

Constitution of Hobby Hopping Art Club

The Hobby Hopping Art Club strives to provide a safe, relaxed environment in which beginner and experienced artists can come together to share skills and learn from one another. Optional workshops and demonstrations will be held to allow members to engage with mediums they are new to and optional critiques will assist those looking to improve their artistic skills in a positive environment. Hobby Hopping Art Club will function as a recreational organization to promote group and self-growth in one's artistic abilities.

Article I: Membership

There are no limitations on membership, except that one must be a student of the university. No prior experience is needed, nor any level of advanced understanding of art. Members do not have to be currently enrolled in any art classes.

Classes of membership include the Leadership positions (Presidents and Executive Officers) and Workshop attendees. There are no other levels of membership. Leadership position holders will be voted upon by current attendees when one must be replaced. Leadership positions have the right to revoke an attendee's membership if necessary, due to breaking the rules or expectations (defined below). Any member has the right to propose a workshop or demonstration to the Demonstration Lead or participate in any event.

There is no procedure for selection of workshop members as anyone can join and leave at their own will. Revocation will occur if a member disobeys the conduct of the organization by making the space hostile or unwelcoming, during critique or any time the organization is meeting.

Expectations for Workshop members are as follows:

- Respectful and courteous to all club members, Leadership, workspace and materials. This means using the mediums properly and not excessively and taking care of the environment in which the workshop occurs and cleaning up any messes created.
- Members should not be critical of other members, and there will be no tolerance for targeting or belittling other members in any form for any matter (race, sexuality, religion, appearance, gender identification, etc.) or their art.
- If a member feels another member has broken a rule or acted against the guidelines, they are expected to inform an Executive Officer and/or President to handle the matter and not engage in any conflicts.
- Members may bring drinks with the condition that they are in closed containers, and no food is permitted.

In the case a member breaks the expectations or guidelines, they will be given an infraction or removed.

Actions that may result in immediate termination of membership:

- Intentional destruction of supplies or environment

- Intentional destruction of another person's supplies or art
- Bullying or harassment of other members for any reason

Other offenses will be noted, and once a member has 2-3 infractions, they may be asked to leave the club. Leadership discretion is advised for determining the severity of infractions. A member will be verbally informed and emailed an explanation of their problematic behavior so that they are aware of their infractions.

Article II: Workshops

Callout meetings will be held at the beginning of each club term to provide interested individuals with the chance to ask questions and interact with other people who may be attending the events.

Workshop dates and planned activities will be sent to club members through the organization's email. Attendance to the workshops is highly encouraged for club members. A new-member sheet will be provided for any new person who attends a workshop so that they may provide their information to become a member if they wish. Members will be asked to reply to the workshop invitation email to gauge attendance/how many materials will be needed.

Members will be sent an email of any changes or essential information that occurred during the workshop in case they were unable to attend.

Training/New Members/Medium Introduction: When a demonstration is being made, adequate instruction will be given to all members present. This will be covered at the beginning of each workshop, regardless if the medium has been used before in case a new member is present. Some general warnings will be included in the email sent by Communications about what to be prepared for before attending the workshop (example: Not wearing white/expensive clothes during a painting workshop).

Allergies: During the callout, allergies will be noted. At the beginning of each workshop, a member of the Leadership will ask anyone attending if they have allergies to any mediums related to the work that day, or any known allergies to art mediums. The main allergy concerns are latex or chalk.

Article III: Leadership Positions

Two President positions will be held, followed by three Executive Officers. Leadership responsibilities are outlined below. Responsibilities may be delegated among current Leadership position holders.

Treasury

- Maintains budget
- Manages spending
- Maintains records of spending
- Communicates with funding sources/handles receiving funds

Communications

- Informs club members via email/chalk/social media of workshop times
- Answers emails and questions from club members daily
- Spreads Information
- Maintains social media accounts

Inventory

- Obtains materials ahead of meeting if requested by Demonstration Lead
- Orders/Gathers supplies for each meeting
- Maintains infraction data sheet
- Keeps Executive meeting proceedings
- Maintains list of members/contact information

It is recommended that positions below be occupied by Presidents of the organization.

