

## Constitution of Photography Guild at IU

### **Preamble:**

The Indiana University Photography Guild offers committed individuals the opportunity to expose the greater community of IU and Bloomington to the photographic arts through activities such as print shows/ art sales, visiting artist workshops and lectures, attending conferences, etc.

### **Article I: Membership**

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

Membership may be attained by attending meetings and participating in activities. Members are expected to attend all meetings and scheduled events. Elected officers are expected to fulfill requirements and duties of the office that is being held.

All members are expected to communicate with one another, respect each individuals ideas, and work together in a professional and respectful manner.

Removal of general members:

- a. Violation of the Indiana University Self-Governed Student Organization rules and regulations.
- b. Violation of rules and regulations set forth by the Photo Guild
- c. Failure to perform the duties of general member as set forth in the constitution and by the Photo Guild.
- d. Failure to uphold the requirements of this constitution and bylaws

Any violations must be presented to the President and/or Vice President and Faculty advisor. A private meeting will occur to offer a defense for the member in question along preceding a public, secondary meeting that includes all guild members to participate in a vote of membership, with voting not to occur sooner than one week after the presentation of the grounds and defense have been made. A 2/3 majority vote, tallied online, will decide the removal of the member in question.

### **Article II: University Compliance**

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

### **Article III: Executive Officers**

Officers serve for one academic year (beginning of August through the end of May). Past officers become regular members. Officers communicate through email and individual meetings, scheduled when needed. If any officer fails to fulfill required responsibilities or is disrespectful toward the group or an individual, he/she/they can be voted out of office by members of the guild and will be asked to step down by the faculty advisor.

**President** (traditionally MFA)

- Keeping advisor current on guild activities
- Supervising officers and/or committees
- Calling general and Executive meetings
- Setting guild goals (short and long term)

**Vice President** (traditionally MFA)

- Presiding in the absence of the President
- Re-registering the organization each year
- Setting guild goals (short and long term)
- Maintaining social media accounts

**Secretary**

- Developing meeting agendas
- Completing required University paperwork
- Maintaining lists of organization members
- Taking & distributing meeting minutes

**Treasurer**

- Developing and maintaining organization budget
- Maintaining records of organization spending
- Managing financial affairs and accounts

Removal of executive officers:

- a. Violation of the Indiana University Self-Governed Student Organization rules and regulations.
- b. Violation of rules and regulations set forth by the Photo Guild
- c. Failure to perform the duties of officer as set forth in the constitution and by the Photo Guild.
- d. Failure to uphold the requirements of this constitution and bylaws

Any violations must be presented to the President and/or Vice President and Faculty Advisor. If officer in question of violation is President or Vice President, violations should then be presented to the Faculty Advisor. A private meeting will occur to offer a defense for the member in question preceding a public, secondary meeting that includes all guild members to participate in a vote of membership, with voting not to occur sooner than one week after the presentation of the grounds and defense have been made. A 2/3 majority vote, tallied online, will decide the removal of the member in question.

**Article IV: Advisor**

Advisors include the faculty within the Photography Department. Advisor does not have specific or ongoing responsibilities. Some responsibilities may include (but are not limited to):

- Overseeing guild activities

- Overseeing officers and/or committees
- Setting guild goals (short term and long term)

Faculty Advisor is appointed by President and Vice President. If the faculty advisor fails to fulfill required responsibilities or is disrespectful to the group or an individual, the President and Vice President will then appoint a new faculty advisor.

Removal of Faculty Advisor:

- a. Violation of the Indiana University Self-Governed Student Organization rules and regulations.
- b. Violation of rules and regulations set forth by the Photo Guild
- c. Failure to perform the duties of faculty advisor as set forth in the constitution and by the Photo Guild.
- d. Failure to uphold the requirements of this constitution and bylaws

Any violations must be presented to the President and Vice President. A private meeting will occur to offer a defense for the member in question along with a public, secondary meeting that includes all guild members to participate in a vote of membership, with voting not to occur sooner than one week after the presentation of the grounds and defense have been made. A 2/3 majority vote, tallied online, will decide the removal of the member in question.

### **Article V: Meetings**

There are no regular scheduled meetings. In the case of a meeting, email notifications will be sent to all members regarding the purpose as well as the scheduled time and place. The President, Vice President, and Faculty Adviser have authority to call both regular meetings as well as emergency meetings.

Regular meetings can be scheduled during the first meeting of the new academic year and/or semester. Date, time, and place are determined based on the schedules of all members.

Meetings will be conducted in a respectful and professional manner. The President and Vice President will lead and oversee all meetings. Members are expected to participate in all discussions, practices for events, and participate in guest lectures and workshops. The Secretary will record all information and set the agenda for each meeting. If a meeting is called, attendance is mandatory. If missing a meeting is necessary, prior communication is required. Lack of participation on an ongoing basis will be noted.

### **Article VI: Elections**

In order to be an Executive Officer, you must be a member of the guild and must be enrolled in the School of Art, Architecture, and Design MFA or BFA Photography Program. Reason being so that the guild can have access to the Photography Department's facilities for events, workshops, and lectures.

Voting for officers is a written ballot and requires at least fifty percent of the members must be present at the time of electing officers. If some members are unable to attend election, the election will also be offered online via beinvoled in which a vote can be cast. There will be one to two weeks notice for an upcoming election.

At the beginning of each fall semester, a President, Vice President, Secretary, and Treasurer are elected by a unanimous vote of the members.

#### **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 & Budgets**

There are no dues or membership fees. The Treasurer maintains the guild's budget which is revised at least once a year or as often as every semester and must be approved by President and all three Faculty Advisors.

The budget for the guild covers events, workshops, artist lectures, supplies, conferences, etc. The budget is created based on money that is raised during fundraising events.

Expenses must be discussed with all members of the guild and approved by the President and all three Faculty Advisors.

#### **Article IX: Finances**

The Treasurer is in charge of the guild's financial affairs. The guild will maintain an student organization bank account in state accordance policies and procedures. In the case of dissolution, the remaining money will go to the Photography Department.

All financial affairs are to be discussed with all members of the guild and must be approved by the President and all three Faculty Advisors.

#### **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: Amendments**

Members will be notified by email of proposed amendments. After deliberation of proposed amendments it shall be tabled until the next meetings, at which time it will

be brought up for vote. A 2/3 majority vote will be required to pass amendments. Any amendments will be added following Article XI. If there is a change of earlier articles, they will supersede the previous conditions.