



Volunteer Short Films Constitution

ARTICLE I - Name and Mission

Section 1: Name

The name of this organization shall be: "Volunteer Short Films."

Section 2: Mission

Our goal as an organization is to promote creation of short films from any genre. Shorts can be written and directed by any club member or by other individuals as approved by the Executive Board. Other tasks include editing, cinematography, producing (scheduling and coordinating), location management, set design, etc. Task assignments and casting are solely at the director/producer's discretion.

ARTICLE II - Organizational Structure

Section 1: Executive Board

A. President

- a. Leads organization meetings
- b. Leads officer meetings
- c. Creates, updates, and maintains production systems, VSF spreadsheets, and the structure of the organization
- d. Writes and updates the organization's constitution and bylaws
- e. Manages general administrative duties with CSE and the cinema studies department where applicable.
- f. Acts as the primary representative and point of contact for the organization.
- g. Hears concerns, questions, and complaints from the members
 - i. If confidentiality is requested by the member(s), it is required that the president abide by that
- h. If unable to be decided by vote, decides which events and collaborations the organization hosts or participates in
- i. Delegates tasks
- j. Decides which equipment is purchased for the organization
- k. Creates semester and meeting agendas
- l. Is the Admin of the VSF GroupMe



B. Vice President

- a. Leads VSF meetings when the president is absent
- b. Acts as the "timekeeper" during meetings, making sure the meeting stays on track.
- c. Documents attendance at meetings
- d. Updates production track spreadsheets
- e. Can overrule president's decisions by holding an officer vote
- f. Seeks out film festivals and showings for the organization to participate in or attend

E. Treasurer

- a. Manages the club's budget and funds.
- b. Obtains additional funds through CSE.
- c. Monitors any additional intake of money through the organization.
- d. Meets with directors during pre-production to determine what to buy based on the shoot's needs and the organization's budget
- e. Seeks out funding opportunities
- f. Orders film equipment
- g. Keeps track of who has what equipment and gets the equipment back to storage after shoots
- h. Keeps financial spreadsheets updated and accurate
- i. Create and keep track of budgeting for events

F. Secretary

- a. Responds to emails within 48 hours of receiving them
 - i. The secretary does not have to respond to emails on weekends
- b. Records bullet points documenting what happened during organization meetings
 - i. Examples of things that should be recorded: decisions made, topics discussed, announcements, activities done
- c. Records bullet points documenting what happened during officer meetings
- d. Documents VSF events and shoots
 - Receives pictures from the shoot or event historian and recaps the event or shoot on the VSF website within a week of the event or shoot being held
 - Has access and editing ability for the VSF website



G. Social Media Manager

- a. Sends a reminder message in the VSF GroupMe at least 4 hours before the meeting or event time
- b. Posts to the organization's Instagram, TikTok, and YouTube accounts
- c. Promotes VSF's Instagram, TikTok, YouTube, and Website
- d. Updates the website in conjunction with the other Executive Board members
- e. Brainstorms ways to promote VSF and gain more traction to the organization and its socials
- f. Brainstorms and develops posters, and flyer ideas to distribute across campus
- g. Creates content to be posted on socials
- h. Promotes VSF short films once they have been posted
- i. Updates VolLink and Calendar events

H. Writing Consultant

- a. Which officer performs this role is up to the discretion of the current Executive Board
- b. Gives advice to club screenwriters on structure and proper formatting
- c. Reviews screenplays before they are put into production
- d. Directs screenplay workshops
- e. Organizes backlogs and screenplay archives on the Google Drive
- f. Makes sure to get writer's post production comments and posts screenplays to the VSF Google Drive
- g. Procures statements and PDFs of project script to publish on the VSF Google Drive (procure script for officers to review)

I. Visual Consultant

- a. Which officer performs this role is up to the discretion of the current Executive Board
- b. Oversees the production of visual components in club-produced projects
- c. Provides help/advice to members who seek it
- d. Attends project shoots as often as possible
- e. Meets with productions to discuss filming, storyboarding, shot list, etc.



- f. Works with editors throughout the post-production process

Section 2: Advisor

The advisor must be a full-time faculty or staff member at UT.

The advisor must monitor club expenditures bi-annually (end of each semester).

