

BYLAWS OF THE FLORIDA CHAPTER OF THE AMERICAN ASSOCIATION OF TEACHERS OF SPANISH AND PORTUGUESE

ARTICLE I. NAME

The name of this chapter shall be the Florida Chapter of the American Association of Teachers of Spanish and Portuguese (AATSP). The Chapter is also known as AATSP-FL. The Florida Chapter is a non-profit, educational organization whose members are devoted to the promotion, study, and teaching of the Spanish and Portuguese languages and Hispanic and Luso-Brazilian cultures.

ARTICLE II. PURPOSE

The purpose of the Florida Chapter is to

- promote the study and teaching of the Spanish and Portuguese languages and their corresponding Hispanic, Luso-Brazilian other related cultures at all levels of instruction .
- promote friendship, professional growth, and the exchange of ideas among teachers of Spanish and Portuguese at all levels of instruction.
- provide professional development opportunities and cooperate with other organizations to improve the teaching of Spanish and Portuguese at all levels of instruction.

This mission is accomplished by activities such as

- lectures, presentations, workshops, and webinars related to the improvement of teaching and learning of the Spanish and Portuguese languages and their respective cultures
- language and cultural events of interest to the membership and consistent with the mission of the Chapter
- advocacy activities to increase interest in the study of Spanish and Portuguese
- research and investigative work by members which may result in the publication of articles and/or presentations at meetings of language organizations

ARTICLE III. GOVERNANCE

Section 1. The business of the Florida Chapter shall be conducted, supervised, and overseen by a governing body called the Executive Council. The Executive Council will be comprised of the following positions:

- a. President
- b. President Elect
- c. Past President
- d. Secretary

- e. Treasurer
- f. NSE Coordinator
- g. Communications Coordinator
- h. Webmaster

Section 2. The Executive Council members shall serve for a period of two consecutive years only (three years for Webmaster) and/or until the election/appointment of their successors.

Retiring elected officers cannot be nominated for another elected office for a period of two years following the completion of their term. The exceptions to this rule are the NSE Coordinator and Treasurer, who may serve consecutive terms. In addition, the two-year rule can be waived at the discretion of the Executive Council for the position of President Elect only.

In order to provide continuity of leadership and smooth transitions between officers, the office of president will be a three-step process: *Year One*: President Elect; *Year Three*: President; *Year Five*: Past President. This provides time for incoming presidents to become familiar with the duties of the position, learn about chapter procedures and programs, and plan for the actual year of presidency.

Section 3. Whenever there is an anticipated vacancy in any office, such vacancy shall be announced on the chapter website, by email, and/or at the next regular meeting of the chapter. Nominations for the offices will be accepted for a period of thirty days.

The anticipated vacancy in any office will be filled by an election held at the regular fall meeting following the announcement of the vacancy. At the close of the nomination period, names of nominees will be available to the entire membership.

Section 4. In the event of an unexpected vacancy, the Executive Council shall appoint an interim officer to serve until the next regular election.

Section 5. Regular elections should be held at a Chapter meeting each fall so that officers and Executive Council members can take office on January 1 of the following year.

A majority vote of those present at the meeting will determine election to the Office.

The preferred schedule for elections is as follows:

- By September 30: Call for nominations for offices
- By October 30: Elections completed

The results of the election will be posted on the chapter website, and the names of the new officers will be reported to the AATSP National Office by December 1 of the year in which the election is held. New officer terms begin January 1.

ARTICLE IV. DUTIES OF THE EXECUTIVE COUNCIL

Section 1. The Executive Council shall have charge of all business of the chapter that may arise between regular meetings of the chapter. They shall present their report at the regular meetings. They shall approve the budget submitted by the Treasurer. They shall provide for a time, place, and program for each meeting.

The Executive Council should meet as often as necessary, including at least one meeting before each regular meeting of the chapter. Face-to-face and virtual meetings will be held. The Executive Council shall decide on all issues discussed at Executive Council meetings by a majority vote of those present.

Section 2. The President shall be the chief executive officer of the chapter and shall preside at all meetings of the chapter as well as supervise the affairs of the chapter in conjunction with the Executive Council. The President shall exercise such other powers as may from time to time be conferred on him/her by the Executive Council. The President shall also serve as the AATSP-FL representative at the annual AATSP conference. If the President is unable to attend the AATSP conference, then the Executive Council will appoint a designee to serve as said representative. The President will help the Treasurer submit an annual report, as required by the AATSP and exercise such other powers as may from time to time be conferred on him/her by the Executive Council.

