# The Constitution of The Visual Arts League

**Bakersfield College**

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The Constitution of Visual Arts League
Bakersfield College

Article I. Preamble
We, the members of do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

Article II. Name

The name of the organization will be Visual Arts League henceforth referred to as Abbreviated VAL.

Article III. Purpose

The Mission of the Visual Arts League is to encourage student growth in the visual arts, provide opportunities for networking with other art students, and assist students in their exploration of career opportunities.

The Visual Arts League was established to help students explore careers in the visual arts, and to become stronger as visual artists and designers. The VAL may also serve as a stepping stone into career paths, by providing opportunities for students to create new work for their portfolios and to network with fellow student artists. The VAL will work with other clubs and the college to raise funds and provide student artists and designers project opportunities.

Article IV. Membership

General Membership

Membership in the Visual Arts League shall be open to all those regularly-enrolled at Bakersfield College. Students will be encouraged to have taken at least one course in Art at Bakersfield College.

The general membership encouraged is responsible to attend up to 70% VAL meetings and events.
1) There shall be no required dues for any the general membership of the Visual Arts League as the revenues will be provided through fundraising and donations.
Active Members

1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College as either full or part-time students.
2) Any student who signs the membership agreement form will be considered an Active Member of the Visual Arts League.
3) Visual Arts League leadership positions and voting privileges shall be restricted to only Active Members.

Non-Discrimination Clause

The Visual Arts League complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Anti-Bullying and Harassment Statement

The Visual Arts League will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants.

It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with any VAL activity.

In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered StudOrg is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

   a) Maintaining a current list of members of the VAL officers, advisor and members
   b) Submitting all required paperwork for VAL renewal
   c) Holding a minimum of two meetings for the general membership per semester
   d) Representing the VAL at official functions
   e) Maintains contact with the VAL advisor and the Office of Student Life

Article I. Officers

Executive Board

1) The Visual Arts League Executive Board is comprised of:
   a) President: Francisco Dorado
   b) Vice President: Hernan Guerra
   c) Secretary: Shabee Zahra
   d) Treasurer: Darin Chavez
   e) ICC Rep: Patrick Barrio
   f) Advisor: David Koeth
2) The Visual Arts League Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of all student organization and members.

3) Executive Board Members must be a currently enrolled Bakersfield College student and an active Member of the VAL, including participation in all activities.

**President**

1) The President is the primary student contact for the VAL and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization and the advisor and other University or community contacts.

2) The responsibilities of this position include but are not limited to:
   a) Providing guidance, direction, and support for the VAL in pursuit of its goals and objectives
   b) Voting in cases where there is a tie
   c) Chairing all VAL meetings
   d) Overseeing the process of student organization event planning
   e) Maintaining a current list of members of the Studio officers, advisor and members
   f) Submitting all required paperwork for VAL renewal
   g) Holding a minimum of two meetings for the general membership per semester
   h) Representing the VAL at official functions
   i) Maintains contact with the VAL advisor and the Office of Student Life

**Vice President**

1) The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events.

2) The responsibilities of the Vice President include but are not limited to:
   a) Chairing VAL meetings in the absence of the President
   b) Assisting the President with the oversight of the VAL including fundraising, event planning, etc.
   c) Scheduling locations for meetings and events
   d) Planning New Officer’s orientation and organization retreats
   e) Obtaining appropriate facilities for VAL activities
   f) Coordinating organizational recruitment efforts
   g) Maintains contact with the VAL advisor and the Office of Student Life

**Treasurer**

1) The Treasurer (chief financial officer) manages the financial matters of the VAL. The treasurer should keep the officers and members informed about the student organization’s financial activities.

2) The responsibilities of the Treasurer include but are not limited to:
   a) Preparing the annual VAL budget
   b) Monitoring the VAL’s budget
   c) Tending to the status of all purchase requests
   d) Collecting funds and depositing to the VAL’s Club Account
   e) Paying bills in a timely manner
   f) Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
g) Preparing monthly financial reports and documents to keep the VAL’s membership informed about the VAL’s financial situation
h) Collect and maintain accurate information regarding membership dues or agreements
i) Should be familiar with the SOF Conditions and Procedures
j) Oversees all VAL fundraising activities
k) Maintains contact with the VAL advisor and the Office of Student Life

