

Risley Art Subcommittee Charter and By-Laws

Current as of November 6th 2016

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

- A. The purpose of A-Sub is to promote the material arts in the Cornell and Ithaca communities and to coordinate safety and productivity in The Risley Shops, as defined in Article IV. A of the Risley Charter.

III Attendance

- A. Only Risley members as defined in Article III. A-C of Kommittee Charter, or any other individual approved to use the Shops, may attend A-Sub.

IV Jurisdiction

- A. A-Sub shall have jurisdiction over program use and material allocation in the Risley Shops recognized in section XVII of A-Sub Charter, but shall act in accordance with space use and budget policies developed by Risley members. Questions of space-time and fiscal policy, and all other decisions, will be resolved by the RHD and the RAs.

V Membership

- A. The elected A-Sub members shall be:
 - 1. Arts Secretary

- i. A Curator of Letters (AKA Secretary) shall act as recording secretary, whose duties shall be determined by A-Sub and shall include at least the following:
 - a. Keep minutes of all meetings, and post the minutes within one day of the meeting being adjourned, unless a simple majority of A-Sub votes to extend this deadline;
 - b. Ask A-Sub if there is anything to add to the minutes as soon as the meeting is adjourned;
 - c. Maintain responsibility for counting hands in the case of a hand vote;
 - d. Provide expired records to the Kommittee Archivist;
 - e. Update both the Kommittee Webmaster and master spreadsheet with any changes in Manager/Liaison information.
- ii. The Curator of Letters will receive a large locker space for personal use.

2. Arts Chair. AKA “Le Président por la Vie”.

- i. The Arts Chair shall be elected by A-Sub members at the last meeting of each semester. All nominees shall be required to state their intent to run at the second to last A-Sub of the semester. The newly elected Arts Chair shall not take office until the first A-Sub of the next semester; however, they shall be responsible for any A-Sub matters dealt with over summer or winter break. The duties of The Arts Chair shall be determined by A-Sub and shall include at least the following:
 - a. Be responsible for the smooth running of all A-Sub meetings;
 - b. Restate all motions before they are put to a vote.
- ii.

B. The A-Sub Positions shall be:

1. Shop Managers.

- i. Each Risley Shop must have at least one Manager, who is a current Risley member. The duties of Shop Managers shall be determined by A-Sub and the RHD and shall include at least the following:
 - a. Ensure the Shop facilities are **orderly** and safe;
 - b. Maintain records of the Shop’s inventory;
 - c. Produce one piece of art for the end-of-semester Risley Expo;
 - d. Hold These hours will be submitted in writing to the RHD and Arts RA within the first week of appointment.
 - e. If necessary, these hours can be temporarily rescheduled, given seven day’s notice to the Arts RA and RHD. Shop Managers may reschedule no more than four times a se
 - f. weekly “open shop hours” that shall last a minimum of an hour, the duties of which shall be determined by A-Sub and the RHD. Managers for a shop must hold at least two hours per week of shop hours, unless this shop is exempted in section XVII: Risley Shops.
 - g. Publicize shop resources.
- ii. Shop Managers will be responsible for a key with access to their Shop.

- iii. Shop Managers will be appointed during the second week of the semester by the Shops Director in conjunction with the RHD.
- iv. All shop managers are required to teach residents who attend shop hours their art form.
- v. Failure to meet these criteria will result in repossession of keys.
- vi. These expectations will also be outlined in the yearly shop manager application.

2. Head Manager

- i. Each shop will have a head manager appointed by the RHD.
- ii. The responsibilities will include:
 - a. Maintain records of the shop's **inventory**, to be published within the first two weeks of their appointment. If there are less than three shop managers in a given year, the Arts RA will assist in inventory.
 - b. Facilitate communication between managers of the shop.
 - c. Communicate with the shop Liaisons
 - d. Report all safety issues to the Shops RA and RHD immediately.

3. Shop Liaison.

Each set of shops shall have one Coordinator. Shop Sets are defined as the Sound Garden, Recording Studio, and Digital Media Shop, overseen by the Production Coordinator; the Art Shop, Stained Glass Shop, Letterpress Shop, and Dark Room overseen by the Design Coordinator; and the Jewelry Shop, Sewing Shop, Wood Shop, and Pottery Shop, overseen by the Material Coordinator. The duties of coordinators shall be determined by A-Sub and the RHD and shall include at least the following:

- a. Ensure inter-shop communication and engagement;
 - b.
 - c. Facilitate 5 non-manager Risley member submissions to RisExpo;
 - d. Plan and manage one program over the course of the semester, which occurs within the shops, and invites Risley members, Cornell Students, or the general public to engage with the Risley Shops;
 - e. Collaborate with the Shops Director to prepare future shop managers.
- iii. Shop Liaisons will be responsible for keys with access to their set of Shops, a large locker space in the Shops area.
- iv. Shop Liaisons will be appointed during the second week of the semester by the Shops Director in conjunction with the RHD.
- v. Shop Liaisons are expected to have fairly regular attendance at A-Sub meetings in order to maintain their positions as Shop Liaisons.

