

# Cinema Studies Student Union Constitution By-Laws

## Article I - Name of Organization

The name of the organization shall be Cinema Studies Student Union

## Article II - Objective

The Cinema Studies Student Union (hereafter referred to as CINSSU) is a film community for students enrolled in the Cinema Studies program/courses. The CINSSU executive shall be the liaison between Cinema Studies students and the Cinema Studies program. It will also serve as a community for showcasing films for free and discussing film beyond academia.

## Article III - Mandate

The CINSSU executive shall fulfill the following four mandates in all acts related to CINSSU:

1. The CINSSU executive shall promote the program of Cinema Studies at the University of Toronto.
2. The CINSSU executive shall promote film culture through film nights, meetings, and social events.
3. The CINSSU executive shall act as an external representative on behalf of all Cinema Studies students.
4. The CINSSU executive shall advise instructors of students' suggestions and concerns **in appropriate settings such as the CSI council meetings.**
5. **All CINSSU executives shall attend an annual anti-racism training.**

## Article IV - Executive Members and Duties

### **Section 1: Executive Committee**

The executive committee shall consist **of an executive team made up of 15-20 members.** The **Presidents** must be consulted or advised on all decisions to be made. Their interests shall also be represented at all financial, programming, and elections meetings, as well as at ASSU, ICSS and UTSU meetings. All executives function as event and initiative coordinators, and as such have a responsibility to consult with primary executives on any financial needs. Each executive has a specific role designed to allow for the continued operation of CINSSU as a student body.

Presidents (1.i - I.vii)

1. President
2. **Vice-President Internal**
3. **Vice-President External**

## Executives (1.2viii - 1.xiv)

1. Treasurer
2. Secretary
3. Camera Stylo Editor(s)
4. Special Events Coordinator (up to 2)
5. Art Director (up to 2)
6. Promotions and Communications Director(s) (up to 2)
7. Programmer (up to 3)
8. Print Promotions (up to 4)
9. Sneak Preview
10. Filmmaking Coordinator
11. Photo-Videographer
12. First-Year Representative(s)

## **Section 2: Duties of the Executive**

### **Section 2.i: President**

1. The President is responsible for attending ASSU, ICSS and UTSU meetings but must send a proxy if unavailable. The President shall have primary signing authority of the monies of CINSSU. (The Treasurer or President must principally sign all cheques.)
2. The President shall inform each executive member of their responsibilities and delegate work as necessary.
3. The President shall serve as a point of contact for all CINSSU activities.
4. The President shall be required to attend all CINSSU meetings.
5. The President should always discuss possible events with the other executives and act without bias, and fulfill mandates lined out in Article III.
6. The President shall be the primary liaison between the Cinema Studies Institute (hereafter known as CSI) and the CINSSU executive.
7. The President will provide an agenda for weekly meetings to the Executive within two days of all meetings.

### **Section 2.ii: Vice President**

1. In the event of the President's resignation, or removal from office, the Vice President shall assume the President's duties.
2. The Vice President shall be required to attend all CINSSU meetings.
3. The Vice President shall serve as a point of contact for all CINSSU activities, should the President be unavailable.
4. The Vice President should always discuss possible events with the other executives and act without bias and fulfill mandates lined out in Article III.
5. The Vice President shall be the secondary liaison between the Cinema Studies Institute (hereafter known as CSI) and the CINSSU executive.

### **Section 2.iii: Treasurer**

1. The Treasurer shall attend all budget meetings (ASSU and ICSS budget meetings), and if unavailable, must send a proxy.
2. The Treasurer shall be required to attend all CINSSU meetings.
3. The Treasurer shall create UTSU, ASSU and ICSS annual budget proposals and submit all of the budget proposals before the deadlines.
4. The Treasurer shall create UTSU, ASSU and ICSS annual budget reports and submit all of the budget reports before the deadlines.
5. The Treasurer shall create a bi-annual report to be presented to the CINSSU Executives.
6. The Treasurer, in addition to the President, shall have the principal signing authority of the **finances** of CINSSU.
7. The Treasurer shall be responsible for the transfer of signing authorities to the appropriate executive at the beginning of their term of office.
8. All records of expenditure and revenue must be kept, including the establishment of adequate internal controls.
9. To maintain a good bookkeeping and accounting system, the Treasurer must:
  1. Keep an updated record of all receipts and disbursements.
  2. Use deposit books to show the breakdown of the sources of the funds.
  3. Properly record cash advance payments.
  4. Make sure that paid invoices are cross-referenced to the cheque that was issued—staple void cheques to the back of the cheque stubs.
  5. Maintain reports for each activity that was held for the year, showing the total source of revenue and expenses. These reports should be approved by the President.
  6. Manage sales and costs of CINSSU merchandise and concessions if necessary.

