Constitution
of
Tertulia
at
Salisbury University

ARTICLE I NAME AND PURPOSE

Section I: The name of the organization shall be Tertulia at Salisbury University (here in referred to as University) and shall hereafter be referred to as Spanish Club.

Section II: The purpose of Spanish Club shall be:
   I. To promote interest and understanding of the Spanish language and culture.
   II. To provide a safe and sober environment for the fellowship of persons from diverse interest and backgrounds.
   III. To help provide an environment for students to engage in oral usage of the Spanish language.

ARTICLE II MEMBERSHIP

Section I: Membership is open to all students, faculty, staff, and alumni of Salisbury University, as well as any member of the local community.
   I. A person is considered a member if he/she has attended three (3) meetings and one (1) event.
   II. A person is considered a voting member if he/she has attended four (4) meetings and two (2) events.

ARTICLE III OFFICERS AND DUTIES

Section I: The Executive Board of Spanish Club shall consist of the following elected officers, hereafter called Executive Officer as a person or Executive Board as a group:
   I. The President
   II. The Vice-President
   III. The Chief of Operations
   IV. The Secretary
   V. The Treasurer

Section II: Qualifications of Executive Officers and Junior Officer
   I. The elected officers shall be enrolled as full-time undergraduate students of Salisbury University.
   II. The elected officers shall have been enrolled at Salisbury University for at least one (1) semester prior to service.
   III. The elected officers shall have maintained at least a fifty percent (50%) attendance of meetings per semester.
   IV. Any of the above qualifications maybe waved with the approval of a majority
of the outgoing Executive Board.

Section III: Duties of Officers

I. The President's duties shall be:
   1. Serve as the official spokesperson of Spanish Club;
   2. Chair all meetings of the General Assembly and Executive Board;
   3. Determine the time and place of all Executive Board meetings;
   4. Prepare the agenda for all Executive Board meetings;
   5. Serve as liaison between Spanish Club and other affiliated or associated organizations;
   6. Make an address on the state of Spanish Club at the end of his/her term;
   7. Perform all other duties evolving from the office;
   8. Attend meetings of the Student Government Association;
   9. Notify the Vice-President in the case of an inability to perform the above duties.

II. The Vice-President's duties shall be:
   1. Assume the responsibilities of the President when he/she is unable to do so;
   2. Aid the President in the fulfillment of his/her duties and responsibilities;
   3. Preside as Master of Arms over all General Assembly meetings;
   4. Be an ex-officio member of all General Assembly committees;
   5. Encourage participation and membership.

III. The Chief of Operation's duties shall be:
   1. Coordinator and guide all events and activities for the Spanish Club;
   2. Coordinate and guide all the committees of the General Assembly;
   3. Assist members in following the protocols and procedures of Spanish Club.
   4. Assume the responsibilities of the President or Vice-President when he/she is unable to do so.
   5. This position will be created when the President and Vice-President deem necessary.

IV. The Secretary's duties shall be:
   1. To record and keep up-to-date minutes of each meeting;
   2. To distribute copies of the minutes to all club members via the campus e-mail system;
   3. To keep a list of contact information for all members;
   4. To maintain attendance records of all members;
   5. Make a report of all current Spanish Club activities at all General Assembly meetings.

V. The Treasurer's duties shall be:
   1. From this point forward, Spanish Club Funds used for any occasion, in regards to the club, may be requested by a Spanish Club Member. Before funds can be dispersed, approval to withdrawal funds from the account must come from the Treasurer and the President. Once approval is obtained, receipts must be acquired and either the Treasurer or the President will withdrawal said funds. Funds cannot be removed from the
account without consent of the Treasurer and the President.
2. Keep accurate, up-to-date records of all financial affairs of Spanish Club;
3. Aid in the coordination and implementation of fund raising activities;
4. Present and interpret financial reports at all Executive Board meeting, and
at General Assembly meetings when requested.

