

Organizational Constitution

**ARTICLE I. NAME AND PURPOSE**

Section A: NAME

- Part 1: The official name for this organization is 'Entertainment Artists and Technicians'
- Part 2: This organization will use the name or its acronym, EAT, in all publicity materials and correspondence

Section B: PURPOSE

The purpose of this organization is to explore and promote technological, design, and engineering aspects of the entertainment industry and to develop a network of individuals within this field

**ARTICLE II. MEMBERSHIP**

Section A: REQUIREMENTS

- Part 1: All current undergraduate and graduate students enrolled at the University of Southern California (USC) are eligible to be voting members
- Part 2: All other USC students, staff, faculty, alumni, and alumnae are eligible to be non-voting members
- Part 3: All dues and fees must be paid in full as determined by the executive board to be eligible for voting membership
- Part 4: All members are required to demonstrate support for the purpose of this organization, including regular attendance
- Part 5: Membership decisions will not discriminate on the basis of age, race, religion, or creed, national origin, ethnicity, gender, disability, or sexual orientation

Section B: WITHDRAWAL OF MEMBERSHIP

- Part 1: Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated in Article II, Section A
- Part 2: A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership
- Part 3: Members to be voted upon in this regard will be notified of intention to do so in writing at least one week prior to the meeting at which the vote will be taken
- Part 4: Any member who is being voted upon for withdrawal will have the right to briefly speak at the meeting
- Part 5: Persons whose membership has been withdrawn will not be welcome to future meetings and events unless determined otherwise solely by the executive board

**ARTICLE III: OFFICERS**

Section A. OFFICER TITLES

The officers of the executive board include President, Vice President, Secretary, Treasurer, Fundraising Chair

Section B. OFFICER DUTIES

- Part 1: The duties of the President include:
  - a) To chair all general, special, and executive board meetings of EAT
  - b) To oversee and uphold the purpose of the organization as stated in Article I, Section B
- Part 2: The duties of the Vice President include:
  - a) To act as parliamentarian in all general, special, and executive board meetings of EAT
  - b) To assist and support the President in his duties
  - c) To oversee the actions of all other officers in relation to their outlined duties
- Part 3: The duties of the Secretary include:
  - a) To take and preserve the minutes of all general, special, and executive meetings of EAT
  - b) To collect all member contact information

c) To distribute information to the membership as it pertains to the organization

Part 4: The duties of the Treasurer include:

- a) To oversee the collection of any dues and fees as it pertains to EAT
- b) To execute, record, and preserve records of all financial transactions involving EAT
- c) To provide periodical financial statements to the executive board
- d) To maintain the bank account of EAT

Part 5: The duties of the Fundraising Chair include:

To oversee the raising of funds for EAT

#### Section C. REQUIREMENTS FOR RUNNING AND HOLDING OFFICE

All officers and candidates for office must fulfill all requirements for voting members as outlined in Article II, Section A

#### Section D. NOMINATIONS AND ELECTIONS

Part 1: Nominations for all offices will be held at a general meeting to be determined by the executive board

Part 2: Any members may nominate any other member, including himself or herself

Part 3: Any member nominated has the right to decline the nomination

Part 4: Elections will be held in a manner determined by the executive board

Part 5: A simple majority will be sufficient to elect an officer. If no candidate receives a majority, there will be a run-off vote between the top two vote recipients

Part 6: An election must be held at least once within an academic year

#### Section E. REMOVAL FROM OFFICE

Part 1: Officers may be removed from office for failure to perform duties or for violation of membership requirements as outlined in Article II, Section A

Part 2: Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken

Part 3: A two-thirds majority of quorum present at a scheduled meeting shall be sufficient for removal from office

#### Section F. TERMS OF OFFICE AND VACANCIES

Part 1: The term of office shall be from election to election

Part 2: Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office

Part 3: In the meantime, the Vice President will assume the duties of the President; Secretary will assume the duties of the Vice President; the Treasurer will assume the duties of the Secretary; and the Fundraising Chair will assume the duties of the Treasurer

### **ARTICLE IV: MEETINGS**

All meetings will be called by the executive board

### **ARTICLE V: AFFILIATIONS**

Section A. This organization is a recognized student organization at the University of Southern California, but this is not part of the University itself

Section B. In all correspondence and business transaction, it may refer to itself as an organization at USC, but not as part of USC itself

Section C. EAT accepts full financial and production responsibility for all activities it sponsors.

Section D. EAT agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of EAT differ, the policies and regulations of USC will take precedence

Section E. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel

**ARTICLE VI: FACULTY/STAFF ADVISOR**

Section A. ADVISOR REQUIREMENTS

Part 1: As a recognized student organization at the University of Southern California, EAT is required to have an official advisor from the USC faculty and/or staff

Part 2: Other persons may serve as special advisors as needed

Section B. DUTIES

Part 1: The advisor must sign the recognition application each year

Part 2: An advisor may not vote in EAT matters, hold office or unduly influence decisions of the student organization

**ARTICLE VII: BY-LAWS AND AMENDMENTS**

Section A. BY-LAWS

Part 1: By-laws can be added to this constitution by a simple majority vote of the quorum of the membership at a regular meeting of EAT

Part 2: This constitution takes precedence over any and all by-laws

Section B. AMENDMENTS

Part 1: This constitution can be amended by a two-thirds vote of the quorum of the membership at the regular meeting of EAT

Part 2: Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken

Ratified 17 September 2004