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CLUB CONSTITUTION

The Recognized Constitution of:

UBC Film Society

Club Name

July 12, 2008

Date

**READ THROUGH ALL PARTS CAREFULLY.
THIS IS THE CONSTITUTION OF YOUR ORGANIZATION.**

General questions and inquiries are to be directed to:

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SAC Vice-Chair

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**Original Copy filed in SAC Vice-Chair's Club Files
(Revised June 2008)**

ARTICLES

ARTICLE 1: NAME

The name of this organization shall be The UBC Film Society of the AMS, hereafter referred to as FilmSoc.

ARTICLE 2: PURPOSE

THE PURPOSES OF THIS ORGANIZATION ARE:

- 2.1 To support and promote the presentation, appreciation, and production of films on the University of British Columbia Vancouver campus.
- 2.2 To bring together member of the university community who share a common interest in film.
- 2.3 To service the university community with a source of motion picture entertainment through the FilmSoc exhibition programs.
- 2.4 To provide and train technical personnel for the film and theatrical showings of FilmSoc and other organizations.
- 2.5 To provide members with the opportunity to become involved in all aspects of filmmaking.
- 2.6 To encourage interest in film as an art and as a medium of information and education, by means of the exhibition of films of cultural and artistic quality on the university campus.

ARTICLE 3: CATEGORY

The UBC Film Society is a Community Service, Leisure, Media, and Social club.

ARTICLE 4: MEMBERSHIP

- 4.1 The membership of FilmSoc shall be comprised of:
 - (i) Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions, and are not in default of payment of the AMS fee, and who pay a club membership fee.
 - (ii) Associate Members shall be those club members who are not Active Members but who pay a club membership fee. They can be UBC alumni, research fellows,

faculty members, staff, non-UBC students, or others willing to be involved in FilmSoc activities.

- (iii) Honorary Members shall be FilmSoc members who are not Active Members and who do not pay club membership fee. Honorary members are elected by the Executive. This membership is considered permanent.
- 4.2 A minimum of two-thirds (2/3) of the club's membership shall be Active Members of the AMS.
- 4.3 The number of Associate Members and Honorary Members shall not be more than one-third (1/3) of FilmSoc's membership.
- 4.4 The membership period shall not be longer than one (1) year, and shall end no later than September 30th.
- 4.5 Active Members shall pay an annual non-refundable membership fee of ten dollars (\$10), at the time of registration. Associate membership fees shall be fifteen dollars (\$15).
- 4.6 Changes in membership fees shall not become binding on established members until the termination of the current membership period.
- 4.7 Each new member of FilmSoc must sign an AMS General Member waiver form (the waiver form can be found in the Treasurers' Handbook).
- 4.8 Credit Members shall be defined as members of FilmSoc who have attained volunteer credit, where a credit is recognized as a service to FilmSoc as determined by the Executive.
- 4.9 A person's membership shall terminate:
- (i) On receipt of his/her resignation by the Executive.
 - (ii) On his/her expulsion from FilmSoc upon a two-thirds (2/3) majority vote by the current Executive with just cause in the interest of FilmSoc. See Bylaw 16 for procedure.
 - (iii) On the date indicated on his her membership card unless membership is renewed by:
 - a) Payment of new membership fees for the following year.
 - b) Appointment to an Executive position for the following year.
 - c) The discretion of the Personnel Manager for projectionist or floor managers.

- d) Designation as an Honorary Member.

ARTICLE 5: EXECUTIVE COMMITTEE

FilmSoc shall have an Executive Committee comprising of the following Executive Officers elected annually by FilmSoc members.