Secretary

1) The Secretary keeps the VAL afloat and running efficiently. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of their VAL.
2) The responsibilities of the Secretary include but are not limited to:
   a) Taking minutes at every VAL meeting
   b) Keep an accurate record of all proceedings of the all meetings
   c) Maintaining the VAL history for the academic year
   d) Assisting with VAL projects where needed
   e) Maintaining VAL overall communication, which may include emails, letters, phone calls, social media
   f) Maintain and update membership roster for the VAL.
   g) Be responsible for notifying all active members of all meetings
   h) Provide copies of the minutes of the previous meetings to all members present at each meeting
   i) Maintains contact with the VAL advisor and the Office of Student Life

Inter-Council Council Representative

1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for the VAL and BCSGA by attending bi-monthly meeting.
2) The responsibilities of the ICC Rep include but are not limited to:
   a) Attend ICC meetings held by BCSGA
   b) Relate information from BCSGA back to the VAL.
   c) Maintains contact with the VAL advisor and the Office of Student Life

VAL Advisor

1) The VAL Advisor is chosen and approved by the members of the VAL and confirmed by the Office of Student Life at Bakersfield College.
2) Behind most successful student organizations is an effective advisor. The VAL Advisor provides the organization with continuity from year to year by sharing VAL history and assisting new officers during the transition process. The VAL Advisor selected should be an individual who has a high level interest in the activity of the VAL and preferably some experience or expertise in the area or activity. The VAL Advisor is a vital link between the organization and Bakersfield College, providing guidance and offering mature judgment and experience in program development.
3) The responsibilities of the StudOrg Advisor include but are not limited to:
   a) Attend monthly StudOrg Advisor Round Discussions when possible
   b) Recognize and support participation in the VAL for its contribution to the educational and personal development of students within the higher education setting
   c) Provides continuity within the student organization and should be familiar with the VALs history
   d) Be familiar with the VAL’s constitution and bylaws and be prepared to assist the StudOrg Advisor’s Executive Board and other members with interpretation when necessary
e) Be available during the development and coordination of programs for the VAL. The VAL Advisor shall ensure the activities and undertakings of the StudOrg are sound and reflect favorably on the College by offering suggestions or ideas for the group's discussion.

f) Be aware of the goals and direction of the VAL by attending VAL meetings and consulting with the Executive Board. VAL Advisor should monitor the StudOrg Advisor’s progress toward predetermined organizational goals and objectives.

g) Be aware of the general financial condition of the VAL Advisor and encourage the keeping of good financial records.

h) Assist the StudOrg in complying with College policies and procedures. The StudOrg Advisor needs to be aware of the StudOrg conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures.

i) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments.

j) Assist in orienting new officers and developing the leadership skills of all members.

k) Consult the Office of Student Life about organizational opportunities, plans or changes in VAL status or a member’s status when appropriate.

l) Attend most, if not all, VAL meetings and events. While VAL Advisor is not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club’s records.

m) Continue the voluntary association of being the VAL Advisor as long as both parties believe the relationship is productive and mutually satisfying.

n) Refrain from managing the VAL or completing the tasks assigned to the organization. The management of the League is each member’s responsibility.

o) Maintains contact with the Office of Student Life.

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**Article II. Operations**

### VAL Meetings

1) Visual Arts League shall meet at least twice a semester, beginning within two weeks of the start of the fall semester and continuing throughout the year at the same regularity so long as this VAL continues to remain registered with the Office of Student Life.

2) The President, or designee, shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least three (3) instructional days before the meeting is held.

3) The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting.

4) All meetings will occur at the time selected and will follow the procedure set forth below:
   a) Attendance
   b) Report by the President
   c) Committee reports
   d) Vote on all committee motions and decisions
   e) Any other business put forward by the members of the club
   f) Dismissal by the President

### Quorum

1) The number of individuals required to hold a bona fide meeting shall be a majority of the Active Members (meaning one more than half of the registered membership).
Parliamentary Procedures

1) The rules contained in the most recent version of *Robert’s Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Standing Committees

1) The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization
2) The President shall appoint the chairpersons and members of all committees
3) The organization shall have the following standing committees:
   a) Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations.
4) The duties of each of Standing Committees are as follows:
   a) Membership – The Membership committee recruits new members and produces flyers and notices for meetings.
   b) Fundraising – The Fundraising committee investigates and proposes activities to raise funds for the group.
   c) Program – The program committee investigates and proposes ideas for programming for the group including guest speakers, presentations, films, etc..
   d) Social – This committee works on social activities for the group.
   e) Bylaws – The bylaws committee insures that the group is following the bylaws, and proposes any changes to meet group needs.
   f) Nominations – This committee finds members to fill the offices of the group.
   g) Finance – This committee tracks expenses keeps tabs on the funds, and reports to the group.
   h) Public relations – This committee works on publicizing the group’s activities, contacts other student clubs for cooperative events, works with all other committees to announce group activities.

