# The Constitution of Tea Club as of 2024

President: Ayham Asad

Treasurer: Patricia Pena

### ARTICLE I

**Section 1. Name**

The name of the organization shall be Tea Club

**Section 2. Purpose**

It is the purpose of Tea Club, to promote the understanding and appreciation of tea, its consumption, its history, and its culture. Tea club serves as an open invitation for students to come together, drink tea, enter in explorative conversation, and engage in social bonding activities. It will provide students who are looking to truly make the most of their college with opportunities to improve their intercultural communication skills and build leadership as well as lasting friendship.

### ARTICLE II

**Section 1. Voting Membership**

Voting membership shall be open to all currently enrolled students – full-time or part-time, graduate or undergraduate – of The Ohio State University. Potential members must exhibit a genuine willingness to further the organization’s Purpose.

**Section 2. Non-Voting Membership**

Faculty, alumni, professionals, prospective graduate students, and others who are not currently enrolled students at the Ohio State University, may become members. However, the status of any such individual shall be limited to that of a non-voting associate or honorary member.

**Section 3. Non-Discrimination on Bases of Age, Sex, &c.**

This organization and its members shall not discriminate against any individual or individuals for the reasons of age, creed, sex, sexual orientation or expression, religion, race, national origin, handicap, or veteran status.

**Section 4. No-Hazing Policy**

The organization shall permit no hazing, ‘hazing’ being defined as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another.”

**Section 5. Duties of membership**

Although attendance is not mandatory on all Tea Club-sponsored activities, to maximize Organization success, members are expected to be active members by attending a reasonable number of activities sponsored by the Organization.

### ARTICLE III

**Section 1. Office**

Tea Club shall have the offices of President, Vice President, Treasurer, and Secretary to be occupied by one officer at any given time. The officers holding these positions are collectively the Executive Committee of the organization.

**Section 2. Qualification of Officers**

All officers must be members of Tea Club

**Section 3. Term of Office**

Offices shall be held for a term of one year. Elections are to be held during the spring semester in the Second week of April. Speeches to be given if desired; nominees win with majority vote.

**Section 5. Elections**

Elections shall be held once per year. Upon the completion of the election, the previous term of office is considered expired, and the new term is begun.

**Section 6. Removal of Officers**

Any officer felt by the members of the organization not to be fulfilling his duties as an officer, must first be warned by the Advisor before proceedings of removal are enacted. If the perceived neglect of duty continues, then a special meeting is to be appointed in which, by absolute two-thirds majority, the members present may remove the negligent or offending officer and, removing him or her, must appoint a meeting for special election to replace him or her. The special election must occur within one month of the office’s vacancy.

**Section 7. Limitation on Removal of Officers**

Officers may under no circumstance be removed on account of age, creed, sex, sexual orientation or expression, religion, race, national origin, handicap, or veteran status.

**Section8. Vacancy of Office**

Any vacancy of office, originating from purposes other than removal, must be filled within one month of vacancy by a special election appointed at least two weeks in advance of its occurrence.

### ARTICLE IV

**Section 1. The Office of the President**

The President shall be the chief executive officer and shall serve as the organization’s spokesman or spokeswoman and chair for all meetings at which he or she is present. The President shall liaise with Advisor, Alumni, related university departments, clubs and community partner. The President shall serve as a secondary signatory on financial accounts, assist all executive officers and organize executive board officer transitions.

**Section 2. The Office of the Vice President**

The Vice Presidents shall serve as an ex-officio member of standing committees. The Vice President shall direct Constitutional updating and revisions, recruit new members and organize end-of-year celebration. The Vice Presidents shall assume the duties of the Presidents in his or her absence. The Vice Presidents shall perform other duties as directed by the president.

**Section 3. The Office of the Secretary**

The Secretary shall be responsible for keeping minutes of all meetings and distribute within 3 days. The secretary shall also maintain a complete and accurate account of attendance and membership status and the student organization history for that academic year.

