

UNIVERSITY OF NOTTINGHAM
FILMMAKING SOCIETY
CONSTITUTION

Date Renewed: 28 October 2022

1. Society Name

- 1.1. The name of the Society shall hereby be referred to as 'Filmmaking Society' and shall be stated as such in all correspondence (e.g. room bookings).
- 1.2. The name of the Society may be informally abbreviated to 'FMS' where relevant.

2. Aims and Objectives

- 2.1. The Society shall have a written statement of Aim, which is the intended purpose of the Society, and it is intended that this shall be achieved through the Objectives of the Society.
- 2.2. The Aim shall be part of this Constitution and shall be subjected to annual review by the Committee of the Society.
- 2.3. The Aim of the Society is; 'to provide a forum for students interested in filmmaking and to enable members to collaborate on the production of short films, facilitated through weekly sessions and filmmaking events'.
- 2.4. The Society shall have written Objectives.
 - 2.4.1. To introduce members to the artistic and technological processes of short film production, with the hope of inspiring dedication by the individual member;
 - 2.4.2. To hold no presumptions concerning an individual's previous experience and/or ability, or to use experience and/or ability to assign members relative levels of importance within the Society: inexperienced members will be given the opportunity to be trained in relevant area, while those with existing knowledge will be encouraged to share it with the group in order to benefit it as a whole;
 - 2.4.3. To give members a sense of community and belonging, and the confidence required to express their creative talents;
 - 2.4.4. To facilitate members with adequate equipment to produce low-budget short films (including, where appropriate, cameras, lighting and sound equipment) as well as training to use said equipment;
 - 2.4.5. To arrange regular meeting and events, including workshops, bi-weekly short filmmaking projects, 'Big Picture' projects, '24-Hour Filmmaking Challenges' and social events;
 - 2.4.6. To show finished films publicly, including but not limited to online, via premiere night or screening at a local film festival;
 - 2.4.7. To endeavor to offer members further filmmaking opportunities beyond the society itself.

- 2.5. The Society shall abide by the Students' Union Equal Opportunities Policy.

3. Membership

- 3.1. Full Membership of the Society shall be open to all Full Members of the University of Nottingham Students' Union on payment of the Membership Fee.
- 3.2. Associate Membership of the Society shall be open to all Associate Members of the University of Nottingham Students' Union on payment of the Membership Fee.
- 3.3. The Membership Fee of the Society shall be £7 per year. Members who join late shall not be penalised and will be subject to the same membership fee.
- 3.4. The Membership Fee shall be reviewed at the Annual General Meeting.

4. Committee

- 4.1. There shall be a Society Committee of Officers.
- 4.2. The Committee shall be responsible for the day to day running of the Society and may decide upon any matter that has not been decided upon at a General Meeting. The Committee shall be further responsible for:
- 4.2.1. Upholding the Constitution of the Society and ensuring that the activities of the Society reflect the Aims and Objectives.
- 4.2.2. Ensuring Membership of the Society is open to all Members of the Students' Union.
- 4.2.3. Maintaining, and if possible improving, the experience, running, and activities of the society.
- 4.2.4. Ensuring that grant money shall be used reasonably and exclusively to further the Aims and Objectives of the Society.
- 4.2.5. Submitting an annual grant bid for funds from the SU prior to any specified deadline, as well as any additional bids for financial provisions such as Development Funding.
- 4.2.6. Reviewing the Society's development plan annually and submitting a new development plan where appropriate.
- 4.2.7. Assisting any review of the Society's activities and/or use of funds carried out by a Standing Committee of the Students' Union.
- 4.2.8. Keeping an updated annual equipment inventory document.
- 4.3. Officers of the Society shall consist of a President, a Vice-President, a Treasurer and other officers as deemed necessary:
- 4.3.1. President** – Shall have overall responsibility for the Society; shall guide the vision and spirit of the society; shall be responsible for chairing meetings of the Society and/or its Committee; shall be present at all meetings of the Societies Council, send a representative from the Society's Committee or an apology to the Societies Officer; shall be responsible for keeping the Society financially viable; shall prepare a written handover for their successor.
- 4.3.2. Vice President** – Shall act as deputy to the President and take their place when absent; shall deal with various ad hoc matters that arise; shall assist all other committee members where appropriate; shall be responsible for the welfare of members of the society; and shall prepare a written handover for their successor.

