



Constitution of the InLight Film Festival

Purpose

The InLight Film Festival student organization plans and administers the InLight Film Festival (ILFF), a yearly student run film festival that aims at promoting and celebrating the work of documentary filmmakers who address a wide range of issues related to human rights. Documentary films have long been used as effective teaching aids and, at the same time, as tools for public debate on contemporary socio-political issues. Through this festival, we wish to create a bridge to engender dialogue and collaboration between practitioners, students, scholars, and members of the Bloomington community who share an investment in human rights struggles occurring around the world. By engaging professors and students from a wide range of disciplines in the planning and implementation of the festival, we are focused on creating a professional team with experience in film studies, film production, and festival organizing. ILFF focus is international in scope, presenting films made both domestically and abroad. We are committed to bringing filmmakers with a diverse array of voices and perspectives to campus in order to enrich the quality of the discourse surrounding human rights at IU and in Bloomington. Furthermore, the festival aims at creating valuable resources for students interested in documentary filmmaking, human rights activism, and those who are interested in working with human rights documentaries as part of their scholarly projects.

Objectives

The InLight Film Festival student organization is the organizing body of the InLight Film Festival. The organization's objectives are to establish, promote, and develop the film festival according to the following goals:

- Civic Engagement and Education
 - To encourage dialogue of human rights, international events, and other aspects of global culture
 - To identify and create a loyal audience for human rights documentaries on IU's campus and within the Bloomington community
 - To bring professional filmmakers, students, scholars, and the Bloomington community together and encourage public dialogue on relevant topics
- Human Rights, Documentary Filmmaking
 - To familiarize the broader audience with human rights documentary films and to provide established professionals with an opportunity to enjoy the genre in a professional setting
 - To further use the festival as a center for documentary film workshops for those interested in working with films as part of their research and professional work
 - To create a gateway between students who are looking for a way to pursue their love of film and professionals from the field.
 - To provide community members with an opportunity to see films created by students, activists and professional filmmakers, at all levels of production—"work in progress", premieres, acclaimed new documentaries—all valuable sources in the field that address pressing issues
- Professional and Scholarly Networking
 - To establish a professional network for students who aim at using human rights documentaries in their work

- To create a close collaboration between key departments and centers within the university and IU Cinema
- To increase IU Cinema's portfolio with human rights documentary films, by committing to an event spread across several days.
- To establish the InLight Film Festival as a tradition, in turn making IU and Bloomington a US hub for the human rights documentary genre.
- To establish the festival on the worldwide human rights film festival circuit

Festival Format

The festival is envisioned as a program of documentaries, short to feature-length productions, covering 2-4 evening screenings at the IU Cinema venue. Programming will focus on recent productions that have been screened at world festivals and over time with the potential for screening some premieres. Additional programming may include filmmaker retrospectives, work-in-progress showcases, and topical series. The InLight Film Festival encourages Q&A sessions, in the presence of directors, producers and film participants, in order to give the audience greater insight into the issues portrayed on-screen.

The film festival will be organized into sections and may have a general overarching theme. The films in each section would be presented in various time slots in an attempt to comply with different schedules. Ideally, the program would begin in the afternoon and end around 9-10 PM.

Additional festival events may include:

- We envision the festival having an opening night event connected to a premier screening of a documentary film or an acclaimed documentary. This may include:
 - An introduction and address by an invited speaker
 - An opening concert by a local musical group
 - A reception for participating film directors, guests, attendees, and organizers
- We will strive to bring relevant professionals and IU faculty to conduct a variety of panels, lectures, and workshops during the festival
- We will award prizes at a closing ceremony. Prizes to be awarded will be named and explained prior to the festival according to delineated qualifications. Winners will be determined based on stated qualifications and conditions of the specific prize.

Student Organization Operations

Indiana University Student Organization Compliance and Conduct

- *Statement of University Compliance:* This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
- *Anti-Hazing Policy:* Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- *Personal Gain Clause:* This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may

not receive compensation directly from for-profit companies if acting as a representative of a student organization.