Section IV: Junior Officer
I. Public Relations:
   a. This is the person that is in charge (along with executive board) with
      providing information to University Students about Spanish Club.
   b. Jobs entail:
      i. Creating flyers for information
         1. Information about Club and upcoming events
            a. i.e. Movie Festival or Cinco de Mayo
         ii. Presence at Student Activities Fair
            1. All executive board members must be present at one
               point, unless approval is given by President

Section V: Advisor
   I. The advisor shall act as a non-voting member of the Executive Board;
   II. The advisor is encouraged to attend all meetings and activities.
   III. The advisor also has ability to veto decisions of executive board, as long as
decisions do not abide with the views of the University and/or Spanish Club.

ARTICLE IV ELECTIONS

Section I: Nominations for the officer positions shall be taken between the midterm and the
date of the election.
Section II: Election shall take place every academic year at the next to last meeting of the
spring semester.
Section III: Newly elected officers will take office at the last meeting of the spring semester.
Section IV: Elections shall be determined by a majority vote of the Spanish Club voting
membership.

ARTICLE V: PROVISIONS FOR REMOVAL AND REPLACEMENT OF OFFICERS

Section I: The grounds for removal of an Executive Officer or Junior Officer shall be:
   I. Abuse of power;
   II. Insufficient time for his/her position;
   III. Violation of attendance policy;
   IV. Dereliction of duties.

Section II: Procedure for removal of an Executive Officer
   I. Any member may bring charges against an Executive Officer;
   II. Charges must be presented in written form to the entire Executive Board
      for review. If the Executive Board determines that there is enough
      grounds, the charges will be brought before the General Assembly;
III. The General Assembly will review the charges and vote on the removal of the officer. Removal from office requires a two-thirds vote of the Spanish Club voting body;

IV. Before the removal procedure is carried out, the Executive Officer must be notified (written or verbal) and must be given the option to be present during the procedure.

Section III: Procedure for removal of a Junior Officer
I. Any member may bring charges against a Junior Officer;
II. Charges must be presented in written form to the entire Executive Board for review;
III. If the Executive Board determines that there is enough grounds for dismal, the Junior Officer will be dismissed with the approval of a majority of the Executive Board;
IV. Before the removal procedure is carried out, the Junior Officer must be notified (written or verbal) and must be given the option to be present during the procedure.

Section IV: VACANCIES
I. Should the Presidency fall vacant, the Vice-President shall immediately assume the office. Should any other offices fall vacant, nominations and elections for the vacated office(s) will be held at the next regularly scheduled meeting.

ARTICLE VI MEETINGS

Section I: The day and time of the regular meeting should be convenient so that all members may attend.
I. Regular meetings will be held every other week during the academic year.
II. The time and frequency of the Executive Board meeting shall be held on the weeks where there is not a regular meeting.
III. “Special Meetings” will be announced ahead of time, and e-mail reminders will be sent out to members.

Section II: Meeting Procedures
I. Meetings of the Spanish Club will be conducted in English, with the beginning of each meeting in Spanish.
II. The Meeting will begin with the presentation of current events and ideas of executive board. In addition, things that have occurred since last meeting.
III. The floor will then be opened to members to present ideas and concerns
IV. Meetings will end with final announcements and reminders of important events.
V. After Meetings, Spanish will be spoken and there will be a meeting to discuss anything about a topic while in Spanish.

ARTICLE VII CONTACT INFORMATION

Section I: The Spanish Club can be contacted by using the following methods:
I. E-MAIL: spanishclub@salisbury.edu
II. Instant Message: SpanishClubSU
III. Facebook: Salisbury SpanishClub

Section II: Club information can be obtained by the following ways:
   I. Website: orgs.salisbury.edu/spanishclub
   II. Facebook: Salisbury SpanishClub

ARTICLE VIII AMENDMENTS AND REVISIONS

Section I: Procedure for amendments or revisions are as follows:
   I. Any member may propose an amendment to the constitution;
   II. This amendment should be reviewed (in written form) by the General Assembly at two consecutive meetings;
   III. The amendment will be voted on at the second meeting;
   IV. Passage shall be by a two-thirds majority of voting members; passed, the Secretary shall make proper revisions in the written constitution and/or bylaws.