

## **LANCASTER UNIVERSITY CINEMA BYE LAW**

---

### **1. STATUS**

- 1.1. The Lancaster University Cinema is a sub-committee of the LUSU Council and shall be known as the Lancaster University Cinema hereinafter referred to as the Cinema.

### **2. OBJECTIVES**

- 2.1. The Cinema shall exist to:
- 2.1.1. Provide a diverse, high quality and value for money cinema experience to its patrons
- 2.1.2. Provide the opportunity for its patrons to learn about the running of a cinema.
- 2.2. The Cinema shall have no political objectives but shall be a non-political committee; non political means that the cinema shall not adopt or support the cause of any political party or person

### **3. MANAGEMENT**

- 3.1. The business of the Cinema shall be managed by the Executive Committee (hereinafter referred to as the Executive).

### **4. ATTENDANCE**

- 4.1. Any full member of the Lancaster University (hereinafter referred to as the University) may attend the Cinema, subject to the approved auditorium capacity
- 4.2. Non-University members may attend the Cinema only as accompanied guests and are the responsibility of the University member accompanying them.
- 4.3. Each full member of the University is permitted to accompany no more than two guests per film screening.
- 4.4. All members of the University must show their valid LUSU or University library card prior to admission.
- 4.5. All Cinema attendees wishing to be admitted to a screening at a reduced rate must be able to provide evidence that they meet the terms of the offer.

- 4.6. All Cinema attendees must be able to provide a valid proof of age for ticket purchase and film entry to all films of certificate 12 and above. Should age requirements not be satisfied, Cinema staff hold the right to refuse an individual's entry to a film.
- 4.7. Child tickets will not be available for films of certificate 15 and above.
- 4.8. Executive Members reserve the right to eject disruptive individuals from the auditorium and in extreme cases ban them from future attendance subject to approval by an Executive vote

## 5. **ASSOCIATE STATUS**

- 5.1. Cinema associate status is open to any full member of the University, subject to vacancies and upon the completion of their training. Cinema associate status comes in the following three forms:
  - 5.1.1. Associate Projectionist;
  - 5.1.2. Associate Trainee Projectionist;
  - 5.1.3. Associate Publicist.
- 5.2. Collectively, members of the University with associate status are hereinafter referred to as Associates.
- 5.3. Individuals retain their Associates status while they are still employed or until they are dismissed: in the case of Associate Projectionists and Trainee Projectionists by the Chief Projectionist, or in the case of the Associate Publicists by the Publicity Officer. All dismissals must be given in agreement with the president.
- 5.4. Associates are entitled to watch all normal film showings, subject to the approved auditorium capacity, free of charge providing the terms and conditions of their Associate status are met.
- 5.5. Associates may be entitled to attend non-standard events and showings, subject to the approved auditorium capacity, at discretionary prices providing the terms and conditions of their Associate status are met.

## 6. **THE EXECUTIVE**

- 6.1. The Executive shall consist of ten posts: President, Vice-President, Chief Projectionist, Welfare and Safety Officer, e-Publicity Officer, Film Booking

Officer, two Publicity Officers, Secretary and Treasurer. These positions are elected annually.

- 6.2. The Vice-President, in the absence of the President, shall assume the full duties and authority of the President.
- 6.3. The positions of President, Vice-President, Film Booking Officer, Secretary, Welfare and Safety Officer and Treasure cannot be held by more than one person at a time.
- 6.4. When one member in a jointly held Executive post resigns or is removed from their position by a Motion of No Confidence (in accordance with section 6.6), all members holding that post shall relinquish their duties and an election for the post shall be held.
- 6.5. The Executive have the right to co-opt an Associate to an Executive post should one become vacant during the term of office. All appointments made under this provision shall remain part of the Executive until the end of the next Annual General Meeting. Following their appointment or until removed as per section 6.6.
- 6.6. Members of the Executive may be removed from their positions by a Motion of No Confidence (MoNC). MoNCs must be proposed, and seconded by two separate members of the Executive. A MoNC must be passed by a Majority of at least two thirds of the Executive.
- 6.7. Executive members are entitled to attend all film showings and events, subject to the approved auditorium capacity, free of charge.
- 6.8. At least two Executive meetings must be called within each academic term. Any member of the Executive may call an Executive Meeting.
- 6.9. The Chair of Executive meetings shall usually be the President and shall not have the casting vote.
- 6.10. The Executive may appoint any temporary committee to oversee specific areas of interest. Quorum for all committee meetings shall be no less than two thirds of its membership. Any minutes produced for committee meetings shall be ratified by the Executive. All committees shall contain at least one Executive member who should chair all meetings of that committee. The chair of any committee shall not have the casting vote.

