

CHICAGO AREA CHAPTER CONSTITUTION AMERICAN ASSOCIATION OF TEACHERS OF SPANISH AND PORTUGUESE

Article I Name

The name of this non-profit organization shall be the Chicago Area Chapter of the American Association of Teachers of Spanish and Portuguese, Inc.

Article II Purpose

The purpose of this Association shall be to advance the study of the Hispanic and Luso-Brazilian languages, literature and cultures through education, workshops and conferences and through such means that promote a sympathetic understanding among peoples.

Article III Membership

- Section 1. Membership in this local chapter is automatic to any member in good standing of the American Association of Teachers of Spanish and Portuguese, Inc. [and dues are assessed and collected by the National office].
- Section 2. Classes of members. There shall be five classes of members: regular, student, emeritus, life and new.
 - a. Regular membership is open to all teachers of Spanish and Portuguese language, literature and culture and to all others interested in same. Regular members shall be entitled to vote, hold office, participate in activities and to receive Chapter mailings.
 - b. Student membership is open to undergraduate and full-time graduate students below the rank of instructor who are enrolled during the academic year in a course of study leading to a degree and who do not hold any full-time teaching appointments. The duration of a student membership may not exceed three years. Student members shall be entitled to receive Chapter mailings and to exercise all other rights and privileges of membership, except the right to vote and hold office.
 - c. Emeritus membership shall be conferred by the National office, upon application, on any retired member. Emeritus members shall be entitled to receive the Chapter mailings and all privileges of membership, except the right to vote and hold office.
 - d. Life membership. Regular members for 40 consecutive years are eligible and exempt from dues. Life members shall be entitled to receive the Chapter mailings and all privileges of membership.

- Section 3. Dues
- a. Local chapter dues shall be established by the National office.
 - b. Regular, student and new members shall pay dues annually for the calendar year, January 1 to December 31. Any member who pays dues later than February 15 is in danger of losing membership privileges for the year.
 - c. Emeritus, life and student members are exempt from payment of Chapter dues.

Article IV Organization

- Section 1. The business and affairs of the Chapter shall be managed by the Executive Council. The Executive Council shall be composed of: 1) five elected officers (two-year term), 2) eighteen elected members (three-year term), and 3) the Past President (two-year term).

Article V Eligibility and Election of Officers

- Section 1. The officers of the Association shall be the President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary. If the need arises, the Council may vote to place in nomination two people to share any office other than the Presidency.
- Section 2. All officers of the Executive Council shall be elected by the general membership. The election of officers shall be staggered: the Vice-President and President being elected one year with the election of the Secretary, Treasurer, and Corresponding Secretary the following.
- Section 3. Terms of the officers shall be two years.
- Section 4. Eligibility
- a. To be eligible for the position of President or Vice President, the candidate should have served on the Chapter Council for at least one term (three years) immediately before taking office.
 - b. The Vice President shall be a nominee for President as approved by the Executive Council at the January meeting. If he/she cannot accept the nomination, nominees who have served at least one term (three years) on the Executive Council of the Chapter immediately before taking office shall be named by the Nominating Committee.
 - c. To be eligible for the offices of Treasurer, Corresponding Secretary and Recording Secretary, nominees must be members of the Executive Council of the Chapter.
- Section 5. In case of vacancy of any office, the President shall nominate a replacement. This replacement shall be elected to fill the remainder of the unexpired term by a simple majority vote of the Executive Council.

Article VI Eligibility and Election of Executive Council Members

- Section 1. All Executive Council Members shall be elected by the general membership with one third of the council to be elected each year.
- Section 2. Terms of the Executive Council Members shall be three years.
- Section 3. In the case of a vacancy, the President shall appoint a member of the Chapter who shall fill said position to the expiration of the term.

