

Spanish Club Constitution and By-Laws

Article I: Name

- 1) The organization shall be known as the Spanish Club.

Article II: Purpose

- 1) To serve as an organization for all WCU students who wish to have meaningful co-curricular interactions –educational, experiential, and social-, and to promote understanding and appreciation of Spanish-speaking countries and cultures.

Article III: Membership

- 1) All students of West Chester University who have paid their student activities fee are eligible for membership. Membership is secured by having one's name listed and by attending Club activities.
- 2) Voting members must not miss more than two meetings per semester.

Article IV: Meetings

- 1) Meetings will take place every two weeks during the semester. Members will be notified of dates and times at least one week in advance.
- 2) Meeting dates are determined by the Executive Committee.
- 3) A quorum will consist of the simple majority of voting members.
- 4) The organization will operate following *Robert's Rules of Order*.

Article V: Elections

- 1) Elections for officers will be held annually, by May 1, for officers for the following academic year.
- 2) Nominations will be made at least two weeks earlier – by April 15.
- 3) Nominations will be solicited by the secretary, who will contact members at least one week earlier, by April 8.
- 4) The faculty advisor will assist the elections committee with counting votes.
- 5) The term of all officers is one academic year.
- 6) If the President is unable to fulfill his or her duties, the Vice President will take over. For all other offices, there will be a special election, conducted by the Elections Committee.
- 7) Should it be deemed necessary to remove an officer, the President (or if it is the President, the Vice-President) will inform that person. A special election will then be held.
- 8) Should a vacancy occur in any office, for whatever reason, a special election will be held.

Article VI: Officers

- 1) The officers of the organization shall be: President, Vice-President, Secretary, and Treasurer. All officers must maintain a minimum 2.0 GPA.
- 2) Duties and Responsibilities:
 - a) The President's duties shall include: ensuring the effective functioning of the organization, planning and carrying out all activities, and chairing the Executive Committee.

- b) The Vice President shall assist the President in running the organization. S/he shall chair Spanish Club meetings when the President is absent. S/he will chair the Elections and Activities Committees. All committee Chairs shall report to the Vice-President, who will report to the president.
- c) The Treasurer manages the finances of the Spanish club, ensuring that appropriate payments are processed and received. S/he must attend SGA budgeting seminar.
- d) The Secretary shall handle all internal and external correspondence, electronic and paper, for the organization. S/he will keep the register of Spanish Club members.

Article VII: Advisor

- 1) The advisor shall be a member of the Spanish faculty of the Department of Foreign Languages.
- 2) The advisor shall assist the President and other officers of the organization with planning and carrying out Club activities.

Article VIII: Committees

- 1) *Executive:*
 - a. The officers of the organization shall serve as the Executive Committee.
 - b. The Executive Committee shall serve as an advisory board to the President and the organization.
 - c. The President shall serve as Chair of the Executive Committee.
- 2) *Elections:*
 - a. The Vice President shall serve as Chair of the committee.
 - b. The Committee will run elections according to the procedure outlined in Article V.
- 3) *Activities:*
 - a. The Vice President shall serve as Chair of the committee.
 - b. The Committee shall plan, coordinate, and carry out club events and activities.

Article IX: Amendments

- 1) Any member can initiate a proposed amendment to these By-laws.
- 2) A proposed amendment shall be sent to the Secretary, who will circulate the proposal to members at least two weeks in advance of a vote.
- 3) The vote will be conducted via e-mail, unless a secret ballot is called for. In that case, the Secretary will distribute and receive paper ballots at a special elections meeting.

Article X: Anti-Discrimination Statement

The organization will not discriminate against anyone on the basis of sex, race, age, creed, color, sexual orientation, or physical or mental ability.