# Constitution of Town & College Toastmasters

### Article I -

"The name of this organization shall be Town & College Toastmasters at Iowa State University. “

### Article II - Purpose:

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth. In order to carry out this purpose, this club shall:

Help its individual members improve their abilities to communicate effectively Provide for its individual members’ instructions, educational materials and opportunities which will give them skill and experience in the preparation and delivery of speeches Encourage its individual members to read and to listen analytically Provide for its individual members’ fair and constructive evaluation of their efforts toward self- improvement Increase its individual members’ knowledge of the rules of parliamentary procedure and their skills in conducting meetings and participating in group discussions Afford leadership training for its individual members Provide opportunities and encouragement for its individual members to appear before audiences and to express their thoughts creditably.

### Article III - Statement of Compliance:

Town & College Toastmasters abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Town & College Toastmasters agrees to annually complete President’s and Treasurer’s Training

### Article IV - Non-Discrimination Statement:

Iowa State University and Town & College Toastmasters do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.”

### Article V - Membership:

Membership shall be open to all people over 18 years of age. All active individual members shall be entitled to all rights and privileges of this club, and all individual members shall share in its responsibilities. These responsibilities shall include support of its purposes and constructive contribution to its program and activities. Members will be voted in upon receipt of membership dues and completed membership application. Members will remain active until such time as the member has transferred to a different club, or when membership and club dues have been unpaid. Members may be voted out if they do not support this club’s purpose, who does not constructively contribute to this club’s program and activities, who acts in a manner inconsistent with standards of conduct set by this club or by Toastmasters International, or other just cause, such standards include ethical, political, and other standards of conduct that may be established or modified by the Toastmasters International Board of Directors from time to time. This club shall follow such policy and protocol as may be adopted by Toastmasters International, containing standards and procedures for the continuation of individual members. If this club does not expel an individual member for violations of Toastmasters International standards of conduct, after written request to do so is made by the International President, this club may be expelled from Toastmasters International unless its failure to act can be justified to the satisfaction of the Board of Directors.

Article VI - Officers:

* Officer Duties and Term of Service—The officers of this club shall be a club president, a vice president education, a vice president membership, a vice president public relations, a club secretary, a club treasurer (or a club secretary-treasurer), a sergeant at arms, and the immediate past club president. All officers will be nominated and voted in during regular meetings in April. Officers shall serve for terms of one (1) year. The terms of officers serving an annual term shall commence at 12:01 a.m. on July 1 and end on June 30 at midnight.
* Officers duties shall be:
  + Club President - The club president is the chief executive officer of this club and is responsible for fulfilling the mission of this club. The president presides at meetings of this club and the club executive committee, appoints all committees, and has general supervision of the operation of this club. The president shall be an ex officio member of all committees of this club except the club nominating committee and shall serve as one of this club’s representatives on the area and district councils. The president shall transmit to this club for its approval or disapproval all ideas and plans proposed by the area and district councils which may affect this club or its individual members; and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.
    - The club President shall be one of the officers who provides general oversight to the group ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
  + Vice President Education -The vice president education is the second ranking club officer and is responsible for planning, organizing, and directing a club program which meets the educational needs of the individual members. The vice president education chairs the education committee. The vice president education also serves as one of this club’s representatives on the area and district councils and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.
  + Vice President Membership -The vice president membership is the third ranking club officer and is responsible for planning, organizing, and directing a program that ensures individual member retention and growth in club individual membership. The vice president membership chairs the membership committee. The vice president membership serves as one of this club’s representatives on the area council and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.
  + Vice President Public Relations - The vice president public relations is the fourth ranking club officer and is responsible for developing and directing a publicity program that informs individual members and the general public about Toastmasters International. The vice president public relations chairs the public relations committee.
  + Club Secretary - The club secretary is responsible for club records and correspondence. The club secretary has custody of the club’s charter, constitution, and addendum and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club executive committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member and transmits the same to the successor in office. The club secretary provides notices of meetings as required by this constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.
  + Club Treasurer -The club treasurer is responsible for club financial policies, procedures, and controls. The club treasurer and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The club treasurer shall make financial reports to this club and to the club executive committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the club treasurer’s term.
    - The club Treasurer shall be one of the officers who provides general oversight to the group ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
    - The Treasurer will be responsible for risk management to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
  + Sergeant at Arms - The club sergeant at arms is responsible for club property management, meeting room preparation, and hospitality. The sergeant at arms chairs the social and reception committee.
  + Immediate Past Club President - The immediate past club president provides advice and counsel as requested by the club president.
  + Council Representatives - In the event the club president and/or vice president education shall be unable to attend a meeting of the district council, they shall certify the proxy credentials of the official representative or representatives of this club attending said district council meeting. Such representative(s) shall be active individual members of this club.
* Method of selection or election of officers— Except for the immediate past club president, the officers of this club shall be elected by the active individual members of this club. If the office of immediate past club president is vacated for any reason, it shall stay vacant for the remainder of the term.
* Nominations for club officers shall be made by a club nominating committee appointed by the club president at least two (2) weeks prior to the election. This should be done in April. This committee shall consist of three (3) active individual members, when practicable. This committee shall present its report at the regular business meeting immediately preceding the business meeting at which the election is to take place, and shall present only the names of active individual members who have consented to serve if elected. Further nominations may be made from the floor at the time of the election by any active individual member. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote, with a majority vote of all active individual members present and voting necessary to elect each officer. The chair of the club nominating committee shall be the immediate past club president, unless the best interests of the club require otherwise.
* Club presidents elected for a term of one (1) year may not be re-elected for a successive term. Club presidents elected for a term of a half-year may be re-elected for one successive term of a half-year.
* For officers who serve terms of one (1) year, elections shall be held at the first meeting in May in each year, when practicable, to take office the following July. For officers who serve terms of a half-year, elections shall be held at the first meetings in May and November in each year, when practicable, to take office the following July or January, respectively.
* Replacement of officers— Any officer of this club may resign, provided that any such resignation must be made in writing and delivered to the club president or club secretary. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to such club officer, and no acceptance by this club shall be required to make it effective. Any officer of this club may be removed from office at any time, with or without cause, by majority vote of all active individual members present and voting at a business meeting of this club. Any vacancy in an office, except for the immediate past club president, shall be filled by a special election held at the next business meeting following the announcement of the vacancy

Article VII - Adviser:

* Adviser Duties—Advisor must notify the club president and/or the club treasure of any communication received from the Student Organization. Must approve payment of bills submitted by officers or committee members, dues and/or new member fees for payment to Toastmasters International,
* Method of election/selection of adviser(s)—will be selected by officers or elected by the general membership
* Adviser(s) Term of Service—Term of service for advisor is at his or her leisure or while he or she is at Iowa State University
* Impeachment/Removal of Advisers—The advisor will or can be removed for failure to be of service to the club. The advisor will be voted into the position of advisor. Upon failure will be voted out of the position by the majority of the members attending the meeting for removal of the advisor. The Advisor will be notified of the meeting and will be allowed to speak and be present during the final vote.
* Replacement of Advisers—The replacement advisor will be voted upon at the meeting following the announcement of the new advisor.

### Article VIII - Finances:

*"All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.*

* New member fees shall be $20 or the amount dictated by Toastmasters International. This is a one-time fee for new members only. International dues of $45 or the amount dictated by Toastmasters International and Club dues of $7 will be collected for 6 months. Dues will be paid to Toastmasters or to the club on or before September 30th and March 31st of each year. International dues will be prorated for new members joining the club after the months of September and March.

### Article IX - Amendments and Ratification:

Any changes to the Toastmasters Organization Club Constitution may only be amended only by a majority of the votes cast at an Annual Business Meeting or a special meeting of the voting membership of Toastmasters International. Any changes to the Student Organization Club Constitution must be voted upon by a majority of the members attending a Town & College Toastmasters meeting to discuss said Amendments or Ratifications. All changes/or corrections must be submitted in writing to the members of the club 2 weeks prior to the date of the vote.