

# **UPAC Cinema**

## **Bylaws**

**Proposed Draft**  
**9/13/2001**

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## **1 Subcommittee Purpose**

UPAC Cinema is a subcommittee of the Executive Board of the Rensselaer Union. The purpose of UPAC Cinema is threefold. First, UPAC Cinema provides entertainment to the Rensselaer community in the form of motion picture entertainment. Second, UPAC Cinema offers students the opportunity to run a professional-level theater. This includes opportunities in leadership, teamwork, and interacting with industry professionals. Third, UPAC Cinema provides services for other Rensselaer organizations. These include the chance for clubs to advertise themselves, to generate revenue, and to show films during their events.

## **2 Officers**

### **2.1 Chair**

The Chair runs the daily operations of UPAC Cinema. The Chair has ultimate authority over all matters pertaining to UPAC Cinema.

#### **2.1.1 UPAC Cinema Liaison**

The Chair is responsible for all official communication with Rensselaer and the Rensselaer Union officials. The chair also handles all contact with outside companies.

#### **2.1.2 Films**

The Chair obtains all appropriate information from the film companies. The Chair books all films and cartoons and orders the necessary trailers and posters. The Chair appoints a Film Runner or performs the duties as listed in Section 3.2. The Chair returns attendance reports to the film companies as necessary.

#### **2.1.3 Financial Matters**

The fiscal responsibilities of the Chair include:

- Understand and ensure all Rensselaer Union fiscal policies are followed.
- Approve bills and turn in to the administration office for processing.
- Arrange for purchase orders, check requests, etc, as necessary.
- Maintain copies of all transactions and up-to-date financial records.
- Review monthly budget and expense reports and compare to financial records.
- Prepare and turn in payroll sheets for anyone outside of the projectionists.
- Initiate account transfers as necessary.
- Prepare the budget for the following year.

#### **2.1.4 Other Responsibilities**

The other responsibilities of the Chair include:

- Reserve the room for all films, meetings, and training sessions.
- Attend and preside over all meetings (5).
- Order or obtain supplies not relating to film projection.
- Archive attendance reports.
- Advance the goals and objectives of UPAC Cinema by maintaining strategic planning and vision.
- Ensure the policies of Rensselaer, the Rensselaer Union, and UPAC Cinema are followed (6).
- Practice good communication with the UPAC Cinema advisor, the Rensselaer Union, the film distributor contacts, the Coordinators, the Film Runner, and the Head Qualified Projectionist.
- Approve the Head Qualified Projectionist
- Appoint the Publicity Coordinator and Film Runner.
- Assume or delegate any duties that are not assigned to another position.
- Keep the key list in Public Safety up-to-date.
- Initiate disciplinary action against any member delinquent in his/her elected or appointed duties.

#### **2.1.5 Disciplinary Action**

The Chair may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.1)

## **2.2 Friday Night Coordinator**

The Friday Night Coordinator (FNC) is responsible for the Friday Night Film Series (Pop Film Series). This includes all operational and financial aspects excluding obtaining the film, obtaining the projectionist, projecting the film, and paying for the film and the projectionist.

### **2.2.1 Appoint Team Leaders**

Following the elections in December, the FNC appoints four Team Leaders (2.9). The FNC also appoints permanent replacements should any vacancies occur. All appointments must be approved by the Chair and announced at the first general meeting following the approval. Following appointment, the FNC trains the Team Leaders regarding all aspects of running a night. The FNC schedules the Team Leaders and ensures they understand all necessary aspects of the Friday Night Film Series.

### **2.2.2 Manage Friday Night Film Series**

#### **2.2.2.1 Prior to the night**

The FNC obtains the Friday moneybag with starting cash from the Rensselaer Union Administration Office and obtains change as necessary. The FNC also ensures the concessions cabinet is stocked and arranges for replenishment as necessary using the funds from the Concessions moneybag and the revenue generated from the sale of the concessions. The FNC prepares the tickets and the attendance reports for the night. The FNC must secure the doors to the theater and take note of the general building conditions, reporting any problems to Public Safety.

#### **2.2.2.2 During the night**

The FNC is in charge of and has authority over anyone else present, except the film's Projectionist in matters relating to the projection of the film. The FNC directs and assists the Team Leader and the film's Projectionist as necessary to ensure a successful night. The FNC is the final authority concerning any disputes or situations that may arise and is responsible for contacting the appropriate persons. The FNC is responsible for enforcing all Rensselaer, Union, and UPAC Cinema policies. The FNC cannot be the film's Projectionist or a Projectionist-In-Training during the night.

#### **2.2.2.3 After the last show of the night**

The FNC oversees and assists in the cleanup of all areas used by UPAC Cinema, ensuring all tables, chairs, and concessions have been returned to their proper places and the area is clean and free of trash. The FNC finalizes the attendance and financial reports and files the attendance reports. The FNC must lock all doors to the DCC and ensure the building is secure. The FNC is responsible for locking the coordinator's and the concession's cabinets and coordinating with the film's Projectionist to ensure the booth is locked. The FNC must deposit the proceeds of the night and the starting cash in the Rensselaer Union Administration Office by the start of the next business day. Specifically, deposit it by the following Monday morning.

