

# CONSTITUTION

## OF

### THE NEW YORK STATE ASSOCIATION FOR 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 For Language Teachers, Incorporated,” hereinafter referred to as “NYS AFLT”.

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

The purpose of NYSAFLT shall be to provide leadership in world language education, promote the study of world 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 world language teachers through state-wide conferences, webinars, virtual workshops, and regional conferences. 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 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. An Annual Business Meeting (ABM), open to all members in good standing, shall be convened at the Annual Conference, or virtually in the event that the Annual Conference is virtual. The ABM agenda shall include approval of the budget and any other items requiring a vote of the membership. 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 Bylaws 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 Bylaws of NYSAFLT. There shall be six 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 world languages, teacher aides and paraprofessionals may become Associate Members.

C. Student Membership

Full-time students may become Student Members.

D. Life Membership

All persons qualifying for Regular or Retiree Membership may become Life Members. The president of NYSAFLT, upon completion of their term, shall be granted a Life Membership. Recipients of the Robert J. Ludwig Distinguished Leadership Award shall be offered a gratis Life Membership.

E. Retiree Membership

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

F. 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 Bylaws 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.

### 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 individual, 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 by the Board of Directors no less frequently than triannually.

### **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 two years, with the possibility of re-election, limited to two consecutive terms. 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 email ballot and tabulated by the Secretary-Treasurer.

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 Bylaws address the circumstances.

## **ARTICLE IV**

### **STANDING COMMITTEES**

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

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

Committee members shall be appointed for renewable one-year terms. With the exception of the Nominations Committee, they shall be selected by the Committee Chairpersons and shall be members in good standing of NYSAFLT.

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

There shall be three categories of committees:

A. Standing Committees

Standing committees shall be listed in the Bylaws of this document.

B. Special Standing Committees

- a. Annual Conference Planning
- b. Financial Management
- c. Nominations
- d. Publications

C. 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 Board of Directors and/or 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 Bylaws 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 for Changes to the Constitution**

The proposed amendment to, or revision of, the Constitution must be approved by the Board of Directors at a regularly scheduled meeting. 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 within six months of approval:

- A. The amendment to, or revision of, the Constitution shall be placed on the agenda of the Annual Business Meeting which coincides with the Annual Conference. The proposed revisions shall be posted to the NYSAFLT website at least 30 days prior to the vote. A majority vote of the members present at the Annual Business Meeting shall be required to pass any amendment to, or revision of, the Constitution, OR
- B. The amendment to, or revision of, the Constitution shall be emailed to the membership of NYSAFLT. A majority vote of the members of NYSAFLT responding to the email ballot shall be required for the adoption of any amendment to, or revision of, the Constitution, OR
- C. The amendment to, or revision of, the Constitution shall be mailed to the membership of NYSAFLT. 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. Revisions voted on by mail or email shall go into effect upon announcement of the results of the vote to the membership. Proposed amendments to the Bylaws shall be deemed ratified upon receiving a majority vote by the Board of Directors. The ratified amendment to the Bylaws 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.

# BYLAWS

## ARTICLE I

### GENERAL PROVISIONS

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

For administrative purposes, the state of New York is divided into five NYSAFLT Regions: Western New York, Central New York, Capital-East, Mid-Hudson/Westchester, and New York City/Long Island. The regions are defined by county as follows:

<b>Capital-East</b>	<b>Central NY</b>	<b>Mid-Hudson/Westchester</b>	<b>NYC/Long Island</b>	<b>Western NY</b>
Albany Clinton Essex Franklin Fulton Hamilton Montgomery Rensselaer Saratoga Schenectady Schoharie Warren Washington	Broome Cayuga Chemung Chenango Cortland Herkimer Jefferson Lewis Madison Oneida Onondaga Oswego Otsego St. Lawrence Tioga Tompkins	Columbia Delaware Dutchess Greene Orange Putnam Rockland Sullivan Ulster Westchester	Bronx Brooklyn (Richmond) Manhattan Nassau Queens Staten Island (Kings) Suffolk	Alleghany Cattaraugus Chautauqua Erie Genesee Livingston Monroe Niagara Ontario Orleans Schuyler Seneca Steuben Wayne Wyoming Yates

#### **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 Conferences 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 conference 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 conference. A NYSAFLT member in any area of the state may chair or co-chair a regional conference provided that they obtain approval from the NYSAFLT Board of Directors and conform to all NYSAFLT policy guidelines for conference planning. In such a case, all finances (income and expenses) shall be handled by NYSAFLT.

