

CONSTITUTION
OF THE
NYS Association of World Language Administrators
(NYSAWLA)

Founding Members of NYSAWLA

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ARTICLE I.
Name and Purpose

Section 1. Name

The name of this association shall be the NYS Association of World Language Administrators, hereafter referred to as NYSAWLA.

Section 2. Purpose

The purpose of NYSAWLA shall be to provide a professional learning community for those in world language supervisory positions (P-16) and:

- A. To improve professional development on curriculum, instruction and assessments
- B. To be a unifying force throughout New York State in order to advance all aspects of world language instruction at all levels: elementary, middle school, high school, college and university
- C. To develop constructive and progressive relationships with other professional educational associations with a similar purpose
- D. To support and/or initiate legislation that promotes world language instruction in New York State
- E. To keep school districts and the public constantly aware of the vital role of world language instruction at all levels of education.
- F. To improve the professional status of those charged with the responsibility of supervising world language educators and programs within New York State

ARTICLE II
Membership

Membership in NYSAWLA shall be open to anyone, regardless of title, officially charged with the responsibility of supervising and directing world language instruction, living or working in New York State. This shall include, but not be limited to, department chairpersons, department school or district supervisors and directors, head teachers, team leaders, principals of schools, college and university instructors of programs involving future teachers of world languages.

Section 1. Classes of Membership and Dues

Membership runs from September 1 thru August 31 each year.

- A. Standard Membership - \$100 per year

- B. City Schools (Albany, Buffalo, NYC, Rochester or Syracuse) or a large educational organization - \$500 per year

Section 2. Good Standing with Respect to Dues

Members who pay their dues for the school year shall be members in good standing with respect to dues. Members who have not paid their dues for the school 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.

Section 3. Honorary Membership

The executive board may recommend names to the general membership for honorary membership. Anyone granted honorary membership shall not be required to pay dues. The immediate past president shall automatically receive honorary membership for one (1) year after his/her term of office.

**ARTICLE IV
Governance**

Section 1. The Executive Board

The governing body of NYSAWLA shall be the executive board, which shall include the elected officers: president, first vice president, second vice president, secretary-treasurer, two liaison officers, and the immediate past president. The immediate past president shall remain as a voting member on the executive board for only one year past his/her term as president. In addition, the president may invite consultants as needed and on a temporary basis to attend Executive board meetings. These consultants shall not have voting rights on the Executive board.

Section 2. Term of Office

The term of office for all officers shall be two years. Officers may serve two consecutive terms. In the event of the inability of any officer, with the exception of the immediate past president, to complete his/her term and /or to continue with the responsibilities of office, the executive board may, by majority vote, appoint an active NYSAWLA member to fill the unexpired term. If the immediate past president is not able to serve the year past his/her term as president, this position will remain unfilled.

Section 3. Nominations Committee

The president shall appoint at least three (3) active NYSAWLA members to a nominations committee. The committee's charge is to seek nominations of active NYSAWLA members to run for the open officer positions.

Section 4. 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 executive board shall result in an officer being removed from his/her position.

- A. The president:
 - a. Convenes and presides over executive board meetings and general membership meetings
 - b. Sets the agenda for each meeting
 - c. Prepares all official NYSAWLA correspondence
 - d. Grants final approval of all official statements made on behalf of NYSAWLA
 - e. May invite consultants as needed and on a temporary basis to attend executive board meetings as set forth in Article V Section 1
 - f. Acts as liaison or designates a liaison between NYSAWLA and other professional organizations
 - g. Oversees the organization's strategic planning process
 - h. Is signatory on all accounts and co-signs all checks with the secretary-treasurer
 - i. Has no vote on resolutions except to break a deadlock.

- B. The first vice president
 - a. Attends all board meetings
 - b. Serves as coordinator of the NYSAWLA Exams
 - i. Oversees co-chairs for steering committees
 - ii. Coordinates the Exam calendar
 - iii. Oversees field testing of exams and feedback
 - iv. Serves as the contact person regarding exams
 - c. Oversees all other NYSAWLA committees.

