

May 19, 2021

**President:** Serena Yoakum

**Vice-President:** Maria Fritsch

**Treasurer:** Alice Jiang

## **Article I: Name, Purpose, Non-Discriminatory Clause**

### *Section 1: Name of Club*

Art & Technology Club

Abbreviated Name: Art and Tech Club

### *Section 2: Purpose*

Art and Tech Club is an organization committed to building a stronger art community by engaging in the members' academic and professional interests. The club discusses careers within entertainment industries such as animation, film, video games, comics, and digital art.

The club is dedicated to organizing events and activities to provide professional development opportunities for its members. Officers will provide chances for social networking and offer extra professional support.

### *Section 3: Non-discriminatory Clause*

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, COVID-19 status, vaccination status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, political views, or any other bases under the law, in its activities, programs, admission, and employment.

## **Article II: Membership**

Voting is exclusive to members of the organization (currently enrolled students). For

educational and leadership development reasons, student organizations are to be student-initiated, student-led, and student-run.

### **Article III: Organization Membership**

The executive board leaders are selected through annual elections, held at the end of the spring semester. Executive board positions are one-year terms with the option of reelection. The positions are selected by a majority of votes in favor. Executive board nominees are eligible to vote.

#### *Section I: President*

The President's primary role is to organize the executive board and general body meetings, as well as organize voting sessions. The President is also responsible for selecting guest speakers, being the host of virtual meetings and admin of social media and communication platforms, and delegating tasks. Other responsibilities include being in charge of internal and external communication with members to help promote events and community building.

#### *Section II: Vice-President*

The Vice-President is responsible for acting as a secondary leader in areas that the President may need help with or may be absent for. They are also responsible for organizing and leading large events other than general body meetings. The Vice-President is in charge of taking executive board meeting notes, organizing the club's Google Drive, updating documents and spreadsheets, and maintaining internal and external communication with members to help promote events and community building.

#### *Section III: Treasurer*

The Treasurer is responsible for organizing and managing club funds and budgeting, including processing paperwork and audits with The Ohio Union. The Treasurer must

also record the club's current and past financial information and communicate that information to the rest of the board as needed.

#### *Section IV: Membership Head*

The Membership Head will provide opportunities to the members such as reaching out to other student organizations, connecting with organizations outside of OSU, connecting with industry professionals on behalf of the club, and providing opportunities for members to attend art and tech-related events. The Membership Head is also in charge of outreach and recruitment. Managing virtual meeting platforms or communication platforms is an integral part of these communications.

#### *Section V: Graphic Design Head*

The Graphic Design Head leads all aspects of graphic design for the Art and Tech Club. This includes, but is not limited to, logos, flyers, social media posts or banners, and merchandise (including t-shirts, keychains, buttons, etc). The Graphic Design Head will work with the Vice-President to coordinate and manage the club's social media.

#### *Section VI: Freshman Representative*

The Freshman Representative is a learning position meant to help recruit younger officers and provide an opportunity for freshmen to become more engaged with the executive board. They are responsible for reaching out to the underclassmen (freshmen and sophomores) by advertising the organization's events in class and putting up flyers. It is their duty to encourage students to get involved with Art and Tech Club early in their college career. In addition, the Freshman Representative is expected to shadow executive board meetings and perform various minor tasks.

### **Article IV: Methods of Removing Officers and Members**

General members and officers are expected to conduct themselves in a way that reflects well on the organization. If an officer conducts themselves in such a manner deemed

detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the executive board, with the consultation of the advisor. If the removed officer was the President, Vice President, or Treasurer, an election to promote current officers and/or elect new officers is acceptable. Once an officer is removed by vote, they will not be able to run in an election nor be appointed as an officer again. If an officer steps down of their own choice, they may run again.

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the executive board, with the consultation of the advisor.

The non-discrimination policy protects members and officers from removal based on those listed statuses.

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

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. The responsibilities and expectations of advisors are as follows: The faculty advisor may not call a meeting without the consent of the officers. The faculty advisor may be changed each year during the re-registration process. If there is a concern with the conduct of the current advisor, an election may be taken to remove and replace that advisor mid-year. The advisor's main role is to offer support to officers and to advise any organized activities.

#### **Article VII: Meetings of the Organization: Required meetings and their frequency**

Art and Tech Club general body meetings are held weekly, or as needed. Meetings may be canceled due to unforeseen events, holidays, or other Art and Tech Club events occurring the same week. Additional meetings may be scheduled depending on upcoming events.

At least one executive board member must be present in order to hold general body meetings and/or events, but it is highly encouraged that all officers attend and engage in meetings. It is expected that officers alert the rest of the board if they are unable to attend a meeting in advance.

Art and Tech Club executive board meetings are held weekly, or as needed. Additional meetings may be scheduled depending on upcoming events. If an officer is unable to attend an executive board meeting, they should notify the rest of the board prior to that meeting. If possible, executive board meetings should be rescheduled in order to have the most officers present.

#### **Article VIII: Method of Amending Constitution: Proposals, notice, and voting requirements**

Proposed amendments are to be in writing and are to be addressed in executive board meetings. Approval requires a majority vote of executive board members. For any election, officers must be present at the meeting to cast their votes.

#### **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.