Pinecrest Spanish Club Constitution and Bylaws

**ARTICLE I: NAME & PURPOSE**

**Section A: Name –** The name of this club shall be **Pinecrest Spanish Club**.

**Section B: Purpose** – The purpose of this club shall be:

1. Spread cultural awareness throughout our school and community.
2. Engage in global cooperation to heighten our perspectives.

**ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility** - Membership shall be open to students of Pinecrest who are currently taking, enrolled to take, or have taken at least Level 1 of Spanish upon payment of the dues as outlined in Section C.

**Section B: Dues** – Dues shall be $15.00 per year.

**Section C: Payment of Dues** - Dues shall be paid by all Club members by the 4th meeting of the school year. Failure to pay dues may result in the termination of club membership.

**Section D: Membership Deadlines -** New membership will be open until the 5th meeting of the school year. Following that students will have to wait until next school year to pledge membership.

**Section E: Membership Requirements -** Members of the Spanish Club will participate in meetings, events and fundraisers held by the Spanish Club. Each member will need to accumulate 100 points throughout the school year. Failure to accumulate said points may result in termination of club membership.

**ARTICLE III: OFFICERS**

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.

**Section B: Eligibility** – Officers must be current members of the Spanish Club. In order to become President or Vice-President student must have 2 years of membership in the club. In order to become Secretary or Treasurer student must have 1 year of membership in the club.

**Section C: Election** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

**ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

Preside at meetings

Vote only in case of a tie

Represent the club

Appoint committee chairpersons subject to the approval of the Executive Committee

Perform such other duties as ordinarily pertain to this office

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

Preside in the absence of the President

Serve as chairperson of the Program Committee

**Section C: Secretary** – It shall be the duty of the Secretary to:

Record the minutes of all meetings

Keep a file of the club’s records

Maintain a current roster of membership

Issue notices of meetings and conduct the general correspondence of the club

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.

Keep an itemized account of all receipts and expenditures and make reports as directed.

**ARTICLE V: MEETINGS**

**Section A:** **Meetings** – Regular meetings shall be held twice a month during the regular school year.

**Section B:** **Special** **Meeting** – Special meetings may be called by the President with the approval of the Executive Committee.

**Section C:** **Quorum** – A quorum shall consist of two-thirds of the membership. No voting shall take place unless a quorum is present at the meeting.

**ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III and the faculty advisor.

**Section C: Meetings** – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

**ARTICLE VII: ADVISOR**

**Section A: Selection** – There shall be a faculty/staff advisor who presides over the club.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

Maintain an awareness of the activities and programs sponsored by the student club.

Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.

Attend regular meetings, executive board meetings as often as schedule allows.

Assist in the orientation of new officers.

Explain and clarify campus policy and procedures that apply to the club.

Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.

Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

**ARTICLE VIII: COMMITTEES**

**Section A: Program Committee** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

**Section B: Other committees** – Publicity/Membership, Social Media.

**Section C: Special Committees** – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

**ARTICLE IX: AMENDMENTS**

**Section A: Selection** – These bylaws may be amended by a two-thirds (2/3) majority vote of the membership.

**Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting.