

Constitution

Virginia Chapter

American Association of Teachers of Spanish and Portuguese

2010 Revision



ARTICLE I. NAME

The name of this association shall be The Virginia Chapter of the American Association of Teachers of Spanish and Portuguese.

ARTICLE II. PURPOSE

The purpose of this Chapter shall be...

- a. to promote friendship and professional growth among teachers of Spanish and Portuguese at all levels of instruction,
- b. to provide information about and access to Spanish language opportunities for members,
- c. to keep teachers informed of AATSP and Foreign Language Association meetings and activities, and
- d. to increase interest in the study of Spanish and Portuguese in Virginia.

ARTICLE III. OFFICERS AND BOARD OF DIRECTORS

Section 1. The Officers of this Chapter shall be (1) President, (2) Vice President, (3) Secretary, and (4) Treasurer.

Section 2. The Board of Directors shall consist of the four Officers of the Chapter and the following five positions: the Immediate Past President of the chapter, the Communications Coordinator, the Coordinator of the National Spanish Examinations, the Coordinator of the National Spanish Honor Societies, and the Representative to FLAVA.

Section 3. The terms of Office shall be two years. Each Officer may be re-elected once, with the exception of the Treasurer, who may serve a total of four terms. In even numbered years, elections shall be held for the offices of President and of Secretary and in odd numbered years elections shall be held for the offices of Vice President and Treasurer. Other board positions are appointed by the President or the Board of Directors.

Section 4. A Nominating Committee of at least three persons shall be named by the President: two members of the Board of Directors and at least one other member of the Chapter. The elections will be held at the spring Chapter meeting or, in special circumstances, by electronic ballot. The new Officers will assume their duties on June 1 of that year.

Section 5. Whenever there is a vacancy in any Office of this Chapter, such vacancy will be made known to the members by electronic posting and the aforementioned process for an election will take place at the next regularly scheduled meeting of the Chapter. The newly-elected person will serve only until the next election for that Office and may stand for re-election at that time. This service in a partial term of office shall not preclude the person from serving two full terms of office.

Section 6. In the event of an emergency, the President may appoint a substitute until a Special Election is held at the next regularly scheduled meeting. If the vacancy is the Presidency, then the Vice President will act as President until such meeting.

Section 7. Election to an Office will be determined by a majority of those present at the Chapter meeting.

ARTICLE IV. DUTIES OF OFFICERS AND DIRECTORS

Section 1. The President shall...

- a. be the Chief Executive Officer of the Chapter;
- b. preside at all meetings of the Chapter;
- c. supervise the Board of Directors;
- d. represent the Chapter, or designate an alternate representative from the Board, at the National AATSP Conference and at the ACTFL Conference; and
- e. exercise such other powers as may from time to time be conferred on him/her by the Board of Directors.

Section 2. The Vice President shall...

- a. exercise the duties of the President in the absence of that officer;
- b. take charge of such Chapter activities as are assigned to him/her by the President; and
- c. plan and coordinate Chapter activities at the FLAVA Conference.

Section 3. The Secretary shall...

- a. record the minutes of all Board meetings and send copies to all members of the Board of Directors;
- b. preserve the minutes of all Chapter meetings and send copies to all members of the Chapter;
- c. provide Chapter meeting minutes to the National Office of AATSP as requested;
- d. provide the National Office with names of the newly elected Board members immediately after elections;
- e. provide orientation for the incoming members of the Board of Directors; and

- f. preside over the meeting in the absence of the President and Vice President.

Section 4. The Treasurer shall...

- a. communicate with the National Office on a quarterly basis in order to maintain current membership lists and accounting of dues payment;
- b. keep a detailed account of all monies received and disbursed by him/her,
- c. provide current membership lists and contact information to the President and Communications Coordinator;
- d. keep a copy of records of activities and expenses submitted by the Spanish Honor Society and National Spanish Exam Coordinators, as well as documentation of other activities supported, but not financed, by the Chapter;
- e. provide a Treasurer's report at Chapter meetings; and
- f. preside over meetings in the absence of the President, Vice President, and Secretary.

Section 5. The Communications Coordinator shall...

- a. publish a newsletter (El Boletín) at least twice a year;
- b. maintain current mailing lists in coordination with the Treasurer;
- c. maintain the AATSP-VA website, advising membership of updates; and
- d. disseminate information, including notification of upcoming meetings, to the membership in a timely manner.

Section 6. The Coordinators of Honor Societies and National Spanish Exam shall...

- a. comply with the requirements of their parent organizations;
- b. maintain accurate records of participants, activities, and expenses which shall be submitted to the Board of Directors at each meeting; and
- c. attend Board of Directors meetings.

Section 7. The FLAVA Representative shall...

- a. attend AATSP meetings and be informed of all the Chapter's activities;
- b. present a summary of AATSP activities and concerns to FLAVA; and
- c. be an advocate and spokesperson for AATSP at all FLAVA meetings.

Section 8. The Board of Directors shall...

- a. have charge of all Chapter business arising between regularly scheduled Chapter meetings;
- b. provide a time and place for each meeting;
- c. review and approve the accounts of the Treasurer and all disbursements to be made by the Chapter and authorize the Treasurer to make such disbursements by a majority vote;
- d. review reports by the Coordinators of the Honor Societies and National Spanish Exam;
- e. hold at least two scheduled meetings annually, which may be held electronically at the Board's discretion;
- f. require a quorum of 50% of the Board members for a vote to be recorded; and

- g. approve or disapprove motions by a majority of those Board members present. If the Board has called for an electronic vote, a majority of all Board members is required for a vote to pass.

ARTICLE V. MEMBERSHIP

AATSP-VA is a Chapter of the National AATSP and enrollment and dues for Virginia members are processed through the National organization.

ARTICLE VI. DUES

Membership dues are paid by individual members to the national AATSP, which in turn remits a set amount per member to the regional chapters.

ARTICLE VII. MEETINGS

The Chapter will hold at least two regularly scheduled meetings each year of the Chapter Membership. All meetings shall be conducted in accordance with the procedures found in Roberts' Rules of Order.

ARTICLE VIII. QUORUM

A quorum shall consist of those Chapter members present at any previously announced Chapter meeting.

ARTICLE IX. AMENDMENTS TO THIS CONSTITUTION

This constitution is subject to amendment by a two-thirds vote of the members present at any regularly scheduled meeting. The proposed amendment to this Constitution shall be presented to the Secretary, and members shall receive copies of the amendment at least four weeks prior to their consideration at a regularly scheduled meeting. The Secretary will present the proposed amendment to be voted upon by the members of the Chapter at that scheduled meeting.

ARTICLE X. DISBANDMENT

If this Chapter should ever disband, all its assets, financial and otherwise, shall be turned over to the national organization of the American Association of Teachers of Spanish and Portuguese.

ARTICLE XI. VALIDITY

This Constitution supersedes all previous Constitutions of this Chapter.
Date: April 17, 2010