STUDENT ORGANIZATIONS & LEADERSHIP
California State University, Sacramento

CONSTITUTION AND BYLAWS

Crochet Club at California State University, Sacramento

PLEASE TYPE OR PRINT. Complete all items below. Submit completed form together with your Campus Organization Registration Form to the Student Organizations & Leadership Office.

Article I – Name: The name of this organization is Crochet Club.

Article II – Purpose: The purpose of this organization is to teach fun and engaging crochet workshops that accommodate all skill levels, including beginners and seasoned experts. Crochet Club welcomes all types of people, such as knitters, rug tufters, or anyone interested in yarn & fiber art.

Article III – Authority

Section 1 This organization is a recognized student organization at California State University, Sacramento and adheres to all campus policies as set forth in the Student Organization Handbook.

Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the organization may adopt.

Article IV – Membership

Section 1 Membership in the organization shall be open to all those regularly-enrolled California State University, Sacramento students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2 Membership must be comprised of at least five (5) currently enrolled California State University, Sacramento students.

Section 3 Only current California State University, Sacramento student members may vote or hold office.

Section 4 Membership must be comprised of 80% Sacramento State students. 20% of membership can be non-Sacramento State students.

Section 5 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Only fraternities and sororities with federal documents on file with Student Organizations & Leadership are permitted to discriminate on the basis of sex, as outlined by Federal Law in Title IX. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 6 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 7 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 8 Members shall not be required to pay dues.

Section 9 Members shall be required to attend at least 10% of the organization's regularly scheduled meetings.

Section 10 Members shall be required to follow/join the organization's social media and communication platforms (i.e. Instagram, Discord, email, etc.)

Article V – Officers/Elections

Section 1 The elected officers will be President, Treasurer, Vice President, and Secretary.

Section 2 Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization. Additional officer duties may include booking rooms on campus through Event Services/club advisor, instructing crochet workshops, managing the club email/social media, and submitting all required registration forms in a timely manner. The President shall also appoint members to be part of the Stand-In Instructors committee.

b. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees, if applicable. The Treasurer shall maintain an ASI Trust account in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. Additional officer duties may include assisting the President and Vice President with instructing crochet workshops, submission of all required registration forms, and delegation of duties to other officers as the Treasurer sees fit. The Treasurer shall be responsible for searching for, purchasing, and obtaining needed materials for crochet workshops. The Treasurer shall assume the office of President if the office becomes vacant.

c. The Vice President shall preside at organization meetings in the absence of the President or any other officers. The Vice President shall perform all legal duties assigned by the President. Additional officer duties may include assisting the President and Treasurer with instructing crochet workshops, submission of all required registration forms, and delegation of duties to other officers as the Vice President sees fit. The Vice President shall also serve as the club event coordinator by planning club meetings and assisting the President with booking rooms on campus through Event Services/club advisor.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit the required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall assist the President with social media content creation, and more specifically, photography and graphic design. The Secretary shall also assist the Vice President with planning club meetings and coming up with unique event ideas.

Section 3 Qualifications necessary to hold office in this organization are as follows:

a. To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at https://calstate.policystat.com/policy/10170470

b. Term of office will be one (1) academic year.

c. Officers must have been a member of the organization for at least one (1) semester. Officers may be elected or appointed based on the discretion of the President and any other existing officers at the time of club re-registration.

Article VI – Selection of Officers

Section 1 The President, Treasurer, Vice President, and Secretary are elected annually. Elections are held at the end of the spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2 Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3 The officers shall be elected in this order: President, Treasurer, Vice President, and Secretary.

Section 4 Officers shall be elected by majority vote. In the event of a tie or no majority vote, there shall be a re-vote. If the re-vote results in another tie or no majority vote, the current President will select the most suitable candidate based on how long the candidate was an active member of the organization.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6 The following officers shall be appointed by the current President. Ratification by a majority vote of the membership is required.

Section 7 Officers shall assume office on the first day of the semester following the election and shall serve for one year.

Section 8 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 9 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Treasurer shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time

of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Article VII – Meetings

Section 1 Regular meetings shall be scheduled either bi-weekly or monthly during the academic year. Most regular meetings will be bi-weekly crochet workshops. Any other types of meetings may include special events or outreach.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as one-third of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5 In order to vote a member must be in good standing. Good standing is constituted as attending at least 10% of all club meetings and/or being an active member of the organization (interacting on social media, showing up to events, participating in meetings). If members do not attend at least 10% of club meetings and/or are an inactive member, this results in a loss of voting privileges for that academic year.

Article VIII – Advisor: The organization shall appoint an individual employed as a faculty or exempt professional staff member by California State University, Sacramento or its auxiliaries to serve as the university advisor to this organization. The advisor shall fulfill the responsibilities specified in the Student Organization Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Article IX – Executive Committee

Section 1 The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as non-voting member.

Section 2 The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

Article X – Standing and Ad Hoc Committees

Section 1 The organization shall have the following standing committees: Membership and Stand-In Instructors.

Section 2 The duties of each of Standing Committees are as follows: Membership shall attend at least 10% of club meetings and be an active member of the organization by interacting on social media, showing up to events, and participating in meetings. Stand-In Instructors shall serve as "substitute teachers" during workshops in the

event that no officers are able to instruct during a meeting. Stand-In Instructors must be able to crochet at an intermediate or expert level and dedicate time to researching/creating clear, basic crochet patterns. Stand-In Instructors must be able to explain needed skills to members and assist officers with teaching workshops when necessary.

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees.

Article XI – Finances

Section 1 There are no membership dues.

Section 2 Membership dues will not be pushed by the organization.

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

Section 4 Members who have not paid their special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the special assessments are paid.

Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding $500.

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

Section 7 All funds of this organization will be banked with the Associated Students Incorporated.

Article XII Discipline of Members

Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1097 and/or 1098 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1097 and 1098 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1097 and 1098 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2 Complaints may also be brought to the attention of the Executive Committee. A written charge may be filed with the Executive Committee. That Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 4 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5 By a majority vote, the membership may reinstate a member who has been suspended or expelled.

Article XIII Amendments

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The elected officers shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Student Organizations and Leadership Office at California State University, Sacramento within two weeks after adoption.

Article XIV Crochet Workshops

Section 1 The organization shall plan and execute crochet workshops during regular meetings that accommodate all skill levels, mostly being beginner-friendly.

Section 2 The President, assisted by the other elected officers and/or the Stand-In Instructors committee, shall serve as an “instructor” or “teacher” for crochet workshops during regular club meetings.

Section 3 The President, assisted by the other elected officers and/or the Stand-In Instructors committee, must be able to crochet at an intermediate or expert level and dedicate time to researching/creating clear, basic crochet patterns. Any/all instructors must be able to explain needed skills to members during crochet workshops.

Section 4 The Treasurer shall be responsible for searching for, purchasing, and obtaining needed materials for crochet workshops. Materials may include, but are not limited to, crochet hooks, yarn, scissors, stitch markers, and darning needles.

Section 4 Patterns used/referenced/created by the President, elected officers, or Stand-In Instructors committee must be appropriately credited and simplified to be followed by members of any skill level. Patterns must be easily accessible on the organization’s social media and communication platforms for use by members (i.e. Instagram, Discord, email, etc.)

This constitution and bylaws were adopted on: September 9, 2024 and most recently revised on September 11, 2024.

Electronic Submission of this form is required for review and approval. Student Organizations & Leadership will acknowledge approval electronically.