

Constitution for "Reel Productions Film Society"

Date constitution was written: Sept. 19th, 2008 – Oct. 22nd, 2008

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Reel Productions – A Film Society for the purpose of utilizing and developing students' creative abilities through the creation and discussion of films.

Articles

- I. The organization shall be known as "Reel Productions Film Society" hereinafter referred to as RPFS.

- II. The goal of RPFS will be to bring more of an artistic culture to campus, and to provide a creative outlet for those interested in the arts, particularly film. The main goal of the organization is to be a creative environment for students to be able to produce, direct, and create film projects using the talents and creative abilities of the membership. The subjects or stories filmed in Reel Productions' film projects will be determined by the membership – if there are any discrepancies regarding subject content, all final decisions regarding the direction will be determined by the board members. The second goal of RPFS is to allow for students to freely explore film as an art form through the viewing of and discussion of films.
 - i. Since the purpose of this group is based on the creative efforts of the student membership, it is explicitly noted that there is to be absolutely no infringement of copyright laws within the group. This especially pertains to, though is not limited to, the use of copy media in film produced by RPFC without consent of the owner of the material.

III. Membership Qualifications

Section 1: Reel Productions is open to all full-time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group.

Section 2: Active Members and Voting Rights – In order to be considered an active member of RPFC and thus obtain voting rights within the group, a student must attend $\frac{3}{4}$ of the organizations meetings (business or film viewing/discussion) per semester OR work on the crew of a production and actively and successfully complete the responsibilities of that role, also per semester. Assistance in a project must total at least five hours each semester, and may come in the form of directing, editing scripts or film, acting, designing sets, writing scripts, filming, or anything else that is necessary for the completion of the project, including attending all production meetings. Under extreme circumstances, a member may appeal to the executive board about obtaining voting rights if there is a valid reason for which

they could otherwise not acquire them. If a student has class during the designated meeting times, but would still like to be considered an active member, they may reply to the minutes to count towards attendance. In addition, members must attend at least two events per semester including, but not limited to, midnight film screenings, guest speakers, and film festivals.

Section 3: There are no restrictions on the size of the group.

Section 4: Every active member must fill out a form entailing what film experience he or she has had in past productions, including what roles they have been, and what aspects of RPFS' productions they are interested in. This will allow for the creation of a database of members and their abilities for the use in productions.

Section 5: Non-Discrimination Clause –

Reel Productions agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. Reel Productions is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

Section 5: Non-voting or representing membership –

People who are part time students, alumni, graduate students, faculty, or community members may attend meetings and participate in club events, but will not be able to vote in any group election or hold office, nor have any influence upon the decision making of the organization.

Section 6: Member Removal - In the case of a member needing possible discipline or removal from the club, there are certain policies and procedures that should be followed. The member must be one whose a) actions go against the mission of the group b) is disruptive and disrespectful in meetings or towards other members, c) has been shown to be detrimental to RPFS and its foundations, or d) committed some other violation that the executive board or membership finds grounds upon which removal or discipline is necessary. The executive board has the final jurisdiction in the matter. If the matter of the member is brought up to the board, that members' fate will be decided by a 3/4 vote including all chairs and board members.

X. Qualifications for Officers

Section 1: All Officers, known as Executive Board Members, MUST be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. Any member who would like to run for office must be an active member in RPFS for at least a semester, and have voting rights the semester in which they wish to run.

XI. Election of Officers

Section 1: Elections will take place at the end of every spring semester. All seats on the executive board, as well as all chairs, will be open for members to run for – incumbents must also run again for their seats. If an officer of the board, or a chair, is graduating early, an election will occur the semester during which are planned to graduate, and only that seat will be voted on. The vote will be done by a secret ballot, and all active members with voting rights are eligible to vote. If that vote also comes out to be a tie for any position, the executive board will decide by a $\frac{3}{4}$ vote who will hold the role. Officers will assume the role upon the next semester after the vote takes place, but will be trained for 3 weeks prior to the end of the semester to allow for transition training between the outgoing and incoming boards. Elections shall be held at least once per academic year.

Section 2: If a member is interested in running for a particular board or chair position, they must notify the person whose seat they wish to run for in order to shadow that person to know what exactly the role entails. Once a person is elected to the board or a chair position, the person who held their role will train them. This training will include an introduction to Activities & Programs Office and staff, reviewing policies and procedures of the club and the role of that particular position, and the passing along of important information pertaining to the specific role.

