

The Plot Club Constitution

Article I. Name and Purpose

Section 1.01 *This organization shall be known as the Kansas State University Department of Architecture Student Plotting Club or The Plot Club.*

Section 1.02 *The purpose of the organization shall be to provide an alternative, economic and convenient means of printing documents for students and faculty in the Department of Architecture.*

Section 1.03 *The Plot Club uses space and equipment provided by the Department of Architecture. The plot club is responsible for providing perishable goods such as ink, paper, maintenance and some equipment.*

Article II. Membership

Section 2.01 *Membership shall be open to all students currently enrolled in good standing in the Department of Architecture and in good standing with their plot club accounts. Faculty in the Department of architecture are granted complimentary membership.*

Section 2.02 *Students obtain membership for a term-certain of one academic semester, fall or spring.*

Article III. Studio Representatives and Officers

Section 3.01 *The members of this organization will elect Studio Representatives to form the Executive Board with voting privilege. The Executive Board will elect Officers and shall include:*

- (a) President
- (b) Network Technology Vice President
- (c) Output Technology Vice President
- (d) Communications Technology Vice President
- (e) Treasurer
- (f) Secretary

Section 3.02 *Selection of Studio Representatives*

- (a) Each Architectural Design Studio from ADS 3 through ADS 8 shall select a Studio Representative to sit on the Executive Board. Each studio will select a representative on the second day of studio after the semester starts. The means of selection will be as follows:
 - (i) Volunteer. If only one student in the studio volunteers for the Board they will be the Studio Representative.

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- (ii) Elected. If more than one student volunteers to be the Studio Representative the studio will vote by paper ballot. The student with the majority of the vote will serve as the representative.
- (b) A Studio Representative will serve for the Academic Semester in which he or she was selected.
- (c) Each studio must have a representative. Members in a studio without a representative will not be allowed to print until a representative is selected and reported to the Executive Board.
- (d) At-Large Representatives. A student wishing to serve as an Executive Board member and/or officer who is not a studio representative may apply to the Executive Board for membership on the board. A majority ballot vote by the Executive Board will include the applicant on the board for the semester petitioned or for the academic year if the at-large representative is an elected officer. The number of at-large representatives is limited to five each semester.

Section 3.03 Duties of Studio Representatives

- (a) Each Studio Representative will: be the club liaison to his or her studio; attend Executive Board meetings; vote as a representative of his or her studio at meetings; be trained in the operation of the plotters; collect payments and dues from members in his or her studio; inform the club of upcoming demands for plotting; assist in the daily operation of the club by keeping the TPC room clean and the plotters loaded with paper and ink.
- (b) Studio Representatives are required to attend all meetings unless a medical or family emergency prohibits attending. Other absences must be approved by the President.

Section 3.04 Members at-Large

- (a) Students not enrolled in a studio are eligible for membership as long as they are enrolled in good standing in the Department of Architecture. See section 3.05b.

Section 3.05 Selection of Officers

- (a) The Executive Board will meet on the third day of studio after the fall semester starts to elect officers. An officer must be a member of the Executive Board. The means of selection will be as follows:
 - (i) Volunteer. If only one representative volunteers for the officer position they will, with a majority vote of the Executive Board, serve as the officer in which he or she petitioned.
 - (ii) Elected. If more than one student volunteers to for an officer position the Executive Board will vote by paper ballot. The student with the majority of the vote will serve as the officer.
- (b) Length of Term. Officers will be elected for one academic year serving in the fall and spring semesters. If more than one officer is in the same studio, the officers will be considered members-at-large. For example if there are two officers in one studio, one may count as the studio representative and one will be designated a member-at-large.

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- (i) Officers unable to serve the duration of his or her term due to winter graduation or off-campus study shall notify the board prior to the December Executive Board meeting. In other circumstances notification shall be given one week prior to the next monthly meeting.
- (ii) A special election will be held at the first meeting following notification to elect a new officer.

