

CONSTITUTION, Columbia University Film Productions (CUFP)

Article I. Name

1. The former name of this club was the Columbia University Producers and Directors Club (Hereafter referred to as CUPDC). The name of this club shall be Columbia University Film Productions (Hereafter referred to as CUFP).

Article II. Statement of Purpose

1. The purpose of CUFP shall be to provide students with the opportunity to learn how to produce and or direct their own films, and to serve as the main resource for undergraduate filmmaking at Columbia University. We will have educational filmmaking training courses. We will hold sessions with working film professionals in order to field questions and make industry connections, as well as have independent screenings of films.

Article III. Membership and Duties

1. CUFP shall be comprised of the following elected officers: the President, the Vice President, the Secretary, the Treasurer, the Equipment Manager, the Webmaster, the Public Relations Representative and students of the School of General Studies, Columbia College, the School of Engineering and Applied Sciences, and Barnard College who are in good academic standing. Newly created offices shall be appointed at the pleasure of the President and confirmed by a majority vote of the officers of CUFP.

2. All members of CUFP are eligible to be officers. Officers shall have the power to collect revenue; to formulate the budget of CUFP; to represent and act on the behalf of the members of CUFP; to do all that shall be necessary, proper and desirable for the fulfillment of CUFP's powers pursuant to this document.

3. All CUFP officers must attend all CUFP meetings. If an officer needs to miss a meeting, s/he must personally contact the executive board prior to the meeting, and when possible, at least one day in advance. An officer may not miss three consecutive meetings, or five meetings during the course of the academic year. Doing so is grounds for impeachment.

4. The President shall serve as the primary spokesperson for and representative of CUFP. S/he shall bear primary responsibility for the execution of all CUFP directives and shall chair meetings of CUFP. The President will maintain relationships with the faculty, administration, graduate film students, alumni, Columbia Television, and the student governments of the other schools of Columbia University. The President will serve as an Executive Producer on all club funded short films. The President shall delegate authority; to act as parliamentarian during CUFP meetings.

5. The Vice-President shall fulfill the duties of the President in the absence of the President, assist the President in the fulfillment of his or her duties; become the President upon the resignation, removal or death of the President. S/he will serve as an Executive Producer on all club funded short films. As the Executive Producer, the Vice-President shall assist the President in overseeing the budget and management of CUFPP funded shorts and therefore shall not be permitted to direct a CUFPP funded short. The Vice-President shall have one vote, unless assuming the powers of the President.

6. The Secretary shall be the primary administrator of CUFPP; keep records of all actions taken by the members of CUFPP; maintain a record of attendance of CUFPP members at meetings of CUFPP. The Secretary shall establish written standards for excused and unexcused absences at the beginning of each academic; propose and carry out CUFPP directives pertaining to administration. The Secretary will serve as the Production Coordinator for all CUFPP funded shorts. The Secretary shall have one vote.

7. The Treasurer shall be the primary financial officer of CUFPP, and thus will implement procedures that ensure fair and timely funding for student activities; administer and monitor the budget of CUFPP; maintain relationships with the appropriate members of the student government of the other schools of Columbia University; propose and carry out CUFPP directives pertaining to finance. The Treasurer shall have one vote. The Treasurer will serve as the Production Accountant for all CUFPP funded shorts.

8. The Webmaster shall be responsible for maintaining the club's website. In addition, upon receiving the weekly minutes from the Secretary, the Webmaster shall post them on the club's website. The Webmaster is also responsible for posting the club's films, member lists, project calendars, club film credits, members' resumes/bios, updated constitutions, and any other information deemed necessary by the President. In addition, the Webmaster will establish links with other websites and update the look of the club's website as s/he and the club's officers sees fit. The Webmaster shall have one vote.

9. The Public Relations Representative shall work with the External Vice President in coordinating the club's press releases, promotional flyers and interviews with the press. In addition, the Public Representative shall be responsible for organizing the club's booth at orientation fairs or promotional events. The Public Relations Representative shall have one vote.

Article IV. Elections

1. CUFPP shall hold annual elections during the second meeting of the spring semester. The current members of CUFPP shall elect the positions of President, Vice President, Secretary, Treasurer, Equipment Manager, Webmaster and Public Relations Representative as well as any other unfilled positions shall be elected during the second meeting of the following fall semester.

2. In order to be eligible for office a student must be in good academic standing (2.7 GPA minimum), taking six or more credits at GS, CC, BC or SEAS.

3. All campaign activities are subject to university official regulations.

4. Rules Regarding Campaign:

a. Anything distributed in association with a campaign is considered campaign material. Said material is subject to guidelines forbidding obscene, pornographic, racist, homophobia, sexist, alcohol-related, and materials determined offensive by CUFPP.

b. Campaign materials may not mention or attack, directly or indirectly, other candidates in any way.

c. No alcoholic beverages may be served in connection with a candidate's campaign.

