

# **Alaskans for Language Acquisition (AFLA)**

## **Constitution**

### **I. Name**

The name of the organization shall be Alaskans for Language Acquisition (AFLA)

### **II. Mission**

Alaskans for Language Acquisition (AFLA) is organized exclusively for educational purposes. Its aim shall be to promote the study of world languages in Alaska and serve the professional development of world language teachers.

### **III. Membership:**

Membership in AFLA is open to all those persons sharing the aims set forth in Article II. The annual membership dues amount shall be determined by the Executive Committee subject to approval by the membership.

### **IV. Chapters:**

Members may be organized into chapters made up of at least 10 members. There shall be no geographical restrictions on the jurisdiction of any chapter, or upon the right of any member of AFLA to belong to the chapter of his /her choice.

### **V. Officers: Executive Committee**

The officers of AFLA shall be: a President, a President-Elect, a Past-President, a Secretary, three regional Vice-Presidents, each representing one of the following regions: Interior, South Central, and Southeast; a Treasurer, a Webmaster, a PNCFL representative, and an Ad-Hoc position. Language organizations active in Alaska may send a representative to executive committee meetings and vote on committee issues. In the selection of candidates, consideration shall be given to representation by level (elementary, secondary, college) and by language. If possible, two of the officers shall be located close to each other to permit frequent consultation.

### **VI. Affiliations**

By vote of the Executive Committee, the organization may join in the work of other education bodies of wider scope by means of official delegates elected by the Executive Committee for the necessary term, or appointed temporarily by the President in case of urgent necessity.

### **VII. Annual Meetings**

A meeting of the general membership will be held annually. Voting power shall be lodged in

members present or online for all members in good standing.

## **VIII. Amendments**

This constitution may be amended as follows: Amendments may be offered by a member of the Executive Committee or by a petition signed by ten members in good standing. Upon a majority vote by the Executive Committee, a proposed amendment will be mailed to all members at least two weeks prior to the annual meeting. It may be adopted by a two-thirds vote of the members present.

## **By-Laws**

### **I. Membership**

A. Those who have paid their current membership fee shall be considered members in good standing with the right to vote at the annual meeting for officers and for other matters submitted for approval. Members in good standing may also nominate officers and vote online.

B. The annual dues shall be fixed by the Executive Committee no later than the date of the fall conference, taking effect the following January 1.

C. Members whose dues have not been paid by June 1 shall be suspended. Reinstatement to active status shall follow payment of dues.

### **II. Election of Officers**

A. Officers to be elected at the annual meeting by vote of the members present, or online.

B. The term of office in every case begins January 1 and runs for one year.

C. Vacancies. In the case of death, resignation, or disability of the President, the President –Elect shall succeed him/her. In the case of a vacancy or vacancies in the other offices, the President shall be empowered to appoint a replacement for the unexpired term.

### **III. Duties of Officers**

A. The President shall be responsible for the administration of the organization. His/Her primary duty is to organize and oversee preparations for the annual conference. This includes arranging for speakers, reserving venues, establishing menus, preparing a conference budget to determine registration fees, advertising and conducting periodic board meetings to inform the board on the progress of the conference planning. He/She shall oversee and monitor the duties and responsibilities of the secretary and treasurer.

He/She shall be alert to consider new activities which might promote the interest of the Organization. The President shall appoint a Secretary to help carry out organization business.

- B. The President-Elect shall assist the President and become familiar with the presidential duties and the administration of the Organization. He/She shall attend conference planning committee meetings. He/She shall preside at the annual meeting in the absence of the President. He/She shall call for nominations for the annual teaching awards, determine the winners, order the awards, and present them to the winners at the annual conference.
  
- C. The Past-President shall assist and advise the Executive Board in matters pertaining to the organization. He/She shall attend conference planning committee meetings and assist in preparing the President-Elect to assume duties as president.
  
- D. The Secretary will attend meetings of the Executive Committee and shall have the right to vote. He/She shall keep minutes of the Executive Board meetings and the annual meeting of the general membership. He/She shall endeavor to maintain a statewide contact list of world language teachers and other world language professionals in Alaska.
  
- E. The Vice-Presidents shall assist in the various duties which the President may assign to them and especially in a sustained effort to increase membership and to establish and maintain liaison with world language teachers in various regions of Alaska. They are responsible for calling regional meetings as needed.
  
- F. The Treasurer shall have charge of income payments, and financial records. He/She shall keep the President apprised of the status of the Organization and cooperate with him/her in the promotion of its interests. He/She shall make an annual report on the membership and finances of the Organization. He/She shall retrieve mail from the AFLA mailbox once per month and post a spreadsheet of income and expenses on the AFLA website, updating it as needed. The Treasurer will send in PNCFL dues promptly after the fall conference, submit a tax return after May 15<sup>th</sup>, file the biennial state of Alaska Non-Profit Corporation paperwork. The Treasurer shall keep seven years of AFLA financial records in good order.

- G. The Webmaster shall oversee conference registration, maintain the AFLA website and update it as needed. The Webmaster shall open registration for the fall conference in April, give discount codes to those registrants who qualify, and assist the President in advertising the conference.
- H. The Executive Committee shall appropriate money, initiate projects, and govern the Organization under the chairmanship of the President. The actions of the Executive Committee are subject to review by the members of the Organization at the annual meeting.

#### **IV. Annual Meeting**

The Annual Meeting shall be held at the time and place determined by the Executive Committee.

#### **V. Affiliation**

The Organization shall affiliate with the American Council on the Teaching of Foreign Languages and with the Pacific Northwest Council of Foreign Languages.

#### **VI. Amendments**

The by-laws may be changed or amended at any time by a majority vote of the Executive Committee. Any such action must be presented for confirmation by the members of the Association at the next annual meeting.