



Rickards S.W.A.N. Artist Collective Bylaws

Article I: Name and Purpose

Section A: Club Name - This club will be known as the Rickards Supremely Weird Art Nerds (S.W.A.N.) Artist Collective

Section B: Club Purpose

- **Mission Statement:**

- The Rickards S.W.A.N. Artist Collective, which shall be comprised of aspiring art professionals, is an after school organization whose purpose is to provide members:
 - a space to learn, cultivate, and implement professional practices within all manner of art related careers.
 - practice in critically examining, crafting, and refining art works in a collaborative studio environment.
 - experience in writing, pitching, defending, and implementing collaborative and independent art proposals to local school and community leadership.

Article II: Membership

Section A: Granting Membership - Membership shall be granted to a maximum of **20 students** (including officers) who meet the following criteria:

1. Attendance of Club Interest Meeting

- a. The interest meeting will be held at the end of August, and will include an overview of the club's rules and commitments as a member, as well as the available opportunities offered to members and application submission details. The meeting will provide potential applicant with the opportunity to ask any questions about the application submission process. While the meeting is mandatory, applicants are able to reach out to the supervisor directly if unable to attend.

Article II: Membership Continued

2. Submission of complete Club Application Packet

- a. At the interest meeting applicants will submit their emails to receive the Google Form Application to the club. If the applicant has not previously taken an art course with the club supervisor, they **must** complete the Teacher Recommendation Form at the end of the application.
- b. Applications will include the following:
 - i. A statement of intent/interest for joining the club
 - ii. The student's anticipated career goals in the arts
 - iii. A portfolio of **4** works, at least one of which should be considered complete
 - iv. A brief summary of potential interests and focuses to be completed during their time in the club

3. Submission of Teacher Recommendation Form if the student has not been previously enrolled in a 3D art class with Ms. Barthle.

- a. This recommendation can be from any teacher at Rickards High School, and the officers may contact this teacher to confirm the validity of the recommendation or ask for further information if it is deemed necessary.

4. Completion of application interview with club officers and sponsor

- o After the application window has closed, applicants are required to attend an interview with the club Sponsor and at least **two** club officers to discuss the following:
 - The applicant's interests and goals
 - A review all of the applicant's portfolio
 - Applicants portfolios will not be evaluated solely on the quality of their work, or the applicant's prior art experience. Rather, the supervisor and officers are looking to evaluate the applicant's work ethic, resilience, and persistence in the face of complications and unexpected complications/failures.
 - The applicant may also be asked questions about the types of art classes they have taken, or their experience working in a group work setting.

Section B: Club Membership Expectations - Members will be considered "in good standing" if they meet the following parameters:

1. Regularly attends meetings and club related events:

Types of Meetings:

- o **General Meetings:** All general meetings are required unless the member has received permission from the club sponsor/officers to be absent. If absent for general meetings, it is the member's responsibility to follow-up with officers for information missed. General meetings will occur on the second and fourth Thursday of every month at 3 pm and should last no longer than an hour. Members are responsible for transportation home.

- **Individual Work Time:** Students will have the opportunity to come and work on their personal projects/practice every Tuesday/Thursday from 2:00 - 4:00 pm after the first General Meeting is held. Students will be notified in advance if Individual Work Time will be unavailable for any reason. While a set number of work hours are not required, it is **recommended that students plan to participate in at least one scheduled Work Time each week.** Many time intensive practices, like wheelthrowing and glassblowing will be difficult to master unless the member allocates sufficient time to practice. Given the limited availability of specialized art equipment, it is **HIGHLY** recommended that students schedule time to work on high-demand equipment. **If the student fails to meet their scheduled work time, and has failed to notify club leadership of their inability to meet their reservation, the student will receive a strike against their “good standing.”**
 - **Group Work Time:** As group projects are initiated, the supervising club officer will meet with their team to determine the responsibilities and expectations for their specified project. These expectations will then be shared and monitored by the club sponsor. If members are not regularly attending their Group Work appointments, and regularly fail to communicate their absences with the supervising officer, the **member will receive a strike against their “good standing.”**
2. **Maintains a professional studio environment while using the shared lab spaces:**
- As members are introduced to new equipment, procedures, and materials, the club sponsor/officers will carefully outline the expectations for maintaining, cleaning, storing said equipment. If members fail to clean up after themselves, return equipment to their specified storage locations, properly maintain the safety specifications/procedures for the equipment, **they will receive a strike against their “good standing.”**
 - Members are expected to arrive to scheduled work times **early or on time.** As they arrive, they are expected to begin preparing their work space and projects in a **timely** manner. Minimal time should be spent casually conversing with peers or on unrelated technical devices. If members fail to make their requested work time for specified equipment, **they will receive a strike against their “good standing.”**

Failure to adhere to these standards may result in warnings or expulsion from the club

Section C: Expulsion Procedures -

Three Strike System -

1. Strike 1: Verbal warning with club expectations reinforced for clarity
2. Strike 2: Intervention meeting with at least two officers and club supervisor to discuss the shortcomings of the member and to establish an intervention plan to get back on track.
3. Strike 3: Removal from club. The member may choose to reapply to the club the following year.

Section D: Club Membership Wait List:

In the event that the club's max enrollment of **20 members**, including officers, is reached, applicants may be approved and enrolled in the club's waitlist if interested. Waitlist procedures are as follows:

1. Once member interviews have concluded, the club sponsor and officers will convene to select members to be accepted into the club.
2. Applicant will be notified of their acceptance status.
3. Applicants who **were not granted a space in the club** will additionally be notified if they have been selected for the waitlist program. Applicants **MUST** accept their position on the waitlist to continue being considered.
4. In the event of a member removal or a member being unable to continue participation in the club, applicants on the waitlist will be contacted, in order of priority, on their potential entry into the club. Once the position is accepted, the new member will be responsible for meeting all established club expectations or their position may be forfeit under the strike system.
5. **No waitlisted members will be able to enter the club after November 1st.**
6. If the waitlisted applicant is unable or no longer interested in joining the club, the next member on the list will be notified until there are either no more interested participants or all available slots have been filled.

Article III: Officers

Section A: Officer Positions -

1. **Curator:** functions as the primary planner, organizer, and overseer of all club projects, events, and responsibilities. Curator responsibilities include:
 - a. Seek out opportunities for club participants around school and community.
 - b. Keep running log of competitions, scholarships, and art shows for student submission.
 - c. Organize, supervise, and curate shows, events hosted by the club.
 - d. Work alongside club Sponsor(s) to organize for and prepare information and materials.
 - e. Guide and direct club officers.
2. **Design Consultants:** collaborate with the Curator and club Sponsor(s) to assemble pitches, proposals, and designs for club events and projects.
 - Collaborates with club leadership to render designs, proposals, and pitches to community and school organizers.
 - Creates documents, presentations, and literature for the club and club-related events.
3. **Marketing Specialists:** generate interest and promote club events, shows, successes, and progress.
 - Creates weekly social media posts to club account to generate interest.
 - Oversees club store and sales.
 - Creates monthly newsletters and updates about up-coming club events, shows, and sales.
 - Documents club events, student work, and shows.

Section B: Officer Meetings -

- Officer Meetings will be held every Tuesday during lunch. The goal of officer meetings will be to discuss possible events or projects to bring before the club, in addition to discussing any logistical issues as they arise.

Section C: Selection of Officers -

- At the end of each year club members will have the opportunity to apply for an officer position for the following school year. Officer application details will be announced and will become available in early May. Officer applications will be reviewed and accepted by the club sponsor and sitting officers.