

Bylaws of the Foreign Language Association of Missouri (FLAM) Revision by Haydee Taylor-Arnold, President-Elect 2019 -2021

## ***Bylaws of the Foreign Language Association of Missouri (FLAM)***

### **ARTICLE I. NAME.**

The name of the organization shall be the Foreign Language Association of Missouri, hereinafter referred to as FLAM.

### **ARTICLE II. PURPOSES.**

Section 1. To promote high standards of professionalism and **inclusiveness as well as cross-cultural understanding and communication with respect for multiculturalism in the best interest of all students.**

Section 2. To **generate interest for World Languages studies and support of World Languages teaching positions** and the professional **needs of World Languages teachers.**

Section 3. To advance the professional **development of World Languages teachers** by uniting educators on all levels so as to stimulate their growth and participation in programs pertaining to **World Languages education.**

Section 4. To inform the members on **best practices** and current issues in the field so that they may **continually advance as accomplished** educators.

Section 5. To cooperate with **ACTFL**, the Central States Conference on the Teaching of Foreign Languages (CSCTFL), and all other professional organizations that promote **world languages.**

**Section 6. To advocate for World Languages programs and to reach members of the community, stakeholders, and government officials to inform them about the impact of learning a second language in the development of the whole child and in becoming a global citizen.**

### **ARTICLE III. MEMBERSHIP.**

Membership in FLAM shall be open to those interested in the study of world languages and their cultures. Members of FLAM will be active world language advocates, encouraging and supporting the study of world languages in K-12 and in the wider community. Each member shall have the right to vote in FLAM elections. Each member shall be in good standing as a professional and shall have one vote in FLAM elections. A member in good standing shall be defined as s/he who a) is currently studying to become a world language educator with certification; b) is currently serving in a volunteer capacity in a K-12 setting or a non-profit group related to world languages; c) is currently employed in the field of world language education in a

K-12 environment, to include ESL; d) is retired from the field of world language education in a K-12 environment, to include ESL; e) is currently serving at the university level in world languages content or teacher education; f) is retired from the university level in world languages or teacher education.

#### **ARTICLE IV. EXECUTIVE BOARD.**

Section 1. FLAM shall be governed by an Executive Board composed of the Executive Officers, regional representatives, and other appointed positions outlined in Article IV Section 3. All must be members in good standing of FLAM. All have voting privileges.

Section 2. The Executive Officers of FLAM shall be the president, the president-elect, the immediate past-president, secretary, treasurer, and conference chair.

Section 3. Terms of officers.

a. The term of office for the president, the president-elect, and the immediate past president shall be for two years. The president-elect shall succeed to the presidency and the president will become the past-president. The out-going past-president and Executive Officers who leave the Executive Board before completing the normal term as president-elect, president, or past-president are eligible to be elected as president-elect after a three-year interval has passed.

b. The term of office for the secretary shall be two years. Members may be re-elected for one consecutive term in this position.

c. The treasurer and deputy treasurer are sought out and vetted by the president with the advice and consent of the FLAM Executive Board. The term of office for the treasurer and deputy treasurer shall be two years. Members may be reappointed for an unlimited number of terms in this position.

d. The conference chair and deputy chair, exhibitor chair, and communications chair and co-chair are appointed by the president with the advice and consent of the Executive Board to initial two-year terms that may be renewed for one consecutive term in this position.

e. The regional representatives are appointed by the president with the advice and consent of the Executive Board to two-year terms that may be renewed for an unlimited number of terms as needed.

f. Other positions may be appointed by the FLAM President with advice and consent of the Executive Board to two-year terms that may be renewed for special initiatives and projects, to include the advocacy representative. If the board deems these roles to be permanent, new descriptions of responsibilities will be reviewed and voted on, with that designee in the position for the first 2 years of its permanent status.

#### Section 4. Qualifications.

a. All members of the FLAM Executive Board shall teach or reside in Missouri and shall have had experience teaching a foreign language. They must be members in good standing of FLAM before being elected or appointed to the Board.

b. Executive Officer positions of President, President-Elect, and Past President must have served at least one year on the FLAM Executive Board within the previous five years before being eligible for their initial election or appointment as Executive Officers. Executive Officer positions of secretary, treasurer, and conference chair shall have attended two of the last five FLAM conferences.

c. Board member vacancies may also occur if Board members do not fulfill the responsibilities of the position. This would include not attending two consecutive face-to-face Board meetings. In the event that a Board member is asked to step down for this reason, the decision would need to be made on a majority vote from the full Board.

#### Section 5. Vacancies.

a. Should the Executive Board determine that the president is unable to complete his/her term of office, he/she shall be replaced by the president-elect. A new president-elect shall be elected at the next opportunity, following the procedures outlined below for regular elections.

b. Should the Executive Board determine that the president-elect is unable to complete his/her term of office, a new president-elect shall be elected at the next opportunity, following the procedures outlined below for regular elections. c. Should the office of secretary become vacant, a replacement shall be appointed by the president with the advice and consent of the Executive Board to serve until the next regular election.

d. Should the office of treasurer, conference chair, exhibitor chair, and communications chair or regional representative become vacant, a replacement shall be appointed by the president with the advice and consent of the Executive Board to serve until that time when the regular appointment period would begin.

#### Section 6. Nominations.

Nominations for the offices of president-elect shall be made by the Executive Board by April 1st and a proposed slate for election shall be posted on the FLAM Website along with a solicitation of independent nominations from members. The consent of all persons to be nominated shall be obtained before a nomination takes place.

