**Constitution of Allied Arts**

**Article I - Organization Name**

**Section One**: The name of this organization shall be Allied Arts

**Article II - Purpose**

**Section One:** The purpose of this organization shall be to provide opportunities for in-depth engagement with the arts and cultural events for students by making professional arts more accessible, intentionally featuring student work, and continuing on our strong tradition of student-led production. Our mission is to continuously build support for the arts, culture and entertainment through enhanced community and campus involvement in art education and appreciation.

**Article III - Membership**

**Section One**: Voting membership is limited to currently enrolled OSU students for all Allied Arts related activities and three faculty members recommended by the Faculty Council for the Event Selection Committee.

**Section Two**: Any undergraduate or graduate student is eligible to be a member of the group.

**Section Three**: Membership will be non-discriminatory on the basis of race, religion, color, creed, veteran’s status, national origin, sex, sexual orientation, age, marital status or disability.

**Section Four**: Volunteers that are in good standing are members who attend at least one meeting a month and volunteer for at least half of the Allied Arts events each year.

**Article IV - Officers**

**Section One (Eligibility):** In order to be an executive officer, members must

1. Be a full-time student at Oklahoma State University
2. Have a minimum GPAof a 2.0 for undergraduates and 3.0 for graduate students

**Section Two (Titles and Duties of Executives)**:

1. The **President** shall…
   1. Schedule and preside over all weekly Executive Board and monthly volunteer meetings;
   2. Ensure that all members of the Executive Board function properly and they implement successful Allied Arts functions;
   3. Create and execute Allied Arts Executive Board and volunteer application and selection processes;
   4. Prepare and execute all Allied Arts membership recruitment efforts;
   5. Coordinate leadership development activities for Executive Board and volunteers;
   6. Keep and manage records of Executive Board and volunteer attendance;
   7. Serve as Allied Art’s official representative to other campus groups, leaders, and administrators;
   8. Meet with the Allied Arts Advisor and/or Graduate Assistant(s) weekly;
   9. Lead the re-evaluation of the Allied Arts Constitution with the Executive Board whenever necessary;
   10. Attend all Allied Arts events;
   11. Hold at least 4 office hours per week in the Office of Arts, Culture, & Entertainment
   12. Complete other duties as assigned.
2. The **Vice President of Marketing** shall…
   1. Establish and execute a marketing and branding strategy for Allied Arts in order to increase awareness and attendance;
   2. Maintain and update Allied Arts’ social media accounts regularly;
   3. Create and maintain an archive of the year containing Allied Arts advertising and photos from the year;
   4. Meet with the Allied Arts Advisor and/or Graduate Assistant(s) weekly;
   5. Attend all Allied Arts events;
   6. Hold at least 4 office hours per week in the Office of Arts, Culture, & Entertainment;
   7. Complete other duties as assigned.
3. The **Vice President of Finance** shall…
   1. Maintain an accurate budget for Allied Arts expenses and incomes;
   2. Oversee all Allied Arts fundraising efforts as needed;
   3. Record minutes at all Allied Arts Executive Board Meetings;
   4. Work closely with the Allied Arts Advisor to manage all ticket sales for Allied Arts events;
   5. Meet with the Allied Arts Advisor and/or Graduate Assistant(s) weekly;
   6. Attend all Allied Arts events;
   7. Hold at least 4 office hours per week in the Office of Arts, Culture, & Entertainment;
   8. Complete other duties as assigned.
4. The **Vice President of Outreach** shall…
   1. Seek connections with academic departments to coordinate and promote educational experiences in conjunction with Allied Arts events;
   2. Establish relationships with community partners and promote Allied Arts activities to the Stillwater and surrounding community;
   3. Meet with the Allied Arts Advisor and/or Graduate Assistant(s) weekly;
   4. Attend all Allied Arts events;
   5. Hold at least 4 office hours per week in the Office of Arts, Culture, & Entertainment;
   6. Complete other duties as assigned.
5. The **Vice President of Production** shall…
   1. Plan and execute all Allied Arts programs that do not have an Event Director assigned to them;
   2. Manage all contractual requirements for the production of Allied Arts programs;
   3. Work closely with venue contacts to ensure all event details are communicated in a timely manner;
   4. Compile a program evaluation within one week after each program;
   5. Meet with the Allied Arts Advisor and/or Graduate Assistant(s) weekly;
   6. Attend all Allied Arts events;
   7. Hold at least 4 office hours per week in the Office of Arts, Culture, & Entertainment;
   8. Complete other duties as assigned.
6. Additional **Event Director** positions may be established if a need is determined for specific events.
   1. An Event Director would be responsible for a single program that requires a special skillset requirement or additional support due to the nature of the program.
   2. All Event Directors would be additional voting members of the Executive Board when active.
   3. Event Directors shall…
      1. Meet with the Allied Arts Advisor and/or Graduate Assistant(s) weekly;
      2. Attend all Allied Arts events;
      3. Hold at least 4 office hours per week in the Office of Arts, Culture, & Entertainment;
      4. Complete other duties as assigned.

**Section Three (Staff & Faculty)**:

1. The Allied Arts Advisor shall serve to monitor and aid the organization. The Advisor must be a full time Oklahoma State University staff member within Leadership & Campus Life. The Advisor will not have voting rights within this organization.
2. Three at-large faculty members appointed by the Faculty Council serve as voting members during the selection process of future Allied Arts events. Voting faculty members will also serve in an advisory counsel relationship to the Allied Arts Advisor and Allied Arts Executive Board as needed.
3. Additional faculty and staff may be invited to participate in Allied Arts activities and meetings; however, they will not have voting rights.

**Section Four (Student Volunteers):** The Allied Arts Executive Board may determine a need for volunteers to execute programs and/or responsibilities. The President is responsible for managing all volunteer needs. The responsibilities of volunteers may include:

1. Attend monthly meetings;
2. Assist in planning and executing specific event responsibilities;
3. Assist with marketing efforts of all Allied Arts programs;
4. Present ideas for new programs or methods;
5. Complete other duties as assigned.

**Article V - Selections**

**Section One** (**Terms of Office):**

1. Members of the Allied Arts Executive Board will serve for one calendar year (January – December).

**Section Two (Timeline)**:

1. The selection process will be an application and interview process for all Allied Arts Executive Board positions. This must be completed in the fall semester before the new calendar year begins.
2. The applications for all Allied Arts Executive Board positions will be available during the same two-week time period.
3. The President will be selected first.
   1. The selection committee for President will include the outgoing President, Allied Arts Advisor, at least one representative from Leadership & Campus Life, and an Allied Arts volunteer if available.
4. Selection of the remaining Executive Board shall be conducted through an interview process with a selection committee that must include, but is not limited to, the President-elect and Allied Arts Advisor.

**Section Three (Installation)**:

1. The new Executive Board will not assume full control of the Board or gain voting privileges until after January 1st of the upcoming spring semester.
2. During the time between selection and installation, newly elected Executive Board members will serve in an apprenticeship capacity, attending weekly executive meetings of the current officers.

**Section Four (Vacancies):**

1. In the event that an Executive Board position becomes vacant, applications shall immediately open for a two-week period, or until the position is filled;
2. If the vacancy occurs within one month of the next full selection process, the vacancy process will be ignored and the position will be filled through the regular selection process.
3. The process to fill vacancies will be an application and interview process with the same selection committees based on positions referenced in Article V Section Two.

**Article VI – Termination**

**Section One:** Any member of the Allied Arts Executive Board can be removed from office if just cause is shown to warrant such removal. Just cause for removal shall include:

1. Deliberate violation or disregard for any part of the Allied Arts constitution;
2. Failure to maintain a standard of conduct that is exemplary of a student leader as recommended by the Allied Arts Advisor;
3. Mismanagement of Allied Arts funds;
4. Failure to perform any of the responsibilities of the position as recommended by the Allied Arts Advisor;
5. More than (3) absences per semester from the Executive Board meetings. Notification should be made to the President by phone, in writing, or by e-mail at least one full day prior to the event in which attendance is required, with the exception of unavoidable emergencies;
6. Failure to maintain the proper number of office hours as established in this constitution for three weeks total in a semester; and
7. Failure to maintain good academic progress and standing with the University as outline in Article IV Section One.

**Section Two:** The process for determining just cause for removal will be carried out by the Allied Arts Advisor and/or Graduate Assistant(s). The member in question will be notified in writing or by e-mail and given the following options: (1) The member may voluntarily turn in a letter of resignation; or (2) A meeting can be set up with the Allied Arts Advisor to determine if a probationary period is acceptable or termination is the final result.

**Article VII – Event Selection Process**

**Section One:** The selection of upcoming Allied Arts season will be determined through meetings of the entire Event Selection Committee which consists of all Allied Arts Executive Board members and the three at-large faculty members appointed by the Faculty Council.

**Section Two:** All members of the Event Selection Committee are required to research and present ideas for the upcoming season.

**Section Three:** All meetings of the Event Selection Committee are open to the public and general comments will be taken at the beginning of each meeting. Each scheduled meeting must be advertised at least one week in advance.

**Article VIII - Quorum**

**Section One**: Quorum for this organization shall be a simple majority (50% of voting members, plus one).

# Article IX - Scholarships

**Section One**: Each member of the Allied Arts Executive Board is awarded a scholarship for fulfilling their responsibilities. The scholarship will be awarded at the end of each semester (spring & fall).

1. The scholarship totals are:
   1. All Executive Board positions including Event Directors during active semesters: $300 per semester
2. Scholarship amounts are subject to reduction if an Executive Board member is unable to fulfill all duties outline in this document to a satisfactory degree.

**Article X - Amendments**

**Section One**: Amendments may be made in a meeting, provided that quorum is present. Amendments must be presented to the entire voting body at least one week prior to voting.

**Section Two**: All changes to the constitution must be submitted to and receive final approval from the Allied Arts Advisor.