Section 3.06 Duties of Officers

- (a) **President.** The president will preside at organization meetings, facilitate executive board meetings, be aware of all money matters, provide motivation for the organization, prepare agenda for all meetings, serve on various committees or task forces, be open to all opinions and input, provide follow-up to organizational tasks, coordinate the executive board, maintain open communication with the board.
- (b) **Network Technology Vice President.** The Technology Vice President will maintain the server and the network linking all plotters and printer.
- (c) **Output Technology Vice President.** The Output Technology Vice President will maintain the printers and plotters, order supplies such as ink and paper, and check the status of the plotters daily.
- (d) **Communications Technology Vice President.** The Communications Technology Vice President will implement and maintain the web site and will redirect email to the relevant board member.
- (e) **Treasurer.** The treasurer will prepare the organizational budget, prepare budget or supply requests, audit books once per term with advisor, maintain financial history of the organization, inform executive board of all financial matters, coordinate membership dues and account balances and perform other duties as directed by the president.
- (f) **Secretary.** The secretary shall record and maintain minutes of all organization meetings, send minutes to all appropriate members, prepare an agenda with the president for all meetings, maintain attendance at all meetings, keep the organization informed, maintain a calendar of events, maintain a phone and email directory of all members, reserve meeting rooms for the term and perform other duties as assigned by the president.

Section 3.07 Removal of Officers, board members and members

- (a) In cases of malfeasance or inaction, the Executive Board may endeavor to remove an officer, board member or a member.
- (b) The case must be brought to the board. A committee of five board members selected by the President will investigate the complaint. In cases where the president is involved the secretary will assign committee members. The committee will report to the board their findings. A two-thirds majority vote of the full executive board will remove the officer or board member from the board and their duties. The board may institute a second two-thirds majority vote to remove the officer, board member or club member from the club for a term established by the board.

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- (c) Studio Representatives with two unexcused absences from scheduled meetings will be removed from the Executive Board at the request of the President. The Studio Representative will be notified by letter. The studio affected will elect a new representative within one week of the removal.

Article IV. Dues

Section 4.01 Membership Fee

- (a) There is a membership fee per semester established in the bylaws. Payment of the fee activates a student's membership account and pays for the supplies needed to have the TPC operational at the start of the semester. These expenses include hardware, software, maintenance and perishable supplies. Dues are not reimbursable.

Section 4.02 Dues Exemptions

- (a) Members serving as Studio Representative are exempt from the semester dues. Faculty members in the Department of Architecture are exempt from the semester dues.

Section 4.03 Printing Costs

- (a) Student members will reimburse the TPC for each print provided to the student. The Executive Board will set the cost per print at the beginning of each semester and record them in the bylaws. Faculty Members are exempt from paying printing cost as per Article 8.

Section 4.04 Payment of Printing Costs

- (a) An invoice listing each member's obligations will be posted the first week of each month for the preceding month. Members have two weeks to cover their costs. Payment will be made to his or her Studio Representative by check. The Studio Representative will issue a receipt for said payment and turn in the payments to the Treasurer in a timely manner.

Section 4.05 Failure to Pay

- (a) Any member not paying in full their obligations by the date published for that month will have their printing privileges removed until payment is made in full. Discontinuation of service will occur at 12.00 AM on the date published. Continued failure to pay will result in reporting the delinquent member to the Department of Architecture which can result in denial of enrollment, issuance of transcripts, graduation, etc.

Article V. Meetings

Section 5.01 The Plot Club Executive Board shall meet once per month during the academic calendar for the fall and spring semesters. The meeting will be on the first Wednesday of every month at 6.00 PM.

Section 5.02 Special meetings may be called by the President as needed.

Section 5.03 Meetings will follow Robert's Rules of Order (A copy will be kept by the Secretary).

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- (a) Meeting Agenda
 - (i) Call to order
 - (ii) Roll Call
 - (iii) Minutes
 - (iv) Officers' Reports
 - (v) Committee Reports
 - (vi) Special Reports
 - (vii) Unfinished Business
 - (viii) New Business
 - (ix) Announcements
 - (x) Adjournment

Section 5.04 Quorum

- (a) A quorum shall be considered as 51-percent of the Executive Board present.

Article VI. Committees

Section 6.01 Standing Committees

- (a) Not used

Section 6.02 Special Committees

- (a) The President may call for a special committee to report to the Executive Board. The President shall establish duration of the committee.

