

Cinema Studies Student Union Constitution and By-Laws

Preamble

The Cinema Studies Students' Union is the course union established to benefit students enrolled in the Cinema Studies program/courses at the University of Toronto, and general members of the University of Toronto, through extracurricular-academic and non-academic programmes, free film screenings, film discussions beyond academia, and support students in individual filmmaking ventures. The executives of the Union are entrusted to represent the Union's students and act as the liaison between Cinema Studies students and the Cinema Studies Institute.

1. Definitions

- 1.1. ASSU shall refer to Arts and Science Students' Union
- 1.2. UTSU shall refer to University of Toronto Students' Union
- 1.3. ICSS shall refer to Innis College Students' Society
- 1.4. CINSSU shall refer to Cinema Studies Students' Union
- 1.5. CSI shall refer to Cinema Studies Institute at the University of Toronto
- 1.6. Members shall refer to Members of the Cinema Studies Students' Union, including all students who take or have taken a course provided by the Cinema Studies Institute at the University of Toronto
- 1.7. Executives shall refer to the executive members of the Cinema Studies Students' Union
- 1.8. Caméra Stylo shall refer to the Caméra Stylo Undergraduate Cinema Studies Academic Journal

2. Standing Orders

- 2.1. The CINSSU Executive shall fulfil the following four mandates in all acts related to CINSSU:
 - 2.1.1. The CINSSU executive shall promote the program of Cinema Studies at the University of Toronto.
 - 2.1.2. The CINSSU executive shall promote film culture through film nights, meetings, seminars, and social events.
 - 2.1.3. The CINSSU executive shall act as an external representative on behalf of all Cinema Studies students at the University of Toronto.
 - 2.1.4. The CINSSU executive shall advise instructors of students' suggestions and concerns in appropriate settings such as the CSI council meetings.
 - 2.1.5. All CINSSU executives shall attend an annual anti-racism training organised by the Anti-Racism and Cultural Diversity Office at the University of Toronto.

- 2.2. Should any contradiction arise within or between provisions of this constitution, the Executives shall determine which provision takes precedence pursuant to the interests of the Union and its members by a majority vote.

3. Membership

3.1. General Members

Any student at the University of Toronto is considered a member of CINSSU if they have, in the current academic year, taken at least 0.5 FCE worth of courses provided by the Cinema Studies Institute at the University of Toronto. Regarding elections, a member is considered eligible to both nominate and vote if they, in the current academic year, take a minimum of 0.5 FCEs worth of courses provided by the Cinema Studies Institute, and intend to do so in the following academic year as well. It is important to note that any member of the University is entitled to participate in any of the Union's events barring social events, yet only those deemed members of CINSSU are allotted privileges regarding the governance of CINSSU.

3.2. Executive Members

Only General Members of CINSSU, as defined above, are eligible to become Executive Members of CINSSU. The executive committee shall consist of an executive team made up of 15-20 members. They shall ensure that the interests of all Cinema Studies students are represented at all financial, programming, and elections meetings, as well as at the ASSU, ICSS, and UTSU meetings. All executives function as event and initiative coordinators, and as such have a responsibility to consult with primary executives on any financial needs. Each executive has a specific role designed to allow for the continued operation of CINSSU as a student body.

3.2.1. Elected Executive Members

- 3.2.1.1. Elected executive members have the additional responsibility of signing off on documents requested by third party organisations such as the UTSU, ASSU, etc.

3.2.2. Appointed Executive Members

- 3.2.2.1. Appointed executive members are hired by the President, Vice President, and relevant executive member pertaining to their position in the months of May/June following the April election.

4. Duties of the Executive

4.1. President

- 4.1.1. The President is responsible for attending ASSU, ICSS, CSI and UTSU meetings but must send a proxy if unavailable. The President shall have primary signing authority of the monies of CINSSU. (The Treasurer or President must principally sign all cheques.)
- 4.1.2. The President shall inform each executive member of their responsibilities and delegate work as necessary.
- 4.1.3. The President shall serve as a point of contact for all CINSSU activities.

- 4.1.4. The President shall be required to attend all CINSSU meetings.
 - 4.1.5. The President should always discuss possible events with the other executives and act without bias, and fulfil mandates lined out in Article II.
 - 4.1.6. The President shall be the primary liaison between the Cinema Studies Institute (hereafter known as CSI) and the CINSSU executive.
 - 4.1.7. The President will provide an agenda for weekly meetings to the Executive within two days of all meetings.
 - 4.1.8. The President shall provide direct oversight over all departments as co-chair with the relevant Vice President, as well as oversight over the First Year Representatives.
 - 4.1.9. The President shall oversee the supervision of the Internal and External Vice Presidents over all their designated Executives, and has their decisions take precedence over the Vice Presidents’
 - 4.1.10. The President shall chair all executive meetings, general meetings, and individual meetings with groups of Directors unless they otherwise defer that responsibility to a Vice President
 - 4.1.11. The President shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.2. Vice-President Internal
- 4.2.1. In the event of the President’s resignation, or removal from office, the Vice President Internal shall assume the President’s duties.
 - 4.2.2. In the event of the Vice-President External’s resignation, the Vice-President Internal shall assume the responsibilities of the Vice-President External as well and identify as the general CINSSU Vice President
 - 4.2.3. The Vice President Internal shall be required to attend all CINSSU meetings.
 - 4.2.4. The Vice President should always discuss possible events with the other executives and act without bias and fulfill mandates lined out in Article II.
 - 4.2.5. The Vice President shall be the secondary liaison between the Cinema Studies Institute (hereafter known as CSI) and the CINSSU executive.
 - 4.2.6. The Vice President Internal shall be responsible for supervising the actions of the Treasurer, Programmers, Secretary, Filmmaking Coordinators and Special Events Coordinators.
 - 4.2.7. The Vice-President Internal shall chair all specialised meetings of Directors under their supervision, unless the President is present, in which case they take authority over chairing the meeting

- 4.2.8. The Vice President Internal shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.3. Vice-President External
 - 4.3.1. The Vice-President External shall serve as a point of contact for all CINSSU activities, should the President be unavailable.
 - 4.3.2. In the event of the Vice-President Internal's resignation, the Vice-President External shall assume the responsibilities of the Vice-President Internal as well and identify as the general CINSSU Vice President
 - 4.3.3. The Vice President External shall be required to attend all CINSSU meetings.
 - 4.3.4. The Vice President should always discuss possible events with the other executives and act without bias and fulfill mandates lined out in Article II.
 - 4.3.5. The Vice President External shall be the secondary liaison between the Cinema Studies Institute (hereafter known as CSI) and the CINSSU executive.
 - 4.3.6. The Vice President External shall be responsible for supervising the actions of the Promotions Directors, Partnerships Director(s), Art Directors and Camera Stylo Editor-in-Chief.
 - 4.3.7. The Vice-President External shall chair all specialised meetings of Directors under their supervision, unless the President is present, in which case they take authority over chairing the meeting
 - 4.3.8. The Vice President External shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.4. Treasurer
 - 4.4.1. The Treasurer shall attend all budget meetings (ASSU and ICSS budget meetings), and if unavailable, must send a proxy.
 - 4.4.2. The Treasurer shall be required to attend all CINSSU meetings.
 - 4.4.3. The Treasurer shall create UTSU, ASSU and ICSS annual budget proposals and submit all of the budget proposals before the deadlines.
 - 4.4.4. The Treasurer shall create UTSU, ASSU and ICSS annual budget reports and submit all of the budget reports before the deadlines.
 - 4.4.5. The Treasurer shall create a bi-annual report to be presented to the CINSSU Executives.
 - 4.4.6. The Treasurer, in addition to the President, shall have the principal signing authority of the finances of CINSSU.
 - 4.4.7. The Treasurer shall be responsible for the transfer of signing authorities to the appropriate executive at the beginning of their term of office.

- 4.4.8. All records of expenditure and revenue must be kept, including the establishment of adequate internal controls.
- 4.4.9. To maintain a good bookkeeping and accounting system, the Treasurer must:
 - 4.4.9.1. Keep an updated record of all receipts and disbursements.
 - 4.4.9.2. Use deposit books to show the breakdown of the sources of the funds.
 - 4.4.9.3. Properly record cash advance payments.
 - 4.4.9.4. Make sure that paid invoices are cross-referenced to the cheque that was issued—staple void cheques to the back of the cheque stubs.
 - 4.4.9.5. Maintain reports for each activity that was held for the year, showing the total source of revenue and expenses. These reports should be approved by the President.
 - 4.4.9.6. Manage sales and costs of CINSSU merchandise and concessions if necessary.
- 4.4.10. The Treasurer shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.5. Programmer(s)
 - 4.5.1. The Programmer(s) shall be required to organize, promote and manage weekly Free Friday Film screenings held by CINSSU.
 - 4.5.2. The Programmer is required to attend all weekly CINSSU Executive Meetings.
 - 4.5.3. The Programmer shall create a Free Friday Film Program for both the fall and winter semester.
 - 4.5.4. The Programmer shall review and consult on all budgetary needs with the Treasurer and President before the program is completed.
 - 4.5.5. The Programmers shall be required to monitor all film print trafficking by:
 - 4.5.5.1. Ordering the film print in advance, prior to the screening date.
 - 4.5.5.2. Ensuring that the print has arrived no later than two days before the event.
 - 4.5.5.3. Ensuring the print has been reviewed before showing.
 - 4.5.5.4. Returning the print back to the distributor after the screening.
 - 4.5.6. The Programmer will contact Innis Town Hall or other locations for screenings, and send invoices to the Treasurer.
 - 4.5.7. The Programmer will liaise with the Art Director to create posters for campus-wide promotion, both offline and online.

- 4.5.8. The Programmer shall liaise with the Partnerships Director(s) and Promotions Director(s) in order to adequately promote CINSSU's Free Friday Films.
- 4.5.9. A Programmer may be permitted to work in a hybrid capacity provided that they spend at least one semester on campus and the other semester as an active student, as long as at least 50% of the programming team is working fully in-person.
- 4.5.10. The Programmer shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.6. **Caméra Stylo Editor(s)-in-Chief**
 - 4.6.1. The Camera Stylo Editor(s)-in-Chief shall be required to coordinate the creation and distribution of one issue of the Caméra Stylo Journal per year.
 - 4.6.2. The Caméra Stylo Editor is required to attend all weekly CINSSU Executive Meetings.
 - 4.6.3. The Caméra Stylo Editor shall be required to appoint and consult two Faculty Advisors, student Designer, and student Selection/Editorial Committee.
 - 4.6.4. The Caméra Stylo Editor shall be required to establish a budget for the publication with the Treasurer.
 - 4.6.5. The Caméra Stylo Editor shall create a publication schedule in addition to a budget proposal to be presented to the President, Vice President Internal and Treasurer.
 - 4.6.6. The Caméra Stylo Editor shall be required to coordinate a launch party for the publication, in collaboration with the Special Events Coordinator(s).
 - 4.6.7. The Camera Stylo Editor will consult with the Innis College/CSI Librarian to ensure that the issue of the Journal is entered into library archives every year.
 - 4.6.8. The Camera Stylo Editor in Chief shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.7. **Special Events Coordinator-In-Chief**
 - 4.7.1. The Special Events Coordinator-In-Chief will disseminate tasks to the rest of the special events coordinators, known as the special events team, with clear deadlines and instructions
 - 4.7.2. The Special Events Coordinator-In-Chief will ensure any logistical coordination and planning by the special events team is executed properly and by the deadline agreed upon by the CINSSU executive
 - 4.7.3. The Special Events Coordinator-In-Chief will be responsible for all responsibilities that a Special Events Coordinator must meet

