

Article VI. Elections and Duties of Officers.

Section 1. There are ten officers of the Society: President, Vice President for Service, Vice President for Fund Raising, Vice President for Membership, Corresponding Secretary, Recording Secretary Treasurer, Historian, Activity Coordinator and Publicity Chair. The officers must be enrolled in a Spanish class in order to hold office and make up the Executive Council. Other officers can be added as the need arises at the discretion of the sponsor and Executive Board.

Section 2. Officers are elected by simple majority of active members at the April meeting. Members will cast paper ballots with the results announced the following day. Installation of new officers will take place at the last meeting of the school year.

Section 3. The duties of all officers are as follows: attendance is expected at all meetings (no more than 2 excused absences will be accepted except in extenuating circumstances), serve as exemplars for other members of the Society and the **CHS** community and preside at initiations. Officers not meeting the attendance requirement will be notified in writing of their bylaws violation and warned of their eminent removal as an officer.

Section 4. The role of the President is to assist the sponsor at Awards Ceremony, preside at meetings, oversee all projects, and appoint committee chairpersons. The president is the chairperson of the Executive Committee. The office of President shall be held by a senior.

Section 5. The role of Vice President of Service is to oversee the service projects. He/she will be responsible for organizing, promoting, and publicizing such activities. The Vice President of service shall fill the chair of the president in his/her absence. **This office shall be held by a junior.** The VP of Service will become President the following year.

Section 6. The Vice President of Fund Raising shall oversee the fundraising projects. He/she shall be responsible for organizing, promoting, and publicizing such activities. The Vice President of fund raising shall also be responsible for public relations and publicity, other

than those connected with the service projects. This office shall be held by any member in good standing.

Section 7. The role of the Recording Secretary is to keep the ledger of initiates, keep the ledger of Active members and their membership qualifications and attendance, keep the ledger of current officers and keep record of all meetings and service projects;

Section 8: The duties of the Corresponding Secretary include keeping all correspondence of the Society, sending out notices of meetings and other club activities and other duties as assigned by the Sponsor and / or President. This office may be held by any member in good standing.

Section 9. The role of the Treasurer is to collect dues and keep the financial records of the Society, help the sponsor prepare the budget and other duties as assigned by the Sponsor and / or President. This office may be held by any member in good standing.

Section 10. The role of historian is to take pictures of any Society activities, compile a scrapbook and other duties as assigned by the Sponsor and / or President. This office may be held by any member in good standing.

Section 11. The role of the Activity Coordinator plans and carries out all activities in conjunction with the other officers. Activities include, but are not limited to, fundraisers, competitions, and field trips.

Section 12. The role of Publicity Chair is to publicize all activities of the club sending out press releases to local newspapers and to help the Historian with the scrap book.

Section 13. Committee Chairpersons will be appointed as needed by the Sponsor, President and Activities Coordinator.