

## **GUT-C Production By-Laws**

## **Article I - Name**

The name of this club is GUT-C Productions, an acronym for Give Us the Fucking Camera (Productions)

## **Article II - Purpose**

- A. **Mission Statement:** We will provide support and film experience to all underrepresented ( race, gender, sexual orientation, ability, socio-economic status, etc.) groups in Cinema and CU Boulder through interactive experiences. Members are encouraged to work with each other based on their passion for their peers' ideas and the art of filmmaking. In this way, we aim to unite the club as a family based on respect, integrity, collaboration, and authenticity. We aim to uplift the voices of marginalized creators in the film community by creating a community in which every person involved in a production has equal say in the creative execution of a piece. In this way, we will create films of diverse backgrounds with perspectives from artists across different backgrounds.
- B. **What is Our Club About:** We serve as a production-focused club that will create student-led films and through that process train students on all aspects of filmmaking. We are committed to creating an environment that elevates the voices of underrepresented filmmakers. Students will develop their skills and artistic voice through workshops, technical training, production-based guest speakers, and hands-on film experience. We aim to change the image students have of what technicians, directors, and film workers look like by inviting professionals of diverse backgrounds. Our sets are safe spaces that do not replicate the power structures that exist in the film industry.

## **Article III - Membership**

- A. In accordance with University policy, this recognized student organization is open to all CU Boulder students and does not discriminate based on race, color, national origin, sex, age, disability, creed, religion, veteran status, marital status, political affiliation, political philosophy, pregnancy, sexual orientation, gender identity or gender expression in accordance with state, federal, and Regent law.
- B. To be a member of GUT-C Productions members must be full-time Students with the University of Colorado Boulder.
- C. To be counted as an active and full-time member, students must attend 8 meetings per semester and be on the club's GroupMe.

## **Article IV - Governance**

### **Section I – Board Members**

Titles and duties of each officer: List the title of each officer and his/her duties, including all the responsibilities that must be performed for the club to operate smoothly. The positions of President, Vice President, Treasurer, and Communication Chair are the standard positions. Depending on the size of the club and attendance, the board can expand to a maximum of two more positions. Secondary Communication Chair, and Events Planner.

- A. There must be a **President, Vice President, Treasurer, and Communications Chair.**

## **Section II - Board Elections**

Define how officers are nominated and the procedure by which they will be voted into office.

- A. Nominating Method: Eligible club members must volunteer for a board position, and then the potential board nominees will be voted on by the eligible club members. The Faculty Sponsor for GUT-C must approve all eligible club members wishing to run for the board. The eligible people who run for the board must be active club members and must have a clean reputation and record with GUT-C, GUT-C Production, any other campus production club, and the campus. They should have the highest standings (if they meet The GUT-C Pillars and positive involvement in previous projects and peer evaluations) with their club peers and must exemplify GUT-C's values and mission statement.
- B. Voting Procedure: Voting will happen on paper and during a chosen club meeting during the second semester. Ample time will be given between that meeting and the end of the semester for the new board members to learn the details of their positions.
- C. When the time comes to vote for a new board, all and only active members of GUT-C productions are eligible to vote for the upcoming year of new board members. (Active board members are considered to be members who are consistently at the club meetings, and events, and are active members at the productions being made. They must also be in attendance for at least 8 club meetings per semester).
- D. If there is a tie the faculty sponsor will take the advice of the board to make a final decision..
- E. Special Appeal Process for Voting Eligibility: If a nominee has attended fewer than 8 club meetings during the current semester but still wishes to run for a board position, they may submit a **Special Appeal** to be considered for eligibility. This appeal will be reviewed and decided upon by the entire club membership in a democratic vote. The process is as follows:
1. **Nominee's Request for Special Appeal:**
    - A nominee who has attended fewer than 8 meetings must submit a request to be considered for the Special Appeal. The request should include:
      - An explanation for why the nominee was unable to attend the required number of meetings.
      - A summary of their contributions to the club, including involvement in productions, events, or other activities that demonstrate active participation and commitment.
  2. **Notification to Club Members:**
    - Once the nominee has submitted their Special Appeal, all club members will be notified about the appeal request at least **one week** prior to the club meeting where the vote will take place.
    - The nominee's request and explanation will be shared with the club members ahead of the meeting to allow them time to review the details.