- 5.1 Chairperson
- 5.2 Treasurer (Bookings Representative)
- 5.3 Clubroom Administrator
- 5.4 Operations Manager
- 5.5 Personnel Manager
- 5.6 Productions Manager
- 5.7 Advertising Manager
- 5.8 SubFilms President
- 5.9 Social Coordinator
- 5.10 Computer Operations Manager
- 5.11 Theatre Manager
- 5.12 Distribution Manager
- 5.13 Bookings Representative
- 5.14 Junior Executives shall be appointed as needed by the Executive. Each Junior Executive will be appointed to a specific Executive for the purpose of assisting that Executive with his/her position and learning the responsibilities and tasks of the position with the intention of running for that position in the upcoming election.
 - (i) Not more than one Junior Executive shall be appointed to any Executive.
 - (ii) Junior Executives shall not have voting privileges at Executive meetings.
 - (iii) Keys for Junior Executives shall be decided on a case-by-case basis by the Executive by a majority vote.

ARTICLE 6: FUNDS

- 6.1 FilmSoc must have an AMS account.
- 6.2 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.
- 6.3 If any unauthorized accounts are discovered (i.e. outside bank accounts), FilmSoc will be subject to deconstitution under the discretion of SAC. These controls are necessary for the protection of FilmSoc against a dishonest signing officer, or for protection against the loss of FilmSoc's monetary transaction records.
- 6.4 Under the B.C. Societies Act, the AMS must be audited once a year or it will lose its status as a society. Before the auditor will sign the financial statements of the AMS they must be certain that all monies of the society (including monies held by all AMS service organizations, clubs, and undergraduate societies) have been accounted for. Therefore, so as not to put the status of the AMS as a society in jeopardy, the above rule **MUST** by strictly adhered to.
- 6.5 All membership fees must be deposited in the AMS club account.
- 6.6 FilmSoc's funds shall accrue from:
 - (i) Revenue from all FilmSoc exhibitions.
 - (ii) Fees levied to outside organizations hiring FilmSoc as an exhibition facility.
 - (iii) Revenue collected from concession sales.
 - (iv) Membership fees.
 - (v) Rental, sales, promotions, or prize monies accruing from any projects produced by FilmSoc, subject to individual arrangements made in a meeting of the Executive.
- 6.7 The sole signing officer for the UBC Film Society shall be the Treasurer. The signing officer cannot also be the Chairperson.

ARTICLE 7: CONSTITUTIONAL AMENDMENTS

- 7.1 An amendment may be proposed at a General Meeting if it is passed by the Executive Committee and presented with signed minutes.
- 7.2 An amendment may be proposed at a General Meeting if it is presented by a signed petition representing ten percent (10%) of the non-executive Credit Members.

- 7.3 All amendments to the Constitution and Bylaws shall be proposed at a General Meeting at least two weeks before they are voted upon. All amendments must be passed by two-thirds (2/3) majority at the General Meeting where the quorum is fulfilled.
- 7.4 All amendments shall be forwarded to the SAC Vice-Chair and shall be favourably voted upon by SAC in order to become effective.

ARTICLE 8: QUORUM

- 8.1 Unless otherwise stated, the quorum for all general meetings shall be the greater of twenty (20) members or twenty-five percent (25%) of the Credit Members excluding the Executive Members.
- 8.2 The quorum for an Executive meeting shall be fifty percent (50%) of the number of members in the Executive.

BYLAWS

BYLAW 1: GENERAL MEETINGS

- 1.1 FilmSoc shall have at least one General Meeting during each term of the school year. One of these meetings shall take place in March to elect a new Executive for the following year.
- 1.2 A General Meeting shall be called by the Chairperson at the request of the Executive Committee or at his/her discretion.
- 1.3 A General Meeting shall be called by the Chairperson on receipt of a petition representing ten (10) of the Credit Members, or quorum as specified in this constitution, whichever is lesser. The date must be at least seven (7) days after the initial receipt of the petition.
- 1.4 Notice of the General Meeting shall be posted in an obvious place and sent by email to all members at least seven (7) days before the meeting is to take place.
- 1.5 The Chairperson shall post the Agenda for the General Meeting in the clubroom and outside the clubroom at least three (3) days prior to the meeting.
- 1.6 Minutes of the meetings must be kept if FilmSoc decisions are to be upheld by SAC in case of dispute and shall be the accepted record of proceedings.
- 1.7 Expenditures from FilmSoc's funds amounting to greater than \$2000 for production, equipment purchases, or other discretionary activities must be approved by a general meeting.

