

Film and Media Club Constitution

Article I – Mission Statement:

To inform and educate students about the different aspects of film and film making, the Film and Media Club is to provide film inspired activities and events for its members of the Eastern community.

Article II – Purpose:

The purpose of Film and Media Club is to create an environment for those interested in film to express their ideas for short films. We will work together to create short films for showing to the campus community. Throughout the year, we will also hold film-related events such as workshops and campus-wide competitions.

Article III – Membership:

- Section 1 This organization will be open to all students currently registered at Eastern Connecticut State University.
- Section 2 Anyone who attends two meetings will be considered a voting member of the Film and Media Club.
- Section 3 Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.
- Section 4 Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

Article IV – Executive Board & Officers:

- Section 1 The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Public Relations. The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.
- Section 3 The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.

Section 4 The Executive Board shall meet weekly during the academic year. Meetings of the Executive Board shall be called by the President of the organization.

Section 5 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the club members present and voting.

Article V – Duties of Officers

Section 1 The President shall:

- a. prepare the meeting agendas;
- b. have the power to call executive board meetings and all regular and special meetings of the organization;
- c. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- d. have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees;
- e. appoint a temporary secretary to take minutes when the secretary is absent;
- f. act as the spokesperson for the organization;

Section 2 The Vice-President shall:

- a. assist the president with responsibilities as needed;
- b. carry out the duties of the president in the absence of the president;
- c. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;
- d. serve as coordinator of all standing and ad hoc committees;
- e. be an ex-officio member of all standing and ad hoc committees.

Section 3 Treasurer shall:

- a. expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- b. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- c. complete, sign, and submit all financial paperwork;
- d. submit a financial report;
- e. keep track of the club's accounts, income, and expenditures;
- f. give a Treasurer statement of balance at every meeting;
- g. request financial assistance from the Student Government Association and Budget and Management Committee if needed; be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4 The Secretary shall:

- a. keep a proper record of all activities of the club, including the minutes of every meeting;
- b. take attendance at all business meetings of the organization;
- c. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the organization;
- e. carry on the official correspondence of the club; which will be signed by the president;
- f. give 72 hours of notice of all meetings;
- g. Distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5 The Public Relations shall:

- a. Advertise club meetings, events, and associated activities to create a campus presence;
- b. Create an online presence for the club, keeping the campus informed;
- c. Manage club social media accounts;
- d. Coordinate all social functions of the organization.

Article VII – Nomination and Election of Officers

- Section 1 Elections shall be held for all offices, including those that are filled temporarily.
- Section 2 Officers shall be elected for a term of one 1 year or until their successors are elected. They shall hold office until one of their successors shall assume office.
- Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than April 1 and no later than May 1 of each year.
- Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.
- Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the executive board casting votes.
- Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

Article VIII – Vacancies

- Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency, an election for the position will be held. If an existing officer does accept the Vice Presidency, an election will be held for the vacant position.
- Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

Article IX – Impeachment and/or Recall

- Section 1 Any officer is subject to impeachment and/or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.
- Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings. The impeachment request can be placed by any voting and/or executive board member.
- Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.
- Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.
- Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article X – Meetings

- Section 1 Meetings of the organization shall be held at least once a week during the academic year. There must be 48 hours of notice of all emergency meetings.
- Section 2 If voting results in a tie a re-vote will take place with the executive board casting votes.

Article XI – Amendments

- Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.
- Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.
- Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4 The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

Article XII – Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings.

Article XIII – Film Specific Rules

Section 1 Students using any university-owned equipment must complete media services training for that equipment.

Section 2 Students using club-owned equipment must be trained before usage of the equipment.

Section 3 In the event of accident or loss, it is the student's responsibility, not Film and Media Club, to pay for the equipment. Film and Media club is not responsible for its members use of equipment.

Section 4 Film and Media Club, when hosting events that are open to all university students, does not condone any violations of university or criminal law, and reserves the right to deny participation to any student who does not abide by the rules of the event or university.

Article XIV – Ratification

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.