**FEDERACIÓN DE LOS CÍRCULOS DE ESPAÑOL DE ALABAMA**

# **CONSTITUTION AND BYLAWS**

# ***F.C.E.A. is a non-profit organization that exists by volunteer officers who assume various responsibilities. As such, the treasurer’s address will serve as an administrative address for correspondence and payment.***

# **PREAMBLE**

We, the members of the High School Spanish Clubs of Alabama, in order to stimulate interest in the Spanish language and culture, and to promote friendships among the students of Spanish in Alabama, do ordain this Constitution for the “FEDERACIÓN DE LOS CÍRCULOS DE ESPAÑOL DE ALABAMA” (F.C.E.A.).

# **ARTICLE I. ORGANIZATION**

**Section 1:** The name of the organization shall be:

*FEDERACIÓN DE LOS CÍRCULOS DE ESPAÑOL DE ALABAMA*  (F.C.E.A.) (The Alabama Federation of Spanish Clubs)

**Section 2**: The motto shall be: ¡*TODOS A UNA!*  (All for One)

**Section** **3**: The flower shall be: *LA FLOR DE PASCUA* (The Easter Lily)

**Section 4**: The colors shall be: *ROJO Y AMARILLO* (Red and Yellow)

**Section 5**: The song shall be: “*EL SUEÑO IMPOSIBLE*”(“The Impossible Dream”)

**Section 6**: Membership shall be open to any high school or junior high school Spanish Club of Alabama willing to cooperate with the Federation purposes and to contribute to its support and operation. This shall include students in grades 7 through 12.

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## **ARTICLE II. OFFICERS AND DUTIES**

**Section 1**: The Officers shall be elected for a two-year term by plurality vote of all member schools at the closing sponsors lunch meeting held during the annual convention. The Officers shall constitute the Executive Committee.

**Section 2:** The Executive Officers shall consist of:

1. President
2. First Vice-President
3. Second Vice-President
4. Third Vice-President
5. Secretary
6. Treasurer
7. Historians

**Section 3**: The Executive Officers shall annually:

1. Review the rules, regulations, vocabulary lists, worksheets, and score sheets for all the competitions for which he/she is responsible.
2. Update all data electronically using the latest and most compatible programs; and at the end of each term, forward all updated information to the President who will maintain the master disk files for future officers.
3. Seek competent judges as needed.

**Section 4**: The duties of the Executive Officers are as follows:

A.President

* 1. Supervision and control of Federation affairs.
		1. Call and preside over all meetings.
		2. Appoint sub-committees as necessary.
	2. Convention planning
		1. Secure the dates and location for the convention.
		2. Act as liaison between the convention center and the Federation.

B.First Vice President

**1.** Exercise the duties of President in his/her absence.

**2.** Supervise all Academic Grammar Competitions.

**C.** Second Vice President

**1.** Supervise Literary Recitations

**D.** Third Vice-President

**1.**  Supervise the Sight-reading Competitions.

**2.**  Supervise Impromptu Speaking

**E**. Secretary

1. Maintain meeting minutes.
2. Coordinate the correspondence between the Executive Committee, the Member Schools, and Convention Center Coordinator in conjunction with the President of the Federation.
3. Supervise the Culture Bowl Competition.

**F.** Treasurer

**1.** Receive membership dues and other income.

**2.** Disburse Club funds for expenses.

* 1. Maintain all financial records.
	2. Prepare the annual financial report to give to the Executive Officers and Sponsors at Convention.
	3. Be in charge of the Award Ceremony.
		1. Purchase all Federation awards.
		2. Distributes awards.
		3. Get name tags for officers

**G**. Historians, (4 officers)

**A.1** Supervise the; 2 Dimensional, 3 Dimensional Art, and Poster Contest

**A.2** T-Shirt Competition.

**B.1** Supervise the Scrapbooks and Exhibits Contest

**C.1** Supervise the Costume Competition

**C.2** Supervise the Theatrical Competition.

**D.1** Supervises Singing, Dancing and Instrumental competitions

**D.2** Maintain photos of each Convention.

**Section 5**: The Executive Officers have the authority to disqualify any Sponsors, Members, Judges, etc. from the competition in the event of unsportsmanlike conduct, disregard for competition rules, or behavior not in accordance with the Federation purposes.

**Section 6:** Executive Officers may receive expense reimbursements in the following manner:

1. A formal Expense Report Form must be obtained from and filed with the Treasurer.
2. Eligible expenses include: meeting mileage and lodging, copies, postage, printing, paper, laminating, Federation telephone calls, etc.
3. Complete descriptions and receipts should accompany the Expense Form.
4. The President should give approval prior to payment.

**ARTICLE III. MEETINGS**

**Section 1**: The annual convention shall be held during the second semester of each academic year. (The President shall secure the dates and convention location.)

**Section 2**: All Executive Officers and the proposed Convention Center Liaison should be present at a planning meeting for the upcoming Convention and competitions.

**Section 3**: The President, with the approval of the Executive Committee, shall have the power to call any meeting when it becomes necessary.

**ARTICLE IV. QUORUM**

A quorum shall consist of all Executive Officers present at any meeting, providing that all members have been notified in due time.

**ARTICLE V. AMENDMENTS**

 Two-thirds (2/3) majority of the voting delegates present can amend this Constitution.

**ARTICLE VI. DUES**

Section 1: Each high school participating in the Federation must pay, by the designated date, the amount of $55.00 for schools with an enrollment over 500 and $50.00 for schools with enrollments under 500. Junior high schools must pay $50.00.

**Section 2:** Individual dues will be $3.00 per member.

**Section 3**: It is the Sponsor’s obligation to accurately report each school’s membership and remit dues. (The number of students attending the convention may NOT exceed the number of paid memberships.)

**ARTICLE VII. SPONSOR’S OBLIGATIONS**

**Section 1:** A Sponsor, or at least one (1) representative from each member school, must attend the Sponsors Luncheon Meeting on the day of the Convention in order for their students to be eligible for awards.

**Section 2**: At least one (1) Sponsor per member school (with the exception of the Executive Officers) is expected to serve as a judge for the informal competitions as needed.

**Section 3**: Sponsors are expected to be available to serve as Executive Officers every six years as needed.

Adopted in Convention, April 28, 1972

Revised January 28, 1980

Revised 1983-84

Revised 1985-86

Revised March 27, 1987

Revised April 15, 1988

Revised April 6, 1990

Revised March 20, 1992

Revised September 18, 1999

Revised April 22, 2005

Revised July 24, 2009 J. M. Hodges

Revised June 30, 2012 M. Hodges

 Revised March 12, 2018 L. Collins