Article I—Name of Organization
Section A.
  ● This organization will be known as 5x5 Productions or Five By Five Productions

Article II—Club Purpose
Section A.
  ● 5x5 Productions will create and share short films that tackle prevalent social issues in a creative and expressive way. We intend to build a community for artists, writers, actors, and editors to collaborate on long term projects and work with a variety of people.

Section B.
  ● We hope to build a sense of community by being a forum where artists, writers, actors and editors can come together produce original work and learn from one another.
  ● At the end of the semester, we hope to have all the members of the club collaborate on one 5-10 minute short film and enter the final product to an official film festival.

Section C.
  ● This club will provide artists with exposure to what it would be like to have a career in the film industry and develop their craft. Current and future students will have a community of artists and a safe space to grow in their talents while learning from one another. 5 by 5 Productions will work towards bringing together a diverse range of artists and be a leading example of inclusivity in action.

Article III—Membership
Section A.
Everyone is able to join but only currently registered students may be active members in this club. Only active members may vote or hold office. Any member of this club must have attended a minimum of two meetings in order to be considered an active member.

Article IV—Officers/Elections
Section A.
It is expected that all executive board members attend all club meetings (unless otherwise excused by the president(s), attend all shooting days during the creation of the Final Project, and hold other executive board members accountable for their assigned duties.
  ● President (Executive Producer)
    ○ Responsible for the Final Project
      ■ Creating Production Schedule
      ■ Submitting Project to Film Festival(s)
    ○ Being a liaison to Studio 47
  ● Treasurer (Production Accountant)
    ○ Keeping track of all funds/Budgeting
    ○ Finding Locations for shoots
    ○ Purchasing Wardrobe and Make-up
Being liaison to Student Senate

Secretary (Production Manager)
- Tracking Meeting Minutes
- Helping the producer (help others)
- Makes sure Crew is on task and on time
- Ordering Food for Shoots

Talent Supervisor/Publicity Supervisor
- Recruit talent (the actors and actresses)
- In charge of setting up interviews/auditions
- In charge of keeping track of talent’s schedules with respect with the club’s schedule
- Keeping social media updated and posting teasers of upcoming work.

Section C.
- All active members can run for an officer position. In order to win an election, one must have at least a 3 person majority. If this does not happen, the current officers will discuss privately and vote. This vote requires a simple majority. If the vote is for reelection, the current officer does not get to participate in the discussion.

Section D.
- Officer positions will be selected at the beginning of second semester. The current officer will be in charge of training the prospective officer.

Section E.
- All officer positions will be held for the entire year

Section F.
- Officers can be removed by the Executive Producer. The Executive Producer will also choose a candidate that will be voted on by the active members.
- If all of the officers think that the Executive Producer should be removed, the Production Manager holds a club meeting and conducts a vote. There needs to be a 2/3 majority in order to remove the Executive Producer. If this happens, the Production Manager becomes the new Executive Producer.

Article V—Meetings

Section A.
- Weekly meetings will be held according to club members’ availability. The president(s) will oversee the meetings and all executive board officers must attend the meetings. Meetings will be announced periodically two or three days prior via the 5x5 Productions group chat and student-talk.

Section B.
• Executive board members, as a collective, can call for emergency club meetings if necessary. Members will be notified via email or by phone about the date and time of the emergency meeting.

Section C.
• There needs to be at least 5 people present at the meeting in order to conduct business

Article VI—Charter Amendments
Section A. An amendment may be initiated by any member of the club and passed by a two-thirds majority vote of the members present at the meeting.

Section B.
• We will notify members if we are going to be voting on new amendments during the next meeting via email

Article VII—Organization Dissolution
Section A.
• All club members are able to prompt further discussion about potential dissolutions during meeting times when appropriate. Dissolutions will be decided by a minimum of two executive board members followed by a majority club vote.

Section B.
• The required majority to dissolve the group is a 9/10s vote