

THE TOASTMASTERS CLUB AT FAU

CONSTITUTION

Updated (April, 2016)

Article I – Name of Organization

The name of this organization shall be the Toastmasters Club at FAU. The Toastmasters Club at FAU may also be referred to as Toastmasters in publicity materials and correspondence. The Toastmasters Club at FAU is affiliated with Toastmasters International, operating in Rancho Santa Margarita, California. The website for Toastmasters International is <https://www.toastmasters.org/>.

Article II – Purpose of Organization

The purpose of this organization shall be to provide a supportive and positive learning experience in which members are encouraged to develop their communication and leadership skills, resulting in greater self-confidence and personal growth.

Article III – Membership

Section A.

Membership in the Toastmasters Club at FAU is open to all enrolled students at Florida Atlantic University. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Section B.

The Toastmasters Club at FAU shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. The Toastmasters Club at FAU shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. The Toastmasters Club at FAU shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

Article IV – Regulations

Section A.

The Toastmasters Club at FAU will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section B.

The Toastmasters Club at FAU agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

Article V – Officers

Section A.

In order to be eligible for an officer position, candidates must meet requirements as specified by FAU Regulation 4.006.

Section B.

The officers of this organization shall be Club President, Vice President of Education, Vice President of Membership, Vice President of Public Relations, Club Secretary, Club Treasurer, Sergeant-at-Arms, and Immediate Past Club President.

Article VI – Selection of Officers

Section A.

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 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.

Section B.

Officers shall serve for terms of one (1) year, provided that if, and only if, this club meets weekly throughout the year, this club may provide in the Addendum that officers shall serve for half-year terms. 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. The terms of officers serving a half-year term shall either commence at 12:01 a.m. on July 1 and end on December 31 at midnight, or commence at 12:01 a.m. on January 1 and end on June 30 at midnight.

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.

Section C.

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.

Article VII – Duties of Officers

Section A – 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.

Section B – Vice President of 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.

Section C – Vice President of 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.

Section D – Vice President of 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

Section E – 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 the Club Constitution for Clubs of Toastmasters International, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.

Section F – Club Treasurer

The club treasurer is responsible for club financial policies, procedures, and controls. The club treasurer receives 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.

Section G – 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.

Section H – Immediate Past Club President

The immediate past club president provides advice and counsel as requested by the club president.

Article VIII – Officer Vacancies

Section A.

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

Section B.

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.

Article IX – Advisor

The faculty advisor shall assist in running the club and ensure club members follow university policies and regulations. The club must have at least one advisor who is a full-time faculty, AMP, or SP staff member at FAU. Faculty advisors shall serve a one (1) year terms. Club officers are responsible for selecting a faculty advisor during the first meeting of July.

Article X – Finance

Section A – New Member Fee

The new member fee for individual membership in this club shall be \$20. Such fee shall be payable when an individual membership application is filed with the club secretary. The fee shall be returned if the application is not accepted. Immediately upon acceptance of a new individual member, the club secretary shall notify World Headquarters of Toastmasters International, and each new individual member, on payment of this fee and applicable dues, and being received into this club, shall be presented with a new member kit as may be provided for new individual members by Toastmasters International.

Section B – Club Dues

The dues of this club for active and inactive individual members shall be \$36 every six months. Such dues shall be payable in advance at such time as this club shall designate. Dues shall be paid by all individual members and by the dates specified to maintain individual membership in this club.

Article XI – Dissolution of Organization

In the event of dissolution of this club, distribution of any funds, after payment of any indebtedness, shall be made either by contribution to any educational research or memorial fund maintained by Toastmasters International, or by contribution to another Toastmasters club or to a Toastmasters district.

Article XII – Meetings

Section A.

Regular meetings of this club shall be held each week during the school year. The day, time and location shall be approved at a meeting called by the executive board at the start of each term.

Section B.

Special meetings shall be called by the president. Club officers will convene when deemed appropriate.

Section C.

A quorum for any regular or special meeting shall consist of a majority of the members (50% + 1).

Section D.

Insofar as they do not conflict with the Articles of Incorporation or Bylaws of Toastmasters International, Policy and Protocol adopted by Toastmasters International, this club constitution, and Addendum, or laws applicable to nonprofit corporations, Robert's Rules of Order Newly Revised shall be the final authority as to

parliamentary procedure, provided that if this club is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, the Addendum shall specify in place of Robert's Rules the name of the recognized authority in the jurisdiction where this club is located.

Article XIII – Affiliation

Section A – International Affiliation

Upon receiving a charter from Toastmasters International, and so long as this club remains in good standing with Toastmasters International, this club shall be a member of Toastmasters International, entitled to all the rights and powers, and subject to all the duties and requirements, of member clubs as may be stated from time to time in the Articles of Incorporation and Bylaws of Toastmasters International, in the District Administrative Bylaws, in the Club Constitution for Clubs of Toastmasters International, and in Policy and Protocol issued by Toastmasters International.

Section B – District Affiliation

This club shall also be affiliated with such district of Toastmasters International as the Board of Directors may designate, and shall be represented on that district council as provided in the District Administrative Bylaws.

Section C – Financial Obligations

This club shall make membership payments and other payments on all individual members as required by Toastmasters International. No change in the member club's financial obligations to Toastmasters International shall be effective until the earlier of the date of publication in the Toastmaster magazine or the date of posting on the Toastmasters' website.

Section D – Separate Legal Entity

This club is an independent legal entity, separate from Toastmasters International and every other member club of Toastmasters International, subject only to the express terms and conditions of affiliation stated in the Club Constitution for Clubs of Toastmaster International and in the Toastmasters International documents identified in Section 1 of the aforementioned constitution. As such, this club is fully responsible for its own debts, liabilities, and other obligations, and any creditor of this club shall look only to the assets of this club for payment, and not to Toastmasters International, nor to any other member club of Toastmasters International, nor to any individual member of this club.

Section E – Relationship to Other Governing Documents

The Articles of Incorporation and Bylaws of Toastmasters International, as they may be amended by their terms from time to time, and the Club Constitution for Clubs of Toastmasters International, as it may be amended from time to time as provided in Article XII of the aforementioned constitution, shall govern this club and all other Toastmasters clubs affiliated with Toastmasters International. This club shall adopt no policy and shall take no action in conflict with the Articles of Incorporation and Bylaws of Toastmasters International, with Club Constitution for Clubs of Toastmasters International, or with any Policy and Protocol of Toastmasters International as they may be amended from time to time.

Article XIV– Amendments

This constitution may be amended at the first meeting of each semester of the club by a two-thirds vote of the active members of the club present and voting; provided notice of the proposed amendment shall been given at the two preceding regular meetings of the club; and provided that the amendment is consistent with the Club Constitution of Toastmasters International.