

Bylaws

RHO COLONY

COLONY OF
DKA PROFESSIONAL CINEMATIC SOCIETY

AT

EMERSON COLLEGE

COLONY BYLAWS

(Last Revision Date: 3 / 18 / 18)

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PREAMBLE

We, the students of Emerson College, in order to develop the spirit of enduring community, to instill the fundamentals of wholesome living and mindful thinking, to promote a spirit of democracy and professionalism, to encourage participation in all collegiate activities, artistic, civic, philanthropic, social, and administrative, to maintain a high standard of scholarship and morality, to promote lasting fellowship, to secure all the benefits of close organization, and to strengthen the bond of union between the students and their Alma Mater, do hereby form and establish these Bylaws for the Rho Colony of the DKA Professional Cinematic Society.

ARTICLES OF INCORPORATION

ARTICLE I - Name, Purposes, and Scope

Section 1. Name – This colony shall be officially known and designated as the Resident Council of the Rho Colony of the DKA Professional Cinematic Society located at Emerson College

Section 2. Variations in Name – No abbreviations of, departures from, or variations in the name of this Fraternity will be permitted, with exception of the following: Dramatic Kinematic Aesthetic, DKA, and DeKA. Name and letters must always be identified, accompanied, or associated with Cinema by the officially recognized insignia, brand-aligned cinematic decoration, or the national organization slogan of “Cinematic Artists of Character.”

Section 3. Purposes –

- To instill the fundamentals of wholesome living and mindful thinking;
- To provide energetic participation in all collegiate activities; artistic, civic, scholastic, philanthropic, social, and administrative;
- To foster lifelong character, collaborative and creative storytelling, ethical and productive business practices, philanthropic action, and fraternal bonds by and between students of the cinematic arts;
- To instill more Dramatic, Kinematic, and Aesthetic interest in the field of cinematic arts.
- To encourage the dissemination of information about cinema and to further the development of its possibilities;
- To coordinate more closely the education of students of cinematic arts with professionals in the field;
- To provide opportunities for close association of individuals of diverse backgrounds and personalities thus advancing human relation skills;
- To offer members experiences in life skill-building and healthy habit management as valuable preparation for post-collegiate life;
- To bind colonies and chapters into a national organization so that a synergistic “Community of One” integration is formed;

- To be supportive of and cooperative with the goals of the educational institutions where colonies and chapters of DKA are located;
- To exhibit -- as an organization, as individual members, and as recruited members -- the Creed, the Farmer Tripod, and characteristics of the 10 Jewels of DKA: Creative, Curious, Enthusiastic, Generous, Honest, Humble, Proactive, Reliable, Resourceful, and Respectful.

Section 4. Definition of Cinema – Cinema shall be construed to mean the use of motion pictures and related art forms as a medium of artistic expression and as an instrument of storytelling and communication.

ARTICLE II - Organization and Government

Section 1. Statement of Compliance – The Rho Colony of the DKA Professional Cinematic Society shall comply with all policies, laws, rules, and regulations set forth by the National Constitution, namely Title VI, article 59, Emerson College, and state and local authorities. This includes, but is not limited to, rules, laws, and regulations concerning recruitment, associate education, colony induction, public relations, finances, scholarship, communication, and risk management. The Constitution and Statutes of the Delta Kappa Alpha National Fraternity shall supersede the Bylaws of the Rho Colony and its amendments. Any statute contained in the Bylaws conflicting with the National Constitution and Statutes shall be deemed null and void. “Ignorantia legis neminem excusat (Latin for “ignorance of the law excuses no one.”).”

Section 2. Bylaws – These Bylaws shall supersede all previous Bylaws and amendments of this colony upon adoption by the Resident Council contingent upon approval of the Board of Governors and the National Council.

Section 3. Affiliation – This colony shall consist of all members affiliated with the colony who are in good standing and who are attending Emerson College. At least 51% of Resident Council and associate members must hold an officially recognized major within the Visual & Media Arts Department.

Section 4. Non-Profit Status – No income or profit arising from the operations of the corporation is to inure to the benefit of any private person. Upon dissolution of the corporation, any assets remaining after payment of debts shall be given to the Delta Kappa Alpha Fraternity Inc., Delta Kappa Alpha Foundation, or any of their subsidiaries or successors. In the event that all the foregoing are non-existent, then to some other appropriate non-profit entity qualified under Section 501 (c)(3). The Closing of the Resident Council is a cause of automatic dissolution of the corporation as a failure of purpose. Surplus funds of a Resident Council shall be invested only in United States government securities or financial institutions providing adequately insured deposit accounts.

Section 5. Composition of Colony –

Subsection A. This organization shall consist of two councils, Resident and Graduate, and shall be under the general supervision of the Board of Governors, composed of members from both Councils as well as potential volunteers.

Subsection B. The Resident Council shall be composed of those members of the colony enrolled as undergraduate or graduate school students of Emerson College, with the exception of those members, for reasons deemed permissible by decision of the Board of Governors, who may be placed on the Graduate Council by their request or by the request of the Resident Council.

Subsection C. A member of a Resident Council of another colony of DKA may transfer membership to the Resident Council of the Rho colony upon the approval of two-thirds of those in attendance at a regular or special meeting. The individual must also be in good standing with his or her former colony and the National Council of the Delta Kappa Alpha Fraternity must approve this transfer. A member of a colony can transfer to a chapter, but; if approved, will have to pass the National Exam and be initiated prior to joining the chapter's membership and activities.

Section 6. Housing and Residence – All members will respect and protect the colony house (CineManor) at all times.

Subsection A. The Colony CineManor will only be occupied by DKA members and nationally approved volunteers or employees. Room selection is determined by the policies and procedures laid out in the Housing Handbook. The CineManor will hold society functions and ceremonies, scheduled with at least 3 days notice to the tenants.

Subsection B. The CineManor should be maintained and presented as a recruitment tool throughout the year. All society valuables that are not in the school archive will be kept in the CineManor for safekeeping. The President must reside in the designated President's Room within the CineManor during his or her term.

Subsection C. The use or possession of any illegal substance or the use or possession of alcohol by minors in the house will result in the dismissal of the occupant from the house, and the member will appear before the Board of Governors for additional sanctioning.

Subsection D. Any colony or any affiliated House Corporation desiring to lease, build, purchase, sell or otherwise dispose of a colony house shall secure the approval of the National Council before making commitments of any nature. Where the expenditure for colony CineManor repairs, remodeling or other improvements requires securing either a building permit from a municipal authority, a loan from an institutional lender, or exceeds

an aggregate sum of \$25,000 on a proceeding 12 month basis, the house corporation shall secure the approval of the National Council before making commitments of any nature. Failure to secure prior approval may result in action being taken against the colony and/or affiliate house corporation, which could include the suspension of operations of the colony. Each colony or affiliate house corporation shall file with the National Council an annual financial statement and other such reports as the National Council may require.

Section 7. No Hazing Policy – The national organization prohibits absolutely all physical hazing, paddling, uncalled-for humiliation, and public displays in connection with associate education and pre-initiatory activities, and subscribes to the North-American Inter-fraternity Conference resolutions and the Fraternity Executives Association’s “Statement of Position on Hazing and Pre-Initiatory Activities” which condemn all forms of hazing in connection with associate education and pre-initiatory activities. The active colonies shall carry out the society’s policy and conform strictly to this policy, not only to escape the danger of bringing discredit to the organization and injuring the entire society cause, but also to build higher respect for the colonies and the organization in the minds of associate members and to instill a finer type of loyalty thereby.

Section 8. Risk Management and Insurance – All active colonies and chapters shall comply with all requirements of the Risk Management and Standards Program as set forth in the Risk Management, Code of Conduct, and Insurance Manual of the Delta Kappa Alpha National Fraternity. Each active colony and colony shall participate in the National Liability Insurance Program, and shall promptly pay all required fees pertaining thereto as established and updated from time to time by the National Council.

Section 9. Auxiliary Organizations – No active colony shall establish, recognize, or support any auxiliary organization.

Section 10. Minimum Colony Size – Every colony shall maintain an aggregate number of Resident Council members and Associate Members of at least 12 students.

ARTICLE III - Membership

Section 1. Membership Classifications – Membership in the DKA Professional Cinematic Society shall be Resident or Graduate. A Resident Council member may be a student attending a college or university where there is located a colony or chapter of DKA, into which one has been initiated, or into which one has been legally transferred. A Colony Graduate Council member shall be a member who has graduated or has permanently left school before graduating from the institution where there is located a colony of DKA into which he/she was associated or into which he/she was legally transferred. A member of the faculty/staff/administration of the institution where a colony is located or college graduates who

serve in advisory capacities to colonies may be inducted directly into a colony's Graduate Council through proper protocol only once the colony has chartered into a chapter. Honorary graduate membership may be bestowed on an individual who is not otherwise eligible for Resident or Graduate membership and who is not a member of a professional national cinema organization in direct competition with this society. Specific membership requirements and procedures are enumerated in the National Statute--Title II.

Subsection A. There shall be no "alumni" classification of membership within the Resident Council.

Subsection B. A Resident Council member in good standing may request a "Leave of Absence" for military leave, in times of very extreme hardship, and medical emergency. Requests for "Leave of Absence" shall be submitted to the Standards Board for consideration. A two-thirds (2/3) vote of the Standards Board shall be required to approve the request for "Leave of Absence." Should the Standards Board approve the request, that decision shall then be submitted to the Board of Governors for approval and, if approved, the approved request shall be submitted to the Executive Office. A member granted "Leave of Absence" shall assume active member status at the beginning of the next succeeding academic term. Should the circumstances extend beyond one academic term, the member shall submit a request for "Leave of Absence" in each academic term for consideration. While on "Leave of Absence," a member shall not be responsible for paying national dues or fulfilling the requirements of a Resident Council member. No penalty shall be assessed toward the member or the colony. Should the Executive Office receive notification of the granting of "Leave of Absence" after the colony has been assessed dues for the academic term, a credit will be issued to the colony by the Executive Office for any current financial obligation of the "Leave of Absence" member during that academic term. A member studying abroad is still responsible for paying national dues.

Subsection C. The Colony Graduate Council will be composed of former members of the Resident Council who are still in good standing with the Resident Council and the National Officers as well as members associated directly into the Associate Graduate Council.

Subsection D. Any member of the colony who is awarded a degree and then enrolls in a graduate program at Emerson College may, at their option, maintain their status as a Resident Council member with all the rights, privileges, duties, and obligations, of such, per DKA Law.

Subsection E. Any Resident Council member in good standing who has fulfilled the society associate education requirements and has been voted to become associated must become formally inducted into the DKA Professional Cinematic Society within three months of completing the associate education program. During those two months they

are not excused from any society requirements, responsibilities, or obligations, but are not allowed to vote during Recruitment Week or be present in the voting room, and may not participate in any events that are exclusively for colony members. A non-colony member will be disassociated from the society if they do not become formally inducted within three months of completing their associate education program.

Section 2. Qualifications – Only those current students matriculating in a qualified program at Emerson College; of good moral character; who comply with the values and laws of this society shall be eligible to election in this society as a member, providing they are not members of any other professional national cinema organization in direct competition with this society. No one may join the colony until he or she has acquired at least a 2.0 Grade Point Average. The colony must maintain at least 51% of membership holding an officially recognized major within the Visual & Media Arts Department.

Section 3. Compliance – The colony shall comply with all rules, regulations and requirements concerning recruitment, associate education, risk management, and induction set forth by Emerson College, Student Life, and the DKA national organization.

Section 4. Resident Council Member – Resident Council Members will be in good standing if they comply with all obligations set forth by the National Constitution and Statutes, Colony Bylaws, Code of Conduct, DKA Ceremony Handbook, and all other society, University/College, Local, State, and National Laws.

Section 5. Disassociation – Although membership in DKA is for life, associate and colony members may send a letter to the office of the Vice President for disassociation. The Executive Council shall establish guidelines for recovering society objects and property.

ARTICLE IV - Election to Membership

Section 1. Recruitment Week (RW) – New associate members of the organization will be selected during the recruitment week period. Recruitment Week is a conglomeration of three or more events and a formal interview for potential members. The purpose of “Recruitment Week” is to introduce prospective members to the society and to recruit members who embody the purpose, membership criteria, and values of DKA. A formal Recruitment Week will be held twice every year, once in the Spring and once in the Fall.

Section 2. Association Invitations – An Association Invitation is a formal invitation for a prospective member (known as a “prospective member”) to become an associate member of the society. Invitations are given based on the prospective member’s embodiment of the DKA purpose, membership criteria, and values. The individual quality of each prospective member will always come before the colonies membership size goals (except in extreme cases as determined by the Colony Advisor or Board of Governors).

Subsection A. Recruitment Week – There will be 3 rounds of voting: after at least 3 public Recruitment Week events, there is a first round of voting. After the first round of cuts, continuing Prospective Members are invited to DKA Dinner, which is followed by the second round of voting. After the second round of cuts the continuing Prospective Members attend professional interviews, followed by the final round of voting. The majority of cuts are expected to occur in the final round so that more members will have had the opportunity to meet the most Prospective Members during the week. The final round of voting will determine who will receive an Association Invitation. If the colony has less than 25 Prospective Members after the first round of voting, the colony will skip the middle round of voting for the current RW period and have a second and final round of voting after the professional interviews.