Admin

- Plans dates for workshops, makes sure room is reserved, and informs Leadership on workshop dates
- Keeps Advisor updated on activities/answers questions from Advisor
- Schedules Executive meetings and develops meeting agendas
- Schedules “meeting minutes” where all Leadership has time to state their opinions/ideas
- Completes required University paperwork/re-registers Organization

Demonstration Lead

- Sets plans for any demonstrations or critiques for the workshop, and informs Leadership
- Constructs/assists with construction (if demo is lead by another) to make sure workshop follows organization guidelines
- Sets organization goals
- Answers specific questions from attendees regarding demo

General expectations are as follows:

- At least one President must attend the workshop for the full duration
- At least one Executive Officer must attend the workshop for the full duration
- Communicates openly and frequently with other Leadership
- Answers questions during workshops
- Officers fulfill President responsibilities if both Presidents are absent due to illness/emergencies
- Attendance to Executive meetings

Leadership may serve as long or as little as they like, however, it is encouraged to hold one’s position for at least a year. New Leadership take office as soon as former position holders step down. Leadership may turn over their position at any time but are requested to give at least a two-week notice so that a new individual may be selected. If a member of Leadership decides to

leave their position but still attend the organization's workshops, they do not have any special duties or specific roles given. Resignation occurs by a written and signed statement.

If an individual needs to be removed from office, the remaining Executive Officers and President(s) will hold an Executive meeting, and vote on if the individual should be removed. In the event of a tie, the Advisor will be asked to place their vote. This accounts for all Leadership positions. No one is exempt from being removed if necessary.

Article IV: Executive Meetings

If a meeting must be held, Admin will organize the event with Leadership to provide an agenda. These meetings will be held once a month and set up at a time in which all Leadership members can meet. The Advisor is not required to attend any Executive meetings but will be informed of their date and time, so they may if they wish.

During these meetings, general issues affecting the club are discussed and handled. Any voting that needs to occur is also taken care of at this time (unless needed immediately due to emergency circumstances). Any suggestions given to Leadership by members in the suggestions box will also be read and discussed at this time. Deciding if the organizations goals are currently being achieved will also be covered.

Article V: Elections

Elections are held when a Leadership position must be filled. Positions must be filled when any slot is empty. Empty slots may occur when a position holder is removed from the organization, steps down, or graduates/leaves Indiana University.

Individuals may be suggested for nomination, but a signed confirmation form must be supplied by a candidate to be considered valid in the election process. It is strongly encouraged that any Presidential roles be filled by a former Executive Officer for the organization. Candidates may be present for the election meeting but may not vote.

The vote will be entirely confidential. At least 3/4 of the current Leadership must attend a voting meeting for the voting to go through. In the event of a tie of any kind, the Advisor will cast their vote. If there are less than 4 current Leadership members, the remaining members will vote on incoming Leadership members. This will occur individually, in which each position is filled one at a time, instead of all at once.

- Example: The two Presidents must fill in all the Executive Officer slots. They will vote on their first candidate, initiating them into the Leadership. Then, the group of the two Presidents and Executive Officer will select the next candidate, and so forth until all positions are filled.

An email will be sent out the day of a resignation to inform the attendees of the current Leadership status, and another when new Leadership is elected.

Article VI: Amendments

Amendments will be presented at Executive meetings. At least 3/5 Leadership members must agree on an amendment for ratification. Members will be notified of amendments via email, and an announcement will be made at the following workshop.

Article VII: Advisors

The responsibilities/duties of the Advisor are as follows:

- Provides assistance or guidelines if necessary
- Helps with Leadership management in the event that new Officers or President(s) need to be introduced
- Assists with the process in which an Officer or President may be removed from their position
- Breaks all Leadership voting ties
- Assists Leadership with any questions that pertain to the organization

The Advisor is voted upon by the Executive Officers and Presidents. Any member of Leadership may suggest an Advisor. For an Advisor to be chosen, 3/5 members of Leadership must vote in agreement.

Advisors would be preferred to serve for at least one year. More than one Advisor is not required for organization functioning but may be allowed.

Article VIII: Dues & Budgets

Dues will not be charged for those who wish to join the organization.

All budget and monetary activity will be monitored by the Treasurer. The budget will be reviewed at least twice per semester to ensure it is in line with the number of regular attendees.

The budget will be based on the cost of the planned mediums, and attendees. Exact numbers on how much of the budget to spend on each workshop will be judged based on the planned attendance to each workshop (obtained from the responses to the invitation email before each workshop).

Article IX: Finances

The Treasurer will oversee all financial affairs.

They will organize and oversee the budget and maintain contact with funding sources.

Any remaining money if the group dissolves will not be used by any member of the group, and instead be returned to whom it may concern. No fundraising will be done to contribute to the club's resources.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits

the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article XI: University Compliance

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

Article XII: Non-Hazing

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