

The University of Calgary Film Society Constitution

Article 1. Name

The name of the organization shall be THE UNIVERSITY OF CALGARY FILM SOCIETY hereinafter referred to as The U of C Film Society or UCFS. This name will be used as stated in all official capacities.

Article 2. Mandate

The purpose of the University of Calgary Film Society shall be:

2.1 To support and promote the presentation and appreciation of film on and off of the University of Calgary campus

2.2 To bring together members of the university community who share a common interest in film.

2.3 To service the university community with a source of motion picture entertainment.

2.4 To encourage interest in film as an art and as a medium of information and education by means of the exhibitions, lectures, discussions and other events involving films of cultural and artistic quality on and off of the university campus

Article 3. Membership

A member: a person who has been accepted into the U of C Film Society by the Executive.

3.1 The membership of the U of C Film Society shall be comprised of:

- i. Active Members shall be those members who are registered in a credit course at the University of its affiliated institutions, and who pay club membership fees
- ii. Associate Member shall be those club member who are not Active Members but who pay a club membership fee. They can be U of C alumni, research fellows, The Alma Mater Society of U of C faculty members, staff, non-U of C students, or others willing to be involved with the U of C Film Society activities. All members must be 15 years of age or older.

3.2 At all times The University of Calgary Film Society will have a minimum of 20 members, two-thirds (2/3) of which will be active members of the Student's Union.

3.3 The member of Associate Members shall not be more than one-third (1/3) of the U of C Film Society.

3.4 The membership period shall not be longer than one (1) year, and shall end no later than August 31st.

3.5 All members, including members of the elected Executive, shall pay an annual non-refundable membership fee of five dollars (\$5), at the time of registration.

3.6 Changes in membership fees shall not become binding or established until the termination of the current membership period.

3.7 Each new member of the U of C Film Society must sign a General Member waiver form.

3.8 Credit Members shall be defined as members of the U of C Film Society who have attained volunteer credit, where a credit is recognized as a service to the U of C Film Society as determined by the Executive.

3.9 A person's membership shall terminate:

- i. On receipt of his/her resignation by the Executive
- ii. On his/her expulsion from the U of C Film Society upon a two-thirds (2/3) majority vote by the current Executive with just cause in the interest of the U of C Film Society
- iii. On the date indicated on his/her membership receipt unless membership is renewed by:
 - a. Payment of new membership fees for the following year.
 - b. Designation as an Honorary Member

Article 4. Student's Union

The University of Calgary Film Society acknowledges and will abide by the Student's Union By-Laws and Policies.

The University of Calgary Film Society will no longer remain a Student's Union Club if a policy or By-Laws is contravened without Club Committee ratification.

Article 5. Executive Positions and Duties

The U of C Film Society shall have an Executive Committee comprised of the following Executive officers, elected annually by the U of C Film Society members.

All members of the Executive must be enrolled and attending a program at the University of Calgary.

5.1 *President (Chairperson)*

5.1.1 Act as liaison to the Student's Union.

5.1.2 Call General Meetings.

5.1.3 Chair the Film Society Meetings

5.1.4 Act as spokesperson to external organizations.

5.1.5 Be responsible for implementing the policies of the U of C Film Society. This includes ensuring that all Executives meet the deadlines specified in this Constitution.

5.1.6 Act as one of two Executive club Members to sign each cheque from the U of C Film Society. Executives may not sign cheques made out to themselves.

5.1.7 Be responsible in applying for sanctioning from the U of C Student's Union.

5.2 *VP Communications*

5.2.1 Act as liaison to public and other organizations.

5.2.2 Implementation and maintenance of all advertising and marketing for University of Calgary Film Society events.

5.2.3 Be responsible for attending Student's Union training programs and special events.

5.2.4 Assist in maintaining and updating the membership database.

5.2.5 Counsel, arbitrate, and deal with concerns and/or conflicts between Executives and Members.

5.3 *VP Finance*

5.3.1 Act as liaison to Student's Union Funding department.

5.3.2 Act as one of two Executive Members to sign each cheque from the U of C Film Society. Executives may not sign cheques out to themselves.

5.3.3 Act as sole signing Executive of all U of C Film Society financial accounts.

5.3.4 Prepare annual budget to be presented to and approved by the Executive by the Student's Union deadline.

5.3.5 Give monthly financial status reports at Executive meetings.

5.3.6 Be responsible for all monies received by and disbursed by the U of C Film Society, and keep all bills, receipts, and vouchers recorded in a ledger, which may be viewed upon request.

