

# Film Board Constitution

Table of Contents	1
Article I – Organization	2
Section 1: Name	
Section 2: Purpose	
Article II – Membership	3
Section 1: Membership	
Section 2: Provisional Membership	
Section 3: Active Membership	
Section 4: Alumni Membership	
Section 5: Advisor(s)	
Section 6: Service Requirements	
Section 7: Compensation Policy	
Article III – Officers	5
Section 1: Titles	
Section 2: Duties	
Section 3: Delegation	
Article IV – Elections & Transitions	8
Section 1: Officers	
Article V – Meetings	9
Section 1: Type	
Section 2: Attendance	
Section 3: Parliamentary Authority	
Section 4: Voting	
Article VI - Property and Finances	11
Section 1: Property	
Section 2: Finances	
Section 3: Dissolution	
Article VII - Discipline, Impeachment, Succession and Removal	12
Section 1: Member Disciplinary Actions	
Section 2: Impeachment	
Section 3: Succession	
Section 4: Removal of Projectionist	
Section 4: Removal of Member	
Article VIII – Amendments	13
Section 1: Procedure	

## **Article I – Organization**

### Section 1: Name

The name of this organization shall be the "Film Board," hereafter referred to as the Board.

### Section 2: Purpose

The purpose of this organization shall be to promote low cost, quality movie entertainment to the students, faculty, staff, and surrounding community of Michigan Technological University.

## **Article II – Membership**

### Section 1: Membership

1. The Board shall have no more than forty (40) Provisional and Active Members.
2. Membership shall be by application and subject to a majority vote by members of the Board at a regularly scheduled meeting.
3. In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective February 24, 2011, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. In addition, the organization is committed to the policy of not discriminating against disabled individuals and veterans
4. Termination of enrollment due to sever disciplinary sanctions as a MTU student implies termination of membership with the Board. Application for reinstatement of membership shall entail the guidelines followed by new applicants (see Article II, Section 1.2).

### Section 2: Provisional Membership

1. Temporary membership for incoming members without an established MTU GPA will be Provisional Members.
2. Once a GPA is established, Provisional Members must move to Active Membership.
3. Provisional Members who fail to become an Active Member lose membership with the Board

### Section 3: Active Membership

1. Active Members are required to have a cumulative GPA of 2.00 or higher at the time of moving to Active Membership.

### Section 4: Alumni Membership

1. Active Members who leave Michigan Tech in good standings will move to Alumni Membership.

### Section 5: Advisor(s)

1. The advisor(s) shall be chosen from the MTU faculty and/or staff and approved by a majority vote of the Board.
  - a. The name of the advisor(s) must also be submitted to the Office of Student Activities for final approval.

### Section 6: Service Requirements

1. All Active and Provisional members are required to fulfill the service requirements established by the Vice President of the Board.
  - a. Members who fail to fulfill these requirements will subject to Article VII, Section 1.

Section 7: Compensation Policy

1. Members of the Board shall be compensated for their services according to the guidelines of the Film Board Member Compensation Policy.
2. Amendments to the Compensation Policy need to follow the same procedure as an amendment to the Constitution (see Article VIII).

## Article III – Officers

### Section 1: Titles

1. The Board shall elect and maintain nine (9) officers:
  - a. President
  - b. Vice-President
  - c. Treasurer
  - d. Secretary
  - e. Equipment Supervisor
  - f. Publicity Chair
  - g. Web Page Chair
  - h. Concessions Chair
  - i. Advertising Chair

### Section 2: Duties

1. The President is:
  - a. The presiding officer at all Regular meetings and Special meetings.
  - b. An ex-officio member of all committees.
  - c. Responsible for the ordering and scheduling of all films.
  - d. Responsible for keeping and signing all film agreements and contracts.
2. The Vice-President is:
  - a. To take the place of the President in his/her absence.
  - b. To preside over any meeting at which the President is to preside over but is absent.
  - c. Responsible for establishing, overseeing, maintaining, and informing the Board of the Service Requirements.
  - d. Responsible for the recruitment, orientation, and training of new members.
  - e. Responsible for all of the Board's social activities.
  - f. Responsible to taking on the responsibilities and duties, temporarily, for any vacant or disabled officer, until a replacement can be and is voted into the position.
    - i. This responsibility does not conflict with Article IV Section 1.8
3. The Treasurer is:
  - a. Responsible for all monetary assets of the Board.
  - b. Responsible for all monetary transactions of the Board.
  - c. To give a monthly report on all monetary holdings of the Board.
  - d. A co-signer of all accounts of the Board.
4. The Secretary is:
  - a. Responsible for establishing a weekly agenda for the Board meetings.
  - b. Responsible for the recording of minutes at all regular and special meetings of the Board and dispersing them in a timely manner.
  - c. Responsible for maintaining and reporting attendance records on active and provisional members (see Article V, Section 2).
  - d. Responsible for recording and maintaining the Board's records.

