



Screenwriting at Victoria College

TO LOOK THROUGH AND BEYOND WHAT YOU SEE.

Constitution of Screenwriting at Victoria College
2023-2024 Executive Team
Screenwriting at Victoria College (est. 2018)

Article 1 – Name & Purpose

- 1.1. The official name of this recognized group is “Screenwriting at Victoria College”.
- 1.2. The official acronym or abbreviation of the group is SVC.
- 1.3. Screenwriting at Victoria College aims to provide a high-quality learning environment for students who are interested in learning the art and craft of screenwriting. By learning from Academy-winning screenplays and reputable screenwriting books, students will learn the fundamental principles and techniques in screenwriting from our club meetings, ultimately preparing them to pursue screenwriting as a future profession. Our club also publishes film analyses written by students in our journal, *Screenwriters’ Perspectives*, on an annual basis.

Article 2 – Membership & Membership Fee

- 2.1. Membership to the group is open to all registered student members of the University without restriction on the grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. There is no membership fee for Screenwriting at Victoria College.

Article 3 - Rights of Members

- 3.1. No fee refund requests will be necessary, as SVC does not charge a membership fee.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article 4 – Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of 12 voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

Article 5 - Executive Committee Composition and Duties

5.1 The Co-Presidents (2) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group
- 5.1.3. Serve as spokesperson for the group
- 5.1.4. Hold signing and financial authority along with the VP Finance.
- 5.1.5. Preside over meetings of the Executive Committee and/or members.
- 5.1.6. Ensure transition of office from one year to the next.
- 5.1.7. Reside the role as the Editor-in-Chief/Co-Editors-in-Chief of *Screenwriters' Perspectives*
 - 5.1.7.1 Ensure its annual production and publication (both online and print copies) with the issued ISSN

5.2 VP Internal

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the Co-Presidents in their absence
- 5.2.3. Ensure activities of the club comply with the policies of the University of Toronto
- 5.2.4. Coordinate organizational recruitment efforts
- 5.2.5. Hold signing and financial authority, along with the Co-Presidents
- 5.2.6. Maintain a list of group members
- 5.2.7. Maintain the group website and member contact list.
- 5.2.8. Record notes and motions for meetings
- 5.2.9. Notify all members of general meetings
- 5.2.10. Responsible to supervise and execute all internal (excluding finance) tasks within the club
 - 5.2.10.1 Including but not limited to room booking, club ratification/recognition application, membership application, drafting the learning curriculum etc.
- 5.2.11. Reside the role as a senior editor of *Screenwriters' Perspectives*

5.3 VP Finance

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Assume duties of the Co-Presidents in their absence
- 5.3.3. Record all financial transactions of the group
- 5.3.4. Hold signing and financial authority, along with the Co-Presidents & VP Internal
- 5.3.5. Maintain a budget of income and expenses
- 5.3.6. Advise members on financial position of the group
- 5.3.7. Prepare an annual budget for the group.
- 5.3.8. Reside the role as a senior editor of *Screenwriters' Perspectives*

5.4 Senior Journal Editor

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Assist Co-Presidents, VP Internal, and VP Finance as editors of *Screenwriters' Perspectives*

5.5 VP Social

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Responsible to organize social events within the club regularly
- 5.5.3. Responsible to report and investigate the presence of inappropriate or offensive behaviors

5.6 VP External

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Responsible to organize initiatives that promote collaboration between the club and other external organizations or individuals (students, faculty members, clubs, local/national/international agencies etc.)

5.7 VP Strategy and Innovation

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Responsible to organize strategic initiatives that help to deeply anchor the club within the U of T and Victoria College community
- 5.7.3. Responsible to advise the Co-Presidents on areas for improvement.

5.8 Graphic Designer/Webmaster (2)

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Responsible for all the club's design and artwork
- 5.8.3. Responsible to update the website regularly (both content and design)

5.9 VP Communications

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Responsible to promote our club's events through social media platforms (ex. Facebook/Instagram)

5.10 VP Events and Recruitment

- 5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.10.11. Responsible to attend and supervise club-related recruitment events (ex. Frosh week, Club's carnival/fair, U of T open house etc.)

Article 6 – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled
- 6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election

Article 7 – Finances

- 7.1. The VP Finance shall keep an active record of income and expenses
- 7.2. The VP Finance shall present the group's updates on the group's financial position at annual general meetings
- 7.3. The Executive committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

Article 8 – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meetings to the general membership at least two (2) weeks prior to the date of the meetings.

Article 9 - Termination of Membership

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

Article 10 - Amendments

- 10.1. All constitutional amendments shall require a $\frac{2}{3}$ majority vote to be passed at a general meeting
- 10.2. All voting members may propose and vote on amendments to the constitution
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto