

BYLAWS of  
Arkansas Foreign Language Teachers Association (AFLTA)  
(Adopted: November 2, 2006)  
(Revised: April 27, 2007)

- I. **FISCAL YEAR AND DUES.** Membership dues are \$25 and coincide with the organization's fiscal year: July 1-June 30.
- II. **JOB DESCRIPTIONS AND TERMS OF OFFICE.** All AFLTA Board members are expected to demonstrate a commitment to the organization by attending and promoting AFLTA events and by fulfilling the responsibilities assigned to their particular position.

**President**

- Presides at Board, Executive Committee, and general meetings and prepares and distributes agendas at least one week prior to all meetings.
- Makes nominations to Board of Directors
- Proofreads and distributes minutes within one month of all Board and Executive Committee meetings
- Officially represents or appoints a representative to represent AFLTA in its contacts and communications with other organizations and the public
- Provides the names of "Best of..." presenters to the regional organizations
- Provides the names of delegates to ACTFL, CSC, and SCOLT
- Communicates with members via an article in each AFLTA Bulletin
- Notifies and writes letters of congratulations to award winners and thank you letters, as appropriate
- Writes the letter of nomination to ACTFL on behalf of AFLTA's nominee for the Teacher of the Year
- Advises committees and officers of the association
- Refers all legal and financial commitments to the Executive Director
- Appoints a Chair to the following committees:
  - Conference Travel Scholarship Committee
  - Bylaws Committee
  - Ad Hoc Committees (as approved by the Executive Committee)

**President-Elect/ Past President**

- Serves on and attends meetings of the Executive Committee
- Assists President in all functions
- Chairs the Awards Committee (annual awards and "Best of" awards)
- Manages "Best of..." awards process for each conference: Provides session evaluation forms to each session moderator. Collects and tallies results. Submits results to AFLTA president.
- Chairs the Nominating Committee
- Serves on or chairs ad hoc committees at the discretion of the President

#### Executive Director

- Serves on and attends meetings of the Executive Committee
- Maintains historical records, such as the constitution, by-laws, and minutes of all meetings
- Compiles and distributes AFLTA Board address list
- Assists Communications Director in maintaining membership database and mailing list
- Serves as treasurer and signs all legal and financial contracts
- Provides financial reports and develops annual budget proposal based on Board input for submission to the Executive Committee by March 1, for the following fiscal year
- Coordinates official correspondence for organization
- Assists in the planning and coordination of meetings
- Coordinates conference registration
- Provides templates (approved by Executive Committee) for proposal and registration forms to Conference and Festival Vice Presidents
- Approves final version of all proposal and registration forms in conjunction with the Communications Director and appropriate Vice Presidents
- Submits approved forms to Communications Director for publication in the Bulletin and for posting on the website
- Researches conference sites and contracts with hotels

#### Recording Secretary

- Serves on and attends meetings of the Executive Committee
- Records minutes of all official meetings
- Sends a copy of the minutes to the President within two weeks
- Provides hard copies of the minutes to all members at Board and Executive Committee meetings
- Makes any necessary corrections as minutes are approved at each meeting
- Serves as AFLTA Parliamentarian as needed

#### District Representatives

- Plan and convene an annual district meeting
- Promote AFLTA membership and provide support to new members
- Submit written reports of district activities to the AFLTA Board for publication in the Bulletin
- Promote attendance at local, state, regional, and national foreign language events
- Make written request for budgeted district support (as needed), from the Executive Director
- Maintain a current mailing list
- Promote and inform constituents concerning AFLTA events
- Coordinate district language festival

- Collect AFLTA dues from festival participant teachers and submit to Executive Director
- Attend AFLTA Board meetings or appoint a proxy

#### Affiliate Presidents

- Serve on the AFLTA Board for the period of their presidency
- Attend AFLTA Board meetings or appoint a proxy
- Submit written reports of organization activities to the AFLTA Board for publication in the Bulletin
- Provide competition materials and otherwise assist the Vice President for the State Festival, as requested
- Assist the Conference Vice Presidents, as requested
- Plan, budget, and implement immersion workshops (as desired), in coordination with Conference Vice Presidents and Executive Director
- Coordinate the affiliate activities with all AFLTA functions
- Communicate with membership regarding AFLTA activities