### **2.2.3 Other Responsibilities**

The other responsibilities of the FNC include:

- Run the semi-semester survey at the request of the Chair.
- Track UPAC Cinema membership.
- Assist the Chair with the poster lottery.
- Advise or assist the Saturday Night Coordinator with club concessions.
- Attend all UPAC Cinema meetings.
- Practice good communication with the Chair, Team Leaders, Projectionists, and the Rensselaer Union Finance Coordinator.
- Train the newly elected FNC in the week(s) following the election.

### **2.2.4 Temporary Replacements**

#### **2.2.4.1 Self**

If the FNC needs to leave during part of a Friday night, he/she must appoint a temporary replacement (normally the Team Leader) and notify the Team Leader and the film's Projectionist. If the FNC cannot attend all of one of the Friday Night Film Series, it is his/her responsibility to find a replacement officer/qualified member, get approval from the Chair, and announce the replacement at the general meeting prior to the night.

#### **2.2.4.2 Team Leader**

If the Team Leader assigned to a particular Friday night cannot attend, it is the responsibility of the FNC to reschedule the Team Leaders.

#### **2.2.4.3 Film's Projectionist**

If the FNC discovers the assigned Projectionist cannot attend, the FNC contacts the active QPs to find a replacement.

### **2.2.5 Disciplinary Action**

The FNC may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.2)

## **2.3 Saturday Night Coordinator**

The Saturday Night Coordinator (SNC) is responsible for the Saturday Night Film Series and other Club Films. This includes all operational and financial aspects except obtaining the film, obtaining the projectionist, projecting the film, and paying for the film and the projectionist.

### **2.3.1 Obtain Club Sponsorship**

The SNC solicits other Rensselaer clubs to sponsor and to provide the manpower for the Saturday Night Film Series. If more clubs request films than there are dates available, the ranking is as follows:

- a. Union sponsored clubs,
- b. Non union sponsored clubs,
- c. Other Rensselaer organizations,
- d. Students/Faculty/Staff, and
- e. Other groups.

Within each rank, clubs who have not sponsored a film within the last year receive preference over those who have. If, within one category, there are still more clubs than positions, the SNC holds a lottery to determine sponsorship.

The SNC schedules the clubs, assists them in film selection, and obtains a signed contract delineating all terms of agreement. The SNC, with the assistance of the Chair, advises the clubs in film selection, taking into account availability and budget. If the club wants to sell concessions, the SNC provides advice concerning requirements and appropriate products.

### **2.3.2 Manage Saturday Night Film Series**

#### **2.3.2.1 Prior to the night**

The SNC obtains the Saturday money bag with starting cash from the Rensselaer Union Administration Office and obtains change as necessary. The SNC prepares the tickets and the attendance reports for the night. The SNC must secure the doors to the theater and take note of the general building conditions, reporting any problems to Public Safety.

#### **2.3.2.2 During the night**

The SNC is in charge of and has authority over anyone else present, except the film's Projectionist in matters relating to the projection of the film. The SNC directs and assists the club and the film's Projectionist as necessary to ensure a successful night. Specifically, the SNC acts as the club's Team Leader (2.9) throughout the night. The SNC is the final authority concerning any disputes or situations that may arise and is responsible for contacting the appropriate persons. The SNC is responsible for enforcing all Rensselaer, Union, and UPAC Cinema policies. The SNC cannot be the film's Projectionist or a Projectionist-In-Training during the night.

#### **2.3.2.3 After the last show of the night**

The SNC oversees and assists in the cleanup of all areas used by UPAC Cinema, ensuring all tables, chairs, and Cinema concessions (if any) have been returned to their proper places and the area is clean and free of trash. The SNC finalizes the attendance and financial reports and files the attendance reports. The SNC must lock all doors to the DCC and ensure the building is secure. The SNC is responsible for locking the coordinator's and the concession's cabinets and coordinating with the film's Projectionist to ensure the booth is locked. The SNC must deposit the proceeds of the night and the starting cash in the Rensselaer Union Administration Office by the start of the next business day. Specifically, deposit it by the following Monday morning.

### **2.3.3 Other Responsibilities**

The other responsibilities of the SNC include

- Develop a standard contract that delineates the rights and responsibilities of UPAC Cinema and the sponsoring group relating to the sponsorship of a film.
- Attend all UPAC Cinema meetings.
- Practice good communication with the Chair, clubs, Projectionists, and the Rensselaer Union Finance Coordinator.
- Train the newly elected SNC in the week(s) following the election.

### **2.3.4 Temporary Replacements**

#### **2.3.4.1 Self**

If the SNC needs to leave during part of a Saturday night, he/she must appoint a temporary replacement and notify the club contact and the film's Projectionist. If the SNC cannot attend all of one of the Saturday Night Film Series, it is his/her responsibility to find a replacement officer/qualified member, get approval from the Chair, and announce the replacement at the general meeting and to the club contact prior to the night.

