



By-laws to the Constitution of the University of Rochester Cinema Group

Article I. Personnel

Section A. Membership Cards

1. Standard membership cards allowing free access to all regular Friday and Saturday Cinema Group programming are issued to members with voting privileges upon becoming a member or by request. Benefits of membership cards expire when the holder is no longer a member of Cinema Group.
2. Gold membership cards allowing the holder and a guest free access to all regular Friday and Saturday Cinema Group programming for a lifetime are issued to members of the Executive Board and Theater Managers once they are officially in position or to past members of the Executive Board or past Theater Managers upon request.

Section B. Eligibility Requirements for Membership

1. The Point System
 - a. A point is awarded to any individual working sometime during a series of movie showings. A worker should arrive half an hour before a screening to aid in the sale of tickets unless otherwise specified. An extra point may be awarded for working multiple showings at the discretion of the Personnel Director.
 - b. A point is awarded for deploying posters as directed by the Publicity Director. An extra point may be awarded at the discretion of the Publicity Director.
 - c. The Executive Board may award points and/or supplemental rewards for other actions.
2. A non-member must obtain ten points to become a member.
3. A member must obtain five points per semester to continue as a member.
4. A member returning from studying abroad or other leave may continue membership at the discretion of the Personnel Director.
5. Honorary Members – Honorary members are members outside of the regular Cinema Group responsibilities of membership and shall be selected by the members of the Cinema Group. Honorary members do not have voting privileges.

Section C. Rights, Privileges, and Duties of all Cinema Group Members

1. All members with voting privileges will have priority at all Cinema Group events and be allowed into regular Friday and Saturday Cinema Group programming at no charge with their membership card.
2. All members with voting privileges present at the General Interest Meeting will be given two free guest passes per semester in addition to guest passes received for any other reason.
3. All members with voting privileges are eligible to be elected to the position of Theater Manager.

Section D. Rights, Privileges, and Duties of all Non-executive Board Members

1. All members with voting privileges are eligible to run for positions on or fill midterm vacancies on the Executive Board; however, the positions of President and Personnel Director may only be filled by Theater Managers.
2. Membership in Cinema Group, and all rights, privileges, and duties associated therewith, are non-transferable. Violation will result in appropriate disciplinary actions as decided by the Executive Board.
3. Any member in attendance at a Cinema Group event is expected to notify the Theater Manager or member of the Executive Board on duty of any apparent violation of Cinema Group policy and may, after identifying himself or herself to the offender, enforce the policy in a reasonable and professional manner.
4. All Theater Managers are expected to fulfil the requirements set by the Personnel Director. Failure to do so will result in a revocation of privileges.
5. All Theater Managers will receive a gold membership card. Additionally, all Theater Managers present at the General Interest Meeting will receive two guest passes per semester in addition to any guest passes received for any other reason.

Section E. Rights, Privileges, and Duties of the Executive Board

1. All Executive Board members will receive a gold membership card giving free lifetime admittance for themselves and one guest to all regular Friday and Saturday Cinema Group programming.
2. Executive Board membership, and all rights, privileges, and duties associated therewith, are non-transferable. Violation will result in appropriate disciplinary actions as decided by the non-offending members of the Executive Board.
3. Any member of the Executive Board in attendance at a Cinema Group event is expected to notify the Theater Manager on duty of any apparent violation of Cinema Group policy and may, after identifying himself or herself to the offender, enforce the policy in a reasonable and professional manner.
4. Each member of the Executive Board shall maintain a list of his or her duties suitable to be used in fully training a replacement for his or her position.
5. Dereliction of Duty
 - a. Dereliction of duty is defined as the neglect of the duties to the position held by a member of the Executive Board.
 - b. Any member found by the Executive Board to be in dereliction of duty shall have his or her performance reviewed by the remaining members of the Executive Board and issued a warning if appropriate.
 - c. If it is determined appropriate to issue a warning, one of the following shall occur at the option of the member under review.
 - i. A meeting should be held with the member under review to determine the cause of the neglect of his or her duties. Information gained in this meeting should be used fairly to develop a plan to improve the situation.
 - ii. The member under review may choose to resign his or her position. An election shall take place as outlined in Article IV Section D of the Constitution.
 - iii. If the member under review fails to comply with these procedures, including failing to select either of these options, a vote of no confidence shall be taken.