### **Section III - Terms of Board:**

Board Members serve on the board for one full year. The president can serve on the board for two years but it's recommended to serve one year due to the stressful position the president takes. Toward the end of their term (specified below), board members must email the GUT-C student advisor for approval on running for the board before declaration. Not doing so will make board members ineligible to run for a second term. Then board members must declare whether they will leave their position to become a normal club member or if they would like to enter the voting pool to run for a second year and must state what upcoming available position on the board they would like to run for. Board members can not serve on the board for any longer than two years. After all board members serve one year, they can become a normal club member, run for a different position on the board, or upon approval from the student advisor transition to being the next club student advisor. After a board member serves their full two-year term they will be ineligible to run on the board for the rest of their academic career or they can transition to become the student advisor.

February: All Current Board Members must email the student advisor for approval and then declare if they intend to leave their position or run for a second term. After announcing their intentions, eligible club members will pitch their desired positions. All of this will occur during two club meetings, the first meeting for declarations and the second for board position pitches.

March: The new board members will be announced during the third week of March.

April: All new board members will shadow the existing board members and prepare for next year's club events, activities, and production.

May: Current board members and upcoming board members will sit down during a board meeting to review all the By-Laws. New board members step into their roles as active board members after the final board meeting of the academic year.

June: Their first order of business will be to reach out to the student advisor to introduce themselves and address their plan for the upcoming school year. After that meeting, the board will conduct its first board meeting and plan over the summer for GUT-C Productions meetings and events.

### **Section IV: Vacancies in Board Positions**

All active board members will need to declare if they want to stay or leave the club at the end of every academic year, and between March and April. If for any reason, an active or rising board member has to step down from the board at any given time that member needs to arrange a meeting with the board and provide a detailed timeline for departure. After a board member leaves, the board and club members will vote to find that board member's position replacement. The board will review this vote and these approved decisions will go into effect immediately.

In case of the removal of board members, a similar procedure will be followed. The board and club members will participate in a vote to elect a new board member. The remaining board members and GUT-C student advisor will review the vote and the approved decision will go into effect immediately.

The Vice President will assume the President's position for the remainder of the term. The Treasurer will assume the role of the Vice President, and the Communications Chair will assume the role of the Treasurer and Communications.

## **Section 2 - Removal of Club and Board Members**

**Removal of Members:** A member may not be removed arbitrarily. Specific reasons for initiating removal proceedings must be specified in the bylaws. Common reasons include a significant amount of unexcused absences from meetings/activities, violation of rules explained in the Student Handbook, failure to abide by the policies of the club/organization, and conduct unbecoming the organization.

**Reasons for Removing Board Members:** Board members are eligible for removal if they violate CU Boulder's harassment and discrimination policies and/or make the club and productions an unsafe environment.

### **Procedure for Removing Club Members and Board Members:**

Members of the club must adhere to the University's harassment and discrimination laws. Club members and board members who do not follow university laws will be subject to being voted off by a unanimous vote of the board. Final decisions will be made by the GUT-C! Student Advisor. If a former board member or club member who has been voted off chooses to come back to the meetings, they will be removed by a necessary authority.

All members of the club, including Board Members, are expected to uphold the University's policies on harassment, discrimination, and conduct, as well as the values and mission statement of GUT-C! Any member whose behavior negatively impacts the safety, inclusivity, or functioning of the club, or who does not adhere to GUT-C!'s values and mission, may be subject to review and potential removal. Additionally, a pattern of complaints from other students regarding a member's conduct may also warrant review.

The Board reserves the right to vote on the removal of any member by majority or unanimous decision, depending on the severity of the issue. Final decisions regarding removal will be made by GUT-C! Faculty sponsor or student advisor who will take the advice of the GUT-C! Board. Any former member who has been removed and attempts to return to meetings or events without approval will be asked to leave.