#### Communications Director

- Solicits and accepts information and reports from members of the AFLTA Board for publication in the AFLTA Bulletin
- Sets and meets deadlines for each of the two editions
- Manages the printing and mailing of the Bulletin and supervises its publication online
- Maintains the membership database and mailing list in collaboration with the Executive Director
- Designs and maintains the AFLTA website, updating the site with current information
- Makes reports to the AFLTA Board regarding issues related to the Bulletin and the website
- Coordinates AFLTA communications in accordance with approved budget
- Proposes communications budget to Executive Director by February 1 for the following fiscal year

#### Advocacy Director

- Reports to the AFLTA board regularly regarding issues and events pertinent to foreign language education
- Makes recommendations to the AFLTA board concerning the promotion of the study of foreign languages and publicity of related activities
- Serves as a liaison on policy issues to other associations (JNCL-NCLS, ACTFL, SCOLT, CSC, ADE)
- Makes media contacts and issues press releases with approval of Executive Committee
- Coordinates, initiates, and does follow up of lobbying/legislative efforts
- Plans and coordinates alert network
- Coordinates AFLTA advocacy in accordance with approved budget

- Proposes advocacy budget to Executive Director by February 1 for the following fiscal year

#### Vice Presidents for the Fall and Spring Conferences

- Prepare proposal and registration forms using templates provided by the Executive Director
- Submit a Professional Development Provider Approval Form to the ADE for approval at least 30 days prior to the conference
- Submit final forms to Executive Director for approval
- Receive and process proposals
- Solicit session/workshop presenters and keynote speaker(s) and/or presenter(s)
- Communicate with Affiliate Presidents regarding pre-conference sessions, immersion sessions, meeting times, etc.
- Advise presenters of proposal acceptance within one month of submission deadline
- Informs Executive Director of those presenters whose conference registration is waived
- Organize schedule, assign sessions to available rooms
- Design and print programs
- Recruit the following **chairs** and inform them of their responsibilities:
  - Exhibits – recruitment, solicitation of advertisements and/or support, and communications mailings; organization of the exhibit hall/area including placement of exhibitors
  - Hospitality – obtain, set up, and remove food and drink in the hospitality suite, maintain the suite during its opening hours
  - VIP – transportation to/from airport, purchase (to be reimbursed) small appreciation gift, see to the comfort and hospitality of the VIPs (keynote speaker, possibly others) at the conference
  - On-site registration – Assist the executive secretary in any way at the registration desk during the conference
  - Evaluations – collect and compile the general conference evaluations on site and report the results to the Conference Vice President
- Recruit, assign, and inform presiders for all sessions.
- Inform presiders and presenters of their room and time assignments within two weeks of conference
- Coordinate AV for all sessions
- Manage conferences in accordance with approved budget
- Make arrangements for keynote speaker(s) including travel, accommodations, and handouts
- Produce and distribute conference evaluation forms
- Report monthly to Executive Director on progress of conference planning and evaluation

- Work with Executive Director and President on conference location, food functions, budget and other matters
- Compile packets for registrants, including conference evaluation, program, publicity and proposal form for following year's conference
- Obtain "freebies" for conference attendees, as available
- Work with convention and visitors bureau in conference cities to secure locations for conference and other events.
- Review hotel bill with Executive Director after the conference
- Proposes conference budget to Executive Director by February 1 for the following fiscal year

#### Vice President for the State Festival

- Prepares registration form using template provided by the Executive Director
- Submits final registration form to Executive Director for approval
- Plans festival events in collaboration with the AATs and Regional Representatives
- Coordinates all aspects of the state festival in accordance with approved budget
- Proposes festival budget to Executive Director by February 1 for the following fiscal year

#### ADE Foreign Language Specialist

- May submit a written report to the AFLTA Board for publication in the Bulletin
- Acts as a liaison between AFLTA and ADE