**7. LIFE HONORARY MEMBERSHIP**

- 7.1. Life Honorary Membership entitles the holder and two of their guests to attend any normal film screening, subject to the approved auditorium capacity, free of charge.
- 7.2. Life Honorary Membership may entitled the holder and two of their guests to attend non-standard events and showings and any appropriate meetings, subject to the approved auditorium capacity, at discretional prices.
- 7.3. Awards of Life Honorary Membership shall be valid for the life of the cinema and are non-transferable.
- 7.4. Awards of Life Honorary Membership shall be made by the President at any General Meeting.
- 7.5. Executive members who have performed their term of office completely and satisfactorily shall be presented with life honorary membership at the end of their term.
- 7.6. Executive members who have performed an incomplete term of office satisfactorily may be presented with life honorary membership at the discretion of the awarding President.

**8. NOMINATIONS**

- 8.1. Only persons that have served as an Associate for a period of not less than five weeks prior to the closing date for nominations to the Executive are eligible to stand for election to an Executive post.
- 8.2. In order to stand for the post of Chief Projectionist an Associate Projectionist must have had qualified projectionist status for a period of not less than five weeks prior to the closing date for nominations to the Executive. No other persons may stand for the position.
- 8.3. Persons wishing to stand fort nomination to an Executive position who have previously been removed from an Executive position as a result of a Motion of No Confidence must receive the prior approval of either the President or a two thirds majority of Executive members.
- 8.4. All eligible members must be advised no less than seven days before nominations open as to the opening and closing dates for the nominations.
- 8.5. The nominations period must not be less than seven days.

- 8.6. Only full members of the University may nominate or second other members to Executive positions and should nominate no more than one candidate to each position.

## **9. ELECTIONS**

- 9.1. Elections to the Executive shall begin not less than three weeks before the date set by the University for the end of the Lent term
- 9.2. . Elections are to be held by secret ballot of all full members of the University.
- 9.3. The retiring Secretary of the Cinema shall act as Chief Returning Officer (CRO) unless they are partaking in the election. In the case that the Secretary cannot act as CRO, this role will be undertaken by the retiring President. The CRO may appoint another member of the Executive not partaking in the election to assist them.
- 9.4. Each candidate must submit a passport-sized photograph and around one hundred words in support of their nominations to the Chief Returning Officer.
- 9.5. All ballot papers will be numbered and signed by the Chief Returning Officer. Ballot paper numbers shall only be used to prevent ballot fraud.
- 9.6. In the event of duplicate ballot papers being returned the election will be deemed void and a new election will be organised within seven days from the original date.
- 9.7. Ballot papers will be issued on request at any film performances on production of a valid library card, between the opening and closing dates of the election period.
- 9.8. The elections period must last at least seven and no more than ten days.
- 9.9. Any member of the University has the right to be in attendance at the count, and must contact the Chief Returning Officer requesting to attend, giving at least 24 hours notice in writing.
- 9.10. The count must be completed within 24 hours of the close of voting. The result must be posted by the Chief Returning Officer at the next film performance. The result must thereafter be available on the Cinema notice board and website.
- 9.11. The incoming Executive members will commence office at the end of the Annual General Meeting following their election and shall hold office until the end of the next Annual General Meeting following their appointment or until removed as per section 6.6.

- 9.12. No Executive member shall continue in any one post for a time exceeding two years.

## **10. FINANCE**

- 10.1. The Cinema shall be non-profit making.
- 10.2. All financial activities or transactions shall be as laid out in the financial regulations and bye-laws of LUSU.
- 10.3. The Treasurer elect, in conjunction with the retiring Treasurer, shall preset the Cinema accounts for the previous academic year to the members at the Annual General Meeting.
- 10.4. The Executive and Associate members of the Cinema shall not receive payment for their services to the Cinema with the following exceptions:
- 10.4.1. To reimburse legitimate expenses incurred in their work.
- 10.4.2. In the case of indirect payment in return for their services on behalf of the Cinema, to an individual, other organization, society or business

## **11. GENERAL MEETINGS**

- 11.1. The Cinema's Annual General Meeting (AGM) is to be held no later than four weeks following the date set by the University for the start of the Summer Term. Notice must be given at least Seven days prior to the AGM via the Cinema notice board and website.
- 11.2. A Special General Meeting (SGM) may be called at any time by the Executive. An SGM may also be called at any time by any University member upon written request to the Secretary where the request is signed by at least twenty members of the University. Notice must be given via the notice board and website at least seven days prior to the SGM.
- 11.3. Amendments to the constitution shall only be made at an Annual or Special General Meeting and must have the agreement of a two-thirds majority of those attending that meeting. Amendments to the constitution require subsequent approval of the LUSU Council.
- 11.4. The quorum for any General Meeting shall be thirty-five members.