

# CONSTITUTION OF THE SPANISH AND PORTUGUESE CREATIVE WRITING GROUP STUDENT ORGANIZATION

## ARTICLE I – NAME, PURPOSES AND NON-DISCRIMINATION POLICY

### *Section 1. Name*

The name of the organization shall be the “Spanish and Portuguese Creative Writing Group Student Organization”. This Student Organization is an autonomous organization self-governed by this Constitution.

### *Section 2. Purposes*

The Spanish and Portuguese Creative Writing Group Graduate Student Organization exists for the following purposes:

1. To boost a creative space within the SPPO Department open to all students at OSU who want to write in Spanish, Portuguese, Spanglish and/or Portuñol.
2. To provide members of the organization an opportunity to share their creative work and collaborate with each other during their process of creation, publication, exhibition, performance or any type of presentation of their work.
3. To open a creative space for students whose work is done in Spanish and Portuguese for them to feel the comradery of their peers, a space that is not restricted to any department at OSU nor to a creative field.
4. To strengthen the professional development of students to increase their competitiveness in the contemporary job market, academic or not.
5. To achieve cultural awareness.
6. To be a safe space of encounters and creative productivity.

### *Section 3. Non-discrimination*

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Every member has to create space for people to indicate the pronouns they would like to be used. Pronounce people’s names correctly. Hold one another in full dignity and respect. We will uphold one another’s safety, belonging, choice, sense of being enough, and wholeness. We are here to amplify the vibrancy of life and support one another’s growth. Our group space is a learning organism, an interrelated system of interaction and exchange, it will flourish to the degree to which we participate. Everyone has the right to their own opinions, but there is NO tolerance for discrimination.

We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages everyone to strive to reach their own potential.

Every meeting is a space of non-judgmental critics. The members must comment on the creative work of other members without personal judgment or biased by any personal relationship members may have. The comments must be made towards the creative work, with respect and without any type of discrimination. On that note, all members also must read and engage with all member's creative work regardless their personal interests.

#### **ARTICLE II - MEMBERSHIP**

1. Any student, faculty member, staff member, or alumnus of any University division, full or part time is eligible for membership in the organization. *Creative work is not restricted to literature. Any creative field that implies a writing process is welcome.*
2. Whomever is interested in becoming a member of the organization should contact any current member with an informal request to join the organization. This member must take this request to the first possible organization's meeting. The group must agree on accepting or rejecting the request by two thirds of the votes. Consensus must be reached after discussing all issues related to the request. The member contacted in the first place will be responsible for communicating the response on behalf of the organization.

#### **ARTICLE III - OFFICERS AND DUTIES**

1. President: will call and chair all meetings, conduct elections and represent the organization at Student Council meetings and at other University functions; will be a co-signer with the treasurer on the organization's checking account passbook.
2. Vice President: will work in conjunction with the President in the performance of the President's duties; will perform all the functions of the President in the event of the President's inability to perform them.
3. Treasurer: will manage the organization's funds and keep records of the organization's finances; hold the organization's checking account passbook; be a co-signer on the passbook with the President; submit records to periodic examination by the other officers; report at the organization's meetings on the organization's current financial status.
4. Secretary: will keep minutes of all the meetings, handle all of the organization's correspondence; keep all of the organization's non-financial records.
5. Communication officer: will be responsible of establishing non-administrative official communication between the organization and institutions or people from outside the organization, i.e. guest speakers, sponsors, etc. This does not replace the President, Vice President or Treasurer duties to stablish correspondence related to administrative issues.

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.

#### **ARTICLE IV – METHODS FOR REMOVING MEMBERS AND EXECUTIVE OFFICERS**

1. 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 members (over 50%). All the members can vote in

favor of removing, against the removing, or abstain themselves to vote. The organization's President and Vice President are responsible for communicating this decision to the removed member and to the Advisor of the organization.

2. Any elected officer may be removed from their position. 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 officer may be removed through a majority vote of the members (over 50%). All the members can vote in favor of removing, against the removing, or abstain themselves to vote. The organization's President or Vice President is responsible for communicating this decision to the removed officer and to the Advisor of the organization.
3. Following the policies of the Council of Student Affairs, the Advisor of the organization may be changed at any point of the year. 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. The advisor may be removed through a majority vote of the members (over 50%). All the members can vote in favor of removing, against the removing, or abstain themselves to vote. The organization's President and Vice President are responsible for communicating this decision to the removed Advisor.
4. For the sake of keeping a record for the organization, all communications regarding the removal of a member, officer or advisor must be done by email, even if it is also done in person.

#### **ARTICLE V – ELECTIONS**

1. Annual election of the organization's officers shall be held every fall semester, organized by email and held through Qualtrics.
2. The election shall be conducted by secret ballot.
3. A simple majority (over 50%) will determine election to an office.
4. Any General Member can nominate themselves or any other member for any of the offices.
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.
7. Transition from previous to new officers should take place from April 1<sup>st</sup> to the deadline yearly established by CSA for the reactivation of the organization.
8. All documentation must be submitted to the new officers during the process of transition. This includes all documents produced during the year that are relevant to the functioning and re-activation of the organization, and the organization's bank account documents and information. The outgoing President and Treasurer must transfer the checking account to the incoming President and Treasurer during the transition or as soon as it is made possible.

#### **ARTICLE VI – MEETINGS**

Frequency of meetings of the organization will be at least once every two weeks. The President will see to it that the members are informed of the meetings by e-mail or phone. 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 organization shall be used for private benefit of any member, donor, director, or officer of the organization.

The use of the funds will be discussed with the members of the group during an appropriate meeting. Although the Treasurer is responsible for managing the funds, other members of the group may be eligible to help and support the managing of the funds for specific events.

The destination of the funds for any event can be revoked if most of the group decides to, due to several reasons such as: the event is not compatible with the goals of the group, it does not follow the GSA policies and rules, and others that may come. This decision must be made through a majority vote (over 50%) of the members.

#### **ARTICLE VIII – 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 integrant owner of the specific instrument. The assets and debts of the organization must be specified clearly and unequivocally.

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

The Constitution may be amended at the annual voting called by the President specifically for that purpose. 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. If the voting is done online, the amendment must be approved by no less than a two-thirds majority of the voting members.