

# CONSTITUTION

## OF

### THE NEW YORK STATE ASSOCIATION OF FOREIGN LANGUAGE TEACHERS, INCORPORATED

#### ARTICLE I NAME PURPOSE AND ASSOCIATIONS

##### **Section 1. Name**

This organization, founded in 1917, shall be called the “New York State Association of Foreign Language Teachers, Incorporated,” hereinafter referred to as “NYSAFLT”.

##### **Section 2. Purpose**

The purpose of NYSAFLT shall be to provide leadership in foreign language education, promote the study of foreign languages and cultures and engage in any and all activities consistent with the status of an educational and charitable organization as defined in Sec. 501(c)(3), or any successor provision thereto, of the Internal Revenue Code and the Laws of the State of New York, providing opportunities for individual professional growth of foreign language teachers through workshops, colloquia, symposia and regional meetings. NYSAFLT shall represent its membership and shall develop meaningful relationships with the New York State Education Department and other educational agencies in the furtherance of the aforementioned purposes.

##### **Section 3. Establishment of Authority**

NYSAFLT shall have the sole authority to establish the substantive and procedural rules of the organization.

##### **Section 4. Associations**

NYSAFLT is a constituent member association of the National Federation of Modern Language Teachers Association (NFMLTA, 1917), the Northeast Conference on Teaching of Foreign Languages (NECTFL, 1954), a constituent of the American Council on Teaching Foreign Languages (ACTFL, 1968), the New York State Council of Educational Associations (NYSCEA, 1972), and the Joint National Committee for Languages-National Council for Languages and International Studies (JNCL-NCLIS, 1987). NYSAFLT may add other associations upon approval of the Board of Directors.

##### **Section 5. Meetings of NYSAFLT**

There shall be an Annual Conference of NYSAFLT held each year in the fall. Other meetings may be called as the occasion demands, with said meetings to be approved by the Board of Directors at least three months in advance of the date suggested. All business meetings shall be conducted according to the latest edition of ROBERT’S RULES OF PARLIAMENTARY PROCEDURE, provided that such do not conflict with any provision of the Constitution or By-Laws of NYSAFLT.

## ARTICLE II

### Section 1. MEMBERSHIP

Any individual or organization interested in furthering the purposes of NYSAFLT is eligible for membership and is entitled to all the privileges of membership upon payment of dues as set forth in the By-laws of NYSAFLT. There shall be eight categories of Membership, as named herein.

A. Regular Membership

All persons may become Regular Members

B. Associate Membership

\*Teachers with a 50% or less teaching assignment in foreign languages, teacher aides and paraprofessionals may become Associate Members.

C. Student Membership

Full-time students, endorsed by any member of NYSAFLT, may become Student Members.

D. Life Membership

All persons qualifying for Regular or Emeritus Membership may become Life Members.

E. Emeritus Membership

Any member who has retired from teaching and related professional activities may become a Member Emeritus.

F. Distinguished Membership

The NYSAFLT member named annually to receive the Ferdinand di Bartolo New York State Distinguished Leadership Award shall be entitled to all the privileges of membership without further payment of dues.

G. Honorary Membership

The person named annually to receive the Robert J. Ludwig National Distinguished Leadership Award shall be entitled to all of the privileges of membership without further payment of dues.

H. Organizational Membership

Any organization within New York State may join NYSAFLT as a Member Organization. Such organization, however, shall be deemed an independent entity over which NYSAFLT shall not have any dominion and control with regard to its internal functions and, as such, shall not be responsible for, or liable for, any acts or actions of such organization. Each such Member Organization shall provide evidence in its own By-laws that membership in NYSAFLT shall not constitute any action on the part of NYSAFLT or such organization so as to create a relationship whereby NYSAFLT shall be responsible for the acts of such Member Organization and that such organization shall indemnify and hold harmless NYSAFLT from any such act of the Member Organization which shall result in any claimed liability by a third party.

## **ARTICLE III GOVERNANCE**

### **Section 1. The Officers**

The officers shall include a President, a President-Elect, a First Vice President, a Second Vice President, and a Secretary-Treasurer, who shall be appropriately bonded.

### **Section 2. Elections**

A ballot of one or more candidates for the offices of President-Elect, First Vice President, Second Vice President, and a Secretary-Treasurer shall be prepared by the Nominations Committee and shall be presented to the Board of Directors for its approval. In the case of the Secretary-Treasurer, who shall be eligible for two consecutive terms of office, the Nominations Committee may decide to present a single slate in the re-election year. Election shall be by mail or electronic ballot of the members in good standing. The candidate receiving the higher number of votes cast shall be declared the winner. Ballots shall be counted by an independent organization or agency. Should all of the nominees on the ballot be running unopposed, the approval of the Board of Directors will suffice and no formal election is needed.

