



Video4Change Network Governance Document

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1. Preamble

This document outlines the mission, values, goals, structure, membership, and decision making processes of the Video4Change Network.

The Video4Change Network is a consortium of organisations catalysing the use of communications technologies for human rights, social justice, and environmental change. The Network strengthens collaboration between Video for Change organisations so they can better respond to shared challenges and opportunities.

Members of the Video4Change Network undertake this work in a spirit of trust, collaboration, openness, and accountability, underpinned by values of human rights, social justice, and environmental sustainability.

2. Mission

The Network's mission is to maximise the collective learning, resources, and experiences of its members to build spaces where video activists and trainers, citizen journalists, organisations, and individuals seeking to use video as a tool for change, can access resources and strategies to improve their work and initiatives.

3. Network Goals

- **Build Mutual Support and Exchange:** the Network develops peer-support, learning, and knowledge exchange online, and via global and regional convenings. It actively curates, creates and promotes learning resources with other network members and Video for Change practitioners more broadly.
- **Support Projects and Collaborations:** the Network supports a variety of partnerships and projects between members, as a Network, and with the field more broadly - developing new initiatives and leveraging our collective fundraising capacity.
- **Expand and Influence the Field:** the Network advocates on key Video for Change issues, builds the profile of Video for Change, connects grass-roots video content to larger audiences, and influences the broader social change and human rights field.
- **Build the Reputation of Video for Change:** develop the legitimacy and standing of Video for Change as critical social change and human rights practice.

Strategy

Activities and goals year-to-year will change. To clarify the Network strategy, the convenor will work with the Network to produce a short annual Communication and Action Plan which will identify topics, issues and key goals and activities for the coming year.





4. Principles and Values

Video4Change members are bound together by respect for each other and common values including:

- Human rights
- Environmental sustainability
- Freedom of information and expression
- Open and secure technology
- Open content
- Social equality
- Participation and diversity
- A commitment to capacity building
- Accountability and transparency

The above common values recognise the alignment of Video for Change with the human rights sector and social movements, its focus on collaboration with affected communities and members of social movements, and its challenging of powerful institutions.

The Network is built on the idea that video can activate and catalyze progressive social change and that film-makers and Video for Change organisations have particular social responsibilities to the people and issues they seek to support.

4.1. Participation Guidelines

The Video4Change Network has a [separate document](#) detailing guidelines for ensuring a respectful and participatory culture in all the Network's workings, including at its events.

5. Structure and Roles

The Network is a federated structure, made up of Partner and Affiliate organisations, wherein each organization acts autonomously while benefiting from the Network as a whole.

Network Partners have voting rights on governance and strategic decisions; Affiliates have observer status on all Network decisions, but are unable to vote.

Partners and Affiliate organisations may join working groups to address particular projects or issues of concern.

Only Partner organisations may be Network Convenors.

The Network is not a registered entity, has no legal structure, and does not directly employ staff. Financial administration and people working for the Network do so through the existing registered organisations of Network members.

The Network is committed to developing itself as an independent entity once sufficient





resources have been secured.

5.1. Network Partners

5.1.1. Partner Rights and Responsibilities

- Nominate a minimum of two (2) representatives to participate in the Network communications and decision-making. Up to four (4) staff members of an organisation may join the list.
- Participate in Network-wide meetings (both offline and online)
- Vote in Network decision-making
- Be available to be part of project working groups
- Adhere to the V4C [participation guidelines](#) at events and gatherings
- Promote Network activities and outputs
- Bring forward project proposal ideas to the Network
- Support the Network Convenor in fundraising
- Report any change of entity or name change to the Convenor
- Report any issues regarding the activities of other Network Members to the Convenor

5.2. Affiliates

Network Affiliates are organisations who may not have a core video focus but support a broader range of tools for social change, or choose not to take up full membership.

