THE HONOR SOCIETY OF CINEMATIC ARTS (HSCA)

CHAPTER & MEMBERSHIP HANDBOOK

2026-2027 School Year

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WELCOME

Last year, as the 2025-2026 school year came to a close, I had the opportunity to officiate the honor cord ceremony for HSCA Chapter 1. This moment marked the successful end of our launch semester, where seven schools across four continents joined together to form an international community for high school filmmakers and film teachers. Importantly, however, it was also a clear, tangible demonstration of the ambition and dedication that defines our Members all over the world.

Across our Chapters, our Society's Members and Chapter Directors have continued to push and grow their high school film programs and ambitions. As a Society, we are only as strong as the caliber of our Members and Chapter Directors, and if the thousands of hours of film produced and countless school-wide, district-level, and regional film festivals and competitions that our Chapters have participated in are evidence of anything, it's the high standards and even higher aspirations of our community.

I am both proud and humbled to serve a flourishing international community filled with so much passion and excitement for filmmaking, and I cannot wait to support our growth through the 2026-2027 school year and beyond.

Should you have any questions or concerns, please do not hesitate to reach out to officeofthepresident@honorsocietyofcinematicarts.org. My proverbial door is always open.

Sebastian Street
President of the Honor Society of Cinematic Arts

The Honor Society of Cinematic Arts

HOW TO USE THIS HANDBOOK

The following Chapter & Membership Handbook serves as the central operational guide and resource for the Society. From it, detailed policies, procedures, and expectations concerning Chapter operations, Member induction, and the maintenance of induction status should be followed. This Handbook consolidates most of the information that educators, students, and other individuals may need to operate a Chapter effectively. It is the responsibility of the Chapter Directors, Chapter Officers, Members, and Associates to adhere to the policies and requirements outlined in this Handbook.

It is highly recommended that all Members, Officers, Chapter Directors, and other affiliated individuals read through the entire Handbook each year — both to refresh their memories of the Society's preexisting policies and to understand changes in policies between years. However, it is also understood that the size of the Handbook may be difficult for some. Accordingly, the following table should be used as a guide regarding which section(s) should be read:

Mandatory & Suggested Reading

Position	Mandatory Reading	Recommended Reading
Chapter Director	The entire Handbook.	Society Bylaws (see Member Portal).
Chapter Officer	The entire Handbook.	
Member	Membership (15-22).	About Us (5-8), Chapter Leadership (23-24), Revocation of Induction Status Process (34).
Associate		Membership (15-22).
All		Appendix 1 through Appendix 5 (36-45).

ABOUT US

The Honor Society of Cinematic Arts is an American **501(c)(3) NONPROFIT CHARITABLE ORGANIZATION** dedicated to promoting and celebrating excellence in film production and education at the high school level. We do this by creating opportunities for recognition through our robust induction process, facilitating partnerships between our Members and the film industry, and providing educational resources for the next generation of filmmakers.

Our **MOTTO**, *in luce veritas*, translates to "in light there is truth." The best films are those which are honest, ones that provide their audience with a deeper understanding of what it means to be human. Our motto represents the ultimate goal of any art form: the pursuit of what esteemed filmmaker and documentarian Werner Herzog calls "ecstatic truth." With this motto in mind, we aim to inspire our Members to continually utilize the art of filmmaking — the art of capturing the motion of light — to pursue this aspiration.

The **OFFICIAL COLORS** of HSCA, gold, purple, and white, are also intertwined with our core beliefs. At HSCA, gold represents our Members' constant pursuit of excellence, both in terms of the films that they produce and their conduct with others. Purple, though also traditionally tied with prestige and royalty, represents artistic voice and authenticity. Lastly, white represents our Members' fidelity to the craft: an unwavering commitment to acting with honesty, integrity, and loyalty to their Chapter and the Society. The best cinematic artists pursue all three of these qualities.

The **OATH** all Members speak during their Chapter's annual induction ceremony summarizes these ideals and reaffirms the high standard all Members in HSCA hold themselves to:

I promise to uphold the aims and ideals of the Honor Society of Cinematic Arts to which I have been selected. I am a student of cinema, and the continuous pursuit of excellence and truth is ingrained in all of my actions. I pledge to do my best to represent the goals of the Society, to create film that holds merit both in its execution and its impact on the communities I serve, to cooperate with my fellow filmmakers and work for the good of the Chapter; and to share my love of cinema.

The white carnation is the official **CEREMONIAL FLOWER** of HSCA.

ORGANIZATIONAL STRUCTURE

The actions of the Society are governed by an uncompensated Board of Directors, who oversee the activities of the President of the Society and his staff and craft a vision forward for the Society. The President of the Society leads all Staff in the day-to-day fulfillment of HSCA's services and programs.

On a local level, each Chapter is governed by a Chapter Director and, likely, a Chapter Officer Team, who organize activities for the Chapter and ensure compliance with all HSCA policies. These roles are further described under "Chapter Leadership". There is currently no system for regional governance; all Chapters report to the Office of the President of the Society and, in turn, the Board of Directors.

PROGRAMS & RESOURCES

The achievement of our mission to promote and celebrate excellence in film production and education at the high school level rests on a three pillar approach: recognition, education, and community.

Our Society's first and foremost aim is the **RECOGNITION** of high school students who demonstrate a passion and commitment to film production and education. Only students who meet our **RIGOROUS MEMBERSHIP REQUIREMENTS** are eligible for induction, and we annually **AUDIT** a statistically significant number of Members to ensure compliance with HSCA policy at the Chapter level.

Members have access to opportunities for **RECOGNITION BEYOND INDUCTION** through earning **RANKS**, **LEADERSHIP POSITIONS**, and **SCHOLARSHIPS**; Members can also earn additional awards through participation in our **ANNUAL FILM FESTIVAL**.

The second aim of our Society is the **EDUCATION** of our Members and Chapter Directors. In addition to gaining access to a technologically innovative **CHAPTER MANAGEMENT SOFTWARE** and a **STREAMLINED PAYMENT SYSTEM**, allowing Chapter Directors and Officers to run their Chapters with ease and efficiency, we are proud to provide a **MULTITUDE OF EDUCATIONAL RESOURCES**.

We publish a **BI-WEEKLY NEWSLETTER** on the second and fourth Monday of every month; this newsletter contains updates about the Society, spotlights interesting educational resources, covers a piece of industry news through our partnership with **THE DAILIES**, and highlights unique, often unknown careers within the film industry.

Members have access to well-respected **TRADE MAGAZINES**, such as the British Film Institute's Sight and Sound magazine and American Cinema Editors' CinemaEditor Magazine.

In addition to this, Members have access to a growing **ARCHIVE OF INTERVIEWS** with film industry professionals and educators that cover a wide range of topics.

We also host a **LIBRARY OF EXEMPLARY FILM WORK** for educators and students to peruse, composed of HSCA film festival winners and films recommended by Chapter Directors.

Lastly, our Chapter Directors gain access to a growing library of weekly lesson plans through our partnership with **TEACHINGFILM.COM**.

The final aim of our Society is to cultivate and nurture an international **COMMUNITY** of high school film programs through the **CHAPTER DIRECTORY**, community events like our **ANNUAL FILM FESTIVAL**, which will become an in-person event once the Society reaches the critical mass required to do so, and **GRASSROOTS COMMUNITY SUPPORT INITIATIVES**. Chapters are also expected to actively engage with their school and local community through film and service projects.

OUR POLICIES

HSCA is committed to maintaining the highest standards of integrity, safety, and equity within all Chapters and affiliated activities. To ensure a safe and respectful environment for all Members and Associates, the Society mandates that each Chapter and Member follow a comprehensive set of organizational policies.

The following policies are attached in full to this Chapter Handbook and may also be found in our Bylaws and on our website:

- Anti-Discrimination Policy: HSCA does not tolerate discrimination on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, disability, age, religion, or any other legally protected characteristic.
- Anti-Harassment Policy: HSCA is committed to a harassment-free environment and prohibits any form of harassment, including sexual harassment, bullying, or verbal abuse, whether online or in person.
- Anti-Hazing Policy: Hazing of any kind is strictly forbidden. No Member, Associate, or Nominee for induction shall be subjected to activities that may cause physical or emotional harm, coercion, or embarrassment.
- Whistleblower Protection Policy: HSCA encourages transparent and responsible reporting; any individual who raises a good-faith concern about potential misconduct or policy violations will be protected from retaliation.
- Data Privacy & Protection Policy: HSCA upholds strong data protection practices to safeguard the personal information of its Members.

If you have any questions, concerns, or wish to report behavior which does not follow these policies, please do not hesitate to contact HSCA at reporting@honorsocietyofcinematicarts.org.

CHAPTERS

ELIGIBILITY

Any in-person secondary level educational institution with the equivalent of the United States' grades nine through twelve is eligible to become a Chapter. Each Chapter requires a permanent physical address and a Chapter Director, either an educator or an administrator, who will manage the Chapter. A film production program or an extracurricular organization dedicated towards film production and appreciation is recommended but not required. Chapters must have a **MINIMUM OF FOUR INDUCTED MEMBERS** at all times.

Chapters must apply through the official HSCA website. The majority of Chapter applications receive a determination within 48 hours, though this process may take longer if additional information is requested.

CHAPTER ACTIVITIES & RESPONSIBILITIES

Although HSCA provides many educational and community resources, as well as a robust induction process, much of the value a Member gains from induction into the Society comes from the **MEETINGS**, **EVENTS, AND ACTIVITIES** their Chapter holds. Because of this, holding weekly meetings for Members and Associates to engage in the film production process, watch and critique films, and learn more about the Chapter is highly recommended; holding quarterly movie nights is also highly recommended. The Society recognizes that this frequency may not be a possibility for some Chapters, however; as such, Chapters are only required to meet once a month.

Beyond regular meetings, Chapters are required to provide Members with **OPPORTUNITIES TO FULFILL INDUCTION REQUIREMENTS** by organizing activities for Members to earn points, holding screenings of Member-produced films, and facilitating the collaborative production of films.

A Chapter's leadership team is also tasked with **BOOKKEEPING**; each Chapter is expected to ensure the Chapter Management page on the Member Portal is accurate and up to date.

Beyond these requirements, the activities a Chapter engages in should be determined by the Chapter Director in collaboration with the Officer Team and Members. The following is a list of ideas for activities a Chapter may wish to do:

Chapter Activity Ideas

Activity	Description
Annual Film Festival	An end of year event showcasing the best of the Chapter's film work throughout the year.
Bake Sale	A fundraising event, or an equivalent alternative activity, conducted to support Chapter needs.
Critical Discussions	Book-club-style conversations focused on analyzing a film or series of films.
Film Production	Collaborative projects in which Members and Associates form teams to create films.
Guest Speakers	Sessions in which local professional filmmakers are invited to discuss their backgrounds, work, and career paths.
Interschool Film Exchange	A collaborative project in which Chapters partner to exchange filmmaking prompts and create films in response. Chapter Directors can find the contact information of other Chapter Directors under the Directory tab in the Chapter Management Portal.
Member Film Screenings	Screenings in which Member-produced films are shown for the Chapter or school, celebrating student work and fulfilling the induction requirement.
Movie Nights	Screenings of professional films held either at school or at a local cinema.
Promotional Videos	Short "promos" created to highlight and celebrate notable activities around campus and in the local community.

ANNUAL DUES & THE CHAPTER GRANT INITIATIVE

The Society requires each Chapter to pay the following **ANNUAL DUES:** annual **CHAPTER DUES OF $200** and **MEMBER DUES OF $25** for every inducted Member. These dues must be paid by **OCTOBER 15TH** for Chapters established before or during the 2026 fall semester; these dues must be paid by **FEBRUARY 15TH** for Chapters established during the 2027 spring semester.

Regardless of when a Chapter is established, these dues provide Membership in the Society through August 1st, 2027, after which access to educational resources for Members and Chapter Directors will conclude.

A newly-established Chapter is also required to pay one-time **STARTUP DUES OF $100**.

All invoices and receipts are generated through the Billing Page of the Member Portal, which may be accurately generated once inductions are held and all inducted students have been nominated by the Chapter Director on the Chapter Dashboard Page.

All fees are allocated to the direct operation of the Society and the resources Members and Chapter Directors rely on throughout the year. Beyond the manufacturing and shipping of regalia and other merchandise, a portion of these funds supports the maintenance and ongoing development of the Member Portal, including hosting costs, software updates, data security infrastructure, and technical support. Dues also fund the acquisition and licensing of the externally-produced educational resources, and the continued expansion of the interview archive and other materials. At the organizational level, dues contribute to administrative costs, compliance oversight (notably legal guidance, filings, and insurance), and the processing of Chapter audits. They also help underwrite our annual film festival and other events. Collectively, these funds ensure that Members receive consistent, high-quality programming, reliable infrastructure, and a professionally managed Society experience. There are currently no paid employees at HSCA; all funds are reinvested back into the organization.

While Chapters technically have until October 15th / February 15th to pay their Member dues, it is recommended that Chapters hold inductions and pay these dues as soon as possible, as Members will only be given access to HSCA's educational resources once a Chapter's dues are paid and processed.

Chapters are encouraged to partner with students and the school community to fulfill these annual dues; however, all dues must be paid through the school associated with the Chapter.

HSCA prides itself on the simplicity and ease of its **STREAMLINED PAYMENT SYSTEM**; in a typical year, Chapters have to make only one payment a year instead of paying for annual dues, ordering honor cords and other merchandise, *and* buying additional educational programming. All HSCA services (physical regalia, educational resources, and access to HSCA events) are included in these annual dues.

HSCA recognizes that the community each Chapter serves may be different, however; although only one induction cycle and payment is required each year, Chapters may also choose to hold **OPTIONAL ROLLING INDUCTIONS** throughout the year. Only non-graduating students are eligible for this type of induction; all additional inductions must be completed before March 1st. Depending on when they are inducted, Members who are inducted this way may not receive HSCA-branded merchandise for the school year in which they are inducted.

FAILURE TO PAY DUES by the deadline will result in a notice of probation from the Office of the President of the Society, suspension of services, and the incurrence of a late fee of **$50** for each month past due. Failure to resolve all dues within three months of notice will result in removal from the Society. Chapters who have previously been removed will be required to repay startup costs if they wish to operate in the future.

We vehemently believe that filmmaking should be accessible to all students; no school or student should be excluded from the opportunity to join HSCA simply because of financial barriers. Schools that are unable to afford our annual dues qualify for a reduction or waiver under our **CHAPTER GRANT INITIATIVE**. These reductions/waivers are given on a case-by-case basis based on the unique circumstances of each school.

All dues and fees should be paid in United States Dollars (USD).

THE INDUCTION CEREMONY

Nominations for induction must happen at least once a year, typically within the first month and a half of the academic year to allow for students to gain access to the Society's educational resources as soon as possible. The induction ceremony is an important part of the induction process; it is both a celebration of the hard work of its current Members and a welcome for newly inducted Members into the Chapter.

In addition to requiring **ATTENDANCE** of all active Members and Associates, it is recommended that Chapters invite parents, faculty, and administrators. Induction ceremonies should also strive to provide additional value to their audience through guest speakers, not unlike how many high school commencement ceremonies utilize guest speakers to share relevant stories and impart wisdom.

The following **SAMPLE INDUCTION SCRIPT** should serve as a guideline for induction ceremonies; Chapters can — and are encouraged to — modify this script to better fit the community they serve.

Introduction

Hello and welcome to the induction ceremony for Chapter [number] *of the Honor Society of Cinematic Arts. For those unfamiliar, HSCA is the only nonprofit honor society dedicated toward promoting and celebrating excellence in cinematic arts production and education at the high school level. Through collaborative filmmaking, communal enjoyment of cinema, and an active engagement in service towards our broader school community, we unite as a Chapter to uphold the values of the Honor Society of Cinematic Arts.*

Tonight's induction ceremony honors those who embody these principles, recognizing their outstanding contributions and dedication to the art form. Let us come together to applaud their achievements and inspire one another to continue enriching our lives through the magic of the motion picture.

Highlights

This section of the ceremony should be a short summary of the activities of the Chapter throughout the previous year. It may also be a place to reveal exciting events for the upcoming year.

Guest Speaker

It is recommended that this section should contain a guest speaker if the Chapter has managed to secure one for the ceremony.

New Inductees

One or more Officers should read aloud the names of each newly inducted Member and invite them to stand before the audience. Many Chapters choose to give new inductees a white carnation, the Society's official flower, in addition to their printed and signed certificate.

HSCA Oath

The President of the Chapter or Chapter Director should then invite all Members, newly inducted and returning, to recite the oath:

I promise to uphold the aims and ideals of the Honor Society of Cinematic Arts to which I have been selected. I am a student of cinema, and the continuous pursuit of excellence and truth is ingrained in all of my actions. I pledge to do my best to represent the goals of the Society, to create film that holds merit both in its execution and its impact on the communities I serve, to cooperate with my fellow filmmakers and work for the good of the Chapter; and to share my love of cinema.

