

Speech and Debate Club Constitution

I. Organization of the club

- A. The official name of the club is the Speech and Debate Club.
- B. The purpose of the club is to provide students with an opportunity to enhance their knowledge, understanding, and skills in public speaking, oral interpretation, and debate.
- C. Membership is open to students of all disciplines interested in speech and debate.
- D. Officers of the club will be as follows:
- President
 - Vice President
 - Secretary
 - Treasurer
- E. The term of each officer will last for one full year (Fall and Spring semesters).
- F. A \$5.00 due will be required of each member for each semester of membership or \$10 for the school year.
- G. Meetings will be held on the second Tuesday and fourth Friday of the month. An accurate account of the minutes of the meeting shall be kept for later reference. All new and old business will be presented to the members at each meeting, and a vote will be taken if needed.
- H. The club's advisor shall be Dr. Lora Cohn of the Communication Arts Department.
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II. Duties of the Officers

A. President

1. The President shall be in charge of all social and business activities.
2. The President shall develop a list of potential activities for the organization to consider and vote on.
3. The President shall plan, organize, and carry out all meetings.
4. The President shall develop a list of potential fundraising activities for the organization to consider and vote on.

B. Vice President

1. The Vice President shall be knowledgeable of the constitution.
2. The Vice President shall oversee the yearly certification of the club.
3. The Vice President shall attend all meetings relative to the Speech and Debate Club.
4. The Vice President shall be responsible for all communication with the University except that dealing with financial issues.
5. The Vice President shall collect all nominations for officers prior to elections.

C. Secretary

1. The Secretary shall keep the minutes and a record of the attendance at each meeting and make them available to the members on Canvas no more than four days after the meeting.
2. The Secretary shall promote awareness of the club on campus in newspapers, fliers, and other allowed forms of advertisement.
3. The Secretary shall publicize upcoming club activities in the necessary ways to evoke public and campus interest in the activities.
4. The Secretary shall maintain the club's Canvas page.
5. The Secretary shall maintain a record of and contact with all alumni who were members of the club and notify them of any upcoming events.

6. The Secretary shall check club email periodically.

D. Treasurer

1. The Treasurer shall keep accurate records of the club's finances and pay all bills associated with the club.
2. The Treasurer shall develop and submit a report of the budget each semester for the members.
3. The Treasurer shall be responsible for the allocation requests from the Senate.
4. The Treasurer shall plan and oversee all fundraising activities.

III. Elections

- A. Election of officers will be held during a club meeting by the last week of the spring semester each year. Any open positions will be filled in the Fall semester.
- B. All nominations will be submitted to the Vice President of the club during a club meeting.
- C. Voting shall be done during a club meeting by secret ballot.
- D. A simple majority is required to win office.

IV. Club Activities

The Club will participate annually in at least four of the activities below:

- A. Welcome Back Activity
- B. Community Activities such as high school tournaments
- C. Fund Raising Activities
- D. Invite speakers to come for the club, and/or campus educational, motivational, of career-oriented purposes
- E. Work with other campus clubs to participate in campus or community activities
- F. Activities Fair

V. Attendance Rules For Officers

- A. Four consecutive absences will result in removal of the officer from the official position.
- B. The officers shall inform an executive board member or the club advisor if unable to attend meeting.

VI. Attendance Rules for Active Members

- A. Active Members shall attend at least 50% of meetings per semester to remain an active member.
- B. Active Members shall participate in at least two club activities per semester.

VII. Other Important Information

- A. The club reserves the right to make amendments or additions to this constitution by a majority vote of active members.
- B. A copy of this constitution will be made available to the public.
- C. Any person who is in need of information about the club or upcoming club events may call the club's advisor, Dr. Lora Cohn, at 584-6311 or at the club's email address.