



## Ohio History Day

### History Day Club Starter Packet

Starting a History Day Club is a great way to test out the National History Day program in your school or with your students and see if it will work for you. This packet has all the key documents you need to get started.

- **History Day Club Charter Outline:** Provides a general format to create a charter for your History Day Club to be completed and sent to the State History Day Office. You will also receive a copy for your records.
- **History Day Club Charter Form:** Records the club's contact information including the advisor(s) contact as well as ways of contacting the officer's if necessary. A copy of this form is also to be turned into the State History Day Office.
- **History Day Club Constitution and By-Laws Outline:** Provides a guide to writing your club's personal constitution and by-laws. A copy of this is also to be turned in to the State History Day Office.
- **History Day Club Contacts Form:** Contains contact information and should be copied and used for the club members, officers and advisor(s) to remain in contact with each other. Includes a place for an individual's area of expertise for other club members to use as reference if they have a specific question related to their History Day project category.
- **History Day General Timeline:** Provides guidance on when club members should begin working on their History Day Projects and a general idea of when to have certain steps of the projects completed.
- **Possible Club Activities Sheet:** Lists basic ideas for club related functions and activities.



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### History Day Club Charter

#### ARTICLE I - Name

The name of this organization shall be: \_\_\_\_\_

The organization is a student organization at: \_\_\_\_\_

#### ARTICLE II - Objectives

The objectives of the organization shall be:

a. To promote interest in:

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b. To represent student needs and wants in regard to:

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#### ARTICLE III - Membership

1. Any student maintaining academic eligibility at above mentioned school is eligible to be an active member and may hold office.

#### ARTICLE IV - Officers

1. Election of Officers.

- a. The officers of this organization are president, vice president, treasurer and secretary.
- b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
- c. Election of officers will take place each May/June in preparation for the next school year.
- d. Officers will assume office for the period of one year.

2. Recall of Officers.

- a. Officers are subject to recall if they are not performing the duties as assigned.
- b. Recall procedures will be initiated at the request of five active members.



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- c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

### ARTICLE V - Voting

1. This charter, constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

### ARTICLE VI - Not-for-profit Statement

This is a not-for-profit organization.

### ARTICLE VII - Statement of Non-discrimination

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

### ARTICLE VIII - Financial Obligations

1. A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.
2. A majority of voting members of this organization may determine reasonable means of fundraising and the responsibility of each member's participation in fundraising events.

### ARTICLE IX - Statement of Compliance with Campus Regulations

This organization shall comply with all above mentioned school policies and regulations and all local, state, and federal laws.

### ARTICLE X- Attachment of Club Constitution and By-Laws



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### History Day Club Charter Form

Club Name:	
Club Email:	Club Website:
<b>Advisor (required)</b>	
Name and Title:	Email:
Home Phone:	Work Phone:
Department/Room #:	
<b>President</b>	
Name:	Email:
Home Phone:	Cell Phone:
<b>Vice President</b>	
Name:	Email:
Home Phone:	Cell Phone:
<b>Treasurer</b>	
Name:	Email:
Home Phone:	Cell Phone:
<b>Secretary</b>	
Name:	Email:
Home Phone:	Cell Phone:



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### History Day Club Constitution and By-Laws Outline

I. Name of the Organization

This organization will be known as:

II. Purpose of the Organization

This organization is formed for the purpose of learning and participation in National History Day in Ohio. This club will support its members in the completion of their History Day projects, give advice as needed and meet on a regular basis throughout the school year in preparation for National History Day competitions at the District, State and National levels.

III. Membership in the Organization

Membership is open to all interested students. No student shall be denied membership due to race, religion or disability. The members of this club are expected to attend regular meetings and participate in club activities in order to remain active and voting members.

IV. Officers

The **President** of this organization is expected to be an example and a leader for his/her peers, will schedule and run meetings accordingly and make decisions on activities and happenings based on the voting members of the club.

The **Vice President** of this organization will assist the president as needed, make suggestions for meetings and activities to be voted on by club members and run the meetings if the president is unable to be in attendance.

The **Treasurer** of this organization will be responsible for managing all of the club's finances and spending. He/she will discuss with club members and other officers how the club's money should be allocated and spent. The treasurer is also responsible for collecting dues and presenting fundraising ideas.

The **Secretary** of this organization is responsible for taking notes on what is discussed at each meeting and organizing group trips. The secretary will also be



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responsible for keeping all records and paperwork with officers and members information updated both within the club and with the State History Day Office.

### V. Elections

**Section 1.** All club officers shall be elected one month before the end of the school year and will serve a term of one year. The time between elections and the end of the school year shall serve as a transition period for new officers. Vacancies of the ADW officers caused by a student's resignation, etc., shall be filled for the remainder of the un-expired term by appointment of the remaining officers and advisor's suggestion then voted on by the club members.