5.2.1. Affiliate Rights and Responsibilities

- Nominate up to two (2) representatives to participate in the Network communications
- Participate in all Network-wide meetings (both offline and online).
- Initiate and be available to be part of Working Groups
- Adhere to the V4C [participation guidelines](#) at events and gatherings
- Promote Network activities and output
- Propose projects and ideas for the Network Partners to decide upon
- Report any issues regarding the activities of other Network Members to the Convenor

5.3. Convenors

The Network elects a Convenor from among its Network Partners to be responsible for overseeing the day-to-day functions of the Network, including its communications infrastructure, finances, projects, and reporting. The Convenor leads fundraising, but is not the only entity that may fundraise, nor is it the sole responsibility of the Convenor to fundraise for the Network.

Convenors are chosen every two years by the Network. Convenors may rotate, or convenorship may stay with the existing organisation, if agreed to by the Network. Two organisations may also share the role of Convenor.





If in the instance that there are Co-Convenors, a Memorandum of Understanding (MoU) between the co-convening organisations will be negotiated and signed. This MoU will outline the responsibilities of each of the convening organisations.

Network Partners will support the Convenor in decision-making in the strategic priorities of the Network.

5.3.1. Convenor Responsibilities

- Circulate regular updates on Network activities
- Drive participation of Network members
- Oversee and maintain the Network website (video4change.org)
- Ensure minutes of meetings are taken and distributed
- Manage and lead the addition of new members
- Share any funding applications and reports with the Network
- Ensure Partners and Affiliates are aware of funding needs and status
- Coordinate decision-making and implement decisions
- Host regular online Network meetings (at least once every 6 months)
- Stimulate discussions between a variety of staff members across Network Partners and Affiliates
- Coordinate the creation of an annual Communications and Action plan
- Be responsible for Network communications systems

5.3.2. Network Coordinator

The Convenor hosts a 'Network Coordinator' who is responsible for moving the Network forward, gathering input, and driving participation. The Network Coordinator is appointed by the convening organisation. In addition to the above, their responsibilities include:

- Ensure all projects of the Network are adequately coordinated and implemented
- Ensure that the Network is kept up to date on key activities
- Work with members in fundraising for the Network
- Work with members in project reporting
- Ensure all mailing lists are administered as required

5.4. Contractors

Project-based contractors and project teams may be hired by the Convenor organisation, or by member organisations, depending on the most appropriate architecture. Contractors will be hired on the basis of the convening organisation's policies.

5.5. Working Groups

Working groups are established to develop project activities, campaigns, and issue areas, as decided by Network Members. Working groups may consist of Partners, Affiliates, key advisors,





and any personnel necessary for project implementation.

Network working lists may engage individuals from outside the network. Partners may request the establishment of a new mailing list by emailing the convenors. The Network convenor will establish the list.

5.5.1. Working Group Responsibilities

- Provide advice and guidance to project teams as they implement projects
- Hold regular meetings on the project
- Function as a conduit between the project team and the larger membership, including providing updates
- Assist in fundraising for the project/s
- Assist in promoting the output of the project/s

5.6. Community Members

The Network convenes global and regional mailing lists and chat groups. These may be open or closed, depending on the desired outcomes of those establishing the lists. People in these groups are not formal members of the Network and do not have decision-making powers.

Non-Partners and non-Affiliates may also be invited to a variety of network meetings. These participants are also considered Video4Change community members.

Community members cannot formally represent the Network. Community members wishing to make proposals to the Network need to do so through a network Partner or Affiliate.

Network Partners and Affiliates may propose the creation of new regional or other mailing lists.

6. Membership

6.1. Network Partner Criteria

- The use of video is central to their overall mission
- Non-government / non-corporate entity
- Committed to the [Goals of the Network](#)
- Play a Video for Change leadership / field-building role
- Have progressive social change goals
- Have a minimum of two (2) full-time staff members or act as convenors of a formalised network

The Network aims to maintain and attract Partners that bring expertise, innovation, experience, and diversity to Video for Change work, who will engage actively in the Network and contribute to the evolution of a strong and effective global Video for Change movement.





6.2. Joining the Network

For organisations interested in joining the Network, either as a Partner or an Affiliate, there are two (2) options in expressing intent:

- A formal application for Network membership via an open call
- A nomination from two (2) partners in good standing

The Network strives to have a diverse membership base that is representative of different Video for Change approaches and of all regions in the world. Aspirant Partners / Affiliates must meet the [Network Partner criteria](#) and subscribe to the [principles and values of the Network](#).

6.2.1. Selection via an Open Call

An open call is initiated by the Convenor after it has obtained approval from at least 66% of the Partner organisations in good standing to initiate such a call, including the number of new Partners and/or Affiliates that will be allowed to enter the Network.

Applicants (aspirant Network Partners / Affiliates) apply by explaining i) how their organizations meet the [Network Partner criteria](#), ii) what their reasons for joining the network are and iii) how their membership will contribute to the Network as a whole.

An overview of all applicants that meet the [Network Partner Criteria](#) will be presented to the Network. Network Partners in good standing will then cast votes equal to the number of new Partners / Affiliates allowed to enter the Network. Network Partners can give only one vote per applicant and are not obliged to use all their votes. For example, if four new members are to be admitted, each Network Partner has four votes, but they may choose to vote on only three applicants.

Twice the number of proposed new Partners / Affiliates will proceed to a second round of voting. Advancement to this round is based on the highest number of votes received. Applicants with no votes are automatically excluded. Equally scored applicants for the last remaining positions will all go through to the next round. For example, if four new Members are to be admitted, the top eight will pass through to the second round, but if three applicants are tied for the last position, a total of ten applicants will go through. If there's not enough applicants to reach twice the number of proposed new Partners / Affiliates, all those with at least one vote advance to the second round.

Applicants with the most votes in the second round of voting become new Partners / Affiliates. In the case of an equal score, the Convenor or a Partner may propose to alter the total number of new Partners / Affiliates to be accepted, which will require the agreement of at least 66% of Partners in good standing.





Final results of the open call are announced to the Network by the Convenor.

6.2.2. Selection via Nomination

To be admitted into the Network via nomination, an aspirant Partner or Affiliate must be nominated by two existing Network Partners in good standing. The Convenor will announce the nomination to all Network Partners and call for votes. The nomination is successful when at least 66% of Network Partners in good standing approve of the aspirant Partner / Affiliate's membership.

6.2.3. Membership: Name change or transfer

If the name of a Partner or Affiliate changes, the Convenor and Network should be notified, and updated details provided for the website and other communications channels.

Should a member wish to change the legal entity that is affiliated with the Network, this must be approved by 51% of Partners in good standing. Should the nature or size of the new organisation be different to the current entity, this may involve a change in membership type, as per the [Structure and Roles](#) section.

6.2.4. Membership Quota

In July of each year, the Network Convenor will propose a quota for new membership into the Network that manages the aspirations of existing Partners / Affiliates, with the practical limits and resources of the Convenor.

The Convenor has veto rights over any proposals for adding additional Network Partners / Affiliates that exceed the quota once it has been agreed.

6.3. Removal from the Network

The Network may choose to remove a Partner or Affiliate for a variety of reasons, including:

1. They fail to return to good standing within a 6 month period (as outlined in [Membership Dues and Good Standing](#)).
2. They no longer meet the [Network Partner criteria](#)
3. Their actions, or the actions of their staff, violate the Network's [Principles and Values](#) and/or the [Participation Guidelines](#) and the organisation has failed to take sufficient action to resolve or address the situation or concerns.
4. The actions of the Partner / Affiliate bring the Network into disrepute

Any Partner may propose a motion for removal, which must have the support of at least one other Partner. The Convenor (or in the case that the Convenor is the subject of the motion — another Partner as chosen by a 51% majority of the Partners) will manage an anonymous voting procedure. The motion is passed if at least 51% of the Partners in good standing vote in favor.





Before voting, all Partners / Affiliates are given the opportunity to present a written statement on their behalf.

Members with concerns regarding the activities of other members may raise the issue with the Convenor (or in the case that the Convenor is the subject, another Network Partner), who will lead the management of a process to determine next steps.

6.4. Membership dues and Good Standing

Membership dues paid by Partners and Affiliates cover some of the costs of maintaining and facilitating the Network. This includes: basic administration, web hosting costs, and staff time for the Network Convenor and Network Coordinator.

Membership fees are collected by the Convenor and scaled each year based on the Partner / Affiliate's annual budget.