#### **Section 2.iv: Programmer(s)**

1. The Programmer(s) shall be required to organize, promote and manage weekly Free Friday Film screenings held by CINSSU.
2. The Programmer is required to attend all weekly CINSSU Executive Meetings.
3. The Programmer shall create a Free Friday Film Program **for both the fall and winter semester.**
4. **The Programmer shall review and consult on all budgetary needs with the Treasurer and President before the program is completed.**
5. The Programmers shall be required to monitor all film print trafficking by:
  1. Ordering the film print in advance, prior to the screening date.
  2. Ensuring that the print has arrived no later than two days before the event.
  3. Ensuring the print has been reviewed before showing.
  4. Returning the print back to the distributor after the screening.
6. The Programmer will contact Innis Town Hall or other locations for screenings, and send invoices to the Treasurer.
7. The Programmer will liaise with the Art Director to create posters for campus-wide promotion, both offline and online.

8. The Programmer shall liaise with the Communications and Promotions Director(s) in order to adequately promote CINSSU's Free Friday Films.

### **Section 2.v: Sneak Previews Coordinator**

1. The Sneak Previews Coordinator shall be required to organize all sneak previews held by CINSSU.
2. The Sneak Previews Coordinator is required to attend all weekly CINSSU Executive Meetings.
3. **The sneak preview coordinator, in partnership with distributors, shall be responsible for arranging all film screenings that fall outside of the regular programmers' duties.**
4. The Sneak Previews Coordinator shall be required to liaise between film studios, distribution firms, advertising agencies and CINSSU.
5. The Sneak Previews Coordinator shall be required to distribute film passes.
6. The Sneak Previews Coordinator shall be required to liaise between CINSSU and Innis Town Hall regarding sneak previews.
7. The Sneak Previews Coordinator shall liaise with the Promotions and Communications Director(s) in order to adequately promote CINSSU's Sneak Preview Screenings.

### **Section 2.vi: Camera Stylo Editor(s)**

1. The Camera Stylo Editor shall be required to coordinate the creation and distribution of one issue of the Camera Stylo Journal per year.
2. The Camera Stylo Editor is required to attend all weekly CINSSU Executive Meetings.
3. The Camera Stylo Editor shall be required to appoint and consult a Faculty Advisor, **student** Designer, and **student** Selection/Editorial Committee.
4. The Camera Stylo Editor shall be responsible for consulting with a graduate student in the Cinema Studies Institute appointed by the Innis College Librarian in a final editing check, with an emphasis on citation revisal.
5. The Camera Stylo Editor shall be required to establish a budget for the publication with the Treasurer.
6. The Camera Stylo Editor shall create a publication schedule in addition to a budget proposal to be presented to the President, Vice President, and Treasurer.
7. The Camera Stylo Editor shall be required to coordinate a launch party for the publication, in collaboration with the Special Events Coordinator(s).
8. The Camera Stylo Editor will consult with the Innis College/CSI Librarian to ensure that the issue of the Journal is entered into library archives every year.

### **Section 2.vi Subsection 1: Camera Stylo Submission Process**

1. The Camera Stylo Editor shall consider works submitted by students themselves for inclusion, with the caveat that papers should have received a grade of an A- (80%) or above. In exceptional circumstances wherein papers do not reach this threshold, papers will still be considered on the condition that a professor vouch for the student. This process is the student's responsibility to organize.

