Constitution of Arte & Computer Science
at The University of Texas at El Paso

PREAMBLE

<u>SECTION ONE</u> **-** The Arte & Computer Science Organization (ARTECS) at The University of Texas at El Paso is intended:

- To foster innovation and integration of art and computer science, initially focusing on video game development and expanding to various forms of art and technology.
- To build a community that supports and nurtures a diverse network of students passionate about the intersection of art, technology, and computer science, particularly within the Hispanic community.
- To provide members with foundational skills and practical experience through hands-on projects, mandatory learning modules (for progression within ARTECS), and collaborative initiatives in art and technology.

<u>SECTION TWO</u> **-** ARTECS at The University of Texas at El Paso understands its responsibilities and is committed to fulfilling them by abiding by the policies of The University of Texas at El Paso.

ARTICLE I – NAME

<u>SECTION ONE</u> - The name of this organization shall be Arte & Computer Science (ARTECS) at The University of Texas at El Paso. ARTECS is dedicated to exploring and advancing the integration of art and computer science.

ARTICLE II – UNIVERSITY COMPLIANCE

Statement of University Compliance: This organization is a recognized student organization at The University of Texas at El Paso and adheres to all campus policies as set forth in the Handbook of Operating Procedures as outlined by the Office of the Vice President for Business Affairs and the Registered Student Organization Handbook as outlined by the Student Engagement & Leadership Center at The University of Texas at El Paso.

ARTICLE III – UNIVERSITY POLICIES

Prohibition of Hazing Policy: Hazing in state educational institutions is prohibited by both state law (Sections 51.936, 37.151 (5) and (6), and 37.155, Texas Education Code) and by the Rules and Regulations of The Board of Regents of The University of Texas System, Series: 50101, Section 2.8). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. For more information on UTEP's

hazing policy, please visit UTEP's Handbook of Operating Procedures, Chapter 1, Section 1.2.3(g).

Non-Discrimination Policy: accordance with the UTEP Student Organization Handbook, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

Title IX of the Education Amendment of 1972: Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows: the organization must have tax-exempt status under Section 501 of the Internal Revenue Code; members must be limited to students, staff or faculty at The University of Texas at El Paso; the organization must be a "social fraternity" as defined by the Department of Education.

ARTICLE IV – MEMBERSHIP & ELIGIBILITY

Texas Board of Regent's Membership Statement: At the beginning of each academic year, each registered student or group must file with the appropriate institutional officer an affidavit stating that the organization or group does not, and will not during the year, have as a member any person who is not a student or a member of the faculty or staff of the institution. *Student organizations abide by this policy by fulfilling their Annual Requirements of submitting their registration with only UTEP-affiliated individuals.*

SECTION ONE - Membership is open to any currently enrolled student at The University of Texas at El Paso who completes a membership application on MineTracker and is in good standing with the organization. The ARTECS organization does not discriminate against qualified members of the University based on ability, age, color, creed, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, in adherence to the Non-Discrimination Policy established by The University of Texas at El Paso and the UT System.

SECTION TWO - A student becomes an official member of the ARTECS organization upon registration in MineTracker. Members achieve active status by completing a minimum of four (4)

ARTECS events or meetings per semester. Active members are eligible to participate in projects, vote, and access additional organization resources.

SECTION THREE - Eligibility for Officer Positions:

- To qualify for an officer position, a member must have active status and have contributed to at least one main project of the organization, demonstrating a commitment to ARTECS' mission and activities.
- Only active members with prior officer experience within ARTECS are eligible to serve as President, ensuring continuity and experience in leadership.

ARTICLE V – OFFICERS
SECTION ONE - Officers consist of:

1. President
2. Vice President
3. Treasurer/Project Coordinator
4. Technical Lead
5. Design Lead
6. Art Director

SECTION TWO - Members who serve as officers are required to meet the following terms:

1. Maintain a cumulative GPA of 2.25 or above while in office.
2. Be a matriculated student in good standing with The University of Texas at El Paso.
3. Have been an active member of the organization prior to serving as an officer.
4. Serve a term of ONE (1) YEAR or until their successors are duly elected or qualified. Officers will relinquish their position as soon as a successor is selected.

An officer who, during their term, ceases to be a voting member, fails to maintain a GPA of 2.25, or is not in good academic and disciplinary standing with the University shall be removed from office, and a replacement will be elected.

If necessary, current officers shall elect a replacement officer by majority vote.