#### Section 7. Elections.

The Secretary will publish a candidate slate for the positions of president-elect and secretary on the FLAM Website with a request for online voting to conclude on October 15 in years where elections are required. The results of the election will be announced by the president at the business meeting during the annual fall meeting. The duties of the newly-elected officers shall commence at the adjournment of the fall annual meeting.

## **ARTICLE V. DUTIES OF EXECUTIVE OFFICERS**

Section 1. President. The president shall preside at all meetings of the organization. He/she shall represent FLAM in all official capacities. The president shall appoint Executive Board members to serve on subcommittees and in other ways coordinate activities to promote the goals of the organization. The president shall communicate with the FLAM membership via email to promote the happenings of the organization. The president or his/her designee will be a co-signer on any FLAM financial accounts. The president shall be a voting ex-officio member of all committees.

Section 2. President-elect. The president-elect shall be in charge of membership recruitment and retention. In the absence of the president, the president-elect shall preside at meetings of the organization or of the Executive Board. He/she shall work closely with the president in establishing policies and goals for the organization. The president-elect shall also coordinate the work of the regional representatives, take charge of the award nominations and grant applications, to include the review of submissions, and to make recommendations to the board.

Section 3. Immediate Past-President. The immediate past-president shall maintain archival records of the organization and serve the Board as a resource person for FLAM past policy. He/she will also chair a nominating committee to prepare a slate of candidates before the Board meeting in the spring. He/she will act as an advocacy chair or appoint someone from the membership to act on his/her behalf.

Section 4. Secretary. The secretary shall maintain an accurate record of all regular and special meetings of the organization and of the Executive Board and shall present minutes of the meetings in written form to Executive Board members. He/she shall send notices of the meetings and activities of the organization at the request of the president. The secretary shall prepare the ballot for the election of officers as outlined in Article IV, Section 7 of these bylaws.

Section 5. Treasurer. The treasurer will be responsible for dispatching all financial transactions of the organization and keeping accurate records thereof. The treasurer, together with two members of the executive board who will continue on the board after the fall election and are selected by the president, shall audit the books of the organization in August or September of each year and submit a report to the Executive Board before the fall conference. Once every 5 years, the association will undergo an external financial review, in keeping with its non-profit status. The Treasurer will facilitate all required documentation access to the external accountants chosen for the financial review.

Section 5a. Deputy Treasurer. The deputy treasurer will be primarily responsible for seconding the treasurer in all duties during the term. Upon the end of the term of the Treasurer, the Deputy Treasurer will move into that role and a new Deputy Treasurer will be appointed.

Section 6. Conference Chair. The conference chair will be primarily responsible for the organization of the annual conference. This includes delegating tasks to all other members of the Board as necessary. The conference chair will have the main responsibility to propose conference sites, liaise with the hotels/conference centers, make presentations to the board relative to the conference organization as required, so that votes may be taken in a timely way

for decisions, disbursement of funds and reservations.

Section 6a. Deputy Conference Chair. The deputy conference chair will be primarily responsible for seconding the Conference Chair in all duties during the term. Upon the end of the term of the Conference Chair, the Deputy Chair will move into that role and a new Deputy Conference Chair will be appointed.

Section 7. Communications Chair: Communications Chair proposed responsibilities. The communications chair is appointed by the president to a two-year term which can be renewed once. **He or she works with the members of the FLAM Board to coordinate the collection and sharing of information across the association,** with key partners, and with other external constituencies. The primary responsibilities of the Communications Chair are managing the permanent parts of the website. **Content posted on the main website must be approved by the Executive Board at a minimum before posting.**

Section 7a. Communications Co-Chair proposed responsibilities. The communications co-chair is appointed by the president to a two-year term which can be renewed once. He or she works with the president, the regional representatives, and other FLAM Board members to coordinate the collection and sharing of information across the association, with key partners, and with other external constituencies. The communications co-chair is the point person to whom announcements, news briefs, and other information related to the promotion of the association on social media are sent. **Social media posts must relate to advocacy for World Languages or SLA, and not be of a political nature.**

## **ARTICLE VI. DUTIES OF REGIONAL REPRESENTATIVES.**

The regional representatives shall work individually and with the president-elect to stimulate membership in their respective areas. They shall serve on committees at the request of the president and shall assist the conference chair in organizing and carrying out the fall conference. They shall maintain a current regional presence through regular contact with their regions, and provide input on the FLAM website, cultivate new teacher leaders to serve as representatives, and attend and participate in all board meetings. They shall maintain an updated regional list of members between July and September of each year so that the mailing list for informational messages is current prior to the fall conference.

## **ARTICLE VII. FINANCES.**

Section 1. Changes in conference registration cost shall be proposed by the Executive Board, and approved by a majority vote.

Section 2. The treasurer, conference chair, and the president or his/her designee, **and the past-president** shall be the only persons authorized to use the debit/credit card or other means of payment against the accounts established by FLAM. The president, treasurer, and conference chair will have access to the accounts held by the association. The budget must be approved by the board at regular face-to-face meetings. Emergency expenditures must be approved by the Executive Board.

**ARTICLE VIII. MEETINGS.**

Section 1. Conference. At least one annual general meeting of FLAM shall be held as designated by the Executive Board at the conference. The date and place of this meeting or meetings shall be determined by the Executive Board.