

## Art Club Constitution

Reviewed, revised, and rewritten 2/10/11

### **Purpose:**

The purpose of the Art Club is to give the University of Wisconsin – Sheboygan students and the surrounding community the opportunity to develop and pursue interests in the arts, not to be in conflict with university policies and regulations.

### **Name of Organization:**

This student organization is named Art Club

### **Membership:**

Membership is open to all current UW-Sheboygan students regardless of age, race, creed or religion, color, handicap, sex, national origin, ancestry, sexual orientation or political affiliation. No fees or dues will be assessed to a membership status, however, individual students may be asked to contribute nominal fees for trips, activities, supplies, etc.

### **Executive Board:**

The Art Club has five positions to be filled for each academic year: President, Vice President, Secretary, Treasurer, and Public Relations Coordinator. Elections are to be held in the beginning of the academic year. Students who wish to be considered for any of the officer positions should inform either the current President or Advisor of their interest. All students seeking an officer position should also be prepared to tell the club members about their club contributions and qualifications. Officers are chosen by popular vote and the positions are for the full academic year.

- I. **President:** The President is expected to oversee all meetings, activities, and finances of the Art Club. He/ She must coordinate with the other officers to determine feasibility of current or new projects/ activities. The President is expected to attend all meetings. He/ She can veto current or future activities of the club for a lack of interest or if the club is unable to finance. The President is unable to initiate a motion but has the option to second any motion. The President is also expected to put together the agendas for each meeting with the assistance of the Advisor(s) and/ or the executive board.
- II. **Vice President:** The Vice President assists the President in the decision making process regarding the clubs activities. He/ She may be asked to take the President's place in an absence.
- III. **Secretary:** The Secretary records minutes of all meetings and submits a copy to the President and Advisor(s) for review and also keeps a copy in the Art Club's file. He/ She must make sure that all minutes contain a copy of the meeting's agenda, role,

and all the votes and motions made during the meetings. If the President and Vice President happen to be absent, the Secretary may be asked to fill their place.

- IV. **Treasurer:** The treasurer estimates future expenses for the club and also keeps a record of each year's expenses. He/ She is expected to know the account's balance and submit a record of the account at meetings and upon request. In the possible absences of the President, Vice President, and Secretary the Treasurer is expect to conduct business in their place.
- V. **Public Relations Coordinator:** The Public Relations Coordinator or PR person is in charge of making posters, contacting businesses, and making sure that the school and the community are aware of any activities that the Art Club may put together that would be of any interest to them.
- VI. **Vacancies:** IF for some reason one of the above positions becomes vacant, an election will be held for that position within the next two meetings. If the President's position becomes vacant the Vice President takes the place of the president and elections for a new Vice President will ensue.

### **Meetings:**

Regular meeting times and dates will be established at the beginning of the academic year or during the first meeting. These dates and times should be voted upon with the majority ruling. Changes may be made to regular meeting times if it is determined that it is in best interest of its members.

- I. **Movements and Voting:** Movements are made by the club members or the executive board, not including the President, in order to attempt to enact something (to open a meeting, to close a meeting, when to do something, a type of an activity, etc.) The President is unable to initiate a motion but has the option to second any motion. Motions should be made using such language, "I move to..." Following a motion someone must second that motion by stating, "I second that motion." Anyone may second a motion, including the President but excluding the person who made the initial motion. Once a motion is made and seconded a vote must occur. The President will state, "All in favor of (repeat motion), say 'EYE,' all opposed say 'NEIGH'" If it seems that there were an equal number of EYE and NEIGH callers then an additional silent counted vote will follow. All votes must pass with two-thirds majority. IF in any case of a tie on a counted vote then there will be another silent, written vote to be counted by the advisors of the club. IF still a tie then the deciding vote will be that of the President.
- II. **Cancelations:** The meetings may be canceled by the President and/ or the Advisor(s). Meeting should also be rescheduled if there is a lack of students in attendance (less than 5).
- III. **Executive Board Meetings:** The Executive Board should arrange a meeting time at least once a month, if not more, to discuss any concerns, review the constitution, etc.

### **Financial Decisions:**

Any financial decisions will be made during meetings and requires a majority vote by members as well as an approval by the President. An Advisor must be present for any financial transactions. In the event that this organization is dissolved the funds will be returned to SGA (Student Government Association).

**Amendments:**

To make amendments to this constitution, notification must be given to members in writing and a two-thirds vote for its adoption.

**Review:**

This Art Club constitution should be reviewed and revised (if needed) every year by the new Executive Board and club members, so that everyone is equally informed of the policies for the Art Club.