Congratulations and welcome — officially — to Chapter [number] *of the Honor Society of Cinematic Arts!*

Closing Thoughts

The President of the Chapter should address their Members with a brief speech.

END OF YEAR CEREMONY

Because inductions typically happen during the first month and a half of the academic year, many Chapters choose to hold an end of year ceremony prior to graduation to tie and distribute honor cords, announce the following year's Officer team, give end of year awards, and celebrate the work of the Chapter throughout the school year. The President or President-elect should also give closing remarks during this ceremony

MEMBERSHIP

ASSOCIATES

Associates are uninducted participants in a Chapter who have limited access to HSCA resources. Although they are uninducted, they are, in many ways, the future of the Chapter; their participation in Chapter activities and the filmmaking process should be heavily encouraged.

On the Member Portal, Associates are visible on the Chapter Dashboard Page. All Members must first sign up for an Associate account prior to their induction.

INDUCTION

Induction shall be obtained through **NOMINATION** from the Chapter Director. Obtaining a nomination is really ceremonial, however; many Chapters will opt to hold a standardized application period during the first month and a half of school, whereupon successful applicants are "nominated for induction" by the Chapter Director. This recommendation must be maintained throughout the inducted Member's participation in the Chapter and may be revoked at any time.

Nominations should be given to students who demonstrate a sincere interest in the cinematic arts, a willingness to collaborate, a commitment to participate meaningfully in the activities of the Chapter, and should be in good standing with the academic institution the Chapter is associated with. Beyond this qualitative description, the exact requirements for induction may be determined by the Chapter Director to fit the needs and context of their school.

On the Member Portal, Chapter Directors should select all Associates nominated for induction and change their account type from "Associate" to "Nominee" by selecting the "Nominate" button next to the Associate's name. These accounts will be promoted to the account type "Member" and gain access to all resources and privileges associated with this position upon successful payment and processing of the annual Member dues.

If a Chapter Director wishes to utilize a standardized application process, they should consider asking applicants about their interest in the cinematic arts, past creative or collaborative experiences, willingness to contribute to Chapter activities, and ability to work respectfully and reliably within a team environment. Questions may also explore the applicant's goals, availability, and understanding of the Chapter's mission and expectations. The purpose of the application is not to create unnecessary hurdles but to ensure that the Nominees demonstrate genuine commitment, integrity, and readiness to participate meaningfully in the work of the Chapter. An application process is not required, however; some smaller Chapters may benefit from an invitational induction process, where the Chapter Director nominates students when they deem appropriate.

HSCA recognizes that the community each Chapter serves may be different, however; although only one induction cycle and payment is required each year, Chapters may also choose to hold **OPTIONAL ROLLING INDUCTIONS** throughout the year. Only non-graduating students are eligible for this type of induction; all additional inductions must be completed before March 1st. Depending on when they are inducted, Members who are inducted this way may not receive HSCA-branded merchandise for the school year in which they are inducted.

MAINTAINING INDUCTION

A Member maintains their induction status by meeting the following requirements. Members who do not maintain their induction status will be demoted back to Associates and may need to reapply for induction depending on Chapter policy. The requirements to maintain induction status are as follows:

I. Be in Good Standing with the Chapter and the Society
Chapter Directors reserve the right to revoke induction status should a Member fail to meet the expectations of participation, conduct, or professionalism as determined by the Chapter Director. This includes, but is not limited to, a sustained lack of engagement, violations of school or Chapter policy, or conduct that undermines the values of the Society. A Member's induction status may also be revoked by the President of the Society on behalf of the Board of Directors. See "Revocation of Induction Status" for more information.

II. Earn 10 or More Points

Each Member must earn a minimum of ten points, which serve as a quantitative measurement of their participation in Chapter and film related activities. The following "points menu" provides a suggested number of points to award for common Chapter activities. Chapter Directors, in collaboration with their Officer Team, should adjust both the point menu's activities and their corresponding number of points to better fit the context of their community; a Chapter's points menu should be clearly communicated to all Members.

Suggested Points Menu

Activity	Description	Points
Chapter Activities		
Meeting Attendance	Attends a meeting.	0.5
Movie Night Attendance	Attends a movie night.	1
Officership	Serves as an Officer, Vice President, or President of the Chapter.	4
Volunteerism	Assists in a bake sale or other fundraising event.	0.5
Film Production Adjacent Activities		
Minor Production Role	Works on a film in a role other than director, cinematographer, production designer, editor, or sound designer.	2
Service	Creates a film that serves the school or local community.	1
Thank You Note	Writes a thank you note to someone who helped with a film they worked on. 100 words minimum. A student can earn no more than 3 total points from this category.	0.5
Film Appreciation & Analysis		
Critique & Analysis	Writes an essay or participates in a discussion critiquing or analyzing a work of film.	2
Research Study	Conducts and publishes an original, academically rigorous investigation on a facet within cinema studies.	3

It is worth noting that the President of the Society may, at his discretion, provide Members with opportunities to earn up to three points outside of their Chapter's activities; this is done to encourage Members' engagement with broader Society initiatives, such as the Annual Film Festival and Annual Evaluation Form.

III. Produce 10:00 Minutes or More of Film

Each Member must produce 10 or more cumulative minutes of film work that fulfills the following five requirements:

- The Member must have served in one of the following major production roles: director, cinematographer, production designer, editor, or sound designer.
- The production must be of reasonably good effort, as determined by the Chapter Director.
- The production must be collaborative. This is a broad qualitative statement; Chapter Directors and Officer Teams are encouraged to better delineate this requirement to fit the unique context of their community.
- The film must be screened at a meeting of the Chapter or school event.
- The film must be accompanied by a short process, intent, and reflection statement. The exact structure of this statement is up to the discretion of the Chapter Director; it should be brief — its aim is not to make students write yet another essay but rather prompt reflection on the original thought (artistic intentions and choices) and process behind the creation of the film.

Chapter Directors and Officers may reward **ADDITIONAL MINUTES OF FILM** to a film that is exceptional or demonstrative of a significant amount of work (for example, a 2 minute film with an impressive amount of CGI could count as 4 minutes of film work). Conversely, Chapter Directors and Officers may award fewer minutes of film to a film that they deem to be significantly bloated in run time; such films may also be rejected outright by the Chapter Director if the film is deemed to not meet the good effort requirement above.

It is also recognized that a substantial amount of effort is put into class work; these requirements are not meant to be unduly burdensome on a Chapter and its Members. Accordingly, **OVERLAP WITH CLASS WORK** is inevitable and a core component of the design of the requirements to maintain induction — work completed for a school's film program can (and should) be counted towards the requirements to maintain induction.

On the Chapter Dashboard page of the Member Portal, Chapter Directors and Officers, as designated by the Chapter Director, may update Members' progress towards the points and minutes of film requirements. All updates must be accompanied by a short rationale as records must remain auditable by all Members of a Chapter and the Office of the President of the Society.

Chapter Directors may **OVERRIDE** the above requirements should extenuating circumstances, such as illness or another force majeure event, render a Member involuntarily unable to maintain their induction status. All overrides must be accompanied by a description and are subject to review by the Office of the President of the Society.

Chapter Directors may also **RAISE THE REQUIREMENTS TO MAINTAIN INDUCTION** based on the unique context of their community. For example, a Chapter with a sizable film curriculum may choose to require its Members to produce 15 minutes of film work instead of 10, and they may require a portion of these minutes of film to have been completed outside of class.

Chapter Directors may increase these requirements on the Settings Page on the Member Portal; they may not decrease the requirements below 10 points or 10 minutes of film.

To effectively track and process Members' progress towards the requirements to maintain induction, it is recommended that a Chapter's Officer Team takes attendance at all meetings and activities. It is also recommended that they develop a form which allows Members to submit their films (and accompanying intent, process, and reflection statements) and other activities for review and approval.

MEMBER RANKS

While being inducted into HSCA is already a significant honor, HSCA Members may earn additional ranks from the number of years they maintain induction, their leadership position (see “Chapter Leadership”), and/or their placement in our Annual Film Festival. Once earned, a Member’s rank is kept throughout their time in HSCA; it does not have to be re-earned.