#### **2.3.4.2 Club**

If the club assigned to a particular Saturday night cannot attend, it is the responsibility of the SNC to either schedule another club or notify the members of Cinema of a Cinema Saturday.

#### **2.3.4.3 Film's Projectionist**

If the SNC discovers the assigned Projectionist cannot attend, the SNC contacts the active QPs to find a replacement.

### **2.3.5 Disciplinary Action**

The SNC may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.2)



## **2.4 Midweek Coordinator**

The Midweek Coordinator (Mid) is responsible for the Midweek Film Series. This includes all operational and financial aspects except obtaining the film and paying for the film and the projectionist. Specifically, Mid is responsible for coordinating and projecting the film.

### **2.4.1 Pick Films**

Mid submits a list of film selections to the Chair twice a semester. The films should be mainstream films and new classics= B films that would have been chosen for the Pop Film Series in the past. The films should strike a balance between films Mid would like to show and films that would benefit UPAC Cinema and the Rensselaer community.

### **2.4.2 Manage Midweek Film Series**

#### **2.4.2.1 Prior to the night**

Mid obtains the Mid money bag with starting cash from the Rensselaer Union Administration Office and obtains change as necessary. Mid prepares the tickets and the attendance reports for the night. Mid must secure the doors to the theater and take note of the general building conditions, reporting any problems to Public Safety.

#### **2.4.2.2 During the night**

Mid is in charge of and has authority over anyone else present. Mid directs and assists the working members to ensure a successful night. Mid is the final authority concerning any disputes or situations that may arise and is responsible for contacting the appropriate persons. Mid is responsible for enforcing all Rensselaer, Union, and UPAC Cinema policies.

#### **2.4.2.3 After the last show of the night**

Mid oversees and assists in the cleanup of all areas used by UPAC Cinema, ensuring all tables and chairs have been returned to their proper places and the area is clean and free of trash. Mid finalizes the attendance and financial reports and files the attendance reports. Mid is responsible for locking all the cabinets within the booth and locking the booth before leaving. Mid must deposit the proceeds of the night and the starting cash in the Rensselaer Union Administration Office by the start of the next business day. Specifically, deposit it by the following Thursday morning.

### **2.4.3 Other Responsibilities**

The other responsibilities of the Mid include:

- Attend all UPAC Cinema meetings.
- Practice good communication with the Chair, Projectionists, and the Rensselaer Union Finance Coordinator.
- Train the newly elected Mid in the week(s) following the election.

### **2.4.4 Temporary Replacement of Self**

If Mid needs to leave during part of a Wednesday night, he/she must appoint a temporary replacement that is a Qualified Projectionist. If Mid cannot attend all of one of the Midweek Film Series, it is his/her responsibility to notify the Chair and work with the Chair to resolve the scheduling issue.

### **2.4.5 Disciplinary Action**

Mid may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.2)

## **2.5 Repertory Coordinator**

The Repertory Coordinator (Rep) is responsible for the Repertory Film Series. This includes all operational and financial aspects except obtaining the film and paying for the film and the projectionist. Specifically, Rep is responsible for coordinating and projecting the film.

### **2.5.1 Pick Films**

Rep submits a list of film selections to the Chair twice a semester. The films should be lesser-known films, such as cult, foreign, or independent films. The films should strike a balance between films Rep would like to show and films that would benefit UPAC Cinema and the Rensselaer community.

### **2.5.2 Manage Repertory Film Series**

#### **2.5.2.1 Prior to the night**

Rep obtains the Repertory moneybag with starting cash from the Rensselaer Union Administration Office and obtains change as necessary. Rep prepares the tickets and the attendance reports for the night. Rep must secure the doors to the theater and take note of the general building conditions, reporting any problems to Public Safety.

#### **2.5.2.2 During the night**

Rep is in charge of and has authority over anyone else present. Rep directs and assists the working members to ensure a successful night. Rep is the final authority concerning any disputes or situations that may arise and is responsible for contacting the appropriate persons. Rep is responsible for enforcing all Rensselaer, Union, and UPAC Cinema policies.

#### **2.5.2.3 After the last show of the night**

Rep oversees and assists in the cleanup of all areas used by UPAC Cinema, ensuring all tables and chairs have been returned to their proper places and the area is clean and free of trash. Rep finalizes the attendance and financial reports and files the attendance reports. Rep is responsible for locking all the cabinets within the booth and locking the booth before leaving. Rep must deposit the proceeds of the night and the starting cash in the Rensselaer Union Administration Office by the start of the next business day. Specifically, deposit it by the following Thursday morning.

### **2.5.3 Other Responsibilities**

The other responsibilities of the Rep include:

- Attend all UPAC Cinema meetings.
- Practice good communication with the Chair, Projectionists, and the Rensselaer Union Finance Coordinator.
- Train the newly elected Rep in the week(s) following the election.

### **2.5.4 Temporary Replacement of Self**

If Rep needs to leave during part of a Wednesday night, he/she must appoint a temporary replacement that is a Qualified Projectionist. If Rep cannot attend all of one of the Repertory Film Series, it is his/her responsibility to notify the Chair and work with the Chair to resolve the scheduling issue.

### **2.5.5 Disciplinary Action**

Rep may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.2)

## **2.6 Head Qualified Projectionist**

The Head Qualified Projectionist (Head QP) is an active QP and is the representative of all active Qualified Projectionists (3.3) for any matters related to the projection of films. These duties include, but are not limited to:

- Schedule the Projectionists for all Friday, Saturday, and special films.
- Order all necessary equipment and supplies to ensure proper projection of all films.
- Arrange for the technician to fix and/or check the projection equipment.
- Complete payroll for all projectionists and turn in to the Rensselaer Union as necessary.
- Keep an up-to-date list of all active QP contact information in a known and accessible location in the projection booth.
- Practice good communication with the Chair, all Projectionists, and the Coordinators.

The Head QP may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.4)

## **2.7 Publicity Coordinator**

The Publicity Coordinator is responsible for the creation and distribution of all materials publicizing UPAC Cinema. These duties include, but are not limited to:

- Create semi-semesterly schedules.
- Disburse semesterlies into all dorm mailboxes.
- Ensure the disbursement of semesterlies at all UPAC Cinema events.
- Create weekly posters advertising upcoming UPAC Cinema events.
- Hang weekly posters on all >Campus Notices=boards.
- Ensure all appropriate campus publications are aware of the schedule, including times and prices.
- Keep the UPAC Cinema website up-to-date with current schedule, officers, and policies.
- Practice good communication with the Chair, any delegates, and any contacts used to create or distribute advertising information.

The Publicity Coordinator may, at his/her discretion, delegate the tasks of posterizing and/or keeping the website up-to-date. The Chair must approve all delegations and additional benefits for the member who will be performing the task. (3.5)

The Publicity Coordinator may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.2)

## **2.8 Qualified Projectionist with Officer Status**

In order to have officer status, a Projectionist must be an Active Qualified Projectionist (3.3) as defined in section 3.1.3 with the following additional requirements:

- Work at the same frequency as is required for general members B at least once a month or at least three times a semester. Work includes, but is not limited to, projecting or working films. (6.2.2)
- Attend all meetings.

The Qualified Projectionist may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.4)

## **2.9 Team Leader**

The Team Leader provides the manpower for the Friday Night Film Series. The FNC appoints and schedules four Team Leaders. Each Team Leader will staff three to four nights in a semester, as scheduled by the FNC.

### **2.9.1 Recruit Team**

The Team Leader recruits and organizes a team of UPAC Cinema members. The Team Leader trains them to work a show (6.2.2).

### **2.9.2 Lead Friday Night Team**

#### **2.9.2.1 Prior to the night**

The Team Leader informs his/her team members of the team's scheduled nights. The Team Leader provides the members sufficient notice of the night prior to each night. The Team Leader is responsible for ensuring that there are enough members to staff the entire night. If this is not possible through his/her team members, the Team Leader requests assistance from UPAC Cinema as a whole.

#### **2.9.2.2 During the night**

The Team Leader is in charge of and has authority over all members present, except the FNC and the film's Projectionist. The Team Leader directs and assists the members to ensure a successful night. Specifically, the Team Leader directs and assists setup of the ticket and concessions area, ensures that all positions are staffed for each show, and ensures that the theater is cleaned following each show. The Team Leader cannot be the film's Projectionist or a Projectionist-In-Training during the night.

#### **2.9.2.3 After the last show of the night**

The Team Leader directs and assists in the cleanup of all areas used by UPAC Cinema, ensuring all tables, chairs, and concessions have been returned to their proper places and the area is clean and free of trash. Prior to leaving for the night, the Team Leader must inquire if the FNC requires any further assistance or information for the night.

### **2.9.3 Other Responsibilities**

The other responsibilities of the Team Leader include:

- Track team attendance and communicate to the FNC as necessary.
- Disseminate all relevant information concerning UPAC Cinema to their team members.
- Attend all meetings.
- Practice good communication with his/her team members and the FNC.

### **2.9.4 Temporary Replacement of Self**

If the Team Leader needs to leave during part of a Friday night, he/she must notify the FNC. If the Team Leader cannot attend all of one of his/her scheduled films, it is his/her responsibility to notify the FNC and work with the FNC to resolve the scheduling issue.

### **2.9.5 Disciplinary Action**

The Team Leader may face disciplinary action, impeachment, and/or removal from office if he/she fails to perform the duties of the position. (7.2)

## **2.10 Officer Issues**

### **2.10.1 Coordinator and Film's Projectionist Interaction**

It is the responsibility of the Coordinator and film's Projectionist on any given night to communicate and cooperate to ensure a smooth UPAC Cinema event. In particular, the film's Projectionist informs the Coordinator when he/she is ready to allow customers to enter the theater and when something has occurred that affects the showing of the movie and when the resolution will occur. The Coordinator and the film's Projectionist discuss with each other any changes in scheduled start times should the need arise.

