



UNIVERSITY of ROCHESTER  
STUDENTS' ASSOCIATION  
GOVERNMENT

## **Creative Arts Club**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the Creative Arts Club (CAC) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

### **ARTICLE II - MISSION STATEMENT**

The purpose of this organization is to provide an environment where students can freely explore and create art.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's CCC site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Active members must attend 25% of meetings each semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

### **ARTICLE IV - MEETINGS AND VOTING**

#### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/2 of the active membership plus two officers.

#### **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.

- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS**

- A. President - must have held an officer position for at least one semester previously, unless no one else is qualified.
- B. Co-President - must have held an officer position for at least one semester previously, unless no one else is qualified.
- C. Vice-President
- D. Business Manager - must have held an officer position for at least one semester previously, unless no one else is qualified.
- E. Assistant Business Manager
- F. Secretary
- G. Public Relations Chair
- H. Community Chair
- I. Fashion Chair - must be an active member for at least one semester, unless no one else is qualified.
- J. Needle Arts Chair - must be an active member for at least one semester, unless no one else is qualified.
- K. Chinese Painting Chair - must be an active member for at least one semester, unless no one else is qualified.

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- F. The Vice President shall assist the President to manage the club and take the President's role when they are not available.
- G. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- H. The Assistant Business Manager shall assist the Business Manager and take the Business Manager's role when they are not available.

- I. The Secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- J. The Secretary shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- K. The Public Relations Chair shall be responsible for advertising club events and updating club social media pages.
- L. Community Chair shall be responsible for all communication with other organizations and assisting the Public Relations Chair.
- M. Fashion Chair shall report directly to the organization during regular meetings regarding current business of the affiliate. The Fashion Chair shall also be responsible for planning regular activities for affiliate members relating to the affiliate's goals.
- N. Needle Arts Chair shall report directly to the organization during regular meetings regarding current business of the affiliate. The Needle Arts Chair shall also be responsible for planning regular activities for affiliate members relating to the affiliate's goals.
- O. Chinese Painting Chair shall report directly to the organization during regular meetings regarding the current business of the affiliate. The Chinese Painting Chair shall also be responsible for planning regular activities for affiliate members relating to the affiliate's goals.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure - Any member may nominate any other member, including him/herself. A vote shall then be taken on all nominees.
- B. Term of Office - one academic year (when elected in April) or one semester (when elected in December). The term will begin immediately after time of election.
  - a. Exceptions to the one academic year term may be made for officers who will not be on campus for the second semester of their term (i. e. because they are studying abroad). Their position shall be filled during the Fall Semester elections.
  - b. Transitions- At the meeting after elections, current officers will meet with incoming officers of their respective positions to transition and give advice. There are also transition documents that are updated before elections that will be given to incoming officers.
- C. Timing of Elections - Elections will occur at the end of Spring semester, at least two weeks before the last day of classes. If needed, elections will occur at the end of Fall semester, at least 2 weeks before the last day of classes each semester.

### **SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.

- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.
- E. If positions of Assistant Business Manager and Community Chair remain vacant, the responsibilities of those positions shall be met by Business Manager and Public Relations Manager respectively.

## **ARTICLE VI - RESOURCES**

### **SECTION ONE - RESOURCES**

- A. The Creative Arts Club of the University of Rochester will abide by their Resource Agreement.

## **ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Creative Arts Club. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## **ARTICLE VIII - NONDISCRIMINATION POLICY**

The Creative Arts Club abides by the nondiscrimination policy of the University of Rochester.



Signature of Confirmation

Catherine Xie

**President, Creative Arts Club**

2/12/2024

Date



Signature of Approval

Jessie Li

**Chair, Student Organization Administration & Review Committee**

2/19/25

Date