



Constitution of the Printmaking Club

Written February 20, 2015

Article I-Organization's Name

Section 1: This organization shall be known as the Printmaking Club

Article II-Purpose and Objectives

Section 1: The purpose of the Printmaking Club is to spread the knowledge and practice of printmaking among City Tech students. Our objectives include providing inexpensive creative opportunities for students in printmaking, hosting workshops given by visiting print artists, and holding public printing events to encourage participation and educate the general student population about the possibilities offered by various print mediums.

Article III-Membership

Section 1: This club is open to any student enrolled at City Tech.

Section 2: Any member may leave the society at any time.

Section 3: Any member may be terminated from the society after due process from the group. Written complaints must be submitted to the executive board prior to an upcoming meeting.

Article IV-Officers and Duties

Section 1: The officers of the Printmaking Club are President, Vice-president, Treasurer, and Secretary.

Section 2: The duties the officers shall be as follows:

President

1. The president shall preside over all meetings.
2. Is the official club representative for public communications.
3. Maintain overall agenda for the semester

Vice President

1. The vice-president shall assist the president, presiding in place of pres as needed

2. Meeting Notes: write in document on g drive, pictures of events on GDrive and FB

Treasurer

1. The treasurer shall keep a record of all income and expenditures.
2. He/she will be responsible for executing check requests.
3. Maintain a spreadsheet in GDrive of all monies (possibly pword protected)

Social Media Directors

1. Social Media: updating FB: postings of next events, meetings
2. OpenLab site oversight
3. Update calendar

On-Campus Public Relations

1. Posters: update/maintain assets
2. Distribute Posters

Advisors

1. Oversee general activities
2. Facilitate activities: run demos, help find speakers
3. Run/organize outings
4. Handle college-level paperwork

Article V-Meetings

Section 1: There will be two (2) formal meeting each month during club hours.

Section 2: A special meeting may be called at any time by six (6) or more members of the group. It is the responsibility of the individuals calling the meetings to contact the membership in a timely manner.

Section 3: In order to reach quorum and have a productive meeting, 75% of the membership must be present at meetings.

Article VI-Finances

Section 1: The society will not have membership dues.

Section 2: All monies collected must be deposited within two business days to the bursar in the organization's account. There will be no outside bank accounts permitted.

Article VII-Termination of Membership

Section 1: A written complaint must be submitted to the President requesting the removal of a

member.

Section 2: A committee consisting of the President, one additional officer and three (3) members of the club will review all membership complaints. The committee will review the complaint and decide if it merits termination of membership.

Section 3: Decisions of the committee are final.

Article VIII-Equipment

Section 1: We will acquire or make equipment as we see fit, if it fits in our budget and meets our needs in terms of safety and accessibility.

Section 2: All PMC equipment will be stored in Prof. Clarke's office (N1126). A faculty member will need to be present to request that the door be opened by security if she is not available to do so at the time of our events.

Article IX-Amendments of the Constitution

Section 1: Proposals for amendments to the Constitution must be presented in writing at an official meeting of the club.

Section 2: Club members will be given a minimum of two (2) weeks to review the proposal.

Section 3: Amendments to the Constitution require a 2/3 vote of the membership at an official meeting of the club.