Subsection B. Voting – The RW voting process, as well as member behavior during this process, should in accordance with the “Call to Adventure Program” RW voting rules that are provided to every Recruitment Chairperson by the Executive Offices. During this process, the Recruitment Chairperson presents to all the Resident Council members in the voting room a slideshow, where each slide contains a prospective member’s name, photo, class standing, and major/minor, and how many times they have participated in a DKA RW before, and the floor is open for discussion on that Prospective Member. Members who wish to speak on a Prospective Member must raise their hand to be recognized by the chair. A value-based discussion about the pros and cons of giving a prospective member a “yes” or “no” on the current round of voting will have up to three minutes; any member can motion for an extension on a discussion, but granted extensions will be capped at five minutes. After the discussion, all Resident Members present, who are in good standing with the national organization and colony, who have completed the appropriate amount of RW Hours necessary for voting, and who have been present for the entire current round of voting, will be able to vote “yes”, “no”, or “abstain” through an “eyes closed, hands raised” method of voting. The President, Standards Board Chairperson, and Recruitment Chair will count the votes and record it onto their individual voting ballots. After every Prospective Member has been individually discussed and voted on, the three officers will compare their ballots to confirm accurate vote numbers. After the votes have been determined and before the results are shared, each Prospective Member is assigned to a voting member who will call them with their results the following morning. Once every prospective member has a caller assigned to them, only then will the Recruitment Chairperson shares the results to the Resident Council. Receiving a 15% (20% for the first round of voting) or more “no” vote or 50% or more “abstain” vote or less than 50% + 1 (majority) of “yes” votes will result in a Prospective Member not advancing to the next round (or receiving a bid if it is the final round of rush week voting). If the Prospective Member receives less than 15% (20% for the first round of voting) “no” votes and less than 50% “abstain” votes and 50% + 1 (majority) or more of “yes” votes then they will be extended an invitation to the next round (or extended an Association Invitation if it is the third round of voting).

Subsection C. Cut-Off Point – In accordance with the Constitution of Delta Kappa Alpha, a single associate class cannot be made up of more than 25 members to be inducted. If the final round of voting exceeds this number, the members in charge of counting RW votes will work backwards from their total number and in order of highest to lowest number of “no” votes, then highest to lowest number of “abstain” votes, cutting Prospective Members until they reach 25 members (or less if some Prospective Members at this point have the same number of votes).

Subsection D. Legacies – A Legacy is an individual whose immediate family member (great-grandparent, grandparent, parent, uncle/aunt, or sibling) is an initiated member of DKA. Every Legacy is guaranteed an invitation to attend DKA Dinner, but is not guaranteed an Association Invitation into the colony. If this individual violates DKA, University, Federal, or State Law during the Recruitment Process, this advantage is waived.

Subsection E. Recruitment Blackball – A blackball is a serious motion that an individual member, present in the voting room, moves that suggests, “If this Prospective Member joins our colony, I would be too uncomfortable to remain in it.” The President must approve a blackball’s validity in order for it to stand. Each Resident Council member has the privilege of submitting one blackball per Prospective Member throughout the RW period. When the respective Prospective Member is open to discussion, if a voting Resident Council member wishes to blackball them, that member, once recognized by the Recruitment Chair to speak, then announces his/her intent to blackball the Prospective Member and on what grounds – which must be approved by the President in order to stand. If a Prospective Member receives a second blackball from another Resident Council member, present in the voting room, he/she is then immediately removed from the rest of the current RW process.

Section 3. Associating – Each Prospective Member shall become an associate member through the corresponding ceremony found in the *Ceremony Handbook* of DKA. Becoming an associate member does not guarantee induction and lifelong membership. Following the association ceremony, a probationary period of not less than 6 weeks and no more than 8 weeks shall follow. During this time, the associate member shall be under the supervision and direction of the Associate Education Officer and Associating Secretary. The associate member shall perform such duties and enjoy such rights as may be prescribed in the “TROT” Associate Education Program of DKA.

Subsection A. Associate Blackball – Each Resident Council member has the right to submit one blackball per associate member throughout the associate period. A written letter must be submitted to the Standards Board Chairperson for a member who intends to cast a blackball vote. The letter must explicitly state why the blackball vote is being cast. If any associate receives blackball votes from 10% or more of the Resident

Council, that associate member will be brought up for discussion and put to a vote during a regular colony meeting. If more than 30% of the Resident Council agrees, the associate will be denied membership.

Subsection B. Disassociation – An associate member may be disassociated by a 2/3 vote of the Resident Council. At the time the motion to dissociate is made, the author shall then state his or her reasons, discussion shall be held, and the vote shall be taken by secret ballot.

Section 4. Colony Induction Voting – During the final week of the Associate Education Program, a final round of voting is held for every associate member. Since associate member performance discussions should be occurring at every regular colony meeting during “Associate Chat” section of the agenda, discussion does not occur during this round of voting unless new information has presented itself since the previous colony meeting. A 15% or more “no” vote or 50% or more “abstain” vote or less than 50% + 1 (majority) “yes” vote of colony members in good standing, present, and voting at a regular or special colony meeting, held at least three (3) days prior to the colony induction ceremony, is required to remove an associate member from the associate education program. Associate members should be constructively discussed during “Associate Chat” at each regular colony meeting to avoid any last minute discussions. All associate members must be informed during the first associate education meeting that the Resident Council members will have a final round of voting during the last week of the associate program. The National Exam is only given to associate or colony members who have just chartered and to associates of a chartered chapter that have completed the TROT program.

Section 5. Eligibility – All associate members must participate in all required aspects of the “The Road of Trials” Associate Education Program. Absences may be validly excused and equivalently made-up at the discretion of the Associate Education Officer.

Subsection A. Prior to colony induction, a list of all the associate members who were approved for colony induction and have successfully completed the TROT program must be submitted to the Executive Offices.

Section 6. Scholastic Requirements – Before the colony induction ceremony, the associate member must have attained, for a normal full-time load during the previous academic term, or an accumulative scholastic average, equivalent to a 2.5 grade point average (on a 4.0 scale).

Subsection A. The colony shall, under the supervision of the Board of Governors, upon the basis of official records of this institution, reprimand any member of the Resident Council whose scholastic record is such that Emerson College has placed him or her upon probation. This reprimand is to be determined at the digression of the Board of Governors, but shall not include expulsion of membership.

ARTICLE V - Finances

Section 1. Colony Dues – The Colony shall charge dues to every member. The amount of colony membership dues is to be approved by colony’s Graduate Council (or Expansion Team in the absence of a Graduate Council). Changes to the amount of dues can be petitioned by the President and the Treasurer, in conjunction with the Board of Governors, and approved by two-thirds (2/3) of the Resident Council members in good standing. The dues shall be payable at the second regular colony meeting of each term, or in two installments; the first payment date is at the second regular colony meeting of the term, and the second payment date is a month later. The specific dates on which dues must be paid will be announced at the beginning of each academic term. Associate members must agree to pay all of their dues by the deadlines, regardless of removal from the associate program. No refunds will be given. It is highly recommended that all colony members and associate members, who will be paying their dues in more than one installment, sign a payment plan contract to legally protect the colony.

Subsection A. National Dues – Twice a year, Fall and Spring, each colony will pay a flat colony fee as well as a fee per Resident Council member as determined by the National Council. National Dues must be submitted to the Executive Offices at the deadlines listed in the Membership Manual Financial Responsibility Summary or in a more recent official notice from the National Council.

Section 2. Financial Good Standing – Any financial obligations in arrears for more than 7 days will cause a member not to be in good standing and subject to removal from office, restriction of voting privilege, prohibition of attendance at private society functions, and other actions as outlined in national governance documents. This colony shall not induct any associate member who has not paid all of their dues. All Resident Council and associate members are to pay Resident Council member dues to the colony, which will include all National dues and fees.

Section 3. Fiscal Year – The fiscal year of this colony shall commence on the first day of July and expire on the 30th day of June to comply with the fiscal year of the National Fraternity of Delta Kappa Alpha, Inc.

Section 4. Checking Account – This colony shall maintain both a business checking account and a savings account in the name of the colony. All receipts of the colony shall be deposited in this account and all disbursements of this colony shall be made from this account by check or cash. All checks must be signed by two different people, one of which is the colony president and the other of whom is the colony treasurer. Adherence to university regulations in regard to student accounts will be upheld. Colonies are prohibited from having a colony credit card.

Section 5. Insurance – The colony shall maintain a comprehensive liability insurance policy as secured by the National Council. The colony will pay the premium as invoiced biannually by the Executive Office.

ARTICLE VI – Executive Council Officers

Section 1. Executive Council – The Executive Council establishes colony policy, the colony’s long-range and operating plans, functions as the Executives of the Colony as a business to the Executive Office as well as other stakeholders, and serves as the research and advisory committee for the colony. The officers of the Executive Council, presented in the chain of command:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Public Relations Chair
- f. Cinematic Affairs Chair
- g. Programming Chair

Subsection A. Vacancy of President – If for any reason the office of President is vacated, the Vice President shall immediately fill the position and the Resident Council will elect a new Vice President within one month of vacancy of the office.

Subsection B. Standards Board Chairperson – The Standards Board Chairperson is not part of Executive Council but is required to attend Executive Council meetings, participate in discussions, and vote when it is specifically prescribed in the bylaws.

ARTICLE VII - Officers Duties

Section 1. Duties of the President – The President has the following duties and responsibilities:

1. The President shall be responsible for all official acts of the Resident Council and shall be accountable for the operation and performance of the Resident Council. They shall enforce all laws and rules of the society, supervise work of officers and committees, and oversee the financial operations of the Resident Council.
2. To see that the officers of the colony discharge their duties impartially, accurately, faithfully, promptly.
3. To enforce the strict observance of national organization’s laws, traditions, and values.
4. To countersign all colony checks.

5. To serve as Head Delegate for the Resident Council at National Convention unless unable to attend.
6. Accurately complete and electronically submit all appropriate required to the Executive Office on time.
7. To serve as a liaison to the Faculty/Staff Advisor.
8. To live in the President's Room within the Colony House.
9. The President must have completed one active semester in good standing previous to running for said position.
10. To both proactively and reactively be the external voice of a complex organization. To represent the colony to anyone with whom the colony comes into contact with such as the National Officers, Executive Offices Staff, University Faculty/Staff, Campus Police, etc.
11. To successfully and effectively run Executive Council and Colony meetings according to Robert's Rules of Order.
12. To serve as Improvement Facilitator, meaning that the President shall constantly be in a state of enabling the colony to change to better align all of its day-to-day operations and actions with the organization's principles and vision.
13. To make sure that everyone in the colony is united in the organization's purpose, brand, policies, professional culture, principles, values, and vision.
14. To ensure that the group and its members are doing what is ethically and productively "right" over what is "popular" or "easy."
15. To humbly, effectively, and respectfully communicate and maintain positive relationships with the Board of Governors, the Executive Offices, National Officers, alumni, University faculty/staff, etc. in a timely manner.
16. To facilitate improvement in the colony's safety, professional culture, McClelland Challenge performance, big picture goals, brand, image, tradition, humility, and overall performance in accordance to the national organization's policies and standards of excellence.
17. To safely, effectively, and strategically deal with crisis situations on behalf of the colony and the fraternity.
18. To be an objective and active listener, to delegate regularly and effectively, to be open to constructive criticism and self-assessment, to consistently support and promote a "Community of One" national mentality, to constantly continue learning better practices and humbly ask for help, to enthusiastically and successfully pitch the organization and the colony, to always motivate members to support constant colony improvement and change, and to achieve a productive and collaborative environment where the whole colony is greater than the sum of all of its members.
19. To lead by example by sincerely and constantly representing and exhibiting the organization's principles and values.

Section 2. Duties of the Vice President – The Vice President has the following duties and responsibilities:

1. To temporarily assume the president's duties in their absence.

2. To learn and develop managerial skills that improve the efficiency and development of a complex organization, the collaborative performance of a group with many departments and members, and the ethical and productive practices of upstanding entertainment industry leaders.
3. To ensure that the leadership, communication, and structure of the Resident Council allows for the colony to not only survive on the campus, but to improve its internal success.
4. To ensure that all members understand and correctly follow the committee system, the idea workflow and process, the procedure of communicating colony expectations, and that the colony hold members accountable for their to-do lists and responsibilities.
5. To maintain and improve the mutually respectful, productive, purpose-driven, process-oriented, accountable, and non-competitive “Community of One” colony environment and culture that benefits the campus, community, and national organization.
6. To organize all officer transitions and ensure that all officers are keeping up-to-date officer binder that provides all the resources and information their successors will need to repeat previously successful events/projects while also continuing big picture colony goals and plans.
7. To ensure that the colony is documenting, organizing, preserving, and sharing its history.
8. To ensure that accountability exists between all of the members and leadership and that the group is developing and self-evaluating,
9. To ensure that the colony is maintaining and improving its relationship with its alumni, advisors, national officers, parents, faculty, staff, and local colonies.
10. To ensure that the colony is always effectively recruiting and educating its new members according to the national organization’s requirements and standards of excellence.
11. To ensure that all of the required reports are correctly and accurately submitted on time to the executive offices and that all policies and obligations of the national organization are followed and met by the colony.
12. To ensure that the colony’s internal goals are being set, assessed, met, tracked, and reported.
13. To ensure the Executive Office is notified if a member of the Resident Council is or is not in good standing upon graduation or withdrawal from the colony in accordance with such procedures as may be prescribed by the National Council.

