

Bylaws of Northwest Arkansas Community College Art Club

Membership

Voting membership (hereafter referred to as “Membership”) is open to all fine art, graphic design, and art education students as well as any student interested in visual art who is enrolled at Northwest Arkansas Community College. Membership is open to all who qualify without regard to race, color, sexual orientation, national origin, religion, creed, disability, veteran status, marital status, or public assistance status. Members must complete a registration form to register their membership with the organization.

Honorary Members: Honorary Membership may be granted to a member in good standing that has served the club in an exemplary manner and has graduated. Honorary Membership may also be granted to an alumnus who was enrolled before the formation of the club through the same application process that past members follow.

A letter of recommendation for honorary status shall be submitted in writing to the Secretary. Nominations will be presented to the Executive Board at the next Board Meeting and put to a vote. The Honorary Membership status will be granted upon the approval of said recommendation by two thirds (2/3) of the Executive Board.

Dues

Membership is free.

Duties of Officers

Duties of the President

- Create agendas.
- Call and run meetings.
- Serve as a liaison with the Director of Student Activities and Organizations.
- Recruit and maintain membership.
- Work with advisors.
- Delegate organization responsibilities.
- Be responsible for overall organization involvement.

Duties of Vice President

- Work directly with the president on all organization projects.
- Give leadership to committee chairs.
- Register events on/off campus with the Director of Student Activities and Organizations.
- Assume president's role if the need arises.
- Conduct business when the president is unable to do so.

Duties of the Treasurer

- Develop budget with the organization's advisors, other officers and the members.
- Maintain an accurate record of expenditures (receipts) and funding.

Duties of the Secretary

- Attend all meetings, including committee meetings.
- Take minutes at all meetings.
- Maintain complete, accurate and objective recordkeeping.
- Notify members of upcoming meetings/events.
- Reserve meeting space with the Director of Student Activities and Organizations.
- File all changes/updates in the constitution, bylaws and advisors with the Director of Student Activities and Organizations.
- Maintain a record (notebook) of agendas, minutes, events and pictures.
- Have minutes of previous meeting viewed and approved at the next meeting.
- Obtain approval from the Director of Student Activities and Organizations before hanging all posters, flyers and other publications.
- Help the president/facilitator of meeting stay on track.
- Ask for clarification during meetings.

Executive Board

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, and Chairpersons of the Standing Committees.

The Board shall handle all routine business of the Club and shall authorize the expenditure of funds for all Club expenses.

Formal meetings of the Board shall be called periodically by the President or Vice-President, as required, to transact business of the Club. Notification shall be given to each member of the Board at least five days in advance of the meeting.

Informal meetings of the Board may be called by the President or Vice-President at any regular meeting of the Club by notice to the Board members present for the purpose of handling items of business that require immediate attention.

At either formal or informal meetings of the Board, three members, which shall include two Officers, shall constitute a quorum.

Decisions of the Executive Board will be made by votes and require a 2/3 majority.

Any member who wishes to bring items requiring Board action to the attention of the Board may do so at any time by alerting the President or any other Board member. The Board will discuss the issue(s) at the next Board meeting. Members are also free to come before the Board at a Board meeting in order to raise the issue(s) of interest or concern.

Committees

The standing committees of the Club and their duties shall be: (a) Publicity Committee – marketing events and necessary advertising on campus. (b) Program Committee - shall arrange the programs for all Club meetings, field trips, and special events, etc. (c) Fundraising Committee – shall be an idea-generating body in regard to devising and executing fundraising events.

As soon as possible after being elected to office the President shall appoint the Chairpersons of the Standing Committees from a group of volunteers. The Secretary shall immediately notify the Chairpersons and the Board of the appointments. The Chairpersons shall recruit members to assist them as required.

The President may at any time appoint an ad hoc committee for a special purpose, but the actions of such committee shall be subject to the approval of the Executive Board in accordance with the intent of these Bylaws.

Order of Business

- Call to Order
- Roll Call
- Consent Agenda
- Last Meeting Minutes
- Financial Report
- Committee Reports
- Old Business
- New Business
- Wrap Up and Adjourn

Parliamentary authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Club and all components in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the standing rules of the Club, and any special rules of order adopted by the Club or its components.

Amendment Procedures

An amendment to these Bylaws may be initiated by (a) the Executive Board or (b) by a petition signed by at least twenty-five percent of the Club Members.

Notice of the proposed amendment shall be given by publishing it in full NWACC Art Club Forum, together with the reasons therefore, at least thirty days prior to the meeting at which action will be taken.

Subject to the above, these Bylaws may be amended at any regular meeting of the Club by a two-thirds majority of those present and voting. A quorum shall consist of at least twenty-five percent of the members including two Officers.