

Last Update: 1/61/2025

Constitution
Classic Film Club
James Madison University

Article I - Name of Organization

The official name of this organization shall be Classic Film Club

Article II - Purpose of Organization

The purpose of this organization shall be to discuss and promote film and other media released before 1980.

Article III - Organization Structure

Section I. Requirements for Officers

3.0 GPA Requirement

1 Semester in Club

Good standing with JMU

Full-time Student

Section II. Executive Board Positions

President

- Preside over all meetings
- Represent organization on campus
- Ensure that the organization is operating in conformity with the standards set forth by JMU and Student Leadership and Involvement including, but not limited to, registering the organization each Spring with Student Leadership and Involvement
- Cosign organization checks with Treasurer
- Maintain communication with organization advisor
- Maintain organization's BeInvolved page, including updating officers and members on a regular basis.

Vice President

- Preside over meetings in the absence of the President
- Schedule meetings/events with appropriate University offices
- Coordinate organization promotion and publicity of events

Treasurer

- Maintain accurate record of organization transactions
- Collect dues as outlined in Constitution
- Develop organization budget and present to membership for $\frac{3}{4}$ vote
- Cosign organization checks with President
- Arrange fundraising opportunities for the organization
- Solicits additional funding, if needed, from the Student Government

Secretary

- Maintain an accurate record of all organization meetings and post for members
- Maintain membership directory
- Correspond, when necessary, with University administration and other recognized organizations
- Be one of two individuals registered for the Student Event Planner Training to make room reservations

Section III. Elections

- Elections will be held in September. Election will be done with a secret ballot and only members can vote. Notice of elections will be made two weeks prior. Example:
- Candidates participating in the election must be a member of the organization for one full semester prior to running. They must be in good standing with the organization and JMU.

Section IV. Officer Removal Process

- Officers may be removed from office by $\frac{3}{4}$ vote of other officers if the officer fails to uphold the duties of their office or if they engage in actions deemed inappropriate by the organization, including but not limited to, (reasons could include failing to fulfill job responsibilities, abuse of power in office, misuse of funds, violation of JMU policy). The advisor must be notified prior to any vote.
- The officer is permitted to speak before the Executive Board about the allegations made concerning their performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges. An individual removed from office still maintains general membership in the organization unless removed via the member removal process.

Section V. Position Vacancies

The president appoints vacant positions. Must be ratified by a simple majority.

Article IV - Membership

Section I.

Non-Discrimination Statement: Membership in this organization is open to all JMU students and will not be restricted on the basis of age, ability, ethnicity, gender, national origin, race, color, religion, veteran status, sexual orientation, gender identity, or political affiliation except in circumstances outlined in federal and state laws.

Section II. Eligibility

Any JMU student interested in the club is eligible to join.

Section III. Selection Process

All new applicants will fill out a google form outlining why they're interested in the club. Afterwards, all submissions deemed appropriate by the officers will get entry into the club.

Section IV. Member Expectations

Members are required to pay \$10 dues each academic year. They should try to attend at least one meeting a month. Members are expected to participate in activities and service events as their schedule allows. Members are expected to each participate in five hours of community service.

Section V. Member Removal Process

- All removal procedures will be conducted fairly and require providing the alleged offending member adequate written notice (7 days minimum) prior to the announcement of the vote to the general body. The alleged offending member is guaranteed a meeting with the organization's Executive Board prior to the membership removal vote being announced to the organization's general body. Following a vote to remove, the offending member has the right to an appeal. Appeals will be managed by the Vice President and reinstatement may be granted for the Secretary.
- If any instances of potential sexual misconduct are reported in the organization, the executive board will report it to and consult with JMU's Title IX Office.
- If any instances of potential JMU policy violation are reported in the organization, the executive board will report it to and consult with JMU's Office of Student Accountability and Restorative Practices (OSARP).

