

## Risley Art Subcommittee Charter and By-Laws

Current as of November 6th 2016

This is the suggested charter, with temporary edits, as this is made for the Charter Review Email.

USE SUGGESTING MODE! In the top right corner.

Revisit open shops day topic

Note: disc budget for Head Manager?

Note: Look at budget stuff, if not Kommittee money, SAFC?

Note: Goal to be added might be: increase shop use. Do so by increasing availability or potential, but not by requiring art submission.

### 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 fine arts in the Cornell and Ithaca communities.
- B. The three main goals of A-Sub are:
  - a. Promote communication within the shops and between the shops and the RHD.
  - i.
  - b. Promote accountability through documentation.
  - c. Promote safety within the shops.
- C. Members of A-Sub work together to bring together both the artistic and administrative halves of the Risley community with respect to the shops.

#### V Membership

- A. The elected A-Sub members shall be:
  - 1. Arts Secretary
    - i. 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 extends this deadline;
- b.
- c. Maintain responsibility for counting hands in the case of a hand vote;
- d. Provide minutes to the Kommittee Archivist;
- e.
- f. The curator of letters is required to attend all A-sub meetings, or is required to send a representative in their place.
- g. When taking minutes, the curator of letters will take minutes with enough detail to allow an individual who didn't attend the meeting to understand what happened in the meeting.

ii.

## 2. **Arts Chair.**

- 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 meeting of the semester. The newly elected Arts Chair shall not take office until the first A-Sub of the next semester. The duties of The Arts Chair shall be determined by A-Sub and shall include at least the following:
  - a. Attend all A-sub meetings, or send a representative in their place;
  - b. Be responsible for the smooth running of all A-Sub meetings;
  - c. Have a functioning knowledge of A-Sub charter., by being knowledgeable enough in charter, and parliamentary procedure to do so successfully.
  - d.
  - e. T
  - f.

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 Shop Managers will be appointed by the RHD through their application. 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.
- c. Hold shop hours for at least two regular hours per week and **notify** the Risley community each time these hours take place. These hours will be submitted in writing to the RHD and Arts RA within the first week of appointment.
- d. 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
- e.
- f.
- ii. Shop Managers will be responsible for a key to their Shop.
- iii. Shop Managers will be appointed during the second week of the semester by the Shops RA in conjunction with the RHD.
- iv. All shop managers, whether a head manager or not, must receive safety training through the RHD or AIR.
- v. All shop managers are required to teach residents who attend shop hours their art form.
- vi. Failure to meet these criteria will result in repossession of keys.
- vii. These expectations will also be outlined in the yearly shop manager application.
- viii.

## 2. **Head Manager**

- i. Each shop will have a head manager appointed by the RHD through their application.
- ii. The responsibilities will include:
  - a. Maintain records of the shop's **inventory**, to be published within the first three 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.
  - d. Report all safety issues to the Shops RA and RHD immediately.
  - e. Make sure all managers are trained in the safety of the shop. If you cannot do this yourself, appoint someone to do it. The Arts RA is available for assisting with creating a safety procedure as well. The training procedure must be submitted in writing to A-sub within the first two weeks of their appointment by the RHD.

## 3. **Shop Liaison.**

The Shop Liaison will represent all shops in a given semester that have two managers or less. These shops will be defined as “lightly staffed shops”. This definition will be reevaluated each semester, as the number of shop managers changes.

- i. The duties of **Liaison** shall be determined by A-Sub and the RHD and shall include at least the following:
    - a. ;
    - b. Attend all A-sub meetings, or sending a representative in their place.
    - c. Communicate with the anagers of the lightly staffed shops.
    - d. Represent the lightly staffed shops in the weekly A-Sub report.
    - e.
    - f. Assist with inventory and safety procedures of the lightly staffed shops.
    - g.
    - h.
    - i.
  - iii. Shop Liaisons will be responsible for keys with access to the lightly staffed of Shops.
  - iv. Theywould not be required to hold hours.
  - v.
  - vi. Shop Liaison s will be appointed during the second week of the semester by the Shops Director in conjunction with the RHD.
  - vii. Shop Liaisons are expected to attend all A-Sub meetings in order to maintain their positions as Shop Liaisons.
  - viii.
  - ix. Shop Liaisons will also periodically check that shop managers are meeting their requirements, such as notifying the community, and holding hours.
- C. The non-elected A-Sub members shall be:
1. **Residence Hall Director.**
    - i. The Residence Hall Director (RHD) shall have the power to override any decisions made in A-Sub(q count)
  2. **Resident Advisors.**
    - i. Resident Advisors (RAs) shall be considered members of A-sub, but only the Shops RA is required to attend A-sub meetings. (q count)
  3. **Artist in Residence.**
    - i. The Artist in Residence is not required to attend A-Sub meetings, but is highly encouraged to attend.(q count)

**4. Shops RA.**

- i. The Shops RA shall be an RA appointed by the RHD, whose duties shall be determined by the RHD. to 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. Update both the Kommittee Webmaster and master spreadsheet(What is this? Find it later.) with any changes in Manager/Liaison information.
  - 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. Arts Treasurer?**

- i. The Arts Treasurer, 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.**

---Stopping point 12/4/16---

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

1. 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.

2. 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's. This number does include the President, Secretary, Treasurer, Arts RA, and Shop Liaisons . pA quorum must contain at least three Executive Board members. **No Confidence.** In the event a Staff member is negligent, incompetent, or otherwise a serious impediment to the proper functioning of Risley Shops, a Subcommittee member may move to hold a Vote of No Confidence.

G. A motion for a Vote of No Confidence regarding any Staff member will cause a 3/4 vote to be taken among the Subcommittee. If this vote passes, the Subcommittee member in question is removed from their Staff position. A person who feels they were unfairly removed may appeal their case to Kommittee.

