

# Constitution : La tertulia española

November 28, 2007

## Preamble

An example: We, the students at the University of Delaware, do hereby form the organization known as *La tertulia española* to provide enthusiasts of the Spanish language with additional opportunities to maintain and hone their language skills.

## Articles

I. **Name of the group** - The organization shall be known as *La tertulia española*. (Spanish Club)

II. **Object of the organization** – This group will meet semimonthly in an informal setting e.g. a coffee shop, restaurant or meeting room on campus to hold a discussion or “tertulia” in Spanish. A faculty member of the university’s Department of Foreign Languages and Literatures or affiliate thereof shall, per rotating schedule or voluntary basis, be present to moderate the discussion. The meeting’s topic shall be decided in advance, and students will be encouraged to prepare questions and gather information on the topic. All talk will be conducted in Spanish, with respect for each member’s level of proficiency. Graduate students, native speakers and members of the community with advanced knowledge of the language are also encouraged to attend. In addition to these meetings, the organization’s active members will plan trips to nearby areas of interest to see movies, plays, special exhibits, speakers and more.

III. **Affiliation with any other group (if applicable)** – N/A.

IV. **Qualification/Criteria for selecting membership** – Active, voting members must be full-time, undergraduate students at the University of Delaware. In addition to these requirements, members must meet at least one of the following criteria:

- o Be a native speaker of Spanish
- o Be enrolled in a Spanish course at or above the 300-level
- o Exhibit speaking abilities comparable to or above those of students enrolled in a 300-level Spanish course
- o Demonstrate an enthusiasm to learn and practice Spanish

V. **Non-Discrimination Clause** – The organization agrees to adhere to all policies and procedures of the University and all local, state and federal laws. Members will become acquainted with policies and procedures in the official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full-time, undergraduate students, and we do not discriminate on the basis of race, creed,

color, gender, age, religion, national origin, veteran, handicap status or sexual orientation.

VI. **Duties and privileges of membership** – To be considered active members of this organization, students must attend at least one half of all meetings. Only active members will have the privilege of participating in key decision-making opportunities and be guaranteed a spot on all trips organized by the club. As members of this organization, students must show a willingness to speak Spanish and a desire to improve their language skills. Students must commit to speaking only Spanish during all group activities and actively participate in discussions. Members must agree to respect the abilities of others and make a conscious effort to support each others' linguistic development.

VII. **List other types of non-voting or representing membership** – While everyone is welcome to attend *La tertulia's* meetings and activities, only full-time, undergraduate students are entitled to the privileges delineated above. Graduate students, part-time students, or other members of the UD community are encouraged to become involved but are not allowed to vote, hold office or have any influence upon decisions made by the organization.

VIII. **Absence Policies** – Members who are considered "inactive" may not vote and are not guaranteed a spot on special trips.

IX. **Policies and Procedures for Disciplining/Removing members-** While this group is designed to be an informal way for students to come together and improve their language skills through conversation, certain behaviors will not be tolerated. These include refusal to speak Spanish during meeting and activities, offensive or intimidating comments or behaviors and a negative attitude.

X. **Qualifications for Officers** – All officers or executive board members must be full-time, undergraduate students at the University of Delaware with a minimum GPA of 2.25. Since many students in this organization will likely spend semesters abroad, either in Spain or Latin America, officers are permitted to hold positions for only one semester. In such circumstances, however, the individual vacating his/her position will be responsible for training the incoming officer and sorting out all administrative obligations before he/she leaves the country. )

XI. **Officers** -

**Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the RSO and all required paperwork for the continuation of the organization. The President will help to appoint all standing and special committees.

**Section 2: Vice-President** - The Vice-President shall work closely with the President to fulfill the duties as described above. The VP will also serve the role of President if the

President is absent, unable to serve the duties or if the President resigns. The VP is also responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other RSOs and business promotions.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer shall also be responsible for requesting funds from the allocation board.

**Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. This person shall also serve as the organization's historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

**Section 5: Public Relations Chair** - The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

**Section 6: Webmaster** - The Web Master shall be responsible for the monthly upkeep of the RSO web site and have it approved by the executive board.

XII. <sup>Election</sup> **Election of Officers** - Elections will be held during the second to last meeting of the academic year. Members interested in a leadership should prepare in advance a 2-5 minute talk addressing their supposed strengths as a leader and their vision for the future of the organization. This talk will be conducted in Spanish. Voting members should take into consideration not only this presentation but also the individual's participation and involvement in group activities during the previous year. Once each candidate has delivered his/her address, ballots will be cast anonymously into a container. The current officers will convene to review said ballots and, barring any objections dealing with improper conduct, will announce the members of the incoming executive board via e-mail in the following days. In the event of a tie, attendance at the last two semesters' meetings will determine who is more deserving of the position.

**Section 1: Procedure for Disciplining/Removal of Officers** - In the unlikely event that an officer's conduct raises the possibility of disciplinary action, the accused individual shall meet privately with the executive board and the faculty advisor. The individual on trial will have the opportunity to bring forth two active members to speak on his/her behalf. Following this meeting and said testimonies, the board members

and the faculty advisor shall vote and privately inform the accused of their verdict. Grounds for disciplinary action include offensive behavior or comments, dishonest use of the organization's funds or any other conduct that the aforementioned panel agrees betrays the organization's mission and responsibility to the university community.

**Section 2: Resignations-** Should an officer choose to resign, he/she shall see to it that the organization's dealings are not adversely affected. The individual must formally transfer responsibility to the incoming officer and cooperatively work to ensure a smooth transition of power.

**Section 3: Officer Transition** – Between the second to last and last meeting of the semester, the incumbent executive board shall meet as a whole with the entire new group of officers. Administrative information (e.g. handbooks, training manuals, or other relevant material) shall be exchanged. Objectives for the coming semester shall be discussed. The new officers should feel comfortable assuming leadership of the group and at liberty to contact the former officers should questions arise.

XIII. **Meetings** – Meetings shall be held on a semimonthly basis for roughly one to one and a half hours each time. The location of each meeting will be announced in the preceding days via e-mail. The executive board will meet for fifteen minutes prior to the start of the first meeting of every month. The executive board will meet with the faculty advisor at least once per month, and he/she will also be included in any e-mail correspondence.

XIV. **Dues (if applicable)** – N/A.

XV. **By-Laws** – A majority vote cast by all attending active members shall be required to abolish, change, or create by-laws.

XVI. **Procedures for decision-making** – Decisions shall be formally made according to Art. VIII of Robert's Rules of Order.

XVII. **Establishment of Committees** - As of yet, no committees have been established. Should the need for a special committee arise, the president will use his/her discretion in determining which member shall serve as chair and what responsibilities said committee shall have.

XVIII. **Selection of an Advisor** –The advisor shall be a full-time, professional faculty or staff person. Said person must be fluent in Spanish and express a sincere interest and commitment to the organization's mission. While the advisor must not personally attend all meetings, he/she will see to it that a Spanish-speaking member of the university community is present to moderate and oversee the meeting.

*How Board chooses, can change at any time*

XIX. **Disbursal of organizational assets should the group become defunct -**  
The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. **Define a quorum** – 50% of active members, a faculty moderator and at least one member of the executive board must be present in order to conduct a meeting

XXI. **Rules for Ratifying the Constitution** – A majority vote of all active members and the approval by the Activities and Programs Office is required to ratify the constitution.

XXII. **Rules for amending the Constitution** – Adding articles/sections to the constitution requires a 2/3 vote of entire active membership and advance notice to all members of the proposed change.

Signatures:

President: Grace K. O'Neill

Vice President: Affrey O'Zyhi

Activities & Programs Staff: \_\_\_\_\_

Date: November 30, 2007