

Constitution for the Mad Royal Film Society

Article I: Name, Purpose, and Non-Discrimination Policy

Section 1: Mad Royal Film Society

Section 2: We are a film/video production organization aiming to create a community that promotes creativity, inclusivity and collaboration. As a group we collaborate to make short films each semester and host a student film festival each year in the spring.

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

Article II: Membership: Qualifications and Categories of Membership

Section 1: No application or dues are required to be a member of this organization. Anyone may participate in meetings and events so long as they follow the rules in this Constitution.

Section 2: There are two categories of membership, non-voting and voting. Non-voting members may be anyone who has an interest in film and follows the rules in this Constitution. Non-voting members may not run for an official position, while voting members can. Voting members must be a student at the Ohio State University, must have attended at least one meeting prior to the day of elections virtually or in-person, and must be a member of the central messaging app the organization uses.

Section 3: Voting members/members of the central messaging app must adhere to the code of conduct for the messaging app (currently Discord) which is as follows:

- All visual media sent into the Discord must be related in some way to the organization, organization projects/meetings/events, film, or video arts. Visual media cannot contain any portrayal of graphic content such as violence, nudity, and any other content that could be considered obscene without proper content warnings provided. If one is truly unsure if they should send something to the group- please consult a member of e-board first.
- All messages both in text and media sent in the server must not include any forms of bullying, harrasment, or discrimination.
- Any violation of the server code of conduct will be subject to repercussions per discretion of the sitting E-Board.

Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders

Executive Board members will be elected by ranked choice vote, while Member Representatives will be selected by the Executive Board. The Executive Board represents the organization in all official capacities, and is responsible for organizing all meetings and events. Each member of the Executive Board works together as a team of partners and equals in leadership to make Mad Royal Film Society a safe, creative space for collaboration. Responsibilities can be taken on by personal preference. Each executive board member shares responsibilities that may include, but are not limited to planning an annual film festival, running meetings, recruitment, organizing club operations, administration, meeting outside of weekly meetings, social outreach, making sure members feel comfortable and welcome, representing members, marketing, social media upkeep, sharing film-related opportunities with the group, planning other events, collaboration with other clubs, reaching out to faculty, communication, checking University requirements to maintain an active club status, and alumni outreach and communication. Each executive board member is expected to attend weekly meetings. If an executive board member cannot attend a weekly meeting, they should contact their fellow executive board members ahead of time.

Section 1: President

The President is responsible for overseeing the entire Executive Board, making sure every aspect of the student organization adheres to the mission and purpose, and serving as the face of the student organization. In collaboration with the Vice President, they will also head coordination of club film projects, as well as the annual Mad Royal Film Festival. They must attend and complete President training as required by the University. The President is elected by all 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. The President's term is one year long.

Section 2: Vice President

The Vice President is responsible for standing in for the responsibilities of the President when they are unavailable. In collaboration with the President, they will also head coordination of club film projects, as well as the annual Mad Royal Film Festival. The Vice President is elected by all members of the organization at the end of spring semester. If there is a tie for vice presidency, it will be broken by a vote by the Executive Board. The Vice President's term is one year long.

Section 3: Treasurer

The Treasurer is responsible for applying for Programming and Operating funds, returning requisite receipts to the University, and managing the club's bank account. They must attend and complete Treasurer training as required by the University. The Treasurer is elected by all members of the organization at the end of spring semester. If there is a tie for the position, it will be broken by a vote by the Executive Board. The Treasurer's term is one year long.

Section 4: Secretary

The Secretary is responsible for corresponding with the Advisor once each semester, ensuring all members have access to the information and dates discussed at the meeting, checking the official email and messaging app so that all incoming messages are responded to. The Secretary is elected by all members of the organization at the end of spring semester. If there is a tie for the position, it will be broken by a vote by the Executive Board. The Secretary's term is one year long.

Section 5: Outreach Coordinator

The Outreach Coordinator is responsible for keeping Mad Royal connected to other student organizations, talent, and alumni to build the student filmmaking community. The Outreach Coordinator oversees the Historian Committee. The Outreach Coordinator is elected by all members of the organization at the end of spring semester. If there is a tie for the position, it will be broken by a vote by the Executive Board. The Outreach Coordinator's term is one year long.

Section 6: Social Media Manager

The Social Media manager oversees the club's social media pages, makes posts to promote events and projects, feature members, etc. The Social Media Manager works with club members that are encouraged and interested in creating graphics for social media. The Social Media Manager is elected by all members of the organization at the end of spring semester. If there is a tie for the position, it will be broken by a vote by the Executive Board. The Social Media Manager's term is one year long.

Section 7: Member Representatives

Section 7a: Historian Committee

Historians focus on recording projects and events via video and photography. Committee works with/ overseen by the outreach coordinator. More than one member can be a Historian. Does not require election for this position and can sign up at any time of the year. Encouraged to sign up during general elections. A Historian's term is one year long.

Member Representatives are responsible for supporting the Executive Board in its activities as enumerated above, representing the needs of general members of the organization, and attending Executive Board meetings as available. Member Representatives will report to the Executive Board for additional responsibilities and tasks, such as leading group projects, contributing ideas for meetings and events, and engaging with new and old members in-person and on the messaging app. Member Representatives are non-elected members, and are not included in the Executive Board for the purposes of this document. They are voting members who are selected by the previous year's Executive Board who are interested in taking on administrative

responsibilities in order to serve the organization. Member Representatives' terms are one year long.

Article IV: Method of Selecting and/or Removing Officers and Members:

There is no selection process for members—anyone is welcome to join the organization at any time throughout the year. Executive Board members elected via a ranked choice majority vote by voting members of Mad Royal, with elections being administered by the current Executive Board. Member Representatives will be chosen by the past Executive Board after the elections selected from a pool of interested 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, this means being kind and respectful to fellow members, abiding by University anti-discrimination guidelines, and contributing to an atmosphere of open-minded collaboration and fun.

In the event that borrowed or rented property/equipment is damaged or destroyed by a Mad Royal member during a club-sponsored event, the owner of the damaged items must be compensated in full by the offending member.

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 supermajority (4 out of 5, or 3 out of 4) 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 whose membership is in question present. If Executive Board members choose to remove the officer, then that officer will be asked to respectfully step down from his or her position. The Executive Board will absorb the job of this removed officer until the position can be filled.

Additionally, at any point any member of the Executive Board who wishes to step away from their responsibilities for any reason, including, but not limited to, physical or mental health, family emergency, or academic concerns, can do so. The rest of the Executive Board will absorb their responsibilities until they can be replaced in an emergency vote, or they can return to their role at the discretion of the Executive Board.

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 V: 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. They must have film knowledge and passion and serve as a mentor and resource for the student organization. The advisor must be in contact with the executive board, communicating at least once a semester. Additionally, advisors must complete training once per year as required by the University and must approve all programming and operating funds requests or provide the Executive Board with reasons for denial. Advisors may be chosen at the discretion of the Executive Board.

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

Meetings will occur every week Monday at 7 PM, either in person or virtually. No meetings are required for members, and meetings may be cancelled at the discretion of the Executive Board. Additional meetings may be scheduled as needed. The Executive Board is expected to meet outside of weekly meetings.

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

Amendments must be presented to all members both at a weekly meeting and on the central messaging app the organization is using and will be taken to a popular vote at a subsequent weekly meeting.