

9. There will be written notice of elections given at least one full week in advance.

10. Officers elected in April for a term of one year effective for the next academic year.

## Article II. Duties of Officers

### Section 1. President

The president shall preside over all regular and special meetings of the Spanish Club. The president shall be an ex-officio member of all committees.

### Section 2. Vice-President

The Vice-President shall assume the duties of the President in his/her absence. The Vice President shall not act as liaison to all other related organizations. The Vice-President shall be the Parliamentarian.

### Section 3. Treasurer

The Treasurer shall be in charge of all monies of the Spanish Club and shall act as bookkeeper.

### Section 4. Secretary

The Secretary shall be responsible for the recording and distribution of minutes and in charge (via email and print) of corresponding with members.

## Article III. Committee Structure

Section I. The Executive Council reserves the right to establish any committees, which it deems necessary, and to delegate responsibility when necessary.

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Stephen Poletto