

By-Laws
to the
Constitution of the University of Rochester Cinema Group

Article I – Personnel

Section A. Membership Cards

1. Standard membership cards, which allow free access to all Cinema Group events, are issued to Members with voting privileges when become a Member or by request.
2. Gold membership cards (“Gold Cards”), which allow free access with one guest for a lifetime to all Cinema Group events, are issued to the following once they are officially in position:
 - a. Present members of the Executive Board
 - b. Past members of the Executive Board or Board of Directors upon their request
 - c. Current Theatre Managers
 - d. Past Theatre Managers upon their request

Section B. Eligibility Requirements for Membership

1. The Point System
 - a. A point is awarded for working sometime during a series of movie showings.
 - b. An extra point may be awarded for working multiple showings at the discretion of the Personnel Director.
 - c. A point is awarded for deploying posters as directed by the Publicity Director. An extra point may be awarded with the discretion of the Publicity Director.
 - d. The Executive Board may award points and/or supplemental rewards for other actions.
2. A non-member must obtain ten (10) points to become a member.
3. A member must obtain three (3) points per semester to continue as a member.
4. Honorary Members – Honorary Members are members outside of the regular Cinema Group responsibilities of membership, and shall be selected by the members of the Cinema Group. Examples include but are not limited to outside speakers, donors, and corporate representatives. They do not have voting privileges.

Section C. Rights, Privileges and Duties of all Cinema Group Members.

1. All members with voting privileges will have priority at all Cinema Group events and be allowed into Cinema Group events at no charge.
2. All members with voting privileges will be given two (2) free guest passes per semester in addition to guest passes received for any other reason, if they are present at the General Interest Meeting.
3. All members with voting privileges are eligible to be elected to the position of Theatre Manager.

Section D. Rights, Privileges and Duties of Non-Executive Board Members (Honorary Members excluded)

1. All members with voting privileges are eligible to run for positions on or fill midterm vacancies on the Executive Board. However, the positions of Chairperson and Personnel Director may only be filled by Theatre Managers. It is also recommended that the position of Business Manager to be filled by a Theater Manager, but it is not required.
2. Membership in Cinema Group, and all rights, privileges, and duties associated therewith, are non-transferable. Violation of this rule will result in appropriate disciplinary actions (including possible revocation of membership) as decided by the Executive Board.
3. Any member in attendance at a Cinema Group event is expected to notify the Theatre Manager or member of the Executive Board on duty of any apparent violation of Cinema Group policy and may, after identifying himself to the offender, enforce the policy in reasonable and professional manner.
4. All Theatre Managers are expected to fulfill the requirements set by the Personnel Director. Failure to do so (other than from resignation or with permission of the Personnel Director) will result in a revocation of privileges.
5. All Theatre Managers will receive a Gold Card. In addition, all Theatre Managers will receive two (2) guest passes per semester in addition to any guest passes received for any other reason, if they are present at the General Interest Meeting.

Section E. Rights, Privileges and Duties of the Executive Board

1. All Executive Board members will receive a Gold Card giving lifetime admittance for themselves and one guest to all Cinema Group events.

2. Executive Board membership, and all rights, privileges, and duties associated therewith are non-transferable. Violation of this rule will result in appropriate disciplinary actions (up to possible revocation of membership) as decided by the non-offending members of the Executive Board.
3. Any member of the Executive Board in attendance at a Cinema Group event is expected to notify the Theatre Manager on duty of any apparent violation of Cinema Group Policy and may, after identifying himself to the offender, enforce the policy in reasonable and professional manner.
4. Each member of the Executive Board shall maintain a list of his or her duties, and procedures thereof, suitable to be used in fully training a replacement for his or her position(s).

5. Dereliction of Duty

- a. Dereliction of duty is defined as the neglect of the duties to the position held by a member of the Executive Board.
- b. Any member found by the Executive Board to be in dereliction of duty shall have his or her performance reviewed by the remaining members of the Executive Board and issued a warning if appropriate.
- c. If it is determined appropriate to issue a warning, one of the following shall occur at the option of the member under review
 - i. A meeting should be held with the member under review to determine the cause of the neglect of his or her duties. Information gained in this meeting should be used fairly to develop a plan to improve the situation.
 - ii. The member under review may choose to resign his or her position. An election shall take place as outlined in the Constitution, Article IV Section D.
 - iii. If the member fails to comply with these procedures, including failing to select any of these options, a vote of no confidence shall be taken.

Section F. Duties of Executive Board Officers

1. Chairperson

- a. Responsible for all actions governing and concerning Cinema Group
- b. Responsible for overseeing all meetings
- c. Responsible for keeping and making available to the group minutes for all meetings.

