

# ROWAN UNIVERSITY CINEMA WORKSHOP CONSTITUTION

## ARTICLE I: NAME

- Section 1 – Name of the Organization
  - o 1.1.1 - The name of the organization is Rowan University Cinema Workshop (henceforth, CW.) The name of this document is the Constitution of Cinema Workshop.

## ARTICLE II: PURPOSE AND SCOPE

- Section 1 – Purpose of the organization.
  - o 2.1.1 - The purpose of this organization shall be to educate Rowan students through experiences with the art form of cinema. The workshop will provide educational experiences in all aspects of cinema. The workshop will assist students in small film and video productions designed to teach a variety of production-related skills. In addition to film production, the workshop will sponsor cinema-related educational experiences as a public service to the Rowan community at large. These events include special screenings, field trips, guest lectures and demonstrations of media-related technologies.
- Section 2 – Purpose of the Constitution
  - o 2.2.1 – The purpose of this constitution is to create and define the organizational structure for CW. The constitution shall also contain all policies of an integral nature to the operation of CW.
  - o 2.2.2 – CW may not have any policies that contradict the constitution.

## ARTICLE III: MEMBERSHIP

- Section 1 – Eligibility
  - o 3.1.1 – An individual is eligible to be a member of CW if he or she is eligible to participate in a student organization as detailed in the policies of Rowan University.
- Section 2 – Dues
  - o 3.2.1 – CW does not require members to pay any dues.
- Section 3 – Induction
  - o 3.3.1 – An eligible individual becomes a member of CW if he or she meets any of the following qualifications:
    - § 3.3.1.1 – Regularly attends scheduled meetings.
    - § 3.3.1.2 – Participate in service projects and other scheduled activities.
- Section 4 – Duration

o 3.4.1 – An eligible individual remains a member of CW as long as they satisfy requirements for induction.

- Section 5 – Right of Members

- o 3.5.1 – All members have the following rights under membership:

- § 3.5.1.1 – The right to pitch project ideas to membership for funding and/or production support.

- § 3.5.1.2 – The right to use club-owned production and post-production equipment provided they have satisfied training and/or proficiency requirements and have successfully completed project pitch requirements.

- § 3.5.1.3 – The right to raise any issue during general meetings or bring any issue to the executive board.

- § 3.5.1.4 – The right to participate in any club-sponsored event, production, or activity.

- o 3.5.2 – Members who will be returning the following academic year have the following additional rights:

- § 3.5.2.1 – The right to run for a position on the executive board.

- Section 6 – Non-Student Participants

- o 3.6.1 – Individuals ineligible for membership may be allowed to participate in the organization at the discretion of the members, executive board, and the advisors. Examples of such individuals would be actors or production crew members not in key positions or who possess specialized skills and invited guests of active members.

## ARTICLE IV – ELECTIONS AND VACANCIES

- Section 1 – Term

- o 4.1.1 – The term of the Executive Board shall run from the beginning of the Fall semester to the end of the Spring semester.

- o 4.1.2 - Members expecting to graduate at the conclusion of the Fall semester of any year may not hold any office designated as a “Major Position” as specified in Article VII, Section 1. Members expecting to graduate at the conclusion of the Fall semester of any year may hold offices designated as “Minor Positions” as specified in Article VII, Section 2. The resignation process will not be necessary for members in minor positions who vacate their office at the conclusion of the Fall semester due to graduation. If elections need to be held at the conclusion of the Fall semester, nomination and election procedures shall unfold in the same manner as they would for the Spring semester. The procedure for filling a vacancy due to a resignation shall be carried out as outlined in Article 4, Section 2.

- Section 2 – Election Process

- o 4.2.1 – Elections will be held during the last scheduled meeting for general

membership during the Spring semester.

o 4.2.2 - Nominations for any CW Executive Board position shall be made during the meeting of the general membership immediately preceding the meeting in which the election process will take place.

o 4.2.3 – The election official(s) will accept nominations from the general membership. These nominations must be seconded by another member. A nominated individual may turn down a nomination for any reason at any time before any voting begins. A person may be nominated for more than one position, but may hold only one major position (President, Vice President, Treasurer, Secretary, SGA Senator) per term. A person may hold additional minor positions (Web Chair, Film Reviewer) in addition to one major position each term. Minor positions may be held by a member without holding an additional major position.

o 4.2.4 – Elections must take place by secret ballot.

o 4.2.5 – Nomination and election of officers will take place in the following order: President, Vice President, Treasurer, Secretary, SGA Senator, Web Chair, Film Reviewers.

o 4.2.6 – Ballots must be counted by one advisor and one member not nominated for a position.

o 4.2.7 – Results will be announced immediately after each successive vote. If a member wins a position and they are nominated for a subsequent major position as outlined above, they will be declared ineligible for the subsequent major position. If such an event leaves a member running unopposed for a subsequent position, they will be declared the de facto winner of that position in turn.

o 4.2.8 – Each office will be filled by the person receiving the greatest number of votes for that office or if they are running unopposed.

o 4.2.9 – All members running for office must be nominated. Write-in votes for members not nominated will be declared invalid.

o 4.2.10 – In the event of a tie, a second vote will be held by the Executive Board members only.

o 4.2.11 – Before any voting begins, nominees will be given no more than five minutes to speak to the general membership.

o 4.2.12 - In the event of a vacancy due to a resignation during the course of the academic year, that member must present the advisor(s) with a written letter of resignation. An election will be held during the next meeting of the general membership to fill the vacancy.

