Officer or Board Member to fill the position. The Executive Board shall also announce the name of the Interim Officer or Board Member, and call for nominations from the general Membership to fill the vacated office in the next General Election if the position is an elected one. It is the responsibility of the Executive Board to notify the general Membership by mail, and through all Organizational publications, call for nominations in a timely manner.
- a. The Interim Officer or Chair may place their name in nomination.
 - b. Any person either selected as a Board Member, or nominated to fill the vacancy, must be eligible to hold such office, according to current Policies and Procedures, and the Bylaws of International.
 - c. The Interim Officer will be excused from office at the completion of the election process, unless elected by the General Membership to that office.
 - d. The newly elected Officer's term will be for the remainder of the term left vacated.
- 5) VACANCY DUE TO INCAPACITATION, DEATH, OR RESIGNATION OF THE PRESIDENT OR VICE PRESIDENT:
- a. In the event that the President of the organization shall become incapacitated or incompetent due to illness or accident, the duties of the President shall be carried out by the Vice-president during the period of incapacity or incompetence. If such period of incapacity or incompetence appears that it will last beyond two (2) weeks time, the duties of the Vice-president shall be carried out by such Board Member as is elected or appointed by the Executive Board in an emergency meeting to be called by the Vice-President as acting President).
 - b. In the event of the death or resignation of the President of the organization, the duties of the President shall be immediately carried out by the Vice-president as Acting President until such time as the next regular general election. The duties of the Vice-president shall be carried out by such Board Member as is elected or appointed by the Executive Board in an emergency meeting.
 - c. In the event that the Vice-President of the organization shall become incapacitated or incompetent due to illness or accident and if such period of incapacity or incompetence appears that it will last beyond two (2) weeks time, the duties of the Vice-President shall be carried out by such Board Member as is elected or appointed by the Executive Board in an emergency meeting to be called by the President.

- d. In the event of the death or resignation of the Vice-President of the organization, the duties of the Vice-president shall be immediately be carried out by the such Board Member as is elected or appointed by the Executive Board in an emergency meeting. The Acting Vice-President shall serve until such time as the next regular general election.

F. TRAVEL ALLOWANCE:

- 1) Each active voting Member of the Executive Board shall be advanced a modest pre-set stipend to assist with travel expenses to each scheduled "in person" Board Meeting or Retreat, so long as these allowances do not put the fiscal needs of International in financial peril. The allotments must be requested from the Treasurer via electronic or US mail at least 30 days prior to the event (if possible) and will be as follows:
 - a. Less than 200 miles from event = \$0.00
 - b. Between 201 – 500 miles from event = \$100.00 (mileage will be based on an honor system)
 - c. Over 500 miles from event = \$200.00 (mileage will be based on an honor system)
 - d. Traveling from outside the US = \$250.00 US Funds
- 2) Unused funds may not be accrued. Refunds to International will be due anytime allotments are given to a Board Member who does not attend the event it is allotted for. This stipend may be used for airfare, hotel, auto transportation costs, car rental, meals or any other travel related expense.

G. RECORDS OF OFFICE:

- 1) All Members of the Executive Board upon expiration or termination of their terms in office will deliver to their successors and/or other Members of the Executive Board, any and all property of WIL-I as well as copies of their records of office.
- 2) The Secretary of International shall be responsible for disseminating such materials and records to the successors in question, to the WIL-I archival records, or to securely destroy such materials as appropriate.

III. STANDING COMMITTEES OF INTERNATIONAL

A. STANDING COMMITTEES – GENERAL:

- 1) Chairs of Standing Committees shall be elected or appointed as stipulated in Article II, Section B of International's Policy and Procedures. For those positions that are appointed by the Executive Officers, such appointment shall require a majority vote of the Executive Board. The Membership and duties of each Committee shall be determined by the Executive Board as reflected by specific Policy and Procedure.

- 2) Each Standing Committee of the Executive Board, and any Ad Hoc Committee's established by the Executive Board shall issue a committee report at each regularly scheduled meeting of the Executive Board, and as required by the Executive Board. The Committee Chairs are expected to attend all regularly scheduled meetings of the Executive Board as Nonvoting Members of the Executive Board, unless already serving as elected Members of the Executive Board.
- 3) Chairs of Standing Committees and all Ad Hoc Committees are held to the same standards of attendance as voting Members of the Executive Board. Further, if the Executive Board does not receive a mandated Committee report for more than two consecutive regularly scheduled meetings, the Executive Board shall exercise the procedures outlined under Article II, Section E, Subsection 3 for possible removal.

B. MEMBERSHIP COMMITTEE:

- 1) The Chair of the Membership Committee shall:
 - a. Be selected as per Article III above.
 - b. Issue a quarterly report to the Executive Board at its regularly scheduled meetings.
 - c. Serve on the Policy and Procedures Committee, but not as the Chair.
 - d. Certify the eligibility of candidates for the Annual Elections.
 - e. Maintain an accurate voting roster of the General Membership.
 - f. Select a working committee to assist in the duties of the Membership Committee.
- 2) The Membership Committee shall:
 - a. Insure that Membership applications and renewals are processed and recorded in a timely fashion.
 - b. Investigate and resolve all disputes or inquiries regarding Membership in a timely manner, issuing a report of any dispute to the President and Vice President of the organization.

D. BUDGET AND FINANCE COMMITTEE: The Executive Officers shall appoint the Chair. As stipulated in Article II, Section C, Subsection 4, part g, the Treasurer shall be a Member of, but not be the Chair of the Budget and Finance Committee.

- 1) MEMBERSHIP: The Budget and Finance Committee shall consist of at least 3, and no more than 6 people, appointed and approved by the Executive Board:
 - a. The Treasurer, and
 - b. One member currently serving on the Executive Board, and
 - c. At least one Member in good standing of WIL-I who is not serving on the Executive Board in any other capacity.

