

# University of Manitoba Spanish Club: Constitution

Revised on August 14<sup>th</sup>, 2019

## Article 1: Name

The name of the student group shall be the University of Manitoba Spanish Club, also known as Spanish Club UofM

## **Article 2: Purpose**

Spanish Club UofM exists to help students learn and practice the Spanish language, and generate interest in related topics, such as Spanish speaking countries and cultures.

## **Article 3: Membership**

Membership is open to undergraduate or graduate students, enrolled in the University of Manitoba that either speak Spanish, have previously been, or are currently enrolled in Spanish classes at the University of Manitoba, or are participating in the club's Language Partners Program.

Memberships for the club last for a full academic year, September to August.

Benefits of being a member of Spanish Club UofM

- Ability to use the club's assigned facilities to study
- Ability to use the club's small appliances (fridge, microwave, coffee maker, tea maker)
- Be the firsts to receive communication about the club's upcoming events
- Ability to use club's resources such as board games, office/stationary supplies, and books.
- Be eligible to vote in club's elections

Responsibilities of being a member of Spanish Club UofM

- Maintaining the room's order
- Cleaning up after one's self
- Follow and respect the club's rules
- Follow and respect the club's procedures during activities

The club will still be open to anyone who may wish to participate in activities or go practice Spanish with their members, however, only those who meet the requirements are able to vote and/or be eligible to be an executive

## **Article 4: Compliance with UMSU, UMSU Clubs Policies and Procedures, and all departments overseeing the club.**

Spanish Club UofM will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document. and all policies and procedures imparted by the Arts Faculty and the Department of French, Spanish and Italian.

## **Article 5: Executive Officers, Support Roles, and Duties**

The following are the Executive Officers of Spanish Club UofM along with their duties:

### **1) President**

- a) Attend all meetings of Spanish Club UofM
- b) Act as a signing authority for Spanish Club UofM
- c) Act as spokesperson for Spanish Club UofM to the public
- d) Be the contact person for UMSU
- e) Act as Chair for meetings if no other Chair has been appointed
- f) Organize and oversee social, academic and cultural events on behalf of Spanish Club UofM

### **2) Co-Vice President: Finance**

- a) Attend all meetings of Spanish Club UofM
- b) Act as a signing authority for Spanish Club UofM
- c) Maintain adequate financial records of Spanish Club UofM
- d) Prepare and submit an annual budget for Spanish Club UofM
- e) Supervise the Financial Assistant(s)

### **3) Co-Vice President: Publicity and Communications**

**a) Attend all meetings of Spanish Club UofM**

- b) Act as a signing authority for Spanish Club UofM
- c) Approve all posters and all propaganda
- d) Oversee the club's social media pages and websites
- e) Supervise the Student Engagement Coordinator(s)

**4) Event Organizer**

- a) Organize and oversee social, academic and cultural events on behalf of Spanish Club UofM
- b) Supervise volunteers during events
- c) Responsible for booking equipment from UMSU
- d) Supervise the Event Organizer Assistant(s)

**5) Secretary**

- a) Attend all meetings of Spanish Club UofM\*
- b) Update the club's records
- c) Act as a signing authority for Spanish Club UofM
- d) Oversee the planning and execution of club activities and events

In the event that the secretary is not able to attend a meeting, must confirm at least 2 business days before said meeting. The club president will appoint someone to take notes during the meeting.

The following are the support roles of Spanish Club UofM along with their duties. The club's executives will be responsible to choose club's members to fill the support role each term. Open positions must be announced on the club's preferred communication platform, and formal interviews must be conducted before making a decision.

**1) Student Engagement Coordinator**

- a) Act as a spokesperson for Spanish Club UofM
- b) Update club member's information
- c) Ensure club members can access main communication platform.

**2) Financial Assistant**

- a) Assist Vice President: Finances in creating financial statements
  - b) Prepare budget for activities
- 3) Publicity and Communications Assistant**
- a) Assist Vice President: Publicity and communications in creating posts for social media
  - b) Oversee club propaganda
- 4) Event Organizer Assistant**
- a) Organize availability forms for events, and equipment booking forms
  - b) Assist Event Organizer planning activity requirements to be submitted for budget purposes.

## **Article 6: Executive Elections and Terms of Office**

All Spanish Club UofM elections for the upcoming year will occur no later than the 3rd week of march. For the commodity of club members, elections will be held via online platforms, and votes will be counted during club meetings. Only those who meet the membership requirement will be allowed to vote. Voting will be anonymous.

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of Spanish Club UofM and cannot be a person who is running in the election.

The duties of the CRO are to:

- 1) Oversee and administer the elections for Spanish Club UofM.
- 2) Publicly, during the meeting, count all votes and announce the results.
- 3) Hear and decide on any appeals or complaints related to the elections.
- 4) Inform UMSU of who next year's Executives will be.

Voting for the upcoming year's Executive will be conducted as follows:

- 1) The club's executives must inform the club members that an election will be conducted no later than the second week of February. Members must announce their candidature no later than the end of the first week of March, or 2 weeks previous before the set election date.
- 2) The CRO, the current President, and at least one other Executive must be present during the meeting.
- 3) The meeting must be recorded for verification purposes.
- 4) Each nominated candidate is allowed to campaign on behalf of themselves.
- 5) The platform chosen for the voting must allow for the CRO to delete votes that do not meet the member requirements, while still keeping the vote anonymous.
- 6) The votes will be counted by the CRO and the results will be announced at the end of the meeting.

## **Article 7: Transition of the Executive**

The new executive team will assume their role on the first day of classes on the fall term of the next school year. During the period between the election until that day, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work.

It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming Executives assume office.

It is the responsibility of the departing President and Co-Vice President: Finance to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Co-Vice-President Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Co-Vice President: Finance Finance's names. These tasks are to be completed and their credentials delivered to the new Executives before the start of the fall next fall term.

It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of Spanish Club UofM (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

## **Article 8: Meetings**

Any executive may call an Executive meeting at any time but must give all other members at least 48 hours' notice. There shall be at least one Executive meeting every month during the academic year (September to April).

The Executives will schedule at least two meeting per term for the support roles, giving at least a one week's notice.

The Executives will schedule at least one meeting per term for the entire Spanish Club UofM membership, giving at least a one week's notice to members.

## **Article 9: Events**

All events must be first approved by the French, Spanish and Italian department.

Volunteering opportunities will be approved for events while space last, on first come, first serve basis. Priority will also be given to those who have not had the opportunity to participate in the last activity.

The club's room will remain closed until at least half an hour before the start of the event. The room may be opened sooner if approved by the event planner or the club president.

## **Article 10: Room Rules**

Spanish Club UofM utilizes a room provided to the discretion of the French, Spanish and Italian Department of the Faculty of Arts. It is the responsibility of the club's members to maintain the order when using the space, to keep the room and small appliances clean, and to be mindful of the adjacent rooms.

## **Article 11: Amendments to the Constitution**

Any changes (amendments) to this constitution must be approved by a formal vote of the Spanish Club UofM executive board. Changes must be approved by the club President, at least one of the Vice President and either the event Planner or the Secretary. The club executives shall have a meeting regarding any amendments proposed. If changes are viable and beneficial for Spanish Club UofM, then they shall make the necessary changes, inform the Club Manager, and each may have a copy of the constitution signed by the other executives.

Changes must be notified to the rest of the club's members within a week of the executive meeting, via the club's preferred communication platform.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU Spanish Club UofM portal.