### **2.10.2 Officers Not on Duty**

During any UPAC Cinema event, all officers with exception of those with specific responsibilities for that event are to be considered general members in all matters of responsibility and authority.

### **2.10.3 Meeting Attendance**

All UPAC Cinema officers are required to attend all UPAC Cinema meetings. The only exception is when prevented from doing so by work and/or school responsibilities. This exception must be presented to the Chair prior to the meeting to be missed. It is the responsibility of the officer to keep apprised of all issues raised at the meeting missed.

## **2.11 Officer Benefits**

An officer actively fulfilling the requirements of his/her position receive the following benefits:

- One free ticket for him/herself to every film he/she is not working.
- One additional free ticket for a guest to each Wednesday and Friday film.
- Free food on film nights during which he/she works at least one show and food is provided.
- Discount on all concessions while working.
- Entrance to the first round of the poster lottery. (5.3)

## **2.12 Officer Rank**

All recognized UPAC Cinema officer positions are of equal rank and standing. The only exception is in matters relating to the absence or removal of the Chair. In these matters, the chain of command is as follows:

1. Chair
2. Friday Night Coordinator
3. Saturday Night Coordinator
4. Midweek Coordinator
5. Repertory Coordinator
6. Head Qualified Projectionist
7. Team Leaders, by length of service
8. Publicity Coordinator
9. Qualified Projectionists with Officer Status, by length of service

In the event that the club no longer has any active officers, the UPAC Cinema advisor appoints a new Chair.

### **3 Members**

#### **3.1 “General Member”**

A “general member” of UPAC Cinema is a member who does not hold a recognized UPAC Cinema officer position (2). To be considered an active member of UPAC Cinema, the member must be actively working towards completion of the UPAC Cinema membership requirements as delineated by UPAC Cinema at the start of each semester.

A member may face disciplinary action if he/she fails to perform the duties of the position. (7.3)

#### **3.2 Film Runner**

The Film Runner is responsible for transporting the films between the UPAC Cinema projection booth and the appropriate pick-up/drop-off point. These duties include, but are not limited to:

- Obtain a list from the Chair containing the names of each film and its pick-up point.
- Prior to the night before a film is to be shown, pick up the film from the appropriate pick-up point and deliver it to the booth.
- After the last show, return the film to the appropriate drop-off point. If the drop-off point is a shipping location, the film must be there prior to start of the following business day. Otherwise, the film must be returned during the following business day.
- Keep a log containing the following information: film name, name & contact information of distributor, pick-up place & time, date to be shown, drop-off place & time. All but the last field must be completed at pick-up. The location of the log must be known and accessible to the UPAC Cinema advisor, the active QPs, the Coordinators, and the Chair.
- Meet with the Rensselaer Union Finance Coordinator at the start of each semester to arrange payroll.
- Track time spent transporting film and submit it to appropriate Rensselaer Union personnel as required by Rensselaer payroll schedule.
- Practice good communication with the Chair, the Rensselaer Union personnel, the UPAC Cinema advisor, the Coordinators, and the active QPs.

The Film Runner may face disciplinary action and/or removal of delegation if he/she fails to perform the duties of the position. (7.3)

### **3.3 Qualified Projectionist**

A Qualified Projectionist (QP) is a member of UPAC Cinema who has qualified to operate the projection equipment and to run a film independently. To be considered an Active QP, the projectionist must have projected a film within the previous semester or be scheduled to project a film in the current semester.

#### **3.3.1 Film Projection**

As a particular film's Projectionist, the QP is responsible for projecting the film.

##### **3.3.1.1 Preview**

Prior to the first show on a film's scheduled night, the film's Projectionist runs one preview. The Projectionist picks up the projection keys from Public Safety, if necessary. The Projectionist gives sufficient notice of the time of the preview to the UPAC Cinema members. The Projectionist takes note of any issues with the film and/or projection equipment. The Projectionist ensures that the projection booth and theater are clean and locked, as necessary. Should the Projectionist discover that the film is unable to be shown, he/she communicates this information to the chair and the appropriate coordinator.

##### **3.3.1.2 Before the first show of the night**

The film's Projectionist must pick up the projection keys from Public Safety, if necessary. The film's Projectionist arrives at the theater within sufficient time prior to the first scheduled show. The Projectionist prepares the film and projection booth to ensure proper showing of the film. The film's Projectionist ensures that all doors to the theater are properly locked.

##### **3.3.1.3 During the night**

The film's Projectionist is in charge of and has authority over all matters relating to the projection of the film. The film's Projectionist shows the film, and can be assisted by any Projectionists-in-Training. The film's Projectionist is responsible for notifying the coordinator of any issues that will affect the showing of the film.

##### **3.3.1.4 After the last show of the night**

The film's Projectionist prepares the film to be transported by the Film Runner. The film's Projectionist ensures that the booth and all necessary equipment is clean. The film's Projectionist is responsible for coordinating with the coordinator to ensure that the projection booth is locked. The film's Projectionist must return the projection keys to Public Safety immediately following the last show of the night (if necessary).

