

Film Board Constitution

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Article I – Organization

Section 1: Name

1. The name of this organization shall be "Film Board"

Section 2: Purpose

1. The primary 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. Any student at Michigan Technological University may join Film Board after attending two regular meetings within a month and completing a membership form.
 - a. Someone who does not attend Michigan Tech may join on the referral of an existing member
2. In compliance with Michigan Technological University's Board of Trustees Equal Opportunity Policy effective February 24, 2011, Michigan Tech shall 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.
3. Termination of enrollment due to severe disciplinary sanctions as a Michigan Tech student implies termination of membership with Film Board. Application for reinstatement of membership shall entail the guidelines followed by new applicants (see Article II, Section 1.1).

Section 3: Active Membership

1. All people who join Film Board are automatically active members unless they fulfill other membership criteria
2. Active members have semesterly requirements as set by the Vice President that they are to complete in order to stay an active member in Film Board.
 - a. Members who fail to fulfill these requirements shall be subject to Article VII, Section 1.

Section 4: Inactive Membership

1. Inactive members are Film Board members that are not actively participating in Film Board
2. Inactive Membership must be declared the same as an excused absence (as defined in Article VI, Section 2.2).
3. Inactive membership is effective at minimum until the beginning of the term following the declaration.
4. An inactive member is still eligible for active membership.
5. An inactive member loses all privileges.
6. Inactive members remain inactive until one of the following conditions are met
 - a. The inactive member becomes eligible to become an alumni member, at which point the inactive member moves into alumni membership.
 - b. The inactive member declares to become an active member, at which point the member gains their full service requirements for the term.
 - c. Termination as defined in Article II, Section 1.3.

Section 5: Community Membership

1. People who become Film Board members but do not attend Michigan Tech shall be community members.
2. Community members do not have requirements but are encouraged to participate as much as they can
3. Community members may privileges rewarded similar to active members, this is at the discretion of the Vice President

Section 6: Alumni Membership

1. Active Members who leave Michigan Tech and Film Board in good standings shall move to Alumni Membership.

Section 7: Projectionists

1. Active members or officers may be trained as dictated by the equipment supervisor to become projectionists.
 - a. Projectionists must maintain at least a half-time credit load of courses throughout the semesters they work.

- i. Undergraduate students must meet a six (6) credit load.
 - ii. Graduate students will confer with the equipment supervisor to see if they meet the appropriate credit load.
 - iii. Projectionists in their last semester before graduation can be exempt from this requirement at the discretion of the equipment supervisor.
 - b. Projectionists can be inactive members as long as previously trained as well as approved by the equipment supervisor.
 - i. Inactive members must still maintain a half-time credit load as described in section 7a.
 - c. The requirements stated in section 7a can be overridden by a simple majority vote of the officers.
 - i. The projectionist must be previously trained and an active member.
 - ii. The vote must take place every term before week 4.
 - iii. The vote must be passed for the projectionist to resume duties and be allowed on payroll.
- 2. Projectionists are trained to project shows on digital and 35mm film as well as to troubleshoot any issues that may arise.
 - a. One projectionist is required to be at every Film Board showing.
 - b. Projectionists are required to stay in Fisher hall for the full time of the show(s), including cleaning times.
- 3. During the weekend, projectionists manage film board members or officers who are working shows.
 - a. This does not mean that the projectionists have any more power than a regular member.
 - b. They are held to a higher standard of responsibility, as they are liable for any equipment they break.

Section 8: Advisor(s)

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

Section 9: Compensation Policy

- 1. Members of Film Board shall be compensated for their services according to the guidelines of the Film Board Compensation Policy.

