

# Bylaw Builder v. 2022 (Clubs and Organizations)

**Gianna Chacon** - Sat, Jul 12, 2025 2:23 PM

Approved

**Date:** Mon, Aug 11, 2025 2:05 PM

**By:** Sarah 'Didi' Hawkins

## BYLAW AMENDMENTS

Please select the option that applies to your organization:

☐ We are a new organization seeking recognition

## CALIFORNIA POLYTECHNIC STATE UNIVERSITY RECOGNIZED STUDENT ORGANIZATION BYLAWS

### ARTICLE I.

Section A. The name of this organization shall be:  
(enter the full and legal name of your organization)

☐ Cal Poly Solano Women's Rugby Club

Section B. This organization is affiliated with:

☐ Club Sports Council

This organization is affiliated with the following national organization:

☐ Not applicable

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## ARTICLE II. PURPOSE

### Section A. The purpose(s) of this organization are:

To be able to provide female students with athletic rugby opportunities, gain knowledge, and network with alumni.

### Section B. The goal(s) of this organization are:

To create and foster a fun and competitive atmosphere where female students are allowed to play rugby

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## ARTICLE III. AUTHORITY

Section A. This organization is a Recognized Student Organization (RSO) at California Polytechnic State University. It is the intent and requirement of this organization to abide by pertinent state and federal laws as well as applicable regulations and policies of the California State University (CSU), California Polytechnic State University (Cal Poly), Associated Students, Inc. (ASI) including those set forth in Executive Orders, Campus Administrative Policy, and the RSO Handbook.

Yes

Section B. This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings). Standing rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Yes

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## ARTICLE IV. MEMBERSHIP

Section A. Membership in this organization shall be open only to all those actively enrolled California Polytechnic State University students who are interested in membership or furthering the purpose of the organization. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges. Membership is only open to actively enrolled California Polytechnic State University students.

☐ Yes

Section B. Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of age, disability (physical and mental), gender (or sex, including sex stereotyping), gender identity (including transgender), gender expression, genetic information, marital status, medical condition, nationality, race or ethnicity (including color, caste, or ancestry), religion (or religious creed), sexual orientation, citizenship, or veteran or military status.

☐ Yes

Section C. This organization shall prohibit all members and officers from engaging in hazing, conspiracy to haze, or committing any act that violates CSU or Cal Poly policies.

☐ Yes

Section D. This organization and its members shall comply with the Recognized Student Organization Code of Conduct (RSOCC) and Title 5, Section 41301, Standards for Student Conduct.

☐ Yes

Section E. This organization shall maintain a minimum of five regular members in order to establish and maintain Cal Poly recognition.

☐ Yes

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## ARTICLE V: OFFICERS

Section A. The required officers of the organization shall be:

- President
- Treasurer

Yes

Section B. The president shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for the meetings. The president shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The president shall appoint all committees and committee chairs.

The treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The treasurer shall collect and deposit all dues and fees.

Yes

Section C. Qualifications to hold a required office in this organization are as follows:

- Maintain a minimum overall 2.0 grade point average each academic year.
- Be in good standing and not on probation of any kind.
- Attend a minimum of two (2) academic quarters during the academic year.
- If an undergraduate student:
  - Earn at least 9 student credit units per quarter while holding office.
  - Earn no more than 225 student credit units or no more than 125% of the units required for a specific baccalaureate degree objective, whichever is greater.
- If a graduate student:
  - Earn at least four (4) student credit units per quarter while holding office.
  - Earn no more than 75 student credit units or no more than 167% of the units required for the graduate or credential objective, whichever is greater.

Yes

Section D. The optional officers of the organization shall be:

Not applicable

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## ARTICLE VI: SELECTION OF OFFICERS

Section A. Elections will take place \_\_\_\_\_. Elections shall take place at a regularly scheduled meeting of the organization at which quorum is present.

During \_\_\_\_\_ (month). - August

Section B. Officers shall be elected by majority vote.

Yes

Section C. Votes will be cast by secret ballot using:

☐ Paper ballot

Section D. Officers shall assume office on:

(list general date; e.g., on the first day of fall quarter)

☐ First day of Fall Semester

and shall serve for:

☐ one academic year.

Section E. Officers may be recalled from office for cause. To initiate a recall election, a petition signed by \_\_\_\_\_% of members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

☐ 75

Section F. If the position of President becomes vacant as the result of resignation, ineligibility, or recall, the organization's status will be frozen until a replacement president is identified. For other Executive Board positions, the president may appoint an interim officer to fill the vacancy until an election is held. Funding and use of facilities are not available to frozen organizations.

☐ Yes

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## ARTICLE VII: ADVISOR

Section A. The university shall appoint an individual employed as a faculty or staff member by California Polytechnic State University to serve as the advisor to the organization. Auxiliary

staff and students are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the RSO Handbook.

☐ Yes

Section B. The advisor(s) may be removed at the discretion of the university.

☐ Yes

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## ARTICLE VIII. MEETINGS

Section A. Regular meetings shall be scheduled \_\_\_\_\_ during the academic year.

☐ weekly

Section B. Special meetings may be called by the President or the majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the special meeting time.

☐ Yes

Section C. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as \_\_\_\_\_ of the regular membership.

☐ a majority

Section D. Members must be present to vote. Absentee or proxy voting is not permitted.

☐ Yes

Section E. In order to vote, a member must be in good standing. Good standing is defined by:

- Listed as a member on the organization's roster

 No additional requirements

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## ARTICLE IX. FINANCES

### Section A. Requirements

- Funds must be administered through ASI Club Services and within ASI policies and procedures.
- No organization funds can be used to purchase or reimburse members for alcoholic beverages.
- The current organization Advisor or Dean must sign all requests for payment.
- A club officer with current financial authorization must sign all requests for payment.
- Club officers are not authorized to sign their own reimbursement request(s).
- Cal Poly Clubs & Organizations has the final approval for all RSO financial requests.

 Yes

Section B. The organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

 Yes

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## ARTICLE X. DISCIPLINE OF MEMBERS

Section A. All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., and Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, including matters involving allegations of unlawful discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking, and retaliation,



will be referred to the Office of Student Rights & Responsibilities (OSRR) and/or the Civil Rights & Compliance Office (CRCO), as appropriate, for review and possible investigation and resolution. OSRR and CCRO will follow the procedures set forth in the Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Revised December 24, 2021) and/or its successor policy (the “Policy”) or as otherwise mandated by Cal Poly or CSU policy.

☐ Yes

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## ARTICLE XI. AMENDMENTS

Section A. Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment(s) will be voted upon.

☐ Yes

Section B. Bylaw amendments require approval by two-thirds of the regular members present at a regular meeting.

☐ Yes

Section C. The revised bylaws must be submitted to Cal Poly Clubs & Organizations no later than 90 days after adoption. The amendment(s) shall be effective immediately after approval unless otherwise stipulated in the amendment(s).

☐ Yes

Section D. The university reserves the right to make any changes to the organization bylaws to meet any requirements set by the CSU Chancellor’s Office or university policy.

☐ Yes

## Discussion



Sarah 'Didi' Hawkins

Write a message

 [Add an Attachment](#)

CANCEL

POST

## Your Review



Sarah 'Didi' Hawkins

Your Vote: Approve



## Reviewers



Voting Reviewers



Sarah 'Didi' Hawkins

Association - Submission