5. Rules Regarding Campaigning:

a. Campaigning includes but is not limited to the following: Any attempt to solicit votes, distribution of materials, door-to-door canvassing, public announcements, and telephone canvassing, and e-mails.

b. Candidates may campaign using the Rolm system and electronic mail but are subject to the guidelines of the Office of Telecommunications and ACIS respectively. Any campaign messages sent through Rolm are subject to all campaign rules.

c. Candidates may not knowingly misrepresent themselves or factual information in any campaign activities. Candidates may not attack, the character of another candidate or in any way knowingly makes false charge against another candidate's position or experience.

d. Candidates are expected to be mindful and considerate of other candidates' campaign materials.

6. Rules Regarding Ballots:

a. Voting will be majority ballot.

b. A simple plurality of votes will suffice for the victor in any office.

c. A representative of the Dean of Student Office must be present when the votes are tallied by CUFPP.

d. Appeals of election results may be made to CUFPP in writing by any student within 24 hours of the official announcement of results. Results become official after the last appeal is decided.

e. Positions on the ballot will be determined by lot at a meeting of the candidates with CUFPP.

f. The time and place of polling are to be decided by CUFPP. CUFPP reserves the right to make minor changes in the schedule if they are deemed necessary.

g. In order to vote, students must present a valid CUID and be a registered CUFPP club member.

h. No candidate may request a re-count unless the numerical difference between the candidates total and the named winner's total is less than or equal to one percent (1%) of all votes cast in that race. Such request must be submitted in writing to CUFPP within one day of the announcement of the results.

i. Any candidate may have a representative present at the counting of the ballots (although candidates are ineligible to be present, either for themselves or for another candidate), but CUFPP must be made aware of the representative's identity in writing by the candidate prior to the counting of ballots.

7. Concurrent Positions: No member may hold two elected offices within CUFPP during the course of a term. A member must resign an office in order to announce candidacy for another concurrent office

Article V. Recall

1. An elected officer shall be subject to a recall election within two weeks if CUFPP officers are presented with a petition signed by at least one-third of CUFPP members.

Article VI. Impeachment

1. Grounds for Impeachment for all officers of CUFPP shall include, but are not limited to, not fulfilling the duties set forth in this Constitution or its By-Laws and/or violating this Constitution.

2. Impeachment shall be automatic for all officers of CUFPP who are absent from five meetings without legitimate excuse.

3. A two-thirds majority vote of the members of CUFPP shall be sufficient to convict and remove an impeached officer.

Article VII. Vacancies and Succession

1. Vacancies of the officer's positions shall be filled upon the nomination by the President and subsequent confirmation by a two-thirds majority of the members of CUFPP.

2. Should the Vice President, having assumed the office of the President as proscribed in this Constitution, become unable to fulfill his or her duties, the line of succession to the office of the President shall be as follows: the Secretary, and the Treasurer, respectively.

Article VIII. Meetings

1. The quorum for meetings of CUFPP and its committees shall be a simple majority of their membership as defined in this Constitution.

2. All meetings of CUFPP shall be open to the public unless otherwise stipulated by determination of CUFPP President, unless overruled by a two-thirds majority of CUFPP.

3. CUFPP shall be determined each semester based on availability of meeting space and the members' schedules.

Article IX. Terms of Office

1. The Officers of CUFPP shall serve on CUFPP for one year.

2. The terms of the elected members of CUFP shall end at noon on the day of the University Commencement program, and the terms of their successors shall then begin.

3. Each office of CUFP is limited to two consecutive terms.

Article X. Selection of Short Films

1. The club's officers will determine how many short films will be made per semester based on available funds and resources. Short films shall be selected by a majority vote of CUFP members. Members who are interested in having a short made are required to create a summary of their concept and how s/he envisions the short being filmed. Members are required to make a presentation/pitch for their film. In order for a vote to take place, the club must select a producer and director for the pitch at hand. Once a producer and director are elected, simple majority vote of the members of CUFP shall be sufficient to approve shorts.

2. Short films shall abide by the restrictions of the Motion Picture Association of America (i.e. no nudity, strong sexual content, or excessive violence.) Moreover, club films are not permitted to contain material that is racist, pornographic, sexist or homophobic. However, crude or indecent language is acceptable providing the club's officers approve the script and the dialogue abides by the spirit of this constitution.

3. The club's officers shall have the right to take control over or terminate production of any club short if it is felt that the spirit of the club or its constitution is not being properly represented. A simple majority vote by the club's officers shall confirm this decision.

Article XI. Production Positions

1. For each production, once the club's members have selected the semester's shorts, the director will be chosen based on a pitch as to how s/he envisions the short being shot. Whereas, the producer will pitch how s/he intends to manage the production of the short and why s/he feels that s/he is the best person for the position. The producer and director will be selected by a majority vote from the club's membership.