Officers shall assume their duties on January 1 following the election.

### **Section 3. Tenure**

The tenure of the President, the President-Elect, the First Vice President and the Second Vice President shall be for one year and they may not serve consecutive terms in the same office. The tenure of the Secretary-Treasurer shall be for two years, with the possibility of re-election, limited to two consecutive terms.

The immediate past president shall hold no other elected office.

### **Section 4. Executive Director**

The Executive Director shall be appointed by the Board of Directors and shall be directly responsible to that body and to the Executive Committee of the Board. This appointment shall be reviewed annually by the Board of Directors.

### **Section 5. Executive Committee**

The Executive Committee shall consist of the President, the President-Elect, the First Vice President, the Second Vice President, and the Secretary-Treasurer. The Executive Director shall be an ex-officio, non-voting member of the Executive Committee. The Executive Committee acts for the Board of Directors and serves in an advisory capacity to the President. The Committee represents the Board in meetings with the State Education Department and other educational agencies, institutions and groups. The Committee recommends specific policies to the Board for its consideration. The Executive Committee shall meet no fewer than three times annually and shall meet prior to a regularly convened meeting of the Board of Directors.

### **Section 6. Board of Directors**

The Board of Directors is the policy-making body of NYSAFLT and shall consist of the Executive Committee of NYSAFLT and two Directors from each region. The tenure of office of the Directors shall be for three years. Best efforts shall be expended to ensure that approximately one-third of the terms of office on the Board of Directors shall expire annually.

An interval of one year shall elapse before a Board member is eligible for re-election. Directors shall assume their duties on January 1 following the election.

The Board of Directors shall meet no fewer than three times annually, including one meeting in conjunction with the Annual Conference. Special meetings of the Board may be petitioned by its members.

Each member of the Board shall be entitled to one vote, except the President, who shall vote only in the event of a tie, and the Executive Director, who is an ex-officio member only. Decisions shall be by simple majority vote.

The number of Directors required for a quorum shall be fifty percent of the membership of the Board plus one. If there is no quorum for an officially-called meeting, those present may act as an official body in considering problems and issues and may make recommendations and motions. These recommendations and motions shall be presented to the entire Board of Directors by mail or e-mail ballot and tabulated by the Secretary.

Any motion or recommendation so approved by a majority of the voting members of the Board shall constitute the official action of that body.

The Board of Directors may order special elections for the purpose of filling a term of office as well as deciding the length of term of office, provided that neither this Constitution nor the By-Laws address the circumstances.

## **ARTICLE IV STANDING COMMITTEES**

### **Section 1. Committee Membership**

Except as otherwise indicated, the Chairpersons of NYSAFLT Committees shall be appointed by the President, with the advice and consent of the Board of Directors, for a one-year renewable term.

Committee members shall be appointed for renewable one-year terms. They shall be selected by the Committee Chairpersons and shall be members in good standing of NYSAFLT.

### **Section 2. Categories**

The Standing Committees of NYSAFLT shall be classified under three separate categories:

- A. Operations and Services
- B. Curriculum, Instruction and Assessment
- C. Awards, Scholarships and Grants

### **Section 3. Special Standing Committees**

There shall be three Special Standing Committees:

- A. Nominations Committee
- B. Professional Meetings Planning Committees
- C. Publications Committee

### **Section 4. Ad Hoc Committees**

The President shall appoint, with the approval of the Executive Committee, the chairpersons of Ad Hoc Committees. These chairpersons shall select the membership of their committees from the membership of NYSAFLT.

## **ARTICLE V**

### **AMENDMENTS AND REVISIONS**

#### **Section 1. Initiation**

- A. Amendments to and revisions of this Constitution may be initiated by any member of NYSAFLT either through or in consultation with the Constitution Review Committee.
- B. Amendments to and revisions of the By-laws may be initiated by any member of NYSAFLT through the Board of Directors or in consultation with the Constitution Review Committee.

#### **Section 2. Procedure and Vote**

The proposed amendment to, or revision of, the Constitution must be approved by the Board of Directors no later than June 30. The Board of Directors, at its discretion, shall choose one of the following procedures in order to present the proposed amendment or revision to the membership for a vote:

- A. The amendment to, or revision of, the Constitution shall be placed on the agenda of the Annual Business Meeting which shall coincide with the Annual Conference. A majority vote of the members present at the Annual Business Meeting shall be required for any amendment to, or revision of the Constitution OR
- B. The amendment or revision shall be mailed to the membership of NYSAFLT. The mailing shall take place no later than sixty days subsequent to the June Board Meeting. A majority vote of the members of NYSAFLT responding to the mail ballot shall be required for the adoption of any amendment to, or revision of the Constitution.