NYS AFLT may request proof of liability insurance naming NYSAFLT as additionally insured when co-sponsoring regional events with a Member Organization.

**Section 4. Publications of NYSAFLT**

NYSAFLT shall publish a minimum of two issues a year of the *Language Association Journal* and four issues of the NYSAFLT News, both of which address issues relevant to 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 Retiree Membership, whichever is appropriate.
- E. Retiree Membership - \$25.00 per year.

**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 bylaws that establish it as an organization independent of NYSAFLT. The organization's application, constitution and bylaws 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 bylaws. 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 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 compensated exhibit booth at the Annual Conference;
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 they represent.)

## **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 world language education that are of interest and/or concern to NYSAFLT;
2. To receive updates (as available) regarding issues in world 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 world language education to NYSAFLT's Board of Directors, as requested;
4. To make NYSAFLT aware of the issues in world language education that are of concern and/or interest to the Member Organizations;
5. To exchange ideas for addressing the issues in world 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. 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 world languages or preparing teachers of world 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 negotiated by the president no less frequently than triannually approved by the Board of Directors and included in the proposed annual budget.

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

There shall be two Directors from each of the five NYSAFLT regions (See Bylaws, Article 1, Section 1).

Nominees for the position of Director shall have demonstrated active leadership in the profession through service at the local, state, regional, and/or national level. They shall be members in good standing for at least three consecutive years including the year of nomination. The Nominating Committee should use its best efforts to seek balance and fairness of representation. Such factors as the following may be considered: geographical area, language(s), race, gender, professional contributions, level(s) of instruction.

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 is less than one year, the partial term shall not count toward the two consecutive terms allowed and the appointed Board member shall be eligible for election immediately upon the expiration of that partial 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 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. Works closely with the Executive Director in executing all duties.
2. Calls meetings of the Executive Committee and the Board of Directors and serves as presiding officer of both.
3. 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.
4. Issues official correspondence of NYSAFLT.
5. Serves as a member of all committees and commissions of NYSAFLT.
6. Oversees all committees.
  - a) Maintains regular contact with committee chairs.
  - b) Coordinates committee reports with the Executive Director in preparation for Executive Committee and Board of Directors meetings.
7. Attends NYSAFLT Regional conferences and co-sponsored NYSAFLT events.
8. Grants final approval of all official statements made on behalf of NYSAFLT.
9. Represents NYSAFLT or designates representation to other educational institutions, organizations, agencies and professional meetings except as may be otherwise provided.
10. Keeps the Board of Directors informed of various communications and committee programs pertinent to NYSAFLT.
11. Keeps the membership informed of NYSAFLT activities through communications on the website and listserv, in the *Language Association Journal* and in the NYSAFLT News.
12. Oversees the organization's strategic planning process.
13. Acts in an advisory capacity to the membership at large.
14. Is signatory on all accounts, co-signs checks as necessary.
15. Coordinates the annual evaluation of employees.
16. Provides leadership for achieving the goals of NYSAFLT.
17. Provides initial contact with Annual Conference award winners (coordinated with Executive Director).
18. Acts as consultant for the President-Elect.
19. Maintains a personnel file for employees.
20. Maintains an accurate record of all pertinent correspondence.

21. Transfers 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. Recommends (for the following year) chairpersons of standing and special committees as well as delegates to affiliate organizations, i.e., NYSCEA et cetera, subject to Board approval.
5. Coordinates revisions to the Board of Directors' Handbook.
6. Participates in the annual evaluation of employees.
7. Prepares the draft meeting calendar for the following year.
8. Acts as consultant to the First Vice President.
9. 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) Works 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. Attends JNCL-NCLIS Lobby Days.
4. Participates in the annual evaluation of employees.
5. Develops the NYSAFLT calendar for the following year.
6. Acts as consultant to the Second Vice President.
7. 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 in a shared document, accessible to those in each group.
3. As soon as possible after each meeting, edits and prepares official minutes for approval.
4. Serves as Chairperson of the Financial Management Committee and prepares agenda and reports in conjunction with the Executive Director and President.
5. Is signatory on all accounts, co-signs checks as necessary.
6. Reviews financial records and books of NYSAFLT on a regular basis (bank statements, reconciliation reports and documentation of all expenses and income).
7. Has access to and reviews online account information.
8. Presents (with the Executive Director) 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.)
9. Oversees financial transactions at the Hospitality and Registration booths at the Annual Conference.
10. Oversees the Executive Director in the keeping of accurate records of the finances of NYSAFLT, subject to review by the President.
11. Participates in the annual evaluation of employees.

