

DIRECTOR'S GUILD OF CAMEROON CONSTITUTION

DGC CONSTITUTION

PREAMBLE

Being a labour and social organization with the aim of putting the interest of Directors (Film Directors, TV Directors, Creative/Arts Director, Theater Directors and 1st and 2nd Assistant Directors) in the Film/Theater industry in Cameroon in general.

The guild is directly under the control and supervision of the Cameroon Ministry of Labor and the Ministry of Arts and Culture.

The guild shall act as an autonomous body and shall relate with other legalized guilds in the industry in conformity with the rules and regulations governing the guilds as well as in accordance with the laws enforced in Cameroon.

In this light, motion picture/Theater directors in Cameroon have decided to set up this body that shall be guided and governed by this constitution.

Article 1: NAME

The guild shall be called: DIRECTOR'S GUILD OF CAMEROON, abbreviated as (D.G.C)

Article ii: OBJECTIVES

The Guild shall have the following as objectives:

- 1) To observe, protect and enhance the rights and activities of all its members
- 2) To develop, maintain and promote members code of conduct and rules and regulations governing the interaction between members
- 3) To foster the welfare of the members by negotiating, administering and enforcing collective agreements and or standard working conditions between its members and employers (Refer to MOU).
- 4) To secure equitable compensation and fair working conditions for its members (Refer to MOU).
- 5) To organize, facilitate and encourage members to attend workshops, Seminars and program courses.
- 6) To foster excellence in the film/Theater industry by awarding deserving artists in an annual DGC Award event.
- 7) To orientate and facilitate for members to join and benefit from national and international royalties and audiovisual rights.

Article iii: **DURATION AND HEAD QUARTERS**

The guild is set up to last ninety nine (99) years except in case of an anticipated resolution or renewal. This period starts from when this statute is adopted at a constituent general assembly. The report of these adoption shall be signed by all the members attending the constituent general assembly in conformity with a (2/3) majority quorum.

The headquarters shall be Buea where the secretariat will be located wherein all official documents and other working material of the guild shall be kept.

Article IV: **MEMBERSHIP**

a) CRITERIA.

To be a member of the DGC,

- Applicant must show proof of atleast three works of arts as Director.
- Applicant must have atleast three years active experience in motion picture/ theater.
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b) ADMISSION PROCESS:

Applicant shall submit an application package to the DGC Committee for admission, that shall consists of

- A filled application form.
- Certified true copy of National Identity Card.
- 02 Passport size photographs
- Filmography and Showreel
- Motivation Letter.
- A 5000 XAF application fee.

c) REGISTRATION

An applicants membership is confirmed upon payment of a nonrefundable fee of Twenty Five thousand (25000) XAF into the the guild's account.

d) ANNUAL DUES.

Registered members are expected to pay a compulsory annual dues of 50,000 XAF into the guild's account

e) All dully registered member of the guild shall be entitled to a copy of the constitution, a copy of the internal roles and regulations and a badge carrying the following information:

- Name of Guild
- Digital Photo of member
- Name of Member
- Date of Birth
- Place of Birth
- National Identity Card Number
- Member's registration Number

- Validity Period
- Signature of the president
- Signature of Bearer
- Stamp of the Guild
- Seal of The Guild

Membership badge shall be changed after every mandate.

f) TERMINATION OF MEMBER SHIP

- Any member of the guild may terminate his / her membership by submitting a hand written notice to that effect as well as all guild property and or documents in his or her possession to the general assembly of the guild,
- The member shall then be heard by the general assembly during a meeting summoned to that effect.
- By resolution passed by the general assembly (to that effect), the standing committee may dismiss/terminate the membership of a member if his or her conduct is considered detrimental to the interest of the guild.

Article V: MEETINGS

1) General assembly meetings shall be held once every year in the month of April at a venue to be decided upon by the general assembly and shall be Chaired by the Guild's president.

2) Committee I meetings shall hold quarterly at a venue decided by it's members and shall be chaired by the committee coordinator that shall be voted in by the members of the committee and all reports of the meetings shall be forwarded to the Guild's Executive not later than one week after the meeting is held.

3) Extra ordinary meetings and crisis meetings shall be held as need arises and shall be convened and chaired by the President of the guild or the standing committee Or on a requisition signed by a 2/3 of the general assembly.

4) No meeting shall be held in the name of the guild without prior notification and approval of the Executive Bureau.

Article VI: ELECTIONS.

The DGC is governed by an elected National Executive of Directors made up of actively working DGC members.

1) Elections shall be won by an absolute majority vote.

2) All elections shall by be secret ballot system.

3) Voting shall not be by list system

4) Any duly registered active member of 02 years and above who is up to date with his or her financial obligations is eligible to run for a post of responsibility except the post of President.

- 5) Any duly registered active member of 05 years and above who is up to date with his or her financial responsibility is eligible to run for the post of the Guild's President.
- 6) Any member holding a post of responsibility in another guild of the industry is not eligible to stand for elections
- 7) Any member wishing to run for any post of responsibility shall submit a hand written application addressed to the standing committee stating his or her intention and the post of responsibility of interest 30 days before election.
- 8) Elections and general assembly meetings can only go on if a quorum is attained and that is 2/3 of the active members is present.
- 9) In the event of physical absence, a duly registered and active member can vote by delegating a non DGC member with a power of attorney to cast his or her vote.

