DEPAUL UNIVERSITY  
HISTORY OF ART AND ARCHITECTURE CLUB CONSTITUTION

Revised 10 January 2022

**Article I: NAME**

The name of this student organization shall be “The History of Art and Architecture Club,” the pseudonym is “The Art History Club” and the abbreviation “HAAC.”

**Article II: MISSION**

The goals of the organization are as follows:

1. To develop and foster a sense of academic and social camaraderie amongst student scholars, art aficionados, and department faculty.
2. To cultivate a deeper appreciation for the history of art and architecture spanning a variety of geographic locations and periods.
3. To encourage and promote personal exploration of the history of art and architecture through social events, lectures, movie presentations, and academically focused outings.

**Article III: MEMBERSHIP**

1. PREREQUISITES
   1. A current student at DePaul University
   2. Show an interest in the history of art and architecture
   3. In good standing with the university
   4. Have a cumulative GPA of 2.00/4.00 or above
   5. Membership, leadership, and activities will not be restricted on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information, or other status protected by local, state, or federal law
   6. Senior Advising Council students must be seniors majoring or minoring in HAA
2. REQUIREMENTS
   1. Attend a minimum of three HAAC meetings or events during the academic year
   2. Pay the optional $5.00 dues within a 2-week period of joining HAAC on DeHub
   3. Actively support organization projects and mission
   4. Individuals who fail to comply with the membership requirements or may have their membership revoked following a unanimous vote of the executive board

**Article IV:**  **LEADERSHIP ORGANIZATION**

1. EXECUTIVE BOARD
   1. The leadership shall consist of seven active members
   2. Officer order of rank:
      1. President
      2. Vice President
      3. Treasurer
      4. Secretary
      5. Communications and Outreach Director
      6. Graphic Design Director
      7. Publication Committee Chair
      8. Senior Advising Council
2. OFFICER DUTIES AND RESPONSIBILITIES
   1. PRESIDENT
      1. Preside over all meetings
      2. Manage event creation
      3. Ensure that the organization is operating in conformity with the standards set forth by the Office of Student Involvement
      4. Cosign organization checks
      5. Maintain communication with organization, faculty advisor, and other members of faculty
      6. Correspond with members regarding meetings and events via emails on DeHub
      7. Represent organization on campus
   2. VICE PRESIDENT
      1. Preside over meetings in the absence of the President
      2. Correspond with university admins and other university organizations
      3. Review the President’s messages to the general body members
      4. Create and oversee committee administration on as needed basis
      5. Review Communications and Outreach messages
      6. Work with members to design and plan events based on member input
   3. TREASURER
      1. Maintain an accurate record of organization transactions
      2. Collect and process membership dues
      3. Develop organization budget and present to executive board vote
      4. Post organization balance sheet to DeHub
      5. Cosign organization checks
      6. Solicit funding from the Office of Student Involvement
      7. Process orders for all vendors and performers
   4. SECRETARY
      1. Record notes for all organization meetings
      2. Post all meeting notes in the DeHub Official Meeting Notes file
      3. Maintain membership directory and take attendance
      4. Manage organization records for posterity
      5. Schedule executive board meetings
   5. COMMUNICATIONS AND OUTREACH DIRECTOR
      1. Social media campaigns
      2. Regularly active on @dpu.haa.club Instagram
      3. Distribution of posters around campus
      4. Help organize DePaul University involvement fair logistics
   6. GRAPHIC DESIGN DIRECTOR
      1. Create and design posters and social media announcements
      2. Upload work to specified folder on DeHub
      3. Design and execute layout of HAAC publication
   7. PUBLICATION COMMITTEE CHAIR

\*Required if creating printed publication

* + 1. Recruit and oversee general members of the committee
    2. Solicit entries in conjunction w/ Communications and Outreach Director and President (who will reach out to faculty)
    3. Review entries with committee
    4. Oversee distribution of printed publication
  1. SENIOR ADVISING COUNCIL
     1. Must attend at least one board meeting or one event a quarter
     2. Contribute ideas for club activities
     3. Provide feedback on proposed activities

**Article V:**  **ELECTION OF LEADERSHIP**

1. REQUIREMENTS
   1. Be a current student at DePaul University in an undergraduate program
   2. Should have been an active HAAC member in the previous academic year
   3. In good standing with the university
   4. Have a cumulative GPA of 3.00/4.00 or above
   5. Candidacy will not be restricted on the basis of race, color, ethnicity, religion, gender, sexual orientation, national origin, age, marital status, physical or mental ability, parental status, housing status, source of income, or military status
   6. Commit to attending all general body meetings and events, with the exception serious conflicts (class, work, family) upon election
2. ELECTION PROCEDURES
   1. Election will be held for a specific office
   2. General elections will be held in the Spring Quarter of the previous academic year, should current board members graduate or resign; Fall Quarter and/or Winter Quarter elections permissible under special circumstances (i.e. member graduating in Winter, officer resignation etc.)
   3. Each candidate will apply for a specific office, up to four
   4. Candidate will submit an application to be reviewed by faculty advisor and current board; board members who are running for a new office are ineligible to review applications
   5. Officer must be elected by majority vote of the general membership
   6. Ballot shall be an anonymous poll on DeHub
   7. Current leadership is ineligible to vote if they are running
   8. In the event of a tie, the faculty advisor will cast the final vote

