

The Constitution for Central Texas Chapter
of the American Association of Teachers of French

Article 1: Name.

The name of this Chapter shall be the Central Texas Chapter of the American Association of Teachers of French.

Article 2: Purpose.

The purpose of this organization shall be to serve the interests and the needs of teachers of French who teach all levels of instruction, both in public and private schools; to stimulate professional growth through the presentation and discussion of papers, discourses, and workshops at the semi-annual meetings, and to foster interest in the French language, literature and culture.

Article 3: Membership

Membership in the Central Texas Chapter shall be open, upon payment of National and Chapter dues, to teachers of French at all levels, to former teachers of French, administrators, students of French, and friends of the French language and culture.

The National dues are such as the National Association imposes. The Chapter dues, shall include an amount such as determined by a 2/3 vote of the members present at an announced meeting and notified by Chapter Newsletter of the proposed change in the amount of the dues at least one month in advance of the meeting at which the vote will be taken.

Regular membership runs from January 1st to December 31st. Student membership is on the academic year and runs from September 1st to August 31st of the following year. The dues for regular membership are payable in the fall of the year preceding the membership year. Those who have not paid their dues by December 31st shall be taken off the mailing list.

For recruitment purposes, active members are strongly encouraged to bring potential members to Chapter meetings.

Article 4: Officers and Role Descriptions.

The Officers shall be a President, Vice-President, Treasurer, and Secretary. Only AATF members in good standing, National and Chapter dues paid to date, may be nominated and serve as officers.

President.

The duties of the President shall be, in addition to the calling to order and presiding over the chapter meetings, to approve all orders drawn against the funds of the chapter, and to serve as the custodian of the chapter constitution and chapter records.

The President appoints the Contest Administrator and any other committee members. The President produces the agenda and presides over the business meetings. For meetings a quorum is needed, and the Constitution states that any number of members at a meeting suffices for a quorum. The attendance of the President is required at every meeting.

The President calls for the reading and approval of the previous meeting's minutes. The President introduces the Old Business of the previous meeting(s), and recognizes each Committee Chair for a report. The President opens New Business to ask for member communications, if any, and to announce a future meeting date and place.

The President organizes the venue and the presentations for the next meeting. The President issues a Call for Papers with a format for submission and determines along with the Vice President which papers will be presented.

Vice-President.

The duties of the Vice-President shall include the following. The Vice-President presides over the meeting in the President's place if necessary. The attendance of the Vice-President is required at every meeting. The Vice-President helps organize the venue and the presentations for the next meeting. The Vice-President serves as Chair of the Nominating Committee. The Vice-President helps to determine which papers from the Call for Papers will be presented. The Vice-President may also be the Program Chair.

Treasurer.

The office of Treasurer is the most important of all the offices.

The duties of the Treasurer shall include the following. The Treasurer manages the bank account and keeps a balance sheet of debits and credits to report at each meeting

and to upload to the website. The Treasurer makes a budget for the officers each fiscal year, which is the calendar year for AATF. The Treasurer may write a check with his or her name only, but any expense above \$250 must have both the President's and the Treasurer's signature. Thus, both must be signatories on the account. The attendance of the Treasurer is required at every meeting.

Tax ID 38-1718689, which is registered under American Association of Teachers of French, an unincorporated association, under Section of Code 501(c)(3), Foundation Status 509(a)(2).

Secretary.

The duties of the Secretary include the following. The Secretary takes attendance at the meetings and keeps track of the contact information from each members. The Secretary writes the minutes of the meetings. The Secretary keeps and updates the membership reports, manages all correspondence from the contacts, and issues special emails regarding information desired to be distributed by any of the officers. The attendance of the Secretary is required at every meeting.

Article 5: Terms of Office, Elections, and Vacancies.

Article 5.1. Terms of Office

All terms of office are two years. Each officer may be re-elected as many times as they wish. Any officer may be elected to the presidency. To provide continuity, the terms shall be staggered, so that in the same year the President and Vice President/Program Chairman are elected and in the staggered year the Secretary and Treasurer are elected. A record of the terms of the officers shall be kept at the website.

Article 5.2. Appointed or Voluntary Committee Head Descriptions

French Test/Grand Concours Administrator

The Grand Concours administrator is a Committee Chair. The Administrator is required to give a report of the results at one meeting. The presence of this person is vital but not required at the meetings. The report can be done by email if necessary.

The Grand Concours administrator enrolls teachers from our region to participate in the test. This person also helps the teachers find judges for the competitions, and helps teachers find rooms in which the competition occurs. There is a stipend for the time involved for the administrator. The busy times of year for the contest

administrator are in concentrated time periods (especially part of January, part of February, part of March).

Web Support

The Webmaster uploads content to the website at the request of the officers, including information regarding the Call for Papers, the meeting locations and arrangements for luncheons or general information deemed important to the chapter members by consensus of the Executive Board. The name and email of the person in charge of web support is required on the first page of the website. The webmaster may be called upon to report at any meeting whether in person or by email communication.

Historian

The Historian volunteers to take pictures and writes copy for a synopsis of the present meeting to submit as an album for submission to the Previous Meeting Highlights at the website.

Article 6: Executive Council.

The Executive Council shall consist of a President, a Vice President, Treasurer and Secretary. The office of Secretary/Treasurer may be held in tandem. The office of Program Chairman may be held contemporaneously by the Vice President. Only AATF members in good standing, National and Chapter dues paid to date, may be nominated and serve as officers.

Article 7. Meetings

The Chapter shall have at least two meetings a year, one in the fall, and one in the spring. Other special meetings may be called by the President in consultation with the Executive Council.

Article 8. Ratification

This Constitution may be ratified by a two-thirds vote of the members in good standing, present at any regular or special meeting provided that notice announcing the adoption and wording of the proposed document be sent in writing to each member of the chapter at least one month in advance, along with the time and place of the proposed meeting.

Article 9. Meetings

The Constitution may be amended by a two-thirds vote of the members in good standing, present at any regular or special meeting provided that notice announcing the adoption and wording of the proposed document shall have been sent in writing to each member of the chapter at least one month in advance, along with the time and place of the meeting.

Article 10. Applicability of National Constitution

All articles of the National Constitution and By-Laws apply to the Central Texas Chapter, and nothing in this Constitution is to be considered in contradiction to the National Constitution.

Article 11. Dissolution

This Chapter may be dissolved by a two-thirds vote of the members present and voting at a regular or specially called meeting, or through the suspension of its charter by the National organization acting under the authority of National By-Law IV,2©. In case of dissolution, all remaining funds in the chapter treasury and all chapter records shall be turned over to the National Executive Director of the American Association of Teachers of French (AATF) under the terms of the aforementioned Bylaw.