H. Additionally, A-Sub members may privately request for the Shops Director to call for a Vote of No Confidence.

I. The Shops RA, Director, and Residence Hall Director have full power to impeach Shop Managers and Shop Liaisons at any time, or to veto a successful Vote of No Confidence regarding Shop Managers and Shop Liaisons, should they feel it necessary.

J.

## 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 Kommittee.
  3. Any General Policy may become a Restricted Policy through Kommittee.
  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.
  - D. Elections shall be held according to the procedure for Special Elections as outlined in Kommittee Charter, as aided by the procedures provided in Robert's Rules.

## 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. 7 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. **Deallocation.** 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 impartiality, 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 Program House Day in the Fall, and Risley Expo in the Spring
  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.
1. 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.
  2. 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 main motion sent before the whole Kommittee. That main motion must then be voted on by Kommittee during the next regularly scheduled Kommittee meeting. This subsidiary motion to *commit to the assembly* may pass with a margin of 2/5ths of those voting.
- E. **A-Sub Seal of Approval.** If a shop manager would like to further legitimize, and show increased support for, their allocation at Kommittee, they may first bring their allocation to A-Sub. This member may motion for a seal of approval, for discussion at A-sub. If after discussion a majority vote approves the allocation, the allocation has received the "A-sub Seal of Approval".
- F.
- G. ngXV 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 may lose access to the Risley Shops.

A.

## 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)
- C. Shop Definitions

All shops will be explicitly defined. Each definition will make it clear to Kommittee what can, and cannot happen in each shop. With definitions, Kommittee can then possibly allocate money to A-Sub in the form of a discretionary budget. This budget can then be used to allocate money for the defined shops, during official A-Sub meetings, and does not have to happen in Kommittee. While this budget will be given to A-Sub for A-Sub's independent use, it can only be used for the defined shops.

## Section 1: Production

- A. Digital Media
  - a. In the Digital Media shop, one can sign out a camera for filming, and then edit these pieces using software on the computer. The materials required for the digital media shop might include: various cameras, an SD card, a computer capable of running Adobe Premiere Pro, and other video editing software.
- B. Sound Garden
  - a. In the Sound Garden Shop, one can make their own music. The instruments required might include: a drum set, speakers, microphones, upright pianos, a keyboard, and bongos. Equipment might include: instrument stands, speakers, small hand tools, metal parts, and cables.
- C. Recording Studio
  - a. In the recording studio, one can record their own music. The equipment might include: soundboards, microphones, and a computer.

## Section 2: Design

- A. Art
  - a. In the art shop, one may make various art, fine art, or craft projects , as well as use the space for other events if need be (perhaps designated as a "Flex-Space.") Ventilation currently allows for oil, acrylic, and tempura work, but not for spray paint. The materials required might include palettes, yarn, embroidery, fabric, oil and acrylic paint, markers, staples, stickers, rubber bands, sealant, rubbing alcohol, primer, powder tempura, chalk, colored

pencils, wooden dowels, feathers, paper, and foam rolls. Tools required might include: respirators, brushes, glue gun, and cleaning supplies.

B. Stained Glass

- a. In the stained glass shop, one can produce pieces of stained glass. The materials required for stained glass might include: stained glass, solder, foil, flux, as well as the relevant tools, such as a soldering iron, a grinder, and cutters.

C. Letterpress

- a. In the letterpress shop, one can make their own printed posters and writings. The materials required for the shop might include: printing blocks, paper, and different colors of ink. The required tools might include: a letterpress.

D. Darkroom (Leo)

- a. In the Darkroom, one can develop film and print photographs. The materials required for the Darkroom shop might include: chemicals (including developer, fixer, stop bath, photo-flo, toner), instruments for mixing chemicals, storage containers, 35mm film, 120mm film, large format film, photographic paper, as well as the relevant tools, such as enlargers, thermometers, developing tanks, film dryers, grain focusers, timers, safelights, a mini-fridge and cameras. Supplemental materials may include film scanners, hoods. Relevant facilities materials may include a ventilation/exhaust system, overhead lights, a sink.

### Section 3: Materials

A. Jewelry (Brittany)

- a. In the Jewelry shop, one can make their own jewelry, such as rings, earrings, and necklaces. The materials required might include: beads, string, wire, shells, clasps, jump rings, and twine. The tools required might include: necklace trays, wire cutters, measuring tapes, (crimping, flat-, chain-, and round-nose) pliers, bead boards, and scissors.

B. Sewing

- a. In the Sewing Shop, one can make any item consisting of fabric, which may include: pillows, blankets, stuffed figurines, costumes, bags, and banners. The materials required might include: any kind of fabric, thread, buttons, zippers, and fringe decorations. Tools required may include: sewing needles and/or machines, push pins and safety pins, scissors, markers, measuring tapes, and patterns.

C. Wood

- a. In the wood shop, one can make any item using wood as the main material. The materials required might be: wood, metal parts (such as screws), and

wood glue. The hand tools required might be: screwdrivers, hammers, hacksaws, measuring tapes, clamps, safety goggles, and pencils. The power tools might include: a band saw, table saw, and scroll saw. Hand tools will also be labelled, with clear ownership to the Wood Shop.

D. Pottery

- D. The ceramics studio provides clay and glazes for both thrown or hand-built projects. No experience with clay is necessary and managers are happy to teach anyone new to ceramics how to work with the medium. All kiln firings are done in the studio space and work can be fired up to a cone 10, in an electric kiln. For those familiar to ceramics, there are opportunities to make custom glazes and modify the clay bodies. Unfortunately, due to material, space and safety constraints, we do not do reduction, raku, or sagger firings.

## XVIII Appendix

1.