**Article VI: OFFICER IMPEACHMENT**

1. PROPOSAL
   1. Officer impeachment may be proposed by any officer or faculty advisor
   2. The faculty advisor must be consulted before any officer impeachment is processed
   3. Officer impeachment must be proposed on grounds of organization neglect or proven incapacity to serve
   4. If impeached, the former officer may not hold another board position in HAAC for a period of one year, but may remain an active member of the club if desired
2. REBUTLE
   1. The offending officer is permitted to speak before the executive board and the general membership about the charges made concerning their performance
3. DELIBERATION
   1. The officer is not permitted to participate in the deliberation of the executive officers regarding the charges
   2. Officers may only be impeached by unanimous vote of remaining executive board
   3. The general body shall be notified of all changes in leadership, as should the departmental faculty

**Article VII:**  **OFFICER RESIGNATION**

1. PROCEDURE:
   1. If necessary, any officer may step down from or leave their post
   2. Resigning officers may opt to remain a part of the executive board in another capacity as agreed upon by unanimous vote by the remaining board members

**Article VIII:**  **OFFICER REPLACEMENT**

1. PRESIDENT
   1. Must be replaced by the Vice President or appointed by faculty advisor
   2. New President must attend a SAF-B Workshop during the academic quarter in which they are instated if they have not already done so that academic year
2. VICE PRESIDENT
   1. If vacant, position does not need to be filled until next election
   2. Duties and responsibilities must be equally distributed to the remaining officers
3. TREASURER
   1. Must be replaced by any remaining officer excluding the current President
   2. New Treasurer must attend a SAF-B Workshop during the academic quarter in which they are instated if they have not already done so that academic year
4. SECRETARY
   1. If vacant, position does not need to be filled until next election
   2. Duties and responsibilities must be equally distributed to the remaining officers
5. COMMUNICATIONS AND OUTREACH DIRECTOR
   1. If vacant, position must be replaced by any remaining officer excluding the current President and Treasurer, or a special election should be held
   2. If a consensus cannot be reached, responsibilities will fall to the Graphic Design Director
6. GRAPHIC DESIGN DIRECTOR
   1. If vacant, position does not need to be filled until next election
   2. Duties and responsibilities must be equally distributed to the remaining officers
   3. Publication layout duties may be delegated to publication committee chair
7. PUBLICATION COMMITTEE CHAIR
   1. If vacant, current committee members should hold special election, pending approval from the Executive Board and faculty advisor
   2. In the case that no current committee member runs, or a unanimous vote of no confidence by the current Executive Board and faculty advisor occurs, the duties and responsibilities must be equally distributed to the remaining officers
8. SENIOR ADVISING COUNCIL
   1. If vacant does not need to be filled
   2. Senior HAA students can join this council at any time during the academic year

**Article IX: ORGANIZATION ADVISOR**

1. REQUIREMENTS
   1. Be a full-time HAA faculty or staff member at DePaul University
   2. Assume those responsibilities as outlined in this constitution and/or found in the Student Involvement Handbook
   3. Advisors not fulfilling the responsibilities detailed in the Advisor Handbook or not abiding by the organization’s mission may be removed from the position by a majority vote of the executive board
2. SELECTION PROCESS
   1. Advisor will be selected by a majority vote of the executive board
   2. Must be presented to the general membership for a second majority vote of approval
   3. Faculty advisors need not be reelected annually and may remain in their position until they chose to step down

**Article X: MEETINGS**

1. EXECUTIVE BOARD MEETINGS
   1. This organization shall hold regular monthly meetings for the executive board
   2. Officer attendance at all executive board meetings is required
   3. Executive board meetings will be determined based on officer availability
   4. Details are to be scheduled and communicated by the Secretary
2. GENERAL BODY MEETINGS
   1. A minimum of two general body events will be held per quarter during the academic year
   2. Time and location will be decided by the leadership
   3. All meeting details will be communicated to the general body
   4. The Secretary will take and record attendance based on the current membership roster

**Article XI: FINANCE**

1. OPERATIONS
   1. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions
   2. The entire board will oversee all fundraising efforts and will work to develop committees comprised of the general body to push fundraising efforts
   3. Optional $5.00 membership dues shall be put towards club merchandise costs and additional expenses, such as general body meeting refreshments

**Article XII: AMENDMENTS**

1. PROCEDURES
   1. Amendments may only be proposed by board members or faculty advisor
   2. Amendments must include: reason for change, steps for and timeline of implementation. Proposals must be submitted via email to current board members and faculty advisor
   3. Proposals must be approved by a majority vote of the current officers
   4. All new constitutions must be approved by the faculty advisor
   5. Following approval, amendments shall be ratified immediately
   6. General body must be informed of all changes made to the constitution following ratification
   7. All versions of the constitution must be stored in the shared important documents on DeHub