#### **3.3.2 Train Projectionists-in-Training**

A QP trains Projectionists-in-Training in the operation of all UPAC Cinema projection equipment and in methods of properly running a UPAC Cinema film. A QP trains Projectionists-in-Training to deal with all issues that could arise in showing a film.

### **3.3.3 Other Responsibilities**

A QP practices good communication with all other QPs, the Chair, appropriate coordinators, and Projectionists-in-Training.

### **3.3.4 Temporary Replacement of Self**

If the film=s Projectionist needs to leave during part of his/her night, he/she must notify the Coordinator and ensure there is a UPAC Cinema member present who is qualified to handle an emergency situation. If the film=s Projectionist cannot attend all of a film for which he/she is scheduled, he/she must notify the Head QP, and work with him/her to resolve the scheduling conflict.

### **3.3.5 Disciplinary Action**

A QP may face disciplinary action and/or removal of qualification status if he/she fails to perform the duties of the position. (7.4)

## **3.4 Projectionist-in-Training**

A Projectionist-in-Training (PIT) is a member of UPAC Cinema who is actively training to become a QP under the direction of one or more active QPs.

## **3.5 Member Benefits**

Members actively fulfilling the requirements delineated under section 3.1 receive the following benefits:

- One free ticket for him/herself to every Wednesday, Friday, and Non Club-Sponsored film he/she is not working.
- Free food on film nights during which he/she works at least two shows and food is provided.
- Discount on all concessions while working.
- Entrance to the poster lottery (excluding the first round) if the working requirement for the semester is completed. (5.3)

Members who fill the Film Runner or other delegated position may receive one or more additional benefits as agreed upon by the member and the Chair. These benefits include, but are not limited to:

- One free ticket for him/herself to every Saturday Film.
- Entrance to the first round of the poster lottery.



## **4 “Elections”**

### **4.1 Chair**

The election of the UPAC Cinema Chair is conducted by the current FNC near the end of the fall semester. Nominations for Chair are held at a properly advertised meeting at least three weeks prior to the end of the fall semester. Any attending active member can nominate any other active member of UPAC Cinema. No member can nominate him/herself. In order to be considered for election, the nomination must be seconded. Any nominee may decline the nomination.

At the following properly advertised meeting, the election for UPAC Cinema Chair will be conducted by the current FNC. Each candidate will be given time to speak. The candidates will then leave the room to allow the remaining members to hold a discussion. At the conclusion of the discussion, the current recognized UPAC Cinema officers vote for a candidate. A candidate wins the election via a simple majority. The FNC announces the results to all attending UPAC Cinema members.

The Chair-elect shall take office at the start of the following spring semester.

### **4.2 FNC, SNC, Mid, Rep**

Near the end of the fall semester, the current Chair conducts the election of the remaining UPAC Cinema elected officers. Nominations for each position are held immediately following the election of Chair at a properly advertised meeting at least two weeks prior to the end of the fall semester. Any attending active member can nominate any other active member of UPAC Cinema. No member can nominate him/herself. In order to be considered for election, the nomination must be seconded. Any nominee may decline the nomination.

At the following properly advertised meeting, the current UPAC Cinema chair will conduct the election of each office. For each office, the following process will take place. Each candidate will be given time to speak. The candidates will then leave the room to allow the remaining members to hold a discussion. At the conclusion of the discussion, the attending UPAC Cinema active members vote for a candidate. A candidate wins the election via a simple majority. The Chair announces the results to all attending UPAC Cinema members.

Each officer-elect shall take office at the start of the following spring semester.

### **4.3 Head QP**

Near the end of each fall semester, at a meeting of all available active QPs, a Head QP is chosen based on a simple majority vote of the available active QPs. Upon election, the Chair-elect must approve the election. The Head QP-elect shall take office at the start of the following semester.

#### **4.4 Publicity, Team Leader, Film Runner**

Within one meeting following the Chair election, the Chair-elect may appoint a Publicity Coordinator and/or Film Runner. The Chair-elect must announce the appointees at the next regular or election meeting. The appointees shall assume the duties at the start of the following semester.

Within one meeting following the FNC election, the FNC-elect must appoint four Team Leaders and obtain the approval of the Chair-elect. The appointments must be announced at the next regular or election meeting. The appointees shall assume the duties at the start of the following semester.

#### **4.5 Filling Vacancies**

If a position becomes vacant, nominations for a replacement will be held at the first regular meeting following the date of vacancy. The election will take place no more than one week following the nominations. All vacancies are governed by the election and voting requirements as stated above. During the period of vacancy, the Chair shall assume or delegate to a qualified UPAC Cinema member all duties of the vacated position.

## **5 Meetings**

### **5.1 General**

General UPAC Cinema meetings are held to keep all members informed of any Cinema related issues and events. The Chair holds meetings on a regular basis. The Chair announces the meeting schedule to all UPAC Cinema members and announces any changes to this schedule. All officers must attend as delineated in 2.3.3. General members are encouraged, but not required to attend meetings. General meetings are open to all members of the Rensselaer community.