2. Upon being selected, the producer and director will determine which club applicants will hold all other major positions (major positions will be determined according to the demands of the production).

3. The responsibilities of the producer are to assemble a crew along with the director and production manager. The producer is responsible for securing all necessary equipment and logistical requirements of the production. In addition, he or she oversees all production decisions including the breakdown schedule. The producer will correspond with the executive board members with updates on the production situation and not make any crucial decisions that will affect the club without the club's officers' approval, which will be confirmed by a majority vote by those officers. The producer will insure that

all departments are working on budget and on schedule. The producer also oversees post-production.

4. The director gives his or her vision for the selected script or pitch, writes the shooting script (storyboard) and approves all actors, locations and schedule breakdown. The director will work in collaboration with the producer and inform the club's officers of the club of all developments. The director has the final word on set and through the editing as far as artistic decisions are concerned.

5. The club's officers have the power to override any decisions made by the producer or director, which will be confirmed by a majority vote of those officers. In case of a disagreement between the director and producer and/or the club's officers, the latter makes the final decision, which will be confirmed by a majority vote.

6. The Production Manager (PM) works under the producer. He or She provide all needed supplies and helps make the breakdown of shots. The PM also supervises the budget.

7. The assistant director (AD) manages the actual set. He or she makes sure the set is running according to schedule along with keeping the discipline on set. The AD must understand the shooting script and help compile the shot list and breakdown of shots. He or she also helps coordinate between the different departments.

8. The director of photography (DP) writes the shooting script along with the director. On set he or she composes the shot and controls the camera. A member can only become DP after having previous experience or passing a training period as assistant cameraman.

9. The assistant cameraman works under the DP and is in charge of the camera equipment. He or she will check the equipment before its use, brings the camera to set, moves the camera from the location and assists the DP's photographic needs.

10. The gaffer works under the DP and is responsible for the electricity on set. The gaffer is responsible for the lighting equipment and all lighting related needs.

11. Location manager is in-charge of finding locations in accordance with the director's wishes. He or she is in-charge of all negotiations regarding the set's location and supervises the use of the location and its secured return.

12. The art department is responsible for all props, wardrobe, make up and set design.

13. The script supervisor Keeps records of all shots, supervises angle changes, lighting changes, props, camera movements, pick-up lines and any continuity. He or she keeps a time code log and holds and marks all footage.

14. The sound department is responsible for all sound equipment and recording of all sound in the film.

15. The Production accountant collects all receipts and manages the billing of the production.

16. The Production coordinator will assist the producer/director in obtaining permits and distribute call sheets, location maps, release forms and all other production related materials. S/he will coordinate communications between the set and the different departments.

17. Casting department is responsible for the actors and extras in the film.

18. Other positions will follow the description of the club's officers at the time of their creation.

Article XII. Supremacy of the Constitution

1. This Constitution shall be the highest authority of CUFP.

2. All bodies outlined in the Constitution shall derive their authority from this Constitution and its accompanying By-Laws.

3. All bodies established under this Constitution shall be governed by Robert's Rules of Order unless otherwise stipulated in this Constitution or the By-Laws.Â Committee Chairs may suspend Robert's Rules of Order by discretion.

Article XIII. By-Laws

1. All bodies outlined in this Constitution shall create By-Laws to govern their procedure; supplement, but not conflict with this Constitution; and, clarify procedures articulated in this Constitution.

2. By-Laws may be adopted and/or amended by a two-thirds majority of those members present and voting.

Article XIV. Referenda

1. Both officer and non-officer members of CUFP shall have the power to submit and initiate referenda.

2. Referenda shall be considered valid only if supported by a simple majority of CUFP.

Article XV. Ratification and Amendments

1. This Constitution shall be reviewed and updated as necessary by a committee designated by the President.

Article XVI. Rules of Order and Conduct

1. CUFPP shall, by simple majority, have the right to impose codes of conduct, beyond those included in this Constitution, upon its members.
2. CUFPP shall have the authority to adopt rules governing meeting procedures in accordance with the needs and circumstances of each administration.
3. No rule shall violate either the spirit or the letter of this Constitution.

By-Laws of Columbia University Producers and Directors Club

99-01: By-Laws shall be numbered by the last two digits of the year in which they are created, followed by a hyphen, followed by a number, in sequence.

02-02: The President as well as one of the Vice-Presidents should be active club members for at least one semester prior to their election. The President as well as one of the Vice-Presidents should furthermore have experience in filmmaking.

02-03: At the beginning of each school year, CUFPP shall establish the following departments: Writing, Producing, Directing, Acting, Cinematography/Art, and Post-Production. Each Department shall have an active department leader that will be selected by the Executive Board based on experience and qualifications.

07-04: No CUFPP member may use any equipment unless s/he has attended an equipment workshop, run by a designated CUFPP officer. New equipment may warrant additional workshop attendance.