This includes signing and/or forwarding all bills, receipts, and vouchers within a decent time period.

5.3.7 Keep close contact with VP Operations to keep track of membership payments.

5.4 *Programming Board Chair*

5.4.1 Be responsible for all the programming committees selection and booking of films to be shown by the U of C Film Society.

5.4.2 Be the U of C Film Society's contact for film distributors (TFDL or private owners).

5.4.3 Entertain suggestions from the general membership concerning which films to book, and accommodate those suggestions at their discretion.

5.4.4 Prepare and present a confirmed schedule of films to the rest of the Executives at regular intervals, upon request by the Executives of at least one week prior to those films' exhibitions.

5.4.5 Shall obtain staff for all U of C Film Society events and screenings.

5.4.6 Coordinate the receipt and return of films within a decent amount of time as agreed by the TFDL or private owner.

5.4.7 Shall organize the bookings of rooms and films for screenings and events both inside and outside of the U of C.

5.5 *Editorial Board Chair*

- 5.5.1 Shall organize all official publications of the U of C Film Society.
- 5.5.2 Coordinate with the Executive to create U of C Film Society Newsletter.
- 5.5.3 Ensure publication and distribution of U of C Film Society Newsletter.
- 5.5.4 Implementation and maintenance of advertising of the U of C Film Society events.
- 5.5.5 Maintain the U of C Film Society website, including any updated copy of the constitution online.

5.6 *VP Operations*

- 5.6.1 Maintain records of memberships, and member contact information.
- 5.6.2 Maintain all U of C Film Society correspondence.
- 5.6.3 Chair meetings in the absence of Chairperson.
- 5.6.4 Record and keep minutes of all U of C Film Society meetings.
- 5.6.5 Prepare and distribute minutes to all members of the Executive following each meeting.
- 5.6.6 Ensure the code of procedure is understood is understood and followed by the membership.
- 5.6.7 Organize volunteers from the U of C Film Society membership base for external and internal events (ex. CSIF, Cinemathque, Movies That Matter).

5.7 *Movies That Matters Coordinator*

- 5.7.1 Coordinating the Movies That Matter events (ex. volunteers, social media, programming, event planning, delegating duties).
- 5.7.2 Liaison between Movies That Matter and the University of Film Society team and the Communication, Media, and Film department.

5.8 *Committees*

- 5.8.1 Supplementary committees formed ad hoc for special purposes may be implemented based on a two-thirds (2/3) majority vote of the Executive

members. The Executive may appoint a committee leader to act as a liaison to the Executive on behalf of said committee.

5.8.2 Ex-officio members of the Executive may be designated based on a two-thirds (2/3) majority vote of the Executive members. These members may attend and participate in Executive and general meetings but do not reserve the right to vote on U of C Film Society issues.

5.8.3 Individual Executive responsibilities shall not be turned over to any appointed committee.

5.9 Restrictions

5.9.1 The U of C Film Society shall be non-political (i.e. it shall not espouse the cause of any political party of sectional interest).

5.9.2 The U of C Film Society funds shall be used only in the furtherance of the society's mandate. Any balance of funds at the end of the Society year shall be carried over to the next Society year.

5.9.3 The U of C Film Society shall not be run for the private profit of any Member or Members.

5.9.4 No Member shall receive payment directly or indirectly for their service or for anything other than legitimate expenses incurred in the running of the society.

Article 6. Executive Terms of Office

The Term of office for all Executive positions shall commence May 1st and end June 30ths of the school year.

6.1 Disciplines and Impeachment of an Executive

An executives failing to perform their duties, commits an impropriety or violates the provisions of the constitution may be expelled from the Executive by a two-thirds (2/3) majority vote at an Executive meeting.

Before an Executive is expelled, the following events may take place.

- i. The issue will be presented and discussed at an Executive meeting.
- ii. The Chairperson is responsible for giving a formal written warning in person in question.
- iii. The person in question must address the Executive at a meeting on or before the date specified by the Executive. They may agree to

improve their performance or choose to resign if they no longer perform the required duties.

- iv. Failure to address the Executive by the specified deadline and/or making no progress will result in a final vote.
- v. Upon expulsion of an Executive, the Executive shall appoint a replacement or a by-election may be called.

Article 7. Executive Elections

7.1 The election of a new Executive of the U of C Film Society must take place no later than April 1st of each year to ensure a smooth transition from the old Executive to new Executive.

7.2 Prior to an election, the Executive shall appoint a Chief Election Officer (CEO) for the upcoming election. The CEO must not be running in the upcoming election.