- vi. Shop Liaisons will also periodically check check that shop managers are meeting their requirements, such as notifying the community, and holding hours.

C. The appointed A-Sub members shall be:

1. **Residence Hall Director.**

- i. Resident Hall Director (RHD), whose duties shall be determined by the parent organization specified in the By-Laws in the spring prior to the academic year in which they will serve. The Residence Hall Director shall have the power and responsibility to override and make any decisions, in the best interest of Risley and the Risley community. The RHD is required to attend A-Sub meetings, or the ARHD in their place.

2. **Resident Advisors.**

- i. Resident Advisors (RAs), whose duties shall be determined by the parent organization specified in the By-Laws in conjunction with the Risley Committee. RAs, other than the Shops Director as outlined in section 6, are not required to attend A-Sub meetings.

3. **Artist in Residence.**

- i. The Artist in Residence(s) is/are not required to attend A-Sub meetings.

4. **Shops Director.**

- i. The Shops Director shall be an RA appointed by the RHD who oversee the safety, productivity, and effectiveness of the Shops, Shop Managers, and Shop Liaisons. The Shops RA is required to attend all A-Sub meetings. The duties of the Shops RA shall be determined by the RHD and shall include at least the following:
 - a. Encourage the success of the Risley Expo at the end of every semester they are on staff;
 - b. Work to ensure consistent positive use of the Shops;
 - c. Provide support for Shops users.
 - d.
 - e. Coordinate submitted hours so that scheduled hours do not have significant overlap.
 - f. A community survey, assessing the community's availability might be sent to better assess needed hours.

5. **Illustrious Vizier.**

- i. The Illustrious Vizier, (aka A-Sub Accountant), whose duties shall be determined by the A-Sub and shall include at least the following:
 - a. Attend all A-Sub meetings;
 - b. Deliver the weekly "Budget Report" to inform A-Sub of the fiscal situation;
 - c. Record the details of every fiscal allocation by A-Sub;
 - d. Collect and record the details of every receipt pertaining to a fiscal allocation by A-Sub;

- e. Make available the details and summary of A-Sub's financial state to any interested party;
- ii. The Illustrious Vizier will be responsible for a large locker space in the Shops area.
- 6. No appointed member may run for or hold an elected A-Sub position.

D. **Members-By-Endurance.**

Any Risley member may at any time declare to The Arts Chair their intention to become a Member-By-Endurance of A-Sub. They are then required to attend a full A-Sub meeting. Upon attending the next consecutive meeting they become a Member-By-Endurance with full voting rights. Endurance resets at the end of every semester. Attending the final A-Sub meeting of the semester will contribute towards endurance for the next semester. Endured members may have absences excused by the Chair, starting at the first meeting of the new A-Sub. This excuse may be granted after the absence has occurred. Two unexcused absences result in loss of A-Sub member status.

- E. **Excused Absences.** Only the Arts Chair may grant absences from A-Sub meetings.
- F. **Quorum.** No A-Sub business may be done outside of an A-Sub meeting without a quorum present. A quorum shall be defined as a number of A-Sub members exceeding one-half, not counting the number of managers (RHD, other RA). This number does include the President, Secretary, Treasurer, Arts RA, and Shop Liaisons. participation of an RA or the RHD.

VII Rules Governing A-Sub Actions

- A. Rules for A-Sub meetings shall be decided by the Risley membership. The Arts Chair shall preside over any A-Sub meeting..
- B. **Regular Meetings.** Regular A-Sub meetings shall be held every Sunday followed by a Monday on which classes are scheduled during the academic year at 7:00p.m.. This time may be changed by a majority vote of the full Kommittee membership.
- C. **Emergency Meetings.** The RHD, Shops RA, the Arts Chair, or the A-sub membership by a majority vote, may call an Emergency Meeting of A-Sub. Quorum may not be reduced for an emergency meeting. All Risley members must be informed of this meeting with prior notice.
- D. Proxy votes will not be accepted at A-Sub, although votes may be registered with the Arts Chair in advance.

VIII Elections and Transitions

- A. Elections for A-Sub positions shall be held once each semester. All elected members from the previous semester continue until the next election. Further regulations governing A-Sub elections will be found in the By-Laws.
- B. If, at the end of the semester, any elected A-Sub member knows they will not be able to continue their duties at the beginning of the coming semester (e.g. due to graduation, study abroad, or general abandonment of Risley), their position shall be included in the Special Election at the end of the semester. The newly elected person shall carry out the rest of their predecessor's term, and the position shall be open again for the next election. In the event that a position is left vacant unexpectedly, the Arts RA shall nominate a replacement who must be approved by a majority vote of A-Sub and will serve until a Special Election can be held.