### **Section 2.vii: Special Events Coordinator(s)**

1. The Special Events Coordinator(s) shall be responsible for organizing all special events, and coordinate with all external parties.
2. The Special Events Coordinator(s) is required to attend all weekly CINSSU Executive Meetings.
3. The Special Events Coordinator(s) is required to propose budgets and schedules for all events prior to execution.
4. The Special Events Coordinator(s) is required to make all events fully accessible.

### **Section 2.viii: Art Director(s)**

1. The Art Director is required to create and design all promotional materials for CINSSU. This includes all Free Friday Film posters and special event posters.
2. The Art Director is required to attend all weekly CINSSU Executive Meetings.
3. Special event posters must be completed no later than five days prior to the date of the event, provided the necessary materials are presented to the Art Director within a reasonable timeframe.
4. All artistic materials shall be proofread by another member of the executive team.
5. The Art Director is required to retain an organized compilation of all promotional materials for future reference (Slack and a file hosting site of their choosing).

### **Section 2.ix: Promotions and Communications Director(s)**

1. The Promotions and Communications Director(s) shall be responsible for collaborating with relevant external clubs and organizations for CINSSU events and opportunities.
2. The Promotions and Communications Director(s) is required to attend all weekly CINSSU Executive Meetings.
3. The Promotions and Communications Director(s) shall communicate with organizations on and off-campus regarding events that relate to their position, which include but are not limited to the following:
  1. On-Campus: UTSU, ASSU, ICSS, Cinema Studies Institute (CSI), UTM, UTSC, Hart House Film Board.
  2. Off-Campus: TIFF, Hot Docs, Reel Asian, Inside Out, BlogTO, Now Magazine.
4. The Promotions and Communications Director(s) shall be responsible for promoting CINSSU through various social media platforms, and the CINSSU Website.
5. The Promotions and Communications Director(s) shall manage the following platforms: Facebook, Twitter, Instagram, and the CINSSU Website.
6. The Promotions and Communications Director(s) is responsible for making a weekly schedule for social media posts.
7. The Promotions and Communications Director(s) is responsible for updating the CINSSU website. This includes the following:
  - Populating the Events page with upcoming events.
  - Populating the FFF Program page.
  - **Maintaining email list.**

### **Section 2.x: Print Promotions (up to 4)**

1. Print Promotions shall be responsible for campus-wide promotion of CINSSU and its events through print material.
2. Print Promotions is required to attend all weekly CINSSU Executive Meetings.
3. Print Promotions is required to both print and post all posters created by the executive team.
4. Print Promotions is required to provide the printer invoices to the Treasurer.

### **Section 2.xi: Filmmaking Coordinator**

1. The Filmmaking Coordinator shall organize the CINSSU & **Frames & Sounds** Campus Filmmaking Competition.
2. The Filmmaking Coordinator is required to attend all weekly CINSSU Executive Meetings.
3. The Filmmaking Coordinator shall liaise with all relevant groups on and off-campus, such as **Frames & Sounds**, Hart House Film Board.
4. The Filmmaking Coordinator must attend all Raindance on Campus meetings and update the CINSSU executive on Raindance on Campus activities at the weekly meetings.
5. The Filmmaking Coordinator shall create a schedule for event planning, in addition to a budget proposal to be presented to the President(s), Vice President, and Treasurer.

### **Section 2.xii: Photo-Videographer**

1. The Photo-Videographer must own a digital camera for taking digital pictures and filming of CINSSU events.
2. The Photo-Videographer is required to attend all weekly CINSSU Executive Meetings.
3. The Photo-Videographer shall edit the photos and videos and upload them online via Slack and provide the materials to the Executive.
4. The Photo-Videographer shall be required to take photos of all CINSSU executives for the website's bio section.
5. The Photo-Videographer shall be required to organize CINSSU video promotions.
6. The Photo-Videographer will oversee CINSSU's involvement in practical filmmaking contests with the Filmmaking Coordinator.