Article VII: DISCIPLINE :

- 1) Sanctions for misdemeanor and offense shall range from simple letter of warning issued to the party concerned to total expulsion from the guild as the case may be.
- 2) Disrespect of the ethics of the profession by any member shall be liable to sanctions as shall be decided upon by the general assembly.
- 3) Any motion picture product that shall be judged by the quality control team or preview board as not suitable for public consumption or not up to the minimum standard set up by the committee shall not carry the Seal of the Guild and thus not benefit from any support what so ever from the guild or other sister guilds in the industry
- 4) Any member who causes, promotes or takes part in any act of criminality, violence, vandalism or as the case may be that tarnishes the image of the guild shall be liable to sanctions as shall be decided upon by the general assembly.
- 5) A disciplinary organ of the DGC will be set up to take charge of Discipline and order within the guild. This organ will be headed by a CHIEF DIRECTOR JUSTICE.

Article VIII: OGARNIGRAM OF THE GUILD

The guild shall be made up of the following organs:

- 1) The general Assembly
- 2) The Executive Bureau
- 3) The Standing Committee
- 4) The Quality Control Committee or the Preview Board
- 5) The Disciplinary committee

- 6) And Any other committee if need be

Article IX: FUNCTIONS OF THE VARIOUS ORGANS OF THE GUILD

1) THE GENERAL ASSEMBLY

- a) This is the most powerful organ of the guild
- b) Its decisions are taken by absolute majority vote
- c) It seas once every year on a date and place decided upon for evaluation, deliberations and or elections
- d) It is made up of all dully register members of the guild
- e) It shall receive annual reports from all other organs of the guild

2) THE EXECUTIVE BUREAU

= This is the Administrative organ of the Guild

= The executive bureau is mad up of the following members

- a) The President
- b) The Vice President
- c) The Secretary General
- d) The Treasurer
- e) Financial Secretary
- f) The Public Relation Officer
- g) The Deciplinerian
- h) Advicers
- i) Social Secretary

3) THE STANDING COMMITTEE

- a) It is made of members of high moral standing who have proven their worth and their commitment to the Cameroon Film Industry
- b) Their term of office Shall be four (4) years renewable once
- c) They shall organize, supervise, ensure orderliness and the smooth running of elections and announce the results immediately
- d) The shall preside at the swearing in ceremony
- e) Elections shall be by secret ballot

4) THE QUALITY CONTROL COMMITTEE OR PREVIEW BOARD

- a) This committee is set up by the General Assembly to check the quality of products of every member
- b) It is made up of Directors who have proven their worth by the quality of their works
- c) It can approve or reject any motion pictures work as regards to quality of the product and such shall not carry the DGC quality seal
- d) Any motion picture work approved by the committee shall carry the DGC quality seal to testify it's approval by the committee and passage through the quality test and thus shall benefit from all advantages put in place by the guild and sister guilds in the industry.

Article XII: FUNTIONS OF THE EXCUTIVE BUREAU

1) THE PRESIDENT:

- a) Convenes the General Assembly and chairs all sittings of the guild
- b) Proposes the agenda for meetings
- c) Validates and acknowledges receipt of reports of all meetings
- d) Benefits of double vote in case of vote sharing
- e) Carries out activities on behalf of the guild as demanded by the general assembly
- f) Is an obligatory signatory to all official and financial documents of the guild as well as the guild accounts
- g) Has a term of office which is three (3) years renewable once

2) THE VICE PRESIDENT

- a) Assists the president in carrying out his functions
- b) Chairs meetings and stands in as the president in case of absence, sickness or temporal disability of the president
- c) Fills in the gab as interim president in case of death or dismissal of the president until a general elective assembly is held
- d) Has a term of office of three (3) years renewable once

3) THE SECRETARY GENERAL

- a) Takes down organizes and keeps minutes of meetings
- b) Keeps the Guild seal, documents and all other material
- c) Assists the president in drawing the agenda of the meetings
- d) Reads minutes of the previous meetings before every seating
- e) Obligatory signatory to official guild documents
- f) Is a member of the General Secretariat of the confederation of Cameroon Film Industry Guilds
- g) Has a term of office which is three (years renewable once

4) TREASURER

- a) Handles all finances of the guild
- b) Presents a financial report at all General Assembly meetings
- c) Is an obligatory signatory to all financial documents of the guild accounts
- d) Has a term of office which is three (3) years renewable once

5) FINACIAL SECRETARY

- a) Handles all financial records of the guild
- b) Records and keeps all financial transactions (income and expenditure) incurred by the guild
- c) Presents a balance sheet at all general assembly meetings
- d) Is an obligatory signatory to all financial documents and the guild accounts
- e) Keeps record of all fines, dues and contributions of all guild members
- f) Shall issue receipts upon collection of money and shall present receipts of money paid out by or on behalf of the guild
- g) All money collected shall be paid into the guild account within 24 hours of reception
- h) Has a term of office which is three (3) years renewable once

6) PUBLIC RELATION OFFICER

- a) Relates with the public for the interest of the guild
- b) Researches and gathers information in regards to industry invents, trainings, work shops, courses etc and presents the bureau for farther follow up
- c) Shall initiate and update the guilds website and any other form of communication with other members and the public
- d) Has a term of office which is three (3) years renewable once

7) DISCIPLINARIAN

- a) Maintains order and discipline during meetings
- b) Proposes sanctions
- c) Has a term of office which is three (3) years renewable once

8) SOCIAL SECRETRAY

- a) Coordinates all social activities of the guild
- b) Has a term of office which is three (3) years renewable once

Article X: CONDITIONS FOR AMMENDMENTS

This constitution has been accepted and adopted by all registered members of the DIRECTORS' GUILD OF CAMEROON (DGC). Any body can propose in writing points to be amended which shall be forwarded to the standing committee which will study it and present to the General Assembly for either rejection or adoption on 2/3 majority vote.