## **Article V - Meetings**

- A. Meetings will occur weekly throughout the semester.
- B. Meeting times will be decided by the board before the second week of the academic year.

- C. The board will meet weekly, separate from the main club meetings.
- D. Attendance will be taken during every meeting. Each member's attendance will be logged.

## **Article VI - Finances**

- A. The director and co-producer (s) of each production must meet with the club treasurer prior to the start of production to develop a financial plan going forward.
- B. The club treasurer has ultimate authority over how financial resources are allocated.
- C. All purchases must be made with the permission of the club treasurer.
- D. The treasurer may not direct, produce, or hold a position of authority in a production to avoid potential biases.
- E. Money will only be allotted for products to be used on set only. This includes items such as catering, costuming, props, set, etc.
- F. The club treasurer must keep a written log of expenses detailing how funds were used, when and for what point in the production.

## **Article VII - Board Process**

### **Section 1: Selection**

There must be a faculty sponsor or a student advisor active every academic year for GUT-C! Productions to operate as a club. If no faculty sponsor or student advisor is presently active within a given year, the president will assume the role of the student advisor. A faculty sponsor must be employed at the University of Colorado, Boulder, and must be interested in equity in film production. The voting process for board members is outlined in these bylaws.

### **Section 2: Duties**

#### ***President:***

- Serves as the executive producer and club supervisor
- Creates a semester schedule outline prior to the start of every semester
- Meets with both GUT-C and the funder to maintain the relationship
- Aids the lead production crew with pre-, peri-, and post-production schedule finalization
- Mentors on set and aids all club purchases, including catering (all receipts given to Budgeting and Production Chairman)
- Helps acquire guest speakers and plan events
- Responsible for confirming with production members who are voted on
- In charge of production oversight and distribution oversight

#### ***Vice President:***

- Find guest speakers for each semester's chosen guest speaker meetings
- Creates a collaborative and engaging environment by planning and co-hosting club events
- Provides food for club events and after-hours club activities
- Manages connections between the Kage, the theatre department, and other production/film clubs

- Works with budgeting and serves as the Head Distributor for club film. Will work with one to two voted club members who will be Assistant Distributors.
- Is involved with pre-, peri, and post-production casting and crew relationships in addition to making sure production stays on schedule for film festival submissions.
- The Vice President is the head of distribution and will distribute the film until someone either takes their role on the board or hits the distribution deadline of November 1st.

#### ***Treasurer Chair:***

- Manages the club's external and internal budgeting and presents the information in an organized fashion (Excel) to all chairmen
- Communicate with club funder and Student Involvement about any budget-related issues
- Seeks additional funding and grants - communicates with Student Involvement if needed
- Acts as an Executive Producer and mentor on set
- If the GUT-C grant comes to an end, this role is responsible for finding a new grant for GUT-C to operate under. The Student Advisor will help with the funding search and oversee the process.
- Works with the director and producer to find a set location before the start of production

#### ***Marketing Chair:***

- Works with the Vice President to make weekly club meetings
- Creates event presentations
- Releases a weekly newsletter
- Is responsible for running the GUT-C Social Media
- Promotes the club through merchandise, tabling, and club posters
- Register the club in the Be Involved Fair
- Serves as on-set documentor
- Announces events and meetings and registers them on GroupMe

#### ***Board Advisor Roles:***

##### ***GUT-C Student Advisor:***

(The student advisor is not a board member but instead is a board advisor who is eligible to be paid based on university funding sponsors. They function as liaisons between the board members, the CU film department, and the funding department. This role serves to support the board in its yearly activities and events.)

- The student advisor must be involved with GUT-C for at least 2 years or been a board member to be considered for this role. The next student advisor must be chosen by the existing advisor before they leave and during the election process. All members wishing to be the next student advisor are only eligible if they show outstanding character, leadership, and active GUT-C participation.
- The student advisor is responsible for GUT-C accounts, such as email, and keeping these consistently updated.
- Emails and social media must be approved by this role before publication.
- The student advisor oversees event planning and artist visits and communicates with department faculty for reservations and other general GUT-C needs if they come up.