Section 3. Duties of the Secretary – The Secretary has the following duties and responsibilities:

1. To ensure that the names, position, and contact information of all newly appointed officers are reported to the Executive Office within seven days of their election or appointment.
2. To learn how to effectively, collaboratively, and productively foster timely communication between different departments of a production or project, studio, company, colony departments, colony committees, officers, and members.
3. To ensure all members know and follow the proper communication workflows.

4. To ensure that minutes are professionally recorded, focused, business-oriented, accurate, and share with the appropriate individuals in a timely manner (within 24 hours of the meeting).
5. To ensure that all communication between the Executive Offices, National Officers, Alumni, and the colony are effective, professional, and timely.
6. To actively and regularly prevent Groupthink and miscommunication and to provide all members equal opportunities and encouragement to voice their opinions and ideas.
7. To ensure that all appropriate and helpful DKA documents are accessible to all members at any given time and that all necessary and required reports are submitted to the Executive Offices in a timely manner.
8. To ensure transparency and cohesive communication between all officers and members.

Section 4. Duties of the Treasurer – The Treasurer has the following duties and responsibilities:

1. To oversee the receipt and expenditure, upon duly authorized orders, of all monies of the colony.
2. To oversee the preparation of a biannual colony budget and an annual projection; monitor revenue and expenses in relation to the budget; and promptly report any variances to the colony.
3. To oversee the keeping of an accurate account of the receipts and expenditures of the colony in a standardized accounting system which must be open at all reasonable times for inspection and examination.
4. To ensure that all financial obligations affiliated with associating and induction are submitted to the Executive Office by the nationally mandated deadlines.
5. To ensure that payment to the Executive Office for invoices covering colony liability insurance/National Dues, Colony flat fees, and the Bridge Hall Holdings Fund are promptly submitted.
6. At the close of their term of office, the Financial Advisor of the colony's Board of Governors shall audit his or her records.
7. To learn creative producing and budgeting skills.
8. To ensure that all members understand how to sensitively and responsibly deal with money in all business scenarios.
9. To develop a budget that resourcefully meets the priorities and purpose of the national organization.
10. To oversee organization of income and expenses and ensure that all members understand the process so that they also learn these skills.
11. To supervise payment plans and reimbursements and educate all members on how to create expense reports.
12. To learn how to save and invest money for big picture financial goals.
13. To ensure that the colony is responsibly compliant and timely with the executive offices regarding all national financial obligations and reports. They also must ensure that the colony bank accounts are free of debt.

14. To communicate timely to members' requests for budget information and be transparent with all financial information.

Section 5. Duties of the Cinematic Affairs Chair – The Cinematic Affairs Chair has the following duties and responsibilities:

1. To oversee the development and implementation of the colony's Cinematic Arts Development Curriculum.
2. To plan the biannual Film Exhibition.
3. To see through the production of all film's commissioned by the organization.
4. To teach members about all the cinematic tools, how to use them, and what to say with them through theory, constant practice, film literacy, business education, resources, constructive criticism, encouragement, and collaboration.
5. To fight idleness and fear of failure by producing material and learning "by doing."
6. To create and solidify productive, ethical, and professional career habits prior to graduating.
7. To learn how to work well with others and to have a safe environment to learn from mistakes.
8. To allow members to explore different areas of the cinematic arts to find the role that best fits and also learn about related crafts that better inform their own concentrations.

Section 6. Duties of the Public Relations Chair – The Public Relations Chair has the following duties and responsibilities:

1. To ensure clear and actionable communication of colony events and projects to members and the public (for public events) in a timely manner.
2. To seek special publicity through flyering, advertisements in publications, social media promotion, and campus television station commercials.
3. To arrange for DKA to provide society information to freshman and transfer students, in student life packet, Cinema School Orientation materials, etc.
4. To ensure that Colony CineJournals are being made and submitted to the Executive Offices and that all materials for the National CineJournal are submitted by the nationally mandated deadlines.
5. To oversee the members of the Public Relations Department.
6. To assist in yearlong recruitment efforts.
7. To learn how to successfully, ethically, and honestly market a brand and products to audiences without compromising values.
8. To learn how to constantly maintain and improve external image and reputation (on an individual member basis and for the organization as a whole).
9. To develop the design, media, and writing skills involved in creating professional quality advertisements.
10. To teach members that they are representing their own individual brand as professionals as well as representing the entire national organization at all times.

11. To ensure that the DKA brand, principles, and values are consistently, effectively, and accurately communicated in every public area of society operations, publicity, word-of-mouth, reputation, and tangible property.
12. To learn how to effectively advertise so that the public both attends events but also supports them and the organization.

Section 7. Duties of the Programming Chair – The Programming Chair has the following duties and responsibilities:

1. To ensure that all events are programmed, safe, legal, organized, and communicated effectively. To mirror professional event planning practices and processes within the entertainment industry.
2. To ensure that a master calendar is created, organized, updated regularly, and shared within the first month of each semester.
3. To foster and facilitate every member into becoming an upstanding entertainment industry leader through events that form ethical and productive habits, reinforce and professionally reflect our principles and values, and advance the colony toward the fraternity's vision.
4. To serve as Event Planning Coordinator and ensure that all officers, regardless of which department they are under, follow the proper workflow and standard for DKA event planning. The Programming Chairperson is not responsible for directly executing/planning the events of any committee chairpersons.

Section 8. Duties of the Standards Board Chairperson – The Standards Board Chairperson has the following duties and responsibilities:

- a. To supervise and maintain order at regular and special meetings of the colony and Standards Board meetings.
- b. To preside at all trials conducted by the colony and oversee the Standards Board.
- c. To ensure that any violations of the bylaws of this society within the colony are reported to the Executive Office. The Standards Board Chairperson has no penal rights whatsoever.
- d. The Standards Board Chairperson may only break a tie when voting on business matters, not when concerning trials, elections, or associate selection as the Standards Board Chairperson gets one vote on those matters at the same time other members cast their votes.
- e. To ensure that all members and officers are held accountable to their responsibilities, obligations, assignments, duties, and strictly follow the National Constitution, Colony Bylaws, University Policies, DKA Risk Management Policy, Federal and State Laws, DKA Code of Conduct, Ceremony Handbook, DKA Purpose, vision, and values.

Section 9. Duties of the Fundraising Chair – The Fundraising Chair has the following duties and responsibilities:

- a. To keep track of budget, receipts, and to assist the Programming Chairperson in staying within budget.
- b. To plan events, programs, services, etc. that raise money for the colony that represent the DKA brand, principles, values, as well as follow all DKA, university, federal, and state laws.

- c. To assist Committee Chairs with Fundraising elements of their events and to coordinate all budget and fundraising information with the colony treasurer.

Section 10. Duties of the Recruitment Chair – The Recruitment Officer has the following duties and responsibilities:

1. To organize and supervise all recruitment events.
2. To coordinate and oversee the events of Recruitment Week.
3. To organize public information sessions and the presentation of prospective members during all voting sessions.
4. To oversee dynamic, yearlong recruitment throughout their term in office since colony recruitment does not conclude when prospective members are given association invitations.
5. To ensure that the internal and external image of the colony uphold the national organization's brand and values.
6. To at all times actively seek out potential new members that embody all of the DKA values and principles by accurately advertising the DKA brand, purpose, values, and vision in areas and means that would attract target cinema students as well as all over the general university.
7. To ensure a diverse and large number of applicants and to communicate membership expectations and requirements.
8. To organize Recruitment Week so that members can meet prospective members in different professionally organized environments with a genuine and respectful approach as well as in a professionally conducted interview setting.
9. To effectively and reliably communicate with all prospective members at every stage of the process.
10. To respectfully follow the individual value-based voting system that does not predetermine an associate class size and effectively follow the official "Call to Adventure" Recruitment Program to end up with an excellent associate class. To follow the criteria laid out in the "What We Look For" DKA Recruitment document.

Section 11. Duties of the Associate Education Officer – The Associate Education Officer has the following duties and responsibilities:

1. To supervise and coordinate the instruction and orientation of associate members for National Examination and Induction, when the colony charters.
2. To ensure that "The Road of Trials" Associate Education Program includes all the prescribed information and Curriculum as set forth by the National Office and the Membership Manual. That the colony induction report is submitted to the Executive Office in a timely manner or by any established deadlines.
3. To ensure the names and personal information of proposed associate members are reported to the Executive Office using the officially designated membership forms and procedures, within seven days of the Association Ceremony.

4. To coordinate with the Treasurer to ensure the associating report is completed and returned, with related association fees, to the Executive Office within seven days of associating.
5. To plan and oversee all associate meetings – to organize and plan the Big/Little program and reveal.
6. To orient and foster associate members into becoming knowledgeable, productive, and incredible lifelong DKA members that embody and are aligned with the organization's principles, purpose, and values.
7. To help establish a positive, professional, proactive can-do attitude at the beginning of their membership. Learning the "why," "how," and "what" of DKA, its responsibilities, its expectations, and the professional and respectful "attitude" of the organization that helps associate members achieve the level of performance that the organization needs and expects.
8. By orienting the new members to all aspects of the national organization, Associate Education Officer ensures that the associate members will develop a lifelong "Community of One" approach toward the organization and all its members.

Section 12. Duties of the Associating Secretary – The Associating Secretary has the following duties and responsibilities:

1. To work with the Recruitment Chairperson and serve as Recruitment Lead before and during Recruitment Week.
2. To maintain all paperwork containing necessary information regarding associates.
3. To keep track of budgets, receipts, and assist the Associate Education Officer in staying within budget.
4. To serve as primary source of logistical communication between Associate Education Officer and associate members.
5. To ensure that associate members are fully aware of their rights, responsibilities, and obligations as associate members and that if they voluntarily remove themselves or if they are removed from the Associate Education Program, all that financial obligations must be remitted.
6. Ensure that the room for each TROT Meeting and Association Ceremony is booked in advance and that all associate members and colony members know what room and when the meetings are.
7. Collect all the associate schedules during Recruitment Week and decide on a weekly day and time for the weekly TROT meetings.
8. Be able to provide a list of other associate class names for them to choose from.
9. Create an associate class Facebook group (secret privacy setting) and invite the Associate Education Officer and all the associate members to it.
10. Be a resource for associate members to be able to always confirm scheduling details, logistical information and status, and other TROT program elements to associate members and colony members who are confused or unclear.
11. Record TROT Meeting attendance, tardiness, quiz grades, weekly active-ity and make-a-day counts, Associate-Only meeting participation, quest participation, and

issues from associate members or colony members about specific associate members. Share this information with the Associate Education Officer, Vice President, and President.

12. Schedule midcourts.
13. Ensure that all associate members are aware of the membership requirements, financial obligations (as well as explaining the no refund policy at the first meeting), time commitments, TROT program requirements, behavior expectations (Code of Conduct), and what elements of their experience are to be kept secret from non-members.
14. Ensure the Association Ceremony is fully organized and all items are prepared for each new associate member.
15. Ensure that the Association Ceremony, all 6 TROT Meetings, Big/Little activities, preference deadlines, clue dates, Big/Little Reveal, Retreat, Midcourts, Required Quests (that you need to help them schedule), Trial-by-fire week events, Scrapbook/Associate Class Gift deadline, and Colony Induction Ceremony are scheduled PRIOR to the Association Ceremony.
16. You and the Associate Education Officer prepare the agenda and presentation before each TROT Meeting.
17. You, the Associate Education Officer, and the President select the Big/Little pairs once all the preferences have been submitted.
18. Assist the Recruitment Chair in the booking and reserving of Pre-Recruitment Week and Recruitment Week event spaces.
19. Work at the check-in/check-out station at every Recruitment Week event (for both prospective members and colony members) and make sure attendance and hours are recorded for all members at all events (including Pre-Recruitment Week events such as tabling, flyers, student organization fairs, RW event setup/cleanup, and anything else on the RW schedule).
20. Make sure that all colony members have professional and printed name badges (receiving them when they check-in and returning them upon check-out). See Tripod for template, but do not put officer positions on name badges because it becomes expensive to replace and all prospective members should see each colony member as an equal rather than spend more time with people with higher officer rankings. Distribute colony member name badges at event check-in and collect at the same events check-out so that the badges do not get misplaced. Ensure that all prospective members have "Hello my name is..." name stickers at each RW event. Understand the McClelland Challenge and what reports you are required to work on or submit. Start working on your report as early as possible and make sure that you work collaboratively on your report, complete the report in its entirety, submit it on time. Apply for any national awards that may be relevant to your office.
21. Create/maintain a comprehensive and up-to-date Officer Binder with all relevant resources from "The Tripod", your own research, long-term projects, to-do lists, future ideas, notes, event/program assessments, lessons you've learned/mistakes you've made, resources, contacts, advice to future successors, etc.