Section 3: Procedure for Disciplining/Removal of Officers – Grounds for removal of an officer shall occur if the officer is a) not completing their responsibilities in a given role b) being detrimental in any way to the society c) constantly mishandling equipment, or d) any other reason that has been found to have sound jurisdiction in removing an officer. The officer in question shall be notified of their charges, and at the next meeting following the notice of these charges, the officer in question shall appeal their case to the club and a vote shall take place. It will take a $\frac{3}{4}$ vote of the executive board to remove the officer in question (not including the vote of the officer in question), and nominations will be taken at the next meeting for the position and another vote will take place to fill the vacant position.

Section 4: Resignations- In the event an officer chooses to resign from the club, a letter of resignation shall be submitted to the President, or Vice-President, and then shall be announced at the following meeting. At the meeting, nominations for the seat, and a vote shall take place.

XII. Officers - All officers must attend executive board meetings when they are held, which will be weekly. In addition, an executive board officer may also hold the position of a chair when appropriate.

Section 1: President - RPFS shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (including Start-of-

the-Year, Mid-Year and End-of-the-Year packets). The President will receive all information from the Activities and Programs Office from an undisclosed email database, which will then be shared with the group. The president will help to appoint all standing and special committees with the help of the members of the board. In the event of a tie vote within the board, the president's vote will count as the deciding vote. The president shall also start the voting process for selecting directors and crew for film projects, hold votes within the board to determine film directors and their projects, and start the election process at the end of each academic year. In addition, the president shall check in with all chairs and production heads to make sure all productions and their crews are running smoothly, and shall also be responsible for renting rooms out for the club. Any problems or concerns about the club and its' projects should be reported directly to the president, who will then deal with the concern. The president must be a member who has already served on the executive board for at least a year.

Section 2: Vice-President - The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President is also be responsible for checking the organizations mailbox and for distributing information about other activities offered by the other Registered Student.

Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization, and then distribute them to the appropriate people in the organization. The treasurer will also maintain all group ledgers and hand them in at the end of the academic year. The treasurer will also be responsible for filling out the appropriate forms to request funds from the allocations board. All group spending MUST be approved by the treasurer.

Section 4: Secretary - The Secretary shall record the events of all meetings of RPFS and shall maintain minutes of those meetings to send out to the group after the meeting is held. The secretary is in charge of maintaining an active group roster, and taking attendance of those present at group meetings. The secretary will also serve as RPFS' historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary will also maintain the membership list and email database.

Section 5: Public Relations Chair - The Public Relations Chair shall be responsible for promotion of the group and their events, including all film screenings and guest speakers. This includes making posters, flyers, and brochures, making sure the organizations events are shown on University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership. All chairs shall be present at executive board meetings.

Section 6: Set/Design Chair – The set/design chair shall be responsible for staying in contact and checking in with all production crews that have a set designer or props artisan. They will be in charge of meeting with those designated members to aid in the design process, and to make sure that all sets/props designed are feasible within the budget of the club, and the budget of the particular production.

Section 7: Equipment Chair – The equipment chair shall be responsible for maintaining an active list of all equipment belonging to RPFs, and is responsible for finding on campus storage for such products. They are also responsible for designing a contract for members to sign when loaning out equipment, and must be the person who physically distributes the equipment to said member as well. In the case of renting equipment from the library or an outside source, this chair is also responsible for having a written record of such rentals, and making sure the equipment is returned on time.

Section 8: Production Chair – The production chair shall be responsible for maintaining contact with the producers of all crews to check how things are going, and will be responsible for sharing this information with the rest of the board. The production chair is also responsible for getting permits for shooting if need be, and for renting out rooms for particular productions to shoot in if necessary. They will oversee all the logistical aspects of film projects done by RPFs, and make sure the project stays within the allotted budget.

Section 9: Scripts and Submissions – The scripts and submissions chair shall be responsible for maintaining and overseeing all scripts written for RPFs film projects by club members, as well as all scripts submitted to the club from outside students. This chair shall be responsible for contacting any appropriate classes and notifying them of the possibility of submitting their scripts to the board, as well as carrying out the process of submitting these scripts. The scripts and submissions chair will also be responsible for meeting with scriptwriters to tweak and edit projects.