- Is expected to collaborate with all board members,
  - I.E. goes to board meetings, club events, and guest visits. They do not need to be on set unless needed
- Is responsible for planning weekly meetings with the president for check-in
- Is responsible for overseeing and resolving club conflicts
- Serves to expand the brand name of GUT-C and the club with other universities
- Is responsible for removing club members if they do not follow CU Policies, GUT-C's mission statement, and disrupt the flow of any/all aspects of production or scheduling
- Is in charge of finding grants and supervising the process with the treasurer
- Has final say on all board member election declarations and selections
- Serves as the primary contact with the club funding sponsor and maintains relationships.
- Update email list

### **Article VIII - Amendments**

The board can make changes to the bylaws if an existing issue demands by-law revision.  
 -All changes to the bylaws have to be approved by the faculty advisor or student advisor.

### **Article IX - Script Qualifications**

The board has ultimate rejection or approval of final votes on scripts based on the material of the script and the writer's alignment with GUT-C's mission statement. Tasteful/meaningful and nonexcessive nudity in film is allowed in scripts. Scripts need to align with GUT-C Production By-laws and must be equal in all forms of participation and casting. For the first year of GUT-C productions, scripts cannot exceed 15 pages when being submitted and pitched. After the first year of the club and going into the next year, the board will review how many pages a script can be and edit the script bylaws accordingly. Discriminatory beliefs and behaviors will not be allowed. It can be appropriate in certain instances, for example, if the storytelling is a critique of those institutions, especially when written by people from marginalized communities (think Do the Right Thing, Moonlight, etc). Foul and inappropriate language will be considered on a case-by-case basis by the cinema department faculty and club board.

### **Article X- Production Voting Role Selection Process**

All full-time club members will fill out a form once the script is announced by the Board. If a club member wants to be a co-producer, director, or DP, they must pitch themselves to the club in a meeting and be voted on by the entire congregation. The president will have the final say on the co-producer, director, and DP-based club member votes.

### **Article XI- Production Process and Script Election**

In the second meeting of the fall semester, scripts will be pitched and voted on by all club members present at the meeting. The voting will happen by paper vote after the pitching process. The chosen script will be announced at the third meeting of the semester, and pitching for crew roles will begin. The board will outline the needed positions and the expectations for said positions. At the fourth meeting, members will pitch themselves for the roles they desire.



The president will then confirm those roles in. Certain tasks can be offloaded to Production Assistants in Committees if necessary during the production process.

### **Production Committees:**

(All members of production must be fully dedicated to their roles and are responsible for their own participation. If a titled production member does not allocate their time accordingly to the production schedule and is frequently not in attendance, they are subject to removal from the production or a reduction in credit roles based on the executive board's discretion.)

### **Pre-Production Committee:**

- Responsible for planning and managing the process of pre-production, this committee is made up of five members.
- (There will be a **Writing Committee** separate from pre-production with the following roles: script writers, script supervisor, director, producer, and overseeing board member.)
  - **Director** (Responsible for finalizing script, running auditions, running table reads, and working with both the producer and assistant director on finalizing the production schedule)
  - **Assistant Director** (Responsible for working with the director of photography to finalize the equipment list, make the production schedule, and support the director in daily tasks.)
  - **Producer** (Responsible for making pre-production deadlines, finding a set location, and managing the budget with the overseeing board member)
  - **Production Designer** (Responsible for creating the film atmosphere, getting props, costumes, and creating a color scheme for sets, in addition to building any needed props or sets)
  - **Script Writer** (Responsible for making audition papers, finalizing the script, and working with the production designer to complete the director's vision for costumes and set)
  - **Script Supervisor** (Responsible for keeping track of the shots, actors' movements, and differentiating which scenes on set are the best takes for post-production)
  - **Director of Cinematography** (Responsible for requesting equipment, managing footage during shoots, setting up camera equipment, and working with the director)
  - **Sound Recordist** (Responsible for requesting equipment, setting up, and taking down sound equipment, collecting room tone, and working with the director of cinematography to balance sound)
  - **Gaffer** (Responsible for requesting equipment, setup, and take down of lights, works with the director of cinematography to create an appropriate atmospheric look)
  - **Overseeing Board Member** (Responsible for supporting the Crew, making sure production stays on schedule, and managing conflict when needed)