Section 13. Duties of the Historian – The Historian has the following duties and responsibilities:

1. Be a representative of the national organization's history, the colony's history, and of cinema history. Make information on these topics be as accessible as possible. Motivate the colony to always be more knowledgeable and appreciative of these topics.
2. Present historical facts and celebrate anniversaries of important DKA events to the Resident Council.
3. Assist in Founder's Day Celebration by providing either a presentation or visual display honoring the founders and educating members with more information about them.
4. Assist in the celebration of Cinematic Arts Appreciation Day by either providing a presentation, a visual display, or even a workshop/tutorial on using old cinema technology.
5. Work with the Associate Education Officer during the second week of the TROT Program to give a presentation on DKA History, Colony History, and Cinema History.
6. Ensure that all members know that they should set aside an extra copy of memorable DKA documents such as advertisements for successful events, programs for DKA screenings, etc.
7. Ensure that all members send you high resolution photographs of DKA events, on-set/production photos from cinema projects, and all yearbook, composite, group photos and any media of note. It is not enough that members post photos to the colony's Facebook group (those photos are also compressed).
8. Keep the colony archive organized, safe (and backed up) and future-proof (designed to work even in the future when there is a lot more content).
9. Regularly collect and archive all official colony documents such as versions of bylaws, all colony meeting minutes, Executive Council minutes, Town Hall minutes (if applicable), and any other documents of note at the end of the semester.
10. To create a list of notable changes between the current semester and the previous one. This includes documentation of paperwork, photographs, videos and DKA merchandise.
11. Oversee the colony Trophies and awards. Ensure that they are safe, maintained, and presentable.
12. Archive and backup all DKA video and media projects.
13. To write a detailed and accurate history of the colony covering the period of their office.
14. To maintain a scrapbook containing photographs and newspaper clippings pertaining to the activities of the colony during their term of office.
15. To create and maintain a family tree to add associates to once they are inducted.
16. To maintain all Composite copies, associate materials, and other Historical documents in the Colony CineManor or Office.

Section 14. Duties of the Alumni Relations Chair – The Alumni Relations Chair has the following duties and responsibilities:

1. To be responsible for developing and maintaining an alumni relations program that is designed to improve and sustain the relationship between Resident Council members and alumni members.

2. To ensure the members of the colony are educated on how they can continue to be involved in the activities of DKA as Graduate Council members.
3. Works with other committees to make sure events are professional and inclusive enough to be advertised to the colony's Graduate Council, other local alumni and the Chair of the local Alumni Club through a colony CineJournal, copies of minutes, or other form of communication.
4. Promote DKA as a "membership for life" and serve as the advocate for Alumni Engagement and Participation.
5. Ensure that all alumni support and kindness is publicly recognized and thanked. This includes recognition in the CineJournal, social media, thank you cards/gifts, etc.
6. To ensure timely information about Graduate Council members news is provided to the Editor-in-Chief of The CineJournal.
7. In the absence of an Editor-in-Chief (Chairperson of the CineJournal Committee), it is your responsibility to begin or continue your colony's creation of a CineJournal.
8. Reach out to the Graduate Council officers to help you get information from alumni members to be able to put in the CineJournal.
9. Make sure to invite Alumni to the Association Ceremony, Colony Induction Ceremony, and Colony Graduate Council Induction Ceremony. Be sure to give alumni members plenty of notice and logistical details.
10. Work with the Vice President to help coordinate Founders Day, Founders Month of Service, and Cinematic Arts Appreciation Day celebrations.
11. Ensure that everybody has an enthusiastic, humble, and respectful perspective toward alumni members; all members should know how to present themselves and how to maintain a positive relationship with visiting alumni members.
12. Ensure that nobody in the colony solicits alumni for money, resources, jobs, internships, or favors that would make them uncomfortable. It is acceptable if an alumnus offers these without prompt, but never the other way around.
13. Keep an organized and updated roster/database of Alumni members from your colony including: names, addresses, phone numbers, birthdays, occupations, anniversaries; hold at least one alumni phone-a-thon to update database.
14. Find ways to always keep alumni members informed about the state of the colony so that they can both offer their support and also remain involved.
15. Schedule the Colony Graduate Council Induction Ceremony. Make sure you have an accurate number and list of all graduating seniors. Work with the Vice President to order the traditional gift of a Padfolio engraved with the DKA Coat of Arms. Coordinate with the Social Chair in regards to the Post-Ceremony Party.
16. To coordinate, maintain and oversee mentoring relationships between Resident Council members and local Graduate Council members.

Section 15. Duties of the Interchapter Chair – The Interchapter Chair has the following duties and responsibilities:

1. To improve communication, resources, event programming, DKA performance between colonies as well as further develop "Community of One" practices and perspectives.

2. To organize and coordinate inter-colony events, activities, and communication.
3. To ensure a clear and solid exchange of resources between local colonies, including reaching out to the interchapter chairpersons of other colonies.
4. To update the colony on achievements and updates of the other colonies and chapters of the organization.
5. To assist colony officers and members of the implementation of National Policy changes after Conventions.

Section 16. Duties of the Development Chair – The Development Chair has the following duties and responsibilities:

1. To oversee improvement projects to the tangible operations and workflow of DKA events and functions to improve the appearance, visual reputation, efficiency, professionalism, credibility, and legitimacy of the colony; to be responsible for the expansion and growth of DKA's reputation, property, and general aesthetic of the CineManor, colony meetings, ceremonies, and events.
2. Ensure that all members are encouraged to brainstorm Development ideas and also know where to bring them.
3. Regularly research improvements to the tangible workflow of DKA events and operations and making a list of issues within the colony, then coming up with tangible ways to improve or resolve them.
4. In the absence of a Housing Committee, work with the BOG to search, acquire, or improve a CineManor (or non-residential CineManor for schools that prohibit both official and unofficial student organization housing).
5. In addition to meeting with your Department head, the Vice President, it is important that at least once a month you meet with the President to discuss big picture goals and what tangible elements are needed to reach them.
6. Organize a “DeKA Work Day” at least once a semester where every member dedicates a specific day together to development projects that tangibly benefit, organize, clean, or improve the society.

Section 17. Duties of the Scholarship Chair – The Scholarship Chair has the following duties and responsibilities:

1. Ensure that the colony members are motivated, assisted, and supported by the scholarship program to achieve positive scholastic performance.
2. Ensure that scholastic, tutoring, and other academic support resources are available and communicated to the colony.
3. Serve on the Standards Board.
4. Work with the Recruitment Chairperson and President to ensure that all prospective members either submit their GPAs or acquire them through the Student Life office by registering prospective members as “prospective members” of DKA, to ensure that all prospective members meet the GPA requirement of membership.
5. If a member's GPA falls below 2.5, they are to be placed on a “Scholastic Improvement Plan” in order to reach the required GPA (this includes regular check-ups, required study

hall hours, and other methods that are at the discretion of the colony. Refusal to be placed on this program will result in deactivation from the organization.

6. Communicate all available scholarships and grants for students on your campus (as well as approaching submission deadlines).
7. Communicate to the colony all the scholarship opportunities, programs, national awards, etc. available to DKA members through the DKA Foundation.
8. As a representative of scholastic achievement, ensure that committees within the Programming Department (and any committee that schedules events) are scheduling events at time and at a frequency that does not impede the academic performance of the colony. This includes making sure that all members know that “school comes first” before DKA activities.
9. Regularly hold study sessions in a convenient and controllable location so that members are able to have a place to go to be productive. This also includes study sessions for members who are in the same class.
10. Offer study incentive programs, stress-management methods, study tips, and even “Midterm/Final Exam Hugs”.
11. To ensure the colony is informed about all opportunities for individual and colony recognition.
12. To coordinate and oversee the colony’s award application process.
13. To oversee the administration of any colony scholarships.

Section 18. Duties of the Sunshine Chair – The Sunshine Chair has the following duties and responsibilities:

1. To improve colony morale, celebrate holidays and birthdays, and to send cards/flowers to members or their families or alumni during times of illness or mourning as well as times of accomplishment and success.

Section 19. Duties of the Showrunner – The Showrunner has the following duties and responsibilities:

1. To plan, facilitate, and moderate the weekly Screenwriters’ Circle, a weekly opportunity to share written material with other members, workshop outlines, character development, or plot structure, have members read your work aloud, practice pitching your story to other members, get others to proofread and give notes on your latest draft, etc.
2. To communicate logistics about the Screenwriters’ Circle meeting to the members of the colony.
3. To properly budget and organize food and drink at Screenwriters’ Circle meetings.

Section 20. Duties of the Equipment Chair – The Equipment Chair has the following duties and responsibilities:

1. To provide school resource information, emerging technology news, local rental/purchase options and rates, equipment training sessions equipment educational resources, local vendor visits, equipment insurance policies, etc.

2. To be responsible for the continual expansion of production equipment inventory
3. To be responsible for the safe keeping and technical maintenance of all DKA film production equipment
4. To protect, maintain, insure, and manage check-ins and check-outs of colony-owned production equipment.
5. To promote resourceful equipment practices and Do-It-Yourself solutions and instructions.

Section 21. Duties of the Casting Liaison Chair – The Casting Liaison Chair has the following duties and responsibilities:

1. To act as a liaison between the acting community at Emerson College, as well as within the greater Boston area.
2. To provide headshot/audition databases, casting/auditioning workshops, casting resources and education and casting locations for members of DKA.
3. Does not cast productions or projects, but simply functions as a consultant and resource.

Section 22. Duties of the Production Chair – The Production Chair has the following duties and responsibilities:

1. To encourage and provide opportunities for members to produce their own content, get hands-on practice, and productively gain experience by hosting contests, festivals, cinema exercises, that allow members to develop within the field of cinematic arts.
2. To serve as the “Studio” representative (for the panel of President, Cinematic Affairs Chair, and Production Chair) of the DKA Production Committee.
3. Organize DKA film grants for members to pitch movies in teams and receive funding from the DKA Production Committee.
4. To oversee the Film Projects, contests, exercises, and other forms of Society Productions.
5. To provide events and opportunities for the non-member cinema community on campus.
6. To organize a Bulletin Board of student artists available in various positions.
7. To ensure that the Production teams know safety procedures, facility guidelines, and University physical production Policies.

Section 23. Duties of the Marketing Chair – The Marketing Chair has the following duties and responsibilities:

1. To handle advertising for all member-only and public events (posting flyers, sending email blast templates to other organizations, listservs, etc...) in a timely manner.
2. To manage all forms of advertising, branding, printing, and distribution of materials.
3. Form relationships with campus journalists/newspaper editors, radio station staff, campus television stations, campus website correspondents, etc. to have different formats in which to communicate society publicity.
4. Be social media literate and have access to posting appropriate posts in a variety of campus Facebook groups.

5. Ensure that flyers, posts, and advertisements are actionable – meaning that if someone comes into contact with any of our advertisements that they can immediately know how to attend the event (where/when), who to contact for questions, and what the details are.
6. Make sure that DKA is seen as a professional organization that is unique from any other Cinema Student Organization.
7. Ensure that members don't compromise the brand with "trendy" and "topical" publicity stunts and campaigns. If members are getting tired of the repetitiveness of the brand that means it's starting to work. Building a brand is a long-term project.
8. Ensure that the colony does not participate in hiding the DKA brand in any other copyrighted brand or trademark. Copyright and trademark infringement is prohibited. All marketing visuals must follow the DKA brand.
9. Make sure to post flyers in permitted areas, receive permission to post in non-permitted areas, and make sure that DKA follows all campus marketing rules and policies.
10. Keep designs simple and clear – busy, hard-to-read, and complicated designs are not successful.
11. To work with a Design Chair, Webmaster, and any member who creates a DKA-affiliated Facebook event, page, group, or post to ensure that the National Graphics Standard is upheld and that they understand everything about the Brand and Visual Theme. Make sure the items on which these designs are being placed onto (merchandise or flyers) are also consistent with the Brand and Visual Theme.

Section 24. Duties of the Design Chair – The Design Chair has the following duties and responsibilities:

1. To create graphical designs for Marketing committee, Webmaster, or any special DKA projects appointed by the Executive Council.
2. To ensure that the colony follows all graphic identity requirements set forth by the National Constitution and National Executive Office.
3. To help members develop the design skills involved in creating professional quality advertisements as well as ensure that the DKA brand, principles, and values are consistently, effectively, and accurately communicated in the designs.
4. That all uses of the DKA name and letters are accompanied with the appropriate cinematic imagery and/or text.

Section 25. Duties of the Documentarian – The Documentarian has the following duties and responsibilities:

1. To ensure that all DKA events are photographed or recorded for archival and publicity purposes.
2. To visually and professionally capture and record the DKA experience as well as use multimedia tools to help publicize, as well as fundraise for, the colony. Ensure that the production value and quality of the photos is very professional and does not look "amateur" or "casual".
3. Ensure that a consistent account of the colony member experience is documented and compiled through different forms of multimedia.

4. Work with the Programming Chair to create fundraising services for the colony by publicly offering the committees services in photography, videography, and editing skills to different student organizations, campus offices, students, etc.
5. Take photos/video where DKA letters and the brand name are visible.
6. Take photos/video that portray the society, colony, and members in a positive and professional light.
7. Take photos/video of the colony participating in professional, culture, community service, philanthropy, alumni, cinematic affairs activities and events.
8. Make sure that all photos and video are organized, labeled, dated, include all event and featured member information. Work with the Historian to ensure that this is organized consistently with all photos and video footage in the archive.
9. Assist the Vice President with organizing Yearbook and/or Composite photos. Ensure that the photos are professional quality and that all subjects are prepared and dressed appropriately.
10. All colony event/program photos/videos must be sent to the Documentarian or Historian. Unless it is an appropriate and individual/small cluster of photos (that represents the society in accordance to the brand), all photos must be posted on the private colony group (not public page). The Public Relations Chairperson is in charge of what photos are allowed to be shared with the public.
11. To back up all photos and DKA footage prior to being given to the Historian.
12. To oversee the touch-up and finishing of photographs / video footage after each event/program so that the Public Relations Department can work with the best version of each photograph and video for their purposes.
13. Encourage members to wear their letters to appropriate events so that photos/videos can function as more successful recruitment publicity materials.

Section 26. Duties of the Editor-in-Chief – The Editor-in-Chief has the following duties and responsibilities:

1. To oversee the publication and distribution of the CineJournal alumni newsletter - a publication between all Resident and Graduate members of the colony.
2. To ensure that the CineJournal production schedule is decided by the fourth colony meeting, (with approval of the Executive Council) and that the schedule is being followed.
3. To work closely with the Graduate Council Undergraduate Liaison to ensure Alumni updates are included in the publication.
4. To keep the alumni informed about other alumni and about your colony's activities and progress as well as to build membership pride and expose the Resident Council members to the alumni perspective of the organization.

Section 27. Duties of the Webmaster – The Webmaster has the following duties and responsibilities:

1. To create or maintain the colony's domain, email, and web interface.

2. To design a website that successfully reflects the DKA brand, serves as an effective recruitment tool, creates a method for non-members to contact and communicate with the colony, and to provide services for members and non-members in the community to benefit from (Crew Call postings, Casting/Audition notices, local resource guides, production templates, etc.)
3. To ensure that the website design, layout, and general content are approved by the National Executive Office.
4. To create a centralized space for electronic documents, an accessible master calendar, and communication by organizing the officer email addresses.
5. To ensure that the website design, layout, and general content are approved by the National Executive Office.

Section 28. Duties of the Cinema Literacy Chair – The Cinema Literacy Chair has the following duties and responsibilities:

1. To coordinate the planning and implementation of all professional events intended to educate and inspire the organization to grow as general business professionals, entrepreneurs, Cinematic Artists, and professionals of ethical business practices and excellent character.
2. To coordinate with Public Relations Chair to publicize events that may be open to other students and/or the public.
3. To establish the required number of professional events, with approval from the Executive Council, necessary to attend for the given semester by the fourth colony meeting of the term.
4. To ensure that the society respects the privacy, professional distance, and educational relationship that industry guests have with our members. To ensure that they are not pressured to donate money, services, or employment by our members in any way.

Section 29. Duties of the Industry Education Chair – The Industry Education Chair has the following duties and responsibilities:

1. To coordinate the planning and implementation of all professional events intended to educate and inspire the society to grow as general business professionals, entrepreneurs, Cinematic Artists, and professionals of ethical business practices and excellent character.
2. To coordinate with Public Relations Chair to publicize events that may be open to other students and/or the public.
3. To establish the required number of professional events, with approval from the Executive Council, necessary to attend for the given semester by the fourth colony meeting of the term.
4. To ensure that the society respects the privacy, professional distance, and educational relationship that industry guests have with our members. To ensure that they are not pressured to donate money, services, or employment by our members in any way.

Section 30. Duties of the Culture Chair – The Culture Chair has the following duties and responsibilities:

1. To create balanced lifestyle habits, cultivate a stronger “Community of One” ethos among all the members, and help enrich members’ intellectual and artistic awareness through meaningful and elevating excursions, activities, recreational customs, educational liberal arts workshops, and resources.
2. To plan and coordinate activities that build fellowship, character, leadership skills, and unity within the colony.
3. To create events that aid in creating supportive relationships, skill-building, and activity-based entertainment between Resident members.
4. Unless the colony has a Retreat Chairperson, the Culture Chairperson should plan a Building Artists of Character Retreat every semester that accomplishes the purpose listed in the BAC Retreat Handbook.

Section 31. Duties of the Social Chair – The Social Chair has the following duties and responsibilities:

1. To prepare brothers and sisters for social activities in the entertainment industry and build sociable habits within the colony.
2. To be responsible for submitting all party registration forms and ensuring that all proper precautions have been addressed.
3. To create and maintain a spirit of community toward all prospective members who visit colony social events.
4. To plan and carry out social events for the purposes of fundraising and/or celebration.
5. To be responsible for making sure proper security advises the social events.
6. To adhere to the DKA Risk Management Policy, Emerson College’s Event Policy, and Emerson College’s Alcohol Policy when coordinating social activities.
7. To learn and abide by all university/college, local school public safety, and local police laws; Greek/Student Life policies on student activities and student organization parties, both those on and off-campus.
8. Work with the Colony Risk Management Chairperson to ensure everyone follows the proper code of conduct at a society social event
9. Create a grocery list for an open party and a closed party based on how large they normally get and how much supplies the colony normally goes through.
10. Ensure that all safety measures are taken during a colony party.
11. Organize, Run, and Evaluate a White Carnation Invitational once a semester.
12. Plan “Wrap Parties” after DKA Sponsored Cinematic Affairs events.
13. Plan an annual Halloween Party (with an appropriate theme).
14. Work with the Professional Committee to plan the annual Oscar Party.
15. Plan the Post-Induction Ceremony Party, the social element of the BAC Retreat, and Post-Graduate Council Induction Ceremony Party.
16. Collaborate with the President and the Cinema School Administration to put on an annual Cinema School Gala (sponsored by DKA but open to entire Cinema School).

17. Ensure that all Social Events must be in compliance with the DKA and FIPG, Inc. Risk Management Policy.
18. Ensure that party themes and environments represent the society as *Professional* and reflect the DKA values and culture.

Section 32. Duties of the Retreat Chair – The Retreat Chair has the following duties and responsibilities:

1. To resourcefully select the venue and date for the DKA “Building Cinematic Artists of Character Retreat”.
2. To organize the catering of all food and beverages, and to coordinate the preparation thereof.
3. To create a curriculum that builds character and reinforces the values of the creed and values.
4. To manage the insurance documents, University Off-campus paperwork, receipts, and budget for the retreat.
5. To organize carpools to and from the retreat.
6. To ensure the safety of the members, colony property, the venue, and execution of activities.
7. To ensure that the purpose of the Building Artists of Character Retreat is performance assessment and goal-setting, finding ways to improve the colony's operation and process, build individual character, resolve conflicts, foster interpersonal bonding and meaningful discussion, constructive self-evaluation, re-dedication to the DKA principles and values, professional growth, team-building exercises, professional and collaborative trust-building activities, leadership development, getting each member to commit to working and carrying their share, giving each member a chance for input, and with all of this each member will know the direction that the colony and its officers will be heading over the coming term.

Section 33. Duties of the Philanthropy Chair – The Philanthropy Chair has the following duties and responsibilities:

1. To create an environment within the colony that fosters a commitment to benefiting others. Ensure that the attitude DKA members have toward Philanthropy and Community Service is one of enthusiasm and motivation (rather than obligation).
2. To plan and coordinate philanthropic and community service events for the society.
3. To create a Cinematic Arts Education Program at a local elementary/ middle school for members to volunteer
4. To send all money raised for SeriousFun Children’s Network to the DKA Foundation, so that it may be sent from the foundation.
5. Reach out to your local SeriousFun camp and start the volunteer application process even before your colony schedules to volunteer.
6. Work with the Fundraising Chairperson to determine if any already planned events can incorporate philanthropic fundraising or work with them to raise money for DKA philanthropic partners and causes.

7. Ensure that DKA members wear DKA clothing to all Philanthropy events
8. To plan a workshop designed to educate the colony on greener productive practices and substitutes (such as using reusable water bottles on-set rather than disposable plastic bottles).
9. Be prepared for the annual “Spread the Word to End the Word” Day every year and host an event on that day. Ensure that all members are aware of their use of the word “retard” and “retarded” and work to rid the film community and world of its use. Arrange with the Associate Education Officer when would be a good meeting for you to come and speak about this campaign.
10. Take attendance at every Philanthropy and Community Service event as well as how long each member participated in the activities (it is important to know how many hours of community service each member participated in every semester).
11. To establish the required number of philanthropic events, with approval from Executive Council, necessary to attend for the given semester by the fourth colony meeting of the semester.

Section 34. Duties of the Risk Management Chair – The Risk Management Chair has the following duties and responsibilities:

1. To be responsible for ensuring that the colony follows all rules, laws and regulations.
2. To serve on the Standards Board.
3. Communicate the DKA and FIG, Inc. Risk Management Policy, outlined in Title VI, article 59 of the DKA National Constitution, to all members and associate members of the colony.
4. During the Risk Management week of the TROT Program, you will give a presentation introducing and explaining the importance of Risk Management and all of its different aspects.
5. Plan/Coordinate a Production Safety Workshop/Seminar for all members even if they are not Production majors. You are encouraged to find a highly qualified professor/staff member to facilitate this event.
6. Understand the responsible role that alcohol plays in the entertainment industry and how knowledge about alcohol can help members professionally approach situations where alcohol is involved.

Section 35: Duties of the House Manager – The House Manager has the following duties and responsibilities:

1. To find or maintain a co-ed living space (CineManor) that allows the colony to develop spaces specifically tailored to have more effective colony events, projects, resources, security, and to more effectively realize the society’s purpose and more successfully approach the national organization’s vision.
2. To assure proper care and maintenance of the Colony CineManor and grounds, and also to make minor repairs where repairs are needed and to make sure all major repairs are taken care of promptly.

3. To help communicate to tenants all colony events held at the house and supervise all major clean-ups as provided and planned by Programming Department Officers.
4. To be responsible for all duties prescribed by the Housing Handbook.
5. To be responsible for providing and collecting signed leases from all members living in the house.
6. To perform all such other duties as the colony shall impose and as custom attaches to the office.
7. The tenants of the prospective lease elect this position and will be approved by the Executive Council.

Section 36. Qualifications and Duties of Faculty/Staff Advisor – The Faculty/Staff Advisor has the following duties and responsibilities:

1. To encourage the development of high DKA and scholastic standards by serving as liaison between the colony and the University and the Visual & Media Arts Department.
2. The Faculty/Staff Advisor shall be considered an appointive office.
3. To be nominated by the President, approved by the Colony's Board of Governors, and confirmed by a majority vote of those present at any regular meeting where a quorum exists.
4. To become acquainted with the colony, its members and its mission.
5. To serve as a liaison between the DKA colony and the university/cinema school administration.
6. To provide guidance to the colony if they want to develop non-member programming or host a faculty/staff reception or dinner
7. To ensure that the colony is in compliance with all university rules and regulations.
8. To assist the colony in planning and carrying out campus projects.
9. To attend colony meetings as regularly as possible.
10. To serve as a personal advisor and counselor on colony matters at all times, and help provide leadership in getting the colony program underway at the beginning of the school year.
11. To be open to meeting with individual members who may need academic guidance.
12. To maintain as objective advisors and thereby do not vote in inner-organizational elections.

Section 37. Duties of the Parents Club Chairperson – The Parents Club Chairperson has the following duties and responsibilities:

1. To establish and maintain communication with the parents and/or guardians of all the colony's Resident Council members.
2. To coordinate and organize Parents Club events and resources.
3. To be responsible for, in coordination with the Alumni Relations Chairperson, the distribution of a CineJournals to Parents Club members.
4. To report to and be responsible to the Vice President.

ARTICLE VIII - Election, Appointment, and Removal of Officers

Section 1. Qualifications for Office – In order to be nominated, elected, or appointed to office (except for those positions listed with alternative election or appointment procedures) a member must be in good standing with the colony both financially and judicially. Any officer that is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any society liability, is automatically disqualified for colony office. The persons elected to the following offices must live in the colony house: President, House Manager, and Housing Committee Members.

Subsection A. Discrimination – No person eligible for holding office in this colony as described in Section 3 of Article 5 may be denied election to an office for reason of race, religion, national origin, handicap, veteran status, age, sexual orientation, or gender.

Subsection B. Officers not elected are to be appointed by the President and approved by a 2/3 vote of the Resident Council.

Section 2. Term of Office – All elected officers shall hold office for a period of one semester and/or until their successors are elected and qualified. All appointive officers shall hold office for a period of one semester except that they may be removed at any time at the direction of the President or the Executive Council. The following positions should hold office for a term of two consecutive semesters beginning in the Fall term: President, Vice President, Secretary, Treasurer, Cinematic Affairs Chair, Public Relations Chair, and Programming Chair. Names and addresses of all officers must be reported to the Executive Office within seven days of their election or appointment.

Section 3. Notification of Elections – All Resident Council members in good standing shall be notified of the date, time, and place for holding the election of officers, at least 5 days prior to the date of election.

Section 4. Officer Elections – The election of officers of this colony shall be held every semester (except for Executive Council members that are elected only at the end of the Spring semester) in the order of Sections in Article VI. Any qualified member can only accept nominations for up to two executive council positions and two administrative council positions. Each position should be voted on and announced one at a time so that if a member who was elected for one position is also running for other positions, they can be removed from those remaining ballots to prevent members from voting for someone who can no longer run for a second position. To prevent the order of elections from improperly influencing decisions, the Chair will announce what other nominations each candidate has also accepted prior to them beginning their speech. If a qualified member is elected to an Executive Council position, they may not hold any other officer position. Elections for Executive Council should be held on a separate colony meeting, one week before Administration Council elections. If being elected to an Executive Council position causes an Administrative Council position to become empty or to have a candidate run unopposed, members have a week to nominate themselves or other

members to run, just without the privilege of being able to submit an officer application. Only if nobody is running for a position or if a member is running unopposed, can a Resident Council member, in good standing, nominate themselves on the day of the election meeting. Any qualified member not already elected to an Executive Council position can be elected into no more than two Administrative Council positions; it is required that during all stages of voting that the colony members are aware of all multiple nominations that every candidate has accepted as well as given updates if things change throughout the voting session.

Subsection A. Nominations – At least one week prior to elections, a list of all candidates who have accepted their officer nominations shall be announced during the regular Resident Council meeting that week. The names of candidates shall be made available to all members until the date of the election. Nominations that were not accepted by the nominee should not be made public to the Resident Council.