7.3 The CEO must not vote in the upcoming election.

7.4 The CEO shall be responsible for all duties associated with upcoming election and shall provide proper notice to all U of C Film Society members for the upcoming elections.

7.5 Only active Members as defined by Article 3 are eligible to vote at a general meeting.

7.6 Only members of the U of C Film Society who have been members for fourteen (14) days prior to the general meeting shall have voting privileges at that general meeting.

7.7 By-elections shall be called within two weeks of a position becoming vacant through resignation, ineligibility, or expulsion.

7.8 Expelled Executives may run in a by-election for the position that they have been expelled.

Article 8. Transition of the Executives

8.1 During the transitional period of the Executive (from the second week of April until the first day of May), when members of the newly elected Executive assume office, it is the responsibility of the outgoing Executive to adequately orient them to their positions. This includes providing information and training regarding the policies and procedures of the U of C Film Society as well as the Student's Union, club records, and applicable materials.

8.2 It is the responsibility of the incoming Executive to assume custody of all club records and materials and accountability for all financial activities of the society (as outlined in Article 5), and for all society requirements to the Student's Union commencing with the first of May.

8.3 It is the responsibility of the departing President of the U of C Film Society to ensure that all requirements to the Student's Union have been met. This includes the submission of a complete annual report and the transfer of all club records and applicable materials to the incoming elected Executives assuming office.

8.4 It is the responsibility of the departing President of the U of C Film Society and the departing Treasurer to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the Society. In addition, the outgoing President and Treasurer must arrange with the newly elected Executive for the transition of any applicable accounts. These tasks are to be completed and their outputs delivered to the new Executive no later than the first day of May.

8.5 Executives who do not fulfill their respective obligations are subject to expulsion from the U of C Film Society by the newly elected Executive.

Article 9. Meetings

9.1 Executive meetings must be held at least once a month during the academic year and August.

9.2 An Executive or General meeting may be called at any time at the discretion of the U of C Film Society President.

9.3 An Executive meeting must be called by the U of C Film Society President upon receipt of a petition from two (2) or more members of the Executive.

9.4 Notice of an Executive meeting shall be given at each previous Executive meeting on understanding that Executive meetings will take place on a regular basis. Notice will also be given via email one (1) day in advance of the meeting.

9.5 Each Executive meeting shall approve the minutes of the previous Executive meeting.

9.6 Any member of the U of C Film Society may attend Executive meetings. Expulsion from the meeting will result if the presence of a member is deemed to be detrimental to the efficiency of the meeting and/or at the discretion of the Executive.

9.7 The Quorum for all general meetings shall be the greatest of twenty (20) members or twenty-five percent (25%) of the credit members excluding the Executive.

9.8 The Quorum for an Executive meeting shall be fifty percent (50%) of the number of members in the Executive.

9.9 *General Meetings*

- i. The U of C Film Society shall have at least one General meeting during each term of the school year. One of these meetings shall take place in March to elect a new Executive for the following year.
- ii. A General Meeting shall be called by the acting U of C Film Society President at the request of the Executive or at his/her discretion.
- iii. A General Meeting shall be called by the U of C Film Society President upon receipt of a petition representing five (5) credit members, or quorum as specified in this constitution, whichever is lesser. The date of the meeting must be provided to all members at least seven (7) days before the meeting is to take place.
- iv. The U of C Film Society President shall post an Agenda for the General Meeting on the Society Website at least three (3) days prior to the meeting.
- v. Minutes of the U of C Film Society meetings shall be maintained as the accepted record of proceedings. Minutes for the last General Meeting and all of the Executive meetings shall be made available at the General Meeting upon request.
- vi. A two-thirds (2/3) majority vote made at an Executive meeting achieving quorum shall have the power to overrule any motion passed hitherto.

Article 10. Dissolution

In the case of dissolution, a dissolution meeting shall be held by the Executive to discuss the treatment of applicable materials and finances.

A resolution to self-dissolve, approved by a vote of no less than three-fourths (3/4) of credit members.

If the Society has already been dissolved when the dissolution meeting is held:

- i. A notice shall be given to the members of the Society at least seven (7) days before the meeting.
- ii. The regulations of the meeting shall be the same as those of an ordinary General or Executive meeting.

Article 11. Amendments

This constitution shall comprise the operating basis of the U of C Film Society. All amendments to this document must be ratified by a two-thirds (2/3) vote of the club membership. A copy of the amended constitution must be submitted to the Student's Union within two (2) weeks of ratification.