

# Risley Art Subcommittee Charter and By-Laws

## The Risley Art Subcommittee

### I Name

- A. The name of this organization shall be The Risley Art Subcommittee, referred to as A-Sub. The phrase *The Risley Art Subcommittee* or *A-Sub* shall mean those people holding positions defined in Article V. A of the A-Sub Charter.

### II Purpose

The purpose of A-Sub is to promote the arts in the Cornell and Ithaca communities. Members of A-Sub work together to bring together both the artistic and administrative halves of the Risley community with respect to the shops. This will be achieved via a weekly meeting on every Sunday night, which is followed by a day on which classes are held, at 7 pm in the CLR during which we pursue our main and secondary goals.

The three main goals of A-Sub are:

1. Promote communication within the shops and between the shops and the RHD.
2. Promote accountability through documentation.
3. Promote safety within the shops.

The two secondary goals of A-sub are:

1. Reviewing Shop Manager allocations, so that the allocation can best meet its goals of serving the community. A-Sub can also assist in preparing the allocator for the discussion process in Kommittee.
2. Planning two major community programs per year.
  - a. Shops Open House in the fall
  - b. Ris Expo in the spring

Within these meetings the three main goals will be met by:

1. Communication will be promoted during the A-Sub meeting by providing a forum for discussion on concerns, such as safety or shop administration.
2. Safety will be promoted by allowing students to voice their concerns to the Executive Board, and those with the relevant administrative knowledge.
3. Documentation will be promoted by recording minutes for the entire community to see.

The two secondary goals will be met by:

1. Allocators can ask for feedback on their allocation.

2. Students interested in planning events can attend to assist in the major programs.

### III Methods

A-Sub will achieve the three main goals by doing the following:

1. Communication

- a. Each Head Manager will submit the monthly working inventory to A-sub, the Shops RA, and RHD.
- b. A monthly report, written by the Head Manager, approved by all other relevant managers, will be submitted to the Shops RA, and RHD.
- c. There are four types of communication relevant to the Shops:
  - i. Intra-shop communication
    1. This is between shop managers of the same shop. Safety procedures and inventories are to be agreed upon by all managers of the same shop.
  - ii. Inter-shop communication
    1. This is between shop managers of different shops. This is comparatively less important, and only needed for shops-wide program planning.
  - iii. Administration-of-the-Shops communication
    1. This is communication between shop managers, and the RHD and AIR. This is for reporting safety concerns. Safety concerns will first be reported to the Arts Chair and Shops RA. Significant safety concerns will then be forwarded to the AIR and RHD.
  - iv. Community-Involvement-with-the-Shops Communication
    1. This is communication between the shops and the wider community. This will include advertising all shop hours held by the managers through email. The Shops RA and Arts Chair will publicize these hours weekly.

2. Safety

- a. Each shop will have, at a minimum, an 8.5" by 11" sign posted on the front of the shop door. This will detail a description of the shop, and what safety precautions must be made before entering said shop.
- b. Shops will not be regularly scheduled for use after quiet hours. This is analogous to lab safety. Shop Managers who wish to use their shop after quiet hours may request permission from the Shops RA, at least forty-eight hours before desired usage. Approval is not guaranteed.
  - i. Permission may be granted if:

1. Quiet Hours will be duly respected. Shop access may be suddenly revoked if there is a noise complaint, in spite of granted permission.
  2. Requesting Shop Managers have historically had an overall positive rapport with their own shop and fulfilled their duties.
- c. Each Fall, the Shops RA and RHD will plan a “Shops Rehab” event. This will be a period of time in which the shops are cleaned and reorganized to an appropriate level. This level must, at a minimum, meet EH&S standards.
- d. The Shops RA and RHD will work together to write up safety waivers, holding Risley Hall unliable in the event of a safety incident.
- e. All Shop Managers will go through safety training that has been approved by the RHD at the start of every year, or the beginning of the Spring semester if they become a manager at that time.
3. Documentation
  - a. Each shop will have a working inventory. This will generally be done through a checklist of durable and nondurable goods, but may vary by shop applicability, and will be made collectively by the Shops RA, RHD, and relevant Shop Managers.
  - b. The monthly shops report will include a report on any possible safety concerns. This will be in the form of a checklist, as made by the Shops RA, AIR, RHD, and relevant Shop Managers.
  - c. The Reverse Treasurer will keep track of good durability, allowing one to track allocations and see how long an allocation generally lasts (more info in the membership section)
- 4.

The Reverse Treasurer will keep track of:

- i. What the allocation was.
- ii. When the allocation was approved.
- iii. When the allocation was purchased.
- iv. When the allocation arrived.
- v. When the Shop Managers received their allocation.
- vi. When the allocation was used up or broken.