Subsection B. Officers that lose Good Standing – If any officer loses good standing with the colony, they will automatically be suspended from their office. Whether the suspension leads to permanent removal from office or reinstatement of office is at the discretion of the Standards Board.

Subsection C. Executive Council Elections – Elections for members of the Executive Council shall take place during the appropriate election period during the spring for one-year term that follows the academic year schedule.

Subsection D. Time of Elections – Executive Council, and Standards Board positions will be elected no later than the third from last Colony meeting (or earlier if required for housing lease purposes). Administrative Council positions will be elected no later than the second from last Colony meeting.

Subsection E. Consecutive Elected Terms – No member may hold the same officer position for more than two consecutive elected terms.

Section 5. Voting – Officers shall be elected by a plurality of votes from eligible Resident Council members in good standing but must have at a majority vote of present members in good standing if running unopposed.

Section 6. Impeachment of Elected Colony Officers – If any three (3) members of the colony Executive Council feel that an elected officer should be removed from office, they must submit to the Standards Board, in writing, all the charges against the officer and signed by all 3. If the officer for whom impeachment is considered is present, that officer will not be allowed to vote. If at least 50% plus one of the members in good standing, present and voting, approve the motion, and the majority vote impeaches the officer, then the colony will determine a date for the election proceedings. Such recall proceedings must be held within a reasonable time of the impeachment motion. The officer in question is immediately removed from their duties. The

president appoints a member to perform the duties of the office until the outcome of the special election is determined.

Subsection A. Resignation of Officers – In case of resignation, a written resignation must be submitted to the Executive Council before an office becomes vacant.

Section 7. Recall of Elected Colony Officers – The colony members must vote on the recall of an elected officer after proper notice is given. A two-thirds (2/3) vote of the members in good standing, present and voting is required to recall an elected colony officer. Such recall proceedings must be held within a reasonable time of the impeachment motion. Proper notice of such proceedings must be given to the officer in question and the Resident members of the colony. The officer in question is temporarily suspended from their duties until the proceedings are held. The president appoints a member to perform the duties of the office until the outcome of the recall proceedings is determined.

Section 8. Vacancies – If a vacancy occurs in any elected colony office for any reason, the colony must hold a special election for the vacated office within two weeks of the office becoming vacant. Prior to holding the special election, it may be necessary for the president to appoint another member to temporarily assume the duties of the vacated office. If the vacated office is the president, then the vice president assumes the responsibilities of the president until the special election.

ARTICLE IX- Councils, Committees, and Their Duties

Section 1. Executive Council – The Executive Council shall promote inter-officer communication, promote an efficient committee system workflow, and set goals for the colony.

Subsection A. Executive Council Advisors – The Executive Council may include the Colony Advisor and Faculty/Staff Advisor serving without a vote. The President is the chairperson of the Executive Council.

Subsection B. Executive Council Meetings – The Executive Council will meet once a week to conduct business. The day, time, and location shall be approved at a meeting called by Executive Council members at the start of each term but shall take place before the weekly colony meeting.

Subsection C. Reporting Notes – All findings and proceedings of the committee shall be reported to the colony, and all action of the committee is subject to approval by a majority of Resident Council members present and voting at a regularly scheduled meeting.

Subsection D. Goals – Each Executive Council officer shall develop, improve upon, and share with the Resident Council, the big-picture goals of their predecessor at the beginning of their term. Goals should be reviewed at mid-term and prior to the end of their term.

Subsection E. Executive Council Chair – The Executive Council shall serve as a cabinet to the president. Chaired by the President, it shall advise and direct colony operations in general to promote colony, community, and national collaboration.

Subsection F. Overseeing Committee Chairs – All Executive Council officers are responsible for overseeing their respective committee chair(s).

Section 2. Administrative Council – Officers or Committee Chairs who are not in the Executive Council. This does not include Residents serving on a Committee.

Subsection A. Recording Attendance – All Department Heads and Committee Chairs must record attendance at all meetings and events that they are in charge of. They must submit these reports to the Secretary so that all members have an up-to-date record for having fulfilled or not fulfilled their respective attendance requirements.

Section 3. Standing Committees – The standing committees of this colony shall be:

Membership Department: Housing, Scholastic, Development, Interchapter, Alumni Relations, Parents Club, Historian, Recruitment, and Associate Education.

Cinematic Affairs Department: Industry Education, Cinema Literacy, Production, Casting Liaison, Equipment, Prop/Costume House, and Screenwriter's Circle.

Public Relations Department: CineJournal, Documentarian, and Marketing.

Programming Department: Philanthropy, Social, Culture, Retreat (Under Culture), Sunshine (Under Culture), and Fundraising.

Standards Board: Standards Board and Risk Management.

The Chairs of these committees shall be, respectively:

Vice President: House Manager, Scholarship Chair, Development Chair, Interchapter Chair, Alumni Chair, Parents Club Chair, Historian, Recruitment Chair, and Associate Education Officer.

Cinematic Affairs Chair: Industry Education Chair, Cinema Literacy Chair, Production Chair, Casting Liaison, Equipment Chair, Property Master, and Showrunner.

Public Relations Chair: Editor-in-Chief, Documentarian, and Marketing Chair.

Programming Chair: Philanthropy Chair, Social Chair, Culture Chair, Retreat Chair, Sunshine Chair, and Fundraising Chair.

Standards Board: Standards Board Chairperson and Risk Management Chair.

Subsection A. Housing Committee – The Housing Committee shall find or maintain a co-ed living space (CineManor) that allows the colony to develop spaces specifically

tailored to have more effective colony events, projects, resources, security, and to more effectively realize the society's purpose and more successfully approach the organization's vision.

Subsection B. Scholastic Committee – The Scholastic Committee shall keep a record of the grade point average of each member of this colony, and shall be further concerned with maintaining and improving the scholarship of the members of this colony. A good Scholarship program will have opportunities for member study groups, locations for a distraction-free working environment, access and resources for scholastic tutors and seminars, and programs for students at risk of academic probation. The committee ensures that every colony member is able to achieve the best possible GPA by creating incentive programs, recognition efforts, holding study halls, and providing learning resources, time management, stress management, note taking, test taking, and other valuable academic development resources. They will oversee all award programs and policies.

Subsection C. Development Committee – The Development Committee shall oversee improvement projects to the tangible operations and workflow of chapter events and functions to improve the appearance, visual reputation, efficiency, professionalism, credibility, and legitimacy of the society. This committee mirrors a division found in all successful companies because it assess all areas of the organization and finds tangible ways to solve problems, improve operations, and make the organization greater in a measurable way.

Subsection D. Interchapter Committee – The Interchapter Committee shall improve communication, resources, event programming, DKA performance between colonies as well as further develop "Community of One" practices and perspectives.

Subsection E. Alumni Relations Committee – The Alumni Relations Committee shall develop and maintain an alumni relations program that is designed to improve and sustain the relationship between Resident Council members and alumni members. The committee plans and organizes special alumni events, helps with developing, printing and distributing the alumni newsletters, develops "alumni awareness and appreciation" among the Resident Council, maintains and updates alumni information files including: names, addresses, phone numbers, birthdays, occupations, anniversaries, association dates, Resident or Graduate offices held, etc. The committee also presents awards to alumni in recognition of their service to the colony and to recognize their professional accomplishments and works with other elected or appointed officers/chairpersons in contacting, planning and preparing for alumni functions.

Subsection F. Parents Club Committee – The Parents Club Committee shall provide the parents/step parents/legal guardians of Resident Council members the opportunity for ongoing support of their child's DKA experience and to collaborate with other parents

who have similar interests. DKA should be an important outlet for parents to continue to be involved in their child's lives throughout their college years.

Subsection G. Historian Committee – The Historian Committee shall encourage, preserve, appreciate, and regularly convey cinema and DKA history with current members while also documenting, organizing, and safeguarding present activities as they quickly becomes history for future members.

Subsection H. Recruitment Committee – The Recruitment Committee shall at all times actively seek out potential new members that embody all of the DKA values and principles by accurately advertising the DKA brand, purpose, values, and vision in areas and means that would attract target cinema students as well as all over the general university to ensure a diverse and large number of applicants, communicate membership expectations and requirements, meet them in different professionally organized settings with a genuine and respectful approach, professionally conduct interviews, effectively and reliably communicate with all prospective members at every stage of the process, respectfully follow the individual value-based voting system that does not predetermine an associate class size, and end up with an excellent associate class.

Subsection I. Associate Education Committee – The Associate Education Committee shall orient and foster associate members into becoming knowledgeable, productive, and incredible lifelong DKA members that embody and are aligned with the organization's principles, purpose, and values. They will help establish a positive, professional, proactive can-do attitude at the beginning of their membership. Learning the "why," "how," and "what" of DKA, its responsibilities, its expectations, and the professional and respectful "attitude" of the organization that helps associate members achieve the level of performance that the society needs and expects. By orienting the new members to all aspects of the national organization, the associate members will develop a "Community of One" approach toward the organization and all members.

Subsection J. Cinema Literacy Committee – The Cinema Literacy Committee shall provide Film Screenings, Resources, Critical Theory Discussion Circles, Panels, Industry Events, Trade Shows trips, Vendor visits, Conferences attendance, Workshops, and Seminars in the various categories within the craft and study of cinema. Categories include but are not limited to: Producing, Entry-level Production roles, Directing, Cinematography, Sound Design, Assistant Directing, Production Design, Music Composition, Video Game Design, Interactive Media, Animation, Theater, literature, Graphic Design, Drawing/Storyboarding, Genre-Studies, Script and Concept Pitching, Auditioning, Casting, etc.

Subsection K. Industry Education Committee – The Industry Education Committee shall provide learning opportunities and resources for fraternity members to grow as

entertainment industry professionals, cinema-related entrepreneurs, to educate members on Professional Etiquette, and to generally be more prepared to enter “the film business” upon graduation. To provide Trade and Current Events Resources, Workshops and Seminars on Résumés/Reels, Professional Dress Code and Attire, Representation, Management, Guilds, Film Festivals, Unions, Commerce, Copyright, Entertainment Law, Buying/Selling rights, safety/labor laws, insurance, Industry Structure and Hierarchy, Permits, Independent Contracting, Distribution, Exhibition, etc. This committee would also host industry-mirroring events like Oscar Screening events, Industry Mixers, etc.

Subsection L. Production Committee – The Production Committee shall encourage and provide opportunities for members to produce their own content, get hands-on practice, and productively gain experience by hosting contests, festivals, cinema exercises, that allow members to work on making short films, music videos, commercials, trailers, stop-motion animations, documentaries, other forms of animation, visual effects, video game production, music production. The committee organizes a Bulletin Board of student artists available in various positions. These events encourage members to explore new areas of their craft and find their artistic voice, practice complimentary positions (have cinematographers serve as editors, directors serve as actors, etc.), and give members who don’t quite know what they want to specialize in the opportunity to try out new positions. Organizes DKA film grants for members to pitch movies in teams and receive funding from a DKA “Studio Panel” which helps members learn a fuller process of movie production. Eligibility for pitching a film is typically a certain amount of participation in previous student films committee events. The fraternity maintains a certain standard level of member experience and productivity to ensure career development and growth. The committee also provides these events and opportunities for the non-member cinema community. This committee is the “Crew Call” communication hub for all campus and member productions and projects.

Subsection M. Casting Liaison Committee – The Casting Liaison Committee shall bridge the gap between those casting their projects and the acting/performance/casting community on campus and in the local area. This committee can provide headshot/audition databases, provide casting/auditioning workshops and seminars, casting resources and education, casting locations, host and communicate projects looking for actors as well as resources for actors looking to find opportunities, etc. This committee does not cast productions or projects, but simply functions as consultants and resources.

Subsection N. Equipment Committee – The Equipment Committee shall provide school resource information, emerging technology news, local rental/purchase options and rates, equipment training sessions equipment educational resources, local vendor visits, equipment insurance policies, etc. To protect, maintain, insure, and manage

check-ins and check-outs of colony-owned equipment. The committee also promotes resourceful equipment practices and Do-It-Yourself solutions and instructions.

Subsection O. Prop/Costume Committee – The Prop/Costume Committee shall accumulate, organize, store, maintain, repair, repurpose, and rent (or sell) props and costumes for cinematic purposes.

Subsection P. Screenwriter’s Circle Committee – The Screenwriter’s Circle Committee shall provide all members with a weekly opportunity to share written material with other members, workshop outlines, character development, or plot structure, have members read your work aloud, practice pitching your story to other members, get others to proofread and give notes on your latest draft, etc. This committee provides inspiration, educational resources, and a safe, supportive, and creatively constructive “writer’s room” environment.

Subsection Q. CineJournal Committee – The CineJournal Committee shall keep the alumni informed about other alumni and about your colony’s activities and progress as well as to build membership pride and expose the Resident Council members to the alumni perspective of the Fraternity. The publication can provide educational or editorial articles on emerging technology, cinema workflow, film reviews, and other areas that align with the organization’s purpose and vision.

Subsection R. Documentarian Committee – The Documentarian Committee shall organize, execute or oversee the visual documentation (photo and video) of colony events and DKA experiences for the purposes of documenting history, creating professional quality and effective publicity materials, and creating fundraising services through videography or photography services available to the community.

Subsection S. Marketing Committee – The Marketing Committee shall learn how to successfully, ethically, and honestly market a brand and products to audiences without compromising values and how to constantly maintain and improve external image and reputation (on an individual member basis and for the organization as a whole). The committee helps its members develop the design, media, and writing skills involved in creating professional quality advertisements and ensures that the DKA brand, principles, and values are consistently, effectively, and accurately communicated in every public area of DKA operations, publicity, word-of-mouth, reputation, and tangible property. Committee members learn how to effectively advertise so that the public both attends events but also supports them and the organization.