#### **Section 3. Results of the Vote**

The Board of Directors shall inform the membership of the results of the vote no later than sixty days subsequent to the date the votes were tallied.

A revision of the Constitution shall become effective at the close of the NYSAFLT Annual Business Meeting during which the vote for passage is announced. Proposed amendments to the By-laws shall be deemed ratified upon receiving a majority vote by the Board of Directors. The ratified amendment to the By-laws shall become effective at the next regularly scheduled meeting of the Board of Directors.

#### **Section 4. Special Powers**

Any power not specifically delegated by this Constitution to the officers or membership of NYSAFLT, which power shall be necessary and proper to allow NYSAFLT to meet its goals or perform its obligations, shall be proposed to the Executive Committee and, with the advice and consent of the Board of Directors, as well as consultation with the Constitution Review Committee, shall be implemented in an appropriate manner.

However, said power, if deemed necessary on a permanent basis, shall only be exercised again after study by the Constitution Review Committee and approval by the membership as a constitutional amendment or revision as set forth in this document.

A revision of the Constitution shall become effective at the close of the NYSAFLT Annual Business Meeting during which the vote for passage is announced.

# **BY-LAWS**

## **ARTICLE I**

### **GENERAL PROVISIONS**

#### **Section 1. Regions of NYSAFLT**

Five regions of New York State constitute NYSAFLT. Each region is comprised of the members living and/or working within the counties designated for that region.

#### **Section 2. Associations**

NYSAFLT shall further associate itself with other organizations as may be deemed appropriate by the Board of Directors in the furtherance of its constitutional goals. The delegate(s) and/or alternate(s) to all such associations shall be selected by the President with the approval of the Board of Directors.

#### **Section 3. Regional Meetings of NYSAFLT**

Each NYSAFLT Region shall have at least one meeting annually for the professional development of its members. The two elected NYSAFLT Regional Directors shall be responsible for chairing a regional meeting on an annual basis. In the event a Member Organization within a region holds an annual conference, the Regional Directors may be relieved of their responsibilities to chair such a meeting. In the event that a regional conference is desired in an area of a region not near the elected Directors of that region, a NYSAFLT member may chair or co-chair a regional conference provided that he/she conforms to all NYSAFLT policy guidelines for conference planning and handling of finances.

NYSAFLT may co-sponsor regional events with a Member Organization only if said organization provides proof of liability insurance naming NYSAFLT as additionally insured.

#### **Section 4. Publications of NYSAFLT**

NYSAFLT shall publish annually a minimum of two issues a year of the Language Association Journal and four issues of the NYSAFLT News, both of which address issues affecting the profession.

## **ARTICLE II**

### **INDIVIDUAL MEMBERSHIP**

#### **Section 1. Classes of Membership and Dues**

- A. Regular Membership - \$45.00 per year.
- B. Associate Membership - \$35.00 per year.
- C. Student Membership - \$15.00 per year.
- D. Life Membership - 25 times the annual dues for Regular or Emeritus Membership, whichever is appropriate.
- E. Emeritus Membership - \$25.00 per year.
- F. Distinguished Membership - no dues.
- G. Honorary Membership - no dues.

**Section 2. Good Standing with Respect to Dues**

Members who pay their dues by December 31 for the succeeding year shall be members in good standing with respect to dues. Members who have not paid their dues by December 31 for the succeeding year shall not be included on the membership rolls. They shall no longer be entitled to the privileges of membership until reinstated upon payment of dues.

**ARTICLE III**

**ORGANIZATIONAL MEMBERSHIP**

**Section 1. Terms of Membership**

Any organization may apply for organizational membership in NYSAFLT. The organization’s application shall consist of a completed application form and a copy of its constitution and by-laws that establish it as an organization independent of NYSAFLT. The organization’s application, constitution and by-laws shall be presented to the Board of Directors for its review. In the event the organization’s application satisfies all requirements as stated above, the Board of Directors may approve the organization for membership through a two-thirds affirmative vote. Once accepted, membership may be renewed upon receipt of annual dues and an updated annual membership application on which the name and contact information of its designated representative and an alternate shall be provided. NYSAFLT reserves the right to request a current copy of the organization’s constitution and by-laws. Communications from NYSAFLT to its Member Organizations throughout the year shall be directed to their representative of record. In the event Member Organizations change representatives, they should inform NYSAFLT of such changes.

**Section 2. Annual Dues Schedule**

Annual dues are based on peak membership during the previous calendar year.

