Student Organization

Constitution and By-Laws

OSU Toastmasters Club

Constitution

*Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1: Name: The name of the organization shall be:

OSU Toastmasters Club

Section 2: Purpose: Our purpose is to provide a platform for members to build up and strengthen communication and presentation skills, interview techniques, and leadership abilities.

Section 3: Non-Discrimination Policy: OSU Toastmasters Club and its members solemnly promise that we shall not discriminate against any individual(s) for any reasons including race, age, color, disability, gender identity or expression, national origin, religion, sexual orientation, or veteran status.

*Article II - Membership: Qualifications and categories of membership.*

Only registered students shall be eligible for voting membership in OSU Toastmasters Club, while faculty, alumni, professionals, etc. are encouraged to be involved as honorary (non-voting) members.

*Article III- Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

The administration structure of the organization shall be:

1. Director, Executive Board (President)
2. Director, Department of Finance (Treasurer)
3. Director, Department of Secretary (Secretary)
4. Director, Department of Marketing

President – Appointed by advisor and former president. Term of service is one academic year. Duties:

* Leading and coordinating efforts of the Toastmasters Club Executive Board.
* Serving as a liaison between advisor and the Toastmaster Club Executive Board.
* Guiding and serving all members of the Toastmasters Club in multiple, unspecified ways to encourage the smooth running of the organization and full participation of club members.
* Serving as representative of the Toastmasters Club to contact guest speakers and explain meeting details.

Department of Finance – led by Finance Department Director (Treasurer)

Duties:

* In charge of Toastmasters, International membership fees and the procurement and use of funds
* Monitoring and recording all monetary transactions conducted by the organization.
* Updating account balance on record every two weeks.
* Monthly reporting to the Executive Board about organization’s financial standing.
* Budgeting for organization’s events.

Department of Secretary – led by Secretary Department Director (Secretary)

. Duties:

* Formulating the schedule and preparing the agenda for general meetings.
* Ensuring the attendance of at least one Department of Secretary member to record meeting notes.
* Reserving rooms for general meetings.
* Maintaining all membership databases and other club documentation.

Department of Marketing – led by Marketing Department Director (Marketing Director)

Duties:

* Branding expansion and member recruiting.
* Contacting potential sponsors for special on-campus events.
* Following up with sponsor companies in the form of thank you e-mail.
* Planning and coordinating special on-campus events.

*Article VI – Method of Selecting and/or Removing Officers and Members.*

All currently enrolled Ohio State University students who have paid the $20 membership fee are eligible to be members of the OSU Toastmasters Club.

Members who want to hold leadership positions should meet all criteria below:

* Must be Toastmasters Club’s official member.
* Attend at least 75% of general meetings.
* Attend at least 1 professional or special event.
* Must have held membership with the organization for at least one quarter.
* Confirmed reports of a candidate’s academic misconduct or illegal, dangerous, or unbecoming behavior that reflects badly on the club shall waive the candidate’s right to be elected.

*Article VII – Advisor(s) or Advisory Board: Qualification Criteria.*

Advisors of student organizations must be members of the university faculty or administrative & professional staff; Co-Advisors could be members of other, official Toastmasters, International clubs.

*Article VIII – Meetings of the Organization: Required meetings and their frequency.*

Five general meetings of open memberships shall be conducted each quarter except for summer. The general meetings should be held every other week.

*Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments should be in writing, and not acted upon in the same general meeting in which they are proposed. These proposals should be read again at a specified number of subsequent, general meetings, as well as the general meeting in which the votes for or against the proposed amendment will be taken. Approval will require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present, which is a minimum of 50% + 1 of total organization members). The constitution should not be amended casually or frequently.

*Article X – Method of Dissolution of Organization*

Dissolution of the student organization can only take place when all executive board members and an advisor are present and at least three votes of dissolution are cast. All Executive Board members are responsible to pay off outstanding debts of the organization. In the case of a decision to dissolve the club, any existing monetary assets, will be used in this manner: 1) all debts of the organization will be paid 2) all official members will reimbursed for their original membership fees 3) any remaining funds above and beyond this will be distributed equally among all official members.

*Article XI -- Removal/Dismissal Policies:*

Removal of members

If an official member conducts themselves in a manner deemed detrimental to advancing the purpose of this organization or in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Removal of officers

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their official duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor.

By-Laws

*Article 1 – Parliamentary Authority.*

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 constitution and the by-laws of this organization.

*Article II- Membership.*

Section I

* Students at The Ohio State University who have paid the membership fee shall be categorized as official members.
* The membership fee is a one-time payment made at the time a student requests to participate in this organization.
* Official members shall receive all member benefits but shall not be paid for usual and customary services rendered for the good of the organization under any circumstances.
* Official membership in the OSU Toastmaster Club ends at the graduation of the student but continued membership in other official clubs of Toastmasters, International is encouraged.

Section II

* Any alumni, faculty, or instructor who have become involved in activities organized by this organization shall be automatically categorized as an honorary member.
* Such membership shall never be abolished unless cancellation is requested by the honorary member him- or herself.

*Article III - Election/Appointment of Government Leadership.*

* The executive board consists of all organization officers, including the President, Treasurer, Secretary, and Marketing Director.
* The incoming president of next-year’s organizational government shall be appointed by an advisor and the current president annually.
* The treasurer, secretary, and marketing director of next-year’s organizational government shall be elected by the current executive board of this organization annually.
* Executive board elections for next-year’s board members occur as follow; the advisor, current president, treasurer, secretary, and marketing director each have one vote, totaling seven votes. Any official member who applies for a specific position on the executive board and gets three or more votes will become a nominee on the ballot for the desired position.
* All nominations shall be made known to organization members one month before official appointments take place. Confirmed reports of a nominee’s academic misconduct or illegal, dangerous, or unbecoming behavior that reflects badly on the club shall waive this person’s right to be on the ballot.

*Article IV - Advisor Responsibilities.*

* Attend advisor-training program every two years.
* Provide suggestions regarding solutions to operational problems and continued improvement for the executive board of this organization.

*Article V - Meeting Requirements.*

* Meetings are regularly held every two weeks.
* If there are special events like business dinners, meeting in that week will be canceled.
* Meetings require a quorum present to conduct any organizational business (which is a minimum of 50% + 1 of total organization members), however members attending a meeting without a quorum present may continue a meeting for practice, enjoyment, the exchange of ideas, and social interaction.

*Article VI - Method of Amending By-Laws.*

* Proposed amendments to the by-laws should be in writing.
* Approval should require a supporting vote from at least three out of four executive board members.
* The by-laws should be reviewed and amended at least every 2 years.