- 4.7.4. The Special Events Coordinator-in-Chief shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.8. Special Events Coordinator(s)
 - 4.8.1. The Special Events Coordinator(s) shall be responsible for organising all special events, and coordinate with all external parties.
 - 4.8.2. The Special Events Coordinator(s) is required to attend all weekly CINSSU Executive Meetings.
 - 4.8.3. The Special Events Coordinator(s) is required to propose budgets and schedules for all events prior to execution.
 - 4.8.4. The Special Events Coordinator(s) is required to make all events fully accessible.
 - 4.8.5. The Special Events Coordinator(s) is required to host at least one academic seminar per semester and at least one social event per full academic term.
 - 4.8.6. The Special Events Coordinator(s) is required to assist in the planning of other CINSSU-related events such as the Caméra Stylo launch party, Filmmaking workshops, and CINSSU-run Film Festivals.
 - 4.8.7. The Special Events Coordinator shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.9. Art Director-In-Chief
 - 4.9.1. The Art Director-In-Chief will disseminate art tasks to the rest of the art directors, known as the art team, with clear deadlines and instructions
 - 4.9.2. The Art Director-In-Chief will ensure any material or other assignment pertinent to the art team is executed properly and by the deadline agreed upon by the CINSSU executive
 - 4.9.3. The Art Director-In-Chief will be responsible for all responsibilities that an Art Director must meet
The Art Director-in-Chief will ensure the CINSSU brand is cohesive and standard across all artwork.
 - 4.9.4. The Art Director in Chief shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.10. Art Director(s)
 - 4.10.1. The Art Director(s) is required to create and design all promotional materials for CINSSU. This includes all Free Friday Film posters and special event posters.
 - 4.10.2. The Art Director is required to attend all weekly CINSSU Executive Meetings.

- 4.10.3. Special event posters must be completed no later than five days prior to the date of the event, provided the necessary materials are presented to the Art Director within a reasonable timeframe.
- 4.10.4. All artistic materials shall be proofread by another member of the executive team.
- 4.10.5. The Art Director is required to retain an organised compilation of all promotional materials for future reference (utilising the designated Google Account provided to them by the President and through their transition documents).
- 4.11. Partnerships Director(s)
 - 4.11.1. The Partnerships Director(s) shall be required to attend all weekly CINSSU Executive Meetings.
 - 4.11.2. The Partnerships Director(s) shall be responsible for collaborating with relevant external clubs and organisations for CINSSU events and opportunities.
 - 4.11.3. The Partnerships Director(s) shall communicate with organisations on and off-campus regarding events that relate to their position, which include but are not limited to the following:
 - 4.11.3.1. On-Campus: UTSU, ASSU, ICSS, CSI, University of Toronto Mississauga, University of Toronto Scarborough, and the Hart House Film Board.
 - 4.11.3.2. Off-Campus: Toronto International Film Festival, Hot Docs, Reel Asian, Inside Out, BlogTO, Now Magazine.
 - 4.11.4. The Partnerships Director(s) shall be required to organise all sneak previews held by CINSSU.
 - 4.11.5. The Partnerships Director(s), in partnership with distributors, shall be responsible for arranging all film screenings that fall outside of the regular programmers' duties.
 - 4.11.6. The Partnerships Director(s) shall be required to liaise between film studios, distribution firms, advertising agencies and CINSSU.
 - 4.11.7. The Partnerships Director(s) shall be required to distribute film passes.
 - 4.11.8. The Partnerships Director(s) shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.12. Promotions Director-In-Chief
 - 4.12.1. The Promotions Director-In-Chief will disseminate promotion tasks to the rest of the promotions directors, known as the promotions team, with clear deadlines and instructions

- 4.12.2. The Promotion Director-In-Chief will ensure any promotional material or other assignment pertinent to the promotions team is executed properly and by the deadline agreed upon by the CINSSU executive
- 4.12.3. The Promotions Director-In-Chief will be responsible for all responsibilities that a Promotions Director must meet
- 4.12.4. The Promotions Director in Chief shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.13. Promotions Director
 - 4.13.1. Promotions Director shall be responsible for campus-wide promotion of CINSSU and its events through print material.
 - 4.13.2. Print Promotions is required to attend all weekly CINSSU Executive Meetings.
 - 4.13.3. Print Promotions is required to print and post all posters created by the executive team as deemed necessary by the executive team.
 - 4.13.4. Print Promotions is required to provide the printer invoices to the Treasurer.
 - 4.13.5. Print Promotions shall be responsibility for contacting relevant Student Unions and updating the Cinema Studies Institute (for the purpose of publicity via their mailing list) about events and topics as deemed relevant by the executive and their direct supervisor
 - 4.13.6. The Promotions Director(s) shall be responsible for promoting CINSSU through various social media platforms, and the CINSSU Website.
 - 4.13.7. The Promotions Director(s) shall manage the following platforms: Facebook, Twitter, Instagram, Discord, Newsletter, and the CINSSU Website.
 - 4.13.8. The Promotions Director(s) is responsible for making a weekly schedule for social media posts.
 - 4.13.9. The Promotions Director(s) is responsible for updating the CINSSU website. This includes the following:
 - 4.13.9.1. Populating the Events page with upcoming events.
 - 4.13.9.2. Populating the FFF Program page.
 - 4.13.9.3. Maintaining email list.
- 4.14. Filmmaking Coordinators
 - 4.14.1. The Filmmaking Coordinator shall organize the CINSSU Campus Filmmaking Competition.
 - 4.14.2. The Filmmaking Coordinator is required to attend all weekly CINSSU Executive Meetings.
 - 4.14.3. The Filmmaking Coordinator shall liaise with all relevant groups on and off-campus, such as Hart House Film Board.

- 4.14.4. The Filmmaking Coordinator must attend all filmmaking meetings and update the CINSSU executive on their activities at the weekly meetings.
- 4.14.5. The Filmmaking Coordinator shall create a schedule for event planning, in addition to a budget proposal to be presented to the President(s), Vice Presidents, and Treasurer.
- 4.14.6. The Filmmaking Coordinator shall organize and facilitate the lending of filmmaking equipment to University of Toronto students, and submit a budget request for more equipment when necessary to the Treasurer.
- 4.14.7. The Filmmaking Coordinator shall read over and update the transition document pertaining to their position, or create one if the transition document cannot be found.
- 4.15. First-Year Representative
 - 4.15.1. The First-Year Representative shall represent first-year student-body at CINSSU meetings, addressing questions and concerns of first-year Cinema Studies students.
 - 4.15.2. The First-Year Representative is required to attend all weekly CINSSU Executive Meetings.
 - 4.15.3. The First-Year Representative is required to organise an event targeted towards first-year Cinema Studies students.
 - 4.15.4. The First-Year Representative shall be enrolled in Intro to Film (CIN105Y)
- 4.16. Secretary
 - 4.16.1. The Secretary must attend weekly meetings.
 - 4.16.2. The Secretary must take minutes and attendance at each meeting.
 - 4.16.3. The Secretary must collaborate with Presidents on defining meeting times at the beginning of each Fall and Winter semester.
 - 4.16.4. The Secretary must post meeting minutes on the same day as the meeting was held.
 - 4.16.5. The Secretary will support the President and Vice-Presidents in administrative tasks if neither are available.
 - 4.16.6. The Secretary will collaborate with the Undergraduate Coordinators to approve CCR recognition for all CINSSU members who request it at the beginning of the year and will liaise with said coordinators to both maintain supervision for CCR credit as well as complete the process by the end of classes (Winter semester).
 - 4.16.7. The Secretary shall be responsible for maintaining office order.
- 5. Nominations and Elections
 - 5.1. Elections will take place at the end of each academic year to determine next year's executive committee. Additionally, bi-elections shall take place as needed

internally. For each election, at least two weeks' notice shall be provided. The First-Year Representatives shall be elected at the first general meeting of the year, along with any other office that remains vacant after the final general meeting of the preceding year.

