THE CONSTITUTION OF THE “NEVER LET YOUR PEN DRY” (NLYPD) CLUB

ARTICLE I – NAME, PURPOSE, AND NON-DISCRIMINATION POLICY

Section 1 – Name

The name of the club shall be “Never Let Your Pen Dry” (hereinafter referred

to as "NLYPD")

Section 2 – Purpose

The purpose of Never Let Your Pen Dry is to provide a forum of individual artistic expression through writing and speech, foster healthy competition between artists of different genres and categories, showcase member talents, and create a casual atmosphere for creative interaction and entertainment at the Ohio State University (hereinafter referred to as “OSU”) .

Section 3 – Non-discrimination Policy

NLYPD conforms to the policy of the Ohio State University. This policy, both traditionally and

currently, is that discrimination against any individual for reasons of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, or handicap is specifically prohibited.

ARTICLE II – MEMBERSHIP

General membership in NLYPD will be open to all students, staff and faculty of OSU. Participating membership is restricted to currently enrolled students of OSU. Members can leave the organization at any time.

ARTICLE III – ORGANIZATION LEADERSHIP: TITLES, TERMS OF OFFICE

The executive committee of NLYPD shall be made of the following officers: President, Vice-

President, Treasurer, Marketing & Public Relations Chair, and Social Chair. Each officer shall

serve for a term of one year. The officers are to meet together quarterly and discuss the

financial status of NLYPD, make plans to accommodate for future expenses, and also discuss

the general advancement of the club

ARTICLE IV – EXECUTIVE COMMITTEE, TYPE OF SELECTION, AND DUTIES OF THE LEADERS

Section 1 – The President

The President shall be expected to preside at all meetings of NLYPD. The President is

responsible for quarterly communication to the advisor and will perform such other activities

and duties that pertain to this office. Responsibilities also include:

1. Being the official spokesperson of NLYPD. Attending Student Organizations Resource Center (hereinafter referred to as “SOURCE”) meetings/president’s training
2. Renewing the Club’s registration with the SOURCE, as well as recording changes of the officers, advisor, and their addresses as required by OSU; by the end of the second week of each autumn quarter

Section 2 – The Vice-President

The V.P. will perform the duties of the President in his or her absence

Section 3 – The Treasurer

The Treasurer will perform the duties of the President in the absence of both the President and

the Vice-President. Responsibilities also include:

a. Drawing all checks and making all deposits on the treasury

b. Receiving and being the custodian of all funds of NLYPD

c. Keeping track of all dues received by NLYPD

d. Making a written report of all receipts and expenditures at the end of each quarter

e. Creating quarterly financial reports and budgets for NLYPD

f. Attending SOURCE meetings/treasurer training

Section 4 – The Marketing & Public Relations Chair

Responsibilities will include:

a. Raising awareness about NLYPD within other student organizations, and the general

student population on campus

b. Creating and executing marketing campaigns for club events

c. Serving as liaison to other student organizations on campus regarding NLYPD club

publicity spots in their events

Section 5 – The Social Chair

Responsibilities will include:

a. Serving as liaison to regulatory bodies regarding club events

b. Creating ideas and project plans for special events

c. Developing and continually updating a quarterly social calendar distinguishing between

regular events and special events

ARTICLE V – OFFICER AFFAIRS

Section 1 – Election of Officers

Officers will assume their positions each year at the beginning of the Fall quarter. The election

will be held at a predetermined meeting date during the spring quarter of the previous year.

Officer candidates will be expected to make their candidacy known by the second week of the

spring quarter. The election will be conducted by a paper vote, wherein each member selects

his choice for each position on pre-printed voting cards. A majority vote constitutes an election.

Voting rights are restricted to participating members.

Section 2 – Method of Removing Officers

Elected leaders are expected to meet the standards and criteria imposed by the description of

their duties. In the event that a leader does not meet these expectations, the officer in question

can be voted out by a majority vote at an executive committee meeting with two-thirds of the

elected officers present. The officer in question will be notified of his/her sub-par performance

a week prior to the meeting where voting will take place. Officers will not be removed from

office on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap

or any other such criteria, which violates the non-discrimination policy of OSU

Each member in this club brings a unique set of skills, perspectives, and life experiences that enrich the organization. The creative writing process requires a certain degree of vulnerability. Each member of this club is expected to support and respect each other’s writing. Failure to meet this stander can result in dismissal from the organization. The member can be voted out by a majority vote at an executive committee meeting with two-thirds of officers present. The member in question will be notified of his/her sub-par performance a week prior to the meeting where voting will take place. Members will not be removed from the club on the basis of race, color, religion, sex, sexual orientation, nation origin, age, handicap or any other such criteria, which violates the non-discrimination policy of OSU

ARTICLE VI – ADVISOR

The advisor to the Club shall be a full-time faculty or staff member at the Ohio State University.

The advisor must complete certification every three years

ARTICLE VII – AMENDMENTS

Section 1 – Member Involvement

The members of the club must be notified of amendment proposals no less than two days

Section 2 – Quorum

For a vote to be taken, two-thirds of the elected officials must be present at the meeting

Section 3 – Amendment Procedure

This constitution may be amended at any meeting of officers by a majority vote of members

present

ARTICLE VIII – MEETINGS

Section 1 – Time

The club will meet weekly at a time and place which will be announced quarterly

Section 2 – Officer Meetings

Executive committee meetings will be called at the end of every quarter, and also at any time

deemed necessary by the president of NLYPD