100 members or fewer -	\$50
From 101 to 299 -	\$100
300 or greater -	\$150

**Section 3. Benefits to Member Organizations**

In return for membership, Member Organizations shall receive the following benefits:

1. An invitation to participate in the Council of Member Organizations, to be held annually in conjunction with the NYSAFLT Annual Conference (refer to Section 5 for more details);
2. Up to \$100 off of one Annual Conference registration for the designated representative to the Council of Member Organizations;
3. Emailing/forwarding of electronic messages to NYSAFLT members within the region of the Member Organization;
4. A listing of Member Organization conferences and events in NYSAFLT publications and on the NYSAFLT website;

5. A link to the Member Organization website from the NYSAFLT website;
6. Availability of regional NYSAFLT Directors to serve as a part of the planning committee for local annual conferences and to act as liaisons for regional meetings and events;
7. When available, attendance of the NYSAFLT President or designee at co-sponsored events with transportation costs to be covered by NYSAFLT;
8. A venue for Member Organization displays at the NYSAFLT Annual Conference and a compensated exhibit booth for a Member Organization in the host region;
9. The NYSAFLT Journal, Newsletter, and access to the Members Only area of the NYSAFLT website;
10. One vote on all NYSAFLT general membership ballots.  
(The annual NYSAFLT election ballot shall be sent to the Member Organization's representative of record. It shall be the responsibility of the representative to complete and return the ballot in a manner consistent with the wishes of the Member Organization he/she represents.)

#### **Section 4. Obligations of Member Organizations**

The obligations of Member Organizations are as follows:

1. Member Organization shall notify NYSAFLT of annual conferences and major events, which may not conflict with major NYSAFLT meetings;
2. NYSAFLT conferences shall be advertised in Member Organization publications at no charge;
3. Regional Directors shall be allowed to set up a NYSAFLT membership and display table at all Member Organization annual conferences and major events;
4. NYSAFLT membership information shall be published in Member Organization publications;
5. A link to the NYSAFLT website shall be provided on the Member Organization's website;

#### **Section 5. Council of Member Organizations**

During the Annual Conference, one designated representative of each Member Organization of NYSAFLT shall participate in the Council of Member Organizations. This Council shall convene for the following purposes:

1. To receive updates from NYSAFLT regarding issues in foreign language education that are of interest and/or concern to NYSAFLT;
2. To receive updates (as available) regarding issues in foreign language education that are of interest and/or concern to organizations with which NYSAFLT has affiliations and dialogue;
3. To offer input, feedback, and/or recommendations on issues in foreign language education to NYSAFLT's Board of Directors, as requested;
4. To make NYSAFLT aware of the issues in foreign language education that are of concern and/or interest to the Member Organizations;

5. To exchange ideas for addressing the issues in foreign language education identified by the representatives of the Member Organizations; and
6. To provide a forum for showcasing the events and practices of Member Organizations.

The meeting of the Council shall be facilitated by the NYSAFLT President and President-Elect, with one of the participating representatives as recorder of the meeting's proceedings. The Council report shall be submitted to the NYSAFLT Board of Directors at its next scheduled meeting and shall be disseminated to the representatives of the various Member Organizations.

## **ARTICLE IV GOVERNANCE**

### **Section 1. Qualifications of Officers**

The President, President-Elect, First Vice President, Second Vice President, and Secretary-Treasurer shall have had the experience of teaching foreign languages or preparing teachers of foreign languages and shall be members in good standing of NYSAFLT for at least five consecutive years preceding the nomination, preferably with prior service on the Board of Directors.

### **Section 2. Elections**

Newly elected officers shall be invited to all Board meetings between the time of their notice of election and the assumption of their duties.

### **Section 3. Tenure**

In the event the Board determines that any officer is unable to complete a term of office, or should any office become vacant, the following procedure shall determine the replacement of officers: the office of the President shall be filled by the President-Elect, the office of the President-Elect or the Vice Presidents shall be filled by appointment by the Board of Directors; the President shall have the power, with the advice and consent of the Board, to fill the unexpired term of the Secretary-Treasurer with an Acting Secretary-Treasurer who will serve until the next regularly scheduled election.

### **Section 4. Executive Director**

The person appointed to this position shall be given a salary *for* services rendered with such salary to be determined on a yearly basis by the Board of Directors and approved by the majority of those voting at the Annual Business Meeting.

### **Section 5. Board of Directors**

There shall be two Directors from each of the following regions: Western New York, Central New York, Capital-East, Mid-Hudson/Westchester, and New York City/Long Island. The Nominations Committee shall use its best efforts to ensure that, over a period of years, each

region receives equitable representation on the Executive Committee and that representation of the areas within each region is also equitable..

Nominees for the position of Director shall have demonstrated active leadership on NYSAFLT Committees, Workshops and Regional Meetings. They shall be members in good standing for at least three consecutive years including the year of nomination. The Nominations Committee shall use its best efforts to provide a balance of representation on the Board of Directors from institutions of elementary, secondary and higher education.

