



## **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 penalties or revocation of Students' Association recognition of this organization.

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

Our mission is to promote a robust art community on campus through hosting exhibitions of varied media, connecting with artists outside of campus, and promoting general creativity through various artistic activities.

### **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 two exhibitions per semester (50%) and participates in the install or deinstall of at least one Hartnett exhibit per semester. (25%)
- 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. Person who attends at least one Hartnett exhibit per semester. 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  $\frac{2}{3}$  of the active membership plus four or more 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 - The Undergraduate Director of the Hartnett Committee coordinates Committee participation, recruitment, weekly meetings, and assists each officer with her or his responsibilities. Duties also include maintaining relations with advisors and students through email announcements. The Director is responsible for updating the Gallery constitution and making information available to Committee members. Additionally, she/he oversees the annual call for submissions and selection process and calls the first meeting following the holiday break. The undergraduate director must have been a previous officer for one year unless no one else is qualified.
- B. Business Manager - The Business Manager is responsible for the Gallery budget. Duties include drawing up the annual budget proposal in the spring; acquiring purchase orders for materials, receptions, and expenses; and maintaining good working relations with the controller and student appropriations office. The Business Manager informs the Committee regularly on the financial status of the Gallery.
- C. Installation Director - The Installation Director coordinates and oversees Gallery installations and de-installations. Duties include setting installation dates and supervising installation (along with the artist, Director, and Advisors), recruiting and keeping good relations with the installation team, and preparing wall labels. The Installation Director is responsible for keeping Gallery materials and equipment stocked and organized.
- D. Graphics Publicity Director - The Graphics Publicity Director works with the Graduate Advisor to design invitation postcards as well as flyers and posters for each exhibition. Because it takes up to ten weeks to prepare printed invitations, this position requires initiative and foresight. All publicity should be proofed by the Undergraduate Director and Graduate Advisor in advance.

- E. Media Publicity Director - The Media Publicity Director 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). She or he also maintains links with campus newspapers and the campus radio station (Campus Times, the Buzz, and WRUR).
- F. Administrative Assistant/ Documentarian/ Secretary - The Administrative Assistant takes minutes from the weekly meetings and keeps a list of active and prospective members. According to the Hartnett Constitution, the Administrative Assistant oversees the annual elections of executive positions and as Documentarian, takes photographs at events/installations/openings in order to document what the club is doing.
- G. Event/Reception Planner - The Event/Reception Planner's main duties include working with the Director, Business Manager, and Advisors to plan artists' talks and opening receptions and to arrange for catering, entertainment, a/v, etc. The Event/Reception Planner also arranges for Committee field trips and works with the Publicity Directors to make the gallery available for study breaks, parties, and other events.

#### **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. All officers shall be responsible for attending all E-Board meetings and dedicating at least one hour for installation or de-installation of every show.
- F. 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.
- G. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- H. 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.
- I. 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.

#### **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 - One year
- C. Timing of Elections - Spring semester, two weeks before the last day of classes

**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.

**ARTICLE VI - RESOURCES**

**SECTION ONE - RESOURCES**

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

**ARTICLE XII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Hartnett 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 XIII - NONDISCRIMINATION POLICY**

The Hartnett Gallery Committee abides by the nondiscrimination policy of the University of Rochester.



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 Signature of Confirmation  
 Vishwa Shukla  
 President, Hartnett Gallery Committee

04/22/2023

Date



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 Signature of Approval  
 Evan Ji  
 Chair, Student Organization Administration & Review Committee

5/2/23

Date