Executive Committee

1) The Executive Committee shall consist of the elected and appointed officers, with the VAL Advisor(s)
2) VAL Advisor(s) serve as non-voting member(s)
3) The Executive Committee shall meet every two (2) weeks in the academic year.
4) Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
5) When necessary, Executive Committee business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled StudOrg meeting for verification.
6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
7) The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the Active Members by a majority vote.
Voting

1) All official VAL decisions shall require a simple majority vote of the membership present at either a regular or called meeting provided a majority of the Active Members are present.
2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality.

Election of Officers

1) All officers shall be elected by a majority vote of eligible Active Members of Visual Arts League.
2) All elections will be held on an annual basis during the month of April.
3) The VAL Advisor will take nominations from the floor, the nomination process must be closed and the movement seconded.
4) The nominated parties will be allowed to vote.
5) All voting shall be done by secret ballot to be collected and tabulated by the VAL Advisor and one voting member appointed by an outgoing officer.
6) No officer may serve more than two consecutive terms.

Removal of Officers

1) Any officer in violation of the VAL’s purpose or constitution may be removed from office by the following process:
   a) A written request by at least three active members of the organization
   b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
   d) Opportunity for the accused to testify and/or defend;
   e) Motion to impeach followed by a second; and
   f) Three-fourths voting plurality at said meeting in support of the impeachment.

Filing Vacancies

1) In the case where an officer’s position becomes vacant, then replacement shall be according to the normal procedure:
   a) Vacancy placement on the next agenda
   b) Nomination from the floor and
   c) Confirmation of position by majority vote

Article III. Finances

Membership Dues

1) No membership dues are required.

Finance Code

1) The Visual Arts League will finance the activities it engages in by the following means:
   a) The VAL will contact the Office of Student Life before obligating funds (including initiating, purchasing or committing funds) and to adhere to the BC’s Procurement Process
   b) The VAL may NOT have a bank account outside the College.
c) Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

2) The President, Treasurer, and StudOrg Advisor agree to attend financial meetings as needed.
3) Studio AO agrees to maintain a detailed budget and understand that the members are liable for overdrafts. If there are insufficient funds to cover bills accrued on the organization’s behalf, the officers and VAL Advisor responsible at the time of incurring these costs agree to pay such expenses.
4) The members of the VAL agree to contact the Office of Student Life to develop fundraising strategies that comply with the College and Foundation conditions and procedures prior to soliciting or receiving.

**Annual Budget**

1) The President, VAL Advisor, and/or Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year.
2) Any unbudgeted expenditures shall be approved in advance by the Active Members.
3) When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [$800], but must be placed on the agenda for the next scheduled meeting for verification.

**Article IV. Amendments**

**Amendments to the Constitution**

1) The VAL constitution is binding to all members of the organization. But the constitution is not binding unto itself.
2) Amendments to the constitution may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members is present.
3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.
5) Amendments shall come from the floor at any regular or called meeting, provided a majority of the membership is in attendance.
6) Amendments require:
   a) Motion
   b) Second
   c) Discussion
   d) Two-thirds voting plurality

**Article V. Registration Renewal**

**Annual Registration Renewal**

1) VAL will update with the Office of Student Life within one two (2) weeks after new officer are elected
2) VAL active registered status commences when the StudOrg has completed the requirements for registration with the Office of Student Life
3) VAL registered status continues until Labor Day of each academic year where then the StudOrg must resubmit a renewal form with the Office of Student Life
Article VI. By-Laws

Section 1.

1) VAL members must adhere to all Bakersfield College and Art Department rules, guidelines and procedures.
2) In order to stay in full membership, members must attend two meetings per semester.
3) Active members are strongly encouraged to help in all fundraising campaigns.