Member Ranks & Requirements

Rank	Requirement(s)
Member	Maintain induction requirements. Cords are given senior year.
Member with Honors	Maintain induction for two school years.
Member with High Honors	Serve as a Chapter Officer; or represent an Official Selection at the Society’s annual film festival.
Member First Class	Maintain induction for three or more school years; or serve as a Chapter President or Vice President; or represent an award-winning film at the Society’s annual film festival.
Member in Lumen	Represent a film that wins the highest tier of awards at the Society’s film festival (for example, Best Motion Picture); or produce 20 or more minutes of film within a given school year.
Member in Veritate	Beginning in the 2027-2028 school year, Chapter Directors may nominate Members who hold a rank equal to or greater than *Member with Honors* to the Office of the President of the Society and the Board of Directors for the rank of *Member in Veritate*. Up to two Members are chosen each year for the rank of *Member in Veritate*. This rank may come with additional responsibilities.
Laureate of the Society	Beginning in the 2027-2028 school year, from the Members nominated for the rank of *Member in Veritate*, up to one Member is chosen each year for the rank of *Laureate of the Society*. This is the Society’s highest honor, and is a reflection of significant global achievement in high school filmmaking. This rank may come with additional responsibilities.

SCHOLARSHIPS & FELLOWSHIPS

For the 2026-2027 school year, the Society is partnering with the **NEW YORK SCHOOL OF VISUAL ARTS** to provide up to five scholarships to their pre-college summer filmmaking workshop; the selected Members' tuition and housing for the summer film program will be generously covered by SVA.

Within the coming years, the Society plans to introduce a limited number of additional **SCHOLARSHIPS** for Members pursuing the cinematic arts beyond high school. Similarly, the Society plans to introduce a limited number of **FELLOWSHIPS** for Members starting in the 2029-2030 academic year. All Members are eligible for these programs, though the best candidates reflect a deep and tangible commitment towards the Society's mission and have earned a rank of *Member with Honors* or beyond.

For the most current information on all scholarship and fellowship opportunities, including application deadlines and eligibility criteria, Members should consult the Member Portal and the Society's biweekly newsletter.

TRANSFERRING CHAPTERS

Members who need to transfer Chapters should contact support@honorsocietyofcinematicarts.org. If a Member transfers to a school which does not have a Chapter, we recommend petitioning the administration and relevant faculty to begin one. More information on how to begin a Chapter can be found in this handbook (under "Chapters" and "Establishing a Chapter").

ALUMNI

Once a Member successfully maintains their induction status through graduation, they become an Alumn for life. Alumni are given access to a directory of other alumni; they are also given limited access to educational resources. Alumni are expected to adhere to the Society's standards of conduct and uphold the values of the Society.

HONORARY INDUCTION

Non-students may be named Honorary Members of a Chapter for outstanding service and support of our mission. They can be parents or other volunteers from the community, school employees, or generous patrons. Honorary Members are affiliated with the Chapter and, in turn, HSCA, but they are not considered active Members and receive no access to the Society's educational programming. Chapters who wish to purchase regalia and merchandise to celebrate their Honorary Members should contact support@honorsocietyofcinematicarts.org.

CHAPTER DIRECTOR

A Chapter's leadership begins with the Chapter Director, an educator or administrator of the educational institution sponsoring the HSCA Chapter. The Chapter Director is responsible for leading all Chapter activities, updating Members' induction status and nominating Associates for induction, and ensuring the Chapter remains compliant with the Society's regulations.

CHAPTER OFFICERS

A Chapter Director may choose to instate Chapter Officers, student Members who are tasked with assisting the Chapter Director in their duties. Many Chapters find value in having a designated Officer Team; it not only alleviates pressure from the Chapter Director to run all activities and keep up with bookkeeping, especially in regards to induction requirements and eligibility, but it also serves as a valuable learning experience for Officers.

We recommend that a Chapter's Officer Team should be no larger than a quarter of its Membership. Regardless of size, each Chapter can have no more than five students on its Officer Team.

It is recommended that each Chapter has one **CHAPTER PRESIDENT** and one **CHAPTER VICE PRESIDENT**, who are tasked with leading both the Members and the rest of the Officer Team; their primary responsibility is to ensure the smooth execution of all activities.

The Chapter Director may also choose to instate **CHAPTER OFFICERS**: student leaders who are tasked with additional responsibilities. The role of Chapter Officer is purposefully broad, allowing Chapter Directors to shape the role to the needs of their Chapter; the following contains a list of ideas for Chapter Officers responsibilities:

Chapter Officer Role Ideas

Role	Potential Responsibilities
Communications Officer	Manages the Chapter's physical and digital presence, and oversees recruitment and information programs for Associates and prospective Members.
Events Officer	Organizes regular movie nights, guest speakers, and an annual school-wide film festival.
Liaison Officer	Communicates and coordinates initiatives with the officer teams of other extracurricular activities and the school administration.
Production Officer	Initiates and oversees the regular production of films amongst Members and Associates.
Records Officer	Manages regular bookkeeping on the Member Portal and advises on governance, incentives, and policies.
Service Officer	Promotes and oversees civic engagement and service-related activities amongst Members.
Financial Officer	Tracks, organizes, and allocates the Chapter's funds.

On the Chapter Dashboard Page of the Member Portal, student Members who are designated as a Chapter President, Chapter Vice President, or Officer have the ability to update all Members' progress towards maintaining induction status. Each modification in points or minutes of film is recorded and auditable by everyone in the Chapter.

APPLICATION PROCESS

The application process for a Chapter's Officer Team is at the discretion of the Chapter Director and should be clearly communicated to all Members. Because most Members do not truly understand the tasks of the Officer Team, it is recommended that the Officer Team should not be chosen by a simple majority vote; however, the Society recognizes that such an approach may hold merit depending on a Chapter's circumstances. Most Chapters opt to hold a standardized application process or weigh the votes of graduating Officers more heavily (typically 2:1 or 3:1) in a general election process.

ESTABLISHING A NEW CHAPTER

We are extremely excited that your Chapter will be joining the Society for the 2026-2027 school year! We also recognize, however, that there are several unique processes that must be completed during your first school year to successfully establish your Chapter. Accordingly, we have compiled the following list of tasks and guidelines. Feel free to contact the Society's President, Sebastian Street (officeofthepresident@honorsocietyofcinematicarts.org), for further information and clarification.

Guide to Establishing a New Chapter

Task	Description
Setup	
Register on the Member Portal	Create a Chapter Director account on portal.honorsocietyofcinematicarts.org. You may have to wait up to twenty four hours for your account to be approved.
Watch the Orientation Guide	We welcome you to explore our newly-launched orientation video series, available under the Educational Resources tab of the Member Portal, which will cover the information in this Handbook and more.
Determine Induction Requirements & Process	Determine your induction process and criteria. *For further information on induction requirements, see "Induction" on page 15.*
Determine Requirements to Maintain Induction	We require Members to earn 10 points and produce 10 minutes of high-quality, collaborative film work that is screened for the Chapter each year. Determine if you want to add additional Chapter specific requirements, and customize the suggested points menu to fit the context of your school. *For further information on the requirements to maintain induction, see "Maintaining Induction" on page 16.*
Determine Officer Roles & Selection Process	Decide on the number of Officers your Chapter will have, their responsibilities, and how you will select them. *For further information on Officers, see "Chapter Officers" on page 23.*

Recruitment & Inductions	
Raise Awareness	Alert students to your Chapter; share your Chapter's induction process and requirements to maintain induction, Officer positions and selection, and any fees you may require your students to pay.
Register Students on the Member Portal	Register / invite students onto the Member Portal — both those who will likely become inducted Members and those who will remain uninducted participants (Associates) in Chapter activities. Continue to register new participants as they join throughout the semester. *For more information on the importance of uninducted Associates' participation in Chapter activities, see "Associates" on page 15.*
Hold Inductions	Complete your induction process. Nominate the successful students on the Member Portal.
Pay Annual Dues by October 15th, 2026 / February 15th, 2027	Once your payment is processed, Nominees will be promoted by HSCA Staff to Members on the Member Portal. *For further information on annual dues, see "Annual Dues & The Chapter Grant Initiative" on page 11.*
Select Officers	Complete your Officer selection process and promote the applicable Members on the Member Portal to their Officer position.
Hold an Induction Ceremony	Hold an induction ceremony, led by yourself and your Officer Team, to celebrate the inaugural cohort of Members. *For further information, see "The Induction Ceremony" on page 13.*
Schedule Meetings & Activities	Work with your Officer Team to determine a schedule of regular meetings and any other activities they may wish to do. *For further information on suggested activities, see "Chapter Activities & Responsibilities" on page 9.*
Create Internal Bookkeeping System	Task your Officer Team with creating a system to keep track of attendance and other requirements to maintain induction. We recommend developing a form which allows Members to submit their films (and accompanying intent, process, and reflection statements) and other non-attendance based activities (such as thank you notes) for review and approval.