SECTION THREE - Duties of each officer:

President

- Presides over all meetings, ensuring that the organization's mission and goals are upheld.
- Oversees project timelines, ensuring projects progress cohesively from start to finish.
- Leads Executive Board meetings, sets agendas, and serves as the point of contact with

UTEP.
- Coordinates with other officers to develop learning modules and resources for members.
- Promotes innovation and integration of art and computer science, starting with video game development and expanding to other forms of art and technology.
- Coordinates collaboration with the Student Engagement & Leadership Center and manages the membership process.
- Collaborates in all areas as needed, including art, coding, project management, and any other organizational needs.

Vice President

- Assists the President in fulfilling organizational duties and presides in their absence.
- Facilitates communication between officers and members, ensuring cohesion across all project roles.
- Helps manage workflow between officers, supporting collaborative efforts on projects.
- Coordinates room reservations.

Treasurer / Director of Social Media

- Maintains accurate financial records, oversees project budgets, and manages dues or other funds as needed.
- Coordinates fundraising activities and distributes funds for projects and operational needs, without managing the projects or sourcing tools and resources for activities.
- Manages social media and creates flyers to enhance and increase member attendance, tracks meeting attendance, and generates QR sign-in codes.

Technical Lead

- Oversees technical aspects of projects, including coding, programming, and software development.
- Ensures that technical standards are met across all projects and assists in implementing new technologies as needed.
- Guides members through technical learning, troubleshooting, and skill development.
- Sets up automation scripts for communication channels, code integration, and platforms.
- Provides technical support, including environment setup and addressing platform issues.
- Assesses technical needs and potential improvements for the club, oversees the budget for these needs, and seeks sponsors for support.

Design Lead

- Leads design elements within projects, including UI/UX and visual structure, to maintain consistency and a user-centered focus.

- Provides guidance on design tools and principles, coordinating with the Art Director and Technical Lead to ensure smooth integration of design with other project areas.
- Works with members to ensure project designs align with ARTECS' mission and maintain high-quality standards.

Art Director / Project Coordinator

- Oversees the artistic vision for all ARTECS projects, ensuring visual elements align with project goals and thematic standards.
- Supports members' artistic development through tutorials on digital art tools and techniques.
- Collaborates closely with the Design Lead and Technical Lead to ensure a cohesive visual and technical aesthetic for each project.
- Organizes project artistic resources and schedules, ensuring timely progress and availability of tools and materials.

ARTICLE VI – MEETINGS
All general meetings and workshops will be hosted exclusively on Tuesdays and Thursdays.

Technical Workshops

- 3 material videos per project: Available online 24/7 for all beginner members as technical workshops.

General Meetings

- Spring Semester: 4 general meetings.
- Fall Semester: 3 general meetings.

General Meeting Agenda:

1. Executive Board Introduction
2. Mission and Vision
3. Membership Process
4. Exposure to Events and Opportunities:
    - Local, national, and global art events
    - Local, national, and global scholarships
    - Brief exposure to game events
5. Q&A Session: Open for questions.

Workshop Schedule:

1. First Workshop: Introduction to technologies and the project
2. Second Workshop: Basics of technologies
3. Third Workshop: Comprehensive project work

Main Project Meetings

- Scheduled based on the availability of team members.

Special Holiday Workshop

- Valentine's Day Special: A social and friendly technical workshop.

ARTICLE VII - UNIVERSITY ADVISOR(S)
SECTION ONE - Selection of Advisor:

The organization shall appoint at least one individual employed as a full-time faculty or staff member at The University of Texas at El Paso to serve as an advisor to ARTECS. The advisor shall be selected by a majority vote of the Executive Board and will serve for an academic year or until a successor is appointed.

SECTION TWO - Role and Responsibilities:

TThe advisor will serve as a resource for the organization, providing guidance and support to ensure alignment with UTEP policies and facilitating the achievement of the organization's mission. The advisor may:

- Attend general and executive meetings at their discretion.
- Assist in the development and implementation of organizational initiatives.
- Provide mentorship and feedback on projects, helping members connect theoretical knowledge with practical applications.
- Act as a liaison between the organization and the University when necessary.

SECTION THREE - Limitations of Advisor Role:

The faculty/staff advisor shall serve in a supportive, non-controlling capacity. They will have no direct authority over the management of the organization or its finances, ensuring that all leadership decisions remain with the student officers and members support.

ARTICLE VIII – FINANCES

If the organization becomes inactive, or loses its registration status at UTEP, funds will be dispersed to UTEP's Computer Science Department. If said option is not feasible, all funds will be dispersed to the Student Organization Advancement Fund, managed by the Student Engagement & Leadership Center.

SECTION ONE - The officers may propose an optional membership fee each semester to increase the organization's budget. This proposal will be presented and voted on by the officers no later than the second week of the semester. Any approved funds or additional resources obtained will be used exclusively to support organizational activities, such as workshops, events, and materials for ARTECS projects.