- *Statement of Non-Discrimination:* Participation in InLight Film Festival must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Membership

Membership shall not be determined based on age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, veteran status or other such arbitrary considerations.

Executive Board of Directors

Section 1: The Executive Board of Directors shall oversee the administration of InLight Film Festival, participate in the Post-Festival and Planning meetings, prepare reports on their respective responsibilities for the annual report, remove members from the Board with due cause by majority vote, and be the final interpreter of all InLight Film Festival policies. The Executive Board of Directors shall consist of the following positions with the described duties:

- A. Festival Director: ensures InLight Film Festival actively pursues the Purpose and Objectives of the Film Festival as stated in this constitution, programs films, contacts production companies for synopses, marketing material and other info, disseminates festival info to possible partners, communicates with IU Student Involvement and Leadership, maintains Student Organization status, ensures all positions of Executive Board of Directors are filled and officers are aware of their requirements and responsibilities, works with Faculty Festival Administrator to coordinate elections and organizational voting procedures, organizes panels and workshop, helps recruit workshop instructors and panelist members, manages locations for workshops, manages list of sign-ups for the documentary film workshop, manages reception/s, opening event, closing event, plans food, drinks and entertainment for side events, writes grants, holds meetings for getting funding, gets updates from festival team, attends formal meetings, is involved in overall decision making, partnership coordination (sponsors, departments, centers and institutes), communication with film directors and guests, and along with the Faculty Festival Administrator, signs all legal documents
- B. Associate Director: Responsible for overseeing InLight finances and art design, in charge of keeping the annual budget, records and accounts, manages receipts, makes sure all payments are done on time (main focuses should be film copy payments, IU payments, airfares, car services, and lodging for guests, costs related to the documentary film workshop and the side events), and prepares financial statements to be kept on file for the incoming Assistant Director, finds best airfares for guests, takes care of lodging, has agenda of arrival and departure of each guest, knows which volunteer is assigned to each guest, has info sheet for when the guest's film is screened and who moderates the discussion, develops graphic design, layout and desktop publishing, works on visual identity of the festival and on all the printed and online materials
- C. Festival Coordinator: takes meeting minutes, Sends Call for volunteers, creates volunteer teams, manages volunteers scheduling and duties, works with IU Cinema and other venues on technical checks before each event, manages copy traffic (asks, receives, keeps and returns film copies to production companies as needed), supervises subtitles, checks technical aspects for workshops, panels and other activities, oversees the management Facebook page and other forms of social media, ensures information on the

festival is disseminated in Bloomington (university departments and press) and to international documentary film groups and other relevant organizations

Section 2: The selection of Directors shall be as follows:

- A. All active Members of the Organization will be eligible to hold a Director position, with the exception that the Festival Director must be a current IU student.
- B. Applications can be submitted every year, based on the vacant positions within the Organization. Director candidates must be nominated by another Member or declare their candidacy at least one week in advance of the election. The candidates shall follow the election process that is promulgated by the current Directors. This process shall be communicated via e-mail to the candidates in advance of the election.
- C. Elections will take place in the Fall during the Post-Festival Annual Meeting. Directors will begin service immediately upon election to the position and shall serve for a period of one year through the completion of the subsequent film festival and the election of new Directors at the Post-Festival Annual Meeting.
- D. Unfilled positions will be filled by additional elections in the Winter. Should a position be vacated during the term of service or a Director is removed from a position, an election can be immediately called to fill the position. If a position remains unfilled through either the Winter or impromptu election process, a standing Director may fill the position with approval of the rest of the Executive Board of Directors.
- E. In the event that a person is running unopposed in the Fall elections that person will be running against Abstentions. If there are more Abstentions than votes for that person, then the position will remain open until the Spring elections.
- F. A Director may be removed from office for misconduct to be defined by the Executive Board (i.e. failure to perform duties, attendance, misuse of funds, etc.) The Director shall be given no less than a seven-day notice and an opportunity to defend him/herself at a meeting of the membership. This impeachment vote shall require a 2/3 majority vote of people present combined with any member votes returned via e-mail.
- G. A Director may resign at any time by providing a written notification of intent to the Festival Director and Faculty Festival Administrator.
- H. Directors can be reelected and/or hold new positions on the Executive Board of Directors in subsequent years.

