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Respondent

21

Anonymous

32:37

Time to complete

## Name and Purpose

### 1. Student Organization Name \*

Please enter full name AND any acronyms.

Digital Illustration and Design Club (DIAD)

### 2. Organization Purpose \*

Foster a community with talented artists to collaborate on illustrations, develop hard skills using professional level software, learn new design principles, propose projects to develop portfolios, Network, develop new ideas, etc. We hold meetings on campus, and workshops for students to make stickers, pins, prints.

### 3. Membership Requirements (including any additional requirements for official voting members) \*

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including by not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

No requirements to join

## Duties of Club President and Club Financial Officer

### 4. Duties of Student Organization President \*

Hold meetings, make decisions on what meeting will be about, ensures everyone is doing their part in the club.

### 5. Duties of Financial Officer \*

Handles all the financial transaction and keeps record of what is spent. Reports to club about any potential gain or spending.

### 6. Does your club and any other officer positions other than President and Financial Officer \*

- ☒ Yes, this student organization has additional officers
- ☐ No, these are the only officers for this student organization

## Additional Officer #1

## 7. Name of Officer #1 \*

Kenji

## 8. Title of Officer #1 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Vice president

## 9. Duties of Officer #1 \*

Takes the part of the president when they aren't present, fills in the roles of others when they are in need.

## 10. Does your student organization have any additional officers? \*

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

## Additional Officer #2

## 11. Name of Officer #2 \*

Zaara

## 12. Title of Officer #2 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Secretary

## 13. Duties of Officer #2 \*

Prepares anything the president needs, communicates with the president on what club meeting will be about. Designs posts for social media posts.

## 14. Does your student organization have any additional officers? \*

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

## Additional Officer #3

## 15. Name of Officer #3 \*

Francis

## 16. Title of Officer #3 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

General officer

## 17. Duties of Additional Officer #3 \*

Provides any additional materials and insight on future club meetings. Manages discord server

## 18. Does your student organization have any additional officers? \*

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

## Additional Officer #4

## 19. Name of Office #4 \*

Jogn

## 20. Title of Officer #4 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

General Officer

## 21. Duties of Officer #4 \*

Provides insight on future meetings talks to president about collaborating with other clubs.

## 22. Does your student organization have any additional officers? \*

- ☐ Yes, I will add another officer
- ☒ No, I have already entered information for all of my officers

## Officer Requirements

## 23. Officer Selection Procedures \*

Please give a detailed description of the procedure for selecting of officers for your organization.

Anyone who is interested in the role should submit a form with their artistic work and their school schedule for the next academic year. This application will be reviewed by current officers to determine the new president. After the president is selected, the officers will be selectively chosen by the new president.

## 24. Office Eligibility Criteria \*

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

Submit an application with their resume, their schedule for the next academic year, and set of questions in the form.

**25. Officer Term \***

How long is the term for officers. Ex: end of semester, end of academic year, etc.

One academic year

**26. Officer Removal Process \***

Please give a detailed description of the process for removing an officer?

To remove an officer majority vote must happen for the officer to officially be removed.

## Amendments

**27. Process for Amending Student Organization Constitution \***

If a new amendment is necessary, an officer can let the other officers know and it would get passed if they get majority vote.

**28. Notification of Amendments to Constitution \***

Please state how and when members of this organization will be notified of amendments to this constitution.

Members would be notified in upcoming meetings of the new amendments taking place