

Constitution

As amended for circulation on September 25, 2011

American Association of Teachers of French: Eastern Massachusetts Chapter

CONSTITUTION AND BYLAWS FOR THE CHAPTER PRESENTLY KNOWN AS THE
EASTERN MASSACHUSETTS CHAPTER OF THE AMERICAN ASSOCIATION OF
TEACHERS OF FRENCH

Article I: NAME

The name of this organization shall be the Eastern Massachusetts Chapter of the American Association of Teachers of French, hereinafter called the Chapter.

Article II: AFFILIATION

The Chapter shall be an affiliate of the American Association of Teachers of French, hereinafter called the AATF.

Article III: PURPOSE

The purpose of the Chapter is to foster those professional activities and relationships which contribute to the growth and improvement of the teaching of French and to promote international studies and interdisciplinary teaching.

Article IV: MEMBERSHIP

Membership is open to those who subscribe to the aims of the Chapter and who pay dues to the Chapter in the amount established yearly by the AATF. Honorary Members or Emeritus Members may from time to time be designated as described in Article VII. Membership may be terminated at any time by resignation or by vote of the Executive Board as constituted in Article V. Failure to pay dues for one year shall be deemed a sufficient cause for termination.

Article V: OFFICERS AND DIRECTORS

The Officers of the Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer. The Directors of the Chapter shall be a minimum of four in number: a Director for Hospitality, a Director for Contests, and two other Directors. One of the Directors shall

be the outgoing President if she or he is willing to serve. These Officers and Directors shall constitute the Executive Board of the Chapter. All Officers and Directors shall be elected every year for a term of one year, and they may be re-elected.

Article VI: DUTIES OF OFFICERS AND DIRECTORS

The President shall serve as the executive head of the Chapter. She or he shall preside at all meetings of the membership and of the Executive Board. She or he shall appoint committees or chairpersons of committees as needed.

The Vice-President shall serve as the executive head of the Chapter in the absence of the President. She or he shall be in charge of publicity for the Chapter.

The Secretary shall keep the minutes of the meetings, both those of the Executive Board and those of the membership. She or he shall carry out such correspondence as is necessary for the welfare of the Chapter. She or he shall also keep a list of current members, and the permanent file of past minutes and correspondence.

The Treasurer shall be responsible for the funds of the Chapter, shall keep a record thereof in a book for this purpose, and shall report the financial condition of the Chapter to the membership at the Annual Meeting. She or he shall make disbursements only as voted by the Executive Board or with the written approval of the President.

The Director of Hospitality shall be responsible for the social atmosphere and refreshments at the meetings of the Chapter.

The Director for Contests shall be responsible for any contests sponsored by the Chapter. She or he shall report annually to the Executive Board the financial results of the contests and shall report to the membership the awards made. She or he shall remit any monies to the Treasurer by June 30 each year.

Article VII: EXECUTIVE BOARD

The Executive Board, as established in Article V, shall meet periodically at the request of the President in order to consider such actions as best serve the purpose to the Chapter as defined in Article III.

Any four members of the Executive Board may direct the Secretary to call a meeting of the Executive Board.

All members of the Executive Board shall be notified of the time and place of meeting at least forty-eight hours in advance of each meeting.

The Executive Board may from time to time nominate Honorary Members or Emeritus Members for approval by the membership.

A majority of the total membership of the Executive Board shall constitute a quorum for the conduct of business.

All decisions made by the Executive Board shall be by a majority vote of those present and shall be reported to the membership at the next meeting of the membership.

Article VIII: ELECTION OF OFFICERS AND DIRECTORS

The election of Officers and Directors shall be held every year at the Annual Meeting. The Chairperson of the Nominating Committee shall be announced to the membership at the second meeting of the academic year. A slate of candidates shall be emailed to the membership at least three weeks before the Annual Meeting by the President. Other candidates may be nominated from the floor at the Annual Meeting.

Election of Officers and Directors shall be by a majority vote of those present and voting.

The Annual Meeting shall be announced to the membership by email at least three weeks in advance.

Article IX: DUES

The Chapter dues will be \$ 5 unless increased by a vote of the membership at the annual meeting.

Article X: MEETINGS

The Chapter shall hold at least three meetings a year, one of which shall be the Annual Meeting. Written notice shall be given to the members at least three weeks in advance of meetings.

The Annual Meeting shall be held at one of the fall meetings, as determined by the Executive Board.

Twenty-five members shall constitute a quorum for the conduct of business.

All decisions made by the membership shall be by a majority vote of those present and voting except those decisions affecting changes or amendments to this constitution, in which case a two-thirds majority of members present and voting will be required.

Article XI: AMENDMENTS

Amendments to this constitution shall be approved by the Executive Board and voted by the membership.

Notice of proposed amendments shall be made in writing to the membership at least three weeks before the meeting at which the amendment vote is to be taken.

BY-LAWS

1. The accounts of the Treasurer shall be audited annually by a member of the Chapter appointed by the President with the approval of the Executive Board. The audit shall be reported at the final meeting of the academic year.
2. Should a vacancy occur in any of the offices of this organization, the Executive Board shall elect a substitute to serve until the next Annual Meeting