

1. **Name:**

The Society shall be known as the Dublin University Film Society.

2. **Objectives:**

To produce, edit and exhibit works of cinema; to facilitate education in both film production and appreciation; and to host events which encourage collaboration and socialization with others interested in these disciplines, which will include the exhibition of said works of cinema.

3. **Membership:**

Membership shall be open to all capitated students and staff of the University. Ordinary membership shall be granted to capitated students in return for a subscription of €2.00 or such other figure as shall be decided by the Committee or Annual General Meeting within the limits set by the CSC.

Equipment shall be made accessible to all full/ordinary society members as well as to representatives of other college bodies where possible; including societies, academic departments, publications and the Student's Union.

Any members or non-members removing equipment from the society room must sign a release form which makes them personally responsible for the equipment and any damage or loss which might occur. At the time of the loan, the person(s) borrowing equipment must present either a membership or student card for inspection by the relevant Committee member. No equipment can be taken on public transport or used by persons under the influence of drugs, alcohol or other intoxicants.

In the case of loss, damage or late return of society owned equipment or library items; the society reserves the right to impose set fines as laid out at the time of the loan and subject to change from year to year based on the decisions of the current committee and the changing value of individual pieces of equipment.

4. **The Committee:**

The Committee shall consist of the following officers:

- Auditor/Chairperson
- Secretary (Vice-Chairperson)
- Treasurer
- Technical Officer
- Productions Officer
- Exhibitions Officer
- Public Relations Officer
- Events Officer
- Librarian
- Training Officer

5. The Committee shall meet at least once weekly in order to organise events and activities, to select scripts for production, to discuss potential workshops and events and to touch base on the progress of the society in all its endeavors.

6. **Officers and Committee members may be removed from office before the completion of their term of office only by a 2/3 majority vote at an EGM or AGM at which members will be called to determine the seriousness of any perceived failings and whether or not they merit removal.**

## **The Annual General Meeting and General Meetings:**

7. The Annual General Meeting of the Society shall ideally be held in weeks nine to eleven of Hilary Term. A notice shall be posted on the Society's notice- board, website and all social networking platforms or otherwise publicised to the members not less than three days before the meeting giving the date and time of the meeting and the fact that elections to the Committee alongside any constitutional amendments will take place thereat. All details of any such proposed constitutional amendments will also be made public to members at least three days in advance of the AGM itself.
8. The meeting shall be open to all students and members of the college staff but only full/ordinary members of the Society shall be entitled to vote.
9. At the meeting the officers shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.
10. A general meeting of the Society may be called by the Committee or by the presentation of a signed petition to the Committee by at least a 15% section of the membership base. Three days notice as provided for in the case of an Annual General Meeting shall be given.
11. An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.
12. Candidates for election must be full/ordinary members of the Society, and each candidate must be nominated and seconded by a full/ordinary member of the Society.

13. No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.

**The Officers:**

14. The Auditor/Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.
15. The Secretary shall be responsible for all the correspondence of the Society and shall keep a record of it; for keeping the minutes of all meetings of the Society; for providing the Secretary of the CSC with a record of the Society's activities during his/her term of office not later than the date set by the CSC for submission of this report; and for the upkeep and approval of detailed records as submitted by all other officers. They shall be answerable to the Committee.
16. The Treasurer shall be responsible for all the finances of the Society; for the maintenance of accounts and the responsibility of conducting routine communications with the CSC on financial matters including the provision of estimates for expenditure.
17. The Treasurer and the Auditor/Chairperson shall be jointly responsible for the financial affairs of the Society. Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee over-rules the advice of the Auditor/Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Auditor/Chairperson and the Treasurer on such a matter, then the Auditor/Chairperson and the Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the CSC in which case the Committee shall hold responsibility for the consequences of the

decision in question. If only one of the said officers disassociate himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself/herself be forced to accept responsibility by the vote of the Committee or of the Society, though they may be called upon to resign by the due process of the Society in which case such former officer shall bring the case to the notice of the CSC.

18. The Treasurer or the Auditor/Chairperson or any persons may be requested to appear before the CSC, or officer or sub-committee of the CSC to provide information concerning the finances of the Society. If a prima facie case exists that Society funds have been misused or misappropriated, the C.S.C. may ask the Senior Dean to declare the person or persons concerned indebted to the College, in which case they may not be permitted to register for the following academic year or to have their degree conferred.
19. The Treasurer shall close his/her accounts on March 31st of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the CSC and these accounts shall be presented to the Committee of the Society and the CSC for approval.
20. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Auditor/Chairperson, Treasurer and Secretary.
21. The Technical Officer shall be responsible for the maintenance and development of the society's equipment base. They shall be in charge of ordering equipment (including but not limited to computer hardware and software, cameras and accessories, sound equipment, lighting equipment and camera supports). They shall be answerable to the committee.

22. The Productions Officer shall be responsible for the stewardship of each individual production underway at any given time. They will liaise between the separate filming teams and coordinate the scheduled use of equipment, filming passes and editing facilities. They shall act as the executive producer for all films made by the society over the course of the academic year and shall ensure that all productions run as smoothly as possible and that members who undertake productions have all the help they need in making their film. They shall be answerable to the committee.
23. The Exhibitions Officer shall be responsible for the screening of all films made by members over the course of the year, both in college and nationally/internationally as well. They shall monitor the submission of all society-made films to the festival circuit and shall ensure that each and every film is afforded the opportunity to be exhibited to the wider college student body should the production team so wish. They will also be responsible for the online availability of the society's films through video hosting platforms such as Youtube or Vimeo. They shall be answerable to the committee.
24. The Public Relations Officer shall be responsible for the maintenance and development of the society's public image. This shall extend to the creation of posters and promotional videos, the upkeep of the society's website and social networking presence, the creation of Facebook events, the negotiation of advertising spots and corporate relationships and communication with outside bodies regarding sponsorship, promotion and all other relations. They shall be answerable to the committee.
25. The Events Officer shall be responsible for the organisation of all social events undertaken by the society. They will arrange screenings of non-society films, potential award ceremonies and all other social events that take place throughout the year. They will ensure that these events facilitate and encourage the development

of relationships based on the inherent common interest of film, whilst also encouraging continued involvement with other aspects of the society. They shall be answerable to the committee.

26. The Librarian shall be responsible for the maintenance and development of the society's DVD and Magazine/Book libraries and shall ensure that an adequate system for checking in/out books, magazines and DVDs is in place at all times. They shall be answerable to the committee.
27. The Training Officer shall be responsible for facilitating education in all aspects of filmmaking. This shall involve organizing workshops, seminars and other educational events. Where necessary, they shall contact external speakers to give these workshops. They shall be answerable to the committee.

28. **Amendments:**

This constitution may be amended by a two thirds majority of the ordinary members present at an Extraordinary General Meeting or an Annual General Meeting.

29. Notice of such amendments must be given to the Committee before the time set for such a General Meeting and to the Chairperson of that meeting before he/she takes the chair.
30. This constitution is binding as and from the date of being approved by both the Society and the C.S.C.

**October 2017**