Section F. Duties and Training of Theater Managers

1. Duties of Theater Managers
 - a. To have the knowledge and ability to execute all activities involved with running a movie screening
 - b. To delegate workers to do said activities and make sure that the activities are done correctly, or to do the activities themselves if workers are not available
 - c. To be responsible for collecting money while the Box Office is open
 - d. To be responsible for depositing the correct amount of money at the end of the night
 - e. To handle all customer business, suggestions, and complaints in a responsible and professional manner
 - f. To follow all other guidelines laid out by the Personnel Director
2. Training of Theater Managers
 - a. Training of any member wishing to become a Theater Manager will be broken down into the following three phases
 - i. Training Phase – The member in training shadows a Theater Manager, learning all the specific tasks that are required of Theater Managers. At least one full night of this phase is required to move to the Assisted Phase.
 - ii. Assisted Phase – The member in training acts as the Theater Manager on duty, but a trained Theater Manager is also present for assistance. The trained Theater Manager is to answer any questions asked by the member in training and is responsible for mentioning any mistakes that are made by the member in training. At least one full night of this phase is required to move to the Testing Phase.
 - iii. Testing Phase – The member in training is the Theater Manager on duty and is fully responsible for the shift. Either the Personnel Director or the President will shadow the member in training. The member in training is not allowed to ask questions or make substantial mistakes. If substantial mistakes occur, the Personnel Director or President may have to intervene and the member in training will have to repeat the Training Phase or Assisted Phase at the discretion of the Personnel Director or President.
 - b. After a member in training has completed the Testing Phase, the Executive Board will hold a vote at the next meeting and decide whether the member is to become a Theater Manager or to repeat part of his or her training.
3. Restriction or Removal of Theater Managers
 - a. As per Article I Section D Part 4 of the by-laws, if the Theater Manager fails to follow the guidelines as set out by the Personnel Director, only the Personnel Director may restrict or revoke the rights of the Theater Manager in violation. Therefore, only the Personnel Director is able to reinstate a Theater Manager.

Article II. Poster Draw

A Poster Draw shall occur at the final meeting of each semester. All one sheet movie posters acquired by Cinema Group during the current semester will be made available for distribution as outlined below.

Section A. Eligibility

1. All individual meeting the following criteria will be eligible for the poster draw.
 - a. Active Students' Association member
 - b. Cinema Group member who has attended 2/3 of the meetings of the current semester

- c. Cinema Group member who maintains valid membership as outlined in Article II Section A of the constitution
 - d. Cinema Group member who has met the requirements to attain or maintain membership for the current semester as outlined in Article I Section B
2. Any individual meeting the outlined requirements for eligibility who cannot be in attendance at the Poster Draw may send a list of his or her top three poster preferences to the President by 9:00pm the night before the Poster Draw in order to participate.

Section B. Priority

1. The first eight positions in the Poster Draw will be occupied by the following Executive Board members in the following order
 - a. President
 - b. Personnel Director
 - c. Programming Director
 - d. Business Manager
 - e. Publicity Director
 - f. Alternative Programming Director
 - g. Trailer Editor
 - h. Secretary
2. Any members having been recently elected to the Executive Board but not having begun their term of office will occupy the slots following the current Executive Board in the above outlined order of the positions to which they have been elected.
3. All Theater Managers (not including Executive Board members) will occupy the slots following the Executive Board and newly-elected Executive Board in order of Theater Manager shifts taken in descending order.
4. All remaining members eligible for the Poster Draw will occupy the remaining slots in order of descending points as defined in Article I Section B.
5. If any eligible member is not present and has not submitted his or her preferences to the President as outlined in Article II Section A, he or she shall be removed from the Poster Draw queue.
6. No member shall occupy multiple positions in the Poster Draw queue.

Section C. Procedure

1. All available one sheet movie posters shall be displayed to the eligible members and listed for their viewing.
2. Beginning with the President, each member in the queue will select a poster from those not already selected. The member will be given the poster and the next member in the queue will make his or her selection. This process continues until the end of the Poster Draw queue.
3. Once the last person in the queue has selected his or her poster, the President once again selects and the queue begins again from the top. This process is continued until all posters have been selected.
4. If a member desires, he or she may pass and remove himself or herself from the queue.