

# CONSTITUTION OF THE SPANISH AND PORTUGUESE GRADUATE STUDENT ORGANIZATION OF THE OHIO STATE UNIVERSITY

## ARTICLE I – GENERAL PURPOSES AND POLICIES

### *Section 1. Name*

The name of the organization shall be the “Spanish and Portuguese Graduate Student Organization of The Ohio State University”. This Student Organization is an autonomous organization self-governed by this Constitution.

### *Section 2. Purposes*

The SPPO Graduate Student Organization at OSU exists for the following purposes:

1. To encourage participation in the Annual Graduate Study Symposium held each April at the Ohio State University.
2. To provide members of the organization an opportunity to serve as members of the SPPO departmental committees and to be the voice of the organization and the student body in said committees.
3. To serve as a forum for the presentation of Latin American and Lusophone culture, history, art and music at the University and to serve as a sponsor of social events for the student body.
4. To preserve and foster a sense of Latin American and Lusophone identity and consciousness among the University community.
5. To provide opportunities for continued professional development through conferences, seminars, and academic exchange with other universities and institutions.
6. To assist business and organizations in recruiting and promoting members.
7. To provide networking opportunities along with establishing a professional environment.
8. To achieve cultural awareness
9. To develop academic excellence

### *Section 3. Non-discrimination*

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

## ARTICLE II - MEMBERSHIP QUALIFICATIONS

Any student, faculty member, staff member, or alumnus of any University division, full or part time is eligible for membership in the organization.

## ARTICLE III - OFFICERS AND DUTIES

**Co-Presidents:** Three co-presidents (1 from Hispanic Linguistics, 1 from Literatures and Cultures, and 1 from Lusophone Studies) shall be elected, and shall work together in all efforts undertaken by the Spanish and Portuguese Graduate Students Association. Duties include

holding at least one meeting per semester, addressing student concerns, meeting with Graduate Advisor, facilitating the communication of important information to graduate students, conducting elections, maintaining the constitution up to date, setting yearly goals for the organization, and aiding in the resolution of any issue related to or need expressed by the graduate student community in SPPO. Finally, the presidents may work to promote unity among students in SPPO, promote the department, and host activities related for the benefit of both.

**Department Council Liaison:** Must attend Department Council Meetings, held each month. Must attend semesterly graduate student meetings to report on the status of the council. The departmental council consists of departmental faculty, senior lecturers, administrative and professional personnel, and the graduate student liaison. The council meets at least twice per semester and discusses matters such as major departmental policy issues, faculty appointments, and graduate and undergraduate degree programs. Must attend semesterly graduate student meetings to report on the status of the committee.

**Language Program Committee Liaison:** Liaison between graduate students and the Language Studies Committee (LSC). Attends Language Studies Committee meetings, offers input on curricular decisions as appropriate, and reports on the status of the committee in the semesterly graduate student meetings. May need to observe some classes and submit the Class Observation and Evaluation Form as indicated by the LSC. Could bring up any issues brought up by other graduate students relevant to this committee, including anything having to do with the language program. Must attend semesterly graduate student meetings to report on the status of the committee.

**International Students Committee:** The goal of the International Students Committee is to be an advocate for issues that specifically affect the body of international students. Among other advocacy actions, the Committee will support the international student community in their adaptation to the academic environment in the US, to the education system at OSU, to their program, and life in Columbus. The International Students Committee's task is to guide international students in their inquiries about how the Department of Spanish and Portuguese functions. Additionally, the committee is responsible of orienting international students to the appropriate organizations and entities they should use to solve any issues that may arise before and during their time at OSU. The Committee will organize a talk at the beginning of each academic year to welcome international students. In that talk, the Committee will inform international students about basic aspects of life at OSU, university expectations, procedures to obtain medical services, and any other issues that the members of the committee deem appropriate. The members of the Committee commit to staying up to date on the adaptation process of international students. To achieve this, the members of the International Students Committee will organize activities to have regular contact with international students.

The Committee's leadership will be made up of two members chosen in elections held by the Department of Spanish and Portuguese. Every student who identifies as an international student or with the issues of international students will be eligible to be part of the committee's leadership.

**Symposium Organizing Committee- Linguistics:** Responsible for organizing OSUCHiLL. There should be 2 organizers from Linguistics.

**Symposium Organizing Committee- Literature and Culture:** Responsible for organizing the SPPO Symposium. There should be 1 from Iberian Studies, 1 from Latin American Literature and Culture, 1 from Lusophone Literature and Culture.

**Spanish Student Life Group Treasurer:** Responsible for acting as treasurer of record with Student Life for Spanish grad student organization. Must attend training sessions required to maintain org's active status, work closely with Symposium organizing committee, submit Symposium funding request and audit. Must also attend semesterly graduate student meetings to report on status of any funding requests and any other relevant issues.

**Portuguese Student Life Group Treasurer:** Responsible for acting as treasurer of record with Student Life for Portuguese grad student organization. Must attend training sessions required to maintain org's active status, work closely with Symposium organizing committee, submit Symposium funding request and audit. Must also attend semesterly graduate student meetings to report on status of any funding requests and any other relevant issues.

**Graduate Studies Committee Liaison:** Liaison between graduate students and the Graduate Studies Committee. Attends GSC meetings several times per semester representing the interests of the SPPO's graduate students. Must attend semesterly graduate student meetings to report on the status of the committee.

**Term of Office:** The term of office for all officers shall be one year. There shall be no bar to the re-election of any of the officers.

**Position Transitions:** Newly elected students will assume their new goal at the end of the Spring semester that they are elected. Current officers will hold transition meetings with newly elected officers to facilitate continuity, smooth transition, and the maximal sharing of relevant information, deadlines and responsibilities.

#### **ARTICLE V – ELECTIONS**

1. Annual election of the organization's officers shall be held every April, through email and other electronic survey technologies
2. The election shall be conducted by secret ballot.
3. A simple majority will determine election to an office.
4. Any General Member can nominate himself/herself or any other member for any of the offices of the Executive Committee.
5. The nomination(s) shall not be valid if the nominee(s) refuse to run for that office.
6. A member must vote online through the media selected by the time appointed for the vote to count.

## **ARTICLE VI – MEETINGS**

Frequency of meetings of the club will be at least once a semester (the first Monday of the second month of the semester). The President will see to it that the members are informed of the meetings by e-mail. Other meetings will be called to serve the needs of the organization.

## **ARTICLE VII- USE OF FUNDS**

No parts of the funds, assets, or income of the Association shall be used for private benefit of any member, donor, director, or officer of the Association.

## **ARTICLE VII – DISSOLUTION OF ORGANIZATION**

The dissolution of the student organization should be stated in common agreement within the members. All the instruments should be returned to the integrants owner of the specific instrument. The assets and debts of the organization must be specified clearly and unequivocal.

## **ARTICLE VIII - AMENDMENTS TO THE CONSTITUTION**

Proposed amendments to the constitution may be presented at any time but will only take affect annually. An amendment may be proposed by any member of the organization and must be approved by no less than a two-thirds majority of the members present at this meeting, or via online voting platform.

The university requires submission of updated versions of the constitution each year by October 31<sup>st</sup>. The version of the constitution submitted to the Ohio Union Student Activities Board each year will remain active for that academic year. All amendments will take effect on November 1<sup>st</sup> of each year, unless otherwise agreed upon by organization members.

## **ARTICLE IX - REMOVAL OF OFFICERS AND/OR MEMBERS**

IX.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.