

Film and Moving Image Studies Doctoral Students Association Constitution and By-Laws

PREAMBLE

We, the members of the Film and Moving Image Studies Doctoral Students Association, do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

ARTICLE I. Name

The name of the organization will be the Film and Moving Image Studies Doctoral Students Association, henceforth referred to as the FDSA.

ARTICLE II. Purpose

Section 1. The major purposes of the FDSA shall be:

- 1) to provide forums for the students to express their concerns on departmental, faculty and university issues;
- 2) to represent the opinions of the student body to the appropriate authorities;
- 3) to broaden the graduate school experience;
- 4) to establish policies and procedures relevant to governance in the FDSA.

Section 2. The FDSA understands and is committed to fulfilling its responsibilities of abiding by University policies.

ARTICLE III. Membership

Section 1. Active membership shall be limited to persons officially registered with the Mel Hoppenheim School of Cinema as doctoral students.

Section 2. Students are deemed members of the FDSA by virtue of their enrollment in a Doctoral Film and Moving Image Studies program offered by the Mel Hoppenheim School of Cinema.

Section 4. The FDSA openly admits students to its membership and does not discriminate on the basis of ethnicity, place of origin, color, religion, creed, sex, disability or sexual orientation.

ARTICLE IV. Officers & Duties

Section 1. The officers in the FDSA shall consist of a President, Vice-President External, Vice-President Internal, Secretary and Treasurer. These officers shall comprise the Executive Committee (EC).

Section 2. The President shall:

- a) Synthesize the work of the FDSA at the end of the academic year for public review;
- b) Serve as spokesperson for the FDSA;
- c) Report on relevant issues;
- d) When necessary and unless decided otherwise by the EC, serve as ex-officio on committees;
- e) Countersign all documents involving finances, when necessary.

Section 3. The Vice-President External shall:

- a) Preside at meetings of the EC in the absence of the Secretary;
- b) Be responsible for communications with outside organisations.

Section 4. The Vice-President Internal shall:

- a) Be responsible for communications with the membership;
- b) Distribute notices, minutes and other items of interest to the FDSA membership;
- c) Serve as ex-officio on permanent and ad hoc committees;
- d) Report to the EC on the work of committees.

Section 5. The Secretary shall:

- a) Act as President of Assembly for all meetings of the EC and the FDSA;
- b) Keep the minutes of the general meetings of the FDSA and any Executive Committee meetings.

Section 6. The Treasurer shall:

- a) Countersign with the President any documents related to finances;
- b) Produce, at the end of the academic year and when asked by a member, a financial summary;
- c) Submit, on time and every year, the Department Allocation Form to the GSA office;
- d) Break the tie in the event of a tie vote.

Section 7. All officers are required to attend the regular meetings of the EC. In the event that they cannot attend, they must inform the EC of their absence and provide a report of their activities to be read at the meeting.

Section 7. Succession of Officers. Officers may succeed themselves in the same office.

Section 8. The Executive Committee shall:

- a) conduct the general affairs of the FDSA between its General Meetings;
- b) formulate FDSA policies consistent with the Constitution and Bylaws;
- c) function as a budget committee.

Section 9. Committees. The FDSA may form permanent and ad-hoc committees.

ARTICLE V. Operations

Section 1. The EC may call at anytime its members for a General Meeting (GM). Proper notice, agenda and minutes of the last GM will be sent by emails to all members at least one week prior to the GM.

Section 2. All meetings of the FDSA are governed by the Bourinot's Rules of Order.

Section 3. Every September, an Annual General Meeting (AGM) will be held in which the new officers of the EC will be elected.

Section 4. Voting Eligibility. Those members meeting all requirements of active membership as set forth in Article III. Sections 1 and 2, will be granted voting privileges.

Section 4. In the event of a tie vote, the Treasurer's vote breaks the tie.

Section 5. Election Process. All officers shall be elected by a majority vote of eligible voting members of the FDSA. All elections will be held on an annual basis during the month of September.

Section 6. The President of Assembly will take nominations from the floor, the nomination process must be closed and the movement seconded. Voting is done by secret ballot to be collected and tabulated and recorded by the President of Assembly and the Treasurer. The new officers will take office the month following their election.

Section 7. Removal. Any officer of FDSA in violation of the Organization's purpose or constitution may be removed from office by the following process:

- a) a written request by at least three member of FDSA;
- b) written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak;
- c) a two-thirds (2/3) majority vote is necessary to remove this officer.

Section 8. Meetings. All meeting will occur on a regular basis as decided upon by the members of the FDSA. An agenda will be distributed prior to the meeting. The President should be notified of additions prior to the start of the meeting.

Section 9. Quorum. The quorum for GMs and AGMs is set to one third (1/3) of the active membership. The quorum for a regular meeting of the EC is set to 3.

ARTICLE VI. Finances

The FDSA will finance the activities it engages in by the following means:

- a) FDSA will submit a Department Allocation Form to the GSA on an annual basis and request funding.
- b) The FDSA may decide to organize fundraising activities to finance particular events.

ARTICLE VII. Amendments

The constitution is binding to all members of the FDSA but the constitution is not binding unto itself.

- a) Amendments to the constitution may be proposed in writing by any voting member of FDSA at any meeting. Proposed amendements to the adopted constitution and bylaws shall be posted and communicated through email in advance of a vote at the next general membership meeting;
- b) Amendments must be approved by a two-thirds majority vote of the membership present at the meeting;
- c) Proposed amendments will become effective following the two-thirds majority vote.

ARTICLE VIII. Registration Renewal

The FDSA will apply to Dean of Students Office for registration on an annual basis within one month of the FDSA's new officer elections.