**Section 2.** Officer elections will consist of the following three-step process: (1) Nominations, (2) Elections, (3) Run-off elections (if needed).

**A. Nominations-**Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position; however, a candidate may hold only one position a year. Students may nominate themselves for a position if another member does not nominate them.

**B. Elections-**Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only club members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 2/3 majority vote required for election to office. The order of elections shall be as follows: President, Vice-President, Treasurer and Secretary.

**C. Run-Off Elections-**In the event no candidate receives at least 2/3 of the vote from the currently active History Day Club members, a run-off election shall be held between the two candidates receiving the most votes.

**Section 3.** In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the three other club officers and Advisor), he/she may be removed by a two-thirds vote of club membership. The Advisor shall oversee the impeachment process to ensure a fair and speedy trial.



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- VI. **Meetings**  
Meetings shall be held at least twice a month to follow up on club member's progress and regroup on current and new issues.
- VII. **Dues/Fundraising**  
If your club decides to use dues as a means of generating funding for various club outings and activities, state how much they are or describe the process that governs how much they are. It is a good idea to provide a means of changing dues through time other than amending the constitution. Take care to point out who is to collect dues under the duties of the officers (if it's an officer) or the functions of standing committees (if it's a committee). Denote what the dues are to be used for such as food at a meeting, research field trips, or trips to the various History Day Competitions etc. Make sure if you have dues or decide to fundraise that your club members know and understand what the intended uses of the funds are.
- VIII. **Amendments**  
**Section 1.** Amendments may be made to this constitution and by-laws at any time by a two-thirds vote of the History Day Club Membership membership.  
**Section 2.** Members interested in proposing amendments to the constitution at any time must submit the proposed amendment to the President no later than ten days before the next meeting.  
**Section 3.** The proposed amendment shall be presented via e-mail or written to the active club membership no later than five days before the meeting where the amendment will be debated.  
You may want to refer to Robert's Rules of Order where you can find additional help and you can be assured of finding all the proper ways to conduct your organization's business.



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### History Day Club Contacts Form

Teacher Advisor(s)	
Parent Advisor(s)	

Club Member	Phone#	Email	Topic	Category



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### History Day General Timeline

	8	9	10	11	12	1	2	3	4	5	6
Explore theme and read theme guide and rule book.	■	■									
Brainstorm a list of topics		■									
Conduct preliminary research with secondary sources to help choose a topic		■	■								
Decide what type of project you want to do		■	■								
Draft a thesis statement		■	■								
Create a work plan and timeline for yourself or your group			■	■							
Collect secondary and primary sources on topic			■	■	■						
Explore historical context				■	■	■					
Continue to research and track sources and notes					■	■	■				
Create an outline for your project: documentary storyboard; website wireframes; performance rough script and list of props; paper rough draft; exhibit sketches						■	■				
Outline process paper by answering these questions: Why did I choose my topic? How did I do the research? How did I create my project? How does it relate to the theme?						■	■				
Draft annotated bibliography by answering these questions: What type of source is it? What did I learn from it? How did I use it in my project?						■	■				
Register for district contest. Websites are locked down. Papers must be received by this date by this registration date.							■				
Finish project							■	■			
Practice what you might say in response to interview questions.								■			
Attend District Competition								■			
Read and discuss judge's comments.								■	■		
Reflect on how much you have learned through your research and experience. How will this impact you moving forward in your life and education? Where do you feel like you succeeded? What lessons did you learn?									■		
Register and revise project if you are moving on to the State competition.									■		
Attend State competition.									■		
Read and discuss judge's comments.									■	■	
Reflect on how much you have learned through your research and experience. How will this impact you moving forward in your life and education? Where do you feel like you succeeded? What lessons did you learn?										■	
Meet with State Coordinator to discuss what changes you might make to your project for the National Competition.										■	
Attend National Competition!											■
Read and discuss judge's comments.											■
Reflect on how much you have learned through your research and experience. How will this impact you moving forward in your life and education? Where do you feel like you succeeded? What lessons did you learn?											■



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### Possible Club Activities Sheet

- Schedule all club-meeting times, and during some meetings schedule time for both individuals and groups to have work time on projects and discuss progress and questions the members may have. Help members with category specific project questions.
- Set Up research field trips to larger research libraries such as college campuses and historical societies.
- Set-up a day for an in-club History Day to do a student / advisor preliminary critique on your History Day projects to produce constructive criticism and allow for corrections before the upcoming History Day contest.
- Make group travel arrangements for District and if applicable, State History Day Competitions.
- Brainstorm fundraising ideas to help club members with project supplies, field trip costs, travel costs and entry fees at competitions.