Throughout the Semester	
Hold Regular Meetings & Track Requirements	Hold regular meetings and activities with Members and Associates, hold regular Officer meetings, and ensure that Members' progress toward the requirements to maintain induction is accurately tracked on the Member Portal.
Utilize Educational Resources	Be on the lookout for updates to our educational resources! We will highlight new resources, upcoming events, and scholarship opportunities in our biweekly email newsletter. *For further information, see "Programs & Resources" on page 6.*
Potentially Participate in the Auditing Process	Every year, we audit a statistically significant number of Members to ensure compliance with the Society's policies; one or more of your Members may be randomly selected as part of this process. If this happens, you will be notified and asked to ensure your Member Portal is accurate by a specific date. Don't worry — this process is not meant to be scary, punitive, or create significant additional work; we will walk you through the process.
Receive Cords & Regalia	Be prepared to receive cords and other regalia in February and March, depending on your geographic location.
Participate in Our Annual HSCA Film Festival	Each Member is allowed to submit one film to our annual film festival.
Select Officers (Again)	Select your Officer Team for the 2027-2028 school year.
End of Year Ceremony	Hold an end of year ceremony prior to graduation where you give graduating Members their cords and announce next year's Officer Team. We recommend integrating this short ceremony into your Chapter's annual film festival if you hold one. *For further information, see "End of Year Ceremony" on page 14.*
Submit Film(s)	Prior to the beginning of the 2027-2028 school year, please ensure that you submit at least one film to our Library of Exemplary Film Work.

FREQUENTLY ASKED QUESTIONS: CHAPTER DIRECTORS

The following FAQ addresses common questions from Chapter Directors. For questions not answered here, please do not hesitate to reach out to the Society at support@honorsocietyofcinematicarts.org.

WHEN SHOULD I HOLD INDUCTIONS?

Nominations for induction should ideally occur within the first month and a half of the academic year, both to grant newly inducted Members access to the Society's educational resources as early as possible and to give Members the maximum amount of time to fulfill their requirements to maintain induction. That said, Chapters may also hold optional rolling inductions throughout the year for non-graduating students, provided all additional inductions are completed before March 1st. *For more information, see "Induction" on page 15.*

WHAT HAPPENS IF MY CHAPTER CANNOT AFFORD THE ANNUAL DUES?

The Society vehemently believes that financial barriers should never prevent a school or student from participating in HSCA. Chapters that are unable to afford their annual dues, or Chapters that serve a primarily special-needs population, are encouraged to apply for relief under the Chapter Grant Initiative, which offers fee reductions and waivers on a case-by-case basis; this may be indicated on a Chapter's Application Form. Should a Chapter's financial situation change throughout their time in the Society, they may contact officeofthepresident@honorsocietyofcinematicarts.org. Beyond this, Chapters are encouraged to work with students and the broader school community to fundraise toward their dues — bake sales and equivalent fundraising events are a common and effective approach. *For more information, see "Annual Dues & The Chapter Grant Initiative" on page 11.*

WHAT IS THE MINIMUM MEMBERS NEED TO DO TO MAINTAIN INDUCTION?

To maintain induction status, every Member must, each year: (I) remain in good standing with the Chapter (i.e. do not violate academic integrity or behavioral policies at their school); (II) earn a minimum of ten points through Chapter and film-related activities; and (III) produce ten or more cumulative minutes of collaborative film work that meets the Society's production requirements, including being screened for an audience and accompanied by a short process, intent, and reflection statement. Members who do not meet these requirements will be demoted back to Associates. *For more information, see "Maintaining Induction" on page 16.*

HOW DOES THE POINTS SYSTEM WORK?

Each Chapter maintains a points menu, based on the Society's suggested template *(see page 17)*, that assigns point values to a range of activities — from meeting attendance and movie nights to serving as a Chapter Officer and writing film critiques. Members must earn a minimum of ten points per year. The specific point values in a Chapter's menu may differ from the Society's suggestions, as Chapter Directors are encouraged to customize the menu to reflect the context of their community. A Chapter's points menu should be clearly communicated to all Members. Additionally, the President of the Society may, at his discretion, provide Members with opportunities to earn up to three points through broader Society initiatives. *For more information, see "II. Earn 10 or More Points" on page 17*.

WHAT IS THE DIFFERENCE BETWEEN POINTS AND MINUTES OF FILM?

Points are a numeric measurement of a student's participation in Chapter activities; minutes of film are a numeric measurement of a student's film production output. Both active engagement with their film community (points) and active engagement with the film production process (minutes of film) are important elements of a Member's induction status. *For more information, see "Maintaining Induction" on page 16*.

CAN I CHANGE THE REQUIREMENTS TO MAINTAIN INDUCTION FOR MY CHAPTER?

Although the requirements to maintain induction cannot be lowered, Chapter Directors may raise these requirements to better reflect the unique context and film curriculum of their community. For example, a Chapter with a robust film production program may choose to require 15 minutes of film work rather than the standard 10, or require a portion of those minutes to have been completed outside of class. Additionally, the number of points Members earn from an activity may be determined by the Chapter Director. *For more information, see "Raise the Requirements to Maintain Induction" on page 19*.

WHAT IF A MEMBER IS UNABLE TO MEET THE REQUIREMENTS TO MAINTAIN INDUCTION DUE TO ILLNESS OR ANOTHER UNFORESEEN CIRCUMSTANCE?

Chapter Directors and Officers may override the standard requirements to maintain induction when extenuating circumstances, such as illness or another force majeure event, render a Member involuntarily unable to fulfill them. All overrides must be accompanied by a written description and are subject to review by the Office of the President of the Society. The Society recognizes that life is unpredictable; this provision exists precisely to ensure that Members are not penalized for circumstances beyond their control. *For more information, see "Override" on page 19.*

HOW DO I HANDLE A SITUATION WHERE A MEMBER'S CONDUCT IS INCONSISTENT WITH THE VALUES OF THE SOCIETY?

Chapter Directors reserve the right to revoke a Member's induction status at any time should a Member fail to meet the expectations of participation, conduct, and professionalism as determined by the Chapter Director and as outlined in this Handbook. This includes, but is not limited to, a sustained lack of engagement, violations of school or Chapter policy, or conduct that undermines the values of the Society. *For more information, see "I. Be in Good Standing with the Chapter and the Society" on page 16 and "Revocation of Induction Status Process" on page 34.*

IS A CHAPTER OFFICER TEAM REQUIRED?

No — instating a Chapter Officer Team is at the discretion of the Chapter Director. That said, the Society strongly recommends doing so; a well-organized Officer Team not only alleviates pressure from the Chapter Director to manage all activities and bookkeeping, particularly as it relates to tracking induction requirements, but also serves as a meaningful leadership experience for the student Members who serve in those roles. Regardless of the size of a Chapter's Officer Team, no more than five students may serve on it at any given time. *For more information, see "Chapter Leadership" on page 23.*

WHAT IF ONE OF MY MEMBERS TRANSFERS TO ANOTHER SCHOOL?

Members who transfer Chapters should contact support@honorsocietyofcinematicarts.org, and the Society will work with the Member to facilitate the transfer. If a Member transfers to a school that does not currently have an HSCA Chapter, the Society encourages them to petition their new school's administration and relevant faculty to establish one. *Further guidance on establishing a new Chapter can be found on page 25.*

FREQUENTLY ASKED QUESTIONS: STUDENTS

The following FAQ addresses common questions from Members and Associates. For questions not answered here, please do not hesitate to reach out to your Chapter Director.

WHAT DOES IT MEAN TO BE AN ASSOCIATE, AND HOW IS THAT DIFFERENT FROM BEING A MEMBER?

Associates are uninducted participants in a Chapter who have limited access to HSCA's educational resources. Associates are not yet Members, but they are, in many ways, the future of the Chapter — their active participation in Chapter activities and the filmmaking process is heavily encouraged. All Members must first create an Associate account on the Member Portal before they can be nominated for induction by their Chapter Director. Think of the Associate period as an opportunity to demonstrate the qualities that the Society looks for in its Members: a sincere interest in the cinematic arts, a willingness to collaborate, and a commitment to meaningful participation. *For more information, see "Associates" on page 15.*

WHAT IS THE MINIMUM I NEED TO DO TO MAINTAIN MY INDUCTION?

