

**PULP Film Society**

Stellenbosch University

**Constitution**

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## PREAMBLE

We, as the film society of Stellenbosch University, recognise the need for development of a strong film culture in Stellenbosch, as more than just a source of entertainment, but as an educational art form aimed at enriching and enlightening.

This Constitution shall be binding on all members of the PULP Film Society.

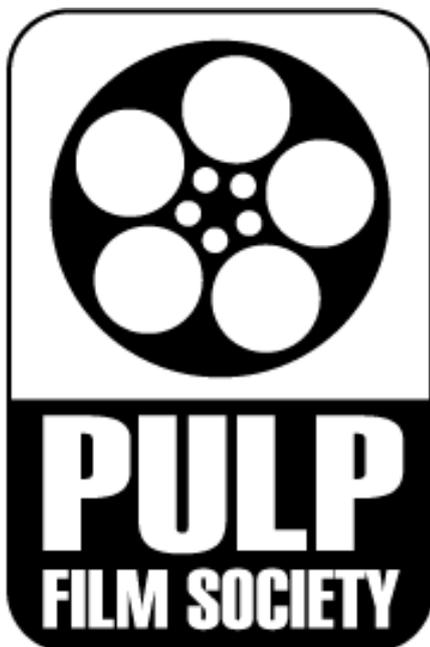
The PULP Film Society is a non-profit, non-political society operating on the Stellenbosch University Campus.

## Chapter 1: General

### Section 1: Official name

- a) The PULP Film Society, hereinafter referred to as PULP.

### Section 2: Logo



### Section 3: Vision and Mission

- a) PULP aims to develop a strong film culture in Stellenbosch and bring interesting and thought-provoking films to as wide a range of people as possible.
- b) PULP wishes its members to experience film as more than just a source of entertainment, but as an educational art form.
- c) PULP aims to unite people through a common interest of film and to create a comfortable environment for discussion of cinema.

## Chapter 2: Membership

### Section 4: General

- a) Any person wishing to join the Society with a sincere interest may join the Society upon payment of the membership fee and as long as 85% of the Society are registered students at Stellenbosch University.

### Section 5: Membership Fee

- a) Every member is liable to pay the annual membership fee as determined by the Executive Committee of the Society on an annual basis.
- b) If a student is unable to pay the membership fee, the Chairperson may make arrangements for such payment depending on availability of Society funds and approve the student's membership.
- c) The membership fee is non-refundable if membership is terminated during the year for whatever reason.
- d) The membership fee shall be used to finance the running of the Society and related matters.
- e) The chairperson can, after consultation with the Treasurer and depending on the availability of funds, allocate honoraria to the executive committee members.

- a. Every written warning an executive committee member receives will amount to a one third loss of the allocated honoraria amount.
- f) The chairperson can, after consultation with the Treasurer and depending on the availability of funds, allocate fees for the purpose of purchasing committee uniforms.
- g) The chairperson can, after consultation with the Treasurer and depending on the availability of funds, allocate fees to fund an annual leadership camp.

#### Section 6: Member Responsibility

Every member shall –

- a. Comply with this Constitution
- b. Act in a respectable manner when representing the society and not tarnish the society's reputation in any way.
- c. Bring any important and relevant information regarding the Society and its members to the attention of the Executive Committee or any member of the Executive Committee in typed email or written letter, in order to foster accountability and equal participation of all members in the Society

### Chapter 3: Executive Committee

#### Section 7: General Role

- a) To ensure the effective and transparent management of the society in line with the Preamble and mission statement, as set out in this Constitution.

#### Section 8: Positions

- a) Chairperson
- b) Vice-chairperson

- c) Secretary
- d) Treasurer
- e) Photographer/Graphic Designer
- f) Social Media
- g) Events Coordinator
- h) Assistant Events Coordinator
- i) Assistant Events Coordinator

#### Section 9: Duties of the Executive Committee

The Executive Committee shall –

- a) Ensure that the Executive Committee positions are filled at all times and reserves the right to appoint more *ad-hoc* positions to the Executive Committee at its own discretion.
- b) In an instance where a position on the Executive Committee is vacated the Executive Committee shall vote in a new member for the position, following election procedures as set out in section 13.

Each member of the Executive Committee shall –

- a) Attend all meetings, read and act timeously on minutes and action lists and undertake to perform their responsibilities in the utmost good faith and in the best interest of the society.
- b) Actively assist, in any manner possible, any other member of the Executive Committee.
- c) Act in a respectable manner when representing the society and not tarnish the society's reputation in any way.

#### Section 10: Responsibilities

- a) Chairperson

- i. Take responsibility to ensure the effective realisation of aims of the Society in context of the mission statement and ensuring the Executive Committee members carry out their duties.
- ii. Compile annual report.
- iii. Preside over all Executive Committee meetings.
- iv. Represent PULP at Societies Council meetings.
- v. Act as liaison between PULP and Stellenbosch University and other societies and bodies.
- vi. Act as liaison between PULP and the Pulp Cinema and its management.
- vii. Draw up the society budget together with the Treasurer and Vice-chairperson.
- viii. Set up budget proposal with regard to portfolio, with assistance of Treasurer.
- ix. Ensure efficient communication between Executive Committee Members.
- x. Communicate weekly screening schedule as well as other relevant information with society members.

b) Vice-chairperson

- i. Assist the Chairperson in overseeing the Executive Committee and society functions.
- ii. Draw up the society budget together with the Treasurer and Chairperson.
- iii. If for any reason the Chairperson is unable or unfit to fulfil his/her set responsibilities the Vice Chairperson will fulfil the role of Chairperson.
- iv. Act as liaison between PULP and faculty personnel in matters relating to academic screenings and acquiring participation and support of faculty members.
- v. Ensure that PULP complies with copyright legislation at all times.
- vi. Responsible for all society related merchandise.
- vii. Set up budget proposal with regard to portfolio, with assistance of Treasurer.

c) Secretary

- i. Responsible for general administration.
- ii. Take minutes at all Executive Committee meetings and maintain an archive of all society related dealings, meetings and decisions.