A ballot of one or more candidates for each vacancy on the Board of Directors shall be proposed by the Nominations Committee and shall be presented to the Board for its approval. If needed, an election shall be by mail or electronic ballot and only members in good standing shall be eligible to vote. A summary of the vita of each candidate shall be distributed with the ballot. Each ballot shall contain a provision for write-in candidates. The candidate receiving the highest number of votes shall be declared the winner. Should all of the nominees on the ballot be running unopposed, the approval of the Board of Directors will suffice and no formal election is needed.

Directors will be invited to all meetings between the time of their election and the assumption of their duties.

In the event a Director is unable to complete a term of office for any reason whatsoever, a replacement shall be appointed by the Board of Directors to serve the unexpired term of office. In the event said unexpired term shall be less than eighteen months, the appointed Board member shall be eligible for election immediately upon the expiration of that term of office.

Any elected member of the Board of Directors who fails to maintain membership in NYSAFLT or to attend three consecutive Board meetings for reasons judged insufficient by a majority of the Board shall be removed from membership on the Board.

The following may, upon the invitation of the President, attend meetings of the Board of Directors: the editors of the Language Association Journal and NYSAFLT News; the chair of the social media committee; an associate of the New York State Education Department; the Chairperson of the Past Presidents' Advisory Council; the delegates and alternates to affiliate organizations, and any and all other persons whose presence is deemed necessary to the business of the meeting.

### **Section 6. Duties of Officers**

The duties of officers shall be such as their titles imply and in particular as stated below. Attendance for all officers, as required below, is defined as physically present, if the meeting is at a physical location, or present online, if a virtual meeting. Failure to attend two required meetings for reasons judged insufficient by a majority of the board of directors shall result in an officer being removed from his/her position.

#### **A. The President**

1. Calls meetings of the Executive Committee and the Board of Directors and serves as presiding officer of both.
2. Prepares the proposed agenda for meetings of the Executive Committee, the Board of Directors, and the Annual Business Meeting in consultation with the Executive Director and the Executive Committee.
3. Issues official correspondence of NYSAFLT.
4. Recommends chairpersons of standing and special committees as well as delegates to affiliate organizations, i.e., NYSCEA et cetera, subject to Board approval.
5. Serves as a member of all committees and commissions of NYSAFLT.
6. Oversees all standing committees.
  - a) Maintains regular contact with committee chairs.
  - b) Coordinates committee reports with the E.D. in preparation for EC and BOD meetings.
7. Attends NYSAFLT Regional meetings and co-sponsored NYSAFLT events.
8. Works closely with the Executive Director.
9. Grants final approval of all official statements made on behalf of NYSAFLT.
10. Represents NYSAFLT or designates representation to other educational institutions, organizations, agencies and professional meetings except as may be otherwise provided.
11. Keeps the Board of Directors informed of various communications and committee programs pertinent to NYSAFLT.
12. Keeps the membership informed of NYSAFLT activities through communications on the website and listserv, in the Language Association Journal and in the NYSAFLT News.
13. Oversees the organization's strategic planning process.
14. Acts in an advisory capacity to the membership at large.
15. Is signatory on all accounts, co-signs all checks as necessary.
16. Coordinates the annual evaluation of employees.
17. Provides leadership for achieving the goals of NYSAFLT.
18. Provides initial contact with Annual Conference award winners (coordinated with Executive Director).
19. Acts as consultant for the President-Elect.
20. Maintains a personnel file for employees.
21. Maintains an accurate record of all pertinent correspondence.
22. Passes all files and documents to the President-Elect at the end of the year.

#### B. President-Elect

1. Attends all Executive Committee, Board of Directors, Financial Management, and Annual Conference Planning Committee meetings and NYSAFLT events and conferences.
2. Serves as acting President of NYSAFLT in the temporary absence of the President.
3. Serves as chairperson of the NYSAFLT Annual Conference:
  - a) Selects a planning committee.
  - b) Chairs planning meetings.
  - c) Coordinates with the Executive Director in organizing all aspects of the conference.
  - d) Reports progress to the Board and Executive Committee.

- e) Develops an evaluation report and presents the report to the Board.
- 4. Coordinates revisions to the Board of Directors' Handbook.
- 5. Participates in the annual evaluation of employees.
- 6. Prepares the draft meeting calendar for the following year.
- 7. Acts as consultant to the First Vice President.
- 8. Assumes other responsibilities as the President of NYSAFLT may deem appropriate.

