

CONSTITUTION OF THE ART HISTORY CLUB

Last Revised: January 2003

PREAMBLE

The Art History Club of Kean University is an organization devoted to furthering involvement in the field of Art History among Kean University undergraduates, both inside and outside the Kean community. We, as members of the Art History Club, establish this constitution to develop an association that will support and foster student interest in the field of Art History.

ARTICLE I. NAME OF ORGANIZATION AND PURPOSE

This organization shall be known as the Art History Club of Kean University.

The purpose of the Art History Club is to give interested students an informal atmosphere in which to become more acquainted with the subject of Art History and to have a more professional familiarization with the field of Art History emphasizing its goal and direction with regard to related careers. This is to be achieved through meetings, lectures, field trips, mailing list discussions, monthly newsletter, and our club website.

ARTICLE II. MEMBERSHIP

Section 2.01 Requirements for Membership

- (a) Regular Membership: Open to all registered students attending full or part time.
- (b) Associate Membership: Open to Faculty and Alumni of Kean University.
- (c) A member of the Art History Club will be a faculty advisor from the Art History Department of Kean University.

Section 2.02 Non-discriminatory Clause

Membership will not be denied based on race, national origin, creed or political affiliation, gender, sexual orientation, religion, age, disability, or veteran status.

ARTICLE III. OFFICERS AND DUTIES

Section 3.01 Officer Eligibility

All Officers must be members of the Art History Club as defined in the Constitution and currently registered Kean University students.

Section 3.02 Elected Officers

The Officers of the Art History Club shall be President, Vice-President and Secretary-Treasurer, all elected for a term of one year by the members of the club in elections to be held in May of each year.

Section 3.03 Officer Resignation or Absence

If resignation or absence occurs regarding one official, the remaining officials shall appoint a replacement for the balance of the term with approval upon ratification by two-thirds (2/3) votes by a majority vote by the members.

Section 3.04 Powers and Duties of Elected Officers

- (a) President: The President shall be responsible for overseeing and coordinating the organizations day to day operations and may delegate the necessary authority to insure that all tasks are properly performed; performing executive functions including but not limited to the power to call meetings, preside over them, direct and co-ordinate; giving official announcements and disclaimers during club meetings; calling and electronically mailing the general membership to inform them of upcoming meetings and events; and overseeing the work of all of the committees and appointed Officers.

In addition The President shall be responsible for representing the Art History Club at the Kean University Student Organization; facilitating communication between the Art History Department and the Art History Club; and creating and maintaining the club newsletter.

Further, the President is responsible for maintaining club registration with the Office of Student Life and Leadership Development and creating the club's Constitution and Guidelines.

- (b) Vice-President: The Vice-President must assist and advise the President in performing his or her duties, and will perform the President's duties in the event that the President is temporarily unable to perform his or her duties.
- (c) Secretary-Treasurer: The Secretary-Treasurer shall be responsible for keeping the minutes of each board and general meeting, and distributing these minutes to each of the Board members at the following meeting.

In addition, the Secretary shall be responsible for keeping a binder of all events, correspondences, and flyers.

Further, the Secretary shall be responsible for raising and allocating funds for the various activities sponsored by the Art History Club, for insuring that the funds are properly used, and for compiling a list of all funds spent.

Section 3.05 General Duties and Responsibilities

All Officers are expected to represent the club appropriately in public forums; to ensure the proper execution of the Constitution; and to work towards the general betterment of the club.

The Art History Club Website shall be maintained by its Officers and Members.

ARTICLE IV. MEETINGS

Section 4.01 Regular Meetings

The Art History Club shall meet a minimum of once a month during the academic year. Special meetings may be called by the President or Vice President who would make use of the college communication channels whenever possible,

Section 4.02 Majority Vote

Decisions of the Art History Club shall be made by a majority vote of those present at the official meeting. A quorum for an official meeting shall consist of two-thirds (2/3) of its membership.

Section 4.03 Minutes

Minutes are to be turned over to the succeeding Secretary-Treasurer at the end of the term in a prescribed notebook.

ARTICLE V. REMOVAL, SUCCESSION AND DISSOLUTION

Upon ratification by two-thirds (2/3) vote of the members of the Art History Club, Officers may be removed from their position or succeeded according to the following guidelines:

Section 5.01 Removal or Succession of an Officer

- (a) Unethical behavior, failure to fulfill duties of office, or separation from the University constitutes sufficient grounds for the impeachment of an Officer. A letter explaining why an Officer should be impeached must be submitted to the Board or brought to the attention of the Board during a general meeting.
- (b) Once submitted, the Board will convene to consider all of the evidence that has been brought forth, both for and against the impeachment. At the Board meeting, the accused Officer shall be granted a chance for rebuttal after all of the evidence has been presented. After the accused Officer completes his/her rebuttal, the Board shall vote upon the Officer's guilt or innocence. If three-quarters of the Board favor impeachment, all of the evidence shall be presented at the next general meeting. A two-thirds vote of at least a quorum shall be required to remove the accused Officer.
- (c) After removal, or in the case of permanent incapacitation, resignation, or graduation, the procedures to replace an Officer are as follows:

Elected Officers: In the case of replacement of up to two elected Officers, the remaining Officers, both elected and appointed, select a single replacement for each position. The replacement may be another Officer, or may be any Art History Club member who satisfies the requirements of the office. The newly placed Officers must be approved in a referendum. If the new officials are not confirmed in the referendum, the Officer group must submit new candidates within one (1) week, and the process is repeated until the Officer positions are filled. In the case of replacement of all three elected officials, a new Officer election must be called for in advance, or at the earliest possible time in the event of unexpected vacancy.

Section 5.02 Order of Succession

- (a) In the event that the position of President becomes vacant, the Vice-President shall succeed and assume those duties.
- (b) In the event that the position of Vice-President becomes vacant, the Secretary-Treasurer shall succeed and assume those duties.
- (c) In the event that the position of Secretary-Treasurer becomes vacant, a regular member may be voted in upon ratification by two-thirds (2/3) vote of the members of the Art History Club and shall succeed and assume those duties.

Section 5.03 Disbursement of Assets in the Event of Dissolution of the Club

Should the organization dissolve, all proceeds and remaining funds will be disbursed equally among all members.

ARTICLE VI. AMENDMENTS

An amendment to the Constitution is first presented to the club members and discussed in an open forum. Amendments to the constitution can be proposed by any Officer, elected or appointed. If unanimously approved by all Officers, an amendment will be put through a referendum for final approval by the club members.