- 1.8 A two-thirds (2/3) majority vote made at a general meeting achieving quorum shall have the power to overrule any motion passed hitherto, with the exception of Article 7.
- 1.9 Minutes for the last general meeting and of all Executive meetings held since the last general meetings shall be made available at the general meeting upon request.

BYLAW 2: ELECTIONS

- 2.1 The election of Executive Officers shall take place at a general meeting in March by a majority of the members present and voting.
- 2.2 Voting shall take place through secret ballot.
- 2.3 Nominations shall be submitted to the Chairperson at least a week before the election meeting. If the Chairperson is running for a second term, the Personnel Manager shall accept nominations.
- 2.4 The Chairperson must accept nominations from the floor.
- 2.5 The first Executive meeting after the election shall be a joint Executive, and the Constitution shall be reviewed. The new Executive Committee shall assume office at the second Executive Meeting after the election.
- 2.6 Results of the election shall be submitted to the SAC Vice-Chair no later than seven (7) days after the election.
- 2.7 By-elections shall be called by the Chairperson to fill vacant Executive positions. In the event of the Chairperson position being vacated, the Personnel Manager shall call a by-election.
- 2.8 The elected Chairperson of the FilmSoc cannot also be the signing officer of the club.
- 2.9 At least ten (10) notices advertising upcoming elections must be placed in conspicuous locations including the Normand Bouchard Memorial Theatre (hereafter referred to as the Norm), inside and outside the clubroom, inside the projection booth, in the poster cases, and on advertising boards, at least two (2) weeks prior to the date of the election.
- 2.10 Nominations forms must be posted in the clubroom at least two (2) weeks prior to the date of the election.

BYLAW 3: ELIGIBILITY OF EXECUTIVE OFFICERS

- 3.1 Only living, Active Members of the Alma Mater Society shall be eligible to hold full executive offices.
- 3.2 All full Executive Officers must be registered in at least one class (3 credits) during both Winter Sessions (at least a 6 credit total).
- 3.3 In the case where a non-student member intends to run for a position, that position shall remain open to nominations from student members only. If no student member is elected to a position, a non-student member can only then be elected to that position. Non-student Executives do not have voting privileges at Executive meetings.
- 3.4 No member may hold more than one (1) Executive position unless no other member is willing to fill the open Executive position(s).
- 3.5 No member may hold the same Executive position for more than two (2) consecutive years.
- 3.6 Those who hold an Executive position must acquire at least three (3) non-virtual credits by the end of the first of November. If one fails to obtain the credits by the specified date, some of his/her Executive privileges will be suspended (as determined by the Executive), but he/she must still fulfill his/her responsibilities. Once the credits are obtained, the privileges will be fully reinstated.

BYLAW 4: MEMBERSHIP PRIVILEGES

- 4.1 Each member shall be entitled to receive the member price for him/herself and one (1) guest to each regular FilmSoc screening upon presenting his/her valid membership card at the box office.
- 4.2 Each member has to option of purchasing a prepaid card that allows him/her and one guest to bypass the ticket line. The prepaid card must be presented to the doorperson with a valid membership.
- 4.3 All members who have graduated from high school have the opportunity to earn volunteer credits by working at the theatre. Members who have not graduated from high school may volunteer at the theatre only with approval from the Executive.
- 4.4 All members have the opportunity to earn volunteer credits by distributing flyers or performing other services to FilmSoc as determined by the Executive.
- 4.5 Credit Members shall have additional privileges as specified by the Executive:
 - (i) Members with five (5) or more credits are entitled to the five-credit stamp on their membership cards. This stamp allows the member to receive free member-sized

popcorn with unlimited refills and half-priced non-alcoholic beverages, to a maximum of four (4) items, at all FilmSoc screenings at the Norm.