### **5.2 Election**

Election meetings are held towards the end of each fall semester and as necessary due to a vacancy in an officer position. The Chair announces all election meetings. They are run in accordance with section 4. Election meetings are open to all members of the Rensselaer community, though only active UPAC Cinema members may vote as stated in section 4.

### **5.3 Poster Lottery**

The poster lottery is held at the last general meeting of each semester. All posters collected during the semester are distributed amongst all UPAC Cinema members who have met their membership requirement. The Chair and the coordinators determine this. The lottery is conducted as a series of rounds. Each round is a random drawing of participating members=ids. The order of rounds is as follows:

1. All recognized UPAC Cinema officers.
2. All active UPAC Cinema general members.
3. All active UPAC Cinema members.
4. Repeat 3 until no posters remain or no members wish to remain in the lottery.

### **5.4 QP**

Meetings of Qualified Projectionists are called and run by the Head QP. QP meetings are open to all Qualified Projectionists and Projectionists-in-Training. QP meetings are closed to PITs only in circumstances in which qualification testing is the topic of the meeting.

### **5.5 Special**

Special meetings are held when there are topics to be discussed before the next scheduled general meeting. Special meetings are open to all UPAC Cinema members. These meetings are called and run by the Chair, except when the purpose of the meeting is disciplinary action against the Chair. In this circumstance, the role follows the chain of command as delineated in section 2.5. Purposes include, but are not limited to, the following cases:

- Disciplinary action against any officer.
- Officer vacancies.

## **6 Policies**

### **6.1 Rensselaer Policies**

#### **6.1.1 Alcohol**

The Darrin Communications Center policy prohibits the possession or consumption of alcohol in the building without a permit from the Dean of Students Office. As such, UPAC Cinema is responsible for enforcing this policy at all times during which UPAC Cinema has any area reserved. All alcohol brought into the building by patrons must be confiscated and disposed of properly.

All members of UPAC Cinema attending a UPAC Cinema event must be sober at all times. Any working UPAC Cinema member must confiscate any alcohol he/she finds or notify another member with the proper authority to do so. In all other cases, the UPAC Cinema member must notify a member with the proper authority.

#### **6.1.2 Facilities**

Rensselaer grants use of any facilities used by UPAC Cinema as a privilege, not a right. As such, it is the responsibility of UPAC Cinema to ensure that all areas are kept clean and undamaged. Any UPAC Cinema member must report any defacement or damage of the facilities to the appropriate authorities.

#### **6.1.3 Policy Conflict**

In the event that these bylaws come in conflict with any Rensselaer Union or Rensselaer Polytechnic Institute rule or standard, then the bylaws will be superseded by that rule or standard.

### **6.2 UPAC Cinema Policies**

#### **6.2.1 Meetings**

General UPAC Cinema meetings will be held on a regular basis, as determined and announced by the Chair at the start of each semester. The Chair must announce any changes in the schedule, giving sufficient notice of the change. The Chair shall preside over all meetings. In the absence of the Chair, running of the meeting shall follow the chain of command (2.5).

#### **6.2.2 Working**

Working includes, but is not limited to, the following tasks:

- Selling tickets for one show
- Selling concessions for one show
- Ripping tickets for one show
- Doing security for one show
- Performing any job in sections 2 and 3 with approval of necessary personnel.

#### **6.2.3 Tickets**

Tickets sold at any UPAC Cinema event are valid for the film and time specified at time of purchase. Tickets can only be sold on the evening of the scheduled film. In the event a refund must be given, a free pass to another show may be given in lieu of cash. The appropriate coordinator has the final authority concerning any exchanges and refunds.

## **6.3 Projectionist Policies**

### **6.3.1 Equipment**

Only UPAC Cinema Qualified Projectionist may operate the UPAC Cinema projection equipment. A Projectionist-in-Training may operate the equipment under the supervision and direction of a UPAC Cinema Qualified Projectionist. All UPAC Cinema projection equipment must be kept clean and in good working order. Any defects or damages must be reported to the Head QP.

### **6.3.2 Qualification / Re-qualification**

In order to become a UPAC Cinema Qualified Projectionist, one must be qualified to use the UPAC Cinema projection equipment by the current active QPs. The qualification process must be a standard procedure decided upon by the current active QPs.

Any non-active QP must complete an abridged re-qualification procedure in order to regain active status. The re-qualification process must be agreed upon and administered by the current active QPs.

### **6.3.3 Previews**

As previews are an advertised benefit to the members of UPAC Cinema, the film's Projectionist must provide sufficient notice of the time of all previews. The film's Projectionist has the authority to remove any member who is causing a distraction or disruption to the QP's ability to properly preview the film or train any PITs.

## **7 Disciplinary Action**

### **7.1 Chair**

Disciplinary action may be called against the Chair if he/she fails to perform the duties of the position. A petition detailing the failure and a suggested action to be taken must be signed by two-thirds of the recognized UPAC Cinema officers **and** one-half of the active UPAC Cinema general members. The completed petition must be presented to the highest-ranking officer below the Chair as delineated by the chain of command. The accepting officer immediately notifies the Chair, supplying him/her with a full copy of the petition. A special disciplinary meeting is properly advertised by the accepting officer.