- d. Responsible for all room and location reservations for meetings
- e. Responsible for issuing and keeping an account for all keys issued to officers
- f. Responsible for ensuring that the rest of the Executive Board fulfills their duties
- g. Responsible for doing or delegating any other activities not covered by other positions' duties
- h. Retains authority over all functions not accounted for in either the Constitution or By-Laws

2. Personnel Director

- a. Responsible for the organization of operations for each film showing.
- b. Responsible for recruiting, scheduling and accounting for all persons involved with Cinema Group.
- c. Responsible for organizing general interest meetings
- d. Responsible for overseeing all regular meetings in the absence of the Chairperson
- e. Responsible for assuring at least one Theatre Manager are present for showings or screenings. In the case where no Theatre Managers are available, to take responsibility as Theatre Manager
- f. Responsible for keeping an accurate and current list of the group members to be presented upon request of any group member or the Students' Association

3. Programming Director

- a. Responsible to organize, schedule and present a quality, diversified film program for Friday and Saturday nights, for each semester
- b. Responsible to book with distributors for all Friday and Saturday night movies to be shown
- c. Responsible to organize a film schedule in accordance with the by-laws
- d. Responsible to reserve locations for Friday and Saturday night Cinema Group events
- e. Responsible for full semester advertising including but not limited to Semester Posters and wallet cards

4. Business Manager

- a. Responsible for the payment and accounting of all invoices.
- b. Responsible for the formulation and presentation of the annual budget
- c. Responsible to the Cinema Group and its SAO advisor to give periodic financial reports to the group at least once per semester and by request
- d. Responsible for being the liaison between the Students' Association Appropriations Committee and Cinema Group
- e. Responsible for the contract that puts tickets on sale at the Common Market in Wilson Commons

5. Publicity Director

- a. Responsible for all non-video (fliers, ads, PowerPoint slides, etc.) based advertising
- b. Responsible for publicizing all Cinema Group events and meetings
- c. Responsible for coordinating the publicity of all periodic schedules
- d. Responsible for checking for the distribution of Weekly advertisements
- e. Responsible for seeking out other opportunities to advertise for URCG
- f. Responsible for the display of one sheets in Hoyt and Wilson Commons
- g. Responsible for making Semester Passes

6. Alternative Programming

- a. Responsible for all movie showings outside of the regular Friday and Saturday movies
- b. Responsible for all co-sponsorships with other groups
- c. Responsible for seeking out opportunities to show additional movies to broaden the scope of the semester schedule by responsibly promoting the ideas of other groups through the medium of film.
- d. Responsible for seeking out Sneak Preview opportunities as available

7. Trailer Editor

- a. Responsible for the production of trailers before screenings
- b. Responsible for the production of slides before all screenings
- c. Responsible for the coordination of music before all screenings
- d. Responsible for soliciting groups on and off-campus to purchase slides and trailers before screenings
- e. Responsible for keeping and making available a record of all trailer and slide advertising transactions
- f. Responsible for all video based advertising

8. Webmaster

- a. Responsible for updating the site to reflect the current schedule in a timely manner
- b. Responsible for seeking new ways to improve the website to better suit the needs of the group

Section G. Duties and Training of Theater Managers

1. Duties of Theater Manager

- a. To have the knowledge and ability to execute all activities involved with running a movie screening

- b. To delegate workers to do said activities and make sure that the activities are done correctly, or do the activities themselves if workers are not available
- c. To be responsible for collecting money while the Box Office is open
- d. To be responsible for depositing money at the end of the night
- e. Handling all customer business, suggestions and complaints in a responsible and professional manner
- f. Follow all other guidelines laid out by the Personnel Director

3. Training of Theater Managers

- a. After being elected as a Theater Manager, training will be broken down into the following three phases:
 - i. Training Phase - where the elected person shadows a Theater Manager, learning all the specific tasks that are required as a Theater Manager. At least one full night of this phase is required to move to the next phase.
 - ii. Assisted Phase - where the elected person is the Theater Manager in charge, but a trained Theater Manager is also there for assistance. The trained Theater Manager is to answer any questions asked by the elected person, and is also responsible for mentioning any mistakes that are made by the elected person. At least one full night of this phase is required to move to the next phase.
 - iii. Testing Phase - where the elected person is the Theater Manager in charge, and is fully responsible. Either the Personnel Director or the Chairperson will shadow the elected person. The elected person is not allowed to ask questions or make substantial mistakes, at the discretion of the Personnel Director or the Chairperson. If substantial mistakes occur, then the Theater Manager in Training will have to repeat Phase II or Phase III again at the discretion of the Personnel Director or Chairperson.

4. Restriction or Removal of Theater Managers

- a. As per Section D part 4 of the By-laws, if the Theater Manager fails to follow the guidelines set out by the Personnel Director, then only the Personnel Director may restrict or revoke the rights of the Theater Manager in violation. Therefore, only the Personnel Director is able to reinstate a Theater Manager.