

# Rowan University Cinema Workshop Constitution

## ARTICLE I: NAME

### Section 1- Name of the Organization

1.1.1- The name of the organization is Rowan University Cinema Workshop (henceforth, CW). The name of this document is “Rowan University Cinema Workshop Constitution”.

## ARTICLE II: PURPOSE AND SCOPE

### Section 1- Purpose of the organization

2.1.2- 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 may 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

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.

2.2.2- CW may not have any policies that contradict the constitution.

## ARTICLE III: MEMBERSHIP

### Section 1- Eligibility

3.1.1- An individual may participate in CW if they are eligible to participate in a student organization as detailed in the policies of Rowan University.

### Section 2- Dues

3.2.1- CW does not require members to pay any dues.

### Section 3- Induction

3.3.1- An eligible individual becomes a “General Member” of CW if they attend at least half the meetings of the general membership per semester.

3.3.2- An eligible individual becomes an “Active Member” of CW if they satisfy the following requirements:

3.3.1.1- Attend three-quarters of the meetings of the general membership per semester.

3.3.1.2- Complete at least two service hours per semester.

3.3.1.3- Attend at least one scheduled club event or activity per semester.

3.3.1.4- Participate in at least one scheduled film production per semester.

### Section 4- Duration

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

### Section 5- Rights of Members

3.5.1- All General and Active 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 following the current established pitch process.

3.5.1.2.- The right to use club-owned production and postproduction 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 CW Executive Board.

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

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 CW Executive Board provided they satisfy eligibility requirements as outlined in Article IV.

## Section 6- Non-Student Participants

3.6.1- Individuals ineligible for membership may be allowed to participate in the organization at the discretion of the CW Executive Board, and the Advisor. 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.

3.6.1.1- Key positions are defined as a Producer, Director, Assistant Director, Director of Photography, and any other crew position that requires the use of Cinema Workshop equipment.

3.6.1.2- If a production has commenced prior to the graduation of a CW member, it is at the Executive Board's discretion to allow them to participate in the production.

3.6.1.3- Scripts written by a non-student participant or non-member of CW can be submitted or pitched provided they are sponsored by a CW member. CW will take creative control over the script once the project is greenlit for production.

## ARTICLE IV- EXECUTIVE BOARD

### Section 1- Officer Responsibilities

4.1.1- The CW Executive Board will consist of the following SGA-required positions: President, Vice President, Treasurer, Secretary, and SGA Senator. In addition, the CW Executive Board will include the following non-SGA-required positions: Webmaster, Director of Promotions, and Equipment Manager. Collectively, the SGA-required positions and the non-SGA-required positions will be known as the CW Executive Board.

The duties of the CW Executive Board shall be as follows:

4.1.1.1- 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 and Creative Arts as well as the Rowan University in general; Give final decision on all club matters.

4.1.1.2- Vice President: Assist the President with the functioning of the club; Encourage membership; Oversee all fundraising activities; Oversee all service projects.

4.1.1.3- Treasurer: Attend SGA budgetary meetings and fill out appropriate paperwork on time when necessary; Maintain budget in conjunction with the

President and Advisors; Assist Vice President with fundraising activities;  
Maintain good relations with the SGA Treasurer and budgetary officers.

4.1.1.4- Secretary: Record minutes, and assist with paperwork as required by the SGA.

4.1.1.5- SGA Senator: Attend all meetings as required by the SGA; fulfill all requirements as outlined by the SGA and report to the Executive Board; Assist Vice President with all service project activities.

4.1.1.6- Webmaster: Maintain the Cinema Workshop website and any other social media accounts; Work in conjunction with other CW Executive Board officers update site with timely and pertinent information, announcements, and news; Update club's online video archive.

4.1.1.7- Director of Promotions: Update the CW bulletin board and in charge of on and off-campus promotion.

4.1.1.8- Equipment Manager: Keep consistent inventory and maintain all equipment owned by CW; Checking in and out equipment owned by CW; checking in and out equipment for approved CW projects; and keeping an organized archiving system for all physical and digital media.

4.1.2.- All officers serving on the CW Executive Board are expected to attend all meetings of the general membership as well as all meetings of the Executive Board barring unforeseen circumstances. Repeated absences may result in disciplinary action at the discretion of the CW Executive Board.

## Section 2- Eligibility and Term of Office

4.2.1- The term of the Executive Board shall run from the first day of the academic year through the last day of the academic year.

4.2.2- Members shall be deemed eligible to run for a CW Executive Board position if they satisfy requirements for active membership, they have not been removed from the CW Executive Board for disciplinary or other reasons, and they are not in conflict with other eligibility requirements as outlined below.

4.2.3- Members shall be deemed eligible to run for President if they have served on the CW Executive Board for one full academic year prior to the election. If no active member satisfies this requirement, then members shall be deemed eligible if they served on the CW Executive Board for any portion of an academic year. If no active member satisfies this requirement, this requirement is null and void for the current election. These requirements do not supersede the eligibility requirements in 4.2.2.

4.2.4- Members shall be deemed eligible to run for all other SGA-required positions so long as they intend to serve for a full academic year. These requirements do not supersede the eligibility requirements in 4.2.2.

4.2.5- Members shall be deemed eligible to run for non-SGA-required positions so long as they satisfy the requirements outlined in 4.2.2.

4.2.6- 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 as outlined in Article IV, Section 3. The procedure for filling a vacancy due to resignation shall be carried out as outlined in Article IV, Section 4.

## Section 3- Election Process

4.3.1- The Election process will commence as scheduled by the current CW Executive Board.

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

4.3.3- The Secretary will accept nominations from the general membership to be recorded on the official election ballot. If the position of Secretary is vacant, the CW Executive Board will appoint an election official to serve for the duration of the current election. These nominations must be seconded by a member other than the Secretary or election official recording the nominations. 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 position per term.

4.3.4- Nominations of non-eligible members will be considered null and void.

4.3.5- Elections must take place by secret ballot.

4.3.6- Ballots must be counted by one advisor and one CW Executive Board member not nominated for a position.

4.3.7- Results will be announced immediately after each successive vote in the following order: President, Vice President, Treasurer, Secretary, SGA Senator, Equipment Manager, Webmaster, Director of Promotions. If a member wins a position and they are nominated for a subsequent position as outlined above, they will be declared ineligible for the subsequent position.

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

4.3.9- All members running for office must be nominated. Write-in votes for members not nominated will be considered null and void.

4.3.10- Before any voting begins, nominees will be given no more than three minutes each to speak to the general membership.

4.3.11- Only current General and Active Members can cast their vote in an election. All non-members and previous members are ineligible to vote. Eligible members must be present during speeches and at the time of voting.

4.3.12 If a vote ends in a tie, then the new total will be tallied only from the votes cast in the tied vote of the CW Executive Board. If this results in a second tie, then the deciding vote will be cast by the President. If the President is a candidate in the tied vote, the second tie-breaking vote will be decided by the Vice President. If the Vice President is also involved in the tied vote, then the tie-breaking decision will proceed down the “hierarchy” of the CW Executive board positions as defined in Article IV, Section 4.1.1 until the deciding vote is cast by a CW Executive Board member who is not a candidate in the tied vote.

#### Section 4- Vacancies

4.4.1- In the event of a vacancy due to a resignation during the course of the academic year, that member must notify the CW Executive Board. If the vacancy is for an SGA-required position, the CW Executive Board will notify the general membership of the vacancy and schedule a vote to fill the vacancy as soon as possible. If the vacancy is for a non-SGA-required position, then the decision to hold an election to fill the position will be at the discretion of the CW Executive Board.

4.4.2- Removal from CW Executive Board



4.4.2.1- Grounds for removal from the CW Executive Board include dereliction of expected duties as outlined in, but not restricted to, Article IV. Additional grounds for removal include gross violation of CW policies and by-laws as well as Rowan's code of conduct.

4.4.2.2- An officer shall be removed by a two-thirds majority vote of the CW Executive Board.

4.4.2.3- In the case of a removal, the vacancy will be filled as would a resignation or any other vacancy as outlined in 4.4.1.

## ARTICLE V- COMMITTEES

### Section 1- Committees

5.1.1- All committees will be governed by the Executive Board.

5.1.2- Committee Chairperson(s) will be appointed upon agreement between the current committee chairperson(s) and the CW Executive Board after an interview process with eligible candidates.

5.1.3- Eligible candidates must satisfy all CW eligibility requirements for membership as outlined previously in this document.

## ARTICLE VI- FINANCE

### Section 1- Oversight

6.1.1- All CW funds are overseen by the Treasurer.

### Section 2- Source of Funding

6.2.1- CW receives its funds from SGA, and additionally receives funds through fundraising.

6.2.2- All funds raised by CW must be deposited into the SGA designated account.

### Section 3- Maintenance of Funds

6.3.1.- All moneys belonging to this organization shall be deposited and dispersed through a bank account established for this organization by the Student Government Association.

### Section 4- Disbursement of Funds

6.4.1- All requests for funding, whether through check or purchase order, must be approved by the Chief Financial Officer of the SGA. All requests must include a receipt or invoice.

## ARTICLE VII- RULES OF PROCEDURE

### Section 1- Meetings

7.1.1- CW general membership meetings will be held weekly.

### Section 2- Attendance

7.2.1- Members are expected to attend meetings.

### Section 3- Quorum

7.3.1- There must be an attendance of general members present directly proportional to the number of CW Executive Board members for a general meeting to be held.

### Section 4- Minutes

7.4.1- The Secretary will record the minutes for the general meetings and submit them per SGA rules.

## ARTICLE VIII- CREATION OF AMENDMENTS

### Section 1- Creation of CW Constitution Amendments

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

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

## Section 2- Amendments

8.2.1- Amendment 1- 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.

Revised: May 1, 2023

Club Advisor: Sean O’Leary

Date: 5/1/2023

Club President: Katie Tonra/Gavin Schweiger

Date: 5/1/2023