



## **Constitution & Bylaws of the Entrepreneurs Club at California State University Northridge**

### [PREAMBLE Statement of Purpose](#)

The purpose of the Entrepreneurs Club is to bring together students from many backgrounds into a large community via zoom and on-campus to study, participate, network, and thrive in entrepreneurship. Furthermore, the Entrepreneurs Club encourages creative thinking, teamwork, and entrepreneurial resources in order to educate and assist your entrepreneurial endeavors. We organize networking events, study rooms, fundraisers, and mentorship programs all throughout campus. We can guide young entrepreneurs, boost established local businesses, and reshape your future.

### [ARTICLE I Official Name](#)

The name of the organization shall be called Entrepreneurs Club at California State University, Northridge (CSUN).

### [ARTICLE II Authority](#)

This organization is a recognized student organization at California State University, Northridge and adheres to all campus policies as set forth in the Clubs and Organizations Manual.

### [ARTICLE III Membership](#)

#### *Section 1: Student Access*

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member. Membership in the organization shall be open to all those

regularly-enrolled at California State University, Northridge students who are interested in membership.

### *Section 2: Non-Discrimination Statement*

In accordance with state law and the regulations of the California State University, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

### *Section 3: Eligibility*

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

### *Section 4: Membership Requirements*

1. Agrees to accept and adhere to the Constitution and Bylaws of the Entrepreneurs Club.
2. Active Members - Defined as currently enrolled CSUN students who have maintained a minimum overall 2.0 cumulative GPA in the previous term (term is defined as Fall or Spring semester) & has fulfilled 1 out of 3 items:
  - a. Attends at least 50% of executive board meetings
  - b. Attends at least 50% of all club events
3. Inactive Members - Defined as enrolled CSUN students that haven't maintained a minimum overall 2.0 cumulative GPA in the previous term (term is defined as Fall or Spring semester) & has fulfilled 1 out of 3 items:
  - c. Attends at least 50% of general board meetings
  - d. Attends at least 50% of all club events
  - e. These are considered mailing list members.
4. Graduate Active Members - Defined as currently enrolled in at least 6 units or more.
5. Alumni Members - Defined as former graduated CSUN students who are welcome to attend Entrepreneurs Club events.
6. Honorary Members - Defined as non-CSUN students (i.e. Guest speakers or Faculty) who are welcome to attend Entrepreneurs Club events.

### *Section 5: Non-Student*

This organization shall have associated members who are non-CSUN students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc).

### *Section 6: Privileges of Membership*

1. Active Members (as defined in Article 3 section 2C)

- a. Vote proposals
  - b. Nominate candidates for office
  - c. Be nominated as a candidate for office
  - d. Be present at 80% of executive board meetings
  - e. Attend and volunteer in club activities
2. Inactive Members
    - a. Attend in club activities
  3. Graduate Active Members
    - a. Attend and volunteer in club activities
  4. Alumni Members
    - a. Attend in club activities
    - b. Listed on the Entrepreneurs Club Alumni mailing list
  5. Honorary Members
    - a. Attend in club activities
    - b. Listed on the Entrepreneurs Club mailing list

### *Section 7: Termination of Membership*

1. Membership Expiration - All active, inactive, and graduate active memberships expire a week before the first date of a new succeeding academic year. Members must reapply for membership at the commencement of each new academic year.
2. Self-Termination of Membership - Self-termination may be obtained by submitting an email of resignation to the organization.
3. Voted Termination of Membership- Members may be terminated by a majority vote of the body at an Executive Board meeting if a member has failed to comply with the Bylaws of the Constitution of the organization.

### *Section 8: Hazing*

This organization shall prohibit all members and officers from engaging in hazing (as defined in the CSUN penal code) or committing any act that injures, degrades or disgraces any fellow student.

### *Section 9: Code of Conduct*

This organization shall comply with Title 5, section 41301, Standards for Student Conduct and this organization shall comply with the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations.