Article III – Officers

Section 1: Titles

1. Film Board shall elect and maintain nine (9) officers:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Equipment Supervisor
 - f. Advertising Chair
 - g. Concessions Chair
 - h. Community Chair
 - i. Publicity Chair
 - j. Web Page 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 film contracts.
2. The Vice-President is:
 - a. Responsible for all presidential duties in the absence of the President.
 - b. Responsible for establishing, overseeing, maintaining, and informing Film Board of the Service Requirements.
 - c. Responsible for the recruitment, orientation, and training of new members.
 - d. Responsible for maintaining and updating Film Board's email lists.
 - e. Responsible for 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 V Section 1.8
3. The Treasurer is:
 - a. Responsible for all monetary assets of Film Board.
 - b. Responsible for all monetary transactions of Film Board.
 - c. To give a weekly report on all monetary holdings of Film Board.
 - d. A co-signer of all accounts of Film Board.
4. The Secretary is:
 - a. Responsible for establishing a weekly agenda for Film Board meetings.
 - b. Responsible for the recording of minutes at all regular and special meetings of Film Board and dispersing them in a timely manner.
 - c. Responsible for maintaining and reporting attendance records on members (see Article VI, Section 2).
 - i. This includes keeping accurate record of membership status of all Board members and informing members when their membership status changes.

5. The Equipment Supervisor is:
 - a. Responsible for overseeing and maintaining Film Board's equipment.
 - b. Responsible for managing all Film Board's cinematic adventures from receiving to shipping out.
 - c. Responsible for stocking all equipment cleaning supplies (kettle cleaner, Plexiglas cleaner, film cleaners, etc).
 - d. Responsible for the hiring and training of new projectionists.
 - e. Responsible for scheduling projectionists.

6. The Advertising Chair is:
 - a. Responsible for recruiting companies and student organizations for advertising with Film Board.
 - b. Responsible for all advertising as defined by the "Advertising Policy"

7. 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.

8. The Community Chair is:
 - a. Responsible for all social events and social media within Film Board.
 - b. Responsible for keeping and cataloging all Film Board archives and records.
 - c. Responsible for representing Film Board and Film Board's interests at necessary meetings of USG, IRHC, and other organizations that have a relationship with Film Board.
 - d. Responsible for helping the Vice President with recruitment duties.

9. The Publicity Chair is:
 - a. Responsible for all publicity as defined by the "Posting policy".
 - b. Responsible for seeking out new forms of publicity.

10. The Web Page Chair is:
 - a. Responsible for maintaining and updating Film Board's web presence.
 - b. Responsible for getting updated information submitted to the web in a timely manner as defined by the "Posting Policy"
 - c. Responsible for Film Board's publicity by way of the Internet as defined by the "Posting Policy"

Section 3: Delegation

1. Any officer has the ability to delegate a duty of their position.
2. The delegating officer, at all times, is ultimately held responsible for any delegated duties.

Article IV – Committees

Section 1: Committees

1. Film Board shall maintain four(4) standing Committees:
 - a. Advertising Committee
 - b. Equipment Committee
 - c. Judicial Committee
 - d. Movie Committee
2. Film Board members are required to be in at least 1 committee outside of movie committee.

Section 2: Committee Chairs

1. Committee Chairs are responsible for scheduling their committee meetings
2. Committee Chairs can require attendance at committee meetings
3. Committee Chairs are the presidents of their committee.

Section 3: Duties

1. The Advertising committee:
 - a. The Advertising officer and Publicity Officer are the chairs of this committee.
 - b. This committee is responsible for coming up with new ideas for advertising and publicity.
 - c. This committee is responsible for helping publicity to put up posters and flyers.
2. The Equipment Committee:
 - a. The Equipment Supervisor is the chair of this committee.
 - b. This committee is responsible for any projects involving current or future Film Board assets.
3. The Judicial Committee:
 - a. All officers of Film Board are part of this committee.
 - b. This committee is responsible for maintaining and updating the constitution and all policies.
4. The Movie Committee:
 - a. All members of Film Board are also members of Movie committee
 - b. This committee is responsible for consolidating all available films into a final ballot for the whole Film Board to vote on.