### **Section 2.xiii: First-Year Representative**

1. The First-Year Representative shall represent first-year student-body at CINSSU meetings, addressing questions and concerns of first-year Cinema Studies students.
2. The First-Year Representative is required to attend all weekly CINSSU Executive Meetings.
3. The First-Year Representative is required to organize an event targeted towards first-year Cinema Studies students.
4. The First-Year Representative shall be enrolled in Intro to Film (CIN105Y)

### **Section 2.xv: Secretary**

1. The Secretary must attend weekly meetings.
2. The Secretary must take minutes and attendance at each meeting.
3. The Secretary must collaborate with Presidents on defining meeting times at the beginning of each Fall and Winter semester.
4. The Secretary must post meeting minutes on the same day as the meeting was held.
5. The Secretary will support the President and Vice-President in administrative tasks if neither are available.
6. The Secretary will collaborate with the Undergraduate Coordinators to approve CCR recognition for all CINSSU members who request it at the beginning of the 2<sup>nd</sup> year and will liaise with said coordinators to both maintain supervision for CCR credit as well as complete the process by the end of classes (Winter semester).
7. **The Secretary shall be responsible for maintaining office order.**

### **Section 3.: Nominations and Elections**

Elections will take place at the end of each academic year to determine next year's executive committee. Additionally, bi-elections shall take place as needed internally. For each election, at least two weeks' notice shall be provided.

#### **Section 3.i: Procedures**

1. In accordance to Section 3.ii, certain positions will be dependent on interviews, therefore the newly-elected President must arrange interviews with parties interested in those positions.
2. Interested students in the elected positions will nominate themselves and have a total of up to five (5) minutes to talk: Two (2) minutes to talk about themselves and three (3) minutes for questions. Questions will be composed by the current Executive and will be asked to each candidate.
3. **All voting shall be hosted on an appropriate online platform that is supervised by the outgoing Presidents and/or Secretary.**

#### **Section 3.ii: Eligibility of Nominees**

1. Nominated members for the CINSSU Executive positions shall be students enrolled in the Cinema Studies Program during the duration of their term in office.
2. All nominees shall be required to be taking a Cinema Studies course for the duration of their term in office.
  - I. Nominated members should be familiar with the workings of CINSSU, and specifically the position that they wish to hold.

#### **Section 3.iii: Voting Procedures**

Interviews will be held for the following positions;

- a. Programmer,
- b. Camera Stylo Editor,
- c. Special Events Coordinator

- d. Sneak Preview Coordinator
- e. Art Director
- f. Treasurer

The **incoming** President, the Executives currently holding the position up for an interview, as well as the President and Vice President, will be in attendance for the interview.

1. If a candidate is running for the same position that they currently occupy, they must recuse themselves from sitting in on interviews.
2. The remaining positions will be chosen at the General Elections meeting and interested students will nominate themselves. The nominee with a plurality (the most votes) wins. In case of a tie, a run-off election between the tied nominees occurs (and in a case of a tie, run-off elections continue until one candidate wins).

#### **Section 3.iv: By-elections**

1. Hold by-elections that the current Executive organizes (no earlier than the second week from the semester start date). The duties of the **vacant positions** shall fall upon the current Executive team, while a search to fill said position continues. Once an interview or election has taken place for said position, the new Executive member will commence their responsibilities.

#### **Section 4: Term of Office**

The term of office's duration extends one academic year. However, a member who is on the executive can re-nominate themselves if they wish.

#### **Section 4.i: Removal from Office**

1. If an Executive misses a meeting 2 unexcused times **they must speak with the presidents regarding their absences.**
2. If an Executive **is continuously absent and does not speak with the President, at the discretion of the presidents,** the Executive **shall** be removed from their position.
3. **If an Executive is unable to uphold a presence that is equitable and inclusive in accordance with the University of Toronto's guidelines, they shall be subject to removal by an executive vote.**
  - 3a. **The executive must receive a majority vote for removal.**

#### **Section 4.ii: Relinquishing Position**

In the case of an Executive member wishing to relinquish their position, **they may do so by providing two weeks' notice to the sitting President.**

### **Article V - Meetings**

#### **Section 1: Weekly Meetings**

1. The whole CINSSU Executive will have weekly general meetings



## **Section 2: Annual General Meetings**

1. **The Annual** General meetings **shall** be held **annually**. A General Meeting is open to all Cinema Studies Program students and any student enrolled in a CIN code or Program designated course. These meetings include but are not limited to socials, elections, and constitution meetings.

