

CHICAGO AREA CHAPTER BYLAWS AMERICAN ASSOCIATION OF TEACHERS OF SPANISH AND PORTUGUESE

Adopted October 15, 2018

Article I Name

The name of this non-profit organization shall be the Chicago Area Chapter of the American Association of Teachers of Spanish and Portuguese, Inc.

Article II Purpose

The purpose of the Chicago 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.

Article III Membership and Dues

- Section 1. Membership in this local chapter is automatic to any member in good standing of the American Association of Teachers of Spanish and Portuguese, Inc. and dues are assessed and collected by the National office.
- Section 2. Classes of members. There shall be four classes of members: regular, student, emeritus, and life.
- a. Regular membership is open to all teachers of Spanish and Portuguese language, literature and culture and to all others interested in same. Regular members shall be entitled to vote, hold office, participate in activities and to receive Chapter mailings.
 - b. Student membership is open to undergraduate and full-time graduate students below the rank of instructor who are enrolled during the academic year in a course of study leading to a degree and who do not hold any full-time teaching appointments. The duration of a student membership may not exceed three years. Student members shall be entitled to receive Chapter mailings and to exercise all other rights and privileges of membership.
 - c. Emeritus membership shall be conferred by the National office, upon application, on any retired member. Emeritus members shall be entitled to receive the Chapter mailings and all privileges of membership, except the right to receive Hispania free.
 - d. Life membership. Regular members for 40 consecutive years are eligible and exempt from dues. Life members shall be entitled to receive the Chapter mailings and all privileges of membership.

- Section 3. Dues
- a. Local chapter dues shall be established by the National office.
 - b. Regular, student and new members shall pay dues annually for the calendar year, January 1 to December 31. Any member who pays dues later than February 15 is in danger of losing membership privileges for the year. (Dues received by National after September 1st will be credited to the next calendar year.)
 - c. Emeritus, life and student members are exempt from payment of Chapter dues.

Article IV Governance

- Section 1. The business and affairs of the Chapter shall be managed by the Executive Council. The Executive Council shall be composed of the following: 1) six elected officers, (two-year term), 2) seventeen elected members (three-year term), and 3) the Past President (two-year term) totalling 24.

Article V Eligibility and Election of Officers

- Section 1. The officers of the Association shall be the President, Vice President, Treasurer, Recording Secretary, NSE Coordinator, Communications Coordinator, and Past President. If the need arises, the Council may vote to place in nomination two people to share any office other than the Presidency.
- Section 2. All officers of the Executive Council shall be elected by a majority of the council at the regular October meeting. The election of officers shall be staggered: the Vice-President and President, and Communications Coordinator being elected one year with the election of the Secretary, Treasurer, and NSE Coordinator the following year.
- Section 3. Eligibility
- a. To be eligible for the position of President or Vice President, the candidate should have served on the Chapter Council for at least one term (three years) immediately before taking office.
 - b. The Vice President shall be a nominee for President as approved by the Executive Council. If he/she cannot accept the nomination, nominees who have served at least one term (three years) on the Executive Council of the Chapter immediately before taking office shall be named by the Nominating Committee.
 - c. To be eligible for the offices of Treasurer, NSE Coordinator, Communications Coordinator, Webmaster and Recording Secretary, nominees must be members of the Executive Council of the Chapter.
- Section 4. In case of vacancy of 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 30 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.

In the event of an unexpected vacancy, the Executive Council shall appoint an interim officer to serve until the next regular election. This replacement shall be elected to fill the remainder of the unexpired term by a simple majority vote of the Executive Council.

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 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 VI Eligibility and Election of Executive Council Members

Section 1. All Executive Council Members shall be elected by the council membership with one third of the council to be elected each year.

Section 2. Terms of the Executive Council Members shall be three years.

Section 3. In the case of a vacancy, the President shall appoint a member of the Chapter who shall fill said position to the expiration of the term.

Article VII General Responsibilities of Officers (See specific duties in Appendix)

Section 1. The President shall be the Chief Executive Officer of the Chapter taking principal responsibility for the affairs of the organization.

Section 2. The Vice President shall help the Chapter Coordinator of the NSE with coordination of the Awards Ceremony. He/she shall also work closely with the President on Chapter business and serve in his/her absence.

Section 3. The Treasurer shall serve as the officer in charge of the disbursement and collection of funds as approved by the Chapter Executive Council and prepare financial reports for the Council and national.

Section 4. The Recording Secretary shall serve as the official record keeper of the Chapter business by taking minutes at all meetings.

- Section 5. The NSE Coordinator shall be responsible for all aspects of the NSE including the annual report. The coordinator will work with the Vice-President to help coordinate the Awards Ceremony.
- Section 6. The Past President shall serve in an advisory capacity to the Chapter Executive Board. The Past President shall organize the Distinctive Service Award, accepting nominees, and arranging for a vote.
- Section 7. The Communications Coordinator will maintain a list of current Chapter members and their schools as well as coordinate the newsletter, maintain the ChicagoAATSP website, and secure payment for the web and mail service.
- Section 8. The Appendix: "The duties of the Officers" shall be reviewed by the Executive Council each year with a vote of approval being necessary to re-adopt and/or revise the document.

ARTICLE VIII. THE EXECUTIVE COUNCIL: DUTIES AND MEETINGS

- 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 provide for a time, place, and program for each meeting.
- Section 2. A minimum of six business meetings of the Executive Council shall be held each year at the times fixed by said group. Special meetings may be called by the President of a majority of the Executive Council.
- Section 3. Quorum
- a. A quorum for a meeting of the Chapter membership shall consist of those present at any meeting of the same.
 - b. A quorum of the Executive Council shall consist of the majority of those present.
- Section 4. Attendance.
- The Executive Council may vote to declare vacant the post of any Council member or officer who has missed three or more meetings during the year. Vacancy will be declared based on a majority vote of the entire Executive Council. Any member who has not complied with the attendance requirement must be notified by the President prior to any meeting at which the Council would vote to declare the position vacant. (See Duties of the President in Appendix).
- Section 5. Resignations. Any member of the Executive Council may resign at any time by filing written notice of such resignation with the President, and such resignation shall become effective when so filed unless some other effective date is set forth in the resignation.

Article IX Rules of Order

Robert's Rules of Order shall be used when there is no provision otherwise stated in the Chapter constitution.

Article X Committees

- Section 1. Standing Committees. Standing Committees shall be organized for the Fall or Winter Workshop, National Spanish Examinations, Poetry/Poster Contest, Audit, Award for Professional Distinction, Awards Ceremony and the June Luncheon. (See Duties of Standing Committees in Appendix).
- Section 2. Special Committees. Special Committees shall be formed by the President as needed.

Article XI Amendments to the Constitution

- Section 1. This Constitution may be amended subject to the following procedure;
- 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 Chicago 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.

Article XII ARTICLE VIII: DISSOLUTION OF THE Chicago CHAPTER I

In the event of dissolution of the Chicago 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.

ARTICLE XIII. VALIDITY

These Bylaws supersede all previous Bylaws of the Chicago Chapter, including the latest revised constitution from December 2016.

Approved, October 13, 2018

Appendix:

AATSP Chicago Area Chapter - Job Descriptions

The **President** shall:

1. determine the agenda and reside at all functions of the Chapter and Executive Council;
2. call meetings and establish meeting dates/places for the Executive Council during the spring and summer prior to the beginning of the school year;
3. gather information for the preparation of the Chicago Area AATSP activities calendar and provide the calendar to all members by August 15;
4. supervise the affairs of the Chapter subject to the review and approval of the Executive Council;
5. be in constant contact with the V. P. and committee chairs regarding Chapter business and the progress of the committees;
6. represent the Chapter at meetings of other organizations or appoint a representative for that task;
7. attend to correspondence (especially emails) which concerns Chapter business;
8. facilitate the formation of committees by passing the list of duties and job descriptions and time lines for specific committees;
9. notify any Executive Council member of the possibility of declaring his/her position on the Council vacant and fill said vacancy;
10. be on the banking account (requiring coordinated trip to bank with Treasurer).

The **Vice President** shall:

1. preside in the absence of the President at any meeting or function;
2. assist the coordinator of the National Spanish Examinations Awards Ceremony;
3. maintain communication with the President regarding all Chapter business;

4. keep a copy and serve as guardian of the constitution, job descriptions and Usual & Customary;
5. assist in general correspondence, such as sympathy or congratulations cards, flowers or plants.

The **Treasurer** shall:

1. forward financial records to the National Office of the AATSP as requested;
2. deposit monies in banking institutions;
3. send a copy of all names and addresses of Chapter Officers to the National Office as requested by National as part of the Annual Report;
4. pay all monies owed by the Chapter for Chapter activities and a any other expenses voted on by the majority of the members of the Executive Council (see Usual and Customary Expense list);
5. present a financial report at each Council meeting which will be included with the minutes;
6. prepare an Annual Report (January 1 – December 31) which shall be presented at an Executive Council meeting;
7. review the financial well-being of the Chapter and advise the Executive Council as to the availability of additional expenditures;
8. plan for a yearly audit.

The **Recording Secretary** shall:

1. take attendance, accurate and detailed minutes at the meeting and post to ChicagoAATSP google docs within two weeks after each meeting stating the date, time and place of the next scheduled meeting at the end of the minutes;
2. keep an attendance roster of the current year with Executive Council members' attendance noted and recorded at each meeting.

The **Communications/Membership Chair** shall:

1. maintain a list of current Chapter members and their schools;
2. maintain the membership roster of the Executive Council member's numbers, addresses, and terms;
3. coordinate the Chapter Newsletter;
4. e-mail Chapter information to members and schools as well as to the national office;

5. edit, update, and maintain material submitted by the Council;
6. submit bills for the domain name and internet provider;
7. Maintain the website.

The **NSE Coordinator** shall:

1. promote and announce the exam: postcard and/or e-mails;
2. contact participating teachers/schools;
3. prepare and e-mail results and invitations;
4. prepare monetary awards for the ceremony;
5. provide certificates and printed program;
6. maintain the NSE bank account;
7. prepare yearly report for National and the Council;
8. receive a stipend.

The **Past President** shall:

1. organize the selection of the Distinctive Service Award;
2. advise the council on AATSP matters.

Job Description appendix, approved October 13, 2018