SECTION ONE - All unbudgeted expenditures must receive prior approval from a majority of officers. In circumstances where additional guidance is needed, the advisor may provide input and approval. This process ensures financial transparency and accountability within the organization.

SECTION THREE - Budget spending will be completely tracked by the treasurer and reviewed by the rest of the board to rectify any discrepancies if necessary. When needed, budget details (excluding personal or sensitive information) will be made public to ensure accountability for the proper spending of resources. Whenever possible, the budget will be used to acquire long-term equipment for the organization, such as computers, development hardware, software, and other tools that support ARTECS activities.

ARTICLE IX – ELECTIONS
- SECTION ONE - Election Schedule:
  Elections for officer positions will be held annually during the last general meeting of the Spring semester (starting 2026).
- The application period will run from Week 6 to Week 11 of the Spring semester (starting 2026).
- The transfer of responsibilities from outgoing officers to newly elected officers will take place between Weeks 12 and 15, ensuring a smooth transition.

SECTION TWO - Notification of Elections:
- All active members will be notified of the upcoming elections at least two (2) weeks prior to the election date.
- Notifications will be made through official channels, including email, MineTracker announcements, and during general meetings.

SECTION THREE - Officer Eligibility Requirements:
- To qualify for the position of President, a candidate must:

- ○ Have prior officer experience within ARTECS.
  - ○ Be an active member in good standing.
- All other officer positions are open to active members who meet the eligibility criteria.
- To foster development and ensure the long-term growth of the organization, the Executive Board must include a balance of students from different academic levels, with representation from both sophomores and freshmen.

SECTION FOUR - Nomination Process:
- Nominations and applications will be open from Week 6 to Week 11 of the Spring semester (starting 2026).
- Nominees must accept their nomination to be included on the ballot.
- The Vice President will oversee the nomination process. Nominations can be submitted electronically via a designated form.

SECTION FIVE - Voting Process:
- Voting will be conducted online through a secure and secret ballot system to ensure anonymity and accessibility for all active members.
- Voting will take place during the day (24 hours) of the last general meeting of the Spring semester (starting 2026).
- The results will be announced shortly after the voting period ends.
- Ballots will be counted by the current President and officers to ensure transparency and fairness. And anonymous statistics will be posted for all.

SECTION SIX - Quorum and Voting Requirements:
- There is no minimum participation requirement for a valid election.
- A candidate must receive a simple majority of votes from active members to win the election.
- If no candidate receives a majority in the first round, a runoff election will be held between the two candidates with the highest number of votes.

SECTION SEVEN - Special Elections:
- In the event of an officer vacancy, a special election will be held within two (2) weeks to fill the position.
- The same nomination and voting procedures will apply to the special election.
- If the vacancy occurs in the middle of the semester, the current officers may appoint an interim officer until a special election can be conducted.

SECTION EIGHT - Officer Transition:
- The transition of responsibilities from outgoing officers to newly elected officers will

occur between Weeks 12 and 15 of the Spring semester.
- During this period, outgoing officers will train their successors to ensure continuity of operations and a smooth leadership transition.

SECTION NINE - New Officer Positions:
- Proposals to create new officer positions must be approved by a majority vote of the Executive Board.
- Once approved, the new position will be added to the constitution, and the election process will include the position in subsequent cycles. If immediate filling of the position is required, an active member may be appointed by the Executive Board.

ARTICLE X – AMENDMENTS
SECTION ONE - Proposal of Amendments:
- Any active member or officer of ARTECS may propose an amendment through an open submission form maintained by the organization.
- Proposed amendments must be submitted in full detail, clearly explaining their purpose and impact
- Amendments may be resubmitted an unlimited number of times if they are initially rejected, provided they are revised based on feedback.

SECTION TWO - Officer Review Process

- All proposed amendments will first be reviewed by the Executive Board to ensure they:
  - Align with the mission and values of ARTECS.
  - Do not conflict with existing amendments, unless the proposed amendment seeks to improve or refine an existing amendment.
  - Address areas of improvement and do not seek to degrade or dismantle essential systems, such as the project structure or member participation processes.
- The Executive Board may reject an amendment if it fails to meet these criteria.
- If the amendment passes the officer review process, it will proceed to the voting stage.
- Rejected amendments will be returned to the submitter with constructive feedback for revision and resubmission.

SECTION THREE - Restrictions on Amendments:
- Amendments must not be added, deleted, or changed if they contradict or undermine existing amendments or the constitution's core principles.
- Amendments related to the project systems (e.g., initiation, tutorial requirements, task structure) can only be proposed to improve their functionality or efficiency.
  - If implemented changes result in poorer performance or inefficiency, the prior version of the amendment will automatically be reinstated

SECTION FOUR - Voting Process for Ratification:

Officer and Advisor Authority to Ratify Amendments:
- Officers and advisors have the authority to internally propose, vote on, and ratify amendments without requiring an immediate vote by the general membership.
- Ratification of these amendments requires the majority of all officers and advisors.
- Members must be notified of all officer-approved amendments within five (5) days of ratification through official communication channels, including the rationale for the amendment and its expected benefits for the organization.

Member Notification and Transparency:
- After an amendment is ratified by the officers and advisors, the Executive Board must hold an informational session or publish a detailed report outlining:
    - The amendment's purpose.
    - How it aligns with ARTECS' goals.
    - How it will impact the organization.

Member-Initiated Retraction Process:
- Active members who disagree with an officer-approved amendment can initiate a retraction process within three (3) weeks of the amendment's notification.
- To start a retraction process, at least 25% of active members must sign a formal petition outlining specific reasons why the amendment is not beneficial to the organization.
- The petition must be submitted to the Executive Board and advisors for review.

Retraction Vote:

- If a valid petition is submitted, a retraction vote will be held.
- Members must be notified at least one (1) week prior to the vote, and the voting process will take place at a general meeting or through a secure online platform.
- The majority of active member votes is required to successfully retract the amendment.

General Member Proposals:

- Members may still propose amendments through the standard process.
- These proposals will be reviewed by the officers, who may approve or reject them before presenting them to the membership for a vote, where the majority of active member votes is required to successfully implement the amendment.

ARTICLE XI – RATIFICATIONS

SECTION ONE - Initial Ratification of the Constitution:
- The constitution becomes effective upon approval by a majority vote of active

members present at a general meeting or through a secure online platform.
● The date of ratification must be recorded in the constitution, along with the names of the officers and active members who approved it.

SECTION TWO - Major Revisions to the Constitution:
● If the entire constitution undergoes significant changes, the revised version must be presented to members for review.
● All members will have a two (2) week period to provide feedback or propose additional changes.
● A final vote will be held, requiring the majority of active member votes to ratify the revised constitution.

SECTION THREE - Documentation:
● Once ratified, the final version of the constitution, including the date of ratification, will be distributed to all members and made available on official ARTECS platforms.

ARTICLE XII – MAIN PROJECTS STRUCTURE AND PROCESS
SECTION ONE - Initiation and Approval of Main Projects:
● Main projects can only be initiated by an officer and must be approved by a majority of officers.
● The maximum number of main projects allowed at any given time is determined by the number of officers, with a limit of n/2, where n is the number of officers. For example, if there are 6 officers (n = 6), the limit is 6/2 = 3 main projects. However, it is recommended to have (n/2) −1 projects (2 main projects for the previous example).

SECTION TWO - Tutorial Content Requirements:
● Each approved main project must include three tutorial videos or organized learning content that is available 24/7. This content will provide the foundational knowledge members need to join the project.
● The tutorials will be covered in workshops in the following order:
  ○ First Workshop: Introduction to technologies and the project.
  ○ Second Workshop: Basics of the relevant technologies.
  ○ Third Workshop: Comprehensive project work.
● The officers leading the project are responsible for creating these tutorials, with support from other officers.

SECTION THREE - Member Participation in Main Projects:
● Members must complete the required tutorials/workshops and demonstrate this completion to officers before joining a main project.
● Each project is recommended to have a maximum of 30 actively participating

members (with 25 as the ideal limit). If members exceed this number, officers should initiate a new project or <u>must</u> adapt resources to include additional members.

<u>SECTION FOUR</u> - Roadmap and Task Management:

- Each main project must have a detailed start-to-end roadmap created before its initiation. This roadmap must outline as many project <u>tasks</u> and details as possible while allowing flexibility for member contributions and ideas.
- Tasks will be sorted by difficulty: easy, medium, hard:
  - New members begin with 2-3 easy tasks before moving on to 1-2 medium tasks and eventually one hard task.
  - After completing this sequence, members can choose tasks (with officer approval) from any difficulty level.
  - Members confident in their skills may attempt harder tasks directly but will start at the recommended level if they fail to complete the task.

<u>SECTION FIVE</u> - Honor System and Task Deadlines:

- Members working on main projects must adhere to an honor system, completing tasks on time (soft deadlines) with a one-week grace period.
- If a member fails to complete a task, they will be reassigned a new task of the same difficulty. The incomplete task will be reassigned to another member.