

## Spanish and Portuguese Club Official Constitution

### **ARTICLE 1** – Name, Purpose, and Non-Discrimination Policy of the Organization

**Section 1:** The name of this organization shall be the Spanish and Portuguese Club (hereinafter referred to as the “organization”).

#### **Section 2:** Purpose

The purpose of the organization is to promote the study and appreciation of Spanish and Portuguese culture and language.

#### **Section 3:** Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons 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 basis.

### **ARTICLE 2** – Membership: Qualifications and categories of membership

**Section 1:** Voting membership should be defined as limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

**Section 2:** A person can be removed as a member of this organization if his/her status at the university changes to be outside the outlines specified above, or if he/she has violated the non-discrimination policy, as outlined by Article 1. The removal of any member will be determined by a caucus of the executive board, as described in Article 3, as well as the advisor.

### **ARTICLE 3** – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

**Section 1:** The officers shall consist of one president, one to two vice presidents, one treasurer, and one webmaster. The officers shall be responsible for all administrative duties of the organization.

**Section 2:** The president shall have the power to establish and maintain operation procedures of the organization, call meetings, and answer for all actions of the other officers. The president shall be able to vote in all decisions affecting the organization.

**Section 3:** The vice president(s) shall assist the president with all administrative duties and assume those duties in the absence of the president.

**Section 4:** The treasurer shall receive and distribute organization funds upon the authorization of the president and faculty advisor, in accordance with the financial rules and regulations of the university and the laws of the State of Ohio, and make financial reports at all Executive Board meetings, and at the regular meetings of the organization, and coordinate all fund-raising activities. The treasurer will handle the financial aspect of fundraisers. The treasurer will administer an organization bank account.

**Section 5:** The webmaster shall be in charge of all website and technological functions of the organization.

**Section 6:** These elected officers shall form the Executive Board. The Executive Board may be augmented by additional, appointed officers.

**Section 7:** All elected officers must meet all requirements for holding office as stated by The Ohio State University.

### **ARTICLE 4** – Elections

**Section 1:** The president, vice president(s), treasurer, and webmaster shall be elected by the active members of the organization to serve a term of one year. Annual elections shall be held during the spring registration window for student organizations, with the exception of the first year in which elections were held during the autumn registration window. The officers shall be elected by means of a secret ballot. Shortly after the election, there will be a transitional meeting of the incoming officers with their predecessors, upon which their term will begin and end at the same time the following year.

**Section 2:** Nominations for each officer position will be taken at the meeting held before elections. Those nominated will be able to prepare a two minute speech, if they so desire. Once each nominee for a certain position has spoken, the vote will be taken. Should a nominee not be elected for the position they were nominated for, he/she may put his/her name in the running for the next position down the list, (i.e. if someone was nominated for president, but was not elected for this position, he/she could run for vice president(s), treasurer, or webmaster.)

**Section 3:** The order of succession shall be: (1) president, (2) vice-president(s), (3) treasurer, and (4) webmaster. In the case of two co-vice presidents, the senior-most member, that is, he/she who has been active in the organization the longest, will be second in the order of succession. And the junior-most vice president shall be the third in the order of succession.

**Section 4:** Vacancies occurring in any of the elected offices shall be officially filled at the next regular organization meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

**ARTICLE 5** – Appointments

**Section 1:** The president shall appoint, with the approval of the Executive Board such positions as may contribute to the successful operation of the organization. Examples include, but are not limited to, program chair, fund-raising chair, etc.

**ARTICLE 6** – Removal from Office

**Section 1:** Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of the organization, or for actions which violate University Rules and Regulations. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot.

**ARTICLE 7** – Advisor(s) qualification criteria, and responsibilities and expectations

**Section 1:** Advisor(s) of the organization must be members of the University faculty or Administrative & Professional staff, as stated by the Ohio State University. Also, advisor(s) of the organization must have affiliation with the Department of Spanish and Portuguese.

**Section 2:** Advisor(s) must complete all necessary trainings as stated by the Ohio State University. Advisor(s) are expected to be prompt in reviewing the club's goals as listed on the Ohio Union website, as well as in reviewing requests for operating and programming funds. Once reviewed, the advisor(s) are expected to either promptly approve these things, or promptly email the executive board stating why he/she/they did not approve these things.

**Section 3:** Advisor(s) should serve as a resource of information about department events and faculty/grad student connections.

**ARTICLE 8** – Meetings of the Organization: Required meetings and their frequency

**Section 1:** Meetings will be held, at minimum, twice per month during autumn and spring semesters, with breaks for university holidays, and for summer term. The specific day and time of meetings will be determined at the beginning of each autumn and spring semester. The executive board may call extra meetings if they feel it is necessary.

**ARTICLE 9** – Method of Amending Constitution: Proposals, notice, and voting requirements

**Section 1:** Amendments to this constitution shall be adopted by a two-thirds vote of the members who have been present at two consecutive meetings at which the amendment has been read.

**Section 2:** Once approved, amendments shall be submitted to the Office of Student Life at The Ohio State University.

**ARTICLE 10** – Method of Dissolution of Organization

**Section 1:** In case of dissolution, treasurer and president will be responsible for management of funds and appropriate donation of any remaining funds.