Faculty Advisors

Section 1: Faculty Advisors will work with the Executive Board of Directors to oversee administration of Organizational activities and directives, provide advice and aid to Executive Board of Directors and Members as needed, as well as provide organizational and administrative continuances across Executive Board administrations (i.e. maintain organizational documents, annual reports, contacts, and other materials that will ensure organizational memory and policy). Faculty Advisors may but are not required to attend the Post-Festival Annual Meeting or Planning Meetings throughout the year. Faculty Advisors will consist of the following positions with the described duties:

- A. Faculty Festival Administrator: works with Festival Director to ensure the Organization actively pursues the Purpose and Objectives of the Film Festival as stated in this constitution, works with the Executive Board of Directors to ensure a successful film festival, advises overall decision-making, communicates with sponsors, IU departments and organizations as needed, ensures continuance of organizational knowledge, records, and resources, communicates with academic departments, offices and organizations to

promote awareness and attendance of the film festival and side events, and along with the Festival Director, signs all legal documents.

- B. Faculty Jury Prize Coordinator: recruits, organizes and works with a team of Faculty members at IU Bloomington to award the InLight Film Festival juried prizes in each edition of the festival, communicates with the student members and the Film Festival Administrator on the decision-making process regarding the juried prize choice
- C. Lead Moderator: meets with film directors, producers, protagonists and specialists for Question and Answer sessions, recruits guest interviewers and moderators, coordinates discussions, works with Executive Board of Directors to recruit and organize IU Faculty and Staff's participation with the InLight Film Festival for film introductions and Q&A sessions according to specializations and interests

Section 2: The Selection of Faculty advisors will be as follows:

- A. All active Members of the Organization who are current IU faculty will be eligible to hold an Advisor position.
- B. Advisors will be appointed by the Festival Director and approved by the Executive Board of Directors through a majority vote.
- C. Advisors will begin service immediately upon appointment to the position and shall serve for as long as they are willing to hold the position or until removed from office by the Executive Board of Directors.
- D. Advisors shall declare their intent to remain an advisor for the following year before or at the Post-Festival Annual Meeting. The motion will be acknowledged by the incoming Executive Board of Directors and entered into the meeting minutes. Should an Advisor wish to resign from the position at this time, the incoming Festival Director will begin the process of appointing a new Advisor to the position.
- E. An Advisor may be removed from office for misconduct to be defined by the Executive Board (i.e. failure to perform duties, attendance, misuse of funds, etc.) The Advisor shall be given no less than a seven-day notice and an opportunity to defend him/herself at a meeting of the membership. This impeachment vote shall require a 2/3 majority vote of people present combined with any member votes returned via e-mail.
- F. An Advisor may resign at any time by providing a written notification of intent to the Festival Director and fellow Faculty Advisors.

Additional Voting Procedures

Section 1. All elections and voting procedures will be carried out and overseen by the Festival Coordinator and Faculty Festival Administrator. The exception shall be if the vote concerns the removal or re-election of the Festival Coordinator (in which case the Faculty Festival Administrator shall appoint a Director on the Executive Board of their choosing to help with the vote) or the removal of the Faculty Festival Administrator (in which case the Faculty Coordinator will aid the Festival Coordinator).

Section 2. Votes may be cast in person with a show of hands or in absentia via email. Emails must be sent to the Festival Director within a specified time range; in the case of Executive Board of Directors elections, emailed votes must be submitted before the Post-Festival Annual Meeting.

Section 3. Unless otherwise stated (as in the case of removal of office holders) voting will be based on majority decisions comprised of both in person and email votes.