5. The Equipment Supervisor is:
  - a. Responsible for overseeing and maintaining the Board's equipment.
  - b. Responsible for collecting, building, disassembling, and returning all the Board's films.
  - c. Responsible for stocking all equipment cleaning supplies (kettle cleaner, Plexiglas cleaner, film cleaners, etc).
  - d. Responsible for the training of new projectionists.
  - e. A member of the committee which hires new projectionists.
  - f. Responsible for maintaining insurance and warranties on the Board's equipment.
  - g. Responsible for scheduling projectionists.
6. The Publicity Chair is:
  - a. Responsible for all film publicity consisting of:
    - i. Putting up posters as defined by the "posting policy" (in a timely manner)
    - ii. Placing table tents as defined by the "posting policy"
    - iii. Putting up flyers as defined by the "posting policy"
    - iv. Setting up the voice mail "movie line" message
    - v. Maintaining and sending out movie times to the movie email list
    - vi. Updating any contractual external publicity (radio, newspaper, etc.)
  - b. Responsible for seeking out new forms of publicity.
7. The Web Page Chair is:
  - a. Responsible for keeping and maintaining the Board's World Wide Web pages.
  - b. Responsible for getting updated information submitted to the web server in a timely manner.
  - c. Responsible for the Board's publicity by way of the Internet.
  - d. Responsible for updating the show and show times on the web page within 24 hours of the completion of the previous film.
8. The Concessions Chair is:
  - a. Responsible for stocking supplies for concession sales.
  - b. Responsible for stocking all non-equipment cleaning supplies (trash bags, soap, etc).
  - c. Responsible for returning used material for deposit return.
  - d. Responsible for researching new concession items.
  - e. Responsible for reporting the cost and profit margins of concession items to the Treasurer.
9. The Advertising Chair is:
  - a. Responsible for recruiting companies and student organizations for advertising with the Board.
  - b. Responsible for establishing and maintaining contracts with organizations for advertising.
  - c. Responsible for dealing with all advertising monetary transactions as negotiated in the advertising contracts.
  - d. Responsible for assuring advertisements are updated before the first show every weekend.

### Section 3: Delegation

1. Any officer has the ability to delegate a duty of their position to another member.
2. It is an additional responsibility for that officer to monitor the duty(s) delegated to that member.

3. The delegating officer, at all times, is held ultimately responsible for the delegated duty(s).

## Article IV – Elections & Transitions

### Section 1: Officers

1. Nominations shall begin no earlier than the board meeting directly following Spring Break.
2. Elections are to be announced and nominations taken at a meeting, at least two meetings before the expected date of the vote. A delay of the vote a week does not need a repeat of this requirement. Write-in votes are to be accepted for an election vote, when delivered to the person presiding before or during the vote meeting.
3. Officers shall be elected no later than the last meeting of Spring Term. A simple majority vote is required to be elected.
4. The term of office for all officers shall last from the Fall Term through the end of the Spring Term the following calendar year.
5. Provisional Members are not allowed to run for an officer position.
6. Officers must be members of the board for 14 weeks before taking office.
7. Officers must be a student and have a more recent semester and cumulative GPA of 2.00 at the time of election.
8. In the case that there are one fewer than two (2) active members seeking a specific officer position, members normally restricted by items five (5) and six (6) can be nominated for an officer position during the last week of nominations with a two-thirds (2/3) vote with quorum.
9. No single individual may hold more than one officer position.
10. Officers who leave their position at the end of a term are required to provide continuity and training to the newly elected officers before the change in power occurs as described in the Continuity Policy.

## Article V – Meetings

### Section 1: Types

1. Regular meetings shall be held at a designated time and place to be determined by the Board.
2. Special meetings may be called by the President, an advisor, or four (4) members of the Board.
  - a. Special meetings must be called at least forty-eight (48) hours before the meeting to have attendance be required.
3. Committee meetings are meetings established by each respective committee's chair.

### Section 2: Attendance

1. Attendance at Board meetings is required by all Board members.
2. The Secretary or President must be contacted before an excused absence may be given. The following circumstances are excusable:
  - a. Test (including studying)
  - b. Another Board function
  - c. Illness
  - d. A class
  - e. Co-Op/Intern (Long-Term)
  - f. Other (determined excusable by the Secretary or President)
3. Voting privileges will be denied to a member who has three (3) unexcused absences in one term. Three (3) unexcused absences will receive punishment by the guidelines of the Film Board Disciplinary Policy (see Article VII, Section 1).

### Section 3: Parliamentary Authority

1. Authority will be loosely based on Robert's Rules of Order.
2. Presidential voting capabilities.
  - a. The President is allowed to vote the same as any other member.
  - b. The president is allowed to entertain a motion, but not make or second a motion.
    - i. Motions may be defined in the constitution to allow the president to make or second a motion.
  - c. The president is allowed to hold their vote as an Abstain, to be converted to yea or nay vote only after the count, only in the event of a tie.
3. In the event of tie vote, the vote is tabled until the next meeting to be voted on again. This will be repeated for as many meetings as necessary.
4. Motions to adjourn, require only a simple majority, and do not need a full quorum. The person presiding over the meeting can deny the motion to adjourn, before a vote and before a second.

