

# CONSTITUTION OF CARLETON FILM SOCIETY

## Article I

### Name of the Organization

The Organization shall be known as the *Carleton Film Society*, and herein be referred to as the organization. No other name shall be used in the advertisement or representation of the club.

## Article II

### Purpose of the Organization

The organization shall work towards: The Carleton Film Society will foster an enriching community for cinephiles and/or budding filmmakers by bringing together students interested in producing short films and interacting with film through activities and screenings on a weekly basis. The Carleton Film Society will help its members cultivate their filmmaking talents, including screenwriting, directing, and editing, by producing short films from start to finish where members can be involved in all parts of the production.

## Article III

### Structure

The general membership shall be the legislative body of the organization and shall be composed of all members.

The executive team shall be the administrative body of the organization and shall be composed of members elected by the general membership.

## Article IV

### Membership

The organization's general membership shall be open to all those who are eligible to participate as a member in CUSA Clubs and/or Societies.

Membership in the organization shall be valid from September to April each academic year. In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the executive shall report it to the Clubs and Societies Commissioners.

## Article V

### Executive

The President shall: Oversee and guide the vision for all the operations and responsibilities mentioned below, including film production, club communications and media, logistics, projects and more. Ensure that the club functions efficiently and that all goals are achieved.

The Vice-President shall: Assist the President in carrying out duties and responsibilities. Act as second in command when the president is unavailable to be present for club events and meetings. Assist in maintaining clear and effective communication between the club and its members. Collaborate with the President to form short-term and long-term club plans such as event planning, creating a succession plan for the executive team members, and maintaining the club community.

The Financial Officer shall: Manage budgets and all funding-related procedures and financial planning for the procurement of club-related resources. Maintain financial records including receipts and financial transactions. Keep an organized record of expenses.

The Events Coordinator shall: Be responsible for planning and organizing club events such as workshops, movie nights, and filmmaking sessions. Organize suitable venues for club events and handle logistical arrangements such as seating and booking audio-visual equipment.

The Marketing Coordinator shall: Develop and maintain an active presence on social media platforms such as Instagram, Facebook, and Discord. Design engaging content such as event announcements and updates about the club's activities. Analyze audience feedback through social media interactions and create effective marketing strategies to improve promotional efforts.

## **Article VI**

### **Meetings**

Meetings of the general membership shall be held in person on a weekly basis for film production and screening activities.

Multiple meetings of the general membership shall occur in the spring for the purpose of elections.

Meetings of the executive team shall be held at the end of each month to evaluate the feedback and results of the month's events and to prepare for upcoming events. Meetings can be called as per the club's needs by any executive member. The executive team has a private discord server for club communications.

## **Article VII**

### **Leadership Succession**

#### **Elections**

Carleton Film Society shall run elections for its leadership succession process. Executive positions shall be held for the duration of two semesters. The voting process shall be done

virtually, with all general members allowed to cast their vote in private and anonymously through the Simply Voting platform.

During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.

Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

The executive team shall work together to create a timeline of the elections process in the Winter semester, including two in person general membership meetings to announce the candidates and final results of the election. General members will be informed of the elections process virtually or in person no less than one week before campaigning begins.

The Club will run a first past the post-style election to elect the executive positions of:

President

Vice-President

Financial Officer

Events Coordinator

Marketing Coordinator

Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.

A final “no-confidence” option will be offered at the bottom of the ballot.

Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

## **Article VIII**

### **Impeachment**

Behaviors that can cause an impeachment include but are not limited to verbal, physical, and/or sexual harassment and assault, hate speech and discrimination, racism, sexism, misuse of the club’s funds and/or resources, bullying, exclusionary behavior, extremely inadequate execution of responsibilities etc. Notice required to attempt to impeach an Executive Member could differ as per the degree of offence, but would typically be one week. Every member can vote and it would require a majority vote for the outcome of the decision.

Grounds for impeachment include any violation of the constitution, Carleton's Rights and Responsibilities, and/or failure to fulfill executive duties. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will

be reviewed. A vote for impeachment with the general membership will be conducted. A simple majority will be needed to impeach the member.

## **Article IX**

### **Amendments**

Any member of the club may propose an amendment to the Constitution at any meeting of the club, virtual or in person, through a motion. By a majority of all the members of the club who participate in this, a proposed amendment could be submitted to a referendum or council (meeting). To change or alter the Constitution through a vote requires a majority of those voting in the referendum/meeting to vote in favor of the amendment.

## **Article X**

### **Dissolution**

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA.