THE CONSTITUTION OF
THE HARVARD LAW DOCUMENTARY STUDIO (HLDOCS)

I. Organization Name
The name of the organization shall be the Harvard Law Documentary Studio (“HLDOCS”).

II. Mission
HLDOCS aims to produce original documentaries that explore social and policy issues. The Documentary Studio will offer not only technical and financial support for student projects, but also a community within which to workshop ideas and develop the craft of storytelling.

III. Membership
1) All graduate and undergraduate students enrolled in a degree-granting program at Harvard University are eligible for membership in HLDOCS.
2) HLDOCS does not discriminate on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability.
3) All members are obligated to abide by this constitution and its by-laws.
4) Members will be defined by one of two classifications:
   a. General Members must be subscribed to the HLDOCS email list.
   b. Production Members, in addition to subscribing to the email list, must attend required Core Trainings in order to gain access to equipment. These Trainings shall be determined by the Executive Board on an annual basis and will include at a minimum the Ethics and Safety Training.
5) All members who attend at least one event per semester (e.g. training, screening) have the right to vote in all HLDOCS matters brought before the general membership.
6) Membership lists will be maintained by the Executive Board.

IV. Leadership Structure and Powers
1) The Executive Board is the governing body of the organization and will consist of at least the following officers:
   - The President is the representative of HLDOCS and facilitates all general events and affairs conducted by HLDOCS.
   - The Treasurer is generally responsible for all financial matters of HLDOCS. The Treasurer will approve, in conjunction with the President, all expenses. The Treasurer will also, along with the President, draft and submit the budget.
   - The Business Director(s) is(are) responsible for partnership development and fundraising.
   - The Community Engagement Director will lead the organization of on-campus screenings and other events for the campus and larger community.
   - The Music Director is responsible for managing all music-related post-production activities including composition, recording, and editing.
   - The Social Director(s) is(are) responsible for publicizing HLDOCS events.
- The Strategy Director is responsible for developing growth and outreach strategy.
- The Technical Director is responsible for managing equipment acquisition, storage, and maintenance.
- The Training Director is responsible for developing the training curriculum.
- The Web Director is responsible for developing and maintaining the HLDOCS website.

2) Removal of a Sitting Officer
   a. Failure to abide by the principles and laws of the constitution and/or negligence of the duties required of a member of the Executive Board will be cause for removal.
   b. The removal of a sitting officer requires more than two-thirds (2/3) vote of the entire Executive Board, with the officer who is the subject of the vote not participating.
   c. The Executive Board at its discretion may hold elections to replace the removed officer.

3) The above offices are subject to an amendment of the constitution with the exception of the President and the Treasurer.

V. Vacant Offices

1. Any office vacated between June 1 and January 1 will be filled by a special election, described in Article VI (6).
2. If no candidates stand for a special election, a vacant office may be filled by a majority vote of the Executive Board.
3. Any office vacated between January 1 and May 31 will be filled by an individual elected by a majority vote of the Executive Board.

VI. Elections for Board Positions

1) Elections will be held every spring no later than the third week in April or when the Executive Board decides.
2) All individuals who are members of HLDOCS at least two weeks prior to the election and who attend at least one event per semester (e.g. training, screening) shall have one vote in HLDOCS elections.
3) Election Officer
   a. Elections shall be managed by one officer of the incumbent Executive Board who is not a candidate for an Executive Board position. This individual will be referred to as the Election Officer.
   b. If no member of the incumbent Executive Board is eligible to serve as Election Officer, the Executive Board shall appoint, by majority vote, one HLDOCS member to serve as the Election Officer.
   c. The Election Officer shall announce an election to the full membership of HLDOCS at least one month before the election.
   d. The Election Officer shall set the deadline for candidates to announce their candidacy.
   e. The Election Officer shall announce the final list of candidates to the membership no less than one week before the election.
4) Candidate eligibility
a. All HLDOCS members with a full year of enrollment at Harvard remaining and who attend at least one event per semester (e.g. training, screening) are eligible to run for an Executive Board position.
b. No individual may hold more than one HLDOCS Executive Board position at a time.

5) The candidate with the highest number of votes for an office shall be elected.
6) Special elections will be held to fill Executive Board positions vacated between June 1 and January 1.
   a. An Election Officer for a special election will be appointed by majority vote of the Executive Board.
   b. The Election Officer shall announce a special election to the full membership of HLDOCS at least two weeks before the special election.
   c. The Election Officer shall announce the final list of candidates to the membership no less than three days before the special election.

VII. Meetings

1) The Executive Board shall meet at least once per month during the academic year. The President may cancel meetings.
2) The President may call a special meeting of the Executive Board with forty-eight (48) hours notice.
3) A majority of the members of the Executive Board will be considered a quorum.
4) Decisions of the Executive Board will be made by majority vote or consensus.
5) The Executive Board will hold a meeting for the full HLDOCS membership at least once per semester. Members will be informed of the date of meetings for the full membership at least two weeks in advance. The purpose of meetings for the full membership will be to inform members of HLDOCS activities, solicit suggestions and concerns, and bring important matters to the attention of the membership.

VIII. Adherence to Law School Policies

1) HLDOCS members and officers agree to abide by the policies and procedures of Harvard Law School.

IX. Referendums

1) Any HLDOCS member may petition the general membership to bring a proposal up to vote. In order for the petition to be effective, the petition must be signed by at least ten members.
2) A referendum must be approved by a majority of the voting membership to pass.
3) The Executive Board must abide by and implement any referendums passed by the membership.

X. Amendments to This Constitution

1) An amendment to this constitution may be proposed by any HLDOCS member.
2) Amendments are approved by three-fifths (3/5) of the Executive Board and three-fifths (3/5) of members eligible to vote.
XI. **Enactment**

1) This constitution shall become effective on adoption by a unanimous vote of the full Executive Board.