## ARTICLE IV Officers & Advisors

### *Section 1: Official Positions*

1. Primary Positions: President, Vice President, Secretary, Treasurer, & University Club Advisor

2. Secondary Positions: VP of Marketing, VP of Outreach, VP of Fundraising, VP of Sponsorships, & VP of Events

## *Section 2: Officer Duties*

1. **President:** The President's responsibilities include to preside over all executive board meetings and club events in accordance with club and campus policies; appoint all executive board members; prepare biweekly agendas; establish dates for new member nominations; define semester budget; be responsible for encouraging officers; prepare a report; meet with the club's advisor regularly (every month or as needed); CC the Vice President and club advisor on all club related emails; and respond to emails within 48 hours of delivery.
2. **Vice President:** The Vice President will assume duty in the absence of the President over organizational meetings and rise up to the occasion to carry out any tasks that haven't been met. In the event that the position of President becomes vacant, the Vice President will take over; help plan events and executive board meetings; gather data for a year's plan of potential events, board meetings, and board responsibilities; and edit the clubs' constitution. They will assist to oversee every VP.
3. **Secretary:** Maintains a list of all club members; maintains a list of all CSUN entrepreneurial alumni & guest speakers; maintains a list of all activities and events; maintains meeting minutes; ensures biweekly agendas are distributed within 48 hours; reminding all executive members of executive board meetings; maintains the organization's year calendar of events; and file any required reports.
4. **Treasurer:** The Treasurer is responsible for managing the organization's finances and budgeting. They also keep track of the relevant accounting paperwork and create the monthly financial reports that AS Finance requests. Ensures the club has an A.S. Agency Account in the organization's name, which requires the signatures of the Treasurer, President, and University Club Advisor for allowed disbursements. Ensures and collects all club finances, sponsorships, fundraising, and donation checks are collected and deposited with A.S. Finance by the treasurer.
5. **VP of Marketing:** The VP of Marketing oversees the marketing committee, recommends and appoints marketing officers, in charge of creating (but not limited to): Shirts, Sweaters, Bracelets, & Print, distributes newsletters, advertises and promotes all Entrepreneurs Club events, appoints a member of the committee to handle social media marketing and design, updates the club website annually, and establishes potential video and photography opportunities within the club to highlight our activities.
6. **VP of Outreach:** The VP of Outreach is in charge of keeping the alumni database up to date, cultivating relationships, creating & distributing a club newsletter if the VP of Marketing is Absent, seeking out and networking with business leaders in the any field, recruits guest speakers, attends entrepreneurial events, and keeps in touch between local businesses & Campus Centers. Works with the Secretary to create an outreach list.
7. **VP of Fundraising:** The VP of Fundraising plans community fundraising events and local business fundraising visits; contacts businesses via email or in person to schedule a fundraiser; CC the President, Vice President, and club advisor on all club related emails for records; notifies the E-Board three weeks in advance of the fundraiser date; negotiates a percentage of the proceeds from the fundraiser with local businesses; stays

in touch with the local fundraiser until it is over; notifies the Treasurer to pick up the fundraising checks; or picks them up themselves and hands them in the absence of the Treasurer; tracks all community and campus fundraising proceeds too and adheres to the policies of forming an on-campus fundraisers.

8. **VP of Sponsorships:** The VP of Sponsorships is accountable for compiling a list of sponsors, maintaining contact with local sponsors, alerting the VP of finance and the Treasurer to accept checks or accept checks themselves, track past and present sponsors, identify policies for negotiating with sponsors, and working with the marketing committee to organize appropriate promotional work and/or talks for sponsors.
9. **VP of Events:** The VP of Events plans on-campus, virtual, and possibly podcast events; contacts national and international entrepreneurs via email or in person to schedule guest speakers; notifies the E-Board a month in advance of the events; VP of Outreach to notify guest speakers, VP of Fundraising to improve fundraising experiences, VP of Sponsorships to curate sponsored events, and the rest of the E-Board. Also, keeps track of all events and activities.

### Section 3: Officer Qualifications

1. Have a thorough understanding of the Entrepreneurs Club Constitution and Bylaws.
2. Have a thorough understanding and approved qualifications/ requirements (as defined in Article 3 section 4).
3. Organize Entrepreneurs Club functions during the fall and spring semesters and the summer and winter breaks.
4. Attend all biweekly scheduled executive board meetings unless extenuating circumstances occur.
5. Keep all records, material, and suggestions pertaining to the office they hold.
6. Attend all Entrepreneurs Club events unless extenuating circumstances occur.
7. Recommend Officers for office.
8. Create a Committee pertaining to their role if necessary.
9. The Executive Board will handle interpersonal conflicts that may arise within the organization.
10. The Executive Board can only miss no more than THREE executive board meetings and FOUR club events throughout their term as officer. Excused absences must be cleared with the President at least 48 hours prior to any club function.
11. Pursuant to Coded Memorandum AA-2012-05: Minimum Qualifications for Student Office Holders, the president, vice president and treasurer are required to meet the following minimum requirements:
  - a. **Minimum Academic Qualifications**— The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.
  - b. **Incumbent Unit Load**— Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

- c. ***Incumbent Maximum Allowable Units***— Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.

#### *Section 4: Officer Terminations*

By majority vote, the executive board has the authority to dismiss Executive Board members from their positions. An Executive Board Member may not be removed without being given the opportunity to explain first. During your term as officers, the Executive Board may miss no more than THREE executive board meetings and FOUR club activities. Excused absences must be approved by the President and or Vice President at least 48 hours in advance of any club function.

#### *Section 5: Terms*

Officers serve for one semester to one academic year, with a maximum term limit of two years granted by the current University Club Advisor with executive support. The term of office begins with the start of a new academic year and ends 2 weeks before finals to the Spring Term. The current executive board members must meet with the incoming executive board within one month of finals to transfer all records, make recommendations for the following year, and provide optional training.

#### *Section 6: University Club Advisor Selection*

Pursuant to Executive Order 1068, a CSUN faculty or staff advisor will be chosen at the first meeting of each new academic year

1. **University Advisor Responsibilities:** The CSUN faculty or staff member serving as University Advisor shall be an Executive Official without voting privileges. The Club Advisor shall be appointed for one academic year or more, granted by the current Entrepreneurs Club Executive Board. The University Advisor will be required to sign all campus documents. The University Advisor responsibilities are:
  - a. Be familiar with the Constitution and the Bylaws of the Entrepreneurs Club.
  - b. Aid with executive board interviews & transitions.
  - c. Meet with the executive board when necessary.
  - d. Be available by appointment.
  - e. Stress on student academics being met and be aware of any internal conflicts.
  - f. Be aware of all activities that involve Entrepreneurs Club.
  - g. Participate in on-campus and off-campus activities pertaining to the Entrepreneurs Club.
  - h. The advisor must currently be a CSUN faculty or staff member.
2. **University Advisor Method of Selection:** Pursuant to Executive Order 1068, a CSUN faculty or staff advisor will be chosen by the Entrepreneurs Club Executive Board at the first meeting of each academic year.

## ARTICLE V Discipline of Members

### *Section 1:*

All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

### *Section 2:*

Action can be taken against a recognized student club or organization that violates the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations. Complaints against organizations should be filed in writing with the Matador Involvement Center (MIC). All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of this Code can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or withdrawal of university recognition.

## ARTICLE VI Elections

### *Section 1: Time of Elections*

Elections shall be made each Spring Semester shall be held no later than nine (9) academic days prior to the close of the Spring Semester. New officers will take office immediately following their successful interview. [NOTE: Please specify when new officers will take office if prior to nine (9) academic days prior to the close of the Spring Semester.]

### *Section 2: Election Procedures*

- a. **Method of nomination**— The President & Executive Board will nominate new members. The President will only be nominated by current Officers.
- b. **Method of voting**— Votes will be cast via secret ballot.
- c. **Majority specifications**— Officers will be successfully nominated by receiving a 70% majority vote of active membership. During the election an advisor needs to be present.
- d. **Run-off election procedures**— In the event of a tie or lack of majority vote, current officers and newly elected officers will vote again, choosing between the tied candidates.

### *Section 3: Special Election Procedures* .....

(ALWAYS CONSIDER APPOINTING FRESHMAN AND SOPHOMORE PRESIDENT & VPs)



1. The Vice President automatically becomes the President, or according to the sequence of administration within the key roles, so if the President and Vice President resign, the Treasurer becomes President, or the executive board has the ability to nominate the new President by majority vote.
2. A special election shall be called at the next regular meeting whenever there is a vacancy in another elected position.
3. In case a decision cannot be reached, the President has the authority to appoint an officer when there is a vacancy.

#### *Section 4: Terms*

Officers serve for one semester to one academic year, with a maximum term limit of two years granted by the current University Club Advisor with executive support.

#### *Section 5: Recall Election*

A petition of 70% of the total active membership shall be cause for a recall election. The offense must be in writing and submitted to the Vice President. A recall election shall be held in the next regular meeting after submission.

#### *Section 6: Vacancy*

1. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall automatically assume the office of President.
2. Vacancies in any other elected office shall be filled according to the sequence of administration within the key roles. For example, if the President and Vice President resign, the Treasurer becomes President, or the executive board has the ability to nominate the new vacancy by majority vote at the next regular meeting.
3. In case a decision cannot be reached, the President has the authority to appoint an officer when there is a vacancy.

### ARTICLE VII Meetings

#### *Section 1: Logistics*

The day and time of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

#### *Section 2: Frequency*

The Entrepreneurs Club shall meet once a week for any kind of club gatherings during the fall and spring semester. Any other day or week to organize a club event will be by the consensus of the executive board. The first meeting of the semester will be held the third week of classes. The last meeting of the semester will be held a week before finals week. Meetings shall not be held on school holidays.

