

# Ohio State University Art Club

## *Constitution*

Revised 9/15/2021

### **Article I- Name**

#### *Section 1*

This organization shall be known as the “Ohio State University Art Club.”

### **Article II- Purpose**

#### *Section 1*

The purpose of this organization shall be to:

- Provide an artistic outlet for students of all majors who are interested in the visual arts.
- Cater to a safe and encouraging environment for growing artists.
- Administer guidance and instruction in the artistic endeavors of its members.

### **Article III- Membership Eligibility and Non-Discrimination Policy**

#### *Section 1*

Membership shall be open to any undergraduate student enrolled in The Ohio State University.

#### *Section 2*

Students who meet the requirements as stated in Section 1 may become members of this organization, further information on membership and eligibility is outlined in Article IV and Article VII.

#### *Section 3*

Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of ancestry, age, color, disability, gender identity or expression, genetic information, HIV/AIDS status, national origin, military status, race, religion, sex, sexual orientation, protected veteran status or any other bases under the law, in its activities, programs, admission, and employment.

### **Article IV- Method of Selection and/or Removing Officers and Members**

#### *Section 1*

General Membership is gained by attending one meeting during the semester of preferred membership, and paying the organization membership fee. Once this has been fulfilled, membership shall continue throughout the remainder of the semester.

#### *Section 2*

Members of Art Club are not expected to attend meetings regularly, rather at their own preference. Further information regarding membership and dues will be found in Article VII, section 3.

#### *Section 3*

All members of Art Club are to conduct themselves in a manner that reflects well upon the organization on campus at any time they are actively representing the club. If any member chooses to act in a manner which fails to meet general expectations, organization officers will meet and discuss a removal of the member. If the majority of the officers vote to remove said student, the student will lose their membership status and be uninvited to the remaining meetings.

#### *Section 4*

In the event that an officer is not performing their duties or not being satisfactory in their performance, the other officers may vote unanimously to remove them. It is up to the officers to decide what kind of performance is unsatisfactory. A replacement officer may be selected for the remainder of the semester. Should the removal take place in the fall, an election will be held to choose a new officer for spring by majority vote from the general body.

### **Article V- Organization Leadership**

#### *Section 1*

There are five elected leaders of this organization: president, vice president, treasurer, social media chair and secretary. Elections to fill these positions will take place at the end of spring semester. The newly elected officer's terms will take place for the duration of the following school year. Any person running for a leadership position must be an official member, must be present at all meetings unless sufficient prior notice is given, and complete all of their designated duties stated in Article VI.

#### *Section 2*

Each officer shall assume their office starting Fall Semester and serve through Spring Semester of the school year. All offices consist of a one-year term. Officers may be elected to an office for unlimited consecutive years as long as they are enrolled as an undergraduate student of The Ohio State University.

#### *Section 3*

In the event that a vacancy occurs in the office of the President, the Vice President shall assume the duties of the president for the remainder of the term in office. In the event that a vacancy occurs within any other office, there will be a re-election as outlined in Article IX.

#### *Section 4*

A group of two to three organization members make up the Outreach committee, a leadership group more responsibility than general body members, but less responsibility and commitment than the officers. The outreach committee is selected through an application which is reviewed by the officers. Their duties are stated in Article VI.

#### *Section 5*

The outreach committee members are replaced on a rolling basis. As soon as a member chooses to discontinue their status as a part of the outreach committee or no longer becomes a member of the club, the officers will designate a replacement based on the application process.

## **Article VI- Duties of Officers and Committees**

### *Section 1*

It is the duty of the president to oversee all leadership positions and give general instruction to other officers. The president will be the primary contact of the organization and provide vision and direction of activities. The president will contact outside resources to organize club special events. The president will develop an agenda and attend all meetings.

### *Section 2*

Vice president will stand in place of the president if he/she cannot be present for a meeting. The vice president is the president's second in command and will be responsible for any presidential duties if need be. The Vice President will also be in charge of advertising organization activities to current and prospective participants in coordination with the social media chair.

### *Section 3*

Treasurer will be responsible for creating a budget for the organization. The treasurer will also hold the responsibility of the collection and records of club membership fees. Any money spent by the club will be noted and recorded by the treasurer. The treasurer will be in charge or procuring supplies for meetings or special events.

### *Section 4*

Secretary will be responsible for keeping records of all members and maintaining an up-to-date calendar of all meetings, due dates, and events. The secretary will make schedules for each month to share with the club members via social media. Secretary keeps a log of club owned supplies, and is in charge of handling any borrowed supplies for individual meetings.

### *Section 5*

Social Media Chair is responsible for communicating to members via social media. This chair should actively produce exciting and interesting posts that attract new members and highlight organization activities.

## **Article VII- Finance**

### *Section 1*

To require dues each semester is up to the discretion of the current officers.

### *Section 2*

Should it be decided that dues are required, they will not exceed that of \$5. Dues of \$5 will be used only to help finance the activities of the group. Dues are paid per semester and will apply to one semester of membership.

### *Section 3*

With the requirement of dues, should a student attend more than 2 meetings without paying their dues will not be allowed to attend any further meetings until payment in the form of cash or electronic transfer.

## **Article VIII- Organization Adviser**

### *Section 1*

Advisors of student organizations must be members of The Ohio State University faculty or Administrative & Professional staff. This organization advisor shall serve as ex officio to the officers of the organization.

#### *Section 2*

The responsibilities of the organization advisor shall be to:

- Act as a representative of Art Club to students: be able to inform others of the nature and purpose of the club, and to encourage interest and participation of students in Art Club activities.
- Serve as a resource and adviser to the organization programs.
- Encourage member's artistic development and creativity.
- Meet with officers to help with planning organization activities, the maintenance of organization records, and fulfilling their respective duties.
- Count voting ballots after elections to insure a fair election process.

### **Article IX- Election**

#### *Section 1*

Election of officers shall be held 5 weeks into the spring semester of the current school year. These elected officials will assume their duties in Fall Semester of the following school year.

#### *Section 2*

Nominations are accepted through an application process. Nominations will only be accepted from individuals who possess membership in the organization. The entire club body will have access to review the applications in order to distinguish the nominee for whom they wish to vote. Members are allowed to be nominated for more than one office, and a member may choose to nominate themselves.

#### *Section 3*

Elections shall be decided by the current executive team via applications then trained during the last 5 weeks of the Spring Semester.

### **Article X- Meetings**

#### *Section 1*

There shall be at least one meeting of the organization every other week with the exception of finals week, and holidays.

#### *Section 2*

The time and location of the meeting place shall be decided by the club officers at the beginning of the semester to meet the needs of the majority of the organization.

### **Article XII- Amendments**

#### *Section 1*

This constitution may be amended by the president of the club, with the approval of the officers.

### **Article XIII- Methods of Dissolution of Organization**

*Section 1*

If the situation should ever arise to dissolve the organization, the adviser will supervise and approve the actions of dissolution. The organization may be reorganized with the approval of a qualified advisor.