- **Production Committee:**

- Responsible for planning and managing the production process, this committee consists of nine members.
  - **Director** (Responsible for working with the cast on set, managing production and crew, executing shoots, and handling all audio and footage files for the editor)
  - **Producer** (Responsible for managing production safety, keeping tabs on production cost, and providing food for cast and crew)
  - **Script Supervisor** (Responsible for keeping track of the shots, actors' movements, and differentiating which scenes on set are the best takes for post-production)
  - **Assistant Director** (Responsible for creating weekly call sheets for cast and crew, gathering production equipment, keeping a list of what equipment is being used, and keeping the production schedule on time)
  - **Director of Cinematography** (Responsible for requesting equipment, managing footage during shoots, setting up camera equipment, and working with the director)
  - **First Assistant Camera** (Responsible for assisting the director of cinematography with camera management, opening cameras when needed, setting up, and taking down camera equipment)
  - **Second Assistant Camera** (Responsible for slate, opening cameras when needed, setting up, and taking down camera equipment)
  - **Grip** (Responsible for requesting equipment, keeping track of equipment, setting up, and taking down sound equipment, and working with the director of cinematography to balance sound)
  - **Gaffer** (Responsible for requesting equipment, setup, and take down of lights, works with the director of cinematography to create an appropriate atmospheric look)
  - **Sound Technician** (Responsible for mixing sound on set, applying lav mics, and collecting room tone)
  - **Digital Imaging Technician** (Responsible for keeping track of SD cards and their functionality, working with the director to collect and offload the footage into organized files for post-production after every shoot, they are also responsible for requesting reshoots if the offloaded footage needs more material. All should be communicated with the director within each week of shooting.)
  - **Behind the Scenes Photographer** (Responsible for working with the producer to schedule Behind the Scenes shoot days, interviewing cast and crew, documenting behind the scenes of film, and categorizing footage in appropriate GUT-C Files for the advertising committee)
  - **Overseeing Board Member** (Responsible for supporting the cast and Crew, making sure production stays on schedule, and managing conflict when needed)

- **Post-Production Committee:**

- Responsible for planning and managing the process of post-production, this committee is made up of six members.
  - **Director** (Responsible for working with the editor during the first and final cuts, providing weekly check-ins with the committee, giving creative feedback on first and final cuts, and facilitating the hard drive to each crew member during the process in post)
  - **Editor** (Responsible for compiling the footage into organized files, creating a first cut and final cut of the film, and establishing what software will be used for editing) (the first 4 weeks)
  - **Colorist** (Responsible for color grading and color correction on the final cut of the film) (the next 2 weeks)
  - **Visual Affect Specialist** (Responsible for any necessary visual effects that are needed in the film.) (the next 2 weeks)
  - **Sound Mixer** (Responsible for syncing sound, adding sound effects, and music. Must communicate with the producer for any requested copyrighted sounds). (the next 2 weeks)
  - **Producer** (Responsible for supporting the post-production process through creating the post-production schedule, working with the director on scheduling, overseeing the overseeing board member on all post-production goings, assisting in communication between roles, catering to the committee and its requests in copyrighted material, and providing creative feedback to the director on rough cut and final cut)
  - **Overseeing Board Member** (Responsible for overseeing the post-production process, supporting the producer, and managing any conflicts that may arise)
- **Advertising and Distribution Committee:**
  - Responsible for planning and managing the process of distribution and advertising the film, this committee is made up of five members. This committee will begin meeting before production wraps.
    - **Advertiser:** (Responsible for cutting the trailer, promoting the film through a film-dedicated social media page, generating posters,)
    - **Distributor:** (Responsible for researching and then submitting to film festivals, and potentially acquiring sponsorships for the film)
    - **Producer:** (Responsible for working with committee members on creating schedules for advertising, distribution, and travel itinerary for selected film festivals)
    - **Overseeing Board Member:** (Responsible for overseeing the advertising and distribution process, supporting the producer, and managing any conflicts that may arise)