To maintain induction status, every Member must, each year: (I) remain in good standing with the Chapter (i.e. do not violate academic integrity or behavioral policies at their school); (II) earn a minimum of ten points through Chapter and film-related activities; and (III) produce ten or more cumulative minutes of collaborative film work that meets the Society's production requirements, including being screened for the Chapter and accompanied by a short process, intent, and reflection statement. Members who do not meet these requirements will be demoted back to Associates. Your Chapter Director may have established higher requirements than these minimums; consult your Chapter's points menu and policies for specifics. *For more information, see "Maintaining Induction" on page 16.*

CAN WORK I COMPLETE FOR MY FILM CLASS COUNT TOWARD MY REQUIREMENTS TO MAINTAIN INDUCTION?

Yes. The Society recognizes that a substantial amount of creative effort goes into class-based film work; overlap between a school's film curriculum and the requirements to maintain induction is both inevitable and intentional. Work completed for a school's film program can, and should, be counted toward the requirements to maintain induction, provided it meets the other applicable standards. *For more information, see "Overlap with Class Work" on page 18.*

HOW DOES THE POINTS SYSTEM WORK?

Each Chapter maintains a points menu, based on the Society's suggested template *(see page 17)*, that assigns point values to a range of activities — from meeting attendance and movie nights to serving as a Chapter Officer and writing film critiques. Members must earn a minimum of ten points per year. The specific point values in a Chapter's menu may differ from the Society's suggestions, as Chapter Directors are encouraged to customize the menu to reflect the context of their community. A Chapter's points menu should be clearly communicated to all Members. Additionally, the President of the Society may, at his discretion, provide Members with opportunities to earn up to three points through broader Society initiatives. *For more information, see "II. Earn 10 or More Points" on page 17.*

HOW DO MEMBER RANKS WORK, AND DO I NEED TO RE-EARN THEM EVERY YEAR?

HSCA Members may earn additional ranks recognizing outstanding achievement in three areas: years of sustained induction, leadership position within the Chapter, and performance at the Society's annual film festival. Unlike the annual requirements to maintain induction, ranks are permanent; once earned, they are kept for the entirety of a Member's time in the Society. The ranks, in ascending order, are Member, *Member with Honors*, *Member with High Honors*, *Member First Class*, *Member in Lumen*, *Member in Veritate* (by application), and *Laureate of the Society* (by application). *For more information, see "Member Ranks" on page 20.*

AM I ELIGIBLE FOR THE SOCIETY'S SCHOLARSHIPS AND FELLOWSHIPS?

All Members are eligible for the Society's scholarship and fellowship programs. For the 2026-2027 school year, the Society is partnering with the New York School of Visual Arts to offer up to five scholarships covering tuition and housing for their pre-college summer filmmaking workshop. Additional scholarships for Members pursuing the cinematic arts beyond high school are planned for the coming years, and a limited number of fellowships are planned beginning in the 2029-2030 academic year. The strongest candidates for these opportunities reflect a deep and tangible commitment to the Society's mission and hold a rank of Member with Honors or above. *For more information, see "Scholarships & Fellowships" on page 21.*

WHAT HAPPENS IF MY INDUCTION STATUS IS REVOKED? CAN I APPEAL?

Should a Member's induction status be revoked, all HSCA services and educational programming will be suspended, and the Society may request the return or destruction of any HSCA regalia. Members who wish to appeal should first attempt to do so within their school by talking to their Chapter Director or an administrator. Should this fail, Members may appeal a revocation by submitting a document of no longer than five pages to the President of the Society (officeofthepresident@honorsocietyofcinematicarts.org) within three months of the revocation decision. Appeals are presented to the Board of Directors, who may choose to entertain the appeal and make a final ruling. It is worth noting that appeals submitted in response to a revocation initiated by a Chapter Director or school administrator — rather than by the President of the Society — are unlikely to be entertained by the Board of Directors, particularly if the revocation was consistent with the Society's policies. No refunds will be issued in connection with a revocation. *For more information, see "Revocation of Induction Status Process" on page 34.*

REVOCATION OF INDUCTION STATUS PROCESS

INVESTIGATION

The Society regularly conducts audits of its Chapters' books to ensure compliance with the guidelines outlined in this handbook. Should a Chapter or Member fail to follow HSCA's policies and guidelines, or should a Chapter or Member participate in conduct deemed ill-fitting of the Society's mission or core values, HSCA Staff will reach out to conduct an investigation and determine the best course of action.

NEXT STEPS

This is not meant to be punitive; many investigations do not lead to a revocation of induction status. However, certain egregious actions may warrant the revocation of induction status. A Chapter's or a Member's induction status may be revoked by the President of the Society. All decisions to revoke a Chapter or Member from the Society are presented to the Board of Directors at their earliest convenience, and all rationale behind the decisions will be clearly communicated to all affected parties.

SUSPENSION OF SERVICES

All services and educational programming will be suspended for a Chapter or Member whose induction status has been revoked. HSCA may also request the return or destruction of all HSCA regalia given to the Chapter or Member. No refunds will be given.

APPEAL

Chapters and Members may appeal decisions which revoke their induction status by sending a document of no longer than five pages of legible text and images to the President of the Society (officeofthepresident@honorsocietyofcinematicarts.org) within three months of revocation. These materials are presented to the Board; the Board may choose to entertain the appeal and make a final ruling on the induction status of the Chapter or Member.

CHAPTER-LEVEL REVOCATION

A Chapter Director may independently revoke a Member's induction status at any time should a Member fail to meet the expectations of participation, conduct, or professionalism as outlined in this Handbook. This is distinct from a Society-level revocation initiated by the President of the Society; Chapter-level revocations do not require the involvement of HSCA Staff. When revoking a Member's induction status, a Chapter Director should clearly communicate the reason for the decision to the affected Member and, where appropriate, provide them with an opportunity to address the issue before a final determination is made. It is worth noting that appeals submitted in response to a revocation initiated by a Chapter Director or school administrator — rather than by the President of the Society — are unlikely to be entertained by the Board of Directors, particularly where the revocation was consistent with the Society's policies and the Chapter Director's documented expectations.

APPENDIX 1: ANTI-DISCRIMINATION POLICY

PURPOSE STATEMENT

The following document outlines the Honor Society of Cinematic Arts' commitment to inclusivity and equity within its organizational operations.

Preamble. As a Society dedicated towards one facet of art — the cinematic arts, the diversity of the communities we serve is one of our greatest strengths; this diversity offers extraordinary opportunities for our inducted Members, Chapters, Associates, and Staff to contribute towards the creation and celebration of meaningful stories told through cinema. For our diversity to reach its full potential as a strength, it is important that our commitment to equity and inclusion for all in our community be as strong as it is to diversity. Differences in culture, background, ability, identity, and perspective should be respected and celebrated; the Honor Society of Cinematic Arts (HSCA) has no place for any form of discrimination. It is only by creating a positive climate and inclusive culture that we will meet our vision to cultivate and celebrate excellence in the creation, analysis, enjoyment, and education of the cinematic arts.

Policy Statement. HSCA is committed to creating and maintaining an inclusive environment for all individuals involved in its programs, including but not limited to students, educators, Volunteers, Employees, Directors of the Board, and partner institutions. HSCA prohibits any form of unlawful and/or unethical discrimination and upholds equal opportunity principles in all aspects of its operations. It is the policy of HSCA to ensure that no person shall be subjected to discrimination on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, ethnicity, disability, genetic information, marital status, veteran status, citizenship status, or any other protected category under applicable federal, state, or local law.

Implementation. HSCA will take proactive measures to prevent discrimination and ensure fairness in program delivery and internal governance. Directors and Officers of the Board, Staff, Volunteers, inducted Members, Associates, Chapter Directors, and Chapters are expected to model behavior consistent with this policy and promote inclusivity within their respective roles.

Reporting. Any individual who believes they have been subjected to discrimination in connection with HSCA's activities may submit a complaint to reporting@honorsocietyofcinematicarts.org or any Executive of the Society or any Director of the Board. HSCA will investigate all reports promptly and confidentially and take appropriate corrective action, including Board-level review, if warranted.

Review. This policy shall be reviewed from time to time by the Board of Directors and updated as necessary to remain compliant with applicable law and in ethical standing with the communities it serves.

APPENDIX 2: ANTI-HARASSMENT POLICY

PURPOSE STATEMENT

The following document outlines the Honor Society of Cinematic Arts' commitment to maintaining a safe, respectful, and professional environment across all levels of its educational and organizational programming.

