

Constitution of Yarn Quest

Last Revision: January 26, 2023

Article I: Name

- i. The name of this organization is Yarn Quest.

Article II: Purpose

i. Yarn Quest is a club that is committed to bringing together students in a healthy learning environment. We recognize the need to produce mental fabrications into a physical fiber form. Yarn Quest will work toward not only providing to members but also to those in need of a positive community by providing social events where all students are welcome and encouraged through education, skill development, and service projects.

Article III: Non -Discrimination Policy

i. Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability, or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.

Article IV: Membership

A. Eligibility

- i. Yarn Quest membership is only extended to currently enrolled University

of South Alabama students.

B. Requirements

i. To maintain active membership status, an individual must attend at least three meetings per semester. Excuses for missing meetings should be presented to the officers for consideration if a member wishes to dispute their status.

C. Dues

i. A fee of \$10 every semester or \$15 each year of physical money, will be collected from each individual who wishes to have active membership status in the organization. This fee is subject to change according to a majority vote of the members and officers at the beginning of the academic year. To remain an active member, a yearly membership renewal must be completed.

ii. The membership fees collected each semester will be used as starting money for the club for that semester.

iii. Paying dues is a prerequisite to obtaining a member shirt for the club.

iv. Students may schedule a pickup time with the USA Yarn Quest President, Vice President, or Treasurer in order to pay dues. A receipt must be written in every transfer.

Article V: Officer Duties

A. President

i. The president is the official spokesperson for Yarn Quest and presides over club and officer meetings.

ii. The president may delegate any responsibilities to the vice president if, at any time, the president deems it necessary to do so.

iii. The president must be the secondary name on Yarn Quest's bank account.

B. Vice President

i. The vice president will serve as second-in-command to the president, assist the president with duties and responsibilities, and maintain decorum.

ii. The vice president will also be responsible for making flyers for club meeting dates and events, as well as maintaining the social media accounts for the organization.

C. Secretary

i. The secretary will record the minutes of meetings and submit a record to the president.

ii. The secretary is also in charge of maintaining the organization's website and any other page(s) the organization may have on the Internet, besides social media, as well as the organization's email account.

iii. The secretary is to keep a historical record of the club and its activities, including event planning processes.

D. Treasurer

i. The treasurer's name is the primary name on the organization's bank account.

ii. It is up to the treasurer to keep a record of the club's finances, which includes keeping track of who has paid fees and who has not.

iii. The treasurer is the main officer who handles turning in packets to SGA.

iv. The treasurer should also formulate plans for fundraising events and

methods for the organization.

Executive Committee Member

- a. The executive committee members would ideally contain two sophomores and a junior, chosen by the Yarn Quest committee members.
- b. Learn about the committee's roles and responsibilities of different members.
- c. Seek mentorship from the committee members

All elected officers must uphold the Yarn Quest Leadership Code of Service

E. Other Officer Duties/Requirements

i. Officers of Yarn Quest are required to put in the effort to help members who may approach them with problems. They must respect the privacy of these members.

ii. Any officer may propose event and/or fundraiser ideas.

iii. All officers are expected to provide input on decisions that affect the organization's future or operations, whether through voting or by speaking their thoughts on a proposed action.

iv. Officers should expect to help prepare officers select for their new roles.

F. Impeachment of Officers

i. If any officer is unable or unfit to uphold the position, the other officers and members may vote to remove that individual from office by a majority vote after consultation with the club advisor. In the following meeting, there will be a vote with a majority member vote to instate a replacement. If the president is voted off of the board, then the vice president will step up to the role of president.

iii. Any member, as defined in Article I, who has acquired and maintained active member status is eligible to run for any officer position that is in need of being filled, and is also eligible to vote in any election.

Article VI: Elections

A. Candidate Eligibility

i. An individual who wishes to run for office must have acquired and maintained active member status in Yarn Quest.

ii. An individual who wishes to run for the position of President or Vice President must have maintained 2 years of active participation in USA Yarn Quest (paid or unpaid) in the interest of officer experience. If no such candidate is available, the requirement becomes 1 year, then 1 semester.

iii. An individual who wishes to run for Secretary or Treasurer should have maintained 1 year of active participation in USA Yarn Quest (paid or unpaid) in the interest of officer experience. If no such candidate is available, the requirement becomes 1 semester.

iv. The treasurer must be of legal age and have the means to travel to the bank easily and frequently (they are not required to own a means of transportation, only to be able to make trips readily).

B. Election Circumstances

1. Each member interested in holding office is required to complete the USA Yarn Quest officer application and return it to the faculty advisor.
2. Elections will be held once a year in the spring semester.

3. Elections will follow these procedures:

- a. Everyone shall vote for who they see fit to handle the position.
- b. President shall be in charge of elections
- i. The faculty advisor may assist with counting votes.
- ii. There will be no handouts, gifts, or presentations of media during this time in the interest of fairness.
- iii. No member will ever hold multiple offices at once in Yarn Quest. If a candidate wins two positions, by default or by voting, the candidate will choose one of the positions to fill.

C. Quorum

- i. For the purpose of official business, a quorum is defined as more than 1/2. On any business requiring a vote, the winning option (of a group of options that should include a reopen nominations option) must receive a majority of the ballots cast, a defined majority (more than 1/2) of the total number of votes.

Article VII: Faculty Advisor

A. Selection

- i. The organization's officers are responsible for finding a fulltime faculty or staff member of the University of South Alabama who is willing to serve as an advisor. Once a potential advisor has been identified, the organization will vote on the nominee. The nominee must receive a majority of the votes to be confirmed as an advisor. With the support of the membership, an advisor may serve indefinitely. If an advisor resigns or a majority of members vote to replace the current advisor,

the selection process will begin anew.

ii. Any potential faculty advisor will be selected by the members by a majority vote of approval, then contacted by the president.

iii. A meeting between the potential faculty advisor(s) and the president will be arranged.

B. Faculty Advisor Duties

i. The faculty advisor will be present at all elections, voting procedures, and procedures for expulsions.

ii. The faculty advisor will be responsible for the parliamentary procedures during the elections and to confirm the results of the vote.

iii. **Qualifications and Responsibilities:** Ideally, Yarn Quest's advisor will have relevant knowledge of any of the club's changes, its concerns, and its needs. The advisor will be expected to stay abreast of the organization's core goals and beliefs, as well as strive to support Yarn Quest in its pursuits of a positive community. The advisor will serve as a resource to the organization and, when available, attend official events and meetings.

Article VIII: Meetings

A. Time/Location/Date

i. The organization shall meet monthly at a time and place designated by the officers and/or faculty adviser. Members will be made aware of this regular time and place via emails, announcements in the meetings, and posts on the organization's social media account. Meetings are planned to be held each month at the Student Center, but this is subject to change.

ii. Special meetings may be called with a majority vote of the officers and/or faculty advisor.

iii. Officer meetings will be held at least once a month with extra meetings as needed, and the officers are expected to meet regularly with the advisor as well.

B. Officer Attendance

i. At least three officers must be present at each meeting.

Article IX: Requirements of the Club

A. Meetings

i. The club must have a minimum of six meetings per semester. This number does not include any special meetings, which may be called by any of the officers.

ii. For the purpose of recordkeeping, secretaries are expected to collect and maintain a roster of members and guest attendees (not enrolled participants) that contains the individuals' first and last names, Jag number (if applicable), email addresses, pronouns, whether dues have been paid, and the number of meetings attended. This roster will be built from sign-in sheets provided at each meeting and event. Other information may also be (optionally) collected as determined by the officers (i.e. birthdays and the like).

B. Events

i. Yarn Quest is expected to host and/or attend at least four events or meetings per semester.

ii. The organization will ideally collectively make and donate blankets/ scarves/ baby boots/etc to a chosen organization or recipient(s) in need.

iii. A charity will be eligible to receive donations of event profits from Yarn

Quest if they have been approved by a quorum of Yarn Quest members.

iv. Yarn Quest will attend any school organization focused event at which the club will be given the opportunity to increase membership based on the majority vote of the officers.

Article X: Financials

A. Financial Transparency Statement

i. All accounts, financial records, and transactions of the organization are subject to audit or review at the University's discretion.

B. Bank Account

i. The organization will maintain an off-campus bank account at Wells Fargo.

C. Dues

i. As mentioned in Article I, section C, the yearly dues for USA Yarn Quest will be \$15.00 or \$10 for a semester, but are subject to change. Members will be notified about a change immediately, and it will be enforced the following fall semester.

D. Dissolution

i. Should the organization be dissolved, all remaining funds will be donated to United Way of Southwest Alabama.

Article XI: Amending the Constitution

A. Amendments and Bylaws

i. A request for an amendment to the constitution may be made by any member. The addition of an amendment will be decided by a majority vote of the

members.

ii. The complete document of the Constitution will be approved or rejected by a majority vote of the members at least once a year but may be voted upon in both the Fall and Spring semesters.

B. Rejection of the Constitution

i. If the full constitutional document is rejected, amendments will be suggested by members/officers to areas of concern and voted upon until the document is satisfactory.

C. Removing Members

i. Any member found to have abused or harmed another member or members by the officers (determined by majority vote) will lose membership status in Yarn Quest, if applicable, and be asked not to return to meetings. Evidence or witnesses are required for this to take place. Examples of this include: Using offensive language such as slurs, blatant cultural appropriation, singling out members based on marginalized identities, etc.

ii. Prior to taking such votes for removal, the faculty advisor will be informed of the situation. The faculty advisor will consult on these decisions before and/or after voting; meet with the member in question, as well as the president or vice president; and may recommend courses of action in response.

iii. Removed members' dues are non-refundable.

v. Members who are otherwise behaving in a way that is harmful to other members, intentionally or unintentionally, will meet with the officers to discuss how their actions are harmful and asked to revise their behavior out of

consideration for others.

D. Officer Misconduct

i. If any officer is suspected or accused of abusive behavior by a member or another officer, it should be reported to the other officers (if considered safe to do so by the victim) and the faculty advisor.

ii. The faculty advisor will call a meeting of the officers as well as an individual meeting with the officer in question to discuss misconduct, review relevant evidence, and/or determine a course of action. Officers may suggest consequences or provide defenses, but should not decide the response in the interest of avoiding bias.

iv. If deemed necessary or required by the university, the advisor may also request the help of or refer the case to other relevant authorities or resources.

Approved by 2023/2024 officers 1/26/2023 Megan (Meg) Powell (president), Kaitlin Maples (VP), Angela Russ (treasurer), Jillian Myers (secretary), UNFILLED (Executive committee members)

Members voted 01/26/2023