5.2. Elected Positions

5.2.1. Positions to be elected by the general membership of CINSSU are: President, Vice President Internal, Vice President External, Treasurer, Special Events Coordinator-in-Chief, Secretary, and First Year Representative

5.3. Nominations

5.3.1. To be considered an eligible nominee, potential nominees must amass a minimum of 10 signatures from fellow CINSSU members and submit them to the CRO within the nomination period. This must be done through the means of signature collection that the CRO provides potential nominees.

5.4. Timeline

5.4.1. Elections are to take place before the examination period of the Winter semester of the term of the current year's executive team.

5.4.2. The executive team must appoint a temporary CRO for the duration of the elections.

5.4.3. Nominations shall be open for one week, with at least four days between nomination announcement and voting available for active campaigning.

5.4.4. Upon the closure of the nomination window, successful nominees will be contacted and provided all necessary information for campaigning and voting. The CRO will ensure the public is notified as to who the nominees for each position are.

5.4.5. The voting window shall not be smaller than 24 hours, nor longer than a week.

5.4.6. After voting, the CRO will ensure the public is notified as to which nominee won each position.

5.5. CRO

5.5.1. The CRO is ineligible to run for any position for the election they are facilitating.

5.5.2. The CRO is responsible to undergo training with the University's SimplyVoting electoral process.

5.5.3. The CRO must set election dates (to be confirmed by the executive).

5.5.4. The CRO must officiate the electoral process, including nominations, campaigning, and voting, and ensure that all information is provided equally to all candidates, and is accessible.

- 5.5.5. The CRO will tally the votes and announce the winner once the election is completed.
- 5.5.6. The CRO will accept any complaints/comments/concerns about ongoing elections, or past elections within a period of a month from the announcement of results.
- 5.6. Onboarding
 - 5.6.1. Once elections have been completed, past members of the executive are to assist the newly elected executive by providing them with updated transition documents, and meeting with their new counterpart for a minimum of one, 1:1 sessions to answer any questions and explain the process.
- 6. Appointing
 - 6.1. Timeline
 - 6.1.1. Upon the election of the new executive, all appointed positions are to be filled through a hiring process spanning between the months of May (post-examinations) and before the beginning of the Fall term in September
 - 6.1.2. The president is to create an application form for all positions that is to be shared by CINSSU and disseminated throughout the CINSSU community.
 - 6.1.3. Those who fill out the sheet and are eligible to become a member of CINSSU will be invited to an interview at the President's discretion.
 - 6.1.4. Upon completion of the interview, applicants will be notified within two weeks as to whether or not they have been offered the position in question.
 - 6.2. All appointments are to be made by the President, the relevant Vice President to the position of relevance, and the Chief of the position, if applicable.
- 7. Caméra Stylo Operations
 - 7.1. Caméra Stylo is overseen by the Caméra Stylo Editors in Chief, who must appoint several editors.
 - 7.2. Editors
 - 7.2.1. Associate Editor
 - 7.2.1.1. The associate editor will read submissions that are submitted for the Caméra Stylo journal.
 - 7.2.1.2. The associate editor will attend all meetings set by the Editors in Chief to narrow down the selection of submissions.
 - 7.2.1.3. The associate editor will collaborate with editors on the editing of pieces for the journal
 - 7.2.2. Managing Editor
 - 7.2.2.1. The managing editor's primary purpose is to maintain anonymity.

- 7.2.2.2. The managing editor will collect submissions for the journal, anonymize the identification of the authors, and transfer them to a space where editors can access them
- 7.2.2.3. The managing editor will organise and manage a system to keep track of essays while maintaining their anonymity for the associate editors and editors in chief