



Hartnett Gallery Committee

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Hartnett Gallery Committee of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

Hartnett Gallery aims to be the central place on River Campus that celebrates art's vital role in creating a holistic student experience that reaches beyond academic endeavors. Hartnett is in collaboration with other University of Rochester art galleries and institutions. Through these collaborations, we aspire to expand the understanding of art mediums and to exhibit works that use a diverse array of artistic means to address important contemporary issues. Club membership gives the undergraduate students practical experience in curating, exhibition design, administrative work, and public relations.

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 Campus Community Connection 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 - Person who attends at least 10% of all meetings and participates in the install and de-install of at least one Hartnett exhibit per semester unless none are planned.
- 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. People who attend at least one meeting and at least one Hartnett exhibit per semester are defined as an associate member. Associate members have all rights and privileges of an active member.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus 3 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. Undergraduate Director
- B. Business Manager
- C. Installation Director
- D. Graphics Design Director
- E. Media Publicity Director
- F. Administrative Assistant

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 Undergraduate Director of the Hartnett Committee:
 - a. coordinates undergraduate executive board participation, advisory board coordination, recruitment, weekly meetings, and assists each officer with her or his responsibilities.
 - b. maintains relations with advisors and graduate directors and assistants.
 - c. is responsible for updating the Gallery constitution and making information available to Committee members with the assistance of the Administrative Assistant.
 - d. oversees the annual call for professional art submissions and selection process, and calls the first meeting following the holiday break.
 - e. hosts the undergraduate juried show which includes works such as planning and curating with the help of the rest of the executive board.
 - f. is in charge of registering events and filling in reflective reports on CCC with the help of the Administrative Assistant.
- F. The Business Manager:
 - a. is responsible for the Gallery budget, including drafting an annual budget proposal and acquiring purchase orders for materials and events.
 - b. is in charge of maintaining good working relations with the student

- appropriations office.
 - c. is responsible for informing the Committee regularly on the financial status of the Gallery.
- G. The Installation Director
- a. coordinates and oversees Gallery installations and de- installations.
 - b. is expected to be physically assisting with both of the processes as well as managing the participation of the general members in the installation.
 - c. is in charge of setting installation dates and coordinating installation details with the artist and graduate director at least two weeks before the installation date.
 - d. is in charge of keeping Gallery materials and equipment stocked and organized.
 - e. assists with recruiting and maintaining good relationships with the installation team.
- H. The Graphics Design Director
- a. works on designing flyers and posters for each exhibition with the material artists provided and necessary publicity material.
 - b. are in direct contact with the artists to discuss the poster creation.
 - c. coordinate with printing companies/vinyl companies to make the order of the posters and vinyl.
 - d. show publicity material to the Undergraduate Director and Graduate Director in advance for adjustments.
- I. The Media Publicity Director
- a. writes and distributes press releases to the Public Relations and Communications Office at the University, as well as to various publicity points in the Rochester area (including the Democrat and Chronicle and the City Newspaper) with the help of the Graduate Director.
 - b. maintain links with campus newspapers and the campus radio station (Campus Times, the Buzz, and WRUR).
 - c. are in charge of all social media platforms such as Instagram and producing publicity content actively.
- J. Administrative Assistant
- a. takes minutes from Eboard meetings and keeps a list of active and prospective members.
 - b. oversees the annual elections of executive positions.
 - c. takes photographs at events/installations/openings in order to document what the club is doing.
 - d. are in charge of the management of the Hartnett Google drive.
 - e. are responsible for the outward email communication with the general members.
 - f. must be prepared to help the undergraduate and graduate directors in all aspects of work.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Potential Executive Board members may be nominated by any member. Nominees will then give a brief presentation on why

they would like to be chosen for their position. An Open Nomination will then take place by a secret ballot. A nominee must have a majority of quorum votes to become elected.

- B. Term of Office - Executive board members will serve one academic year in their office.
- C. Timing of Elections - Elections are to be held during the Spring semester at least two weeks before finals.

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 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.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

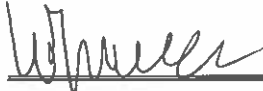
- A. The Hartnett Art Gallery Committee of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Hartnett Art Gallery Committee. 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 Hartnett Art Gallery Committee abides by the nondiscrimination policy of the University of Rochester.



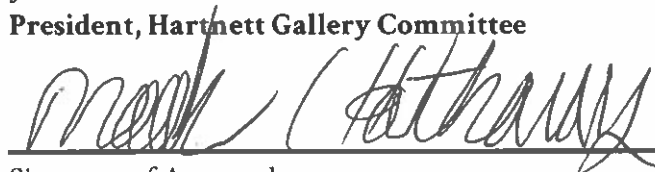
Signature of Confirmation

Jiawei Wu

President, Hartnett Gallery Committee

21/04/2022.

Date



Signature of Approval

Noah Hathaway

Chair, Student Organization Administration & Review Committee

05/04/2022

Date