Preamble. The Honor Society of Cinematic Arts (HSCA) recognizes that creativity thrives in environments grounded in respect, empathy, and trust. As an international honor society dedicated to fostering excellence in cinematic arts, we are committed to ensuring that all individuals involved in our community are free from harassment in all its forms. Storytelling is deeply personal; it invites vulnerability and courage. To safeguard these values, we affirm that harassment, intimidation, and coercion have no place within our programs or Chapters. Whether in a classroom, on set, online, or at our events, we are devoted to cultivating an environment where all participants can learn, express themselves, and collaborate without fear of abuse, discomfort, or marginalization.

Policy Statement. HSCA is committed to providing a safe, respectful, and professional environment for all individuals participating in its programs or representing the Society. Harassment of any kind is strictly prohibited and will not be tolerated. Harassment includes any unwelcome verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile environment or unreasonably interferes with participation in the Society's programs. Harassment may be based on, but is not limited to, race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, or other legally protected categories. Examples of harassment include but are not limited to: offensive jokes or comments; unwanted physical contact; inappropriate or suggestive remarks; visual displays of degrading or abusive material; or intimidation, bullying, and retaliation. Sexual harassment includes unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Reporting. Any individual who believes they have been harassed should make a complaint to reporting@honorsocietyofcinematicarts.org or any Executive of the Society or any Director of the Board. HSCA will investigate all reports discreetly and thoroughly. Individuals found to have violated this policy may be subject to disciplinary action, including but not limited to removal from office, termination of participation, or appropriate corrective training. Retaliation against an individual for reporting harassment or participating in an investigation is strictly prohibited and will be subject to disciplinary action.

Review. This policy shall be reviewed from time to time by the Board of Directors and updated as necessary to remain compliant with applicable law and in ethical standing with the communities it serves.

APPENDIX 3: ANTI-HAZING POLICY

PURPOSE STATEMENT

The following document outlines the Honor Society of Cinematic Arts' commitment to ensuring the physical and psychological safety of its program participants by strictly prohibiting hazing in all forms.

Preamble. The Honor Society of Cinematic Arts (HSCA) is a community of safety, dignity, and one which values every student, educator, and associated person affected by its programs; as an honor society dedicated to recognizing and celebrating excellence in the cinematic arts, we believe that induction into our Society should always be earned through merit, effort, and ethical engagement — never through coercion, intimidation, or harm. Hazing, in any form, is not only contrary to our educational values but also poses serious risks to the wellbeing and integrity of the communities that we serve. Whether carried out overtly or subtly, hazing has no place in our Society and will be met with firm disciplinary response as per this zero-tolerance policy.

Policy. HSCA strictly prohibits any form of hazing in connection with Society activities, Member inductions, events, or informal interactions between any community members, including but not limited to students, educators, Members, Associates, Staff, Volunteers, and other participants of our program regardless of consent or intent. Hazing is defined as any conduct that recklessly or intentionally endangers the mental or physical health or safety of a participant; causes embarrassment, shame, humiliation, or undue stress; coerces participation in potentially harmful or degrading activities; or involves the willful destruction of property, verbal abuse, or forced behavior as a condition of acceptance or continuation in a group. This policy applies to all organizational activities, in person, virtual, official, and unofficial.

Reporting. Concerns should be reported to reporting@honorsocietyofcinematicarts.org or any Executive of the Society or any Director of the Board. Retaliation against an individual for reporting or participating in an investigation is strictly prohibited; retaliation will be treated as an additional policy violation.

Review. This policy shall be reviewed from time to time by the Board of Directors and updated as necessary to remain compliant with applicable law and in ethical standing with the communities it serves.

APPENDIX 4: WHISTLEBLOWER PROTECTION POLICY

PURPOSE STATEMENT

The following document outlines the Honor Society of Cinematic Arts' commitment to ethical integrity and organizational accountability through transparent and protected reporting mechanisms.

Preamble. At the heart of our Society is a commitment to honesty, accountability, and principled leadership. The Honor Society of Cinematic Arts (HSCA) depends on the integrity of its community to advance its mission and ensure the ethical execution of its programs. In order to safeguard the public trust and the wellbeing of the people and communities we serve, the Society is committed to maintaining open lines of communication, transparency in decision-making, and protection for individuals who speak up when something is wrong. Whistleblowing is not an act of disloyalty but one of responsibility and service. By encouraging good-faith reporting of concerns without fear of retaliation, we ensure that our organization remains guided by a strong moral backbone.

Policy. HSCA requires its Directors of the Board, Executives, Staff, Volunteers, vendors, and program participants to observe high standards of ethical conduct and compliance. This policy is intended to encourage and enable individuals to raise good-faith concerns regarding unethical behavior, violations of law or regulation, financial impropriety, or breaches of organizational policy without fear of retaliation.

Reporting. Concerns should be reported to reporting@honorsocietyofcinematicarts.org or any Executive of the Society or any Director of the Board. HSCA will investigate all concerns promptly and impartially. Individuals found to be in violation may be subject to disciplinary action, including but not limited to removal from office, termination of participation, or appropriate corrective training. The Board of Directors shall oversee the response process for any allegations involving Executives or Directors of the Board. Retaliation against an individual for reporting or participating in an investigation is strictly prohibited and will be subject to additional disciplinary action.

Confidentiality. To the furthest extent possible, HSCA will preserve the confidentiality of all whistleblower reports. Reports may be made anonymously, though sufficient detail should be provided to allow for a thorough investigation.

Review. This policy shall be reviewed from time to time by the Board of Directors and updated as necessary to remain compliant with applicable law and in ethical standing with the communities it serves.

APPENDIX 5: DATA PRIVACY & PROTECTION POLICY

PURPOSE STATEMENT

The following document outlines the Honor Society of Cinematic Arts' commitment to the responsible collection, storage, protection, and use of personal and organizational data.

Preamble. The Honor Society of Cinematic Arts (HSCA) is committed to maintaining the privacy, integrity, and security of the personal information of its Members, Associates, Volunteers, Chapters, and partners. As a program that operates across schools and digital platforms, and that may work with student data, we understand that the responsible handling of personal information is a core component of public trust. To that end, this policy establishes the principles and protocols for data protection and access.

Policy. HSCA collects, stores, and uses personal and organizational data only for purposes directly related to its mission, including but not limited to Chapter operations, Member induction, communication, and program delivery. Information collected may include but is not limited to: names, contact information, date of birth, institutional affiliation, participation records, film submissions, and event attendance.

Consent and Purpose Limitation. HSCA collects personal data only with informed consent and solely for specific, mission-related purposes. Any optional data collection will be clearly marked as such, and participation will never be conditioned on the release of non-essential personal information.

Acknowledgement of Consent. HSCA will consider any information and data provided of one's own free will as consensual. Information collected this way may not require the collection of a release form or waiver.

Data Minimization. HSCA will only collect data that is relevant and necessary for its programs. Sensitive information, such as information related to minors or educational records, will be collected only with appropriate institutional or guardian consent, when required.

Data Access and Security. Access to personal data is limited to authorized Staff or Volunteers, as deemed fit by the Board or the Office of the President of the Society whose roles require such access. HSCA uses reasonable administrative, technical, and physical safeguards to protect stored information from unauthorized access, misuse, or disclosure.

Third-Party Platforms and Services. Any third-party platform used for data storage or communications shall be periodically vetted for the following qualities: a high level of transparency in their data protection and privacy policies, a history of robust and ethical behavior surrounding the storage of human data, and the presence of a periodic review system to ensure their processes evolve with the ever-changing landscape of data protection and privacy. HSCA will not sell, lease, or nonconsensually share personal data with any third-party, and will only share personal data with external vendors when necessary to deliver its programs.

Data Retention and Destruction. Data will be retained only as long as it is deemed legally and operationally necessary, in accordance with Article VIII: Document Retention & Destruction of the Society's Bylaws.

Access and Correction Requests. Any Member may request to review, correct, or delete their personal information held by HSCA by submitting a written request to the Office of the President of the Society. HSCA will respond to such requests in a timely and respectful manner and may take action at its discretion.

Review. This policy shall be reviewed and affirmed annually by the Board of Directors at its annual meeting and updated as necessary to remain compliant with applicable law and in ethical standing with the communities it serves.