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

A. Executive Director

The Executive Director maintains the operations of the NYSAFLT headquarters under a 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. The Executive Director is responsible to the President of NYSAFLT as the representative of the Board of Directors.

1. Works to keep NYSAFLT in the forefront of world language 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 NYSAFLT records - hard copies and/or electronic, as appropriate.
5. 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.
6. 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.
7. 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.
8. Processes registrations and solicits booths, program advertising and corporate sponsorship for all NYSAFLT events.
9. Provides for the completion of the necessary forms for the IRS, New York State and the United States Postal Service.
10. Attends and reports on JNCL/NCLIS meetings to the Executive Committee and Board of Directors.
11. Maintains a membership database and provides Officers and Board members with access.
12. Attends all Board of Directors and Executive Committee meetings and other committee meetings as requested.
13. Assures uninterrupted services from headquarters at all times by scheduling vacations and other absences with appropriate advance notification to the President.
14. Oversees staff recruitment, supervision and evaluation at Headquarters.
15. Works in conjunction with the webmaster and chairperson of social media, in consultation with the President, on website related issues and on-line services.
16. Coordinates compilation of and dissemination of all ballot and election materials in consultation with the President and the Nominations Committee.
17. 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.

18. Oversees the awards, scholarships and grants selection process. Serves as the liaison for committee chairs for all awards, scholarships, and grants.
19. Supports the publication process for the *Journal* and Newsletter.
20. Oversees the acquisition of necessary plaques and gifts, printing of certificates and checks, etc. for all NYSAFLT awards, scholarships and grants.
21. Promotes the goals of NYSAFLT.
22. Maintains confidentiality in all of NYSAFLT's operations.

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 with some flexibility for working from home or in the office, 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 email 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. Documents all expenses and income using an appropriate bookkeeping platform and maintains documentation in such a way that it is sharable with the Secretary-Treasurer.
5. Maintains an inventory of equipment and supplies at headquarters.
6. Completes other appropriate clerical tasks as necessary.
7. Provides additional clerical support in preparation for major NYSAFLT events.
8. Attends the Annual Conference and works at the registration desk.
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 where appropriate.

## **Section 2. Categories**

The specific committees under each category are as follows:

### **A. Standing Committees**

- a. **Constitution Review:** Shall initiate and/or review recommendations to the Board of Directors for changes to the Constitution.
- b. **Social Media:** Shall work in coordination with the executive director, president, board members and officers to promote the goals of NYSAFLT and to maintain a strong and regular social media presence for NYSAFLT.
- c. **Public Advocacy:** Shall apprise the membership of impending state and federal legislation affecting world language education and shall develop and implement strategies that will influence lawmakers regarding issues affecting world language education. Shall provide advocacy training to the membership to promote world language policies.
- d. **Past Presidents' Advisory Council:** Shall serve in an advisory capacity to the Executive Committee and the Board of Directors.
- e. **Strategic Planning:** Constituted once every five years, this committee shall develop a new strategic plan to continue to ensure efficiency and growth, and that NYSAFLT is meeting the needs of its members.
- f. **FLES:** Shall support early language education and serve as a resource in this area.
- g. **Post-Secondary World Language Education:** Shall support post-secondary world language education and serve as a resource in this area. Serves as the selection committee for the post-secondary scholarship
- h. **Supervision:** Shall provide opportunities for networking among those in a supervisory capacity.
- i. **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.
- j. **Annual Conference Awards (Awards for world language professionals and supporters of world language and cultures:** 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.
- k. **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.
- l. **Charles Zimmerman Memorial Grant:** Shall select recipients according to established criteria. The names of the recipients shall be reported to the Board of Directors.
- m. **Virtual Video Contest:** Shall select winners according to established criteria. The names of the recipients will be reported to the Board of Directors.

### **B. Special Standing Committees**

- a. **Annual Conference Planning:** Shall plan the three annual conferences in conjunction with the Executive Director and other members of the Executive Committee.



- 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. 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.
- C. Ad hoc Committees

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

- A. Annual Conference Planning Committee  
 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 President-Elect and shall include the the Executive Committee and such members as the President-Elect shall deem appropriate for program development.
- B. Financial Management  
 The committee is chaired by the Secretary-Treasurer. The committee members include the Executive Committee and one other member selected by the Executive Committee.
- C. 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 their best effort 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 their duties, the President may select a replacement.
- 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 Board of Directors and/or membership of NYSAFLT.