Article V - Adviser

Section I. Policy No. 3101 (Faculty Advisers to Student Organizations)

The adviser shall be a full or part time faculty or staff member at James Madison University. The adviser will assume those responsibilities as outlined in this constitution and/or found in University Policy No. 3101 entitled "Faculty Advisers to Student Organizations."

Section II. Adviser Selection

The advisor will either be selected by the president or will be inherited from the previous administration.

Section III. Adviser Role

The adviser shall serve as a resource to the organization and provide guidance to the executive board. The adviser may attend executive board and general body meetings as their schedule permits. The adviser should meet with the President at least once per month during the academic year.

Section IV. Adviser Removal

Same as the officer removal process.

Article VI - Meetings

Section I. Meeting Structure

The organization shall hold weekly meetings during the academic term except during examination and holiday periods. Organization meetings will be determined by officers at the beginning of the semester.

Section II. Quorum

Our quorum is half the clubs and half the officers. If we cannot get that many people in person, we'll do it online.

Section III. Rules of Procedure

The organization follows Robert's Rules of Order in all business meetings.

Section IV. Meeting Minutes

The secretary takes responsibility for creating meeting minutes and distributing them within 24 hours of a meeting. All minutes are stored in a folder on a shared google drive.

Article VII - Finance

Section I. Dues

Due are ten dollars a semester. Dues must be submitted one month after Org Night or after attending two meetings.

Those who are financially unable to pay dues shall appeal this requirement with the Executive Board to be decided on a case-by-case basis by a ½ vote of officers. This appeal must be initiated prior to the required due date.

Section II. Use and Responsibility of Funds

Organization funds will be used for renting or purchasing film or other related media, movies theater trips, and other film related activities.

Section III. Bank Accounts

The organization maintains a shared venmo account between all the officers. All purchases will get recorded and verified.

Article VIII – Hazing and Other Misconduct

Classic Film Club, in keeping with JMU's expectations for a positive academic and social environment, unconditionally opposes hazing and other organizational misconduct. No individual member of our group or the group itself may engage in any activity or behavior that may violate any university policy.

All members, officers, advisers and affiliates of *Classic Film Club* are required to follow the *Standards of Conduct & Policies*, as outlined in the JMU Student Handbook. The most up-to-date policy definitions can be found here: <https://www.jmu.edu/osarp/handbook/osarp/standardsandpolicies.shtml>

The most up-to-date definition of the university *Hazing* policy can be found here: <https://www.jmu.edu/osarp/handbook/osarp/standardsandpolicies.shtml#Set-2-A-hazing>

Any member, officer, adviser and/or affiliate can report an allegation of hazing or other organizational misconduct to the Office of Student Accountability & Restorative Practices (OSARP). More information on reporting, including information about anonymous reporting, amnesty processes related to certain reporting, and campus and community resources for those who are considering a report can be found on the OSARP website: <https://www.jmu.edu/osarp/reportingosarp/index.shtml#organizational>

This section is hereby incorporated as part of this constitution and will serve as a guide for action by the university and *Classic Film Club* if there is an instance of hazing or other organizational misconduct by this organization or any of the members of this organization. It will be the duty of the officers of *Classic Film Club* to educate the membership regarding the *Standards of Conduct and Policies* in the JMU Student Handbook.

Article IX - Risk Management

There are no likely potential risks involved in watching movies.

Article X - Amendments

We vote to change amendments and we need a $\frac{2}{3}$ majority to revise or add new amendments.

Article XI - Ratification

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership. Ratified constitutions must be uploaded to the BeInvolved organization page in a timely manner after substantial amendments and submitted each year with Annual Organization Registration.

Article XII - Dissolution of Organization

A vote will be held to see where the organization property gets dispersed. It should try to account for personal financial and time investments involved in the club. This vote needs a $\frac{3}{4}$ majority. If there is leftover equipment, it should either get donated to a similar organization or given to a local non-profit.