Subsection T. Philanthropy Committee – The Philanthropy Committee shall create an environment within the colony that fosters a commitment to benefiting others and to promote, plan, and execute events and projects related to raising money for charities and to serving the community.

Subsection U. Social Committee – The Social Committee shall prepare brothers and sisters for social activities in the entertainment industry and build sociable habits within the colony. In today’s “show business,” members must attend all sorts of screenings, premieres, wrap parties, Production Company launches, studio celebrations, etc. The committee teaches members how to genuinely, effectively, professionally, and safely interact with peers, subordinates, and supervisors in a time when lifelong job security is a thing of the past. The Social Chairperson and Committee members will learn how to safely, ethically, effectively, and professionally put on social events that mirror those that are successful in the entertainment industry.

Subsection V. Culture Committee – The Culture Committee shall create balanced lifestyle habits, cultivate a stronger “Community of One” ethos among all the members, and help enrich members’ intellectual and artistic awareness through meaningful and elevating excursions, activities, recreational customs, educational liberal arts workshops, and resources. The committee refines and cultures members through these types of alcohol-free programming.

Subsection W. Retreat Committee – The Retreat Committee shall create a safe, cost-effective, and professionally planned retreat that withdraws members from the normal University environment for the purpose of performance assessment and goal-setting, finding ways to improve the colony’s operation and process, build individual character, resolve conflicts, foster interpersonal bonding and meaningful discussion, constructive self-evaluation, re-dedication to the DKA principles and values, professional growth, team-building exercises, professional and collaborative trust-building activities, leadership development, getting each member to commit to working and carrying their share, giving each member a chance for input, and with all of this each member will know the direction that the colony and its officers will be heading over the coming term.

Subsection X. Sunshine Committee – The Sunshine Committee shall improve colony morale through celebration of holidays and birthdays, pleasant surprise gifts/messages/snacks for members during exhausting and busy times, and to send cards/flowers to members, their families, or alumni both during times of illness or mourning as well as times of accomplishment and success.

Subsection Y. Fundraising Committee – The Fundraising Committee shall teach members how to develop opportunities and programs that ethically, professionally, respectfully, and effectively raise revenue. This educates members on effective producing strategies, independent financing methods, and other methods of raising capital for creative projects. Fundraising programs must always consistently represent the DKA brand and values, follow the DKA laws and policies, as well as abide by all federal, state, and University laws.

Subsection Z. Standards Board – The Standards Board shall recognize the excellent performances and achievements of members, to communicate and enforce the policies, laws, and code of conduct of the society, and to ensure that there is accountability and order within the colony.

Subsection AA. Risk Management Committee – The Risk Management Committee shall identify and prevent risks and threats to members, guests, and the overall colony. The committee educates members about DKA's risk management policy, and production safety to reduce and prevent exposure to threats and dangers. This is both to avoid creating dangerous work conditions and to recognize and take action if you or others are being put in dangerous work conditions.

Section 4. Special Committees – The President, in cooperation with the Executive Council, shall appoint all other committees and determine their duties.

Section 5. President and Committees – The President of this colony shall have the authority to preside over any committee of this colony, and shall also have the power to appoint any committee not provided for by the laws of DKA or these Bylaws.

Section 6. Removal of Committee Members – Any member of any committee may be removed or replaced by the committee, officer or member who made the appointment to that committee, with the exception of those officers or members who are specifically designated by these Bylaws to serve on a specific committee.

Section 7. Majority Vote – A majority vote of the members of any committee shall decide any question before that committee.

Section 8. Resident Member Committee Requirement – Every Resident member who does not hold an elected position must serve in at least 1 (one) committee and may serve in at most 3 (three) committees. Executive Council officers cannot join a committee nor can Administrative Council Chairpersons serve on any committee besides from their own.

Subsection A. Committee Appointing – The chair of each committee shall select an appropriate number of Resident Council members to serve on their committee. Qualifying members in good standing will submit their committee preferences. The Vice President, in cooperation with the Executive Council, will appoint the qualifying members to the vacant committee positions. These appointments must be approved by the Executive Council. Resident Council members interested in serving in one or two more committees will repeat the process once (or twice) more.

Subsection B. Committee Members Roles – The members of these committees will assist their chairperson in performing the duties of their offices.

Section 9. Removal of Committees – Committees that are found to be unnecessary at the present time may have colony vote to either temporarily deactivate a committee for a semester and then reexamine its necessity in the following semester or remove it from the list of approved Standing Committees.

Section 10. Number of Committee Positions – A Committee Chair may change the number of required committee positions within their committee with the approval of their department head. They may change their position to a basic officer position if they find it unnecessary to have a committee structure – this will only maintain so long as that individual is in office, the next elected officer will decide how many committee positions they would like (with the approval of their department head).

ARTICLE X - Standards Board

Section 1. Purpose of Standards Board – The Standards Board is to give the responsibility of holding members accountable to a fair and formal group that represents the whole colony. They shall operate under set procedures and conduct investigations into matters of discipline and potential violations of the fundamental laws and policies of the organization. This committee shall work with members of the Board of Governors, as appropriate, for guidance and consultation. The colony members shall nominate members to the committee in accordance with procedures established within the bylaws regarding eligibility, term of service, duties, etc. They will select a “Resident of the Month” – someone who has gone above and beyond to exemplify the organization’s standards. They will meet once every other week as well as when situations arise and require their attention.

Section 2. Standards Board Composition – The Standards Board shall be composed of the following members: President, Vice President, Scholarship Chair, Risk Management Chair, and three other elected Members-at-Large that must represent three grade levels (i.e. the members would be a Sophomore, Junior, and Senior). The 3 elected Members-at-Large will not hold any other Officer Position or Chair any committees. The Standards Board Chairperson shall chair the Standards Board.

Subsection A. Procedures and Guidelines – The Standards Board shall follow all procedures and guidelines set forth by the DKA Standards Board Handbook.

Subsection B. Membership Restrictions – No active member who has ever been suspended, been put on probation, or been in bad standing with the society for more than a week may run or hold a position on the Standards Board. If a person with these restrictions wishes to be a part of Standards Board at any time, they may request to go through an appeals process to be able to run for a position in Standards Board.

Section 3. Amendments to the Bylaws -- The Standards Board is responsible for the enforcement and drafting of amendments to the bylaws. Any change to the bylaws as outlined in this document (barring this section) is to take the form of an Amendment. The Amendments shall be enclosed in the same digital file as the Bylaws and the two shall be treated as two halves to one whole legislative body. Each change to the bylaws is to be voted on by the Standards Board, and requires a 2/3rds vote and approval from the President. No text in the Bylaws (barring the Amendments) shall be changed without a 2/3rds vote from the Standards Board, Executive Council, and residential council. This is to streamline bylaws changes to the Amendments, making changes from the original template document minimal unless deemed urgent by the colony.

Subsection A. Amendment Notices — Below each amended section will be subsection stating that the section has been amended.

ARTICLE XI - Meetings

Section 1. Meetings – Regularly scheduled colony meetings of this colony shall be held weekly at a time determined by the members each school term. In the absence of the President, the next highest-ranking officer present may call the business meeting to order – The Vice President. When such meetings shall occur on a holiday, then it may be held within a period of seven (7) days preceding or succeeding the holiday at the discretion of the Executive Council. If a change is made either to the time or to the place of a stated meeting, the Secretary shall post notice of such a change no later than one (1) day preceding the stated meeting. Every stated meeting must be one continuous session, and opened and closed in prescribed professional form. A stated meeting cannot be adjourned nor recessed to a future specified date.

Subsection A. Attendance – Attendance at all meetings by all Resident Council members shall be required.

Section 2. Special Meetings – The President or the Colony Executive Council may call special meetings by giving three days notice to all Resident Council members.

Section 3. Quorum – 50% plus one member of the Resident Council members in good standing shall constitute a quorum for any stated or special meeting of this colony.

Section 4. Agenda – The order of business at all stated or special meetings shall be as follows:

1. Roll Call.
2. Reports of the Officers.
3. Reports of Standing Committees.
4. Reports of Special Committees.
5. Unfinished Business.
6. New Business.

7. Communications.
8. Proposals for Membership.
9. Balloting on Candidates and Associate Chat.
10. Colony Advisor's Report.
11. Remarks for the Good of the Colony.
12. Vice President's Words of Inspiration.
13. Closing.

Section 5. Absences – Any Resident Council Member who misses three (3) scheduled meetings or required events per semester without excuses acceptable to this colony's executive council shall immediately be placed in "bad standing" and may be subject to suspension. A member in this situation would have to schedule a meeting with Standards Board to establish a plan of corrective measures to participation in order to become in "good standing" again. If the member does correct their participation (based on the corrective measures discussed with the Standards Board) they will be subject to suspension and further judicial action. Suspension may be taken without the necessity of a hearing when a member has missed three (3) scheduled meetings or required events per semester without excuses acceptable to this colony's executive council. The member(s) may appeal any suspension to the Standards Board.

Section 6. Parliamentary Procedure – Except as otherwise provided for in these Bylaws, all meetings shall be conducted according to *Robert's Rules of Order*.

Subsection A. Colony Procedure – Colony meetings will be conducted according to Governance Documents of DKA.

Section 7. Excusable Absences/Tardiness – Anyone wishing to receive an excused absence from any meeting or mandatory event should submit his or her excuse to the colony secretary, in writing, at least 24 hours before the start of the meeting or mandatory event. The Standards Board Chairperson shall handle, on an individual basis, all emergencies and exceptions that occur or have occurred within the 24 hours before the event or mandatory meeting. It should be understood that every effort must be made to attend all colony functions by all brothers and sisters. Valid excuses shall be:

- a. College classes;
- b. Conflicting work schedule;
- c. Illness;
- d. Serious illness of a family member that requires the member to be absent;
- e. Other situations, subject to the approval of the Standards Board.

ARTICLE XII – Individual Discipline

Section 1. Violations – Any member who is deemed guilty of violating any of the provisions of the DKA Ceremonies, Code of Conduct, Constitution, Bylaws, rules, regulations or edicts which have been properly approved, or anything that divulges any of the secrets of the organization or

that violates the fundamental laws thereof, or an act that is deemed guilty of gross improper conduct shall be subject to fine, reprimand, suspension, or expulsion. The charge of “unethical conduct” constitutes as a violation of both “Conduct prejudicial to the organization and tending to bring it into disrepute” and “Violation of a Statute of the National Fraternity” in Title VII.61.a. of the DKA Constitution and are grounds for membership expulsion.

Subsection A. Unethical Conduct in Complaints – Any Member of the colony who files a complaint with the Standards Board that shall prove to be unfounded and malicious may be charged with unethical conduct.

Subsection B. Unethical Conduct in Impropriety – Any Member of the colony who improperly uses the name of the organization, the colony, the DKA emblem(s), or secrets; or who utilizes DKA Membership for strict personal gain may be at the very least charged with unethical conduct.

Subsection C. Unethical Conduct in Archives – Any Member of the colony besides the Colony President or Colony Historian (trained by School Archivist), who touches original colony or DKA Archived materials without supervision of either the Colony President or Colony Historian, may be at the very least charged with unethical conduct.

Section 2. Investigation under Judicial Code – Upon the knowledge or receipt of any alleged violation by a member under the guidelines stated in Section 1 of these bylaws, the alleged violations will be investigated and judged in accordance with the DKA Judicial Code.

Section 3. Failure to Pay Dues – A student member who fails to pay dues or fees within seven (7) days following their due date will not be considered to be in good standing and will not be entitled to the rights and privileges of membership. After seven (7) days of financial delinquency, the member shall receive a written warning notice from the colony explaining the reason for being removed from good standing and providing the member an opportunity to pay the amounts due, or alternatively, providing the member the opportunity to meet with the Standards Board Chairperson, or the Standards Board or the Colony President, to explain the failure to pay. Any member who fails to pay dues or fees or make alternative arrangements within seven (7) days following the due date shall be suspended by the colony. Any member whose membership in the society has been suspended for nonpayment of dues or fees may be reinstated at the discretion of the Standards Board upon payment of such amounts as may be determined and submitted by the Colony.

Section 4. Suspension – Members who have been suspended for either financial delinquency or non-attendance have lost the right to vote until their suspension is ended, and are not to be counted in the determination of a quorum for this colony. Upon decision by the Standards Board, a member may be suspended. Suspension of members involves: loss of vote, exclusion from National and colony programming and ritual, and the loss of other privileges as determined by the Standards Board and/or National Council. A member under suspension or expulsion shall

not be relieved of any financial obligations to the society. The period of suspension shall last no longer than a period of one (1) semester, after which time a Suspension Review shall be conducted by the Standards Board.

Subsection A. A member under suspension is not relieved of any other society obligations.

Subsection B. A member is automatically suspended by the colony for financial delinquency.

Subsection C. Suspension of a Resident Council member involves the loss of voting rights. A suspended member may not attend any colony-sponsored functions and may not participate in colony communication resources, or any other colony funded events.

Subsection D. The suspension shall last for a length of time to be determined by a positive vote of $\frac{3}{4}$ of the colony or the Standards Board after the vote for suspension. In cases of financial delinquency, the suspension shall continue until the individual is no longer financially delinquent.

