

Madhatter Knits AT UC SAN DIEGO CONSTITUTION – 2023-2024 ACADEMIC YEAR

ARTICLE I. Madhatter Knits at UC San Diego

The organization shall be called Madhatter Knits at UC San Diego. A registered student organization shall not use the name of the University of California or abbreviations thereof as part of its name except in accordance with the campus regulations. The geographical designation "at UC San Diego" may be used by any campus/student organization as part of its name without obtaining special approval. The full name of the organization should be used throughout this document.

ARTICLE II. STATEMENT OF PURPOSE

We are dedicated to providing love and support to critically ill infants and their families by knitting our love to these tiny and fragile beginnings. Madhatter hats help maintain a baby's body temperature by reducing the amount of warmth that escapes through the head. In addition, our knitted hats become a story to each family as they are symbols of comfort and hope for parents and their little miracles. Madhatter's hats give the preemies and their parents security, warmth, and comfort through difficult times. Each individual hat that you knit will be donated to local hospitals around the San Diego area, and serve as a treasured keepsake! In addition to knitting, Madhatter knits also hosts multiple fundraising events to support expecting families in their time of need.

ARTICLE III. NONPROFIT STATEMENT

Madhatter Knits at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

In order to become an official part of Madhatter Knits at UC San Diego, members must pay a one-time fee for materials and learning how to knit the hats. All are welcome to attend general body meetings where we will knit hats, but materials will only be provided to those who have paid the membership fee (but individuals are welcome to share!). Anyone who is a current undergraduate at UC San Diego can join our organization, as long as they pay the membership fee. One must complete the member interest google form, and they will be asked to pay their membership fee via venmo. Once paid, the individual will receive their knitting materials, and become a member of the organization.

Membership in our Student Organization shall be open to any student, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters.

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From the Nondiscrimination Policy Statement from the Office for the Prevention of Harassment and Discrimination: “The University of California, in accordance with

applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.”

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Madhatter Knits at UC San Diego will meet once a week for general body meetings (GBMs), and will have biweekly executive board meetings to discuss the status of the club.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS*

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization’s officers.

There will be 6 officers in total and they proceed as follows:

President

Duties: Oversees delegates responsibilities to executive officers; schedules board meetings/general body meetings; communicates with larger organizations for fundraising and donation opportunities; facilitates the development of the organization.

Vice president

Duties: Officiates in the president’s absence; become familiar with the duties and plans of the president and aid in completing them; work with other executive officers to ensure events/plans run smoothly.

Secretary/Treasurer

Duties: Responsible for paying all club bills and materials; maintaining the club’s checking account; communicating with companies when fundraising events in order to collect payment.

Event/Outreach Coordinator

Duties: Communicating with outside organizations for events; overseeing and responding to relevant communications (emails, texts, etc.); setting up fundraising opportunities on and off campus.

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Marketing Chair/Social media manager

Duties: Oversees the development of online graphics for the organization’s social media; drafts stories and highlights; communicates with the President about the planning of posts and event notifications; manages online responses via Instagram.

Membership Chair:

Duties: Develop relationships with students interested in becoming members; ensures membership interest forms are seen and communicated to other executive board members; develops ongoing recruitment process; maintains current and accurate club membership records through an online database.

Executive board members will be elected (following the academic year of the start of the organization), by popular vote at the end of the Spring quarter. Anyone who has been engaged in the organization, and has paid their one-time fee can run for a board position. Officers assume their given positions at the start of the next academic year, but are expected to plan events/guidelines/etc. prior to Fall quarter starting.

If the board feels as if an executive board member is not fulfilling their duties in a timely and conductive manner, a vote may be taken to remove an officer from their respective position; this may be due to inappropriate conduct, unresponsive nature, or other missteps.

ARTICLE VII. HAZING PREVENTION

Madhatters Knits at the University of California, San Diego, is committed to providing a safe, inclusive, and empathetic environment for all of its members.

Hazing, which constitutes any activity that encourages the manifestation of physical trials, psychological manipulation, emotional abuse, humiliation, indignity, or other harmful actions, is not to be tolerated under any circumstances within the Madhatters Knits at UCSD organization. Such activities may leave individuals with long-term and negative repercussions, which does not align with the organization’s shared values of compassion, service, and community empowerment.

The prevention of hazing begins with establishing a clear precedent amongst members of the organization’s anti-hazing policy.

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Under the leadership and model behavior of the Madhatters Knits at UCSD's executive board, the organization will take a proactive approach towards educating members of the importance of promoting a safe and inclusive environment for all organization members. All members of Madhatters Knits at UCSD are not only encouraged to, but are expected to practice and contribute to our culture of inclusivity and respect.

In coordination with the UC San Diego Police Department and the Center for Student Involvement, we encourage the reporting of any incidents or suspicions of hazing. Any and all individuals who fail to abide by such standards of conduct by the Madhatters Knit at UCSD, as well as UC San Diego and/or California State Law, will be dealt with promptly and taken seriously.

Registered Student Organizations that fail to abide by the UC San Diego hazing policy, and other UC policies applicable, and/or California State Law will result in referral to the Center for Student Accountability, Growth, & Education for an organizational violation and/or individual violation(s). Any reports of hazing can be reported anonymously via email to hazing@ucsd.edu

Visit the sites below to learn more about hazing and how to report it.

<http://hazing.ucsd.edu>

<https://adminrecords.ucsd.edu/ppm/docs/160-10.html>

https://students.ucsd.edu/_files/student-conduct/PACAOS-100_StudentConductDiscipline.pdf

ARTICLE VIII. RISK MANAGEMENT

Madhatter Knits at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Madhatter Knits at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

ARTICLE VIII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

Madhatter Knits at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu> .

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Madhatter Knits will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VIII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that Madhatter Knits at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

ARTICLE IX. COMMUNITY ADVISOR

A Community Advisor will be selected by the Madhatter Knits executive board members. The advisor will be an individual not only interested in the org, but chosen due to their involvement with community service, compassion, and knowledge in relation to the organization's activities. This individual may serve as long as their availability permits, or until the club no longer deems their help necessary. While this individual may be a health professional at a San Diego based hospital Madhatter Knits will provide hats to, the club is not limited to only seeking advisors in this field.

Moreover, the Community Advisor is strictly a mentor. While they are knowledgeable with the politics and procedures of the organization, this individual will not have leverage over the club's decisions, nor can they exercise power through the club's final decision. Replacement or total removal of the advisor will be accomplished via majority vote of the executive board.

The selection criteria for this advisor may be amended as the needs of the club change, however, selection will be continuously based on Madhatter Knits core values: compassion, empowerment, and community building.

ARTICLE X. FINANCIAL MANAGEMENT

The Madhatter Knits at UC San Diego primarily finances activities through AS funding and/or membership fees which are subject to change. Money earned or gathered will be placed into an off-campus account, which changes user to be held by the financial advisor(s) to the club every year. Any changes made to the account are to be discussed at the weekly board meetings, so that all officers can confirm transactions. Any and all financial advisor(s) shall keep track of our finances, and they may be available upon request, pending approval of the executive board of the Madhatter Knits at UC San Diego, but there are currently no plans to submit quarterly budgets rather than an event-by-event basis.