IX Suspension

- A. No part of the Charter may be suspended unless specifically permitted by the A-Sub Charter itself. ☐
- B. Ignore All Rules**
 - 1. During an A-Sub meeting, if a part of Charter is preventing the efficient and orderly running of the Shops, any member of A-Sub may move to ignore that part of Charter.
 - 2. A motion to ignore Charter must specify which part or parts of Charter will be suspended and for how long.
 - 3. Sections of charter cannot be suspended for longer than the duration of the meeting.
 - 4. A motion to suspend charter must be passed by a consensus of A-Sub members in the room. ☐
 - 5. Any Risley member present can vote on whether to ignore Charter but only endured or elected members of A-Sub may vote to extend discussion.
 - 6. The "Ignore All Rules" section overrules Section 9 A.

X Amendments to the A-Sub Charter

- A. Amendments to the A-Sub Charter shall be passed in accordance with the provisions established in section VIII: Subcommittees of Charter.
- B. Amendments to A-Sub Charter may be made at any time in Komitee.

XI By-Laws

- A. By-Laws will be placed into four categories:
 - 1. Parliamentary Rules relate to the functioning of A-Sub or to the disposition of motions at A-Sub meetings.
 - 2. Policies may be created, amended, or deleted only through Komitee.
 - 3. Any General Policy may become a Restricted Policy through Komitee.
 - 4. Policies governing Risley's relationship with specific members are to be placed in the Appendix.
- B. In the case of a conflict between elements to this document, policies are to be considered in the following order of precedence: Charter overrules all other elements; Restricted Policies overrule Parliamentary rules and General Policies; Parliamentary rules overrule General Policies.
- C. A permanent record of the By-Laws in force shall be kept appended to the Charter and divided according to the proper classification, as outlined above. Each by-law adopted shall be appended along with the date of its adoption.

XII Parliamentary Rules

- A. **Robert's Rules.** A-Sub Meetings shall be conducted according to the 1915 edition of Robert's Rules of Order, unless otherwise listed in Charter. In the event that Robert's Rules and the A-Sub Charter contradict each other, Charter shall take precedence. On a single occasion, Robert's Rules may be overridden by a simple majority.
- B. **Agenda Items.** Items on the agenda shall be signed or initialed by the person posting them, or who will present them to A-Sub.
- C. **Calling the Question.** Motions to call the question may be made in either of two ways:
 - 1. Any member of A-Sub who has the floor may call the question.
 - 2. At any time, the Arts Chair may motion to call the question.
 - 3. In either case, another A-Sub member in the room must second the motion, after which the vote to call the question happens immediately. All motions to call the question must be passed by a 2/3 vote. Any Risley member in the room may vote.
- D. **Tabling.** All motions to table a motion must be passed by a 2/3 vote.
- E. **Motions to table on allocations over \$200 require only 2/5 vote.**
- F. **Abstentions.** Abstentions shall be noted.
- G. **Controversial Motions.** Controversial motions are those which strongly concern the whole of the Risley community, or those on which there exist strongly held and significantly opposing viewpoints. Motions of a possibly controversial nature shall be made known before A-Sub meetings on the main bulletin board and otherwise advertised to the building. If a motion is not posted for 48 hours beforehand, the motion may be determined controversial by a simple majority vote of present members of A-Sub. Any member of A-Sub may motion to deem a motion controversial.
 - 1. **Tabling a controversial motion.** A motion to table a controversial motion requires a simple majority to pass. During the time between tabling and the next A-Sub meeting, the tabled motion must be advertised to the Risley community. Tabling should occur when parties need time to properly consider the motion, concerned parties are not present, or the motion is in too rough a form to be effectively revised by debate.
- H. **Absences.** Members who miss any part of a meeting will be considered absent, at the discretion of the Arts Chair.
- I. **Majority default.** All decisions not otherwise specified in this document shall be made by majority vote.
- J. **Dividing the House.** After the vote on a main motion is taken, a member of A-Sub may immediately request a division of the house. If the motion is seconded and passes by a majority, a vote is taken in which all members who voted yes or no are required to vote in the same manner. Those who abstained in the original vote now must vote for or against the motion. No abstentions are permitted during a division of the house. A division of the house may change the original outcome of the vote from passage to failure, or vice versa.
- K. **Allocation of Small Funds.** Motions to allocate funds less than \$75 must be passed by majority vote.
- L. **Allocation of Large Funds.** Motions to allocate funds of at least \$75 must be passed by a two-thirds vote.
- M. **Deallocations.** Motions to revoke an allocation (deallocate) require the same margin to

pass as the original motion.

