

# LOS ANGELES VALLEY COLLEGE SPANISH CLUB CONSTITUTION AND BYLAWS

## ARTICLE I - ORGANIZATION

A. **NAME:** The Spanish Club

B. **PURPOSE:**

1. To promote fellowship and group effort among those interested in the Spanish language and cultures, with a spirit of friendship between races, cultures and individuals.
2. To give members a relaxed environment in which to practice speaking Spanish, as well as provide the opportunity for members to participate in cultural events.
3. To promote the understanding, study and appreciation of the Spanish language and culture.

C. **DUES**

No dues may exceed \$2 per semester. Any other assessment must be voted by the entire membership and be voluntary.

**D. TIME, PLACE AND FREQUENCY OF MEETINGS**

Official meetings will take place via Zoom every Wednesday from 5:30 pm to 6:00 pm.

**Meeting ID:** 813 4295 8748 **Passcode:** 12345

**URL:** <https://laccd.zoom.us/j/81342958748?pwd=Krl76z32hPXgoZgFoWtBxhplZM0l7A.1>

## ARTICLE II: MEMBERSHIP

A. **Eligibility**

1. Membership is open to all regularly enrolled students who are members of the Associated Student Union at LAVC. To become a member of the Associated Student Union at LAVC, the student must pay the \$10 ASU fee which can be paid in the business office.
2. **Special requirements for Membership**
  - a. Associate membership is open to anyone (students, faculty, community individuals) who subscribe to the purpose and spirit of the Spanish Club. Members are those who have attended at least one event in the Spanish Club. An event includes club meetings. Associate members may participate in all Spanish Club meetings and events, but do not vote or hold office.

- b. The Spanish Club will not discriminate on the basis of race, creed, color, sex, age, national origin, disability, or sexual orientation.
- c. Any committees deemed necessary in order to carry out the planning and execution of Spanish Club activities may be appointed by the Board. All members, voting and associate, are eligible to serve on committees.

### **ARTICLE III: OFFICERS AND ELECTIONS**

- The Spanish Club shall have an elected Board. The Board shall be composed of the elective officers.
- The Board shall determine the direction and the calendar of the Spanish Club, decide on the events to be organized, and have the authority over the expenditure of such funds as may come into the treasury of the Spanish Club. Under the general direction of the President, the Board shall have the responsibility for carrying out the programs of the Spanish Club and encouraging the expansion of membership.
- The Board shall select one voting member to represent the Spanish Club on the Associated Student Union (ASU). The Board shall also select one voting member to serve as an Alternate representative to the ASU. The ASU Representative or the Alternate must attend all ASU meetings to maintain the Spanish Club's standing in the Union.
- **Faculty Advisor** – The Spanish Club shall have a minimum of one and a maximum of two faculty advisors. Any faculty advisor to the Spanish Club shall be an instructor of Spanish in the LAVC faculty. Appointed faculty advisors shall serve as consultants to the Board of Directors and the association in general. In addition, they shall serve as a liaison between the Spanish Club and the administration. The Board must request faculty advisorship at the start of the academic year. Upon acceptance, the name(s) of the faculty advisor(s) shall be submitted to the ASU. Should a faculty advisor resign during the academic year, the ASU and Business Office must be informed immediately. A replacement advisor must be appointed if the resigning advisor was the sole advisor to the Spanish Club.

#### **A. Titles and duties of officers**

- a. **President** – He/She shall be the executive officer of the Spanish Club under the advice of the Board. The President is ultimately in charge of all activities within the Spanish Club. When necessary, he/she will monitor the progress of and offer assistance to all executive members to ensure efficiency. He/she shall preside over general meetings and Board meetings, and act as a signing authority. She/he will foster a working

relationship with the Department of Foreign Languages and faculty advisor(s). He/She shall be responsible for overseeing the election of officers, keeping club members active and involved, and encouraging mutual respect between members.