2) DUTIES:

- a. The Committee shall issue a quarterly Financial Report to the Executive Board at the regularly scheduled meetings of that body.
- b. The Committee shall determine an annual budget of the organization to be presented to the Executive Board at the WILF and the Annual General Meeting.
- c. The Committee shall insure that monthly reports are issued to the President and Vice President of the organization, consisting of an original copy of the Bank Statement, and a monthly Balance sheet.

F. POLICY AND PROCEDURES COMMITTEE:

1) THE CHAIR OF THE POLICY AND PROCEDURES COMMITTEE SHALL:

- a. Be selected as per Article III above.
- b. Issue a quarterly report to the Executive Board at its regularly scheduled meetings.
- c. Select a working committee to assist in the duties of the Policy and Procedures Committee.
- d. Be available as a resource to WIL-I Members for questions regarding Bylaws and Policy and Procedures.
- e. Serve as the Parliamentarian and Sergeant At Arms during Executive Board Meetings.

2) THE POLICY AND PROCEDURES COMMITTEE SHALL:

- a. Insure that current copies of both the Bylaws and the current Policy and Procedures of the organization are available to all Members of the Executive Board as well as on the International's Web Site.
- b. Draft proposed changes or additions to organizational Policy and Procedure or the Bylaws as requested by the Executive Officers.
- c. Review other proposed changes, or questions about Policy and Procedures or the Bylaws, and give recommendations to the Executive Board.
- d. The Committee shall issue a quarterly Report to the Executive Board.
- e. Organizing and operating regular elections as provided in the Policy and Procedure Manual as well as organizing and operating any special election deemed necessary by the Executive Board or initiated by a petition from the General Membership.
- f. Receiving and reviewing all petitions initiated through the initiative or recall process and acting on such petitions.
- g. Soliciting nominees for all nationally Board Members, verifying the eligibility of each nominee to hold elected office and notifying the Member nominating and the nominee if not eligible to hold office.
- h. If ineligibility is due to nonpayment of dues inform the Member of the date dues must be received to become eligible.
- i. Provide a list of certified candidates to the President and the Publications Chair of WILD.
- j. Tabulating and certifying ballots from the General Membership.

G. PUBLICATIONS COMMITTEE:

1) THE CHAIR OF THE PUBLICATIONS COMMITTEE SHALL:

- a. Be selected as per Article III above.
- b. Issue a quarterly report to the Executive Board at its regularly scheduled meetings.
- c. Select a working committee to assist in the duties of the Publications Committee.
- d. Assist the Executive Board in the recruitment and selection of a qualified Web Master to administer International's web site. That person shall also serve as a Member and/or Chair of the Publications Committee.

2) THE PUBLICATIONS COMMITTEE SHALL:

- a. Insure the timely publication and distribution of International's Newsletter.
- b. Solicit applicable material for inclusion in the Newsletter.
- c. Insure International's web site is properly administered and updated.
- d. Insure that the minutes of all Executive Board meetings, deadlines for nominations and proposals proposed By Law changes, and Election slates are published in the Newsletter.

H. AD HOC COMMITTEES:

- 1) The Executive Board shall establish Ad Hoc Committees as needed.
- 2) The Membership and duties of said Committees, as established by the Executive Board, shall be added to current Policy and Procedures for the duration of the Committees life span.

IV. EVENTS OF INTERNATIONAL

A. AGE REQUIREMENTS

- 1) The Executive Board of International shall determine the minimum age of attendance at all events hosted by International. In the case of Women's International Leather Fest (WILF) conference, this shall be determined based on the research and recommendations of the Women's International Leather Fest (WILF) committee, based on local conditions and laws.
- 2) All Full Members of International, regardless of age, shall be enabled to attend all organization meetings of the Membership held at events of International that would normally be open to the General Membership.

B. WEAPONS

- 1) No firearms shall be allowed to be carried, displayed, or used at any event held by International. This includes the Annual General Membership meeting, the Women's International Leather Fest (WILF) conference, and any other event officially hosted by International.
- 2) This shall include 'look alike' non-firing replicas, BB or pellet guns, and "soft air" guns. This section shall not be construed as to limit or judge the Memberships right to own firearms outside such events, nor shall it be applied to other classes of weapons unless local law at said events places additional restriction on other classes of weapons.

V. **OFFICIAL STATEMENTS OF THE ORGANIZATION**

A. STATEMENT OF PURPOSE OF WOMEN IN LEATHER INTERNATIONAL

- 1) To maintain our national/international communication, information, education and support network for all women of the Leather/BDSM/Fetish community.
- 2) To role model the power and pride of all women who engage in Safe, Sane and Consensual sexual expression and encourage those who fight for decriminalization of all sexual acts between consenting adults.
- 3) To support individual and organized political activism, visibility and education in order to eradicate stereotypical beliefs, misconceptions and media misrepresentation about the Leather/BDSM/Fetish family in the community at large.
- 4) To continue providing, through publications, educational material and conferences, a forum for the sharing of knowledge, viewpoints and practices of a diverse network of people.
- 5) To promote the success and welfare of individuals, organizations, publications and businesses within our community; especially against threats to their freedom of expression, freedom of the press, rights to free association and right to equal protection under the law.
- 6) To welcome all women, women of color, transgendered/transsexual, the deaf, the physically challenged, the economically disenfranchised, and others females who have traditionally been discriminated against or poorly represented within the Leather/BDSM/Fetish community.
- 7) To attend, promote and support fundraising for deserving defense funds, projects, and clubs, organizations, and/or charities, which have given direct service to the Leather/BDSM/Fetish community.

8) To continue preserving a record of our history, traditions and culture.