- N. A majority of A-Sub members present may overrule a decision of the Arts Chair.
- O. Immediately after an A-Sub meeting, the Arts Chair shall post the agenda for the next meeting. The Arts Chair shall decide the order of the agenda. New items may be added at the time of the meeting.
- P. **Switzerland Clause.** During voting, when the House is Divided, the RHD, the RAs, the AIR, the Illustrious Vizier, and the Arts Chair have the option to abstain from voting.
- Q. No A-Sub member may be forced to leave the room and thereby be absent for a discussion or vote. A-Sub proceedings are public. Nothing may be stricken from the minutes to protect confidentiality.
- R. Vote of No Confidence.
 - 1. No discussion of the Member being impeached may occur without that member present unless chronic absence from A-sub or required shop hours is cited as reason for the impeachment.
 - 2. The Arts Chair, or acting Arts Chair, may open or close the floor to further discussion at their option. Any person present may motion to call the question.
 - 3. In the interest of impartialty, should A Vote of No Confidence be initiated against the Arts Chair, the Curator of Letters shall be acting-Arts-Chair for the duration of the discussion.
 - 4. Balloting Procedure
 - i. All votes shall be cast by secret ballot with either a vote of "Confidence", "No Confidence", or "Abstain" and tallied by the Curator-of-Letters.
 - ii. Only A-Sub Members may vote.
 - iii. Should 3/4 of all ballots cast read "No Confidence" the Member in question is immediately removed from office.
 - iv. The vacancy created by impeachment shall immediately be filled by a temporary appointee by the Arts Chair or acting-Arts-Chair subject to a vote of approval by all present at A-Sub. ☐
 - v. Nominations will be taken for a replacement up until 48 hours before the next A-Sub Meeting. Selection occurs at that A-Sub Meeting.

XIII General Policies

- A. Prizes. No cash, or exorbitant prizes in the opinion of Kommittee, will be given for Risley contests.
- B. Public Charter Rule. An up-to-date copy of the Charter shall be posted at all times on Kommittee bulletin board, and kept up to date by the Curator of Letters.

XIV Allocations

- A. **Fiscal Responsibility.** The following applies to all allocations of A-Sub funds:
1. The person or group who asks for an allocation of A-Sub funds (the allocator) and the Illustrious Vizier are responsible for keeping track of how much money they have spent.
 2. The allocator shall spend no more than the original allocation without an additional allocation from A-Sub.
 3. If more money is spent than was allocated, the allocator is personally responsible for these additional amounts. They may ask A-Sub to increase the allocation, but A-Sub is not obligated to do so. ☐
 4. If A-Sub turns down a request to increase an allocation, the original allocator shall make payment of the additional amount to the Risley treasury. Until such payment is received in full, the original allocator shall neither be allowed to make additional space or money allocations, nor use any previous allocations.
- B. **Major Programs.** Before the last meeting of A-Sub the semester before a major Shops program, A-Sub will select people to run the major program.
1. Major Programs shall be defined as Risley Expo.
 2. The selection process shall be publicized at least two weeks in advance, taking into account program interest information from Risley applications collected by the RHD.
 3. Voting will occur as per the election procedure for a special election.
 4. A-Sub may defer this process to the RHD for any major program by majority vote.
- C. The CLR shall be implicitly allocated from Kommittee for all regular A-Sub meetings.
- D. **Material Changes to the Shops.** Allocations through A-sub are intended to maintain the supplies and equipment of the shops, or improve their capabilities within the scope of their current functions. Allocations made through A-Sub may not fundamentally alter the nature or scope of projects which can be undertaken in any shop. Changes to the scope of a shop must be done through redefining the shop by a 2/3rds vote of Kommittee, as described in XVII: Risley Shops. At any point in time during debate on any main motion, if a member of A-Sub believes that this principle is being violated, they may motion to have the motion sent before the whole Kommittee. That motion must then be voted on by Kommittee during the next regularly scheduled Kommittee meeting. This motion to *commit to the assembly* may pass with a margin of 2/5ths of those voting.

XV Use of Space

- A. **Misuse of Space.** If a member has been found to misuse Risley shop, this member will be reported to the RHD, and will be in danger of losing access to the Risley Shops.

XVI Equipment

- A. **Piano Moving.** Pianos must be moved by a professional piano mover when the move involves the disassembly of the piano, up or down stairs, or outside the building. Any other moves can be performed by two or more people.

XVII Risley Shops

- A. A-Sub is approved to manage allocations for the Shops as recognized below. Shops may be added, removed, or redefined by a 2/3rds vote in Kommittee, as this is the margin for amending a subcommittee charter.
- B. Currently, A-Sub has not yet been approved to manage allocations for any shop. (Fall 2016)

XVIII Appendix

- 1.