

Appendix B

Sample Constitution of the Crocheting and Craft Club at Monmouth University

ARTICLE I - NAME AND PURPOSE

Section I: The name of this organization shall be the Crocheting and Craft Club of XYZ University; hereafter it may be referred to as Crocheting and Craft Club.

Section II: The purpose of the Crocheting and Craft Club shall be:

- A. To promote the growth, understanding, awareness and appeal for Crocheting and Crafts.
- B. To provide and support the co-curricular experience at Monmouth University.
- C. To offer an opportunity for practical and realistic experience in related professions.

ARTICLE II - MEMBERSHIP

Section I: Membership is open to all currently enrolled students of XYZ University and any faculty, staff or administrative member at the University.

- A. A student is considered a member if they have attended two (2) meetings.
- B. A student is considered a voting member if they have attended 50% of all meetings.
- C. All student members must maintain a 2.0 GPA and good standing according to the Monmouth University Student Code of Conduct.
- D. No discrimination on the basis of "race, gender, creed, color, national origin, sexual orientation, physical capabilities or religious affiliation."

ARTICLE III - MEETINGS

Section I: The day and time of the regular meetings should be convenient so that all members may attend.

- A. Regular meetings will be held once a week during the academic year.
- B. The time and frequency of the Executive Board meetings shall be determined by the officers.
- C. A Quorum of 50% plus one (1) of voting membership must be in attendance for a valid vote to be taken.

ARTICLE IV - OFFICERS AND DUTIES

Section I: The Executive Board of the Crocheting and Craft Club shall consist of the following elected officers:

- A. The President
- B. The Vice-President
- C. The Treasurer
- D. The Secretary
- E. The Parliamentarian

Section II: Qualifications of Officers

- A. The elected officers shall be enrolled as full-time students of Monmouth University and have attended 50% of all meetings.

- B. All officers must have and maintain at least a 2.5 GPA.

Section III: Duties of officers

A. The President's duties shall be:

1. Serve as an official spokesperson of the Crocheting and Craft Club.
2. Chair all the meetings of the General Assembly and the Executive Board.
3. Make appointments as designated necessary and useful by the by-laws.
4. Make a report on all current club activities at all General Assembly meetings.
5. Make an address on the state of the Crocheting and Craft Club at the end of his/her term.
6. Determine the time and place of all General Assembly committees.
7. Prepare the agenda for all Executive Board meetings.
8. Be an ex-officio member of all the General Assembly committees.
9. Notify the Vice-President in the case of an inability to perform any of the above duties.
10. To vote only in a case of tie.

B. The Vice President's duties shall be:

1. Assume the duties and responsibilities of the President when they are unable to do so.
2. Be an ex-official member of all the General Assembly committees.
3. Serve as a liaison between the club and all other affiliated and associated organizations.
4. Coordinate and guide all the committees of the General Assembly.
5. Aid the President in the fulfillment of his/her duties and responsibilities.
6. Encourage participation and membership.

C. The Treasurer's duties shall be:

1. Assume the duties and responsibilities of the President when the Vice-President is unable to do so.
2. Disburse all club funds as necessary with the approval of the Executive Board.
3. Keep accurate and up to date records of all the financial affairs of the club.
4. Present and interpret financial reports at all General Assembly meetings.
5. To aid in semester membership drives and fundraising activities.

D. The Secretary's duties shall be:

1. To record and keep up-to date minutes of each meeting.
2. To distribute copies of the minutes to all club members at each meeting.
3. To handle all correspondence of the club.
4. To maintain attendance records of all members.

E. The Parliamentarian's duties shall be:

1. To ensure that the club is following proper procedure of the Crocheting and Craft Club Constitution.

2. Review and suggest revisions to the constitution and by-laws prior to April 1 each year.

Section IV: Advisor

- A. The Advisor shall act as non-voting member of the Executive Board.

ARTICLE V - ELECTIONS

Section I: Nominations for officer positions will be taken the eleventh (11th) and twelfth (12th) week of the spring semester.

Section II. Election will take place the twelfth (12th) week of the spring semester. A quorum (50% plus one (1) of voting membership) must be present to hold a valid election.

Section III: A member is eligible to vote in elections if they have attended 50% of all general meetings.

Section IV: Newly elected officers shall take office at the last scheduled meeting of the spring semester.

ARTICLE VI - PROVISIONS FOR REMOVAL AND REPLACEMENT OF OFFICERS

Section I: The grounds for removal of an officer shall be:

- A. Abuse of power.
- B. Insufficient time for his/her position.
- C. Excessive Absenteeism.

Section II: Procedure for removal:

- A. Any member of the organization has the power to initiate impeachment proceedings.
- B. These charges must be presented in a written form to the entire Executive Board for review. If the Executive Board determines that there are enough grounds, the charges will be brought before the General Assembly.
- C. The General Assembly will review the charges and vote on the removal of the officer. Removal from office requires a two-thirds vote of the Crocheting and Craft Club body.
- D. Before the removal procedure is carried out, the officer must be notified (written or verbally) and must be given the option to be present during the procedure.

ARTICLE VII - SUCCESSION

Section I: Should the Presidency fall vacant, the Vice-President shall immediately assume the Office.

Section II: Should any of the other offices fall vacant, nominations and elections for the vacated office(s) will be held at the next regularly scheduled meeting.

ARTICLE VIII - AMENDMENTS AND REVISIONS

Section I: Procedures for amendments are as follows:

- A. The Parliamentarian or any member may propose an amendment to the constitution.
- B. This amendment should be reviewed (in written form) by the General Assembly at two consecutive meetings.
- C. The amendment will be voted on at the second meeting.
- D. Passage shall be two-thirds majority voting members.

- E. If passed, the Parliamentarian shall make proper revisions in the written constitution and/or by-laws.
- F. The proposed amendment is then ratified after it has received approval by the Student Government Association.