Section 3. The President Elect shall exercise the duties of the President in the absence of that officer. The President Elect shall serve as President after serving one term in this office. The President Elect is responsible for coordinating the Chapter Poster Contest and for submitting the winning posters to the national contest. The President Elect will take charge of any such Chapter activities as assigned to him/her by the President.

Section 4. The Secretary shall take minutes at all meetings, prepare the minutes for approval by the Executive Council as well as archive the approved minutes on the chapter website. This individual will also send notices to the members of the forthcoming meetings. The Secretary shall also send a copy of the approved minutes to all AATSP-FL members in good standing and maintain an accurate database of the members of the chapter. The Secretary shall also provide the National Office with requested information regarding Chapter members and officers.

Section 5. The Treasurer shall keep a database of the members of the chapter. The Treasurer shall maintain a detailed account of all monies received and disbursed and shall present regular financial statements to the Executive Council of the Chapter at Council meetings. The treasurer shall be responsible for accepting all fees for chapter activities and depositing them in the Chapter account in a timely fashion and prepare the annual report for AATSP.

Section 6. The Chapter NSE Coordinator shall create and maintain accountability of all related activities pertaining to the administration of the National Spanish Exam.

Section 7. The Communications Coordinator shall take charge of publicity for the chapter. This individual will also maintain and update the membership listserv and create and distribute the chapter newsletter at least once per calendar year. He/She will also be in charge of all social media for the chapter, and will also publicize events of the AATSP-FL on various social media platforms and other media venues.

Section 8. The Webmaster will be responsible for approving, maintaining, and updating the content for the ... official webpage of the Chapter. The term of service for this position is three years. In the event that there are no nominees for the position, the Executive Council may appoint a Webmaster.

Section 9. The Past President shall organize the Teacher of the Year Award, accepting nominees, and arranging for a vote. The Past President shall also serve as an adviser to the Executive Council on administrative matters. In the absence of the President and the President Elect, the Past President shall preside at the meeting.

ARTICLE V. MEMBERSHIP AND DUES

Section 1. Any person interested in Spanish and/or Portuguese language or cultural study who would like to become a member of the Florida Chapter of the American Association of Teachers of Spanish and Portuguese may do so by paying annual dues to the national association.

Section 2. Honorary membership may be granted to no more than two persons per year who have made notable contribution to Spanish or Portuguese language instruction within the region of the **Florida** Chapter.

1. An Honorary Membership Committee consisting of the President and two members elected by the membership shall be established at the same session that the general elections are held.
2. This committee shall determine by unanimous vote what candidates, if any, are to be presented to the membership for election as honorary members. Election shall be by a majority vote of membership present. There will be an Honorary Membership Committee every election.

ARTICLE VI. CHAPTER MEETINGS

Section 1. The Chapter shall hold an annual business meeting of the Chapter membership. Normally, the Chapter will also hold at least one other scheduled meeting of the Chapter membership annually.

Section 2. The annual business meeting and other meetings or conferences of the Chapter shall be held at times and places chosen by the Executive Council and announced well in advance.

Section 3. A quorum shall consist of those Chapter members present at any Chapter meeting.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

Any member in good standing may submit a proposed amendment to the Bylaws. Such proposed amendments must be submitted in writing to the Chapter President.

Proposed amendments shall first be approved by a majority of the Executive Council.

The proposed amendment or amendments, thus approved, shall be published on the website of the Florida Chapter of the AATSP at least one week before the chapter meeting during which voting will take place.

Before a vote is taken, chapter members may submit comments electronically directly to the President, or they may make comments during the discussion to take place at the chapter meeting.

Amendments to the Bylaws shall be approved at any regularly scheduled meeting of the Chapter by a two-thirds majority of the members present and in good standing.

ARTICLE VIII: DISSOLUTION OF THE Florida CHAPTER

In the event of dissolution of the Florida Chapter of the American Association of Teachers of Spanish and Portuguese, the residual assets of the Association will be turned over to the National Office of the American Association of Teachers of Spanish and Portuguese.

ARTICLE IX. VALIDITY

These Bylaws supersede all previous Bylaws of the Florida Chapter.

Date: September 25 1999

Revised: April 28 2004

Revised: April 20, 2006

Revised: October 13, 2013

Revised: April 22, 2016