### III. POLICIES AND PROCEDURES.

- a. GENERAL. All Executive Committee, Board of Directors, and committee meetings will be conducted in accordance with *Robert's Rules of Order*, revised edition, with the exception of electronic voting as described herein. All committee chairs are full voting members of the committee that they chair. Ultimate authority for AFLTA rests with the entire Board of Directors.
- b. EXECUTIVE COMMITTEE. Will approve all forms (e.g. application, registration, proposal, etc.) prior to publication and/or distribution. Will propose a nomination for ACTFL Teacher of the Year to the Board for approval. In the event a  $\frac{3}{4}$  majority of the Executive Committee believe that Board recommendations are not feasible or advisable whether due to additional information or changing circumstances, it may present a motion to reconsider to the entire Board. A majority vote of the entire Board will decide the issue definitely.
- c. NOMINATING COMMITTEE. The committee chair (i.e. President-elect/Past President) will appoint no fewer than 2 non-board members to prepare a slate of nominees for each open position. The committee chair

will prepare a paper ballot and officiate the election in accordance with *Robert's Rules of Order*, revised edition.

- d. AWARDS COMMITTEE. The committee chair (i.e. President-elect/Past President) will appoint no fewer than 2 members. The committee has two tasks:
  - i. to review and evaluate nominations by members for the following awards: Teacher of Promise, Teacher of Excellence, Friend of Foreign Languages, in accordance with established rubrics.
  - ii. to distribute, collect, and compile the evaluation forms for all conference sessions. When possible, committee members should serve as session presiders. The chair will report the "Best of Arkansas" winners to the President within 30 days of each conference.
- e. CONFERENCE TRAVEL SCHOLARSHIP COMMITTEE. The Chair (appointed by the President) will appoint no fewer than 2 members to review and evaluate applications by members for conference travel support. The chair will report the results to President within 30 days of the application deadline.
- f. BYLAWS COMMITTEE. The Chair (appointed by the President) will appoint no fewer than 2 members to propose changes to the Constitution and/or Bylaws.
- g. AD HOC COMMITTEES. The Executive Committee may create ad hoc committees as needed.
- h. EXPENDITURES. Any unbudgeted expenditure in excess of \$250 must be proposed as an official agenda item to the Executive Committee and approved by said committee. Any unbudgeted expenditure in excess of \$500 must be proposed as an official agenda item to the Board of Directors and approved by the Board. No expenditures may be approved by either the Executive Committee or the Board without consultation with the Executive Director.
- i. REIMBURSEMENT. To be reimbursed for approved organizational expenses and travel, members and scholarship recipients must submit itemized receipts to the Executive Director within one month.
- j. MEMBER CONTRIBUTIONS TO THE BULLETIN. AFLTA welcomes contributions of professional quality from its members. Submissions will be reviewed as received by a committee composed of the Communications Director, President and President-elect/Past President. Two favorable votes will be required for publication. All submissions published will carry the following disclaimer:

"The following article contains solely the views of the author(s). While AFLTA will publish contributions of professional quality from its members, publication in the Bulletin does not in any way constitute the endorsement of the organization."
- k. VOTE BY E-MAIL. Due to the six months between on-site meetings, the Executive Committee may bring a motion to the entire AFLTA board for

electronic voting. The period for electronic voting will be two weeks and approval of the motion will require a majority vote of the entire Board.

- IV. ANNUAL BUDGET. The Executive Director will propose a budget to the Executive Committee by March 1 for the following fiscal year. Board members will provide input to the Executive Director by February 1. The Executive Committee will present the budget for final approval by the Board of Directors at the spring meeting.
- V. APPOINTMENT OF PROXIES. In the event that a Board member cannot attend a Board meeting, he or she may appoint a voting proxy who is an AFLTA member. In order for the proxy to vote, the member must inform the President in writing five days in advance of the meeting.
- VI. VACANCIES. If any member of the Board of Directors is unable to fulfill the term of office, the Executive Committee shall appoint a replacement to complete the term. Any Board member wishing to resign must notify the President or Executive Director in writing.
- VII. REMOVAL FROM OFFICE. In the event that a Board member be found malfeasant by a majority of the Executive Committee, he/she may be removed from the Board by a 2/3 vote of the Board of Directors. On behalf of the Executive Committee, the President will present a motion for removal to the Board as an official agenda item. Voting Board members will automatically be removed from their position after two consecutive absences from Board meetings without proxy representation.