#### Section 4: Voting

1. Abstentions; Abstentions are votes cast, recorded, and defined as neither a vote for, nor a vote against the current motion, but still is a vote.
2. Members who have had their voting privileges denied, automatically abstain for any vote in which they are present.
3. Fifty-one percent (51%) of the voting members shall constitute a quorum. A quorum is required to transact official business. Unless specified otherwise, all voting requires a simple majority.
4. "a two-thirds (2/3) vote of the entire Board" . " Means that 2/3 of the board members must take part in the vote, which then requires a simple majority.
5. "a seventy-five percent (75%) vote of the entire Board." Means that 75% of the board members must take part in the vote, which then requires a simple majority.
6. Fractional voting requirements round up to the next full vote.

## Article VI - Property and Finances

### Section 1: Property

1. All property of the Board shall be used to promote the organization.
2. No property will be used for non-organizational purposes, with the exceptions of:
  - a. Approval from the Board
  - b. Approval from the Equipment Supervisor and President
3. All property (such as projectors, splicers, sound system, etc.) shall be maintained as stated in Article III, Section 2.5a.

### Section 2: Finances

1. All monetary assets will be kept in a local banking institution with exceptions of:
  - a. Limited amount kept in an account at Michigan Technological University for the purposes of account transfers and inter-account bill payment
  - b. Limited amount kept on hand for purposes of change
2. Sound bookkeeping and accounting principles shall be practiced at all times.
3. All monetary disbursements by the Board shall be paid by checks signed by the Treasurer and an Advisor or President.
4. Micro Funds, meant for small purchases, shall be defined in the Film Board Reimbursement Policy; which historically has been set at twenty five (25) dollars.
5. Any monetary transaction of the Board's funds exceeding Micro Funds shall require approval of the Board. This shall exclude:
  - a. Film Company Bills
  - b. Shipping Costs
  - c. Concession Purchases

### Section 3: Dissolution

1. Upon dissolution of the Board, all property and funds shall be held for a minimum of six months and a maximum of two years pending the creation of a new organization that would take the Board's place at Michigan Technological University. If there is no creation of such an organization then and only then shall all property be sold and all monetary assets shall be given to the general scholarship fund at Michigan Technological University.

## **Article VII – Discipline, Impeachment, Succession and Removal**

### Section 1: Member Disciplinary Actions

1. A member is subject to the punishment outlined in the Film Board Disciplinary Policy if they fall into one of the following categories:
  - a. Missed a scheduled show or cleanup
  - b. Failed to fulfill service requirements and yet remain on the board
  - c. Missed two (2) or more meetings unexcused (per term)
2. Amendments to the Disciplinary Policy need to follow the same procedure as an amendment to the Constitution (see Article VIII).

### Section 2: Impeachment

1. The Board shall have the sole power to impeach an officer on the grounds of malfeasance, misfeasance, or nonfeasance of his/her duties as outlined in the Constitution by a seventy-five percent (75%) vote of the entire Board.

### Section 3: Succession

1. Vacated positions shall be filled by members elected at a regularly scheduled meeting. He/she will complete the previous officer's term of office.

### Section 4: Removal of Projectionist

1. The Board, upon recommendation of the Equipment Supervisor or any two active members, shall have the sole power to remove any projectionist on the grounds of failure to fulfill his/her duties or responsibilities as outlined by the projectionist contract. A two-thirds (2/3) majority vote of the entire Board is required at a regular scheduled meeting where the projectionist must be present.

### Section 5: Removal of Member

1. Members can be removed upon the following grounds:
  - a. Voted Removal; The Board, upon recommendation of the President or any two (2) active members, shall have the sole power to request the removal of a member, seeking a two-thirds (2/3) majority vote of the entire Board. Examples of grounds for dismissal:
    - i. Lack of professionalism while representing the Board in the public eye
    - ii. Found guilty of University Misconduct (as defined by the Michigan Tech Code of Community Conduct)
    - iii. Damages to the Board's equipment due to carelessness of a member
  - b. Automated Removal; Circumstances that instigate an automatic removal of membership. This removal can be overridden by the officers of the board. Automatic removal include, but are not limited to:
    - i. Failure to fulfill his/her service requirements as established by the Board
    - ii. Intentional destruction and/or theft of the Board's property
    - iii. Any combination of four (4) missed shows, cleanups and/or meetings
      1. If a member signs up for a show and/or cleanup and has it covered by another member it is not considered missed.

## **Article VIII – Amendments**

### Section 1: Procedure

1. Amendments to this document must be submitted in writing at a regularly scheduled meeting.
2. Amendments are read and automatically tabled without discussion until the next regularly scheduled meeting at which time ratification takes place. A seventy-five percent (75%) vote of the members in attendance (See Article V, Section 3.2) is required for passage.
  - a. All amendments will take effect when approved by the Office of Student Activities.