

# CINECAM CONSTITUTION

## 1. NAME

The name of the society shall be *Cinecam*, hereafter also referred to as “the Society”.

## 2. OBJECTS

- (a) *Cinecam* aims to provide a community for students interested in all aspects of filmmaking and to enable its student members to learn about their own films.
- (b) *Cinecam* members learn about all aspects of film production such as directing, camerawork, editing, producing and scriptwriting.

## 3. BROADCASTING RIGHTS

The right to show, broadcast or otherwise use any material produced by the Society remains with the committee and the individual maker’s permission is not required. The maker’s rights are otherwise uncompromised.

## 4. MEMBERSHIP

- (a) Membership of the Society is open to all members of Cambridge University, the Anglia Ruskin University and all Cambridge residents.
- (b) There shall be an annual fee for membership and half membership, which shall be determined by the Society from time to time. Inclusion on the mailing list is free of charge.
- (c) The Society may offer Life Membership and Honorary Membership on such terms as it may decide.
- (d) The committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be subject to confirmation at the next General Meeting of the Society. Similarly, the committee may exclude from the mailing list any subscriber who is deemed to have behaved inappropriately.

## 5. THE EXECUTIVE COMMITTEE

- (a) The day-to-day management of the Society's affairs shall be in the hands of the Executive Committee, which shall normally be elected at the Annual General Meeting (AGM).
- (b) The committee shall consist in the following officers:

### PRESIDENT

Holds responsibility for maintaining the vision of the society and coordinating the committee to achieve this. He or she should represent the society as a whole.

### VICE-PRESIDENT

Should assist the President in his or her duties and oversee the organisation of talks, film screenings and other events.

### SENIOR TREASURER

Shall be a resident member of the Senate or other person approved by the Junior Proctor. The Senior Treasurer shall be appointed by the elected members of the Committee and shall be *ex officio* a member of the Executive Committee. He or she shall approve of the Society's audits once a year. (See 7(c) to (e).)

#### TREASURER

Will manage the accounts of the Society. (See also 7(a) and (b).)

- The treasurer shall organise the payment of more substantial sums of money for equipment purchases and film funding etc which will be made directly from the *Cinecam* bank account.
- The treasurer shall not at any time commit the society to expenditure in excess of the available funds.

#### SECRETARY

Shall write up an agenda for each general committee meeting and write up minutes at said meeting. He or she shall manage all the email lists of the Society and take responsibility for membership administration.

#### TECHNICAL OFFICER

Holds the responsibility for maintaining the equipment in current possession of the Society and seeks ways to improve assets of the Society in this area. The technical officer is also responsible for training the members of the Society in proper use of and respect for the equipment.

#### FESTIVAL MANAGER

Shall oversee and direct any *Cinecam* competitions and manage the *Cinecam* Film Festival held during Lent Term.

#### DEPUTY FESTIVAL MANAGER

#### PUBLICITY OFFICER

#### WEBSITE MANAGER

Must maintain the *Cinecam* website regularly and re-design it when necessary.

The committee members outlined above shall be elected by the members of *Cinecam* as in 5(a). If not all committee positions are filled at the AGM, or if a committee member resigns, new committee members to fill the vacant posts may be elected at a General Meeting. (Selection may be by hustings and open vote, or by committee interview only, depending on the circumstances.)

- (c) A majority of the elected members of the Committee shall be full-time undergraduate or postgraduate students of the University.
- (d) The committee may create new posts in addition to those listed above. These will run for the duration of the committee's tenure or may be converted to permanent positions at the AGM.
- (e) Meetings of the Committee shall be chaired by the President or in his or her absence the Vice-President. If neither the President nor Vice-President is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Committee shall be three members and a written record of each meeting shall be kept.

### **6. GENERAL MEETINGS**

- (a) The Society shall hold an Annual General Meeting (AGM) during the Lent Full Term of each Academic year. All members, including Honorary Members, shall be entitled to attend and vote at any AGM. At least ten days' written notice shall be given to members before the AGM. The quorum for an AGM shall be 75 per cent of the committee. In the event that an AGM be declared inquorate, the meeting must be recalled at a later date.
- (b) The AGM shall approve the Minutes of the last General Meeting and the Society's accounts for the preceding year, elect the Executive Committee for the year ahead and conduct such other business as is necessary.

- (c) Voting shall be by secret ballot and if there are more than two candidates for a post or more than two options on a motion, voting shall be by Single Transferable Vote.
- (d) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. One week's written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM.

## **7. FINANCIAL MATTERS**

- (a) The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds.
- (b) It shall be the responsibility of the Treasurer to ensure that monies received are properly accounted for and that the Society's financial records are kept in good order. A statement of accounts will be presented to the Executive Committee by the Treasurer once per term.
- (c) The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances.
- (d) The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless he or she has personally authorised such a debt in writing.
- (e) For so long as the Society shall be registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Society complies with the requirements for Registration as a University Society.

## **8. CHANGES TO THE CONSTITUTION**

The constitution may be amended at a General Meeting.

## **9. DISSOLUTION**

- (a) The Society may be dissolved at a General Meeting provided that at least twenty-one days' written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective.
- (b) Any motion for Dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Societies Syndicate.