

Screenwriters Club  
Constitution



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## **Article I: Name**

The name of this club shall be the Screenwriters Club.

## **Article II: Purpose, Mission, and Vision**

### **Mission statement:**

The Screenwriters club's mission is to develop a community of creatives, thinkers, and producers with a passion for screenwriting. Furthermore, we strive to foster a supportive environment for peer-to-peer workshopping and constructive criticism of written material and ideas. We also provide opportunities to put ideas into motion and develop practical skills.

### **Purpose:**

- a. To create a community of individuals whose passions for storytelling, screenwriting and filmmaking contribute to a shared goal of development and application.
- b. To promote peer-to-peer editing and workshopping based on respect.
- c. To enrich knowledge of real-world practices involving screenwriting and filmmaking through guest speakers and industry experts.
- d. To foster creativity through club meetings activities.
- e. To provide opportunities to develop practical skills that align with screenwriting and filmmaking industry standards.

### **Vision:**

A club that produces award-winning screenplays and short films while continually following the mission statement as stated above.

## **Article III: Membership**

All membership is restricted to currently enrolled ISU students who are fully matriculated. Failure to maintain a minimum overall 2.0 grade-point average each term (term is defined as Fall and Spring semester) will automatically result in active non-participant membership status.

**Active Members:**

Members that are currently matriculated and current on their dues.

**Inactive Members:**

Members that are not current on their dues and or do not attend 33.33% or more of the meetings.

**Privileges of Membership:**

Nominating, being a candidate for office, voting, and holding officer privileges shall be restricted to current ISU students.

**Article IV: Statement of Compliance**

The Screenwriters Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Screenwriters club agrees to annually complete President's and Treasurer's Training.

**Article V: Non-Discrimination Statement**

Iowa State University and Screenwriters Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article VI: Officers**

The Club shall have an executive leadership team consisting of a President, Treasurer, and Advisor. Additional officer roles may be added to the executive leadership team by a consensus vote between current officers in good standing. The team will be responsible for planning and scheduling club meetings and events. The team will vote on club policy and when to amend the constitution.

**Elections:**

Elections for officer positions will be held in the month of September after the first meeting of the new semester. Terms for both the President and Treasurer will be one academic year while in good standing with the University and Club.

Elections for President and Treasurer will be open for all club members to run. Candidates may give a 5-minute speech before the vote is held. Voting will be conducted via a secret ballot with a simple majority decision. Any elected member of the club will be invited to swear on the constitution and by-laws of the club that they will obey their elected duties and serve the club.

**Officer requirements:**

The officers of this organization must meet the following requirements:

- a) Be in good standing with the university and enrolled: at least half time (six or more credit hours, if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters during the term of office, and at least half time (four or more credits, if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement during their term of office.
- b) Have a minimum cumulative grade point average (GPA as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits must have been taken for the semester under consideration.
- c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in a) and b).

**Art VI sect. 2. President**

The president shall:

- a. Oversee the activities of the organization.
- b. Preside over all meetings and manage files belonging to the club.

- c. Serve as Chair of the Executive Leadership Team meetings by setting the meeting agenda.
- d. Authorize the club's events and provide his/her/their signature when needed.
- e. With the executive leadership team's consensus vote, the president may open new positions not listed on this document to fit the club's needs and its members.
- f. Appoint officers to the Executive Leadership Team when vacancies arise outside of an election cycle.
- g. Take the President's training by Student Engagement and manage all other officers to maintain good standing between the Screenwriters Club and Iowa State University.
- h. Enforce the requirements and rules according to the circumstance within the meeting.
- i. Maintain an open line of communication between the executive leadership team and club members.
- j. Respond to questions of club members promptly.
- k. Declare the meeting adjourned when the end time comes or when the club members have no further business.
- l. Represent the club at any other event, if necessary.

**Art VI sect. 3. Treasurer:**

The treasurer Shall:

- a. Keep a current record of all financial transactions.
- b. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
- c. The Treasurer will perform other duties as directed by the president.
- d. Collect any dues established by the executive leadership team and deposit within 48 hours in the club bank account.
- e. Take Treasurer training provided by Student Engagement
- f. Take the P-Card Training module provided by Student Engagement

- g. Utilize P-card to make club purchases as established by the Campus Organizations Accounting Office.
- h. Conduct a vote with members regarding purchases exceeding \$250 of club funding.
- i. Provide a publicly available balance sheet with all club purchases to promote transparency.
- j. Oversee fundraising events, opportunities, and drives for the club.
- k. Attend meetings with the executive leadership team and provide timely communication when unavailable.

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Secretary. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of club members.

#### **Vacancies:**

To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave. The special election will follow the same procedures as general elections.

#### **Article VII: Advisor**

##### **Advisor Duties:**

The advisor of this organization shall:

- a. Attend executive meetings when available.



- b. Maintain communication with University Administration.
- C. Assist with leadership development of organization officers.
- b. Approve and assign each expenditure before payment.
- E. Read the votes and certify the election of club officers.
- F. Sign all campus documents regarding the club.
- G. Provide guidance to the club officers throughout the year.

**Method of advisor selection:**

This organization's Advisor shall be chosen by a unanimous decision of the executive leadership team. The ISU faculty or staff advisor will be confirmed at the first meeting of each academic year.

**Terms of service:**

The Advisor of this organization shall serve an indefinite term length at their leisure.

**Impeachment // Removal of Advisors:**

Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.

**Advisor Replacement:**

In the event an advisor must be replaced outside of an officer election cycle, the same process for selection will take place. If an advisor must be replaced during the election cycle, the current advisor will be responsible for finding appointing the new advisor. Once the election cycle has completed, the Executive Leadership Team will hold a majority vote to retain the new advisor.

**Article VIII: Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Dues can range from \$0-\$25 but will not exceed \$25 a semester. Dues will be decided by the executive committee at the beginning of each semester. Dues will be collected each semester by the treasurer when applicable and will be deposited by the treasurer in the appropriate manner as listed in his/hers/their duties.

All monies raised, donated or acquired by the club through university funding shall be used accordingly.

- a. Club equipment
- b. Transportation costs related to the club.
- c. Submission Fees
- d. Food for club meetings
- e. Guest speakers

If purchases are above \$250, a club vote will be held to approve the spending with 2/3 majority needed to pass. If the organization is dissolved, all funds will be transferred to the film club at Iowa State University.

#### **Article IX: Risk Management**

The President shall also serve as the risk management officer for the organization. The role of the risk management officer is to help minimize potential risks for club activities, recommend risk management policies or procedures to the club, submit documentation to ISU's Risk Management Office, and to ensure that Iowa State University policies are followed at all of the organization's events and to ensure that proper waivers and background checks are on file with Risk Management for events as applicable.

#### **Article X: Amendments**

##### **Section 1: Submission of Amendments**

Proposed constitutional amendments shall be presented to the organization in writing two weeks before it shall be voted on.

##### **Section 2: Approval of Amendments**

Approval by  $\frac{2}{3}$  of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

### **Section 3: Notification of Amendments**

Any substantive change or amendment must be submitted to Student Engagement within 10 days.

### **Article XI: Ratifications**

Upon ratification by a  $\frac{2}{3}$  vote of the membership, and approval from Student Engagement, this constitution shall be the official governing document of the organization.