



## **Rochester Design Hub**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the RDH 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**

We want to expose students to project-based learning opportunities in all fields of design including product, branding, visual and UX Design to enable portfolio growth and professional skill development. We aim to create a community for students interested in design related fields and help prepare and encourage students to pursue careers in design.

### **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 – An active member must participate in 1 project per semester. If unable, the active member must attend 50% of workshops/events or 2 workshops/events throughout a semester, whichever is fewer for that current 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 compete, perform, 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 1 officer.

### **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
  - a. Have been a member of Rochester Design Hub e-board for at least a semester, unless no one else is qualified then any active member can run for this.
- B. Vice President
  - a. Have been a member of Rochester Design Hub e-board for at least a semester, unless no one else is qualified then any active member can run for this.
- C. Project Lead
  - a. Have been a member of Rochester Design Hub project group for at least a semester, unless no one else is qualified then any active member can run for this.
  - b. The number of project leads varies depending on the number of active projects in a semester. Each project group has one project lead managing the group's progress.
- D. Marketing Manager
  - a. Any active member is allowed to hold this position.
- E. Business Manager
  - a. Any active member is allowed to hold this position.
- F. Events Manager
  - a. Any active member is allowed to hold this position.

### **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. The President 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.

- F. The Vice President will take meeting minutes and assist all e-board members with any tasks that they may need help with. The meetings during which the Vice President takes meeting minutes are e-board meetings. The Vice President shall also be in charge of revising the project curriculum and communicating between all Project Leads and the e-board.
- G. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions.
- H. The Project Lead shall also take roll-call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- I. The Project Lead will create an overview of the project timeline and ensure the completion of projects. The meetings during which Project Lead takes meeting minutes are during project team meetings. Project Leads can attend general E-Board meetings but are not required to, however they must report to the Vice President regarding the progress of their projects.
- J. The Marketing Manager shall advertise the club and its events and activities on social media.
- K. The Events Manager shall plan workshops and find ways to collaborate with other organizations on campus.

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

- A. Nomination and Elections Procedure – The club will have open nomination, where anyone can be nominated for all the roles (except President, Vice President, and Project Lead) and anyone can nominate themselves.
  - a. For President and Vice President nominations, they can be nominated by anyone (including themselves), but they will need to have been part of the e-board for at least a semester, unless no one else is qualified.
  - b. For Project Lead nominations, they can be nominated by anyone (including themselves), but they will need to have been part of a project group for at least a semester, unless no one else is qualified.
  - c. All active members may vote. If there is ever a tie, then the current President will vote to break the tie.
- B. Term of Office – A term of office will be one academic year, and the transitional period will be in the late spring semester. The newly appointed officers will start early in the fall semester.
- C. Timing of Elections – Elections will be held during the first week of April, at least 2 weeks before the end of the 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.

## **ARTICLE VI - RESOURCES**

### **SECTION ONE - RESOURCES**

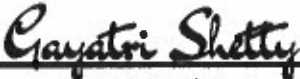
- A. The Rochester Design Hub of the University of Rochester will abide by their Resource Agreement.

## **ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Rochester Design Hub. 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 Rochester Design Hub abides by the nondiscrimination policy of the University of Rochester.



11/18/2024

Signature of Confirmation

Date

Gayatri Shetty

**President, Rochester Design Hub**



11/22/2024

Signature of Approval

Date

Jessie Li

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