- b. Vice-President** – He/She will assist the president with all activity planning tasks. He/She will take over presidency in the event the president has to resign during semester.
- c. Secretary** - He/She shall maintain the minutes of all meetings of the Board, maintain a register of all members, and produce, at the direction of the Board, the year’s Directory of Membership. All updates to the Directory shall be given to the President and faculty advisor(s). The Secretary shall contact members regarding upcoming events or changes to the Spanish Club’s schedule of events. The Secretary shall research and inform the membership of events being held in the area for the Spanish speaking world. She/he will be in charge of creating any publications promoting the Spanish Club, its activities and events.
- d. Treasurer** - He/She shall receive and disburse as needed the funds of the Spanish Club, including any monies received from the ASU, the Spanish Club Fundraiser Coordinator and keep records of all transactions, and submit a written summary thereof to the Board at its meetings and to the faculty advisors. Should a Spanish Club account be opened, the Treasurer is responsible for making all deposits. Only the President, Treasurer, and Faculty Advisor(s) may withdraw monies from any Spanish Club accounts.

**B. Elections of officers**

- a. All officers will be elected during the first month of school by majority vote

**C. Special Elections**

- a. Upon an emergency, a special election may be held at a regular meeting of the club after notice at the immediately preceding regular meeting. The process of election will be the same as for the regular election in terms of voting and eligibility requirements.

**D. Term of office and elections**

- a. Officers will be elected for one semester. There shall be no proxy voting.
- b. Officers can hold the same position for a maximum two semesters (1 year).
- c. The eligibility to be an officer shall be any voting member who demonstrates a successful participation in the organization of the Spanish Club activities and has attended at least 50% of the Spanish Club meetings and events.

- d. Officers may be removed for non-fulfillment of the Spanish Club duties, excessive absences at meetings and events, or any behavior deemed detrimental to the Spanish Club. The elective members of the Board shall have the authority to make a new appointment effective immediately, if in their view any appointed members of the committee are unable to carry out the responsibilities of their office, or because of a resignation.
- e. Any officer may submit a proposal to the Board for the creation of a new position should the need arise. The Board may appoint a voting member to the newly created position for the remainder of the academic year.

**E. Special Requirements as to Scholastic Standing or other rules**

- a. All officers must be regularly enrolled students, have a “C” average at the time of election and maintain a “C” average during their term of office.
- b. No group may set up a rule whereby the elected officers make all the decisions for the group.

**F. Replacement Due to Ineligibility**

- a. The Spanish Club will hold replacement elections at a regular meeting. The process of election will be the same as for the regular election in terms of voting and eligibility requirements.

**G. Definition of Quorum in Regard to Council**

- a. Quorum should be at least a majority of members who attend.
- b. No group may set up a rule whereby the elected officers make all the decisions for the group.

**H. Appointed Committees**

- a. Every member in good standing has the opportunity to be on a committee.

**ARTICLE IV: CLUB RULES**

- A. The Spanish Club is a member club of the Associated Student Union. The President and Advisor(s) will review ASU club rules as set up by the Los Angeles Community College Board of Trustees with the membership at a meeting of the Spanish Club early in each semester.
- B. The Spanish Club must submit a completed Club Registration Form to the ASU at the beginning of each academic year.
- C. The Spanish Club may be discontinued by lack of interest or disciplinary measures on the recommendation of the ASU Senate, with the approval of the Vice President of Student Affairs.

**ARTICLE V: AMENDMENTS TO THE CONSTITUTION**

**A. Method of origination:**

- Any voting member may propose an amendment to the constitution.

**B. Requirements for the adoption:**

No constitution should be adopted by less than a majority of the voting membership. The Secretary shall update the official copy of the Constitution and Bylaws and submit an amended copy to the ASU.

**ARTICLE VI: PARLIAMENTARY PROCEDURES**

- A. Parliamentary procedure will be in accordance with this Constitution. All procedure not approved for by this Constitution shall be governed by "Robert's Rules of Order, Newly Revised Edition."