Constitution and By-Laws : Parliamentary Procedure for Standard Clubs

Cooperative Extension South Dakota State University

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CONSTITUTION
and
By-Laws.

Parliamentary Procedure
for
Standard Clubs.

Prepared
by
State Club Leaders.

Extension Service,
W. F. Kumlien, Acting Director.

CONSTITUTION.

Article I. The name of this organization shall be the ..............

..............................................................Club.

(School, township, county, etc.)

Article II. The object of this club is to increase the agricultural, educational and social advantages of ..............

(name of Geographical unit) thru home projects, entertainments, lectures, fairs, exhibits.

Article III. All boys and girls living in ..............

(geographical unit) between the ages of 10 and 18 years shall be eligible for membership.

Article IV. Sec. 1. The officers of this club shall consist of a president, a vice president, a secretary, and a treasurer.

Sec. 2. A majority vote shall constitute an election.

Article V. Roberts' Rules of Order shall govern the meetings of the club.

Article VI. The order of business for all regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Reading of minutes of last meeting
4. Addition or corrections to the minutes
5. Reports of committees
6. Old business
7. New business
8. Considering new names for membership
9. Literary program
10. Recreation or refreshments
11. Adjournment

Article VII. Committees for special purposes may be appointed by the president at any time.

BY-LAWS.

Article I. The club motto shall be "To make the B E S T B E T T E R" and the club emblem shall be a four-leaf clover bearing an H on each leaf.

Article II. The officers shall be elected by ballot at the annual election in .............. of each year.

(month)

Article III. The regular meeting of the club shall take place at ..............

(place) on the ..............

(day of month)

Article IV. Sec. 1. A quorum shall consist of ..............

(usually two-thirds) of the membership of the club.

Sec. 2. This constitution may be amended by a vote of ..............

(two-thirds)
PARLIAMENTARY PRACTICE HINTS AND SUGGESTIONS.

a. Always address the president as Mr. or Miss President.
b. All remarks should be addressed to the president.
c. There should be no talking between members.
d. The president should recognize the person who seeks the floor by saying: "Mr. or Miss....................."
   (person's name)
e. This indicates that the person thus recognized has the privilege of speaking (of the floor) and must not be interrupted.
f. The only interruptions allowable are (1) a call for a point of order, or (2) a question.
g. A point of order applies to a member who has made a motion which is out of order because of another motion before the meeting, or to a member whose remarks are not on the subject under consideration, or to a person who is exceeding the time limit for discussion, etc. A point of order is executed as follows:
   Member rising while another is speaking: "Mr. President,
   I rise to a point of order."
   The president will then recognize the speaker as follows:
   "Mr. .............. Please state your point of order."
   Member who has interrupted speaker: "Mr. President, the
   speaker, Mr. .................. is out of order
   (interrupted member's name)
because his remarks are not on the subject under consideration
(or is out of order because there is another motion before
the meeting.)"
   "President: "The chair decides that the point is (or is not)
well taken."
   Whereupon the interrupted speaker takes his seat or makes
an appeal from the decision of the chair as follows:
   Interrupted Speaker: "Mr. President, I appeal from the
decision of the chair as follows
   President: "Mr............. Appeals from the decsion of
   the chair. As many as are in favor of sustaining the
decision of the chair will make manifest by saying 'Aye'
   contrary-minded, 'No'.
   The motion is (or is not) carried.
   If the motion is carried, and the decision of the chair
is thus sustained, the interrupted speaker has no further
recourse and must take his seat. If, however, the motion
is lost and the decision of the chair is not sustained, the
speaker may continue to speak.
   Question. The speaker may be interrupted by any member
for the purpose of asking a question. This question may
be one of personal privilege or may be for the purpose of
gaining information about the subject under discussion.
The execution of the motion may proceed as follows:
   Member taking floor while another member is speaking:
   "Mr. President, I rise to a question of information."
   Presiding officer: "State your question."
   Member: "Do I understand the speaker to mean that........etc?"
   The speaker then proceeds to give the information desired
and the meeting proceeds.
   In case of a question of personal privilege the process
is as follows:
   Member rising and interrupting speaker: "Mr. President,
   I rise to a question of personal privilege."
Presiding officer: "State your question."
Member: "Mr. President, this room is too warm for comfort, and I therefore ask to have the windows opened."

In either case the presiding officer may rule for or against the person asking the question.

h. Never offer a motion by saying, "I move you--", but simply with "I move, etc."
i. Never offer a motion while another motion is still before the meeting.
j. Before any matter is voted upon the presiding officer must state the motion fully and completely.
k. The ordinary form of voting upon regular motions is as follows: Presiding officer: All in favor of this motion say 'Aye' (a short pause for the vote): contrary, 'No'". The presiding officer then announces the result by saying: "The motion is carried," or "The motion is lost."
l. Motions for question of privilege or point of order take precedence over all other motions.
m. Never attempt to place too many amendments to a motion. (Two are allowable, that is, an amendment to an amendment.) It is usually much better to offer a substitute motion.
n. A motion may not be put to a vote of the meeting until it has been seconded or supported by some member other than one making the motion.
o. In case of tie votes the president or presiding officer decides the motion.
p. A motion to adjourn the meeting is in order at any time.

In addition to these simple rules which may serve for the beginning of the club's activities, each club library should contain modern work in parliamentary practice.

DUTIES OF THE OFFICERS.

The President

1. Calls the meetings to order
2. Announces the order of business
3. Puts all questions and motions
4. Decides points of order
5. Decides the votes
6. Calls another member to the chair if he or she wishes to take part in the debate

The Vice-President

1. Performs all the duties of the president in case he or she is absent.

The Secretary

1. Keeps the minutes of all meetings
2. Handles all correspondence
3. Sends or posts notices for meetings
4. Reads the minutes of the previous meetings
5. Acts as chairman in case both president and vice-president are absent.

The Treasurer

1. Collects all dues and moneys
2. Keeps an account of all moneys collected and paid out
3. Pays bills when ordered by the president or secretary.