ARTICLE III - Membership

Section 1: Non-Discrimination/ Same-Sex Organizations

A. Membership is to be open to all students, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

a. Same Sex Organization, requirements:

1. Registered student organizations including those affiliated with an extramural organization shall be open to all students - unless the organization, by its nature, exists explicitly for a certain subgroup - in selecting its membership. The U.S Department of Education Office of Civil Rights has established clear criteria for exemption from Title IX for student organizations. The criteria is as follows:

- a. The organization must have tax- exempt status under Section 501 of the Internal Revenue Code
- b. Members must be limited to students, staff, or faculty at the University of Tennessee
- c. The organization must be a “societal fraternity or sorority” as defined by the United States Department of Education

B. A member of “Volunteer Short Films” is defined as any student at the University of Tennessee, Knoxville in good academic standing.

Section 2: Recruitment Process

Members must attend 50% of meetings and apply through membership through VoLink in order to become a member of Volunteer Short Films.



Section 3: Membership Status

If members call out last-minute on more than 1 production they are involved in without viable reason, or fail to attend 3 planning sessions or shoots without notifying an officer prior, they will lose the membership privilege of pitching and directing films until the following semester.

If a member creates content that is discriminatory towards any persons or groups, that member will be on probation for content creation within the club.

ARTICLE IV - Procedures

Section 1: Meetings

- A. Volunteer Short Films meetings shall take place at a regular time and location, after consultation with the advisors and members.
- B. All meetings of Volunteer Short Films, except those that contain confidential information, shall be open to the public.

Section 2: Voting

1. The procedure for voting is by use of a secret ballot. The candidates with the most votes are elected into their respective positions.

Section 3: Elections

1. Members who intend to run for VSF office must declare intent by filling out a form that will be sent out via email two weeks prior to the start of exam week.
2. To run for an officer position, the member must've attended at least 70% of all meetings during the preceding fall-spring school year and be in good academic standing.
3. If there are no new candidates running for a specific position, that current officer's position will be renewed for the next fall to spring school year.
4. In the event that an officer graduates or drops the position before the end of the school year, the next officer position will take on the missing role until elections are held.
5. If an officer is graduating or decides to step down from a position and there are no contending candidates for said position, the officers from the preceding year have the right to appoint a VSF member to the position.
 - a. Appointed members reserve the right to decline the position.
 - b. It is the officers' responsibility to find a replacement for the position by the annual club renewal deadline.



- c. If an officer would like to step down from their position, they are relieved of their duties only at the end of the semester in which the departure was announced.

ARTICLE V - Financial Statement

Section 1: Finances


- A. An excel sheet will be kept of all incoming and outgoing funds that the advisor and officers have access to.
- B. The treasurer handles all cash, conversions, and all electronic transactions.
- C. Electronic transactions for the organizations are done through CSE or Venmo.
- D. In the event of the organization's dissolution, any remaining funds will be donated to the University of Tennessee.

ARTICLE VI – Content

Section 1: Acceptable Content Clause

1. We promote writing and producing films covering all topics, even difficult ones. However, to make sure we do not break any rules within the University of Tennessee with our films, the following is required:
 1. If there are drugs or alcohol in a short film, these props must be fake. If a short film uses these props, behind the scenes footage needs to be recorded showing what the props are and how they were made or what they really are.
 2. Full frontal nudity on camera is not permitted. Nudity may be implied, but not shown.
 3. Display or use of real or fake firearms are not permitted in any VSF production.
 4. Copyrighted material that could result in a content strike or a cease & desist is not allowed.
 5. Recognizable brands and trademarks should be avoided or hidden **if possible**. (brands and logos on T-shirts, set pieces, food, etc.) Trademarked labels should be turned away from the camera.
2. If any of the above terms are violated or are about to be violated, an officer has the right to suggest or enforce alternate decisions to be made to abide by the clause.
3. If a director or screenwriter refuses to abide by the clause then their project will be suspended.
4. If the clause is accidentally violated, then the infractions must be edited out of the final film before posting.

Revised: 08/26/23

Signature: 

5. Any films or content portraying sensitive topics (i.e. suicide, prejudice/discrimination, mental health conditions, etc) or effects that could trigger a medical condition (like epilepsy, etc) must include a content/trigger warning at the beginning of the production.