

THE SPANISH CLUB CONSTITUTION

MUHLENBERG COLLEGE

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ARTICLE I. **Name**

The Spanish Club

ARTICLE II. **Object**

The Spanish Club is an academic, cultural, and service-oriented group on campus. We are dedicated to furthering the student body's understanding of Hispanic and Latin American cultures through various activities both on campus and in the greater Allentown community. We also wish to provide opportunities for students studying in the Languages, Literatures, and Cultures department (specifically the Spanish section) at Muhlenberg to be involved in activities that expand outside of their classroom activity, but which relate and develop their learning in more creative ways. We also hope to promote cultural awareness and service opportunities on campus that will connect students with the Spanish-speaking community that is so rich in Allentown. Most importantly, we hope that our activities will be fun and interesting way for students to learn and get involved, both on and off campus, in Hispanic and Latin American culture.

ARTICLE III. **Membership**

Section 1. General conditions of membership

- The Spanish Club will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin.
- Members have the freedom to discontinue membership at any time.
- The Spanish Club will ensure that its members will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

Section 2: Classes of membership

- The Advisor to the Spanish Club shall be a Muhlenberg College faculty or professional staff member.
- The Advisor will be selected/removed, if necessary, based on a majority vote process.
- The Advisor is a voting member of the Spanish Club.

Section 3: Qualifications for membership

- Membership is only open to current Muhlenberg College students who have paid the student activity fee.

- A student will be considered a member of the Spanish Club if he or she attends one meeting and/or participates in one event. At that time, pertinent information will be collected from that student for the purpose of adding them to the club list. Students are entitled to ask to be removed from the mailing list at any time.
- Members are not required to attend all meetings or events in order to remain in the Club. However, we do expect that members will make a commitment to the group and try their best to be in attendance at all events.

Section 4: Dues and fees

- The Spanish Club does not require dues or fees.

ARTICLE IV. **Officers, duties and requirements**

Section 1: List Officers by Rank Order

- The Spanish Club shall have only full-time Muhlenberg College students in good academic standing as its Officers.
- The list of Officers is as follows:
President
Vice President
Secretary
Treasurer
- These Officers will be elected by a majority vote process involving Club members.
- Officers serve term for a full academic year, beginning at the start of classes and ending at the last day of final exams.
- Officers may hold office for a maximum of 2 full terms.
- Should an Officer vacate his or her spot mid-term, the Club Advisor will appoint someone new that they feel is qualified.

Section 2: Duties of Officers

The President will be the overall head of the Club. They will oversee all Club Officers, members and activities. They are allowed to and have first say in calling meetings and planning events. They are also responsible for securing all materials needed to carry out these plans. They are also the main communicator of the group, meaning they keep the master mailing lists and contact information, and they are required to use this information to inform the Club members of events and meetings. They must also be in constant contact with the Advisor. Let it also be noted that, should the President need to, he or she is allowed and encourage to delegate these jobs for other members of the group who are willing.

The Vice President is the main assistant to the President. They must make themselves available to help with activities and planning. They are also the main publicity coordinator for the group, meaning that they are in charge of publicizing events and gathering materials in order to complete this task. Should the feel the need, they are also encouraged to ask members of the Club to provide help.

The Secretary is the record-keeper of the Club. They are required to be available for all meetings, and should they have to be absent, they must delegate another member to take over at that time. They must take thorough notes at meetings, and keep these notes for the Club records. Once the meeting is over, they must send out a copy of the minutes to the Club members. They must be knowledgeable about all Club activities, and therefore can act as a resource for group members who have questions or concerns.

The Treasurer is in charge of all Club funds and monetary transactions. They are responsible for keeping track of the Club money, and for dispensing funds when necessary. They are also the member of the group that communicates with the bank, and therefore members should see the Treasurer if they have monetary concerns such as checks that need to be reimbursed.

Section 3: Nomination and Election

- Elections for the Spanish Club Officers shall take place during the last few weeks of classes in the spring term in order to determine Officers for the coming academic year. The time will be determined by existing Officers and the Advisor.
- Members wishing to run should nominate themselves to the Club's Advisor.
- Elections will then be held and Officers will be selected by a majority vote process.

ARTICLE V. **Meetings**

- The day and time of meetings will be determined at the beginning of each semester by the Officers.
- The President and the Advisor reserve the right to call meetings, both regular and special.

ARTICLE VI. **Executive Board**

- The Executive board of the Spanish Club will consist of the Officers and the Advisor.
- Should there be a problem or concern in the Club, the executive Board has the right to call a private meeting to discuss the matter.

ARTICLE VII. **Parliamentary Authority**

- Should there be problems or concerns pertaining to anything not presently laid out in the Constitution, the concerned party should consult the President and or the Advisor.

ARTICLE VIII. **Amendments / Revisions**

- The Spanish Club agrees to abide the policies of Muhlenberg College as well as all federal, state, and local laws. The Recognition Committee must approve these bylaws and any revisions or amendments prior to implementation.
- Any member or Officer may request a revision to the Constitution to either the President or the Advisor. The President will call a meeting of the Executive Board to discuss the matter. Should they find it necessary, there will be a Club vote in regards to the amendment, and should a majority vote in favor, the revision will be made.