#### C. The First Vice-President

- 1. Attends all Executive Committee, Board of Directors, Financial Management, and Annual Conference Planning Committee meetings and NYSAFLT events and conferences.
- 2. Serves as chair of the NYSAFLT Summer Institute:
  - a) Selects a co-chair or co-chairs, if desired.
  - a) Works with co-chair(s) and coordinates with the Executive Director in organizing all aspects of the Summer Institute.
  - b) Makes use of the Executive Committee as a planning committee.
  - c) Reports progress to the Board and the Executive Committee.
  - d) Develops an evaluation report and presents the report to the Board of Directors.
- 3. Participates in the annual evaluation of employees.
- 4. Develops the NYSAFLT calendar for the following year.
- 5. Acts as consultant to the Second Vice President.
- 6. Assumes other responsibilities, as the President of NYSAFLT may deem appropriate.

#### D. The Second Vice-President

- 1. Attends all Executive Committee, Board of Directors, Financial Management, and Annual Conference Planning Committee meetings and NYSAFLT events and conferences.
- 2. Participates in the annual evaluation of employees.
- 3. Assumes other responsibilities, as the President of NYSAFLT may deem appropriate.

#### E. The Secretary-Treasurer

- 1. Attends all Executive Committee, Board of Directors, Financial Management, and Annual Conference Planning Committee meetings and NYSAFLT events and conferences.
- 2. Takes minutes of the meetings of the Executive Committee, Board of Directors, the Annual Business Meeting and Annual Conference Planning Committee Meetings, and provides the minutes to the Executive Director to distribute to the Executive Committee, Board of Directors, and Past Presidents who wish to receive them.
- 3. Distributes raw minutes to the President and any others the President may deem appropriate.
- 4. As soon as possible after each meeting, edits and prepares official minutes for approval by the Board of Directors.
- 5. Maintains hard and electronic copies of minutes.

6. Serves as Chairperson of the Financial Management Committee and prepares agenda and reports in conjunction with the Executive Director and President.
7. Is signatory on all accounts, co-signs all checks as necessary.
8. Reviews financial records and books of NYSAFLT on a regular basis.
9. Receives and reviews duplicate copies of all bank statements.
10. Receives and reviews secure e-copies of up-to-date Quicken files.
11. Has access to and reviews online account information.
12. Reviews hard copies of deposit and expense books on a regular basis (at Exec and/or Financial Management meetings).
13. Presents a detailed financial report at the January Board meeting and interim reports at all other Executive Committee, Board and/or Financial Management Meetings. Presents a financial update and budget proposal at the Annual Business Meeting. (Reports prepared by the Executive Director.)
14. Oversees financial transactions at the Hospitality and Registration booths at the Annual Conference.
15. Oversees the Executive Director in the keeping of accurate records of the finances of NYSAFLT, subject to review by the President.
16. Participates in the annual evaluation of employees.

## **Section 7. Duties of Employees**

### **A. Executive Director**

Maintains the operations of the NYSAFLT headquarters under a three-year renewable service contract under the supervision of the President of NYSAFLT and with a salary approved by the Board of Directors. The Executive Director shall remain knowledgeable about the structure and operation of NYSAFLT.

1. Works to keep NYSAFLT in the forefront of LOTE education.
  - a. Researches current trends to respond to the changing needs of the organization.
  - b. Makes recommendations and plans for implementation of innovative ideas.
2. Seeks funding for the ongoing operation and expansion of NYSAFLT programs.
3. Assists the Executive Committee and Board of Directors and provides other appropriate services.
4. Maintains all areas of the NYSAFLT website and online services including, but not limited to, basic website updating, member services via MemberPress, mass email services, Google mail, Google Drive and other Google apps, social media accounts, etc.
5. Coordinates the financial operations of NYSAFLT with the Secretary-Treasurer
  - a. Supervises banking and coding of funds received
  - b. Invests funds as approved by the Financial Management Committee
  - c. Serves as a consultant to the Financial Management Committee in the preparation of the budget.

- d. Prepares financial reports and budget preparation materials in conjunction with the Secretary-Treasurer for the Financial Management Committee.
- e. Oversees processing of payments.
- f. Prepares reports for the CPA and provides information for the IRS.
6. Establishes contracts and ensures their fulfillment for the Annual Conference and Summer Institute as well as meetings of the Executive Committee, Board of Directors and other NYSAFLT Committees as requested.
7. Processes registrations and solicits booths, program advertising and corporate sponsorship for all statewide meetings.
8. Provides for the completion of the necessary forms for the IRS, New York State and the United States Postal Service.
9. Attends and reports on JNCL/NCLIS meetings to the Executive Committee and Board of Directors.
10. Maintains a membership data base and provides Officers and Board members with updated membership lists.
11. Attends all Board of Directors and Executive Committee meetings and other committee meetings as requested.
12. Assures uninterrupted services from headquarters at all times by scheduling vacations and other absences with appropriate advance notification to the President.
13. Oversees staff recruitment, supervision and evaluation at Headquarters.
14. Works in conjunction with the webmaster and chairperson of social media, in consultation with the President, on website related issues and on-line services.
15. Coordinates compilation of and dissemination of all ballot and election materials in consultation with the President and the Nominations Committee.
16. Serves as the liaison to the NYSAFLT Awards Committee (Annual Banquet Awards). Coordinates notification of award winners, purchase and distribution of necessary plaques, gifts, certificates, checks, etc.
17. Oversees the awards, scholarships and grants selection process. Serves as the liaison for committee chairs for all awards, scholarships, and grants.
18. Supports the publication process for the *Journal* and Newsletter.
19. Oversees the acquisition of necessary plaques and gifts, printing of certificates and checks, etc. for all NYSAFLT awards, scholarships and grants.
20. Promotes the goals of NYSAFLT.
21. Maintains confidentiality in all of NYSAFLT's operations.

