

Wexner Center for the Arts Student Engagement Group: Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization:

Section 1: Wex Student Engagement Group

Section 2: The purpose is to facilitate practical learning experiences through professional development, networking opportunities, organizational partnerships and planning an annual, university based arts event. Our members are undergraduate and graduate students interested in pursuing careers in management or entrepreneurship within the creative industries, as well as those with an affinity for contemporary art. Our organization provides access to resources and opportunities for members to attain skills in an arts institutional environment, as well as apply those skills towards the implementation of an annual arts event.

Section 3: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II - Membership:

Eligible members include any student of any major interested in the Wex community. A member is defined as a student who has registered with the an executive member of the club.

Article III - Organization Leadership:

The organization leaders represent the Executive Board and the general members. Executive positions are appointed through popular vote of the members and input from staff at the Wexner Center for the Arts.

President:

The duties of the president are to provide vision and leadership for the group; facilitate communication between the officers, the committees, and the advisor; delegate tasks for events; set clear timelines for events; apply for reinstatement through the Ohio Union; collect and respond to member feedback; conduct meetings; and professionally represent the organization. The President serves as the primary point of contact with staff at the Wex.

Treasurer:

The duties of the treasurer are to maintain the organization's bank account(s) and lead the fiscal committee in tracking expenditures, applying for and obtaining funding, and leading any fundraising events. The treasurer is also responsible for submitting the annual operating funds audit, as well as any other audits required to receive and maintain funding.

Secretary:

The duties of the secretary are to keep a current roster of active members and their contact information; maintain the organization's official calendar; and contact members about meetings, events, and opportunities. Acts as liaison with council for undergraduate students to help voice concerns. The secretary is responsible for recording meeting minutes and documenting the organization's development and growth.

Event Management Chair:

Leads the event coordinating committee in the logistics of events; creating a detailed planning calendar each semester, assigning tasks, and managing their completion. Reports directly to the president.

Marketing Chair:

Leads the marketing committee in all visual representations of the group; oversees all promotion design materials and social media accounts, and is responsible for updating website content.

Article IV - Standing Committees:**Fiscal Committee:**

Maintains operating and event budgets, tracking expenses, and suggests new revenue streams. Responsible for helping to find funding opportunities, leading the writing of grants, and for the scheduling of a grant writing workshop for members.

Event Coordinating Committee:

Responsible for logistics of events; keeping up to date on events happening at OSU, and possible collaborations/events/sponsorship opportunities. Keeps record of policies and procedures for all events and workshops for ease in replication. Works closely with marketing and social coordinators to promote events.

Research and Development Committee:

Keeps up to date on student organization models and successes, manages internship database, mentors lists, and acts as general resource to connect members with possible internships. Responsible for the scheduling of a research and development workshops for members.

Marketing Committee:

Responsible for the visual representation of the Wex Student Engagement Group; logo, flyers, and all printing and promotion design materials. Also responsible for updating website content, creating an online presence through platforms (Facebook, Instagram, Twitter, Tumblr, etc), and the promotion of meetings and events and organizing group social activities.

Article V— Method of Selecting and/or Removing Officers and Members:

To be eligible for the executive committee, a member must attend the majority of meetings and receive the vote of other members and Wex staff based on their leadership abilities. If an executive member

resigns or is impeached for going against the organization's policies, then an election will be held to fill that position. If any general body member feels an officer should be removed, they should address a member of the executive board. The officer removal will be discussed and voted upon by the general body.

Article VI – Advisor(s) or Advisory Board: Qualification Criteria:

Section 1: The advisor must be a full-time member of the University faculty or Administrative & Professional staff.

Section 2: The duties of the advisor are to assist the officers in their respective duties; be a professional representative of and contact for the organization; advise event planning and account managing; and assist the officers in procuring an adviser and future officers for the following year.

Article VII – Meetings of the Organization:

The Executive Board will lead all meetings and update the organization on upcoming events and tasks of committees. Meetings are to be held at least twice a month. Additional meetings may be scheduled at the discretion of the president and/or individual committees.

Article VIII – Method of Amending Constitution:

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again in at least one of the subsequent general meetings and the general meeting in which the votes will be taken, and should require a two-thirds majority of voting members.

Article IX – Method of Dissolution of Organization:

A one year lapse in registration dissolves the club. Any outstanding balances will be the responsibility of the President and Treasurer last registered with the Ohio Union. In the case of dissolution of this organization, any debts should be paid back to Ohio State University by the executive board members and any assets will be left to the President.

Article X – Parliamentary Authority:

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

By-Laws

Article I – Parliamentary Authority

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- Membership

Members will be self-selected based on their interest in the organization or the Wexner Center for the Arts. They must register with an executive member of the organization.

Article III- Election / Appointment of Government Leadership

All voting members who have belonged to the organization for a semester will be considered eligible applicants. Before the end of spring semester annually, applicants will be able to express their interest in a position to the current officers. After describing their ideas via email or live speech to the voting members of the organization, the applicants will be voted upon. Each applicant will only be eligible to run for a single position, and each voting member (including applicants) will be permitted to vote once for each office. Voting may occur via anonymous paper ballot during a meeting or via an emailed, digital survey.

Article VI - Advisor/Advisory Board Responsibilities

The Advisor shall be encouraged to connect interested students with the programming of the organization. The feedback and involvement of the Advisor in the programming goals of the organization shall be met with extreme appreciation and biannual gifts of food of the Advisor's choice from the ever grateful executive board.

Article VII - Meeting Requirements

Meetings shall be held at least twice a month. Administrative business will take no more than ten minutes of a group meeting. The organization will also communicate via email regularly (weekly-monthly) with all members of the organization, including those with schedule conflicts during meeting times. All voting members of the organization shall be able to provide feedback and programming ideas in person or digitally.

Article VIII - Method of Amending By-Laws

Proposed amendments to by-laws should be communicated in writing or orally to voting members present at two consecutive meetings and via email. The amendment to the by-laws shall then be voted upon with a digital or physical ballot. A one half plus one majority of participating voting members will be required to pass an amendment.