- (ii) Members with ten (10) or more credits are entitled to the ten-credit stamp on their membership cards. The stamp allows the member and one (1) guest free admission to all regular FilmSoc screenings at the Norm.
 - (iii) Members with fifteen (15) credits will have their membership fee reimbursed.
- 4.6 All members shall be offered instruction in the use of all equipment owned by FilmSoc on the discretion of the supervisor present.
- 4.7 Priority for access to production equipment owned by FilmSoc will be given first to Club Productions, second to FilmSoc members, and third to student projects at the discretion of the Productions Manager and Chairperson. Rental fees and security deposits may apply.

BYLAW 5: EXECUTIVE DUTIES

Title	Duties
Chairperson	5.1.1 Act as liaison to the Student Administrative Commission.
	5.1.2 Call General Meetings.
	5.1.3 Chair all FilmSoc meetings.
	5.1.4 Act as spokesperson to external organizations.
	5.1.5 Be responsible for implementing the policies of FilmSoc. This includes ensuring that all Executives meet the deadlines specified in this Constitution.
	5.1.6 Be FilmSoc's Clubs Days Coordinator.
	5.1.7 Be FilmSoc's second Bookings Representative in the event that the Executive position is not filled.
	5.1.8 Be responsible for security as defined under Bylaw 20.
Title	Duties
Treasurer	5.2.1 Act as liaison to Finance Commission.
	5.2.2 Act as one of the two Bookings Representatives of the club.

- 5.2.3 Act as the sole signing officer of all FilmSoc’s financial accounts and the SUB Projection Booth Account.
- 5.2.4 Prepare the annual budget to be presented to and approved by the Executive by the AMS deadline.
- 5.2.5 Give weekly financial status reports at Executive meetings.
- 5.2.6 Be responsible for all monies received by and disbursed by FilmSoc, and keep all bills, receipts, and vouchers recorded in a ledger, which may be viewed upon request. This includes signing and/or forwarding all bills, receipts, and vouchers within a decent time period.
- 5.2.7 Chair meetings in the absence of the Chairperson.

Title

Duties

SubFilms President

- 5.3.1 Be responsible for and have sole authority in deciding and booking films to be shown through the SubFilms Program.
- 5.3.2 Be FilmSoc’s contact for film distributors.
- 5.3.3 Be responsible for the Cinema 16 and Classics programs. Entertain suggestions from the general membership concerning which films to book, and accommodate those suggestions at his/her discretion.
- 5.3.4 Prepare and present a confirmed schedule of films to the Executive on a monthly basis at least one week prior to those films’ exhibitions.
- 5.3.5 Assist Advertising Manager in best advertising films.
- 5.3.6 Coordinate the receipt and return of films within a decent amount of time as agreed upon with the distribution companies.
- 5.3.7 In conjunction with the Bookings Representative, shall inform other organizations who show films in the Norm of distributor policies and regulations. Shall assist such organizations in booking films.
- 5.3.8 Organize sneak previews in conjunction with the Bookings Representative.

- 5.3.9 Prepare a weekly report of the financial status of each screening.

Title

Duties

Productions Manager

- 5.4.1 Coordinate the film and video productions of FilmSoc.
- 5.4.2 Instruct members in pertinent aspects of filmmaking.
- 5.4.3 Present an outline of anticipated projects, workshops, and shooting dates to the Executive at the first Executive meeting after the first Productions meeting and shall submit any changes when applicable.
- 5.4.4 Ensure the code of procedure is understood and followed by the membership.
- 5.4.5 Maintain and ensure safekeeping of all productions equipment.
- 5.4.6 Present a list of productions participants at least two (2) weeks prior to initial participation in productions in order to verify that the participants have earned at least three (3) volunteer credits.

Title

Duties

Operations Manager

- 5.5.1 Maintain and ensure safekeeping of FilmSoc’s film and video exhibition equipment.
- 5.5.2 Act as Head Projectionist and have the power to certify and decertify projectionists for the Norm.
- 5.5.3 Train members as lighting technicians for the Norm.
- 5.5.4 Must be a certified projectionist for the Norm before running for this position.

Title

Duties

Clubroom Administrator

- 5.6.1 Record and keep minutes of all FilmSoc meetings.

