

TEMPLATE FOR CHAPTER BYLAWS

GENERAL COMMENTS

- This template document can be used by new AATSP chapters as well as those chapters that are undergoing a revision of their Bylaws.
- The symbol [...] is used to indicate where the chapter name should be inserted.
EXAMPLE: The [...] Chapter is a non-profit, educational organization. **When revised, the new sentence should read:** The Michigan Chapter is a non-profit, educational organization.
- Several features of these recommended Bylaws may not be suitable to the needs of all chapters. Chapters are urged to make such changes as will satisfy their requirements. See the *Chapter Guidelines* for additional information regarding chapter governance, officers, and activities.
- Bylaws and their revisions must be sent to the National Office of the American Association of Teachers of Spanish and Portuguese for review and approval prior to their approval by the chapter membership.

BYLAWS OF THE [...] CHAPTER OF THE AMERICAN ASSOCIATION OF TEACHERS OF SPANISH AND PORTUGUESE

ARTICLE I. NAME

The name of this chapter shall be the [...] Chapter of the American Association of Teachers of Spanish and Portuguese (AATSP). The Chapter is also known as **AATSP-MI**. The [...] Chapter is a non-profit, educational organization whose members are devoted to the promotion, study, and teaching of the Spanish and Portuguese languages and Hispanic and Luso-Brazilian cultures.

[NOTE: The alternate name (an example is located above in red font) must consist of the abbreviation AATSP, followed by a dash, followed by an abbreviation of the name of the chapter.]

ARTICLE II. PURPOSE

The purpose of the [...] Chapter is to

- promote the study and teaching of the Spanish and Portuguese languages and their corresponding Hispanic, Luso-Brazilian other related cultures at all levels of instruction.
- promote friendship, professional growth, and the exchange of ideas among teachers of Spanish and Portuguese at all levels of instruction.

- provide professional development opportunities and cooperate with other organizations to improve the teaching of Spanish and Portuguese at all levels of instruction.

This mission is accomplished by activities such as

- lectures, presentations, workshops, and webinars related to the improvement of teaching and learning of the Spanish and Portuguese languages and their respective cultures
- language and cultural events of interest to the membership and consistent with the mission of the Chapter
- advocacy activities to increase interest in the study of Spanish and Portuguese
- research and investigative work by members which may result in the publication of articles and/or presentations at meetings of language organizations

ARTICLE III. GOVERNANCE

Section 1. The business of the [...] Chapter shall be conducted, supervised, and overseen by a governing body called the Executive Council. The Executive Council will be comprised of the following positions:

- a. President
- b. President Elect
- c. Past President
- d. Secretary
- e. Treasurer
- f. NSE Coordinator
- g. Communications Coordinator
- h. Webmaster

[NOTE: The number and type of officers can vary BUT all chapters must have at least four officers: a President, a President Elect, a Past President, and a Treasurer. See the *Chapter Guidelines* for additional information on the number and types of officers.]

Section 2. The Executive Council members shall serve for a period of two consecutive years only (three years for Webmaster) and/or until the election/appointment of their successors.

Retiring elected officers cannot be nominated for another elected office for a period of two years following the completion of their term. The exceptions to this rule are the NSE Coordinator and Treasurer, who may serve consecutive terms. In addition, the two-year rule can be waived at the discretion of the Executive Council for the position of President Elect only.

[NOTE: See the *Chapter Guidelines* for additional information and variations on the length of terms of office.]

In order to provide continuity of leadership and smooth transitions between officers, the office of president will be a three-step process: *Year One*: President Elect; *Year Three*: President; *Year Five*: Past President. This provides time for incoming presidents to become familiar with the duties of the position, learn about chapter procedures and programs, and plan for the actual year of presidency.

Section 3. Whenever there is an anticipated vacancy in any office, such vacancy shall be announced on the chapter website, by email, and/or at the next regular meeting of the chapter. Nominations for the offices will be accepted for a period of thirty days.

The anticipated vacancy in any office will be filled by an election held at the regular fall meeting following the announcement of the vacancy. At the close of the nomination period, names of nominees will be available to the entire membership.

Section 4. In the event of an unexpected vacancy, the Executive Council shall appoint an interim officer to serve until the next regular election.

Section 5. Regular elections should be held at a Chapter meeting each fall so that officers and Executive Council members can take office on January 1 of the following year.

A majority vote of those present at the meeting will determine election to the Office.

The preferred schedule for elections is as follows:

- By September 30: Call for nominations for offices
- By October 30: Elections completed

The results of the election will be posted on the chapter website, and the names of the new officers will be reported to the AATSP National Office by December 1 of the year in which the election is held. New officer terms begin January 1.

ARTICLE IV. DUTIES OF THE EXECUTIVE COUNCIL

Section 1. The Executive Council shall have charge of all business of the chapter that may arise between regular meetings of the chapter. They shall present their report at the regular meetings. They shall approve the budget submitted by the Treasurer. They shall provide for a time, place, and program for each meeting.

The Executive Council should meet as often as necessary, including at least one meeting before each regular meeting of the chapter. Face-to-face and virtual meetings will be

held. The Executive Council shall decide on all issues discussed at Executive Board meetings by a majority vote of those present.

Section 2. The President shall be the chief executive officer of the chapter and shall preside at all meetings of the chapter as well as supervise the affairs of the chapter in conjunction with the Executive Council. The President shall exercise such other powers as may from time to time be conferred on him/her by the Executive Council.

[NOTES: Additional chapter-specific responsibilities for the President can be added here. Those responsibilities could include items such as coordinating and planning chapter events, activities and conferences, working with other organizations within the chapter area, planning chapter meetings. See the *Chapter Guidelines* for additional duties of the President.]

Section 3. The President Elect shall exercise the duties of the President in the absence of that officer.

The President Elect shall serve as President after serving one term in this office.

The President Elect is responsible for coordinating the Chapter Poster Contest and for submitting the winning poster to the national contest.

The President Elect will work with the outgoing President during the initial planning stages of the upcoming spring conference.

Section 4. The Secretary shall take minutes at all meetings, prepare the minutes for approval by the Executive Council as well as archive the approved minutes on the chapter website. This individual will also send notices to the members of the forthcoming meetings. The Secretary shall also provide the National Office with requested information regarding Chapter members and officers.

Section 5. The Treasurer shall keep a database of the members of the chapter. The Treasurer shall maintain a detailed account of all monies received and disbursed and shall present regular financial statements to the Executive Council of the Chapter at Council meetings. The treasurer shall be responsible for accepting all fees for chapter activities and depositing them in the Chapter account in a timely fashion.

Section 6. The Chapter NSE Coordinator shall create and maintain accountability of all related activities pertaining to the administration of the National Spanish Exam.

Section 7. The Communications Coordinator shall take charge of publicity for the chapter. This individual will also maintain and update the membership listserv and create and distribute the chapter newsletter at least once per calendar year.

The Executive Council should support the Communications Coordinator's work by providing special software for the layout and design of the newsletter and/or training in the use of the software.

Section 8. The Webmaster will be responsible for approving, maintaining, and updating the content for the [...] official webpage and other social media sites affiliated with the chapter. The term of service for this position is three years. In the event that there are no nominees for the position, the Executive Council may appoint a Webmaster.

Section 9. The Past President shall organize the Teacher of the Year Award, accepting nominees, and arranging for a vote. The Past President shall also serve as an adviser to the Executive Council on administrative matters. In the absence of the President and the President Elect, the Past President shall preside at the meeting.

[**NOTES:** Include sections for each member of the Executive Council not listed above. See the *Chapter Guidelines* for the titles of additional officers and their job descriptions.]

ARTICLE V. MEMBERSHIP AND DUES

Section 1. Any person interested in Spanish and/or Portuguese language or cultural study who would like to become a member of the ... Chapter of the American Association of Teachers of Spanish and Portuguese may do so by paying annual dues to the national association.

Section 2. Honorary membership may be granted to no more than two persons per year who have made notable contribution to Spanish or Portuguese language instruction within the region of the [...] Chapter.

1. An Honorary Membership Committee consisting of the President and two members elected by the membership shall be established at the same session that the general elections are held.
2. This committee shall determine by unanimous vote what candidates, if any, are to be presented to the membership for election as honorary members. Election shall be by a majority vote of membership present. There will be an Honorary Membership Committee every election.

ARTICLE VI. CHAPTER MEETINGS

Section 1. The Chapter shall hold an annual business meeting of the Chapter membership. Normally, the Chapter will also hold at least one other scheduled meeting of the Chapter membership annually.

Section 2. The annual business meeting and other meetings or conferences of the Chapter shall be held at times and places chosen by the Executive Council and announced well in advance.

Section 3. A quorum shall consist of those Chapter members present at any Chapter meeting.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

Any member in good standing may submit a proposed amendment to the Bylaws. Such proposed amendments must be submitted in writing to the Chapter President.

Proposed amendments shall first be approved by a majority of the Executive Council.

The proposed amendment or amendments, thus approved, shall be published on the website of the [...] Chapter of the AATSP at least one week before the chapter meeting during which voting will take place.

Before a vote is taken, chapter members may submit comments electronically directly to the President, or they may make comments during the discussion to take place at the chapter meeting.

Amendments to the Bylaws shall be approved at any regularly scheduled meeting of the Chapter by a two-thirds majority of the members present and in good standing.

ARTICLE VIII: DISSOLUTION OF THE [...] CHAPTER

In the event of dissolution of the ... Chapter of the American Association of Teachers of Spanish and Portuguese, the residual assets of the Association will be turned over to the National Office of the American Association of Teachers of Spanish and Portuguese.

[NOTE: Article IX is included in this document because such a statement is required by some states that levy a sales tax in order to grant exemption to the chapter; it is considered one of the proofs that the chapter is a non-profit organization.]

ARTICLE IX. VALIDITY

These Bylaws supersede all previous Bylaws of the [...] Chapter.

Revised October 17, 2003

Revised April 12, 2009

Revised March 15, 2016

[NOTE: This article must be followed by the date on which the Bylaws were approved. It is recommended that the dates of previous approved Bylaws be included in chronological order ending with the most recent.]