

# Constitution of the Spanish Club

## ARTICLE I AMENDMENTS

Section I: This constitution may be amended at any time as seen needed by the club.

## ARTICLE II

Section II: This organization shall be known as the Spanish Club of Columbia High School.

## ARTICLE III

Section III: The objective of this organization shall be to promote knowledge of Spanish-speaking countries.

## ARTICLE IV Membership

Section I: If any person has taken one or more years of any foreign language in high school if correctly enrolled in a language class, including English, he/she is eligible for membership.

Section II: A member must be passing Spanish or English in order to remain in the club.

Section III: Every member of the club will conduct himself in accordance with the general aims and objectives of this constitution.

Section IV: All members must pay their \$15.00 due to become a member.

## ARTICLE V

Sponsorship (**WHEN THERE IS ENOUGH MONEY.... NOT YEARLY**)

Section I: A member that has been in the Spanish club actively all 4 years of their career at Columbia high school, that qualifies for the scholarship may apply and will be considered.

Section II. The Member should have a 3.5 Gpa of their senior year. The member must be of good moral conduct, and be in good standing with the

Spanish Club. Member must fill out appropriate application and write an essay. The committee will determine and vote an honorary.

## ARTICLE VI Officers

Section I: The officers of this club shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, and Fundraiser Captain.

Section II: All officers shall be elected by the members of the club by a majority vote.

Section III: In addition to the regular requirements, the **President** should be a junior or a senior, in Spanish Club and past officers. The **Vice President** should be a junior or senior, and either past officer or in Spanish Club.

Spanish IV: The terms of office shall be for one school year and cannot be of the same office for consecutive years.

## ARTICLE VII Duties of Officers

Section I: The duties of the President shall be:

- A. To preside at all the meetings of the club.
- B. To appoint officer's pro-tempore.
- C. To appoint all committees not otherwise provided for.
- D. To hear and pass upon excuses for absences, non-participation, non-performance of duties, disorder, etc.
- E. To see that all meetings are conducted in an orderly manner and that parliamentary procedure is followed.
- F. To preside at all executive meetings.

Section II: It shall be the duty of the Vice-President to perform all the duties of the President in the absence of the latter and to check each officer and representatives report cards each six weeks.

Section III: The duties of the Secretary shall be:

- A. To call roll of members at each meeting and to note all absences.

- B. To keep a record of the proceedings of the organization at each meeting.
- C. To furnish the President at each regular meeting with a list of committees that have special duties to perform, or reports to make, or that have failed to perform their duties

Section IV: The duties of the Treasurer shall be:

- A. To receive all money taken by the organization.
- B. To keep a proper account thereof.
- C. To countersign all orders for the spending money of club money.
- D. To make a financial report at each meeting.

Section V: The duty of the Parliamentarian shall be- Upon request of the President, to pass on the parliamentary procedure of the club, and specifically to maintain silence and order at each meeting.

Section VI: The duty of Historian shall be- To take pictures of all functions and to prepare and create a scrapbook/frame at the end of the year.

Section VII: The duties of Fundraiser Captain shall be-

- A. Make a list of items needed
- B. Assign people items that are needed, check when items are brought
- C. Double check that everything needed is present.
- D. Make Flyers of events

## ARTICLE IX Duties of the sponsor

Section I: The sponsor must be present at all meetings and executive meeting.

Section II: The foreign language teacher shall act as an advisor. He/she shall have no vote

## ARTICLE X Meetings

Section I: The time and day of the regular meetings of Spanish Club shall be set by the officers at the beginning of each school year. In order for this

meeting date to become official, it must be decided by all members. All chosen meetings must be conducted unless meeting conflicts with the sponsor.

## ARTICLE XI

Section I: The regular meetings of the Spanish club shall follow the following order of events:

- A. Call to order
- B. Roll call
- C. Minutes
- D. Treasury report
- E. Report of committees
- F. Unfinished business
- G. New business
- H. Program
- I. Adjournment

Section II: The special meetings of the Spanish Club shall observe the following order of business:

- A. Call to order
- B. Roll call
- C. Reports of committees
- D. Unfinished business
- E. New business
- F. Adjournment

## ARTICLES XII Committees

Section I: Program committees for the year shall be appointed by the president at the first meeting of each school year. Special committees may be appointed by the President at any meeting.

## ARTICLE XIII Club Trip

Section I: At the end of the year the Spanish club takes a trip. Destination can vary. Students will have to meet requirements, such as fundraisers,

weekly meetings, attendance, conduct and payments for trip and Scholarship( when we have enough money) .

### ARTICLE XIII Fundraisers

Section I: Each year at least one fundraiser should be conducted to provide money for trip.

Officers this year:

President:

Vice President:

Secretary:

Treasurer:

Parliamentarian:

Historian:

Fundraiser Captain: