**Constitution for Mad Royal Film Society**

*Article I – Name, Purpose, and Non-Discrimination Policy*

Section 1: The *Mad Royal Film Society*

Section 2: The *Mad Royal Film Society* is a filmmaking student organization focused on telling the stories of underrepresented communities at The Ohio State University. Underrepresented communities include students of color, members of the LGBTQ community, women and other marginalized groups.

Section 3: The *Mad Royal Film Society* and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

*Article II - Membership: Qualifications and categories of membership.*

Section 1: In order to qualify as a voting member of *Mad Royal Film Society*, the student must be currently enrolled at The Ohio State University. Others such as faculty, alumni, professionals, etc. are encouraged to become members, but only as non-voting associate or honorary members. There is no application for membership.

Section 2: There are two categories of membership for this student organization. A student may be a credited team member (a member of the Writing, Editing, Production or Distributions team), or a general member. Team members must adhere to the requirements outlined in applications in order to retain team-membership status. General membership is for members who are unable to adhere to the requirements for team-membership, and are free to attend advanced screenings of videos, act as film critics, and attend and/or volunteer for events put on by *Mad Royal Film Society*. General members do not have Executive Board electing power.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders*

Organization leaders (i.e. President, Treasurer, Head of Writing, Head of Production, Head of Editing and Head of Distributions) represent the Executive Board, and will be initially selected by the President for the first semester of *Mad Royal Film Society*’s existence, and be elected by their respective team and Executive Board members in subsequent semesters.

Section 1- One **President** will oversee the entire Executive Board. He or she will lead Executive Board and general meetings, and make sure every aspect of the student organization adheres to the mission and purpose. The President will also serve as the face of the student organization, and must be present during any press release such as interviews done for *Mad Royal Film Society*. The President is elected by all team members of the organization at the end of spring semester. If there is a tie for presidency, it will be broken by a vote by the Executive Board.

Section 2- One **Treasurer** will oversee all financial transactions made by the student organization. The treasurer will also serve as the Bookings Director, booking any rooms needed for events or shootings, maintaining a contact database of talent and sponsors for different projects, and tracking attendance of all team members. The Treasurer will be initially selected by the President, but will be elected by the team members at the end of spring semester. If a tie arises, the Executive Board will vote for the winner.

Section 3- One **Head of Writing** will oversee the writing team, making sure the writing team runs smoothly, adheres to the group’s mission and purpose, produces quality work, and remains on schedule. The Head of Writing will be selected by the President during the first semester of the group, but will then be elected by writing team members during the end of the spring semester. If a tie arises, the Executive Board will vote for the winner.

Section 4- One **Head of Production** will be in charge of production duties of different film projects put on by *Mad Royal Film Society*. She or he must propose a budget, location, technical needs and support that must be affirmed by the president for each film project. The Head of Production must also oversee the production team, which aids in castings for acting and directing talents. The Head of Production will initially be selected by the President, but will then be elected by production team members during the end of the spring semester. If a tie arises, the Executive Board will vote for the winner.

Section 5- One **Head of Editing** will be in charge of the editing duties for each project. The Head of Editing must oversee all editing team members and make sure they adhere to the schedule and produce quality work. The Head of Editing must be an expert on different editing software, in order to serve as a technical advisor to editing team members. The Head of Editing will initially be selected by the President, but will then be elected by editing team members during the end of the spring semester. If a tie arises, the Executive Board will vote for the winner.

Section 5- One **Head of Distributions** will be in charge of brainstorming and executing marketing campaigns, fundraisers and promotional events and premieres as needed by the *Mad Royal Film Society.* The Head of Distributions must adhere to proposed budgets and schedules that have been affirmed by the treasurer and president respectively. The Head of Distributions will also serve as the Vice President of the organization. The Vice President will guide the Executive Board and general meetings if the President is not present, and will overtake the President position if the President is removed. The Head of Distributions will initially be selected by the President, but will then be elected by distributions team members during the end of the spring semester. If a tie arises, the Executive Board will vote for the winner.

Section 6- One **Head of Publicity** will be in charge of all social media accounts including Twitter, Facebook, Tumblr and Wordpress pages. She or he will be a part of the distributions team and is not required to attend Executive Board meetings. The Head of Publicity will initially be selected by the President, but will then be elected by distributions team members during the end of the spring semester. If a tie arises, the Head of Distributions will determine the winner.

*Article VI – Method of Selecting and/or Removing Officers and Members*

There is no selection process for General members—any Ohio State student is welcome to join the organization at any time during Autumn or Spring semester. Officers (Executive Board members) are selected based on a written application and are elected via a majority vote by current Executive Board members. Both general members and members who hold officer positions are expected to be respectful, tolerant, and behave in a manner that reflects well on *Mad Royal Film Society.* Specifically, by being kind and respectful to fellow members, remaining in good academic standing, and contributing to an atmosphere of open-mindedness and fun.

If a general member does not meet these expectations of behavior—if, for example, a member commits blatantly disrespectful acts or exhibits intolerant, mean behavior toward other members—a meeting (Membership Review) will be held during which the Executive Board discusses the member’s offense(s) and determines, by majority vote, whether or not the misbehaving member should be removed from the organization.

In the event that an Executive Board member has committed an offense, the Executive Board will still hold a Membership Review, but without the officer who’s membership is in question present. If, after discussion and vote, the Executive Board decides to remove the misbehaving member from the organization, there will be a second vote held at a general club meeting. If a majority of both general and Executive Board members chooses to remove the officer, then that officer will be asked to respectfully step down from his or her position. The President will absorb the job of this removed officer until the position can be filled.

The non-discrimination policy protects members from removal based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

*Article VII – Adviser(s) or Advisory Board: Qualification Criteria*

The advisor of *Mad Royal Film Society* must be a member of the University faculty or Administrative & Professional staff. He or she must have film knowledge and expertise, and serve as a mentor and resource for the student organization. The advisor must come to at least 2 Executive Board or general meetings.

*Article VIII – Meetings of the Organization: Required meetings and their frequency.*

Meetings will occur once a week for all team members. Termination from the *Mad Royal Film Society* will only occur by failure to adhere to attendance policy, or abhorrent behavior. Team members are permitted to have a minimum number of unexcused meetings that are outlined in the by-laws. For team members of the Writing, Production, Editing and Distribution teams, minimum notice must be made to the serving heads of each team. If notice is not made with at least the minimum amount of time outlined in the by-laws, the absence is unexcused. For Executive Board members, minimum notice has to be made to either the President or the Treasurer. If notice is not made with at least the minimum amount of time permitted, the absence is unexcused. As for general members, attendance at weekly meetings is not mandatory; however, if a general member has a specified number of unexcused absences from a volunteered event, the general member is not permitted to volunteer for subsequent events for the remainder of the semester. If a member is to be removed for abhorrent behavior, 3 or more members (general or team members) must submit written complaint to the President, and the Executive Board will vote on the removal of the member. If there is a tie in the vote, the President will make the ultimate decision. IF the team member is a member of the Executive Board, the Executive Board will vote on the removal of the member and if a tie arises, the President makes the final decision.

*Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments should be in writing, will not be acted upon but read in the general meeting in which they are proposed, should be read again at 2 subsequent general meetings and the general meeting in which the votes will be taken. Approval requires at least two-thirds of voting members present (and to conduct any business an organization will have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members).

**By-Laws**

*Article 1 – Parliamentary Authority*

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II- Membership*

Team members must submit an application to become a member of the organization. Termination from the *Mad Royal Film Society* will only occur by failure to adhere to attendance policy, or abhorrent behavior. Team members are permitted to have 3 unexcused meetings. For team members of the Writing, Production, Editing and Distribution teams, 24 hours notice must be made to the serving heads of each team. If notice is not made with at least 24 hours, the absence is unexcused. For Executive Board members, 24 hours notice has to be made to either the President or the Treasurer. If notice is not made with at least 24 hours, the absence is unexcused. As for general members, attendance at weekly meetings is not mandatory; however, if a general member has 1 unexcused absence from a volunteered event, the general member is not permitted to volunteer for subsequent events for the remainder of the semester. If a member is to be removed for abhorrent behavior, 3 or more members (general or team members) must submit written complaint to the President, and the Executive Board will vote on the removal of the member. If there is a tie in the vote, the President will make the ultimate decision. There will be no dues for this organization.

*Article III- Election / Appointment of Government Leadership*

The President of the *Mad Royal Film Society* will be elected by all team members during the close of spring semester. If the President must be removed or step down, the Head of Distributions will step forward as the President for the remainder of the former president’s term. If the Head of Distributions is unable to overtake the position, the Executive Board must select a different president from the Executive Board. At the end of the year, the substituting president must run against other candidates and when the election in order to maintain the position. The heads of different Boards will be voted and selected by their respective team members at the end of spring semester, and if the head must step down, his or her team members are permitted to run an early election. The head must still run and when the election at the end of spring semester in order to retain their executive position.

*Article VIII - Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present). Only team members are permitted to vote.