- C. The second vice president
 - a. Attends all board meetings
 - b. Prepares calendar for the following year
 - c. Serves as chairperson of the spring conference:
 - i. Coordinates vendors, food, and workshops
 - ii. Coordinates workshop/conference presenters
 - iii. Prepares conference program
 - iv. Coordinates registration with the secretary-treasurer.

- D. The secretary-treasurer
 - a. Attends all board meetings

- b. Take minutes of the meetings
 - c. Distributes minutes to executive board in a timely manner
 - d. Provides detailed reports on NYSAWLA finances at executive board meetings and provides a general financial report at general membership meetings
 - e. Co-signs all necessary checks on behalf of NYSAWLA
 - f. Assists in registration of meetings and conferences
 - g. Maintains a membership database and provides the executive board with an updated list of members
 - h. Keep NYSAWLA funds in an approved bank
 - i. Ascertain the presence of a quorum at each executive board meeting.
- E. The (2) liaison officers
- a. Attends all board meetings
 - b. Consults with president on all official contact with the media – may serve as the official spokesperson with the media as authorized by the president or if the president is unavailable
 - c. Publicizes NYSAWLA scholarships and awards. Convenes a committee of NYSAWLA members in good standing to select the scholarship and award winners
 - d. Promotes the goals of NYSAWLA via email and social media
 - e. Responds to general inquiries about the organization
 - f. Carries out any additional duties as determined by the executive board.
- F. The immediate past president
- a. Attends all board meetings
 - b. Mentors the president as needed
 - c. Assists at all conferences and events as needed.

ARTICLE V DISBURSEMENTS

The secretary-treasurer shall pay all bills provided that the executive board granted prior authorization. The president shall be cosignatory on all accounts. Prior authorization is primarily in the form of the approved budget. All items that were appropriately budgeted and approved are authorized expenses. Any items not in the budget require special approval by the executive board.

ARTICLE VI
Voting and Election of Officers

Section 1. Eligibility to Vote

All members in good standing shall have the power to cast one vote for the election of officers and/or amendments to the constitution and/or bylaws. The secretary-treasurer shall ascertain the eligibility of the voters.

Section 2. Election of Officers

The nominations committee shall present a ballot of candidates to the president for review by the executive board. Upon approval by the executive board, the ballot shall be submitted to the membership for a vote. If voting will occur at a meeting of the general membership, the ballot must be distributed at least 14 calendar days before that meeting. If voting will occur online, members should be given at least 14 days to respond. The ballot of officers shall be elected on or before the final meeting of the school year in the year the election takes place, with terms of new officers beginning on July 1 of the same year.

Any member in good standing for the previous three years shall be eligible for nomination. The nominations committee will seek to fill a diverse ballot of candidates, with preference given to candidates who are actively involved with NYSAWLA or other professional language organizations.

ARTICLE VII
Quorum and Majority Rules

Section 1. Quorum for an Executive Board Meeting

75% of executive board members is consider a quorum and is required to hold an executive board meeting. It shall be the secretary-treasurer's responsibility to ascertain the presence of a quorum at each executive board meeting.

Section 2. Majority Rules

At a general membership meeting, a majority is considered to be 51% of those present.

ARTICLE VIII

Meetings

Executive board meetings shall be held at least four times during the year at the direction of the president and with approval of the executive board. General membership meetings should be held up to three times during the year at the direction of the president and with approval of the executive board.

The calendar of all meetings shall be approved by the executive board at the first meeting of the new term of office, but no later than September 1.

Unscheduled meetings may be called by any three officers with one week's notice, unless a mutually convenient time can be found sooner.

ARTICLE IX

Amendments

Proposals for amendments to the constitution or bylaws may be made by any member in good standing and shall be recommended first to the executive board.

Upon a majority vote of approval by the executive board, said proposed amendments shall be distributed to members for approval. If voting will occur at a meeting of the general membership, proposed amendments must be distributed at least 14 calendar days before that meeting. If voting will occur online, members should be given at least 14 days to respond.

A majority vote of ballots returned online or of those present shall constitute passage and the amendment(s) shall take effect immediately.