At this meeting, any member may speak on either side of any aspect of the complaint. The accepting officer moderates the discussion. Upon completion of the discussion, a vote is taken to enact the suggested action or an agreed upon alternate action. For this vote to succeed, two-thirds of the active attending members must vote in the affirmative. Any action affirmatively voted upon is invoked immediately.

### **7.2 Other Officer**

Disciplinary action may be called against any recognized officer if he/she fails to perform the duties of the position. A petition detailing the failure and a suggested action to be taken must be signed by one-half of the recognized UPAC Cinema officers **or** two-thirds of the active UPAC Cinema general members. The completed petition must be presented to the Chair. The Chair immediately notifies the officer specified in the petition, supplying him/her with a full copy of the petition. A special disciplinary meeting is properly advertised by the Chair.

At this meeting, any member may speak on either side of any aspect of the complaint. The Chair moderates the discussion. Upon completion of the discussion, a vote is taken to enact the suggested action or an agreed upon alternate action. For this vote to succeed, two-thirds of the active attending members must vote in the affirmative. Any action affirmatively voted upon is invoked immediately.

### **7.3 Member**

Disciplinary action may be called against any UPAC Cinema member if he/she fails to perform the requirements and responsibilities of membership. A petition detailing the failure and a suggested action to be taken must be signed by one-half of the recognized UPAC Cinema officers **or** one-half of the active UPAC Cinema general members. The completed petition must be presented to the Chair. The Chair immediately notifies the member specified in the petition, supplying him/her with a full copy of the petition. A special disciplinary meeting is properly advertised by the Chair.

At this meeting, any member may speak on either side of any aspect of the complaint. The Chair moderates the discussion. Upon completion of the discussion, a vote is taken to enact the suggested action or an agreed upon alternate action. For this vote to succeed, two-thirds of the active attending members must vote in the affirmative. Any action affirmatively voted upon is invoked immediately.

## **7.4 Qualified Projectionist**

### **7.4.1 Disciplinary Action with regards to Qualification Status**

If a QP fails to perform his/her duties in regards to the projection of a film, he/she is subject to disciplinary action by the current active QPs. The Head QP, or a majority of the current active QPs if the Head QP is the QP in question, initiates this action. The procedure is as follows:

1. The QP in question is made aware of the problem and ordered to repair it. This stage may be bypassed in the case of a severe delinquency.
2. The qualified status of the QP in question is suspended for a specified period of time. At the end of this time, the QP in question is re-qualified in accordance with 6.3.2.
3. The qualification status of the QP in question is permanently removed. The qualification status can only be re-obtained by successfully completing the entire qualification process.

### **7.4.2 Other Disciplinary Action**

Disciplinary action in matters concerning a QP's officer status follows the procedure delineated in section 7.2. Disciplinary action in matters concerning a QP's membership status follows the procedure delineated in section 7.3.

## **8 Ratification and Amendments**

These bylaws become effective immediately upon ratification by a two-thirds majority of all active members present at a properly advertised meeting.

If it becomes necessary that any part of the bylaws be changed, or that additions be made, a two-thirds majority of active members present at a properly advertised meeting.

## **9 Terms and Definitions**

Booth – room containing the UPAC Cinema projection equipment.

Cinema Saturday – A film in the Saturday Night Film Series that does not have a sponsoring club.

Club films – Special events arranged between UPAC Cinema and another Rensselaer club on a night other than Saturday.

DCC – Darrin Communications Center or Darrin Hall

Depositing proceeds – either depositing the proceeds in the specified night deposit box(es) or giving directly to the Rensselaer Union Finance Coordinator.

Key list – a listing of UPAC Cinema members who are allowed access to the keys that are necessary for projecting a UPAC Cinema film. These keys and the list are kept at Public Safety.

Member – all officers and non-officers of UPAC Cinema.

Night – The night begins when the first of the Coordinator, Film's Projectionist, or Team Leader starts setting up. This time period encompasses: preparing for a UPAC Cinema event; one or more shows; and cleanup and breakdown of all areas used by UPAC Cinema. The night ends when the last of the Coordinator, Film's Projectionist, or Team Leader complete his/her tasks.

Official communication – communication with any party outside of UPAC Cinema.

Properly advertised meeting – a meeting that is announced using every reasonable effort to contact all UPAC Cinema members and gives sufficient time to ensure all members are aware of the notice.

Show – The time period encompassing: the setup for one complete projection of the movie; one complete projection of the movie; and the cleanup for that projection of the movie.

Showing of A Film – The time period encompassing the preview and one or more nights. The showing of a film ends with the breakdown of the film to be returned to the distributor.

Theater – room containing the screen and seats.

UPAC – Union Programs and Activities Committee

UPAC Cinema advisor – A member of the Rensselaer Union Administrative staff who acts as the liaison between UPAC Cinema and the Rensselaer Union.