

INDIANA UNIVERSITY

# AIGA Student Group at IU

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Constitution

Rev. April 2019

## **Preamble**

AIGA Student Group at IU (AKA Graphic Design Club) is a student organization aimed at providing an exciting and educational environment for those students interested in the field of graphic design at Indiana University. The group's goals are to aid students with their current coursework in design, encourage and support students in their future career paths in design, provide opportunities for students to network and gain professional experience, to utilize our skills to promote a greater good for the public, and to cultivate successfully prepared graphic designers upon their departure from the University.

## **Article I: Membership**

Participation in AIGA Student Group at IU must be without regard to arbitrary consideration of such characteristics of age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Membership is open to any student currently enrolled at Indiana University with no maximum limitation in total membership number. The only division in membership status will be between members and officers, yet the membership applies as the same for both. Those eligible can join AIGA Student Group at IU at any time during the school year; however, call-out meetings for prospecting members will be held at the start of both Fall and Spring Semesters.

At any time, a member may be removed from the organization due to detrimental behavior opposing the mission statement of AIGA Student Group at IU. A member may be removed only after several initial measures have been taken. First, the member's conduct will be addressed preliminarily and properly extinguished by any elected officer. If a second offense occurs, both the President and a witnessing officer will address the offending member in a final attempt to warn the member of their inappropriate behavior and advised them of the appropriate measures needed to return to good status. If all of the following rectifying provisions have been taken and have failed, then it is the duty of the Board of Directors to review the situation and decide the continuing status of the member. Only after a unanimous vote of termination has been reached will Executive Officers approach their Faculty Advisor for a final verdict.

In the case of removing an officer from power, it is critical that the Faculty Advisor be consulted and introduced into the matter for guidance. Depending on the situation at hand, it will be the faculty member to make a final decision in regards to the removal of an officer from power; promptly after seeking the input of the remaining officers.

## **Article II: University Compliance**

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## **Article III: Executive Officers**

Also Addressed as the Board of Directors as a whole; individually the executive positions will consist of the following titles.

### **President**

Duties for the President include: calling and officiating internal and external meetings of the organization, presiding over the Board of Directors (made up of the executive officers), serve as the liaison between organization and influential powers of authority (i.e. the University, faculty, etc.) as well as assume the general presidential role. Included in the presidential role is keeping in constant contact with the faculty advisor, keeping him/her abreast of the business of the organization, and managing the responsibilities and conduct of his/her fellow executive.

**Vice President**

The Vice President's duties includes membership list upkeep, fundraising management, other general leadership roles, as well as taking over the duties of President upon his/her absence. A main aspect of the Vice President's job is promotion of upcoming activities. It is his/her responsibility to see that promotion is done in a timely manner wither by the board or by other members of the organization.

**Treasurer**

Duties of the Treasurer are to keep the financial records include membership dues, fundraising profit, donations, grants, and other sources of funding. Also falling under the Treasurer's duties is to keep accurate records of all purchases made by the club, to hold the checkbook and credit card for the organization, as well as dividing and approving purchasing responsibilities between members.

**Secretary**

The Secretary acts as a liaison between the members of the club (and prospective correspondence to and between the members of the club. This includes emailing the members with meeting minutes, upcoming events, and general information regarding the organization. Also, the Secretary acts as a recorder during meetings of the Board as well as general club meetings.

**Communication Director**

The Communication Director manages and updates the club's social media accounts on a regular basis to assist the Secretary in informing club members of upcoming events and general information regarding the organization. Duties of the Communication Director also include taking photographs, documenting club events, and posting them across the organization's social media platforms.

**Member & Community Coordinator**

The Member & Community Coordinator communicates with club members regarding membership, concerns, and any other questions or situations that may occur. The Member & Community Coordinator is responsible for recruiting new members and approving Belnvolved membership requests. This officer also corresponds with community members, other students, or faculty that reach out to the club or that we are working with for certain projects. Also, the Member & Community Coordinator is responsible for conducting a survey with the club members each semester to get feedback on club activities.

**Event Coordinator**

The Event Coordinator keeps track of all of the semesters events and is in charge of the major planning and correspondence that is involved with planning events. The Event Coordinator will also serve as an assistant in planning officer workshops.

All members are welcome to apply for any executive position no matter class standing or previous years served with the organization, EXCEPT the title of President. Anyone who has served as a member of Graphic Design Club for a minimum of one semester may run for presidency. In the unlikelyhood that no former members are able to fulfill the position, only then will the position be open to all. Candidates are expected to possess natural leadership qualities, a positive attitude, and uphold a high level of responsibility. No prior experience is required.

All candidates, however, MUST meet the following expectations:

-Be enrolled at Indiana University as a full time student

-Maintain a 3.0 G.P.A. within the College of Arts and Sciences

Once appointed, officers serve for one complete academic year (September to September). Elections are held in April prior to the end of the school year by the faculty advisor. An officer may not continue their term from one academic year to another without undergoing an electoral process. Those graduating at the end of the Fall semester (December) may run for office EXCLUDING President. The President must commit to one full academic year. In the case that an elected officer does leave his/her office before their term is completed (i.e. graduating in December), the club will hold special elections in December to fill the vacant office.