**Section 4. The Office of the Treasurer**

The Treasurer shall keep a current record of all financial transactions, prepare an annual budget, file reports on all stolen or lost equipment and maintain a financial history of the organization as well as an inventory of all equipment and its condition. He or she shall prepare quarterly reports containing a list of all receipts and disbursements and distribute them among the membership. Furthermore, the Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time. He or she shall also advise members on financial matters (i.e. ticket selling procedures) and coordinate fundraising drive and solicitations.

**Section 5. The Advisor**

The Advisors must be a member of University faculty or Administrative & Professional staff. As a voting member of the organization, the Advisor shall facilitate the organization’s fulfillment of its Purpose and collaborate with officers in the execution of their duties. The advisor is a resource: in this capacity, he or she is expected openly to share relevant knowledge and experience and to volunteer advice where he or she sees fit and where it is requested.

### ARTICLE V

**Section 1. General Meetings**

General meetings shall be held once a week. The president and the Vice President shall determine the agenda of meetings and activities based on the intention of members.

### ARTICLE VI

**Section 1. Proposal of Amendment**

Proposed amendments to the by-laws of this constitution from the general membership shall be submitted in writing to the President, whose duty it is to notify the membership before or at the next general meeting. Proposals from the Executive Committee shall be submitted in writing to the President, whose duty it shall be to notify the membership before or at the next general meeting.

**Section 2. Voting on Amendment**

Proposed amendments must be discussed in one general meeting before they are eligible for vote. The proposal shall be read again in the next general meeting and voted on by secret ballot.

**Section 3. Passage of Amendment**

Passage of proposed amendments shall require that an absolute two-thirds majority of those present at the meeting be in favor, and requires that a quorum be present.

### ARTICLE VII

**Section 1. Dissolution**

Tea Club may, by unanimous consent of its members at a general meeting, and with the consent of the Advisor, dissolve itself.

**Section 2. Disposal of Assets**

In the event of dissolution, all assets belonging to the organization will be disposed of with consideration to the manner in which they were received or acquired: all remaining operating funds shall be proportionately divided and refunded to the appropriate individuals or organizations; inventories shall be dealt with in a similar manner, except for particular items obtained by purchase, which shall be donated, in accordance with the opinion of the general membership, to an organization or individual consistent with the Purpose of Tea Club.

**Section 3. Repayment of Debts**

It shall be the responsibility of the general membership, including officers, to repay all remaining debts incurred during the fiscal year in which the organization is to be dissolved. Furthermore, the Executive Committee is expected to formulate the means of raising the necessary funds to meet all fiscal obligations.

**By-Laws**

### ARTICLE VIII

The rules contained in *Robert’s* *Rules of Order* shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

### ARTICLE IX

**Section 1. Admission of Members**

Membership, both voting and non-voting, shall be those who have attended at least 3 meetings, and dues are imposed, have paid their dues.

**Section 2. Petition for Membership**

The organization may entertain petitions for membership from the classes of individuals described in Article II of this constitution.

**Section 3. Revocation and Restoration of Membership**

Membership may be revoked by unanimous consent of the Executive Committee. If requested by any member, an honest explanation must be publicly made justifying the removal. Any person whose membership has been revoked may not appeal the revocation, but his or her membership may be restored by unanimous consent of the Advisor and President.

**ARTICLE X**

**Section 1. Election of Officers**

Election of officers shall be held annually in April; the precise date being appointed by the Advisor upon consultation with the President. At least two weeks’ notice must be given before the election meeting. Elections are conducted in accordance with *Robert’s Rules of Order*.

**Section 2. Limit of Office**

A member may not hold more than one office at a time.

**Section 3. Resignation from Office**

Should an officer find himself or herself unable to fulfill the duties of his office and intend to resign, he or she must voice his request to the President at least two weeks in advance of his intended resignation, so that a meeting to decide his replacement can be arranged.

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Passage of proposed amendments shall require an absolute two-thirds majority in favor, without necessity of a quorum.