

**CROCHET AT MASON**  
**Drafted on: 9/14/2022**

Article One **NAME OF ORGANIZATION**

- The name of this organization shall be Crochet at Mason or CAM

Article Two **PURPOSE OF ORGANIZATION**

- The goal of the organization is to foster a welcoming community of crocheters of all skill levels and backgrounds. Crochet at Mason will be a place for anyone with an appreciation for the fiber art of crochet to come together.

Article Three **MEMBERSHIP**

- **Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.**
- All active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0
- The club is open to any students meeting those qualifications with an interest in crochet. No skill or prior experience is necessary.
- Types of membership available: *active*, *associate*, and *honorary*
- A student member must attend at least two meetings per semester in order to be recognized as an active member. Faculty and staff members must attend at least one meeting per semester in order to be recognized as an associate member. Alumni and community members must attend at least one meeting per semester to be recognized as an honorary member.
- Active and associate members may vote on official and unofficial matters, which include amendments, elections, and other motions brought forth in meetings.
- State why and how membership privileges may be revoked
- Membership privileges may be revoked if any guidelines specified in the constitution are broken by the member, if the member does not attend the required meetings, if an active member's cumulative grade point average falls below the requirement, or if the member is being disruptive towards other members (as determined by the officers)

Article Four **OFFICERS**

- All officers must be in good standing, with a minimum cumulative grade point average of 2.0, and meet the qualifications of being an active member.
- All officers will be responsible for organizing and promoting events held by the organization on social media and on campus. At least one officer must be present per meeting.
- President duties: The president will serve as the head for planning organization events, updating membership status, and making any final decisions about the

organization. The president will also be responsible for posting any announcements, such as ones on Mason360..

- Secretary duties: The secretary will plan meeting times and dates (which includes securing spaces to hold meetings), collecting member concerns, and collecting attendance records. These records will be provided to the president.
- Treasurer duties: The treasurer will be in charge of collecting dues, and using the funds appropriately. This includes ordering materials, budging for the organization, and maintaining financial records.
- Officers may plan meetings to work together to organize and communicate goals for the organization as needed.
- Elections for officer positions will be held annually in the spring semester.
- Officers can be removed from office. The impeachment process will begin if two formal complaints are made by two different members of the organization.
- Officer position may be revoked if any guidelines specified in the constitution are broken by the officer, if an officers cumulative grade point average falls below the requirement, or if they are impeached following the process below.

#### Article Five ELECTIONS

- Elections will take place during March or April, depending on the re-registration period.
- Nominations will start being collected via Google Forms by the start of the semester that elections take place. They will run until approximately one week before the voting period begins.
- Any active member may nominate one person per office. Members may nominate themselves. Officers may nominate others, as well as themselves.
- If no members are nominated for an officer position, but that officer wishes to resign, the current officer will be able to use the resignation process detailed under article six. If the officer does not wish to resign, they will continue holding the position.
- A week after nominations are due, there will be a meeting for active members to see the nominees' campaigns. The nominees may present their qualifications however they see fit, as long as some form of the presentation can be sent digitally for members who may not be able to attend the presentation meeting.
- Once the meeting concludes, the voting period will begin. Votes will be collected via Google Form. The Google Form link as well as any presentations used by the nominees will be sent out digitally to all active members as soon as the meeting concludes. The voting period will last a week.
- Active members may vote once per office per person. Current officers may not vote unless in the event of a tie. Tie breaking is the only time an officer may vote. Current officers will then calculate the votes and the winners will be announced.
- In the event of a tie that cannot be broken with an officer's vote, another voting period will be held between just the tied nominees.
- Once votes are finalized, any newly voted officers will shadow the current officer of the position they were voted into for a couple weeks-month, depending on how comfortable the new officer becomes. During this shadowing period the new officer will be familiarized with the organization's operating procedures.

#### Article Six IMPEACHMENT OR RESIGNATION

- **Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.**

- The impeachment process will not begin until there are two formal complaints against an officer to any officer. A formal complaint will be delivered by any member of the organization via email to any officer.
- Officers may also make complaints about other officers.
- Once an officer reaches two complaints, a vote will be held at the following meeting. This will be announced beforehand so all members are aware a vote will be held during that meeting.
- two-thirds of the members attending must vote for impeaching an officer in order for the officer to be impeached. Officers may vote.
- If the officer is impeached, the remaining officers may appoint a member to become a temporary officer. This temporary officer will hold the position until the next election cycle.
- If an officer wishes to resign, the officer must give a two weeks notice to the other officers. The resigning officer must also appoint and train a temporary officer. This temporary officer will hold the position until the next election cycle.

#### Article Seven MEETINGS

- The organization will meet at a minimum monthly.
- The meeting will be presided over by the officers in the chain of command. At least one officer must attend every meeting, not all officers must be present at every meeting.
- The executive board will have separate meetings once every two weeks, or as needed, in order to plan future meetings, elections, etc.
- Members must attend at least two meetings per semester in order to be considered an active member.
- one-third of all active members must be present for a quorum. This will include the one officer requirement.
- Special meetings will be called at least two weeks in advance. Members will be notified via email and Mason360. There will also be a reminder a week before the planned date for the special meeting via email.
- The latest edition of Robert's Rules of Order will be referred to for all parliamentary rules

#### Article Eight FINANCE

- The amount of dues and the method of collection will be decided by a majority vote of the executive officers at the beginning of each school year.

#### Article Nine AMENDMENTS

- An amendment may be proposed by any active member.
- Two-thirds of the members attending must vote for the amendment in order for the amendment to be implemented. Officers may vote. Members will be notified an amendment will be voted on in the next meeting.
- If the amendment is voted in favor of, the change must be made in at most two weeks and then submitted for review.
- **Student Involvement must review all amendments in the same manner as a completely new constitution.**

#### Article Ten RATIFICATION

- The constitution will be ratified at the first meeting of the organization. This ratification will occur the first meeting after an amendment is added as needed.

- **This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership, and a Student Involvement staff member.**

Constitution Ratified on: