THE CONSTITUTION OF THE “NEVER LET YOUR PEN DRY” (NLYPD) CLUB

ARTICLE I – NAME, PURPOSE, AND NON-DISCRIMINATION POLICY

Section 1 – Name

The name of the club shall be “The Never Let Your Pen Dry (NLYPD) Club” (hereinafter referred to as “the Club”)

Section 2 – Purpose

The purpose of the Club will be to provide a forum of individual artistic expression, foster healthy competition between artists of different genres and categories, showcase member talents, and create a casual atmosphere for comfortable interaction and entertainment at the Ohio State University (hereinafter referred to as “OSU”)

Section 3 – Non-discrimination Policy

The Club conforms to the policy of the Ohio State University. This policy, both traditionally and currently, is that discrimination against any individual for reasons of race, color, religion, sex, sexual orientation, national origin, age, or handicap is specifically prohibited.

ARTICLE II – MEMBERSHIP

Section 1 – Requirements

Membership in the Club will be open to all students, staff and faculty of OSU

Section 2 – Dues

Participating members will be expected to pay dues of $5 a year. ‘Participating members’ are defined as members who perform, both in-house, and as part of the club’s external/public events. Participating membership is restricted to currently enrolled students of OSU

ARTICLE III – ORGANIZATION LEADERSHIP: TITLES, TERMS OF OFFICE

The executive committee of the Club shall be made of the following officers: President, Vice-President, Treasurer, Marketing & Public Relations Chair, and Social Chair. Each officer shall serve for a term of one year. The officers are to meet together quarterly and discuss the financial status of the Club, make plans to accommodate for future expenses, and also discuss the general advancement of the club

ARTICLE IV – EXECUTIVE COMMITTEE, TYPE OF SELECTION, AND DUTIES OF THE LEADERS

Section 1 – The President

The President shall be expected to preside at all meetings of the Club. The President is responsible for quarterly communication to the advisor and will perform such other activities and duties that pertain to this office. Responsibilities also include:

a. Being the official spokesperson of the Club
b. Attending Student Organizations Resource Center (hereinafter referred to as “SOURCE”) meetings/president’s training

c. Renewing the Club’s registration with the SOURCE, as well as recording changes of the officers, advisor, and their addresses as required by OSU; by the end of the second week of each autumn quarter

**Section 2 – The Vice-President**

The V.P. will perform the duties of the President in his or her absence

**Section 3 – The Treasurer**

The Treasurer will perform the duties of the President in the absence of both the President and the Vice-President. Responsibilities also include:

- a. Drawing all checks and making all deposits on the treasury
- b. Receiving and being the custodian of all funds of the Club
- c. Keeping track of all dues received by the Club
- d. Making a written report of all receipts and expenditures at the end of each quarter
- e. Creating quarterly financial reports and budgets for the Club
- f. Attending SOURCE meetings/treasurer training

**Section 4 – The Marketing & Public Relations Chair**

Responsibilities will include:

- a. Raising awareness about the club within other student organizations, and the general student population on campus
- b. Creating and executing marketing campaigns for club events
- c. Serving as liaison to other student organizations on campus regarding NLYPD club publicity spots in their events

**Section 5 – The Social Chair**

Responsibilities will include:

- a. Serving as liaison to regulatory bodies regarding club events
- b. Creating ideas and project plans for special events
- c. Developing and continually updating a quarterly social calendar distinguishing between regular events and special events

**ARTICLE V – OFFICER AFFAIRS**

**Section 1 – Election of Officers**

Officers will assume their positions each year at the beginning of the Fall quarter. The election will be held at a predetermined meeting date during the spring quarter of the previous year. Officer candidates will be expected to make their candidacy known by the second week of the spring quarter. The election will be conducted by a paper vote, wherein each member selects his choice for each position on pre-printed voting cards. A majority vote constitutes an election. Voting rights are restricted to participating members
Section 2 – Method of Removing Officers

Elected leaders are expected to meet the standards and criteria imposed by the description of their duties. In the event that a leader does not meet these expectations, the officer in question can be voted out by a majority vote at an executive committee meeting with two-thirds of the elected officers present. The officer in question will be notified of his/her sub-par performance a week prior to the meeting where voting will take place. Officers will not be removed from office on the basis of ......or any other such criteria, which violates the non-discrimination policy of OSU

Article VI – Advisor

The advisor to the Club shall be a full-time faculty or staff member at the Ohio State University. The advisor must complete certification every three years

Article VII – Amendments

Section 1 – Member Involvement

The members of the club must be notified of amendment proposals no less than two days before the actual meeting of elected officials

Section 2 – Quorum

For a vote to be taken, two-thirds of the elected officials must be present at the meeting

Section 3 – Amendment Procedure

This constitution may be amended at any meeting of officers by a majority vote of members present

Article VIII – Meetings

Section 1 – Time

The club will meet bi-weekly at a time and place which will be announced quarterly

Section 2 – Officer Meetings

Executive committee meetings will be called at the end of every quarter, and also at any time deemed necessary by the president of the Club