- 5.6.2 Make typed minutes available for review within one week of the meeting or before the next meeting, whichever is sooner.
- 5.6.3 Chair meetings in the absence of the Chairperson and Treasurer.
- 5.6.4 Keep all FilmSoc’s correspondence.
- 5.6.5 Keep copies of the Constitution and the code of procedure. Make these copies available to members for viewing upon request.
- 5.6.6 Maintain cleanliness, tidiness, and upkeep of the clubroom.
- 5.6.7 Keeps contact lists, office hours, and message boards up to date.
- 5.6.8 Obtain and sustain office supplies, plastic cups, and beverages for the clubroom.

Title

Duties

Personnel Manager

- 5.7.1 Obtain staff for all FilmSoc events and screenings.
- 5.7.2 Ensure that volunteers are eligible to volunteer (e.g. at least 18 years old for 18A rated screenings, at least 19 years old for beer gardens).
- 5.7.3 Maintain volunteer sign up and sign in sheets.
- 5.7.4 Obtain staff for non-FilmSoc events as requested by the Bookings Representative or the AMS Bookings Clerk.
- 5.7.5 Keep records of memberships, membership fees, and credits earned by members.
- 5.7.6 Send monthly credit list update to Computer Operations Manager.
- 5.7.7 Maintain and update the membership database.
- 5.7.8 Train, test, and certify floor managers.
- 5.7.9 Prepare vouchers in a timely fashion as agreed upon with the Treasurer.

- 5.7.10 Counsel, arbitrate, and deal with concerns and/or conflicts between theatre staff and/or members.

Title

Duties

Social Coordinator

- 5.8.1 Coordinate the preparations for FilmSoc’s Annual Banquet and other social functions. Other social functions include beverage gardens, volunteer appreciation dinners, ski trip, Oscar Party, poster parties/auctions, and UBC REC activities.
- 5.8.2 Provide cost estimates for each social event to the Executive for approval.
- 5.8.3 Recruit people to attend social events as necessary.

Title

Duties

Computer Operations
Manager

- 5.9.1 Maintain FilmSoc’s computers, printers, fax machines, telephones, and other associated hardware and software.
- 5.9.2 Ensure FilmSoc’s computer facilities are sufficient for the various tasks required by the Executive.
- 5.9.3 Act as webmaster for FilmSoc’s website. Update the website weekly, and correct any errors as soon as possible. Keep FilmSoc’s current Constitution online. Update credit list monthly.
- 5.9.4 Maintain FilmSoc email lists.
- 5.9.5 Maintain FilmSoc computer and account passwords.

Title

Duties

Advertising Manager

- 5.10.1 Implement and maintain advertising of the FilmSoc program.
- 5.10.2 Coordinate with SubFilms President to create and print monthly flyers one week before the first screening of each month.
- 5.10.3 Manage the ordering and inventory of advertising materials (e.g. posters, trailers) for upcoming screenings in conjunction with the SubFilms President.

5.10.4 Assist Social Coordinator with poster parties/auctions.

Title

Duties

Distribution Manager

5.11.1 Organize and ensure distribution of monthly flyers to all areas of campus.

5.11.2 Ensure poster cases are kept up to date with current posters and a sufficient stock of flyers.

5.11.3 Maintain and oversee FilmSoc’s DVD Library.

5.11.4 Implement a DVD borrowing system for members with approval of the Executive, and enforce the system’s rules.

5.11.5 Acquire new DVDs for the DVD Library with approval of the Executive.

Title

Duties

Theatre Manager

5.12.1 Maintain cleanliness and upkeep of the Norm and projection booth with assistance from floor managers and projectionists.

5.12.2 Ensure recycling is removed from the theatre in a timely fashion.

5.12.3 Keep marquee up to date and locked.

5.12.4 Keep inventory of concession and theatre items (e.g. candy, beverages, tickets, popcorn kernels, cleaning supplies, popcorn bags), and order and restock new items as necessary.

5.12.5 Maintain popcorn machine, refrigerators, lighting, the marquee, and any other theatre related equipment that does not fall under the responsibilities of the Operations Manager/Head Projectionist. Arrange for necessary repairs or upkeep as necessary with Proctor, Housekeeping, Plant Ops, or whomever necessary.

Title

Duties

Bookings Representative

5.13.1 Act as representative to organizations and/or people wishing to use FilmSoc’s services or the Norm.

- 5.13.2 Assist organizations with booking the theatre, renting FilmSoc's equipment, or hiring FilmSoc's staff.
- 5.13.3 Present outside events to the Executive for consideration as necessary.
- 5.13.4 Act as FilmSoc's booking representative with the AMS.
- 5.13.5 In conjunction with the SubFilms President, inform organizations who show films in the Norm of distributor policies and regulations.

BYLAW 6: PROCEDURE

- 6.1 All procedural matters shall be governed by Robert's Rules of Order, Newly Revised.
- 6.2 Any further discrepancies shall be decided by Student Council, which is the final authority.

BYLAW 7: MEMBERSHIP FEES

- 7.1 Fees shall not be refundable under any circumstances except when a member attains fifteen (15) credits.
- 7.2 The Executive Committee may amend the fees at the first Executive meeting of the winter session, but the amendment shall not be valid unless passed by SAC.
- 7.3 Active membership fees shall be ten dollars (\$10).
- 7.4 Associate membership fees shall be fifteen dollars (\$15).
- 7.5 Honorary membership fees shall be zero (0) dollars.

BYLAW 8: COMMITTEES

- 8.1 Committees shall be appointed by the Executive Officers or at a General Meeting. The Executive Officers still shall take the responsibility to supervise and control the activities of all the committees.
- 8.2 Individual Executive responsibilities shall not be turned over to a Committee.

BYLAW 9: BUDGET

- 9.1 In accordance with the AMS Bylaw 13(6), all funds shall be remitted to the Finance commission by May 30th.
- 9.2 An annual report including a statement of FilmSoc's proposed expenditures and expected revenues shall be submitted to the Finance Commission along with the budget.

BYLAW 10: INTERPRETATION

- 10.9 Nothing in these bylaws shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.

BYLAW 11: EXECUTIVE MEETINGS

- 11.1 Executive meetings must be held at least once each month during the academic year and in August.
- 11.2 An Executive meeting may be called at any time at the discretion of the Chairperson.
- 11.3 An Executive meeting must be called by the Chairperson upon receipt of a petition from three (3) or more Executives.
- 11.4 Notice of an Executive meeting shall be given at each previous Executive meeting on understanding that Executive meetings will take place on a regular basis. Notice will also be given via email one (1) day in advance.
- 11.5 At the commencement of each academic term, the Executive will determine the most suitable time and day for weekly meetings to take place.
- 11.6 Each Executive meeting shall approve the minutes of the last Executive meeting.
- 11.7 Any member of FilmSoc is allowed to attend Executive meetings but will not have voting power. Expulsion from the meeting will result if the presence of the individual(s) is deemed to be detrimental to the efficiency of the meeting and/or at the discretion of the Executive.

BYLAW 12: VOTING

- 12.1 Only Active, Associate, and Honorary Members of FilmSoc, as defined under Article 4, are eligible to vote at a general meeting.

- 12.2 Only members of FilmSoc who have been members for fourteen (14) days prior to a general meeting shall have full voting privileges at that general meeting.

BYLAW 13: PROXIES

- 13.1 Each Executive or Junior at an Executive meeting may hold a proxy for one (1) Executive not in attendance.
- 13.2 Each voting member at a general meeting may hold a proxy for one (1) member not in attendance.
- 13.3 Proxies shall count towards quorum.
- 13.4 All proxies must be signed and include the name of the proxy-holder and the date of the meeting for which the proxy was intended. Proxies must be acknowledged by the Chairperson prior to the commencement of the meeting.