APPENDIX 6: MEMBER PORTAL TERMS OF SERVICE

Preamble. These Terms of Service ("Terms") govern access to and use of the Honor Society of Cinematic Arts Member Portal and any related websites, services, tools, or resources operated by or on behalf of the Honor Society of Cinematic Arts ("HSCA," "we," "our," or "the Society"), including honorsocietyofcinematicarts.org (collectively, the "Portal").

By accessing, registering for, or using the Portal, you acknowledge that you have read, understood, and agree to be bound by these Terms. If you do not agree, you must not access or use the Portal.

Scope & Purpose. The Portal is provided for educational, administrative, and organizational purposes, including but not limited to: managing HSCA Chapters and Members; collecting and displaying Chapter and Member information; facilitating communication among Members, Associates, Chapter Directors, and Staff; distributing educational resources and program materials; and supporting HSCA governance and compliance with its internal policies.

Use of the Portal is a privilege, not a right, and may be suspended or revoked at any time at the Society's sole discretion in accordance with its Bylaws, Chapter & Membership Handbook, and other policies. Payment of annual dues does not guarantee access to the Member Portal.

Definitions & User Categories. For the purposes of these Terms, all user categories are outlined in the Chapter & Membership Handbook and other policies. Different obligations, permissions, and responsibilities may apply depending on user category.

Eligibility & Authority to Use the Portal. You represent and warrant that: all information you provide is accurate, current, and complete; you have the authority to create and maintain an account in your stated role; and your use of the Portal complies with these Terms and all applicable laws and regulations.

If, at the time of use, you are over the age of eighteen (18), you affirm and represent that: you have voluntarily participated in HSCA and the use of the Portal; you consent to the collection, use, and disclosure of your information as described in these Terms, the Society's Data Protection & Privacy Policy, and other policies and governing documents; and you consent to your access to and use of any educational resources made available through the Portal.

If, at the time of use, you are under the age of eighteen (18), you affirm and represent that: your parent or legal guardian has reviewed and approved your participation in HSCA and the use of the Portal; your parent or legal guardian consents to the collection, use, and disclosure of your information as described in these Terms, the Society's Data Protection & Privacy Policy, and other policies and governing documents; and your parent or legal guardian consents to your access to and use of any educational resources made available through the Portal.

Additionally, if, at the time of use, you are a Chapter Director, you affirm and represent that: you are an educator or school-affiliated adult authorized to supervise students; you have obtained any required approvals to create a Chapter from your school or academic institution; you have obtained consent from your students' parents or legal guardians to use the Portal as governed by these Terms; you will comply with all HSCA policies; and no users within your Chapter are under the age of thirteen (13).

The Portal cannot be accessed by users under the age of thirteen (13).

Account Registration & Security. You are responsible for: maintaining the confidentiality of your login credentials; all activities that occur under your account; and promptly updating your account information to ensure accuracy and security. The Society is not responsible for unauthorized access resulting from your failure to safeguard credentials.

The Society reserves the right to disable, suspend, or terminate accounts at any time, with or without cause, and with or without notice, in accordance with its Bylaws, Chapter & Membership Handbook, and other policies and governing documents.

Information Collection & Display. The Portal collects information that may include, without limitation: name; biographical information; school affiliation and Chapter association; membership status and role; contact information; and participation records and achievements.

By using the Portal, you acknowledge and agree that: certain information will be visible to other users affiliated with the same school or Chapter; if you are a Chapter Director, your contact information may be displayed to users outside of your school or Chapter; and certain information, such as your school's affiliation with the Society, may be visible to members of the public.

Educational Resources & Content. The Society may provide educational materials, documents, media, and other resources through the Portal and third-party organizations ("Content"). All Content is provided for informational and educational purposes only and may be modified, removed, or discontinued by the Society at any time. The Society makes no guarantees regarding accuracy, completeness, or suitability of Content for any particular purpose.

The Society makes no representations or warranties regarding the appropriateness, accuracy, completeness, suitability, or safety of Content provided by a third-party organization. By accessing resources created by and/or hosted by a third-party organization, you understand that you must adhere to their terms of service and shall not hold the Society responsible for any claims, liabilities, damages, losses, or expenses arising from the use of these resources.

You agree not to distribute, display, share, or otherwise provide access to any educational resources made available by the Society through the Member Portal or other means of communication to any individual who is not a registered participant in your Chapter. If you serve as a Chapter Director, you may use these educational resources solely in a controlled educational setting; however, such resources must remain inaccessible to your school's general student body and the general public.

Acceptable Use. You agree not to violate any HSCA policy, including but not limited to those listed in the Chapter & Membership Handbook and the Bylaws. The Society has the sole discretion to determine whether conduct violates these Terms. In the event of a conflict between these Terms and other HSCA policies, the Society reserves the right to determine which provisions control.

Modifications. The Society reserves the right to modify, suspend, or discontinue the Portal or any feature at any time at its sole discretion.

The Society reserves the right to amend or replace these Terms at any time with or without notice. All changes are effective immediately upon posting or implementation. Continued use of the Portal constitutes acceptance of the modified Terms.

Cost of Service. By accessing the Portal, you agree to pay all applicable fees as written in the Chapter & Membership Handbook in the manner and time frame noted herein. You accept that failure to do so may result in additional fees and/or the discontinuation of service, as outlined in the aforementioned Handbook and other HSCA policies.

Annual Dues Payment Deadlines

Activity	Description	Points
Chapter Activities		
Meeting Attendance	Attends a meeting.	0.5

Disclaimer of Warranties. The Portal is provided "as is" and "as available." The Society disclaims all warranties, express or implied, including but not limited to warranties of merchantability, fitness for a particular purpose, and non-infringement. The Society does not warrant that the Portal will be uninterrupted, secure, or error-free.

Limitation of Liability. To the fullest extent permitted by law, the Society shall not be liable for any indirect, incidental, consequential, special, or punitive damages arising out of or related to use of or inability to use the Portal. The Society's total liability, if any, shall not exceed your annual Member dues, as defined in the Chapter & Membership Handbook, if you are a Member or Associate, your annual Chapter dues, as defined in the Chapter & Membership Handbook, if you are a Chapter Director, or $100, whichever is smaller.

Indemnification. You agree to indemnify and hold harmless the Society, its Officers, Directors, Volunteers, Agents, Staff, and Affiliates from any claims, liabilities, damages, losses or expenses arising from: use or misuse of the Portal; violation of these Terms or HSCA policies; violation of any law or rights of a third party.

Termination & Severability. The Society may terminate or suspend access to the Portal at any time, for any reason or no reason, with or without notice. Upon termination, provisions that by their nature should survive shall survive, including but not limited to limitations of liability, indemnification, and governing law.

If any provision of these Terms is held invalid or unenforceable, the remaining provisions shall remain in full force and effect. Failure by the Society to enforce any provision shall not constitute a waiver.

Amendments. You recognize that these Terms and all related documents can be revised at any time by the Society in accordance with its policies and procedures.

Governing Law & Venue. These Terms are governed by and construed in accordance with the laws of the State of Washington and the United States of America, without regard to conflict-of-law principles. Any disputes arising from these Terms or the Portal shall be resolved exclusively in a forum selected by the Society.

Questions? Questions regarding these Terms or the Portal should be directed to support@honorsocietyofcinematicarts.org.

APPENDIX 7: BRAND GUIDE

PURPOSE STATEMENT

Our branding is a vital component of our community; it unifies us in our commitment towards promoting and celebrating excellence in cinematic arts production and education. Our Members are brought together when they see and wear our official colors, regardless of the cultural contexts of their Chapters, and the cohesion of our branding serves as a constant symbol of our mission. Our brand plays an invaluable role in shaping our Members' sense of belonging in their respective communities. It should be a source of pride and inspiration; the deeper philosophical meaning behind our branding choices should remind and unite them behind the ideals upon which our Society is built. In addition to this, our brand is an important and valuable asset protected under copyright law, and should be treated with respect and dignity. The following one-pager serves as a guide on how to use the HSCA brand for your Chapter.

FONTS

The official sans-serif font of our Society is Nunito; the official serif font of our Society is EB Garamond. Both can be downloaded from Google Fonts for free.

COLORS

Our Society has five official color swatches: **HSCA Gold** (#eda300), **HSCA Yellow** (#ffcd41), **HSCA Purple** (#520392), **HSCA Lavender** (#b66cee), and **White** (#ffffff). More information on the significance of these colors can be found under "Core Tenets" on page 5.

LOGOS

You can find a folder of HSCA logos, both in .PNG and .SVG file formats, here.

DISCLAIMER

These logos and other facets of our brand should only be used for official Chapter business and should not misrepresent or reflect poorly on our Society in any way.