6.4.1. Membership fees for Partners

Organizational budget (USD)	Fee (USD)
\$ 1,000,000 and above	\$ 1000
Above \$ 500,000	\$ 750
Above \$ 200,000	\$ 500
Above \$ 50,000	\$ 250
Above \$ 10,000	\$ 125
Less than \$ 10,000	\$ 75

6.4.2. Membership fees for Affiliates

Organizational budget (USD)	Fee (USD)
\$ 1,000,000 and above	\$ 500
Above \$ 500,000	\$ 375
Above \$ 200,000	\$ 250
Above \$ 50,000	\$ 125
Above \$ 10,000	\$ 75
Less than \$ 10,000	\$ 25





6.4.3. Good Standing

Network Partners / Affiliates are required to pay annual dues to remain in good standing. A Partner / Affiliate who has not paid their membership dues for six (6) months from July 1 of each year, will be considered to be in bad standing. The Convenor will remind Partners / Affiliates of their payment responsibilities.

In the event that Partners / Affiliates experience problems to pay their dues within the 6 month period, a one-time 3-month delay of payment may be requested in writing to the convenor.

Partners / Affiliates who are not in good standing lose their right to

- participate in Network Convenings
- vote on decisions
- use the name of the Network for fundraising purposes
- use Network resources
- represent the Network at seminars and/or public events

A list of Partner and Affiliates with good and bad standing can be made available by the Convenor upon request.

Partners or Affiliates who fail to pay their dues within six (6) months from July 1 of each year, despite three (3) reminders from the Network Convenor, will be subject to a motion to [remove them from the Network](#).

7. Decision-Making

The Network operates using a federated structure with each Network Partner having one vote. Decisions are made by agreement of at least 66% of Network Partners in good standing.

Voting occurs via the email list, online, and face-to-face meetings. Quorum for decision-making at face-to-face or online meetings is established if at least 51% of Network Partners in good standing are present.

Amendments to this document may be made with the agreement of at least 66% of Partners in good standing.

Partners / Affiliates may express their dissent on any decision and may have their justifications noted upon request. Affiliates may comment on proposals but do not have formal voting rights.

Subscribers to the open mailing lists are not able to participate in decision-making discussions, but may be consulted as Partners / Affiliates deem appropriate.





8. Meetings

- Regular formal online meetings should be scheduled by the Convenor to allow for updates on projects, discuss new ideas, consider fundraising proposals, admit new Partners and Affiliates, and make decisions on any other key issues.
- A full, face-to-face meeting of the Network should take place, at minimum, every two years to consolidate learning and develop future plans. A Partner or Affiliate will host the convening. Fundraising will be led by the Convenor. However, it is expected that all members will contribute to supporting such meetings. Smaller organisations will be given preference for travel support to attend global convenings. Depending on budget availability, members may be asked to directly contribute to some costs.

9. Fundraising

The Network Convenor leads fundraising efforts. However, they are not solely responsible for fundraising.

Areas for fundraising for the Network include:

- Network projects
- video4change.org website maintenance and communications infrastructure
- Administration support for Network convenor and Network coordinator role
- Outreach and promotion of Network activities and outputs

All fundraising activities done in the name of the Video4Change Network requires approval from at least 51% of Network Partners. Fundraising proposals should be made available to Network Partners and Affiliates via the mailing list.

Specific Network activities that are managed by sub-committees are required to report back to the Network on their fundraising strategies and activities.

Partners and Affiliates can propose fundraising ideas to the Network. Network Partners will then make decisions on these ideas.

Partners who fundraise on behalf of the Network and/or with its activities in mind should inform the Network.

All successful proposals using the Network's name must contribute at least 5% of the full grant amount to Network administration and coordination.

Network Partners may present themselves as such in their own fundraising activities.

Support will be provided by the Network Coordinator to Partners who seek to fundraise for the Network.





10. Working Language/s

The working language for formal Network coordination is English. However, this may be revised and updated as the Network retains an openness to being a multilingual entity. Local / regional communications between Network Partners, Affiliates and members, may operate using the appropriate language of their choice.

The Network encourages the translation of materials, and the hosting of regional convenings, in languages other than English. This attempt will also work towards multi-lingual support on <https://video4change.org>.

Regional lists will accommodate languages other than English.

