



Constitution of Central Michigan University Toastmasters Club

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The CMU Toastmasters Club empowers students to become confident communicators and influential leaders. Through our supportive learning environment, we help members develop essential public speaking, critical thinking, and leadership skills that foster both academic success and professional growth. By offering structured opportunities to practice communication, receive constructive feedback, and forge meaningful connections, we strengthen our campus community one voice at a time.

ARTICLE I: Name

The official name of this organization shall be CMU Toastmasters Club

ARTICLE II: Purpose

Primary Mission

The CMU Toastmasters Club exists to develop confident communicators and effective leaders through structured public speaking practice, constructive feedback, and skill-building activities. We foster an inclusive environment where members of all backgrounds can grow their abilities to express ideas clearly and lead with impact.

Educational Support

The organization shall provide members with resources and opportunities to:

- Enhance academic and professional communication skills
- Develop critical thinking and leadership competencies
- Receive peer mentoring and expert guidance

Activity Focus

All club activities shall focus exclusively on:

- Communication skill development (speeches, evaluations, impromptu speaking)
- Leadership training (meeting roles, workshop facilitation)

ARTICLE III: Membership

Membership & Privileges:

- **Active Members:** Membership is open to all currently enrolled students at Central Michigan University (CMU). Active Members have full voting rights and may hold office.
- **Associate Members:** Non-students, spouses, faculty, and staff may join as Associate Members. While they may participate in organizational activities, they cannot vote or hold office.
- **Honorary Members:** CMU faculty, staff, and alumni who demonstrate interest in the organization may be recognized as Honorary Members.

Active Members Privileges:

- Full-voting rights
- Can participate in all club meetings and activities
- Eligible to serve as club officers
- Can participate in speech contests
- Have access to the Toastmasters educational program
- Can work on educational awards and recognition.

Membership Qualification(s):

- Membership in Toastmasters shall not be denied because of age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran.
- At the time of initiation, each prospective member must have paid all dues and have a good class standing.

Selection of Members.

- New members may join at any time throughout the year
- Prospective members are encouraged to attend 2-3 meetings as guests
- Applications are reviewed at the next executive committee meeting following submission
- Induction of new members typically occurs at the beginning of regular club meetings

Associate Members

- Non-students, spouses, faculty, and staff shall be Associate Members; however, they may not vote or hold office.

Voting Requirements:

- A simple majority (51%) of active members present must approve new membership applications
- Voting can be conducted during regular business meetings
- Executive committee may conduct initial screening of applications
- Abstentions are not counted against the majority

Membership Acceptance Notification:

- Selected candidates receive official written notification within 48 hours of approval

Notification includes:

- Welcome letter from the Club President
- Payment instructions for dues
- New member orientation schedule
- Login credentials for Toastmasters International website
- Club meeting schedule and requirements

Selection Procedures:

- Prospective member submits completed application form
- Membership VP reviews application for completeness
- Treasurer confirms receipt of dues payment
- VP Education schedules new member orientation
- Secretary records new member information in club roster
- Assignment of mentors to new members within the first two weeks
- Distribution of new member materials and manuals
- Introduction of new members to club during formal induction ceremony

Voting Privileges:

Eligibility

Active Members: All dues-paid members in good standing may vote on club matters pertaining to club business, including but not limited to:

- Election of club officers

- Amendments to the club constitution and bylaws

Decision-Making Participation

All voting-eligible members may participate in decisions regarding:

- Event planning and club initiatives
- Policy changes requiring membership input

Absent Voting:

Members unable to attend meetings may:

- Absent members may submit written requests for absentee ballots.
- The procedure for requesting and submitting absentee ballots shall be outlined in the club's bylaws.

Termination of Membership:

1. Voluntary Resignation:

- Any member may voluntarily resign from the club by submitting a written resignation to the club secretary.
- Resignation shall be effective upon receipt by the secretary.

2. Involuntary Termination:

- Membership may be terminated involuntarily for the following reasons:
- Non-payment of dues: Membership may be terminated for non-payment of dues after a grace period as defined in the club bylaws.
- Violation of club bylaws or code of conduct: Members who violate club bylaws or the Toastmasters International Code of Ethics may be subject to disciplinary action, which may include termination of membership.
- Disruptive behavior: Members who consistently disrupt club meetings or engage in disruptive behavior may be subject to disciplinary action, which may include termination of membership.
- Inactivity: Members who are inactive for a specified period as defined in the club bylaws may have their membership terminated.

Appeals Process:

- Any member facing involuntary termination of membership shall have the right to appeal against the decision to the club's executive committee.
- The appeals process shall be outlined in the club's bylaws.

ARTICLE IV: Officers

Elected Officers

No single individual shall hold more than one officer position.

The following officers shall be elected by the club members at the annual general meeting

President:

Duties and Responsibilities

- Preside over all club meetings.
- Ensure the smooth and efficient operation of the club
- Appoint committee chairs and members.
- Represent the club at district and area events.
- Motivate and encourage club members.
- Oversee the implementation of club goals and objectives.

Vice President of Education:

Duties and Responsibilities:

- Plan and conduct educational programs for club members.
- Ensure that club meetings adhere to the Toastmasters International educational program.
- Assist members in achieving their educational goals.
- Maintain records of member educational progress.

Vice President of Membership:

Duties and Responsibilities:

- Recruit new members for the club.
- Plan and conduct membership drives.
- Welcome and orient new members.
- Maintain accurate membership records.

Secretary:

Duties and Responsibilities:

- Record and maintain the minutes of all club meetings.
- Send out meeting notices and reminders.
- Maintain club membership records.
- Handle club correspondence.
- Prepare agendas for club meetings.

Treasurer:

Duties and Responsibilities:

- Collect and manage club dues.
- Maintain accurate financial records.
- Prepare and present the club's budget.
- Pay club expenses.
- Submit financial reports to the club and district as required.

Sergeant-at-Arms:

Duties and Responsibilities:

- Prepare the meeting room for club meetings.
- Ensure the smooth flow of meetings.

- Assist the Toastmaster in conducting meetings.
- Greeting guests and introducing visitors.

SGA Representative:

Duties and Responsibilities:

- Adhere to all the requirements prescribed by SGA to maintain the status of a representative
- Represent the organization in all SGA meetings by providing information about organization activities and voting proxy on behalf of the organization at SGA meetings.
- Present a report at every organization meeting about SGA activities

Standing Committees

Membership Committee:

- **Purpose:** To recruit and retain club members.
- **Selection:** The Vice President of Membership shall serve as the chairperson of this committee.
- **Members:** The Vice President of Membership may appoint other committee members.

Education Committee:

- **Purpose:** To plan and implement educational programs for club members.
- **Selection:** The Vice President of Education shall serve as the chairperson of this committee.
- **Members:** The Vice President of Education may appoint other committee members.

Program Committee:

- **Purpose:** To prepare the agenda for club meetings and ensure the smooth flow of meetings.
- **Selection:** The Toastmaster of the day shall typically chair the program committee for each meeting.
- **Members:** The Toastmaster of the day may select other members to assist with program planning.

Public Relations Committee:

- **Purpose:** To promote the club within the campus community and beyond.
- **Selection:** The President may appoint a chairperson and members to this committee.
- **Members:** The Vice President of Public Relations may appoint other committee members.

Social Committee:

- **Purpose:** To organize social events and activities for club members.
- **Selection:** The President may appoint a chairperson and members to this committee.
- **Members:** The Vice President of Public Relations may appoint other committee members.

Qualifications for holding office

- All active members that are on academic, social, or disciplinary probation are prohibited from holding any office – elected or appointed.
- Other stipulations: class, previous offices, length of time as an active member, etc.

Selection of Officers

Election Timing:

- Club officer elections shall be held annually at the last regularly scheduled meeting of the Spring semester.

Voting Procedures:

- **Quorum:** A quorum of voting members, as defined in the club bylaws, must be present for the election to be valid.
- **Nominating Procedures:**

- Nominations for each office may be made from the floor during a designated nomination period at a regular club meeting prior to the election meeting.
- Self-nominations are permitted.
- The club may also establish a nominating committee to solicit and review nominations.
- **Election Responsibility:**
 - The current Executive Board shall be responsible for overseeing the election process.
 - The club secretary shall act as the election clerk.

Assumption of Office:

- Newly elected officers shall assume their duties immediately following the election meeting.

Term of Office:

- The term of office for all elected officers shall be one academic year, commencing immediately following the election and ending at the conclusion of the subsequent annual election.

Filling Vacancies

Presidential Vacancy:

- If the President's office becomes vacant, the Vice President shall assume the office of President for the remainder of the term.
- The club shall then hold a special election at the next regular meeting to fill the vacancy of Vice President.

Other Officer Vacancies:

- If any other officer's position becomes vacant, the E-Board shall appoint a qualified club member to fill the vacancy on an interim basis.
- The club shall then hold a special election at the next regular meeting to fill the vacancy permanently.

Recall of Officers

Grounds for Recall:

An officer may be subject to recall from office by a vote of the membership for the following reasons:

- **Failure to Perform Duties:** Consistent failure to fulfill the duties and responsibilities of the office as outlined in this Constitution.
- **Excessive Absence:** No more than three unexcused absences from club meetings without reasonable excuse are permitted.
- **Conduct Detrimental to the Club:** Conduct that is detrimental to the best interests of the club, including but not limited to:
 - Violation of club bylaws or the Toastmasters International Code of Ethics.
 - Actions that bring discredit to the club.
 - Disruptive behavior at club meetings.

Recall Procedure:

- A written petition for the recall of an officer must be submitted to the club secretary, signed by at least 50 percent of the club's active members.
- The club secretary shall verify the signatures and notify the officer in writing of the recall petition.
- A special meeting shall be called to consider the recall petition.
- At the special meeting, the officer shall have the opportunity to be heard in their defense.
- A vote shall be taken on the recall petition.
- Two-thirds majority vote of the members present at the special meeting is required to recall the officer
- The decision to recall an officer shall not be final until the next regularly scheduled club meeting, allowing members time for further consideration.
- At the next regularly scheduled meeting, a final vote shall be taken on the recall.
- Two-thirds majority vote of the members present at the regular meeting is required to finalize the recall.
- The advisor, if appropriate, shall preside over the removal hearing and decide based on the evidence

ARTICLE V: Advisors

- A staff member from the College of Business Administration shall serve as the advisor to the organization.
- The Executive Board shall nominate and elect an Advisor, or a panel of advisors based on two-thirds majority vote of the committee members.
- The Advisor shall provide advisory assistance in strategic leadership, planning, and organizing activities.
- The Advisor shall assist in managing conflict resolution

ARTICLE VI: Meetings

Regular Meetings

- Held twice per month.
- Specific times/locations listed in the bylaws.

Annual Election Meeting

- Scheduled in the last meeting of the academic year.
- Notices circulated at least 7 days in advance.

Executive Meetings

- Held bi-weekly (schedule set each semester).
- Emergency meetings may be called with 48-hour notice if urgent.

Quorum & Participation

- Majority of active members required votes.
- Absentee ballots permitted (process outlined in bylaws).

ARTICLE VII: Finances

Membership Fee(s)

- Membership fees to be paid in two installments according to Toastmasters International Payment Periods.

Budget Planning

- The Treasurer shall prepare a draft budget in consultation with the Executive Board and circulate it among the members through e-mail. Based on the input from members, the executive committee will finalize a draft budget, and treasurer will present the draft budget in the general meeting and will be approved by two-third majority votes

Banking

- CMU Toastmaster's Bank account shall be operated by the Vice President and Treasurer. Money shall be withdrawn only by checks. Vice President or Treasurer shall clearly mention memo for withdrawing money.

Club Closure

- If the organization is dismissed, all remaining balances, after paying debts, shall be allocated to a College of Business Administration Registered Student Organization (RSO) focused on public speaking or a related field, as determined by the current Executive Committee.

ARTICLE VIII: Amendments

Section A

Amendment(s) to the constitution shall be submitted to the Executive Board in writing for consideration. The Executive Board shall call for a special general meeting to vote on the proposed amendment(s). A written document or email of the proposed amendment(s) shall be required prior to submitting the amendment(s) to a vote.

Section B

The advisor shall be notified before proposing any amendments to the constitution.

Section C

After consulting with advisor, written notification of the proposed amendment(s) shall be emailed to all voting members at least 14 days in advance of special general meeting.

Section D

The amendment(s) shall be adopted upon receiving a two-third majority vote from the general members present at the special meeting.

Section E

All amendments are subject to the written approval of the Office of Student Activities and Involvement.

Section F

If any amendments are made, all previous constitutions shall be substituted with the newly enacted constitution

ARTICLE XI: Bylaws

1. Meetings

- Regular meetings held at least every fortnight (Thursdays 3PM – 4PM) in the UC or Grawn Hall
- Special meetings may be called by President with 48-hour notice to members
- Quorum consists of majority (50% + 1) of active members
- Standard meeting agenda:
 - Opening/Welcome (5 minutes)
 - Table Topics (15-20 minutes)
 - Prepared Speeches (30-40 minutes)
 - Evaluations (15-20 minutes)
 - General Evaluator Report (5 minutes)
 - Business portion if needed (10 minutes)

2. Membership

- Regular membership open to students,
- Dues: \$60 in every 6months, payable by (dependent on the joining period)
- Members in good standing defined as:
 - Dues current
 - No more than 3 unexcused absences per semester
 - Adherence to Toastmasters International code of conduct

- Membership may be terminated for:
 - Non-payment of dues when they fall due
 - Violation of club policies
 - Disruptive behavior
 - Process includes written warning and vote by Executive Committee

Process:

- Written warning issued by the Executive Committee
- Opportunity to respond within 14 days
- Vote by Executive Committee (simple majority)

Appeals Process

- Right to Appeal: A member may appeal termination in writing to the Secretary within 7 days of the decision.
- Hearing: The Executive Committee will hold a hearing at the next regular meeting (or a special meeting within 14 days).
- The member may present their case (5 minutes max) and submit evidence.
- The Committee may ask clarifying questions.
- Decision: A two-thirds vote of the Executive Committee is required to overturn the termination. The decision is final.
- Good Standing Reinstatement: If the appeal succeeds, the member is immediately restored to good standing with no dues penalty

3. Officers

- Required positions:
 - President
 - Vice President Education
 - Vice President Membership
 - Vice President Public Relations
 - Secretary
 - Treasurer
 - Sergeant at Arms
- Elections held in the Spring
- Officers may serve maximum two consecutive terms in same position
- Vacancies filled by special election at next regular meeting

- Officers may be removed by two-thirds vote for neglect of duties

4. Executive Committee

- Consists of all elected officers
- Meets monthly or as needed
- Quorum is majority of committee members
- Responsible for:
 - Strategic planning
 - Budget approval
 - Membership approval
 - Policy decisions
 - Club goal setting

5. Committees

- Standing Committees:
 - Education Committee
 - Membership Committee
 - Public Relations Committee
 - Program Committee
 - Social Committee
- Special committees formed as needed
- Committee chairs appointed by President
- All committees report to Executive Committee
- Term of service matches officer terms

6. Finances

- The fiscal year runs from January to December.
- Annual budget prepared by the Treasurer in May.
- Bank account requires two officer signatures
- Treasurer provides monthly financial reports
- Annual audit conducted in December.

7. Parliamentary Authority

- Meetings conducted according to Robert's Rules of Order Newly Revised
- Vice President Education serves as parliamentarian
- Motions require simple majority unless otherwise specified

8. Amendment Process

- Proposed amendments submitted in writing
- 14-day notice to membership required
- Two-thirds vote required for adoption
- Amendments effective immediately unless otherwise specified
- All amendments must comply with Toastmasters International policies