## **Section 2.i: Constitution Meetings**

1. The Executive members are responsible for holding a constitutional review meeting.
  - 1a. **The constitutional review must occur annually and be open to all CINSSU members.**

## **Article VI - Constitutional Amendments**

### **Section 1: Constitutional Amendments**

1. Any amendments to the constitution shall be drafted during the constitutional meeting, proposed to the full CINSSU group, and then voted on. For an amendment to pass into the constitution, it must be voted in by a majority.

## **Article VII - Accessibility**

### **Section 1: Accessible Events**

1. All events must be completely accessible.

## **Article VIII - Frames and Sounds**

1. If the Filmmaking Coordinator cannot attend a CINSSU weekly meeting, notice shall be given and an update shall be provided through correspondence between the CINSSU and RoC Executive team.

## **Article IX - Innis College Student Society (ICSS)**

1. We will strive to hold one event per semester in collaboration with the ICSS, specifically targeting the Innis College student community.

- Print Promotions changed from “up to 2” to “up to 4” positions
- Programmer changed from one position to “up to 2” positions
- Special Events changed from one position to “up to 2” positions
- Mid-year representative added
- External Campus Liaison removed
- Communications Director title changed to Promotions Director
- Communication Director added (similar to external campus liaison)
- Sneak Previews position moved to Secondary Executive rank
- Programmer position moved to Secondary Executive rank
- Section 2.i.1: President now has primary signing authority.
- Changes to President’s duties
- Changes to VP’s duties
- VP no longer “responsible for office upkeep and maintenance of office supplies” -- moved to Secretary position
- Changes to Treasurer (Section 2.iii.3, 7, 11) duties
- Removed “required to attend all by-weekly CINSSU Portfolio Meetings” as stipulation from every executive position
- Removed “promote and manage” from Sneak Previews Coordinator Section 2.v.1
- Added duty 6 to Sneak Previews Coordinator
- Removed “required to appoint and consult Artist and Layout editor” from CS editor Section 2.vi.3
- Amended section 2.vi.5 to “present to President, VP, and Treasurer”
- Special Events Coordinator section 2.vii.3 amended to “required to propose budgets and schedules to President, VP, and Treasurer”
- Added specific events required to Special Events Coordinator section 2.vii.1
- Removed duty that posters must be proofread by President and VP from Art Director section 2.viii
- Amended duty that posters must be completed no longer than five days prior to the date of the event, provided the necessary materials are presented to the Art Director within a period of five days.
- Amend duties to Art Director section 2.viii
- Section 2.ix External Campus Liaison duties amended to Communications Directors’ duties
  - Motion to remove reddit from duty 4
  - Motion to amend duty 5 to encouraged instead of shall
  - Motion to amend number 6 to with other executives
  - Motion to remove a from 7
- Amended Section 2.xi.3: required to both print AND POST posters
- Amended Section 2.xii.1 Photo-Videographer: from “must own DSLR” to “must own digital camera”
- Added duty to upload photo and video materials to Slack and to provide materials to Promotions Director
- Added duty of requiring to spearhead the CINSSU podcast

- Amended duties of section 2.xiii Filmmaking Coordinator:
  - Motion to remove duty 4
  - Motion to amend to liaise with all relevant groups on and off campus, such as Raindance on Campus and Hart House Film Board
  - Motion to add reference to filmmaking hub
- Amended duties of section 2.xiv First Year Representative:
  - Added that the position must be held by someone enrolled in CIN105 for the current school year
- Amended section 3: Nominations and Elections
  - Notice for elections changed from one week to 2 weeks
- Amended section 3.ii: Eligibility of Nominees
  - CINSSU members do not need to be full-time students; so long as they are enrolled in at least 0.5 FCE with a CIN designation for the academic year.
- Add to section 4.i: removal from office
  - Duty 1: 2 consecutive missed meetings disqualifies a current member from re-applying to any CINSSU position in the following academic year
- Removed article VII, section 1: colour-blind filter on CINSSU.ca website
- Combined Promotions and Communications teams