

Constitution

Article 1:

The name of this organization is Knitting Club.

Article 2:

To bring together fellow knitters and crocheters to learn and develop their skills while socializing. Any skill level is welcomed.

Article 3:

Knitting Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Knitting Club agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

Article 4:

Iowa State University and Knitting Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S Veteran.

Article 5:

All students at Iowa State are welcomed to join knitting club.

Article 6:

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

- Officer Duties and Term of Service—
 - President
 - Plan general meetings and events.
 - Oversee the activities of the officers and general membership.
 - Maintains record of membership in the student organization database.
 - Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
 - Maintain contact with the Advisor regarding organization activities and concerns

- Complete all trainings as required by Iowa State University policy
 - Serves for one year until next elections occur at the beginning of fall semester, at the first meeting in September
- Treasurer
 - Manage the club's finances.
 - Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
 - Maintain the club's budget and work with officers to determine spending allowances.
 - Collect dues at the beginning of each semester.
 - Work with Advisor to approve each expenditure before payment.
 - Complete all trainings as required by Iowa State University policy.
 - Serves for one year until next elections occur at the beginning of fall semester, at the first meeting in September
- Method of election of officers—hand vote, simple majority.
- Date(s) for election of officers—Beginning of Fall Semester, first meeting in September
- Impeachment/Removal of officers—Grounds for impeachment include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct). Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The person who is being impeached may present for the impeachment procedure which the outcome is based on a simple majority hand vote.
- Replacement of officers—Members of the club can nominate themselves for a position and a simple majority hand vote will proceed.
- Requirements for Officers—
 - "The officers of this organization must meet the following requirements:
 - (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this

provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Article 7:

- Adviser Duties—The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement
- Method of election/selection of adviser(s)—The advisor will be appointed by the president and treasure of the ISU Knitting Club.
- Adviser(s) Term of Service—Is serving year to year, at his or her leisure.
- Impeachment/Removal of Advisers—Grounds for impeachment include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations. Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings. The Advisor may present for the impeachment procedure which the outcome is based on a simple majority hand vote.
- Replacement of Advisers—A new advisor will be appointed by the president and treasurer of the ISU Knitting Club.

Article 8:

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Upon disbandment of Knitting Club, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers

No dues will exist

Article 9:

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a majority hand raise vote of members. The amended constitution will be submitted within 10 days to Student Engagement for approval.

- In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.