



**CUNY School of Professional Studies
("CUNY SPS")
Film Club Constitution**

Article I: Title: Film Club

Article II: Affiliation: Club affiliation is to CUNY SPS.

Article III: Mission: Share an appreciation of cinema and engender creative analysis, spirited discourse, and new perspectives through screenings, discussions, interviews, and resources.

Article IV: Membership: Any currently enrolled CUNY SPS student or CUNY SPS alumni.

Article V: Executive Committee Roles (see addendum for current membership):

Co-Presidents: Head coordinators of meetings, content, club events, and outreach. Co-presidents are the contact point for the club faculty advisor and keep communication between club members active via email and/or Slack chat.

Vice President: Aids other officers in content management, event planning, organization, correspondence, and social media posts as needed.

Secretary: The secretary will keep track of the minutes of each meeting as well as the schedule of events, ensuring that planning is on track. They will also organize a digital file, accessible to all club members, of the events planned during that year, and the steps taken to do so.

Treasurer: This officer will collaborate with the Associate Director of the Office of Student Services on matters related to the club budget and fiscal duties of executing club programming. In the absence of an assigned treasurer, duties may be performed by a co-president.

Public Relations Officer: The duty of the PR/events officer will be to publicize (via social media, posterage, etc.) club events. This officer will also organize and manage film events by making arrangements with venues, ordering food, and performing any other duties related to the event.

New Executive Committee leadership will be selected each academic year, with elections taking place in May or September, in accordance with the guidelines set forth by the Office of Student Services. Only current CUNY SPS students can hold leadership positions. When an executive committee position is vacant during the academic year, the existing executive committee leadership and faculty advisor can select replacements.

Article VI: Meetings & Events: Administrative club meetings will happen monthly, with the exception of summer months. All executive committee (EC) members are expected to attend but professional obligations and schoolwork take precedence. These meetings consist of discussions pertaining to management of club duties, event planning, and housekeeping. Bi-weekly virtual Slack chats will allow members to engage in film discussion. EC members should facilitate discussion by offering prompts and curating supplemental material. Voting will be accessible to all active club members regarding film options, leadership roles, and other topics as needed.

The co-presidents will call a meeting prior to events executed by the club, during which the EC and active club members will all have the opportunity to discuss event planning and desires for the club. No formal debate system is followed but everyone at the meeting must be respectful to peers. Active members are those who are current CUNY SPS students and CUNY SPS alumni.

Article VII: Conduct: Rules of conduct will be posted on the Club's Commons website and are expected to be followed by all active members while interacting in meetings or events.

Article VIII: Impeachment: Officers and club members can be impeached by means of other active club members contacting EC members and/or the faculty advisor with valid concerns regarding said individual. An officer of the club can be impeached if they are not compliant with club officer roles or with CUNY SPS rules on behavior. A meeting with the faculty advisor and executive committee will follow, where discussion of impeachment will take place. The EC will notify the Office of Student Services within 5 business days prior to an impeachment vote. Additionally, the co-presidents must contact the Office of Student Services within five (5) business days prior to notifying a club member that they are being considered for impeachment.

Article IX: Amendments can be brought up and voted upon by executive committee members of the club and the faculty advisor. Simple majority of the executive committee must vote yes towards amendments of the constitution. Any changes to the constitution will be submitted to the Associate Director in the Office of Student Services.

Article X: The Film Club admits current students and alumni without regard to their race, religion, color, sex, age, sexual orientation or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the club, and the CUNY SPS community.