



**American Association of Teachers of German**

**CHAPTER  
OFFICERS  
HANDBOOK**

*Revised February 2018*

# Table of Contents

INTRODUCTION .....	3
MEMBERSHIP .....	3
CHAPTER OFFICERS .....	3
CHAPTER EXECUTIVE BOARD .....	5
CHAPTER ELECTIONS .....	6
REGIONAL COORDINATION .....	7
CHAPTER CONSTITUTION .....	8
SAMPLE CHAPTER CONSTITUTION .....	8
CHAPTER FINANCES .....	10
CHAPTER DUES .....	12
MEMBER RECRUITMENT .....	12
MEMBERSHIP CONTACT .....	13
CHAPTER MEETINGS .....	13
IDEAS FOR CHAPTER MEETINGS .....	13
AATG ONLINE CHAPTER COMMUNITY GROUPS .....	15
CHAPTER NEWSLETTER .....	16
PRESIDING OFFICER OF THE ASSEMBLY OF CHAPTER PRESIDENTS .....	17
NATIONAL PROGRAMS AND SERVICES .....	17
ONLINE RESOURCES .....	19

## INTRODUCTION

Founded in 1926, AATG believes that bringing the language, literature, and cultures of the German speaking world to all Americans is a vital humanistic endeavor, which serves an essential national interest. With members in all 50 states and nearly 20 countries, the American Association of Teachers of German is the only individual membership organization in the United States dedicated to the teaching of the language, literature and culture of the German-speaking countries. The AATG is governed by an Executive Council consisting of 10 members including a president, vice-president, treasurer, presiding officer of the chapter presidents' assembly, and six regional representatives.

The AATG has 60 local chapters which support a variety of local projects with activities focused on public relations, professional development, and teacher and student immersion. Each chapter and its officers are vital in helping achieve the mission of the AATG. Chapter officers represent the association to local, state and regional AATG members. They are leaders in the profession who help teachers and their students at all levels of instruction to maintain and improve their skills, their programs, their enrollments, and their place in the educational community.

The AATG Executive Council and the national office staff support chapters in their work. Communication between local chapter officers, Executive Council members, and the national office is crucial to best serving the members of the AATG.

## MEMBERSHIP

Requirements for AATG membership are stipulated in the national By-Laws which define regular, life, new, part-time, full-time student, retired, temporarily unemployed, joint, contributing, sustaining, patron, and honorary members. Chapter members must be members of the national AATG. Be sure to invite new teachers in your area, graduate students, and future teachers to become members of AATG and the local chapter. Membership information can be found on AATG's website. Honorary membership in the AATG can only be conferred by the national organization.

## CHAPTER OFFICERS

Each chapter must have at least three officers: a president, treasurer, and a chapter testing chair. Most chapters also have a vice-president or president-elect and a secretary. In many chapters, the vice-president is the president-elect; this provides a term of on-the-job training and a measure of continuity of leadership. Often one person serves as both secretary and treasurer for the chapter. Many chapters also have a newsletter editor and a membership chair. Most officers are elected by the chapter members, but in some cases may be appointed, depending on the individual chapter's constitution.

### **Chapter President**

Every organization, regardless of size, location or structure, must have a leader who performs tasks aimed at developing the organization's vision and implementing the policies and procedures that allow that vision to be accomplished. The chapter president serves as the principal contact for the chapter and ensures decisions are made in a timely manner. The president calls and presides at all meetings of the chapter. The president works with the other officers and committee chairs to develop agendas for chapter and executive board meetings, and makes appointments including the appointment of the chapter testing chair. The president usually serves as a secondary signatory on financial accounts. Additionally, the president represents the chapter and its members at the annual Assembly of Chapter Presidents and to other organizations.

### **Chapter Vice-President or President-Elect**

The vice-president/president-elect must be familiar with all the responsibilities of the president and ready to preside when called upon. The vice-president/president-elect performs other duties as directed by the president.

### **Treasurer**

Primary responsibility for the financial affairs of the chapter rests with the chapter treasurer. The treasurer is familiar with basic accounting procedures and policies and keeps all financial records of the organization. The treasurer is instrumental in the development of an annual budget, maintains a financial history of the organization, and serves as the primary signatory on financial accounts. Additionally, the treasurer prepares and submits annual financial reports to the members and the national office.

### **Secretary**

The main responsibility of the chapter secretary is to record and distribute minutes of each meeting. The secretary also keeps a record of all activities of the organization and maintains organizational records. The secretary may also handle all official chapter correspondence, send notification of chapter meetings, and prepare and file any reports required such as the annual chapter report to the national office.

### **Chapter Testing Chair**

The chapter testing chair is appointed annually by the chapter president. The chapter testing chair is usually selected from members who teach at the college or university level. Together with a selection committee comprised of two or more additional members, the chapter testing chair is responsible for the selection of chapter nominees for the AATG/PAD Study Trip Awards and other National German Exam prizes. The chapter testing chair may also be called upon to assist schools in the chapter in locating alternative testing sites. The chapter testing chair is responsible for the distribution of National German Exam prizes sent by the national office and may be called upon to seek donations for awards for students who score well on the exam. In

many chapters, the chapter testing chair helps organize a National German Exam awards ceremony for students, parents, and administrators.

### **Membership Chair**

The membership chair is responsible for recruiting and engaging new members, and organizing membership drives and events. The membership chair monitors membership records and contacts teachers new to the area inviting them to join the organization. The membership chair also helps remind members to renew. In some chapters, the membership chair is also responsible for the chapter's social networking presence on Facebook, Twitter, etc.

### **Newsletter Editor**

The newsletter editor is responsible for the creation and distribution of the chapter newsletter. The editor publishes information about upcoming chapter events and reports on chapter activities. In some chapters, the membership chair is also responsible for the chapter's social networking presence on Facebook, Twitter, etc.

## **CHAPTER EXECUTIVE BOARD**

The chapter officers are essential in supporting the organization, identifying potential leadership, and involving as many members as possible in the organization. The executive board, typically comprised of the chapter officers, the immediate past-president, and a small number of members-at-large, serves to set and implement policies and goals as well as to deal with matters that arise between meetings. The executive board can also serve as an effective planning group.

Members of the chapter executive board should be involved in nominations, awards, membership, and chapter testing as well as writing and submitting chapter project grants. Committees are important in the chapter structure as well. They support important chapter activities and serve as training ground for future chapter officers.

In addition to sharing the work of coordinating chapter activities, the executive board should:

- work closely with colleagues from different geographical locations within the chapter and from all teaching levels
- identify and encourage colleagues to work together in reaching mutual goals
- shepherd the nomination of chapter members for national, regional, and state awards
- identify and optimize the skills each member has to offer including writing press releases, designing graphics, using technology, optimizing the chapter's social networking, political know-how, organizational skills, organizing grass roots support, developing instructional materials, knowledge of current events, teaching methodology

- complete an inventory of all foreign language programs in every pre-collegiate and postsecondary institution in the area to determine how German enrollments compare to enrollments in other languages
- identify potential members including undergraduate and graduate students in German
- identify and advocate for German programs at all levels of instruction that may be threatened with elimination through targeted advocacy including letter writing campaigns
- identify German teachers in the area who will be retiring soon. Ensure that the program will not be eliminated by assisting the teacher in finding a replacement before the retirement occurs
- connect with other language organizations in the state/region, actively recruit AATG members to serve on the board of state organizations
- advocate for development of (K-8) programs
- encourage members of the chapter or the chapter itself to contribute to the Endowed Scholarship Fund to support study abroad for students or to the Friends of AATG Endowment to support AATG programs and services. Details on these funds can be found on the AATG website. Members can also honor a individuals in AATG's Hall of Recognition where they may honor of a former teacher or professor or colleague who has influenced them most. Each honoree's name is listed in the online Hall of Recognition, along with a photo and personal tribute.

## CHAPTER ELECTIONS

A nominating committee should be appointed each election year. Usually this committee does not include any officers or members of the executive board. It is important that the composition of the nominating committee vary from election to election. Nominations for each office should be solicited from the general membership.

Candidates should provide a written statement and bio for the ballot. Ballots should allow for write-in candidates for each office. Each chapter member should be provided an opportunity to cast a ballot in chapter elections. The national office can easily set up electronic balloting for your chapter elections, contact the AATG staff for assistance.

Immediately following an election, the results of the election are to be provided to the national office. Each officer should promptly forward any chapter records they possess to the newly elected officer. Newly elected treasurers should contact any financial institutions holding chapter funds to initiate a change in authorized signatories. This may require a signed resolution by the executive board or copies of chapter meeting minutes certifying the election. Depending on circumstances, it may be in the best interest of the chapter to move accounts to a new financial institution to make managing accounts easier for the treasurer.

## REGIONAL COORDINATION

In states with large numbers of German teachers, or where concentrations of German teachers are separated by great distances, more than one chapter may exist. In these areas, officers of the various chapters should meet regularly to discuss matters of state-wide concern and to coordinate activities among the chapters and their members. Similarly, where concerns transcend state boundaries, a regional meeting of chapter officers to coordinate efforts to support German instruction can provide great benefits.

Chapter boundaries are defined by zip codes in any state having more than one chapter. Members living in one chapter's area may prefer to be a member in another chapter. That member should contact the AATG office to designate their chapter affiliation. An individual member may belong to only one chapter.

The US has been divided into six regions and each region has a representative who serves on the AATG Executive Council and can support chapter executive board members in numerous ways.

<b>Northeast</b>	Connecticut, Maine, Massachusetts, Northern New England (New Hampshire and Vermont), Central New York, Hudson Valley, Long Island, Metropolitan New York, Rochester, Western New York, Rhode Island.
<b>Southeast</b>	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, European.
<b>Central</b>	Indiana, Maryland, Michigan, Northern New Jersey, Southern New Jersey, Ohio, Central Pennsylvania, Western Pennsylvania/West Virginia, Philadelphia/Delaware.
<b>Midwest</b>	Northern Illinois, Southern Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin.
<b>Northwest</b>	Alaska, Colorado/Wyoming, Idaho, Montana, Nevada, Northern California, Oregon, Utah, Washington.
<b>Southwest</b>	Arkansas, Arizona, Hawaii, Louisiana, New Mexico/El Paso, Oklahoma, Southern California, San Diego, North Texas, Houston, South Texas.

## CHAPTER CONSTITUTION

Each chapter must have a constitution to govern the chapter. All provisions of the chapter constitution must agree with the principles of the national constitution and by-laws. A copy of the chapter constitution must be on file in the national office.

A copy of the chapter constitution should be given to newly elected chapter officers by outgoing officers. The chapter constitution should be reviewed regularly, at least every five years, and revised as necessary.

Each chapter constitution should include the following:

- a clearly defined election process
- terms of office defined as two years
- length of service for an officer limited to no more than three consecutive two-year terms (six consecutive years)
- statement noting that offices are to be held alternately by post-secondary and pre-collegiate colleagues
- provisions for establishment of an executive board
- provision for appointment or election of a membership chair to serve on the executive board
- inclusion of the past president on the executive board
- an amendment clause
- a dissolution clause

## SAMPLE CHAPTER CONSTITUTION

Constitution of the \_\_\_\_\_ Chapter of the American Association of Teachers of German

### I. Name

The name of the chapter shall be the \_\_\_\_\_ Chapter of the American Association of Teachers of German.

### II. Purpose

The chapter proposes to promote and improve the teaching of German in the area defined by this chapter, and to encourage a spirit of cooperation and fellowship among its members. The purpose of the chapter conforms to that of the national organization.

### III. Membership

1. Any teacher of German or anyone interested in the teaching of German may join the chapter and the national association upon payment of the annual dues as specified by the by-laws of the national association. All chapter members must belong to the



national association. No one can be a member of the chapter alone. Continued membership requires payment of the annual dues.

2. Membership is based on a 12-month period. Only members in good standing may exercise the privileges of membership.
3. Graduate and undergraduate students who are certified by the chairperson of their department may become student members upon payment of the annual dues for student membership.
4. A teacher who at the time of retirement has been a member of AATG may elect membership as a retired member.
5. Honorary membership in the AATG may be conferred only in accordance with stipulations in the national constitution.

#### IV. Officers, Nominating Committee, and Elections

1. The officers of the chapter are the president, the vice-president, the secretary, and the treasurer (or, secretary/treasurer). They shall be elected for a term of two years renewable for one more term and are thereafter normally not eligible for reelection to the same office.
2. The nominating committee comprised of three to five members representative of the membership of the chapter shall prepare a slate of nomination for each office. This committee shall solicit suggestions for nominations from the membership and shall present at least two candidates for all offices.
3. The slate of nominees shall be made known to all chapter members at least three weeks prior to the election. Election of officers shall be by secret ballot of all chapter members.

#### V. Administration

The administration of the chapter shall be in the hands of the executive board, which consists of the officers outlined in Section IV. In addition, the immediate past-president of the chapter may be a member of the executive board for one year following term of office.

#### VI. Meetings

The chapter shall meet at least twice a year. The time and place of the meeting shall be determined by the president after due consultation with the executive board. The members present at any meeting of the chapter shall constitute a quorum.

## VII. Amendments

1. This constitution may be amended by a two-thirds vote of members present at any regular meeting.
2. Amendments may be proposed by the executive board or by notice to the executive board by at least four members of the chapter not later than one month in advance of the meeting at which action is to be taken.
3. The secretary shall submit such proposed amendment or amendments to the membership at least three weeks prior to the meeting at which action is to be taken.

## VIII. By-Laws

By-laws may be adopted or changed at any meeting of the chapter by majority of the members present, provided that notice of the proposed changes is sent to all the members at least three weeks prior to such meeting.

## IX. Dissolution of the Chapter

The Chapter may be dissolved only 1) at a special meeting called for that purpose, 2) through a vote by a majority of the remaining members of the Chapter, or 3) through clear evidence that the Chapter no longer is active. No member of the chapter shall be entitled to any distribution or diversion of its remaining property or proceeds. The balance of the money, other property or assets received by the Chapter from any source shall be distributed for exempt purposes to qualifying charitable beneficiaries, preferably the national organization, the American Association of Teachers of German which is registered as a 501 (c) (3) of the Internal Revenue Code

## CHAPTER FINANCES

The American Association of Teachers of German is a tax-exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code. AATG chapters are independent entities and each has an employer identification number (EIN) issued by the IRS. The national office has a record of each chapter EIN on file and can provide that upon request.

Primary responsibility for the financial affairs of the chapter rests with the chapter treasurer, but each elected officer has fiduciary responsibility for the organization. At least one other officer, usually the chapter president, should be authorized to sign checks drawn on the chapter's account. If funds are sufficient, the chapter may consider an interest-bearing account in addition to an operating account. All accounts must be in the name of the chapter using the chapter federal EIN not the chapter treasurer. The Executive Director is available to the chapter treasurer or chapter president for consultation on any financial matter.

The 501(c) (3) status grants charitable nonprofits exemption from federal corporate income taxes. Individual states offer nonprofits a variety of exemptions from taxes they impose such as sales taxes. Typically exemption in individual states requires submitting an application to the state's department of revenue which must be renewed periodically. Information on exemptions for each state can be found at [www.harborcompliance.com/information/nonprofit-tax-exempt-status](http://www.harborcompliance.com/information/nonprofit-tax-exempt-status). Details are available on each state revenue department website.

The IRS requires that each tax-exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code file an annual 990. The fiscal year for each chapter has been defined to the IRS as October 1 to September 30. The IRS requires the filing of the annual 990 by mid-February and this filing is handled by the national office. The filing requires certification that the organization is still in existence and that annual gross receipts are typically less than \$50,000. Should a chapter's gross receipts total more than \$50,000 in a given fiscal year, this should be reported to the national office before December 31 following the close of that fiscal year.

Please note that each year prior to February 15 a 990-N (electronic postcard) has been filed for all active chapters for the fiscal year ending the previous September 30. The AATG office will send copies of the 990-N upon request.

Each year, the chapter executive board should prepare a budget. The budget should detail the programs that the chapter plans for the year, showing anticipated revenue by source and anticipated expenses by program. This budget should be presented to the membership at a meeting of the chapter for adoption. Adoption of the budget should be noted in the minutes.

The chapter treasurer should maintain a simple cash receipts and disbursement journal. The source of each receipt should be noted as well as the purpose of each disbursement. A cash disbursement sheet should allocate each expenditure according to the programs approved in the budget. Expenditures for items not included in the approved budget should be ratified by the chapter executive board and a note made in the minutes.

The chapter treasurer should document financial records showing actual receipts and expenditures versus budgeted amounts. These reports should be provided both to the executive board and to the general membership at a regular business meeting. An annual audit of chapter books should be conducted by an internal chapter committee.

The national office reimburses each chapter 10% of each member's dues up to \$8.00 per person in April each year. To receive this reimbursement, each of the following conditions must be met by March 15:

- all chapter officers must be members of AATG
- minutes of chapter meetings must be submitted to the national office
- an annual treasurer's report or a copy of the chapter's year-end bank statement must be submitted to the national office.

## CHAPTER DUES

Many chapters charge local dues to cover mailings, newsletters, refreshments, etc. These range from \$5.00 to \$15.00 and are collected by the chapter treasurer or membership chair.

Membership in the national AATG is required for membership in a local chapter.

## MEMBER RECRUITMENT

The AATG's strength and effectiveness is found in its chapters. Recruiting new members and retention of present members is vital to the association. The national office can support the membership committee in each chapter, but a strong chapter program and a personal touch are the keys to successful membership recruitment and retention.

Each chapter should have a membership committee. The number of committee members will depend on geography and the size of the chapter. The committee should be responsible for contacting German teachers in the area to invite them to join the AATG. Contact with new teachers is especially important. Personal contact from the committee chair or chapter president often brings results. The membership committee should also reach out to former members to encourage them to renew their membership in the association.

Chapters often find that K-12 members of the committee have the greatest success in recruiting K-12 members and post-secondary members of the committee in recruiting colleagues at post-secondary institutions. When recruiting new members, highlight the AATG programs that will be of greatest interest to those individuals. From the journals, publishing opportunities, Annual Meeting presentations, and networking of primary interest to college/university faculty to the National German Exam, summer study program, and honor societies for K-12 teachers—and the teaching materials and professional development opportunities for all.

German departments at colleges and universities should be encouraged to provide pre-service teachers and graduate students with memberships to AATG.

The membership committee might get a list of German teachers from the state education department. The state foreign language association also has names of teachers of German to contact. Often lists from state education departments or language associations are incomplete or not up to date. The committee might divide the chapter area geographically and update the chapter contact list through web research or telephone contact. Check the names against those on your chapter roster and share the names of individuals who are not members with the membership coordinator in the national office. The national office can support the chapter membership committee in recruiting.

Send the chapter newsletter or a recruiting brochure with an invitation to join. Don't be discouraged if initial contacts are not successful. Keep inviting those teachers to your meetings and other events. Let them know how active the chapter is and what value membership has.

## MEMBERSHIP CONTACT

The entire AATG membership database is online and available to all members. You can search for members in your chapter, view individual profiles, and directly contact them at AATG Online. To access the membership information, you must first log in at [www.aatg.org](http://www.aatg.org).

Chapters may request additional information about their members by contacting the Membership Coordinator in the AATG office.

## CHAPTER MEETINGS

Chapters are required to hold at least one business meeting each year. Holding more than one meeting annually gives members the opportunity to be more involved. Chapter meetings may be held in conjunction with meetings of other professional organizations, for example at state or regional meetings.

Business at all meetings should be conducted according to Robert's Rules of Order. Minutes of all meetings should be kept to record the actions taken and the major points of discussion. Minutes of meetings should be passed on from each chapter secretary to the next. When a chapter executive board meets, its minutes should also be recorded as described above. Minutes of all chapter meetings must be sent to the national office within four weeks of the meeting date.

Chapters that hold no meetings during a year and/or do not submit minutes to the national office are considered inactive and will receive no membership dues reimbursement.

## IDEAS FOR CHAPTER MEETINGS

The president of the chapter usually has responsibility for planning chapter meetings, though in many chapters this task is often shared by the executive board. Themes and activities should appeal to a wide range of teachers at all levels of instruction.

- Design the meeting around a theme (Grünes Deutschland, Kinder- und Jugendliteratur, Common Core Standards, Advocacy, etc.). Invite workshop leaders from all instructional levels to present and participate.
- Show a recent German film that could be used in the classroom. Invite a speaker who can provide insight into cultural, linguistic, historical, or artistic aspects of the film followed by a discussion.
- Offer a workshop on new textbooks and teaching materials. Often you can invite the author(s) to present. Such visits may be funded by the publisher.

- Contact the nearest German/Austrian/Swiss consulate or Goethe-Institut and find out how they can help the chapter. Get on their mailing lists. Invite representatives to attend chapter meetings.
- Present a demonstration of proven strategies and techniques.
- Use the AATG Professional Consultants list to find presenters with topics of interest to your members.
- Plan an activity with neighboring chapters. Contact your Executive Council regional representative for assistance.
- Organize a “Swap Shop” or “How To” sessions. Have members share successful materials with other members.
- Plan demonstrations of computer, video, or online resources for classroom and teacher use.
- Plan one-day or weekend immersion workshops for teachers and students.
- Instead of meeting on a Saturday, plan a week-day retreat or try an after-school meeting followed by a social event. Some chapters report that they have doubled attendance and that school districts have paid registration fees for such professional development events.
- Meet in conjunction with your state foreign language association or regional conferences: Central States Conference on the Teaching of Foreign Languages ([www.csctfl.org](http://www.csctfl.org)); Southwest Conference on Language Teaching ([www.swcolt.org](http://www.swcolt.org)); Southern Conference on Language Teaching ([www.scolt.org](http://www.scolt.org)), and the Northeast Conference on the Teaching of Foreign Languages ([www.nectfl.org](http://www.nectfl.org)).
- Plan a meeting around a student awards luncheon, reception, or dinner. Organize a *Festessen* or award dinner for students who have scored well on the National German Exam. This provides an opportunity to entertain parents, friends, special supporters, and administrators and to demonstrate the level of commitment on the part of AATG members.
- Organize student activities with competitions, such as poetry readings, drama festivals, *Sprachfeste*, declamation contests, writing contests.
- Contact chapter members who have participated in AATG-sponsored seminars or workshops to share their experiences.

Looking to improve attendance at your meetings?

- Present a “Certificate of Participation” to each chapter member who attends a chapter meeting.
- Offer door prizes to attendees.
- Hold your meeting as an immersion day or weekend retreat for teachers.
- Make sure that AATG chapter events are published in the state foreign language association’s newsletter; reciprocate by publishing state foreign language events/news in the AATG chapter newsletter.
- Organize social evenings or receptions (*Oktoberfest, Weihnachtsfeier, Faschingsfest*) for chapter members.
- Offer a free membership to new teachers in the chapter.
- Organize a “Bring a friend to lunch” chapter meeting.
- Send letters of commendation to members who have organized a meeting or conducted other activities of benefit to the chapter or the teaching of German.
- Plan joint meetings with neighboring chapters.
- Organize a statewide convention for students, parents, and teachers.
- Establish ties to local PBS or local cable access stations and encourage them to broadcast programs of interest to German teachers or speakers.
- Approach German societies in your area for donations to buy awards for students who score well on the AATG National German Exam.
- Establish a German Educator of the Year Award and recognize the recipient at the state foreign language association’s annual meeting.

## AATG ONLINE CHAPTER COMMUNITY GROUPS

AATG Online’s Chapter Community Groups offer chapters a virtual meeting space. AATG Online fosters communication, connection and collaboration—your Chapter Community Group can offer the same benefit to your chapter members. All AATG members are enrolled in Chapter Community Groups based on geographical location or personal preference—members can select their chapter group or be assigned to one based on location. Only AATG members are able to access the information posted in the Chapter Community Group—it is a closed, secure online meeting space.

Chapter officers have administrator privileges in their Chapter Community Group which allows them to customize the Chapter Community Group homepage with content relevant to chapter

members, search chapter members through the member directory, export membership lists, and bulk message or email all chapter members.

The Group Feed displays a list of recent updates to the Chapter Community Group—providing members at a quick glance all the new information they are looking for. The Group Feed also functions as a “Wall” where members and administrators can post information for other chapter members.

Chapter officers can also create chapter discussion forums, maintain a chapter blog, add additional Group Pages (much like subpages of a website), and upload a variety of files including photos, videos, Word documents, PDFs, etc. to a “Resource Manager” accessible to members.

Chapter officers can add events to a chapter calendar, create event registration, and collect registration fees for chapter events using the AATG website.

All chapter members may search the Chapter Directory to find fellow chapter members, send messages to all chapter members, upload photos, and post in chapter forums. Chapter members can also subscribe to a chapter newsletter—a regularly sent email digest of Chapter Community Group updates.

The Chapter Community Group may replace a chapter website or supplement existing websites. Chapters are encouraged to move their online presence to the AATG website. AATG no longer provides technical support to chapter websites not housed at AATG Online.

Be sure to encourage chapter members to take advantage of all features available at AATG Online including Forums, the Career Center, Teaching Resources, connecting with colleagues across the US through AATG Online profiles, and much more.

Chapter officers should contact the AATG office for more details on Chapter Community Groups.

## CHAPTER NEWSLETTER

Many chapters publish newsletters in conjunction with fall and spring chapter meetings. Contents range from chapter meeting announcements and national AATG program announcements to items of local, state, and regional interest including teaching strategies, public relations ideas, member news, local resources, etc.



## PRESIDING OFFICER OF THE ASSEMBLY OF CHAPTER PRESIDENTS

The Presiding Officer of the Assembly of Chapter Presidents is a regular voting member of the Executive Council and serves as a representative of all chapter presidents. The Presiding Officer of the Assembly of Chapter Presidents is nominated and elected by the other chapter presidents to serve a three-year term. Candidates must be a chapter president at the time of election, however, it is not necessary that the candidate be a chapter president throughout the three-year term.

The Presiding Officer of the Assembly of Chapter Presidents plans the yearly meeting of the Chapter Presidents for the Annual Meeting in conjunction with the AATG President and the Executive Director. The presiding officer chairs and serves on committees of the Executive Council and helps organize any meetings of regional chapter presidents in cooperation with regional representatives.

## NATIONAL PROGRAMS AND SERVICES

The AATG offers a wide variety of programs and services for members. AATG's website [www.aatg.org](http://www.aatg.org) describes programs, publications, and services.

### **Awards Programs**

The AATG offers awards for outstanding teaching and service each year. The AATG depends on chapter officers and members for nominations, since you know best who these outstanding educators are. Make sure that your outstanding members gain the recognition they deserve!

- AATG Outstanding Educator Award, one each at the Elementary, Secondary, and College/University levels. Awarded by the AATG for excellence in teaching, as evidenced by the individual's ability to stimulate and challenge students intellectually; and for the teacher's professional growth and contributions, as evidenced by continued study, by the ability to influence the quality of education in classrooms other than one's own, and by contributions to the academic environment outside the classroom.
- AATG/Goethe-Institut Certificate of Merit honors achievement in furthering German teaching in the US. German teachers may be recognized for outstanding teaching, creative and successful activities promoting German, innovative curriculum and successful course design, successful interdisciplinary cooperation, and/or significant contributions to the profession.
- AATG Friend of German Award recognizes exemplary leadership in the advocacy of German and German language education at the local, regional, or national level. Awards are presented to an individual or organization outside the German teaching profession, as well as to a German educator.

- German Embassy Teacher of Excellence Award recognizes up-and-coming teachers who may have started a new program or revitalized an existing one, and contribute to their AATG chapter. The prize includes a two-week professional development course in Germany, offered by the Goethe-Institut.
- AATG German Centers of Excellence program identifies and honors excellence at all levels of instruction K-16. The designation is presented to a well-established and growing German program with strong support from the administration, colleagues, alumni, parents, and students.

Detailed information and nomination forms for these awards are posted on the AATG website and chapter presidents are alerted by email. Award nominations are due in late spring.

AATG also offers two annual awards for best articles in *The German Quarterly* and *Die Unterrichtspraxis/Teaching German* selected by the editorial boards, as well as the *German Quarterly Graduate Student Paper Award*.

### **National Elections**

Each year, two regional representatives are elected to the Executive Council, one from the pre-collegiate level and one from the post-secondary level. Every other year candidates are sought for a two-year term as vice president, who then assumes the presidency for two years. Chapter officers play a vital role in identifying and nominating candidates for national office.

### **Chapter Projects**

Chapters are encouraged to develop and offer their own programs. Good standards of program planning include clearly defining the purpose and the nature of the program, thorough thoughtful planning, and well-designed communications.

Chapter project funding is available from the Federal Republic of Germany through *Netzwerk Deutsch* funding. Chapter project funds are designed to create new learning opportunities for German teachers at all levels of instruction, strengthening their knowledge and teaching strategies, which has a direct impact on their students. Also funded are projects focused on advocating German programming in schools and communities. Applications must be submitted well in advance, so long term planning and stability is essential for the project.

The fiscal year for these grants begins on January 1 and ends December 31. Proposals for funding must be submitted by June 1 of the year before the project will take place. Chapter project guidelines, application forms, sample proposals and budgets are available on the AATG website.

## ONLINE RESOURCES

### **AATG office e-mail**

[info@aatg.org](mailto:info@aatg.org)

### **AATG Online**

The AATG website [www.aatg.org](http://www.aatg.org) provides information for AATG members and local chapters, along with an online store with teaching, research, and promotional materials.

### **AATG Forum**

This electronic discussion forum for AATG members is a great resource for all teachers of German to connect and collaborate – people post questions or comments and share teaching resources and ideas. Organized by topic, members can also subscribe to email notifications to find out when items of interest have been added to various forums.

### **AATG Career Center**

The Career Center at AATG Online allows members to search for teaching jobs or post open positions. In the Career Center, members can search job openings, subscribe to receive e-mail notifications of new postings, and apply for jobs directly from postings using an uploaded CV or resume. Members and employers can also post job openings or find potential candidates by searching uploaded CVs and resumes.