

HeartVision Club Policy 2021-2022

1. MEMBERS AND FEES

- A. Max members per term: 25
- B. Monthly meeting: first Saturday of every month (unless stated otherwise)
- C. Membership fee: \$30/month
- D. Projects: 3x year: Spring, Summer, and Winter Break
- E. Project Fee: \$30/project, if needed

2. QUALIFICATIONS AND REQUIREMENTS

President Qualification:

- A. Current continuous member and current InArt Student without any leave
- B. Must be a current Junior, rising Senior status

Vice President Qualification:

- A. Current continuous member with minimum and current InArt student without any leave
- B. Must be a current Sophomore, rising Junior status, or current Senior

Officers Qualification:

- A. Current continuous member and current InArt student without leave
- B. Must have been a continuous member without leave

Officers Requirement:

- A. Mandatory for all officers to attend all meetings and participate in a minimum of 2 days of each project

Members Requirement:

- A. If a member does not attend regular meetings x3 in a row, or projects x2 in a row, this member will be dismissed from the club.
- B. Notify officer of attendance and absences for each meeting and project

3. OFFICER DUTIES

A. PRESIDENT:

- General supervision and operation of the club and its projects
- Presides all meetings
- Final decision maker
- Resigning President will designate next term officers in December (voting date) ← TBD
- Approve members' final volunteer hours with VP at the end of each term.

B. CO-VICE PRESIDENTS:

- To assist the president and other club officers in completing their duties
- Substitute president's roles if he/she is absent
- In charge of member's volunteer hours

C. SECRETARY:

- Records meeting minutes on Google Docs and upload to group chat
- Prepares and logs member attendance sheets for each event and reports to V.P.
- Records new members' information and adds them to group chat
- Maintains and update latest members' list

D. TREASURER:

- Responsible for membership and project fees
- Manages the financial planning and budgeting
- Records the collection and disbursement
- Maintains and updates the latest changes

E. MEDIA & PUBLICITY OFFICER:

- Updates and maintains HeartVision online platforms
- Takes new photos and upload onto all platforms
- Responsible for HeartVision's online platforms (website/ instagram) and keeping it up to date

F. PUBLIC RELATIONS OFFICER:

- Responsible for donations for HeartVision
- Uploads the donation amount on the Google Spread

CODE OF CONDUCT: Members are required to behave properly at all times both during a project and meeting. Members are required to assist disabled members and behave properly.

DRESS CODE: Members are recommended to wear a HeartVision shirt or sweatshirt during projects and masks (required).

