



**Prairie State College**

**Film Club Constitution**

**2010-2011**

# **Prairie State College**

## **Constitution**

### **Film Club**

#### **Preamble:**

This Constitution establishes the Film Club as a student organization at Prairie State College, subject to approval by the Student Government Association. The purposes of this club are:

#### **Article I. Name**

**Section 1.** The name of this student organization shall be Film Club.

#### **Article II. Membership Requirements**

**Section 2.** The membership of this organization shall consist of the following:

- A. Membership dependant solely upon interest
- B. Types of membership will be executive board members and general membership.
- C. Membership shall be offered to registered Prairie State College students in good standing with a minimum grade point average requirement of 2.0 or higher.
- D. Membership of this organization shall not be denied to any person(s) on the grounds of race, creed, religion, sex, or national origin.

#### **Article III. Membership Structure**

**Section 1.** Film Club shall be comprised of a board of executive officers as well as general members.

- A. Official executive officer titles will be as follows, ordered in ranking:
  - i. President
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer
  - v. Club Representative
  - vi. Alternative
- B. General Membership titles will be as follows:
  - i. Director in Charge of Public Relations: Tim Benson
  - ii. Service Facilitator: Zach Leopold
  - iii. Printing/Flyer Manager: Kelle Murray
  - iv. Assistant (to the) President: Alexander Collins

## **Article IV. Powers and Functions of the Executive Board**

**Section 1.** Executive Board duties shall include, but not limited to, establishing meeting schedules, choosing meeting topics, operating during provisional periods, keeping financial reports, keeping track of meeting minutes and club events/fundraisers, handling club correspondence, keeping club files, facilitating meeting, taking over and being responsible for all and complete duties when superior officer is not present.

**Section 2.** The following members are solely declared members of the executive board of the Film Club:

- A. President: Tim Benson
- B. Vice President: Kelle Murray
- C. Secretary: Nicole Turner
- D. Treasurer: Tim Benson
- E. Club Representative: Alexander Collins
- F. Alternate: Zach Leopold

**Section 3.** The powers and duties are, but not limited to, executive board officer duties as follows:

- A. **President:** Executive officer responsible for arranging all appointments/meetings with academic departments, faculty, and outside sources, meeting facilitation, establishing meeting schedules, choosing meeting topics, and operating during interim periods, has final say on all meetings, fundraisers, events, and executive officer positions and duties. Responsible for bringing guest speakers to general meeting, preparing presentations regarding the filmmaking processes, and researching the films that will be viewed. Also creates activities and events for the Film Club, in collaboration with executive board members. Must keep in close contact with all other executive board members.
- B. **Vice President:** Executive officer ranking directly below the president and assumes all presidential duties when president is absent, ill, unavailable, or otherwise, unable to attend. Second in command for all general meetings, executive board meetings, fundraisers, and events. Responsible for creating, designing, and printing all club flyers, event flyers, contact sheets, general handouts. Also responsible for gathering and collecting prizes and awards for all major events and fundraisers. Must keep in close contact with all other executive board members.
- C. **Secretary:** Reliable for keeping track of meeting minutes and recording notes during each meeting. Also in charge of producing a "To-Do" List/Agenda prior to every general meeting. Also responsible for keeping track of club happenings, handling club correspondence, and keeping club files. Must keep in close contact with all other executive board members.
- D. **Treasurer:** In charge of handling all monetary assets, balancing budgets, producing income statements and expense reports, and general accounting duties. Also responsible for keeping financial records. Must keep in close contact with all other executive board members.

- E. **Club Representative:** Responsible for attending all full board meetings on the second Monday or every month, located in the Board Room. Shall be available during this time and shall be a vocal participant during each meeting, will record notes, then attend the following club meeting to inform other members about the goings on of the full board meeting. Must keep in close contact with all other executive board members.
- F. **Alternate:** Responsible for attending all full board meetings and assuming the duties of the Club Representative when Club Representative is unable to attend. Must keep in close contact with all other executive board members.

## **Article V. Voting and Elections**

- Section 1.** A majority of members are necessary to attain quorum. Quorum is the minimum number of members present to vote on issues.
- Section 2.** A majority is necessary of the quorum to vote on issues, especially for financial issues.
- Section 3.** All executive board officers will be appointed by the President of the club. It is up to his/her sole discretion to change or remove any member from their said position. Suggestions from all club members will be taken into consideration; however, the President has final say over all decisions.
- Section 4.** The quorum will be established as minimum of eight members.
- Section 5.** All executive board officers and general membership officers shall hold position until new officers are appointed.
- Section 6.** Each term of office for all executive board members shall be no longer than one year after being appointed to office.

## **Article VI. Members in Good Standing**

- Section 1.** Attendance is **mandatory** for **all** executive board members for all general meetings, executive board meetings, fundraisers, and events. If an executive board member cannot attend on a given day, notice **must** be given to either the President or the Vice President at least 24 hours in advance. Executive board members who miss more than two executive board meetings due to unexcused absences will be under review for impeachment, subject to the entire executive board. Excused absences are subject to approval by the President or Vice President.
- Section 2.** General members **must** attend two out of the four general meetings each month, and are encouraged to actively participate during fundraisers and events. If a general member is unable to attend at least two out of the four meetings each month, their membership will be under review for impeachment, subject to the executive board.

## **Article VII. Vacancies**

- Section 1.** A vacancy is created when:
  - A. A member submits a letter of resignation.
  - B. A member is impeached, subject to the executive board.

## **Article VIII. Impeachment**

**Section 1.** Though it is not frequent, on occasion, a situation arises when impeachment is necessary. In general, when an event occurs which warrants an individual to leave a position, they should be encouraged to resign. However, conditions should be established which would warrant impeachment. If any member, both executive board member or general member, does not follow the membership requirements as stated in this Constitution, that said member will be under review for impeachment, subject to the executive board. A quorum of four members will be established for the executive board, in which majority vote will rule, in order to determine whether that said member shall be removed from their position or title.

## **Article IX: Amendments and Additions**

**Section 1.** This Constitution may be amended by a quorum of eight members, a majority vote of membership. Amendments shall be presented to the executive board for approval, before they may be submitted to the organization for a vote.

The Constitution shall become effective on **Monday, October 4, 2010**. All previous Constitutions of this organization shall become null and void as of this date.