Subsection E. If a member was suspended with a probationary period upon concluding the suspension period, the member will meet with the Standards Board and will be informed of the terms of the probation.

Section 5. Approval of Suspension – In its determination of disciplinary action, a $\frac{3}{4}$ vote of the Colony's Standards Board shall be required to approve a punishment of suspension or expulsion of a member. All other forms of punishment shall require the simple majority approval of the Standards Board.

Section 6. Expulsion –

Subsection A. A member may be expelled from the organization by using the procedures and guidelines located in the DKA Expulsion Manual.

Subsection B. Expulsion is the ultimate censure of a member.

Section 7. Assessment of Fines – This colony will assess fines, in accordance with such stated in these Bylaws and the National Constitution, against any member for reason of financial delinquency, unexcused absence, lateness or any other failure, and which is necessary to preserve and encourage colony discipline.

Section 8. Recovery of Society Jewelry – This colony's Standards Board Chairperson shall recover any Society regalia such as Associate Pin, Member Key, Membership Card, Membership Certificate, Membership Manual, TROTbook, Graduation Regalia, DKA Banner,

and any other DKA national regalia of any member that has been suspended or expelled, and forward said recovered items to the National Council.

Article XIII - Secrecy

Section 1. Subject of Secrecy – All proceedings, Recruitment and Associate Education Program programming and discussions, DKA Ceremonies, and all matters pertaining to the management or conduct of the colony shall be kept secret. Violation of this secrecy is considered one of the highest judicial violations. Members should take extra special care to ensure that they are not sharing any secret and sensitive information related to the society over social media.

Section 2. Publishing of Officers and its Consequence – The names of the Colony Officers and Members, and the general object and scope of the society may be published. Any Member who reveals any of the secrets of the national organization shall be subject to expulsion.

ARTICLE XIV - Publication and Publicity

Section 1. Governing Documents – The Official Governing Documents of the Rho Colony of DKA Professional Cinematic Society shall contain the following: Constitution, Colony By-Laws, DKA Ceremony Handbook, Membership Manual, The Code of Conduct, the Risk Management Policy, and *Robert's Rules of Order*.

Subsection A. Presentation to Associate Members – A copy of the Membership Manual, TROTbook, Associate Pin, The Constitution, and the Colony By-Laws will be given to the associate members upon their starting the Associate Education Program.

Subsection B. Presence at Meetings – A copy of the Constitution, Colony By-Laws, DKA Ceremony Handbook, Membership Manual, and *Robert's Rules of Order* shall be present and available in the custody of the Presiding Officer at all Colony Meetings.

Subsection C. Reading of Bylaws – These By-Laws shall be read in full by all resident members prior to the first regular meeting of each academic term. If not completed, a member will not be considered in good standing and, therefore, will not vote in colony affairs until he or she certifies in writing to the Vice President that they have done so. Copies of these By-Laws shall be made available to each member within the first month of each semester and to associates at the start of the Associate Education Program.

Section 2. Newsletter – The newsletter of this colony shall be known as “The CineJournal” and shall be issued according to the McClelland Challenge criteria. Copies of this CineJournal shall be distributed electronically and/or mailed to the Executive Office, the Graduate Council Secretary, Domain Director, and to all Resident and Graduate Council members of this colony. Resident Councils shall keep on file a copy of each number of the furnished journal and shall have complete volumes bound and preserved as the permanent property of the colony by the

Historian. The Executive Offices shall be required to keep on file all numbers of the journal for the purpose of reference in future interests.

Section 3. The Membership Manual – The DKA Membership Manual shall contain information for the use of Associate, Resident Council, and Graduate Council Members and shall be under the publication management of the National Council. The Membership Manual shall be edited and/or revised by the National Council.

Section 4. Publicity – All publicity pertaining to this colony and to its members, appearing in campus or community publications shall be clipped and kept in the colony archive. All publicity materials must exclusively represent the organization as a Professional Cinematic Society. All graphics must comply with the national organization’s graphic identity standards and national brand. Copyright infringement is strictly forbidden.

Section 5. Awards –

Subsection A. Hugh Stoddard Associate Award – This award is named after Hugh Stoddard, a DKA alumnus who fought valiantly in World War II by exposing himself to great danger in order to save his entire battalion. After colony induction, the Associate Education Officer, Associating Secretary, and President select a new colony member to receive the honor of “Stoddard Associate” or “Most Valiant Associate” given to an associate that exceeded the requirements of the Associate Education curriculum, while exhibiting the most grit and leadership, as well as proudly exhibiting the Farmer Tripod, creed, and 10 Jewels of DKA. The Scholarships Chair will determine the Prize and Presentation of the Award.

Subsection A. Resident of the Month – The Standards Board will nominate and vote one Resident Council member to be recognized at Colony Meetings as “Resident of the Month” for their above and beyond duty in representing the society. The Scholarships Chair will determine the Prize and Presentation of the Award. This award must be presented at the last colony meeting of every month.

ARTICLE XV – DKA Occasions to Observe

Section 1. Founders Day – This colony shall hold ceremonies (according to the DKA Ceremony Handbook) on March 16 of each year or as near thereto as possible, to commemorate the founding of the national organization. This will be an event for all associates, Residents, and Graduates of the colony, local colonies, and local members.

Section 2. Founders Month of Service – The colony members shall participate in service events each March to honor its Founders. This will be an event required for all associate members and Resident Council Members, but open for Graduate Council members of the colony and local colonies/colonies.

The Founding Fathers' principles of selflessness, citizenship, integrity, equality and camaraderie are just as important to DKA today as they were more than 80 years ago. During the Founders Month of Service, brothers and sisters can better understand and live these principles when they commit themselves to their communities and to those in need. While DKA encourages its members to get involved with Brother Paul Newman's legacy—the SeriousFun Camps—we welcome any form of service during the Founders Month of Service.

Section 3. Cinematic Arts Appreciation Day (CAADay) – This colony shall participate in Cinematic Appreciation Events on December 28 of each year or as near thereto as possible, to commemorate the birth of the Cinematic Arts. On December 28th, 1895, the Lumière Brothers held their first public screening of projected motion pictures at Salon Indien du Grand Café in Paris, France. This history-making presentation featured ten short films, including their first film, *Sortie des Usines Lumière à Lyon* (Workers Leaving the Lumière Factory.)

To honor the birth of the Cinematic Arts, in the spirit of Auguste and Louis Lumière's Brotherhood, members across the country get together and screen their favorite films from the current and concluding year. CAADay also includes playing their favorite music and video games, sharing film reviews, visiting art galleries, or anything cinematic that members would like to share with each other from that current year.

ARTICLE XVI – Risk Management Policy

Section 1. Alcohol and Drugs –

Subsection A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on colony premises or during a society event, in any situation sponsored or endorsed by the colony, or at any event an observer would associate with the society, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

Subsection B. No alcoholic beverages may be purchased through or with colony funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the colony. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

Subsection C. OPEN PARTIES, meaning those with unrestricted access by non-members of the society, without specific invitation, where alcohol is present, are prohibited.

Subsection D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

Subsection E. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on colony premises or during a society event or at any event that an observer would associate with the society is strictly prohibited.

Subsection F. No colony may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a colony may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

Subsection G. No colony may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host colonies, groups or organizations.

Subsection H. All recruitment activities associated with any colony will be non-alcoholic. No recruitment activities associated with any colony may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

Subsection I. No colony member or associate member shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

Subsection J. No alcohol shall be present at any associate activity or ceremony of the colony. This includes but is not limited to activities associated with "association ceremony," "big – little " events or activities, "programming" events or activities, and colony induction.

Section 2. Hazing –

Subsection A. No colony member, associate member, or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off society premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such

activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the colony house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, society law, traditions, or policy or the regulations and policies of the educational institution or applicable state law."

Section 3. Sexual Abuse and Harassment –

Subsection A. The society will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on colony premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Section 4. Fire, Health, and Safety –

Subsection A. All colony houses should meet all local fire and health codes and standards.

Subsection B. All colonies should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

Subsection C. All colonies should comply with engineering recommendations as reported by the insurance company or municipal authorities.

Subsection D. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the colony house is prohibited.

Subsection E. Candles should not be used in colony houses or individual rooms.

Section 5. Production Safety –

Subsection A. Under no circumstances is it permissible to film or tape scenes which put yourself, your cast, your crew or the public in harm's way.

Subsection B. Students are responsible for obtaining all rights for copyrighted materials (story, music, art, etc.) for use in all DKA projects that will be accessible to non-members.

Subsection C. It is a felony to bring ANY weapon on campus or in public-view without proper authorization by local safety enforcement offices and/or campus security.

Subsection D. The maximum shooting day for DKA projects is 12 hours unless driving is prohibited and proper lodging and nourishment is provided to all participants.

Subsection E. Every set must have a fire extinguisher, first aid kit, and directions to the nearest hospital.

Subsection F. No open-toed shoes on sets, stages, or around any heavy equipment.

Subsection G. No guns, knives, swords, squibs, driving, water, pyrotechnics, glass, stunts, or other hazardous weapons or effects may be used without proper consultants, authorization, training, and communication with the entire cast, crew, and location. Stunt coordinators are mandatory for any action that could in any way injure your actor(s) or crew.

Subsection H. No living creature may be harmed during the filming of any DKA project. The American Humane Society must approve all use of animals. Actors under 18 years old require the presence of a studio teacher and legal guardian, along with valid work permits.

Subsection I: Every cast and crew member has the absolute right to refuse work if they feel concerned or unsafe. They have the right to make that refusal without any negative consequences. The Producers and Colony Executive Officers, have the right and responsibility to shut down any set or project that is not working safely or following proper safety procedure.

Subsection J: Producers must ensure that all allergies and medical conditions are respectfully considered prior to any food, materials, props, effects, being brought on-set. They must also ensure that weather conditions are suitable and safe for every location and shooting day.

Subsection K: No equipment, dangerous items, expensive objects, animals, or minors are to be left unattended.

Subsection L: If shooting in public areas, ensure all proper permitting and legal permission has been authorized and that someone on the crew has the correct documentation available on-hand at all times.

Subsection M. For instances of on-set nudity:

1. The member(s) will have the actor(s) sign a nudity release form.
2. The member(s) will notify the actor (or representative) of any nudity expected in the role (if known at the time) prior to the first interview or audition.
3. During any production involving nudity or sex scenes, the set will be closed to all persons having no business purpose in connection with the production.
4. No photographs will be permitted other than production stills made by a photographer assigned to the production.
5. The appearance of an actor in a nude scene or the doubling of such person in such scene shall be conditioned upon his or her written consent. Such consent may be obtained by letter or other writing prior to commitment or written contract being made or executed. If a SAG member has agreed to appear in such scenes and then withdraws consent, the member(s) shall have the right to double, but consent may not be withdrawn as to film already photographed.

ARTICLE XVII – Crisis Management Policy

Section 1. Leader in Crisis Situations – The President is in charge in all crisis situations until relieved by the Faculty/Staff Advisor, Colony Advisor, or National Council. In the Absence of the President the next highest-ranking officer shall assume the duties of being in charge.

Section 2. Emergency Contact – The proper local authorities will be contacted (i.e. Dial 911, police, fire, EMS, etc.) immediately in case of emergency.

Section 3. Emergency Procedure – If the emergency has occurred on or around the colony CineManor, the house will be secured and closed immediately. Only members, appropriate supervisory personnel, and proper authorities shall be allowed admittance.

Section 4. Emergency Conduct – Once the proper authorities have been notified, the President shall notify the following parties within two hours of the emergency: Faculty/Staff Advisor, Colony Advisor, National Councilor, Housing Corporation President, Graduate Council President, Domain Director, and the Executive Director of Emerson College’s Student Life Services Office.

Section 5. Notification of Crisis – The President will call a meeting of all members to inform them of the emergency and review the crisis management plan and perform a fire drill once a semester.

Section 6. Statements to the Public – No other members, other than the President, will make any statements or comments to the media. The President is the only spokesperson for the colony until relieved of that position by a higher status figure of the society.

Section 7. Report Form – Within 24 hours of the emergency, the President will submit to the Executive Director a Colony Incident Claim Report.

Section 8. Risk Management Policy – The Rho Colony at Emerson College of DKA will abide by all risk management policies of DKA national organization.

ARTICLE XVIII - Amendments

Section 1. Amendments – Any member, in good standing, may propose an amendment to these Bylaws at any regular meeting of the Resident Council. The proposed amendment must be in writing and must lie on the table until the next regular meeting after its first reading. Adoption of an amendment must be made by an affirmative vote of 75% of the eligible Resident Council. Following adoption by the Resident Council, an amendment shall become effective upon approval by the Board of Governors and the National Council.

ARTICLE XIX - Ratification

Section 1. Ratification – Nothing contained in these bylaws shall in any way limit the final authority of Emerson College. The National Constitution, Federal and State Laws, Emerson College Student Organization Regulations, Student Handbook, and Campus Organization Handbook of Emerson College shall govern this organization. Ratification of these bylaws shall be followed with the approval of the membership and approval, acceptance of the coordinator of Campus Activities, and by the National Council and Chief Executive Officer. Upon ratification of these bylaws, all other previous bylaws shall be null and void.

Subsection A. Ratification of these Bylaws shall become effective by approval of 75% of the eligible Resident Council members and by approval from Board of Governors and the National Council.

Subsection B. Ratification of these Bylaws of the Rho Colony of the DKA Professional Cinematic Society was proposed on this 18th day of March in the year 2018.



President, Resident Council

Chairperson, Board of Governors

National Councilor