- 4.3.3. **Treasurer** – Shall keep records of all financial transactions; shall be responsible for keeping the accounts of the Society; shall be responsible for the observance of finance provisions; shall seek financial provisions for the society; shall attend the Treasurer training course; shall be responsible for keeping the Society financially viable; shall maintain record of all equipment in ownership of the society; shall seek the safety and security of all equipment in ownership of the society; and shall prepare a written handover for their successor.
- 4.3.4. **Events & Social Secretary** – Shall be responsible for organising all society events such as the '24-Hour Filmmaking Challenge'; shall be responsible for organising regular social events for members of the society; shall liaise and collaborate with the Students' Union's Part-Time Officers where appropriate; and shall prepare a written handover for their successor.
- 4.3.5. **Media & Publicity Secretary** – Shall be responsible for the publicity of all events organised by the Society; shall be responsible for informing members of all events organised by the society, shall be responsible for the production of publicity materials for the society, shall be responsible for the maintenance and ongoing use of the society's social media accounts; shall assist with any other pertinent business; and shall prepare a written handover for their successor.
- 4.3.6. **Development & Workshops Secretary** – Shall be responsible for overseeing the ongoing external development of the society, shall seek sponsorships, opportunities and external relationships for the society, shall organise regular skills-based workshops for all members of the society, shall seek skilled members of the society to hold relevant workshops, shall be responsible for liaising with other University societies and organisations such as the Nottingham New Theatre; and shall prepare a written handover for their successor.
- 4.3.7. **Welfare Secretary** - Shall ensure that all activities, including social events and communications, are accessible to all members, and shall seek guidance regarding this where necessary; shall seek to support the welfare of members; shall respond to social media messages and emails regarding welfare; shall be knowledgeable of, and signpost students to, the university/external services where necessary; and shall prepare a written handover for their successor.
- 4.3.8. **Equality, Diversity and Inclusivity Secretary** - Shall be responsible for advancing Equity, Diversity and Inclusion within the group; shall answer any emails and queries related to equity, diversity, and inclusion; shall create social media posts to recognise various cultural events; shall work with the Students' Union to accommodate the Society's involvement in events related to Equity, Diversity and Inclusion; shall attend the Students' Union's Inclusion and Liberation Training Day; and shall prepare a written handover for their successor.
- 4.4. Officers must be Full Members of the University of Nottingham Students' Union.
- 4.5. Officers may be immediately removed from their Committee

position by a motion of 'No-Confidence' passed by a two-thirds majority of members present at a General Meeting.

5. Finance

- 5.1. All monies shall be held in accounts at the Students' Union Treasury.
- 5.2. All monies shall be used to support the Society's activities.

6. Equipment

- 6.1. Members may request to borrow equipment from the society for their own projects.
- 6.2. Equipment requests and lending will occur in accordance with the 'Equipment Borrowing Procedure' document to be found on the Filmmaking Society SU webpage.
- 6.3. The 'Equipment Borrowing Procedure' may be amended by the Committee.

7. Elections

- 7.1. All officers must be elected at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).
- 7.2. Any member of the Society shall become a candidate for any open Committee position upon request at a General Meeting.
- 7.3. Elections shall be carried out in accordance with the Students' Union Regulations, Chapter Elections.
- 7.4. The voting method for all elections shall be the Single Transferable Vote.

8. General Meetings

- 8.1. There must be an AGM of the Society in the second semester, by the second Friday of the summer term.
- 8.2. An EGM may be called by 20 Full Members of the Society, or 3 Officers of the Society, who must inform the President. The President shall inform the Students' Union General Secretary within 2 Students' Union days of the original notice.
- 8.3. The quorum for the AGM and EGM shall be 20 Full Members of the Society.

9. Constitution

- 9.1. The Constitution of the Society is to be reviewed by the committee ahead of any General Meeting.
- 9.2. The Constitution of the Society may be amended by a two-thirds majority

of all Full Members present at a General Meeting.

9.3. The Society Constitution shall be subordinate to the Students' Union Constitution and Regulations.

10. Authority

10.1. The following order of Authority shall be observed in the

Society: (a) A General Meeting,

(b) Society Committee,

(c) Society President,

(d) Society Vice-President,

(e) Society Treasurer,

(f) Other Officers of the Society.