Meetings

Section 1: A Post-Festival Annual Meeting will occur no sooner than 2 weeks and no later than 8 weeks after the completion of the Fall film festival. The following activities will occur at this meeting:

- A. Directors on the Executive Board will present written reports on their respective activities of the film festival at the meeting. These reports will be submitted electronically via email no later than one week after the meeting to the outgoing Festival Director and Faculty Festival Administrator to be organized into an annual report and distributed electronically to all Members. An electronic copy of the annual report will be stored with other resources and records on 3 storage devices that shall be maintained by the Festival Director, Festival Coordinator and Faculty Festival Administrator. These devices will be passed from the outgoing to the ingoing Executive Board of Directors at the Post-Festival Annual Meeting.
- B. The Executive Board of Directors will conduct a brief Constitutional Review insuring the constitution remains relevant to the Purpose and Objectives of the Organization. Executive Board members may propose changes to the Constitution at this time.
- C. In person votes for the in coming Executive Board of Directors will take place at the meeting. As stated in Section 2 under "Additional Voting Procedures", votes cast in absentia by email must be cast before the meeting. All votes will be tallied and the results announced at the meeting.
- D. As stated in Section 2 under "Faculty Advisors", advisors shall declare their intent to remain an advisor for the following year before or at the Post-Festival Annual Meeting. The motion will be acknowledged by the incoming Executive Board of Directors and entered into the meeting minutes. Should an Advisor wish to resign from the position at this time, the incoming Festival Director will begin the process of appointing a new Advisor to the position.
- E. The incoming Festival Director must set a date for the Winter Planning meeting. At this time, the incoming Festival Director may begin a discussion of the following year's film festival organization and development.

Section 2: A Winter Planning Meeting will occur some time after the final submission of the annual report (no later than a week after the Post-Festival Annual Meeting) and no later than the beginning of the Spring Semester. At this meeting the Executive Board of Directors will meet to set an agenda for the following school year discussing at least the following items: festival theme and programming, budgetary and administrative concerns, a schedule of organizational activities for planning the Spring film festival. All Executive Board of Directors must participate in the Winter Planning Meeting whether in person, via telecommunication or by submitting a written statement to be presented by another Director.

Section 3: The Executive Board of Directors must call no less than two additional Planning Meetings throughout the year. All Executive Board of Directors must participate in these Planning Meetings whether in person, via telecommunication or by submitting a written statement to be presented by another Director. Additional planning meetings may occur as need by all or a part of the Executive Board.

Section 4: A special meeting may be called by the Executive Committee or by a petition of five persons of the membership. The membership will be notified no less than one week in advance of a meeting, indicating date, time, and location.

Section 5: A quorum shall be present in order to conduct official business of the Association. A quorum shall consist of a simple majority of the Executive Board.

Section 6: Decisions of the Organization shall be enacted by the seconding of a motion, unless an objection is made by a person of the membership. If an objection is made to a motion that is put forth decision of the motion will be dependent on a majority vote of responding members. If a motion is put forth at a meeting and provisionally approved, the membership must be notified, via e-mail, concerning the decision within one week. Objections to the motion may be submitted to the Executive Board by the membership one week from the date of notification.

Financial Matters

Section 1: All funds collected and expenditures made will be in advancement of Purpose and Objectives of this Organization as outlined in this constitution.

Section 2: The fiscal year of the Organization is from June 1 until May 30.

Section 3: Financial statements of the Organization shall be prepared in accordance with fund accounting principles by the outgoing Associate Director of the Executive Board. A copy will be kept on file for the incoming Associate Director.

Section 4: Personal Gain Clause – the Organization will ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Section 5: If the organization is dissolved, all funds will go to the members of the executive board who will make every reasonable effort to ensure that the funds are appropriately and legally accounted for and distributed to any rightful owners

Amendments and Constitutional Review

Section 1: The constitution and subsequent by-laws of the Organization may be amended by a majority vote of the Executive Board provided that the amendment is proposed one meeting prior to the meeting prior to voting. The membership must be notified via e-mail of the proposed amendment and the date on which voting will take place. This notification must take place no less than two weeks before voting so that the membership may comment on the proposed amendment.

Section 2: As stated in Section 1C under meetings, an annual Constitutional Review will occur at the Post-Festival Annual Meeting. The Executive Board of Directors will conduct a brief Constitutional Review insuring the constitution remains relevant to the Purpose and Objectives of the Organization. Executive Board members may propose changes to the Constitution at this time.