## ARTICLE V - REMOVAL AND EXPULSION

### • Section 1 – Removal from CW Executive Board

o 5.1.1 - Grounds for removal from the CW Executive Board include dereliction of expected duties as outlined in, but not restricted to, Article VII. Additional grounds for removal include gross violation of CW policies and by-laws.

o 5.1.2 - An officer shall be removed by a two-thirds majority vote of the

Executive Board.

o 5.1.3 - In the case of a removal, the vacancy will be filled as would a resignation or any other vacancy.

• Section 2 – Declaration of Ineligibility of a General Member.

o 5.2.1 – A member will be declared ineligible for membership and expelled from CW if they are in gross violation of CW policies and by-laws.

o 5.2.2 – A member will be declared ineligible by a two-thirds majority vote of the Executive Board.

o 5.2.3 – CW advisor(s) retain the right to veto any general membership expulsion vote.

## ARTICLE VI – POLICY AND BY-LAWS

• Section 1 – Equipment and Proposal Guidelines

o 6.1.1 – Major policies and by-laws pertain to equipment reservation and use and guidelines for proposing a film or video for production support.

See attached document entitled “Cinema Workshop Production Guidelines 2003.”

## ARTICLE VII – EXECUTIVE BOARD

• Section 1 – The CW Executive Board will consist of the following, defined as “Major Positions”:

o 7.1.1 – President

o 7.1.2 – Vice President

o 7.1.3 – Treasurer

o 7.1.4 – Secretary

o 7.1.5 – SGA Senator

• Section 2 – In addition to the major positions, the CW Executive Board may include the following, defined as “Minor Positions”:

o 7.2.1 – Web Chair

o 7.2.2 – Film Reviewer

• Section 3 – The duties of the CW Executive Board shall be as follows:

o 7.3.1 – President: Preside over all club functions, expenditures, concepts, and creations; Delegate authority and responsibility; Work in conjunction with the club advisors to promote the success of the organization; Maintain the professional reputation of the club within the College of Communication as well as the Rowan University in general; Give final decision on all club matters.

o 7.3.2 – Vice President: Assist the President with the functioning of the club; Encourage membership; Handle on and off-campus publicity; Oversee all fundraising activities; Oversee all service projects.

o 7.3.3 – Treasurer: Attend SGA budgetary meetings and fill out appropriate

paperwork on time when necessary; Maintain budget in conjunction with president and advisors; maintain good relations with SGA Treasurer and budgetary officers.

o 7.3.4 – SGA Senator: Attend all meetings as required by the SGA; Fulfill all requirements as outlined by the SGA.

o 7.3.5 – Web Chair: Maintain Cinema Workshop website; Work in conjunction with other CW Executive Board officers to update site with timely and pertinent information, announcements, meeting minutes, and news.

o 7.3.6 – Film Reviewer: Write movie reviews and media-related articles per our agreement with The Whit.

## ARTICLE VIII – CREATION OF AMENDMENTS

- Section 1 – Creation of CW Constitution Amendments

- o 8.1.1 - Amendments must be proposed to the general membership for discussion before a vote can be called.

- o 8.1.2 - Amendments to the CW Constitution must be supported by a two-thirds majority vote of the CW Executive Board.

## AMENDMENTS

- AMENDMENT 1 - The CW Executive Board position of “SGA Senator” will be reclassified from a minor position to a major position. Article VII, Sections 1 and 2 and Article IV, Section 2 will be revised accordingly.

- AMENDMENT 2 - Members expecting to graduate at the conclusion of the Fall semester of any year may not hold any office designated as a “Major Position” as specified in Article VII, Section 1. Members expecting to graduate at the conclusion of the Fall semester of any year may hold offices designated as “Minor Positions” as specified in Article VII, Section 2. The resignation process will not be necessary for members in minor positions who vacate their office at the conclusion of the Fall semester due to graduation. If elections need to be held at the conclusion of the Fall semester, nomination and election procedures shall unfold in the same manner as they would for the Spring semester. The procedure for filling a vacancy due to a resignation shall be carried out as outlined in Article IV, Section 2. Article IV, Sections 1 and 2 will be revised accordingly.

- AMENDMENT 3 - Nominations for any CW Executive Board position shall be made during the meeting of the general membership immediately preceding the meeting in which the election process will take place as outlined in Article IV, Section 2. Article IV, Section 2 will be revised accordingly.

- AMENDMENT 4 – Any member completing a film or video project under the umbrella of CW may not hold a public exhibition of the completed project until

after it has been screened in the context of an official CW “premiere”.  
Exemptions to this rule are private screenings at home or screenings as part of a  
third-party film or video festival.