A BFA student in their final year of the program may be appointed to any officer position EXCEPT President. However, that student cannot serve as an officer during their BFA Thesis semester due to the required time commitment of the Thesis project. If such an event occurs, the officer may serve for one semester, and the club will hold an election at the end of that semester to appoint someone else to fill the position for the remainder of the term.

In event that an officer needs to resign his/her office, he/she must tell the remaining Board of Directors, as well as the faculty advisor, at least two weeks prior to his/her departure.

### **Executive Officer Meetings**

The Board of Directors will hold regular executive meetings at a designated time based on the best mutual time slot shared by all. These general weekly meetings will be used to discuss current club business, review efficiency, and to prepare for future club meetings, projects, etc. The President can announce emergency executive meetings with a day's notification if need be. Decisions made at these meetings are by majority vote. In the case that a tie occurs, the faculty advisor will cast the tie-breaking vote. Even though the faculty advisor is not considered an Executive Officer, he/she will be kept current with a recount of the minutes recorded at these sessions either via email or in person.

### **Article IV: Advisor**

The Faculty Advisor serves as a departmental sponsor and supporter. They are responsible for overseeing the efficient managing of the organization. Generally, the Faculty Advisor holds a consultative role as opposed to a decision-making role; however, when called upon, the Faculty Advisor will be ready to lend their guidance, tie-breaking vote, and provide the final say in all matters of member termination or officer impeachment. Also, the Faculty Advisor is encouraged to discuss issues they see arising within the club with the President.

### **Article V: Meetings**

Regular membership meetings will be held during the first week of every month. The Board of Directors and/or the Faculty Advisor may call additional meetings as they see fit. This does not include special programs or events. Members may place their request for a meeting to be called through any officer; however, members may not call meetings without the approval of the Board.

Promotions for the meetings will include an email correspondence to all members. Additional promotion materials may be used (i.e. posters, handbills, etc.) as decided by the Vice President. Also, an alternative means of promotion by class announcements are optional, but only after receiving the consent from the presiding instructor. Executive Officers or the Faculty Advisor will be the only individuals making these class announcements.

Agendas for monthly meetings are decided prior to the event during executive meetings. Upon meeting the President or Vice President will announce the start of the meeting, a recount of the minutes from the previous meeting will be shared, current financial reports will be given, and then the objectives of the meeting will commence. As a part of every regular club meeting, members will be

given an opportunity to address any new or urgent business they would like to bring to the club's attention.

Attendance will not be demanded or recorded at any meeting. However, a head count will be taken at each meeting or event for the organization's record keeping by the Vice President or Secretary. The only time in which members must sign-in is at their first attending meeting.

Special meetings will be called on a need be basis by email announcement. These emergency meetings will only be used in the case of complicated reasoning that exceeds other conventional means of communication such as email or promotional aids.

#### **Article VI: Elections**

The Faculty advisor will hold elections in the month of April for the coming school year so members will know who they are voting in and the officers can prepare for the coming year. Elections will always be held then unless deemed necessary (see article III).

Interested members must first divulge interest in office to the floor before they are initially nominated to run for office. Once introduced, the member must be nominated by another, and then motioned by a second member within the same meeting. At the same moment, former officers can announce their interests in reelection to the floor. They as well must undergo the same nomination formalities. In the case of multiple parties interested in the same office it is expected that each candidate convey a brief explanation of their interests and/or qualifications for the greater good of the voting body.

Elections are held by an open show of hands. Only those that attend the first meeting may vote in the election. A majority vote can only elect a candidate into office. Elections are to be held in the April prior to the end of the school year, regardless of the percentage of members and/or turn out.

Promotions for both the first call-out meeting and elections will be announced within reasonable time before the initial meeting. It is at this point when support and involvement of the faculty advisor is crucial in launching a successful call-out meeting.

#### **ARTICLE VII: Non-hazing**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### **ARTICLE VIII: Dues and Budgets**

There is an annual due fee for each school year that is determined by the cost of the activities for that year. It is the Treasurer who maintains the budget dependent on the activities planned. This budget may be revised at any time contingent on new costs and needs.

#### **ARTICLE IX: FINANCES**

The Treasurer is in charge of all financial affairs. It is their responsibility to maintain the Student Organization Accounts office policies and procedures.

In the event that the organization will dissolve, the remaining money will be donated to the Fine Arts Student Association (FASA) with the intent to continue to foster the promotion of graphic design education.

#### **ARTICLE X: PERSONAL GAIN CLAUSE**

This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members or faculty.

#### **ARTICLE XI: AMENDMENTS**

Eligible voting members will be notified of proposed amendments by email correspondence and/or announcements at meetings. Two-thirds of present members must approve an amendment for it to be ratified. Once approved all constitutions with amendments will be resubmitted to the Student Activities Office for approval.