

Creative Agenda
University of Dubuque
Constitution and By-Laws

PREFACE

The Creative Agenda of the University of Dubuque is an organization whose aim is to:

1. Allow those students who wish to do so be given the opportunity to collaborate with like-minded individuals in the creation of great works of art and literature.
2. Help to provide inspiration and advice on the creation of fine art.

ARTICLE I. COMPOSITION

The Creative Agenda shall be composed of a General Body through membership in the organization. The General Body shall consist of an Executive Board that is elected by the General Body. Various committees shall be appointed, if needed, to facilitate the general program and operation of the Creative Agenda.

ARTICLE II. EXECUTIVE BOARD

The officers of the Creative Agenda shall be as follows: President, Vice-President, Secretary, and Treasurer, and Publicity Representative (s), SGA Spokesperson, Creative Agenda at large representative.

SECTION A. DUTIES OF EXECUTIVE BOARD

1. *President*
 - a. Serve as facilitator of all meetings of the General Body.
 - b. Appoint various committees as needed to carry out the function(s) of the Creative Agenda.
 - c. Serve as the official representative of the Creative Agenda to the Administration and faculty of the University of Dubuque, other organizations on campus, and in the greater Dubuque community.
 - d. Represents and serves as ambassador of the Creative Agenda to the Student Government Association in accordance with club initiatives and objectives.
2. *Vice President*
 - a. Serve as facilitator of the Executive Board on its regular and called sessions.
 - b. Serve as facilitator at general meetings of the Creative Agenda in the absence of the president.
 - c. Serve on various committees as deemed necessary by the Executive Board.

3. *Secretary*

- a. Records the minutes of all regular and called meeting of the General Body and the Executive Board, and read the minutes at the start of each regular meeting.
- b. Maintain an accurate membership roster of all Creative Agenda Members that include: name, email, campus residence/home address, and phone number(s).
- c. Make agendas for general meetings.

4. *Treasurer*

- a. Maintains a bank account for all funds handled belonging to the Creative Agenda.
- b. Keeps an accurate record of all funds received and reports the same at each meeting of the General Body.
- c. Disburses funds with the approval of the Creative Agenda and Vice President [and, in the event if they're absent, the Executive Board].

5. *Spokesperson*

- a. To serve as liaison between the Creative Agenda and the Student Government Association.
- b. Report the activities of the Creative Agenda to SGA as needed.
- c. Reports to the General Body, SGA motions and activities as they pertain to the Creative Agenda when needed.
- d. Coordinates community involvement and alliances.
- e. Representative of Creative Agenda to outside organizations.

SECTION B. ELECTION AND TERM OF OFFICE

1. All officers shall be elected by the membership of the Creative Agenda at a meeting during the spring semester for a one-year term of office, beginning on the first day of classes the preceding fall semester.
2. An officer shall serve as many terms as he or she is elected to.
3. The incumbent Executive Board shall arrange for and set the date of each annual election. A minimum of two (2) weeks notice shall be given to the General Body.
4. Any member of the Creative Agenda shall be eligible for office provided he/she is a full-time student at the University of Dubuque at the time of election, has a cumulative grade point average of 2.5 and **was a UD student the previous semester.**

SECTION C. RESPONSIBILITIES

1. The Executive Board shall set the agenda for all general meetings of the Creative Agenda.
2. Establishes procedures for the annual election of the Executive Board.
3. Consider any and all matters of concern as referred to the Board by the President, Standing Committee, or General Body, and pass recommendations or resolutions of the same, back to the General Body.
4. Prepares a financial budget for all activities during the academic year. The same shall be submitted to SGA of the University of Dubuque when applicable.

ARTICLE IV. STANDING COMMITTEES

Committees will be appointed and appropriately named through a majority vote of the General Body.

ARTICLE V. REPLACEMENT OF EXECUTIVE BOARD AND MEMBERS

SECTION A. EXECUTIVE BOARD

Any office of the Creative Agenda, which is vacated by impeachment, resignation, death, or abandonment, shall be filled by appointment of the President, whose selection shall be subject to the approval by 50% of the Executive Board. In the event of a vacancy in the office of the President, the Vice President shall assume the office of President, and the Secretary shall act as interim facilitator of the Executive Board until such time as a new Vice President is approved.

SECTION B. COMMITTEES

The replacement of any Standing Committee member or chairperson shall be done in the same manner as forming the committee. The President shall have the power to suspend and replace any Standing Committee member or chairperson who he/she deems incapable of fulfilling their duties or whose office is vacated. Any replacement appointment resulting from a suspension must be approved by a 50% majority vote of the members present at a regular or special meeting of the Creative Agenda.

SECTION C. IMPEACHMENT

Any officer or member whose behavior and actions are considered to be inconsistent with the mission of the Creative Agenda or University of Dubuque shall be subject to impeachment or removal from the organization upon recommendation of the Executive Board.

ARTICLE VI. FACULTY/STAFF ADVISOR

The faculty/Staff Advisor shall be a full-time faculty or staff member of the University of Dubuque or Alum of the University of Dubuque.

The members of the Executive Board upon shall nominate the Faculty/Staff Advisor.

His/Her duties shall be to advise the General Body of the administrative policies, procedures, and protocol, of the University of Dubuque as they pertain to the Creative Agenda.

ARTICE VII. AMENDMENTS

Amendments to this constitution may be made at any meeting of the Creative Agenda upon written proposal. Proposals shall be signed by not less then ten members and publicity posted in the meeting at which active members will vote upon the amendments in question.

A three-fourths (3/4) majority of the votes cast at the meeting will be required for the passage of any amendment to this constitution.

Amendments shall become effective upon the closing of the meeting in which they were introduced.