

# **Constitution of Delta Kappa Alpha**

## **ARTICLE I - Organization Name and Mission**

### **Section 1: Name**

- A. The official name of this organization shall be Delta Kappa Alpha
- B. The organization may also refer to itself as DKA

### **Section 2: Mission**

The mission of is 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.

## **ARTICLE II - Governing Rules and Regulations**

- A. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
- B. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

## **ARTICLE III - Membership**

### **Section 1: Membership Statement**

- A. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

### **Section 2: Additional Membership Requirements**

- A. Only those current students majoring in a program in the University of North Texas; 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.

- B. 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.
- C. 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.
- D. 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 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.
- E. 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 2.0 grade point average (on a 4.0 scale).
- F. Any member of the colony who is awarded a degree and then enrolls in a graduate program at the University of North Texas may, at their option, maintain their status as a Resident Council member with all the rights, privileges, duties, and obligations, of DKA.
- G. A 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 3: Voting Rights**

Only active student members are eligible to vote.

## **ARTICLE IV - Officers**

### **Section 1: Eligibility**

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).

- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

## **Section 2: Additional Eligibility Criteria**

The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

## **Section 3: Titles and Duties**

- A. The officers of this organization shall include a President, Vice President, Treasurer, Public Relations, Programming, Cinematic Affairs Chair and Secretary.
- B. The President shall:
- Serve as the official representative of the organization.
  - Supervise and coordinate the activities of the organization.
  - Serve as the liaison between the organization and University community.
  - Call regular and special meetings and presides over meetings of the organization.
  - Prepare agendas for meetings.
  - Maintain communication with Student Activities and ensure that all organizational information, including registration, is current.
  - Ensure that all officers are performing their duties as defined in this Constitution.
  - Keep advisor informed of activities and functions of the organization.
  - Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
  - Provide all documents and records pertaining to their responsibilities to the newly-elected President.
  - Assign special projects to officers.
- C. The Vice President shall:
- Assist the President in their duties.
  - Assume the President's responsibilities in their absence.
  - Keep accurate records of all meetings in the Secretary's absence.
  - Plan and be responsible for all retreats and training of the organization.
  - Perform an audit of all financial transactions of the organization once per semester.
  - Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
  - Assist in special projects as assigned by the President.
- D. The Treasurer shall:
- Keep an accurate account of all funds received and expended.
  - Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Activities.
  - Be responsible for collecting dues and notifying members who are delinquent in their payments, if applicable.
  - Provide financial records sufficient to allow the Vice President to perform audits.

- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

#### E. Public Relations Shall:

- Ensure clear and actionable communication of colony events and projects to members and the public (for public events) in a timely manner.
- Seek special publicity through flyering, advertisements in publications, social media promotion, and campus television station commercials.
- Arrange for DKA to have a section/page in the annual university yearbook, society information to be provided to freshman and transfer students, in student life packet, Cinema School Orientation materials, etc.
- 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.
- Oversee the members of the Public Relations Department.
- Assist in yearlong recruitment efforts.
- To learn how to successfully, ethically, and honestly market a brand and products to audiences without compromising values.
- Learn how to constantly maintain and improve external image and reputation (on an individual member basis and for the organization as a whole).
- Develop the design, media, and writing skills involved in creating professional quality advertisements.
- Teach members that they are representing their own individual brand as professionals as well as representing the entire national organization at all times.
- 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.
- Learn how to effectively advertise so that the public both attends events but also supports them and the organization.

#### F. Programming Chair:

- Ensure that all events are programmed, safe, legal, organized, and communicated effectively. To mirror professional event planning practices and processes within the entertainment industry.
- Ensure that a master calendar is created, organized, updated regularly, and shared within the first month of each semester.
- 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.
- 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.

#### G. Cinematic Affairs Chair:

- oversee the development and implementation of the colony's Cinematic Arts Development Curriculum.
- Plan the biannual Film Exhibition.

- See through the production of all film's commissioned by the organization.
- 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.
- Fight idleness and fear of failure by producing material and learning "by doing."
- Create and solidify productive, ethical, and professional career habits prior to graduating.
- Learn how to work well with others and to have a safe environment to learn from mistakes.
- 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.

#### H. The Secretary shall:

- Notify members of meetings at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's registration profile and submit to Student Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

#### Section 4: Elections

- A. The nomination and election of officers shall occur annually at the membership meeting held in *March*.
- B. Any active student member may nominate someone or themselves for office.
- C. All active student members present will have the opportunity to vote by secret ballot.
- D. A candidate shall be elected by a majority of votes.
- E. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election.

#### Section 5: Installation and Term of Office

- A. Newly elected officers shall take office immediately following the membership meeting in *April* and their term will end immediately following the membership meeting the next *April*.
- B. Any change in officer information should be reported to Student Activities.
- C. The length of term of office shall be no longer than one year.

#### Section 6: Vacancies

- A. Removal

1. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.
  2. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
  3. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
  4. An officer may be removed from office upon a 2/3 affirmative vote of active student members.
- B. Resignation-The resignation of an officer must be submitted to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance.
- C. Filling Vacancies
1. The nomination and election process as stated in Article III, Section 4 will take place at the next membership meeting.
  2. The newly elected officer's term shall end at the annual installation of officers in April.

## **Article V: Meetings**

### **Section 1: Membership Meetings**

- A. Membership meetings shall be held weekly during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 2: Officer Meetings**

- A. Officer meetings shall be held *biweekly* during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.

- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 3: Special Meetings**

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.
- B. The Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

## **Article VI: Advisor**

### **Section 1: Eligibility and Selection**

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

### **Section 2: Expectations**

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

### **Section 3: Removal and Vacancy**

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

## ARTICLE VII - Finances

### Section 1: Dues

- A. The Colony shall charge dues to every member. The amount of membership dues is to be approved by the Residence Council. Changes to the amount of dues can be petitioned by the President and the Treasurer,, 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. 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.
- B. 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.

### Section 2: Payment

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

### Section 3: Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

### Section 4: Dissolution

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

*"Keep Denton Beautiful"*  
608 E Hickory St #130  
(940) 349-8737

## ARTICLE VIII - Statement of Non-Hazing

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.

## **Article IX - Amendments**

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

### **History of Constitution**

Created: 2/29/19

Revised: 3/9/19