Article VII. Faculty Advisor

Section 7.01 The Department Head shall select a faculty member to serve as advisor. The role of the advisor shall include but is not limited to:

- (a) Have a concern for the on-going function of the organization.
- (b) Be concerned about developing the leadership skills of the members, particularly the Executive Board.
- (c) Be aware of the goals and directions of the organization and help the members evaluate their progress toward these goals.
- (d) Advise the president on University policies and procedures in the areas of scheduling, purchasing, etc.
- (e) Advise the board regarding operations of the organization.

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- (f) Certify the academic eligibility of all board members.
- (g) Advise the members on financial matters.
- (h) Serve as an intermediary between the Department of Architecture and the organization.

Article VIII. Proper Use

Section 8.01 *The Plot Club is intended for academic use. This includes but is not limited to academic course work in the Department of Architecture and faculty creative work.*

Section 8.02 *The following uses are prohibited:*

- (a) Commercial use whereby the member is being a paid a fee by a non-University agency. Reasonable faculty use that is part of his or her scholarly/creative work is permissible as long as the work is not supported by a grant or fees. Work supported by grants or fees may be permissible if cleared by the Department Head and Faculty Advisor.
- (b) Faculty may not print work under their account that is intended for his or her Architectural Design Studio. Work produced for and/or by students must be output by student members.
- (c) Non-Academic work.
- (d) Work for other Colleges or Departments not approved by the Department Head and Faculty Advisor.
- (e) Only work produced by the owner of an activated account may be printed on that account. Multiple students may not print on a single account. (December_03)
- (f) Plots interfering with the plotting needs of others, as defined by the Executive Board, are restricted. If a complaint of this nature arises, the president or secretary may ask violating student to cancel the plots. (Feb_04)

Section 8.03 *The following uses are allowed:*

- (a) Reasonable faculty use that is part of his or her scholarly/creative work.
- (b) Work supported by grants or fees that is cleared by the Department Head and Faculty Advisor. This printing will be reimbursed at the currently established printing costs if applicable.
- (c) Non-Academic work approved by the Department Head and Faculty Advisor. This printing will be reimbursed at the currently established printing costs if applicable.
- (d) Work for other Colleges or Departments not approved by the Department Head and Faculty Advisor. This printing will be reimbursed at the currently established printing costs if applicable.

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Section 8.04 Misuse

- (a) Members (non-faculty members) misusing the club will be subjected to the following process:
 - (i) In the first instance he or she will be issued a letter from the President asking that the misuse stop and that the costs of the misuse are paid before his or her membership privileges are reinstated.
 - (ii) In the second instance he or she will be issued a letter from the President (copied to the Department Head) asking that the misuse stop and the costs of the misuse are paid in full. His or her membership will be revoked for the remainder of the semester in which the misuse occurred. Misuse occurring during the last four weeks of the semester will lead to denied access the following semester.
 - (iii) Appeals may be made in writing to the Executive Board. The President will form a committee of five representatives to hear the appeal and present their findings to the Executive Board. The board will then vote in support or denial of the appeal. A simple majority carries. Further appeals will be handled by the Department Head.
- (b) Cases of faculty misuse should be brought to the attention of the Faculty Advisor, the President or the Department Head. The Department Head shall at his or her discretion form a committee of the Head, Faculty Advisor and President to resolve the issue.

Article IX. Amendments to the Constitution

Section 9.01 Proposals for amendments to the constitution can be brought to the board as a written petition at any meeting. A copy needs to be provided to each board member and the Faculty Advisor. In the initial meeting the amendment will be presented and discussed. Parties to the amendment may then revise or discontinue the amendment for the next meeting. A copy of the revised amendment shall be given to each member and the Faculty Advisor of the board five days prior to the second meeting. Following the rules of order the amendment will be considered at the second meeting. An amendment to the constitution requires a two-thirds majority ballot vote by all members of the Executive Board.

Article X. Bylaws

Section 10.01 Membership Dues

- (a) There is a \$10.00 membership fee per semester.
- (b) There is a \$5.00 re-activation fee. See Section 10.05b (may_03)

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Ratified: 18 December 2002
Amended: 2 November 2004

Signed:

Jay Hoelle
President

Matthew Knox
Faculty Advisor