BYLAW 14: ADDITIONAL EXECUTIVE DUTIES

- 14.1 Outgoing Executives are directly responsible for providing adequate and necessary information and training to the incoming Executives taking over their positions.
- 14.2 Both the incoming and outgoing Chairperson are ultimately responsible for ensuring that Bylaw 14, Section 1 is upheld before the end of the academic year.
- 14.3 Executives who do not fulfill their obligations are subject to expulsion from FilmSoc by the new Executive.
- 14.4 Executive members must post office hours.
- 14.5 Each Executive must attend at least two (2) of the scheduled meetings each month in person or via proxy.
- 14.6 The Executive shall approve the code of procedure at the first Executive meeting of each academic year.

BYLAW 15: EXPULSION OF AN EXECUTIVE

- 15.1 Executives failing to perform their duties may be expelled from the Executive by a two-thirds (2/3) majority vote at an Executive meeting.
- 15.2 Before an Executive is expelled, the following events must take place:

- (i) The issue will be presented and discussed at an Executive meeting.
- (ii) The Chairperson is responsible for giving a formal written warning to the person in question.
- (iii) The person in question must address the Executive at a meeting on or before the date specified by the Executive. He/she may agree to improve his/her performance or choose to resign if he/she can no longer perform the required duties.
- (iv) Failure to address the Executive by the specified deadline and/or making no progress will result in a final vote.
- (v) Upon the expulsion of an Executive, a replacement shall be appointed by the Executive or a by-election may be called.

BYLAW 16: EXPULSION OF A MEMBER

16.1 Any member (including theatre staff or Executives) whose actions are considered to be against club policy as determined by a vote of the Executive may lose all club benefits, subject to appeal to Student's Court.

16.2 Before a member is expelled, the following must take place:

- (i) The Chairperson will give the offending person(s) one written warning.
- (ii) The person(s) has/have the right to address the Executive and present his/her/their side(s).
- (iii) If the inappropriate behaviour continues, then the offending person(s) will be removed from FilmSoc upon a two-thirds (2/3) majority vote by the Executive, with all privileges that accompany the membership being revoked.

BYLAW 17: BY-ELECTIONS

17.1 By-elections shall be called within two weeks of a position becoming vacant through resignation, ineligibility, or expulsion.

17.2 Expelled Executives may run in a by-election for the position from which they have been expelled. A by-election shall be run according to Bylaw 2, Sections 2, 3, 4, 6, 7, 9, and 10.

BYLAW 18: PRODUCTIONS

- 18.1 Productions funded in whole or in part from FilmSoc funds shall be called “Club Productions”.
- 18.2 All members are eligible to contribute to Club Productions provided that:
- (i) They display competence with pertinent equipment at the discretion and under the guidance of the Productions Manager.
 - (ii) They have obtained at least three (3) credits before the commencement of their contribution.
 - (iii) They have attended all mandatory meetings and workshops, as determined by the Productions Manager.
- 18.3 Copyright of Club Productions belongs to the creators of said work.

BYLAW 19: PROJECTIONISTS AND ASSISTANT PROJECTIONISTS

- 19.1 A Projectionist is any member who is certified to operate the projection equipment. The following requirements must be met in order to obtain certification:
- (i) Ran at least fifteen (15) shows while supervised by a certified Projectionist.
 - (ii) Passed a Floor Manager test administered by the Personnel Manager.
 - (iii) Passed the Projectionist Test administered by the Operations Manager/Head Projectionist. (See Projectionist Test in Operations Binder.)
- 19.2 An Assistant Projectionist (Proj2) is any member learning to operate the projection equipment.

BYLAW 20: SECURITY

- 20.1 The Chairperson shall be responsible for the security of the clubroom and other FilmSoc facilities in the following manner:
- (i) The security codes for the FilmSoc office alarm and key lock boxes shall be closely guarded by the Chairperson and all others granted access.
 - (ii) The Chairperson shall change the codes every academic year upon election of a new Executive and additional times as needed.

- (iii) The keys that access facilities used by FilmSoc, as administered by the AMS Business Office, shall be distributed to members at the discretion of the Chairperson on the advice of the Executive. Only members who demonstrate to the Executive an essential need to have access to club spaces will be granted the appropriate keys.