The Executive Director is responsible to the President of NYSAFLT as the representative of the Board of Directors. This is a three-year renewable contract with a paid salary under the supervision of the President, with approval of the Board of Directors. NYSAFLT will provide the Executive Director the equipment and materials necessary to carry out his/her duties. The Executive Director will receive an annual performance review by the President after input from the Board of Directors and the Executive Committee. If the review represents any concerns, the Board may be made aware of them, at the discretion of the President.

#### B. Administrative Assistant

Works at an agreed upon hourly rate and schedule, under the supervision of the Executive Director. The Administrative Assistant shall remain knowledgeable about the operation of NYSAFLT Headquarters. The Administrative Assistant will demonstrate competency in the use of technology necessary in the daily operations of NYSAFLT. The Administrative Assistant will demonstrate a high degree of accuracy.

1. Monitors regular mail and e-mail and replies to routine member questions.
2. Codes and banks funds received under the supervision of the executive director including checks, credit card purchases and cash.
3. Reviews and relays phone messages, replies as appropriate.
4. Inputs, extracts and manipulates a wide range of data from the NYSAFLT database for purposes including, but not limited to paying bills, printing checks, printing address labels, processing conference registrations and updating membership lists, etc.
5. Scans and inputs all bills and expense vouchers payable into Quickbooks for processing.
6. Maintains an inventory of equipment and supplies at headquarters.
7. Completes other appropriate clerical tasks as necessary.
8. Provides additional clerical support in preparation for major NYSAFLT events.
9. Promotes the goals of NYSAFLT.
10. Maintains confidentiality in all of NYSAFLT's operations.

## **ARTICLE V**

### **STANDING COMMITTEES**

#### **Section 1. Committee Membership**

All committees shall strive to be representative of all areas of the state, all levels of instruction and of public and non-public schools where appropriate.

#### **Section 2. Categories**

The specific committees under each category are as follows:

##### **A. Operations and Services**

##### **1. Operations**

- a) Constitution Review: Shall initiate and/or review recommendations to the Board of Directors for changes to the Constitution.
- b) Financial Management: Shall prepare, monitor and review annual and long-term financial plans for the Association.
- c) Nominations: Shall propose a slate of nominees to the Board of Directors.
- d) Professional Meeting Planning: Shall plan the three annual conferences in conjunction with the Executive Director and other members of the Executive Committee.
- e) Social Media: Shall work in coordination with the executive director, president, and board members and officers to promote the goals of NYSAFLT and to maintain a strong and regular social media presence for NYSAFLT.

##### **2. Services**

- a) Public Advocacy: Shall apprise the membership of impending state and federal legislation affecting foreign language education and shall develop and implement strategies that will influence lawmakers regarding issues affecting foreign language education. Shall provide advocacy training to the membership to promote foreign language policies.
- b) Membership: Shall develop and implement plans to recruit new members as well as promote the active participation of all current members.
- c) Past Presidents' Advisory Council: Shall serve in an advisory capacity to the Executive Committee, the Board of Directors, or any other constituent group of the Association.
- d) Strategic Planning and Review: Shall initiate and monitor strategic plans to increase the efficiency, scope and depth of NYSAFLT. The committee shall ensure the alignment of the Constitution, the Handbook and the Directory.
- e) Publications: Shall oversee NYSAFLT publications to ensure consistency and quality standards. This committee shall review professional articles on second language education that are published each year in an effort to select one article as the recipient of the Anthony J. Papalia Award. The Board of Directors shall consider the recommendation at the June meeting and the recipient(s) shall be honored at the Annual Conference.
- f) Public Relations: Shall publicize and promote the study of foreign languages and the work of NYSAFLT and its members. Shall coordinate the development of NYSAFLT position statements.

