Article I: Name

 Section A:

 The name of this organization shall be Spanish Club.

Article II: Purpose

Section A:

To serve as an organization for all WCU students who wish to have meaningful co-curricular interactions –educational, experiential, social and beneficial, and to promote understanding, fluency, appreciation, cultural and political awareness of the Spanish language, Spanish-speaking countries, and cultures.

Article III: Membership

 Section A:

Any West Chester University student may become a member of Spanish Club provided that they have paid in full their Student Activities Fee.

 Section B:

Members in good standing shall be defined as any member that has attended at simple majority of all meetings held, per each academic semester. These individuals will be the voting members.

 Section C:

A member shall be eligible for graduation cords, should they be in good standing with the organization, and have been in good standing with the organization for the majority of the semesters they are on campus.

Ex. If the individual was in good standing for each semester they were on campus, with the exception of their last semester on campus, they are not eligible for graduation cords. This is true, if the individual leaves the organization, but is not true if the individual still wishes to be within the organization but is unable to make the meetings. An example being they study abroad for the semester.

Ex. If the individual was not in good standing for each semester they were on campus, with the exception of their last semester on campus, they are not eligible for graduation cords.

Article IV: Officers & Duties of Officers

 Section A:

 The officers of Spanish Club shall be:

* President
* Vice-President
* Treasurer
* Secretary
* Public Relations Officer
* SGA (Student Government Association) Representative

Section B:

The duties of the President shall be:

 i. To chair all meetings.

 ii. To promote and facilitate active conversation in an unbiased manner.

 iii. To be a non-voting member; will vote only in the case of a tie.

 iv. To delegate to subsequent officers.

 v. To work with all officers, checking up on their projects.

 vi. To ensure cohesion, and communication.

 vii. To ensure all officers are fulfilling their commitments.

Section C:

 The duties of the Vice-President shall be:

i. To be the head of committee chairs.

 ii. To preside over meetings in the absence of the President.

 iii. To take over the President’s meeting responsibilities in their absence.

 iv. To be a voting member of Spanish Club.

 v. To take over the President’s responsibilities, should they be unable.

Section D:

 The duties of the Treasurer shall be:

i. To manage the monies of Spanish Club.

 ii. To attend the annual SGA budgeting seminar, held in the fall of each year.

 iii. To write and submit the annual budget of Spanish Club.

iv. To be a voting member of Spanish Club.

 v. To preside over meetings in the absence of the President and Vice-President.

Section E:

 The duties of the Secretary shall be:

i. To take and report all minutes from Spanish Club meetings.

 ii. To be a voting member of Spanish Club.

 iii. To maintain a record of membership.

 iv. To preside over meetings in the absences of the President, Vice-President, and Treasurer.

v. To be the manager of the Spanish Club website and Ramconnect page.

Section F:

 The duties of the Public Relations Officer shall be:

i. To manage all the social media pages of the Spanish Club.

ii. To create club flyers, posters, and other advertisement materials.

 iii. To be a voting member of Spanish Club.

 iv. To preside over meetings in the absences of the President, Vice-President, Treasurer, and Secretary.

 Section G:

 The duties of the SGA (Student Government Association) Representative shall be:

i. To attend all council of organizations meetings.

 ii. To attend a simple majority of SGA general senate meetings.

 iii. To be a voting member of Spanish Club.

 iv. To preside over meetings in the absences of the President, Vice-President, Treasurer, Secretary, and Public Relations Officer.

v. To report to the rest of the executive board on important matters regarding SGA.

 Section H:

All officers will have a cumulative GPA of 2.25 at the time of election and during their term of office.

i. Term of officer shall be one academic year.

Article V: Elections

 Section A:

The election process will take place by March 31st. The elected officials will spend the remainder of the Spring Semester shadowing the current executive board and will take office after the last day of the semester.

Section B:

Any member in good standing as defined in Article III, Section B, may be nominated for office. Nominations must be made by members in good standing. Members may be self-nominated.

