

Constitution of Toastmasters at the Kelley School of Business

Preamble

Toastmasters at the Kelley School of Business is Indiana University's student run chapter of Toastmasters International which has grown to become a world leader in helping people become more competent and comfortable communicating in front of an audience. The nonprofit organization now has nearly 250,000 members in more than 12,500 clubs in 106 countries, offering a proven, and enjoyable, way to improve communication and leadership skills.

Article I: Membership

Toastmasters at the Kelley School of Business allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Toastmasters at KSB must maintain the minimum number of 20 active and official members as required by Toastmasters International. A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3(b)].

We have no requirements or qualifications for individuals to become members other than that semester dues must be paid in full by the required deadline.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

Toastmasters at KSB must have at least a President, a Vice President, and a Secretary or Secretary/Treasurer. The duties of these officers are as follows:

President

The President serves as the Club's chief executive officer, responsible for general supervision and operation of the Club. The President must be present at all meetings in order to facilitate and enforce all expectations. It is the President's responsibility to schedule meetings, ensure they start and end on time; make sure guests are warmly and enthusiastically introduced; allow time before and after the meeting to speak with guests. He or she must organize and run officer meetings and officer elections. He or she must update the club constitution and the procedure instructions before passing them on to an incoming officer. The President must maintain a relationship with the District and with Toastmasters International and is responsible for the training of all new officers.

Vice President of Education

The Vice President Education is responsible for planning successful Club meetings so that each member has the opportunity to achieve his or her educational goals. Specifically, the VP of Education must provide potential meeting themes; construct the meeting line-up one week in advance; send out a club-wide email to remind members and state who will be serving each position; attend Club Executive Committee meetings; attend other Toastmasters events; attend District-sponsored club officer training. He or she is the second-highest ranking Club officer, presiding at Club and Executive Committee meetings in the absence of the President.

Vice President of Membership

The VP of Membership is the third-highest ranking officer and is expected to attend Club Executive Committee meetings, other Toastmasters events, and District-sponsored club officer training. He or she must conduct ongoing membership building programs and efforts. The VP of Membership must keep an up-to-date roster of official members and ensure that it is in accordance with the official roster on the Toastmasters International website. The VP of Membership is responsible for registering the Club in campus-wide activity fairs and must work with the executive committee to make sure the Toastmasters table is represented at all times. He or she should explain the educational program to all prospective members, get their commitment to join and distribute membership applications, follow up with guests, new members joining, and members not attending meetings.

Vice President of Public Relations

The VP of PR is expected to promote the Club to local media; promote membership programs; attend Club Executive Committee meetings; attend other Toastmasters events; attend District-sponsored club officer training; announce upcoming events and programs; ask for contributions to the web page; greet members and guests. He or she must create and distribute promotional materials such as posters in the business school or library, flyers for officers, “chalking” announcements around campus on sidewalks. The VP of PR must submit applications for student activity fairs and is in charge of getting members to work the table at these fairs. The VP of PR is also responsible for securing donations of snacks for club meetings, specifically the call-out meetings.

Vice President of Media

The Vice President of media is in charge of all social media accounts including, but not limited to, Facebook, Twitter, and the Toastmasters at the Kelley School of Business website. The VP of Media is also in charge of conducting electronic election ballads for the election process. He or she should find ways to brand the club around campus via social media and discuss new initiatives with the executive board. Additionally, VP of Media is in charge of creating and maintaining the alumni relationships.

Secretary

The Secretary is responsible for maintaining an accurate membership roster in hard copy as well as on the Toastmasters International website. He she must record meeting minutes; greet members and guests; attend Club Executive Committee meetings; attend

District-sponsored club officer training; keep Club files, including the Club charter, Constitution and Bylaws, minutes, resolutions, and correspondence.

Treasurer

The Treasurer must announce when dues are due and explain dues structure; collect and submit dues/ membership applications; work with the Vice President Membership to contact members who have not paid dues. The Treasurer must attend Club Executive Committee meetings; attend other Toastmasters events; attend District-sponsored club officer training. He or she is expected to **collect dues by September 30/January 30** and send dues to World Headquarters by October 1 and April 1. In order to maintain an orderly and accountable system of collection, we must collect dues from members at the beginning of the semester (September 30/January 30) and deposit them in the club bank account. Unfortunately, Toastmasters International follows a schedule that conflicts with the Indiana University semester schedule so we must hold off on submitting the dues to Toastmasters International until the requested date (October 1/April 1). It is imperative that the Treasurer effectively manages this process and records all collected dues in order to ensure they are submitted in full.

Sergeant of Arms

The Sergeant of Arms is expected to schedule the meeting location; maintain Club equipment in working order and check after every meeting to ensure adequate supplies are available; bring banner, vocal filler tin, and timer to every meeting, attend Club Executive Committee meetings; attend District-sponsored club officer training; arrange for a replacement and for assistance if necessary.

Article IV: Advisor

The Club advisor serves as the Club's link to the University and Faculty.

Article V: Meetings

Club meetings are held on a weekly basis with Executive Committee meetings held monthly. At the weekly club meetings there will be a theme and several members will give speeches and fill the following positions:

Toastmaster

Topicmaster

Newsmaster

Opener

Grammarians

Interview Question

Sales Pitch

Presentation

Article VI: Elections

New officer elections are held at least at the end of every Fall semester. Elections can be held at the conclusion of the Spring semester if a position has become available.

Members are notified one week in advance at the weekly meeting as well as by email.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

Dues are paid every semester with new members paying \$56 and returning members paying \$36, of these amounts all are submitted to Toastmasters International, and a \$5 school-year club fee. The Treasurer is expected to collect dues for new members after their second meeting. In order to maintain an orderly and accountable system of collection, we must collect the school year fee from members at the beginning of the semester (September 30 or January 30) and deposit them in the club bank account. Unfortunately, Toastmasters International follows a schedule that conflicts with the Indiana University semester schedule so returning members must hold off on submitting the dues until the requested date (October 1/April 1). It is imperative that the Treasurer effectively manages this process and records all collected dues in order to ensure they are submitted in full. Dues can be collected in the form of cash, check, and credit card.

Payment with credit card should be strongly encouraged.

Article IX: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.