B. Curriculum, Instruction and Assessment

1. Curriculum, Instruction and Assessment: Shall serve as a resource regarding curriculum, instruction and assessment.
2. Foreign Language in the Elementary Schools (FLES): Shall support early language education and serve as a resource in this area.
3. Post-Secondary Foreign Language Education: Shall support post-secondary foreign language education and serve as a resource in this area. Serves as the selection committee for the post-secondary scholarship and the James E. Allen Post-secondary award.
4. Supervision: Shall provide opportunities for networking among those in a supervisory capacity.

C. Awards, Scholarships and Grants

1. Cultural Scholarships Committees: Shall select recipient(s) according to established criteria. The names of the recipients will be reported to the Board of Directors. Recipients shall be announced at the Annual Conference.
2. Annual Conference Awards (Awards for Foreign Language Professionals and Supporters of Foreign Language and Cultures and, if needed, selects the state-wide winner of the James E. Allen award): Shall select recipients according to established criteria. Names will be submitted for approval to the Board of Directors. Recipients' names shall be announced at the Annual Conference.
3. Teacher Incentive Grants and Conference Scholarships: Shall select recipients according to established criteria. The awards include (but are not limited to): teacher incentive grants, the Rossin Cultural Grant, scholarships to the Summer Institute and the Annual Conference. The names of the recipients shall be reported to the Board of Directors.
4. Charles Zimmerman Memorial Grant: Shall select recipients according to established criteria. The names of the recipients shall be reported to the Board of Directors.
5. Video Contest: Shall select winners according to established criteria. The names of the recipients will be reported to the Board of Directors.

**Section 3. Membership in Special Standing Committees**

A. Financial Management

The committee is chaired by the Secretary-Treasurer. The committee members include the Executive Committee and one other member selected by the Secretary-Treasurer.

B. Nominations Committee

1. Ex-Officio Non-Voting Members
  - a. The President of NYSAFLT
  - b. The Executive Director

2. Voting Members

Five members shall be selected by the President-Elect to serve on the Nominations Committee in the following year. The President –Elect will select the chairperson

of the committee from among the five appointees. The President-Elect shall use his/her best efforts to provide a balance of representation from NYSAFLT regions and levels of instruction. Appointees must be members of NYSAFLT in good standing. The five appointees to the Nominations Committee shall be subject to approval by the Board by Directors. Should a member of the committee not be able to fulfill his/her duties, the President may select a replacement.

C. Professional Meeting Planning Committees

1. Annual Conference: Shall develop and implement the program for the NYSAFLT Annual Conference. Sub-committees include: Audio-Visual, Registration and Hospitality. Shall be chaired by the First Vice-President and shall include the Immediate Past Chairperson or Co-Chairpersons and such members as the First Vice-President shall deem appropriate for program development.
2. Summer Institute: Shall establish a format and program for the NYSAFLT Summer Institute. Shall be chaired by the Second Vice-President and shall include the Immediate Past Chairperson and such members as the Second Vice-President shall deem appropriate for program development.

D. Publications Committee

Shall consist of the editor or co-editors of the *Language Association Journal* and the NYSAFLT News, who shall serve as chairpersons, as well as the journal Editorial Board. The tenure of the editor or co-editors of both publications shall be one three-year term, with an option for renewal for one additional three-year term at the discretion of the Board of Directors.

**Section 4. Ad-Hoc Committees**

The President shall appoint, with the approval of the Executive Committee, the chairpersons of Ad Hoc Committees. These chairpersons shall select the membership of their committees from the membership of NYSAFLT.

# APPENDIX

## NYSAFLT STANDING COMMITTEES

- A. Operations and Services
  - 1. Operations
    - a) Constitution Review
    - b) Financial Management
    - c) Nominations
    - e) Professional Meeting Planning
      - i. Annual Conference
      - ii. NYSAFLT Summer Institute
  - 2. Services
    - a. Public Advocacy
    - b. Membership
    - c. Past Presidents' Advisory Council
    - d. Strategic Planning and Review
    - e. Publications
    - f. Public Relations
  
- B. Curriculum, Instruction and Assessment
  - 1. Curriculum, Instruction and Assessment
  - 2. Foreign Language in the Elementary Schools (Hahn Awards)
  - 3. Post-secondary Foreign Language Education
  - 4. Supervision
  
- C. Awards, Scholarships and Grants
  - 1. Cultural Scholarship Committees
    - a. NYSAFLT/Italy (AATI)
    - b. NYSAFLT/ French-speaking World
    - c. NYSAFLT/Germany
    - d. NYSAFLT/Spanish-speaking World
  - 2. Annual Conference Awards
  - 3. Teacher Incentive Grants and Conference Scholarships
  - 4. Charles Zimmerman Memorial Grant
  - 5. Video Contest