



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Undergraduate Film Council

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Undergraduate Film Council (UFC) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The purpose of UFC shall be to provide the University of Rochester community with a safe and creative space for fellow filmmakers, artists, and non artists of all kinds to enjoy the art of filmmaking. The council will provide workshops and opportunities for students to expand their filmmaking knowledge and experience. Students will learn, discuss, and practice all things film through workshops, discussions, and video projects. Each project will be allowed an entire semester to be made, where it will go through various stages of production.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Membership is acquired and retained by attending at least seven meetings or events per semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization. Associate membership is acquired and retained by attending at least 4 meetings or events per semester.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus one officer.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The Co-Presidents shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. Co-Presidents: To become a co-president, the member must have attended a majority of meetings (at least ½ of all meetings) throughout the year, attended at least one workshop, and participated in at least one video shoot.
- B. Business Manager: To become the business manager, the member must have attended a majority of meetings (at least ½ of all meetings) throughout the year and have attended at least one workshop or one video shoot.
- C. Publicity Chair: To become the publicity chair, the member must have attended a majority of meetings (at least ½ of all meetings) throughout the year and have attended at least one workshop or one video shoot.
- D. Secretary: To become the secretary, the member must have attended a majority of meetings (at least ½ of all meetings) throughout the year and have attended at least one workshop or one video shoot.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The Co-Presidents shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- G. The Co-Presidents shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- H. The Co-Presidents shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- I. Duties of Additional Officers
 - a. Business Manager
 - i. Handling financial matters of club.
 - ii. Attending the Student Union Student Group Business Manager Orientation.

- iii. Maintaining contact with Student Union Business Manager.
- iv. Keeping club records.
- b. Publicity Chair
 - i. Create promotional materials for the group.
 - ii. Communicate and reach out to other groups and organizations in order to expand UFC's presence on campus.
 - iii. Assist in the planning and execution of UFC public events.
- c. Secretary
 - i. Organize club documents, roster, CCC, and calendar.
 - ii. Reserve rooms for weekly meetings and events.
 - iii. Take notes during Executive Board and taking attendance during general member meetings.
 - iv. Act as point of contact from organizations by checking and responding to UFC emails.
 - v. Maintaining locker.
 - vi. Send out weekly emails.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Officers shall be elected by members who have attended a majority of meetings and/or participated in one project prior to the meeting at which the election is to take place.
- B. Term of Office - Elected Officers will be in office for one year.
- C. Timing of Elections - Elections shall be held at least two weeks before the end of each Spring Semester.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Undergraduate Film Council of the University of Rochester will abide their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Undergraduate Film Council. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Undergraduate Film Council abides by the nondiscrimination policy of the University of Rochester.

Eric Anderson

12/11/2019

Signature of Confirmation

Date

Eric Anderson

Co-President, Undergraduate Film Council

Genesis Galindo

12/10/2019

Signature of Approval

Date

Genesis Galindo

Chair, Student Organization Administration & Review Committee