Section 10: Acting Book Chair – The acting book chair shall be responsible for maintaining a book and database of all current and potential actors for film projects. They will be responsible for reaching out to the appropriate outlets to help find actors and actresses for proposed projects. If necessary, they are also responsible for holding auditions with the director and making sure all goes smoothly.

Section 11: Webmaster - The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and having it approved by the executive board.

XIII. Meetings

A meeting of RPFS will occur every week, alternating each week between a business meeting, and a social film viewing/discussion.

XIV. Dues

Dues will not be collected during the clubs founding year. At the end of the spring semester for that academic year, an amount for dues will be decided, the constitution amended as such, and the dues will be implemented the following semester.

XV. By-Laws

The establishment of any by-laws, or changing pre-existing by-laws requires a 2/3 vote of the entire membership.

XVI. Procedures for Proposal of Film Projects –

Section 1: Member Proposal – If a member of the general membership or student body comes up with an idea for a film project, no matter whether it is a script, a design, a treatment, etc, the person may propose their idea to the executive board and committee heads at the designated executive board meeting, the dates of which shall be announced at the general meetings. If the proposer cannot make the board meeting, another more convenient time will be set up. The executive board will then deny or green light the project based on funding, equipment availability, responsibility of member, the capacity for which other students can be involved, etc. If the project is agreed upon and the proposal passed, then at the next general meeting, the member will present their idea to the membership, and gather crew and staff for the positions as designated in their proposal.

Section 2: Non-Member Proposal – All students are free to submit all film project ideas to RPFS for consideration, and their proposal process will proceed the same as the process or “member proposal” listed above.

Section 3: The Proposal – The Proposal for any project must include the vision of the person proposing, whether it be the director, the scriptwriter or other, a potential budget, crew members/actors needed, and reasons why this particular project would be good for RPFS to produce. If the proposer already has particular people in mind for a project, they must share this with the board during this initial proposal.

Section 4: For a project that is passed, a crew must be decided upon and will meet at least once a week to figure out logistics and the steps necessary to carry out the production – including shoot schedules, permits needed, etc. The producer of this crew MUST deliver daily reports to the executive board on the status of the production.

Section 5: In the case of a script or idea submission to the club from an outside source who does not want to propose and carry out the idea themselves, the idea/script/etc will be given to the executive board who will read it to membership and have a vote on whether or not to proceed with the project.

Section 6: Roles for Production – The roles for a production can be composed of, but are not limited to the following: Art Director/Set Designer, Producer, Director (may be same as producer), Camera Operators, Actors, Script Writer, Editor and Properties Master.

XVII. Establishment of Committees -

Be sure to explain how the need to establish new committees is determined.

Section 1: Event Committee – The event committee shall be responsible for researching and finding guest speakers to come to campus to speak, as sponsored by RPFS. They will be responsible for the planning and running of these events.

Section 2: Film Series Committee – The film series committee will be responsible for researching and finding film to show during RPFS' "Midnight Film Series". They will also be responsible for planning and running these showings, speaking to the appropriate administrator(s) regarding theatre or space rental, and for making sure the rights to all the films are dealt with and paid appropriately.

XVIII. Advisor -

The advisor for RPFS is Dr. Thomas Leitch. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and is someone familiar with and agrees with the objectives of the organization. RPFS is a student run club, but the advisor will play the role of assisting with any advice or guidance that the club and its officers/members need.

XIX. Disbursal of organizational assets should the group become defunct -

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. Quorum - The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made is 50% for the general membership, 80% for the executive board. This is a protection against the possibility that a small number of individuals within an organization might get together and make and act upon decisions without proper representation of its members.

XXI. Rules for Ratifying the Constitution –

Approval of changes to the constitution requires a 2/3 vote of the entire membership and board of the club, and approval by the Activities and Programs Office.

XXII. Rules for Amending the Constitution –

Adding articles/sections to the constitution requires a 2/3 vote of the executive board and entire membership, and advance notice to all members of the proposed change.

Signatures:

President: Alyssa Benedetto

Vice President: Amel Chaych

Activities & Programs Staff: Am F

Date: 10/23/08