Section C:

There will be a minimum of two weeks between nominations and election of officers.

Section D:

Voting will be done by secret ballot. Ballots will be counted by an uninvolved third party.

Section E:

Vacancies will be filled by current members of Spanish Club Nominations will be made at the next regular meeting, or at an emergency meeting; the general election process outlined in these bylaws will be followed.

Article VI: Removal

 Section A:

Any officer is eligible for removal/impeachment. An officer may be removed for one or more of the following reasons:

i. Verifiable nonfeasance, misfeasance or malfeasance of the duties of an officer or those duties as specified for that individual office.

 ii. Failure to meet the qualifications for the office as specified.

 iii. Malfeasance of student funds.

iv. Failure to attend the majority of meetings in one semester.

Section B:

Any member in good standing of Spanish Club may file written impeachment charges and submit them to the group’s advisor.

 i. The advisor will form an Ad Hoc Committee and select a chairperson for that committee.

ii. The Committee will convene within 14 days of the receipt of the charges. At the discretion of the committee, the accuser may attend a portion of the meeting to explain the charges but will not be present during deliberation.

 iii. The Committee will revise the charges and give recommendations in writing to the accusers as to the validity of the charges within seven days of convening to consider the charges.

 iv. After receiving these recommendations from the Ad Hoc Committee, it is the option of the accusers to proceed with or to drop the charges. Within seven days of receiving the recommendations of the Ad Hoc Committee, the accusers will state their intentions in a letter to the Ad Hoc Committee.

v. The accused will be given a minimum of seven days’ notice, in writing, of the charges and when the impeachment proceedings will take place.

a. A special meeting will be called to have the impeachment trial.

 vi. Neither the accusers, nor the accused will preside at the trial; subject to that provision the following will be the rank for determining who will preside:

a. President

b. Vice-President

c. Treasurer

d. Secretary

e. Public Relations Officer

f. SGA (Student Government Association) Representative

vii. The agenda for trial proceedings will be as follows:

a. Call to Order

b. Roll Call

c. Presentation of charges by the accusers; the accusers will appoint a spokesperson who will be permitted a maximum of seven minutes speaking time to make the charges.

d. The accused will be permitted a maximum of seven minutes speaking time to answer the charges.

e. The floor will then be open for questions and debate.

f. At the conclusion of debate, a vote will be taken by secret ballot, with two-thirds (2/3) of the members present voting in the affirmative necessary for removal.

Article VII: Meetings

 Section A:

Meetings will be held at least once every other week.

Section B:

Quorum will be defined as 50% + 1 member for official business to take place.

Section C:

Meetings will be held using Parliamentary Procedure as adapted from Robert’s Rules of Order, Newly Revised.

Article VIII: Committees

 Section A:

Committees will be formed as is deemed necessary by the officers of Spanish Club.

Section B:

All committees will have Ad Hoc status for one year. If a committee is still in existence after one year, it may be made into a standing committee by amending these bylaws.

Section C:

The duties of any committee will be formally outlined by the officers of Spanish Club at the time they recommend the formation of that committee.

Section D:

Committee chairs will be appointed and removed by the president of Spanish Club.

Article IX: Amendments

 Section A:

These bylaws may be amended as necessary by a 2/3 majority vote of members in good standing attending the meeting where amendments shall take place.

Section: B:

The process of amending these bylaws shall be as follows:

i. Amendments to these bylaws will be suggested by the officers of Spanish Club.

 ii. Amendments will be presented at the next Spanish Club meeting. At this time, discussion will take place.

iii. The language for amendment will be tabled for no less than one week.

iv. After that period of no less than one week, a vote by secret ballot will take place.

Article X: Anti-Discrimination Statement

 Section A:

The Spanish Club will not discriminate against sex, race, age, religion creed, color, sexual orientation, military status, socioeconomic status, citizenship status, or individuals with disabilities.

Revised: (04/16/2021)