

# Literature and Arts Society Constitution (revised November 13, 2017)

## ARTICLE I: Name

The name of this organization shall be Preston Literature and Arts Society.

## ARTICLE II: Mission and Vision

The mission of the Preston Literature and Arts Society is to enrich the community with creativity, art, and literature in hopes to foster appreciation of the arts through cultural engagement, education, and the showcasing of artistic ability within our community.

Through an annual publication of The Bellwether, Book Club, and community engaged events, the Preston Literature and Arts Society will achieve a creatively enriched environment throughout the residential college.

## ARTICLE III: Leadership Team

### Executive Editor-in-Chief (EEIC)

- Editor of BellWether, has veto power
- Responsible for sending accept/reject emails for all submissions
- Oversee the production of the BellWether
- In charge of running meetings with ELD
- Attend weekly advisor meetings
- Assist with running of book club

### Executive Logistics Director (ELD)

- Responsible for coordinating the printing and publication of the BellWether
- Oversee production of events
- In charge of running meetings with EEIC
- Attend weekly advisor meetings
- Responsible for condition of library, and the continuation of librarian duties as they see fit

### Treasurer

- Responsible for knowing and tracking financial needs of the organization.
- Submitting and following up with allocation forms
- Serve as liaison for Hall Government to request finances when those needs arise

### Secretary

- Serves as primary liaison for Hall Government
- Record meeting minutes and attendance
- Upload minutes to google drive

## ARTICLE IV: Staff

### Creative Design Coordinator

- Design promotional items for the Preston Literature and Arts Society
- Design advertisements for all Preston Literature and Arts Society events
- Design cover art for BellWether, or run cover art contest

### Public Relations Coordinator

- Post information about and advertise events to Preston Residential College social media groups
- Make sure that event flyers are posted on time in the Preston Lobby
- Recruit submissions to BellWether

### Layout Coordinator(s)

- Responsible for designing the layout of the BellWether
- Must be familiar with or willing to learn appropriate design software

### Content Coordinator(s)

- Submission review
- Responsible for selecting the art and literature for acceptance and notifying Layout Coordinator(s) and EEIC accordingly

### Book Club Moderator

- Work with EEIC and ELD for the selection of the book
- Lead book club meetings
- Recruiting members to the book club

## ARTICLE V: Membership

- Any current or past resident of Preston Residential College may be a member of this Organization
- Only current residents may hold office
- All members are expected to attend every meeting and all Preston Literature and Arts Society events, unless prior agreed upon with Executive Directors
- All members are expected to be actively engaged at all meetings and events
- All members are expected to submit at least one piece of art or literature to the magazine

## ARTICLE VI: Elections

### Election of Leadership Team and Staff

- Executive Directors (EDs) must be selected from the pool of returning members. New EDs will be appointed by current Eds
  - All other positions can be held by new or returning members and will be voted on by the other members.

### Failure to perform duties of Leadership Team and Staff

- If unable to perform duties due to extenuating circumstances, the officers may be asked to step down, but not until after a meeting with advisor and Eds
- Advisor has the power to remove EDs from their positions and appoint replacements

## ARTICLE VII: Statement of Non-discrimination

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

## ARTICLE VIII: Carolinian Creed

All members are expected to uphold the values of Preston Residential College as well as those stated in the Carolinian Creed.