Section 4: Meetings

1. Each committee must meet at least three times each semester
2. Each committee must require attendance at at least two out of the three meetings
 - a. For a meeting to have required attendance, there must be an announcement at least 48 hours before the proposed meeting time.
 - b. Committee Chairs have the power to have required attendance at more than two meetings a semester
 - c. When a meeting has required attendance, it can be counted as an unexcused absence if a member of the committee does not show up.
 - i. A member may be excused at the discretion of the committee chair as described in article VI section 2.2.

Article V – Elections & Transitions

Section 1: Officers

1. Nominations shall be opened at the first regular meeting of spring term, Week 1.
2. Officer elections are to be held week 11 during the regular meeting. A simple majority vote with quorum is required to be elected.
 - a. Officer elections may not be rescheduled or postponed
 - b. Any officer nominee who cannot attend this meeting must prepare a statement and give it to the secretary or president.
3. Write-in votes are to be accepted by the presiding officer at or up to twenty-four (24) hours before the times of the election.
4. The term of office for all officers begins the following academic semester and lasts until the end of the academic year.
 - a. Mid-term transitions last for the remainder of the current term of office
5. Community members are not allowed to run for an officer position.
6. Officers have the following prerequisites to be eligible for officer ship:
 - a. Must be a member of Film Board for at least 14 weeks before taking office.
 - b. Must be at least a part-time student (6 credits) at the time of election.
 - c. Must have a cumulative GPA of at least 2.25 at the time of election.
 - d. Must meet the criteria of the university to acquire a key at the time of election.
7. No single individual may be elected to more than one office position.
8. Members normally restricted by items six (6) and seven (7) can be nominated for an officer position during the last week of nominations with a two-thirds (2/3) vote with quorum if the number of active members seeking a specific officer position is fewer than two (2).
9. Officers who leave their position 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 VI – Meetings

Section 1: Types

1. Regular meetings shall be held at a designated time and place to be determined by Film Board.
2. Special meetings may be called by the President, an advisor, or at least four (4) members of Film Board.
 - a. Special meetings must be announced at least forty-eight (48) hours in advance in order to have attendance at said meeting be required.
2. Officer meetings shall be held at minimum once a month
 - a. this shall be specified by the president
3. Committee meetings are meetings scheduled by each respective committee's chair, as referenced in article IV

Section 2: Attendance

1. Attendance at regular 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. Another Board function
 - b. Class
 - c. Co-Op/Intern (Inactive membership)
 - d. Exam (including studying)
 - e. Illness
 - f. Job
 - g. Other (determined excusable by the Secretary or President)

Section 3: Parliamentary Authority

1. Authority shall 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.
3. The person presiding over the meeting is allowed to hold their vote as an abstention, to be converted to yay or nay vote after the count if it would otherwise be a tie.
 - a. In the event of a tie vote, the motion is tabled until the next meeting to be voted on again.
4. Motions to adjourn require only a simple majority of those present and do not need a full quorum. The person presiding over the meeting can deny the motion to adjourn.

Section 4: Voting

1. Abstentions are votes cast, recorded, and defined as neither a vote for nor a vote against the current motion.
 - a. If abstention votes are the majority of the votes for the motion, it be further discussed or tabled at the discretion of the president.
2. "a simple majority" is defined as more than one-half of votes for or against a motion.
3. More than one-half ($\frac{1}{2}$) of the voting members shall constitute as quorum. Quorum is required to transact official business. All voting requires a simple majority unless specified otherwise.
4. "a two-thirds ($\frac{2}{3}$) vote of Film Board" shall be defined as a vote in which a minimum of sixty-seven percent (67%) of all voting members are present, which then requires a simple majority.
5. "a three-fourths ($\frac{3}{4}$) vote of Film Board." shall be defined as a vote in which a minimum of seventy-five percent (75%) of all voting members are present which then requires a simple majority.
6. Fractional voting requirements round up to the next full vote.

Article VII - Property and Finances

Section 1: Property

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

Section 2: Finances

1. All monetary assets shall be kept between a local banking institution and accounts at Michigan Technological University.
 - a. Limited amount of cash kept on hand for purposes of change will be kept in a safe
 - b. *Blah blah monetary policy*
1. Best bookkeeping and accounting principles shall be practiced at all times.
2. All monetary disbursements by Film Board shall be paid using a payment method of the Treasurer's choice.
3. Micro Funds, meant for small purchases, shall be defined in the Film Board Reimbursement Policy.
4. Any monetary transaction of Film Board's funds exceeding Micro Funds shall require approval of Film Board. This shall exclude:
 - a. Entertainment Company Bills
 - b. Shipping Costs
 - c. Concession Purchases

Section 3: Dissolution

- i. Upon dissolution of Film 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 Film 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 VIII – Discipline and Removal

Section 1: Actions

1. There are several actions that shall incur punishment from Film Board. They include, but are not limited to, the following:
 - a. Missing any combination of four or more scheduled shows, cleanups, extreme cleans, or required meetings.
 - b. Failure to fulfill service requirements.
 - c. Damaging Film Board properties out of carelessness or intentionally.
 - d. Failure to complete required duties of their elected office.

Section 2: Removal

1. Removal of an Officer
 - a. The Board shall have the sole power to remove an officer from their position on the grounds of malfeasance, misfeasance, or nonfeasance of their duties (as outlined Article III)
 - b. A two--thirds (2/3) majority vote of the Board is required at a regular scheduled meeting where the officer must be present.
2. Removal of a Projectionist
 - a. 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 their duties or responsibilities as outlined by the “Projectionist Contract”.
 - b. A two--thirds (2/3) majority vote of the Board is required at a regular scheduled meeting where the projectionist must be present.
3. Removal of a Member
 - a. Automated Removal: Circumstances that instigate an automatic removal of membership. These circumstances are as follows:
 - i. Failure to fulfill their service requirements for more than two semesters as established by the Board
 - ii. Intentional destruction and/or theft of the Board’s property
 - iii. Termination of enrollment due to severe disciplinary sanctions as a Michigan Tech student
 - iv. 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.
 - b. 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 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

Section 3: Loss of Compensation

1. Automated Loss: Should a member not fulfill their service requirements for a semester, they shall automatically lose their compensation for that semester.
2. Voted Loss: The Board, upon recommendation of the President or any two (2) active members, shall have the sole power to request the loss of compensation of a member for a specified amount of time or amount, seeking a majority vote of the Board. Examples of grounds for loss of compensation:
 - a. Lack of professionalism while representing the Board in the public eye

- b. Found guilty of University Misconduct as defined by the Michigan Tech Code of Community Conduct
- c. Damages to the Board's equipment due to carelessness of a member

Section 4: Overriding & Special Circumstances

1. Film Board officers have the sole power to override automated removal or any form of loss of compensation.
 - a. Members must have legitimate reasons for missing shows and/or meetings.
 - b. Officers may be empathetic, but must be objective when overriding.
2. Special Circumstances may include, but are not limited to:
 - a. RA having rounds and not being able to do extreme cleans
 - b. Family emergency that makes a member unable to finish requirements
 - c. Senior status and senior-related stress

Section 5: Appeals

1. If a member has been removed either as an officer or a projectionist, they may appeal
 - a. A two-thirds (2/3) majority vote of Film Board is required in favour to repeal the removal
 - b. The first appeal may take place the semester after the removal
 - i. If the appeal succeeds to repeal an officer removal, the member may run for the office in the next election.
 - ii. If the appeal succeeds to repeal a projectionist removal, the member may immediately resume projectionists duty.
 - iii. If the first appeal fails, then the removed officer or projectionist must wait an academic year from the time of appeal before appealing again
2. If a member has been removed as a member
 - a. A two-thirds (2/3) majority vote of Film Board is required in favour to repeal the removal
 - b. The first appeal may take place the week after the removal at a regular meeting
 - i. If the appeal succeeds, the member continues as a member of Film Board
 - ii. If the appeal fails, the member must reapply for membership as stated in Article II 1.1

Article IX – 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 is required for passage.
3. All amendments shall take effect when approved by the Office of Student Activities.