#### *Section 3: Special Meetings*



Special meetings can be called by the president. Members will be notified via email 48 hours in advance, by the secretary. Emergency meetings with the board will be held with a minimum of 24 hour notice. If members are unable to be physically present, a zoom will take place.

#### *Section 4: Quorum*

Quorum for regular and special meetings shall be 70% of active membership.

#### *Section 5: Voting Meeting Requirements*

In order to vote a member must be in good standing as defined in Article III, Section 4.

#### *Section 6: Rules of Meeting Procedures*

The rules of procedure for this organization shall be a formal meeting agenda consisting of:

1. Call to order
2. Roll call
3. Approval and Recap of minutes from last meeting
4. Open issues
5. New business
6. Adjournment

#### *Section 7: Executive Board Meetings*

The officers and directors will meet bi-weekly to set the agenda for the next general body meeting and to attend to other business.

### ARTICLE VIII Standard & AD HOC Committees

#### *Section 1: Standing Committees*

This organization shall have the following standing committees: Fundraising, Outreach, Marketing, and Community Service.

#### *Section 2: Special Committees*

Special committees are temporary committees. They cease to meet as soon as their report is received and approved by the general assembly. This committee must report to the Vice-President and have accurate records of operation.

- a. Constitution— main objective is to make all necessary revisions of the Entrepreneurs Club's constitution and standing rules. The executive board forms a committee when revisions need to be made to the constitution of standing rule. It is composed of 2 or 4 people. Any amendments must be presented to the general body and passed with a 70% majority vote.

#### *Section 3: Duties*

The duties of each of Standing Committees are as follows:

1. Fundraising Chair: (One Person)
  - a. Plan and organize fundraisers and raise funds to financially assist club events.
  - b. Report to the Treasurer.
2. Outreach Chair: (One Person)
  - a. Arrange an alumni list for event panelists to be held in the ongoing semester.
  - b. Keep up relations with other clubs on campus.
  - c. Report to the Vice President
3. Marketing Chair (One Person)
  - a. Market & Promote events, meetings, etc. through the Entrepreneurs Club:
    - Instagram
    - Newsletter
    - LinkedIn
  - b. Actively taking pictures/videos throughout the Entrepreneurs Club functions.
  - c. Reports to the Vice President of Marketing
4. Community Service Chair: (One Person)
  - a. Provide opportunities for the Entrepreneurs Club members to become involved and volunteer on campus and in the surrounding communities.
  - b. Reports to the Vice President

#### *Section 4: Establishment*

The President and Vice President shall have the authority to establish AD HOC committees as may be necessary from time to time to carry out the work of the organization.

#### *Section 5: Appointment*

The board members shall appoint the chairpersons of committees which are not covered by constitution duties.

### ARTICLE IX Finances

#### *Section 1: Account*

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

#### *Section 2: Usage*

All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

#### *Section 3: Dispersal of Funds*

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

#### *Section 4: Fiscal Year*

The fiscal year begins on the first meeting of the semester and will be held the third week of classes. The last meeting of every semester will be held a week before finals week.

#### *Section 5: Dues*

Dues will be established by consensus of the executive board at the first meeting of the fiscal year. They will be communicated to the first general meeting of the academic year.

#### *Section 6: Reimbursements*

An Entrepreneurs Club member will be reimbursed for justifiable expenses incurred for the association. For a reimbursement, a Entrepreneurs Club member must complete a form and must retain a receipt and turn it in to the Treasurer within two weeks of the expense. If there is no accompanying receipt, reimbursement will not be made.

### ARTICLE X Amendments

#### *Section 1: Submission of Amendments*

Any proposed constitutional amendments shall be presented to the organization in writing before it may be voted on.

Potential amendments can be proposed by any active member. Amendments must first be orally presented at a general meeting before being formally presented in writing one week later.

#### *Section 2: Approval of Amendments*

Approval of the new amendment shall require a 70% vote of active members. The change shall be put into effect immediately unless otherwise stipulated in the amendment

#### *Section 3: Notification of Amendments*

Pursuant to Executive Order 1068, any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

### ARTICLE XI Ratifications

#### *Section 1: Procedure for Ratification*

Upon ratification by a 70% vote of active members, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.

*Section 2: Adopted Ratification Date*

This constitution was adopted on August 01, 2023 and recently revised on August 09, 2023.

Chris Romo Muniz

President of Entrepreneurs Club at CSUN

Adam Capps

Vice President of Entrepreneurs Club at CSUN