- iii. Assist the treasurer in compiling the membership database and registering new members.
- iv. Set up sponsorship proposal, with the assistance of the Treasurer, and acquire sponsorships for the purpose of functions, events or any other society related matter requiring funding.
- v. Compile and administer a contacts database for the society with previously used venues, suppliers and the like.
- vi. Responsible for setting up the PULP newsletter and acquiring all relevant submissions for the newsletter from society members and other relevant submitters.
- vii. Set up budget proposal with regard to portfolio, with assistance of Treasurer.

d) Treasurer

- i. Responsible for all financial matters relating to the society, under the co-signing of the Chairperson and the Vice-chairperson.
- ii. Assist the Secretary with compilation of financial reports for the purpose of acquiring sponsorships and donors.
- iii. Responsible for settling accounts, keeping accurate record of revenue as well as expenses independently of the University accounting system and maintaining a separate set of financial statements.
- iv. Collect membership fees from students in cash and administer the extraction of membership fees from student accounts by liaising with the University's Student Monies department.
- v. Draw up budgets along with the Chairperson and Vice Chairperson.
- vi. Compile the membership database and register new members, with assistance of the Secretary.

e) Marketing

- i. Design, print and distribute posters, brochures and other marketing material as needed.
- ii. Distribute all marketing material via the University systems in place, for example, the various screens in faculty buildings and computer screens of computer user areas.
- iii. Forward all marketing material to the Social Media portfolio for distribution via social media sites.
- iv. Take photos at all events and functions for all marketing purposes, as well as for the Social Media portfolio.

- v. Set up budget proposal with regard to portfolio, with assistance of Treasurer.
- f) Social Media
  - i. Take control of, maintain and regularly update all social media profiles of the society, including, but not limited to, Facebook and twitter.
  - ii. Assist the marketing portfolio where needed and distribute all marketing material via social media sites when needed.
  - iii. Take photos at all events and functions for the newsletter, as well as for the Journal Coordinator portfolio.
  - iv. Set up budget proposal with regard to portfolio, with assistance of Treasurer.
- g) Events Coordinator
  - i. Responsible for all official society functions, including venue hire and quotations, suppliers, equipment and other related matters.
  - ii. Liaise with the Marketing and Social Media portfolios regarding advertising and marketing of all functions.
  - iii. Set up budget proposal with regard to portfolio, with assistance of Treasurer.
- h) Assistant Events Coordinator
  - i. Assist the Events Coordinator in all matters.
- i) Assistant Events Coordinator
  - ii. Assist the Events Coordinator in all matters.

#### Section 11: Duration of Office

- a) The duration of office for the Executive Committee will commence at the beginning of the fourth academic term of Stellenbosch University and terminate at the end of the following third academic term of the University.

#### Section 12: Termination of Executive Committee Membership

- a) If an Executive Committee member wants to terminate his or her Executive Committee membership he or she is to notify the Chairperson in writing thereof with at least two calendar months' notice.

- b) By constant failure and/or neglect to comply with his or her constitutional responsibilities, an Executive Committee Member can be removed from office, as set out in section 16.

## **Chapter 4: Elections**

### Section 13: Election of Executive Committee Members

- a) Current Executive Committee Members may elect to either step down from their position at the end of their term, or to remain in their position, subject to a majority vote of confidence by the other Executive Committee members.
- b) In the case that an Executive Committee Member wants to stand for a different portfolio, he or she may do so, however all voting procedures will apply.
- c) Members of the Executive Committee will be eligible to vote in new Committee members.
- d) Election dates will be announced to all registered PULP members via email and social media two weeks prior to the elections.
- e) All applicants may be subjected to an interview by the Chair and any other person whom the Chair may appoint.
- f) The Executive Committee Members will determine a fair and transparent procedure to be used for the nominations and voting process.
- g) Elections shall take place in the third academic term of the year, as per the University calendar.
- h) Voting shall take place by means of secret ballot.

## **Chapter 5: Meetings**

### Section 14: Executive Committee Meetings

- a) Convened by the Chairperson.
- b) The Meeting dates are communicated well in advance, at least one week before the time and recorded by the Secretary.

- c) Where a week notice is not possible for whatever reason, the meeting can still take place as long as half of the Executive Committee is in attendance.

#### Section 15: Other Meetings

- a) Any Executive Committee member may call a meeting (at least one week in advance) for the discussion of planned functions, constitutional amendments or any other Society matters.

### Chapter 6: Discipline

#### Section 16: Discipline of Executive Committee Members

- a) Any member of the Executive Committee can be removed from office by a majority vote of no confidence of the other Executive Committee Members after a mandatory written warning.
- b) Any member of the Executive Committee can be removed from office by the Chairperson after three mandatory written warnings.
  - a. Any member of the Executive Committee who have been dismissed, have the right to appeal such a dismissal to a Disciplinary Committee consisting of the Vice Chairperson, the Guardian and a neutral committee member.
  - b. Any member of the Executive Committee who have been dismissed, have the right to appeal such a dismissal to the Student Court, after an appeal with the Disciplinary Committee failed.

### Chapter 7: Constitutional Amendment

#### Section 17: Procedural Requirements

- a) A two-thirds majority of the Executive Committee must agree to the constitutional amendment.
- b) A reason needs to be given for the proposed constitutional amendment.