Article VII Nomination Process

- Section 1. Whenever possible, two candidates for each officer vacancy shall be selected from the Executive Council by the Nominating Committee for placement on the ballot.
- Section 2. Whenever possible, at least two candidates for each Executive Council vacancy shall be selected from the membership by the Nominating Committee for placement on the ballot.
- Section 3. The slate shall be presented to the Executive Council for approval at its April meeting.
- Section 4. In the event of a “shared office”, the Executive Council shall cast a separate vote to approve or deny said configuration no later than at the presentation of the slate by the Nominating Committee. The approval of the “shared office” configuration shall expire at the end of the elected term of office. The Executive Council post left by the shared officer will not be refilled, thus maintaining a council of thirty members.
- Section 5. In annual elections of officers and Executive Council members, ballots will be sent by first class mail to Chapter members eligible to vote at least two weeks prior to the postmarked due date stated on the ballot. Ballots shall be returned to the Nominating Committee chair by the postmarked due date. A plurality of the cast votes shall be required for election. In the case of a tie, the members of the Executive Council shall cast the deciding vote. (See Nominating Committee Duties in Appendix).

Article VIII General Responsibilities of Officers

- Section 1. The President shall be the Chief Executive Officer of the Chapter taking principal responsibility for the affairs of the organization. (See Duties of the President in Appendix).
- Section 2. The Vice President shall serve as the Chapter Coordinator of the National Spanish Examinations. He/she shall also work closely with the President on Chapter business and serve in his/her absence. (See Duties of the Vice President in Appendix).
- Section 3. The Treasurer shall serve as the officer in charge of the disbursement and collection of funds as approved by the Chapter Executive Council and maintain membership records. (See Duties of the Treasurer in Appendix).
- Section 4. The Recording Secretary shall serve as the official record keeper of the Chapter business. (See Duties of the Recording Secretary Appendix).

- Section 5. The Corresponding Secretary shall assist with the local and national correspondence of the Chapter. (See Duties of the Corresponding Secretary in Appendix).
- Section 6. The Past President shall serve in an advisory capacity to the Chapter Executive Board.
- Section 7. The Appendix “The duties of the Officers” shall be reviewed by the Executive Council each year with a vote of approval being necessary to readopt and/or revise the document.

Article IX Meetings

- Section 1. A meeting of the Chapter membership may be held at the time and place fixed by the Executive Council.
- Section 2. A minimum of six business meetings of the Executive Council shall be held each year at the times fixed by said group. Special meetings may be called by the President of a majority of the Executive Council.
- Section 3. Quorum
- a. A quorum for a meeting of the Chapter membership shall consist of those present at any meeting of the same.
 - b. A quorum of the Executive Council shall consist of 12 members.
- Section 4. Attendance. The Executive Council may vote to declare vacant the post of any Council member or officer who has missed three or more meetings during the year. Vacancy will be declared based on a majority vote of the entire Executive Council. Any member who has not complied with the attendance requirement must be notified by the President prior to any meeting at which the Council would vote to declare the position vacant. (See Duties of the President in Appendix).
- Section 5. Resignations. Any member of the Executive Council may resign at any time by filing written notice of such resignation with the President, and such resignation shall become effective when so filed unless some other effective date is set forth in the resignation.

Article X Rules of Order

Robert’s Rules of Order shall be used when there is no provision otherwise stated in the Chapter constitution.

Article XI Committees

- Section 1. Standing Committees. Standing Committees shall be organized for the Fall or Winter Workshop, National Spanish Examinations, Poetry/Poster Contest, Audit, Teacher of the Year Nomination, Awards Tea, and the June Luncheon. (See Duties of Standing Committees in Appendix).

Section 2. The Nominating Committee

- a. The Nominating Committee shall consist of a minimum of three members of the Executive Council of the Chapter appointed by the President with the approval of the Executive Council. Those Council members running for re-election shall not be considered for a position on said committee. The nomination of candidates for the Executive Council will be made from the general membership under the direction of the Nominating Committee. The Committee shall take into consideration a cross-section/true representation of the entire membership when considering candidates for each office and for Executive Council members. (See Article VII).
- b. The Chair of the Nominating Committee shall mail to the membership ballots with blank spaces for writing in the names of other candidates for each office and for Executive Council members.
- c. The results of the election shall be officially announced at the first Executive Council meeting following the election. (See Duties of Standing Committees in Appendix).

Section 3. Special Committees. Special Committees shall be formed by the President as needed.

Article XII Amendments to the Constitution

Section 1. This Constitution may be amended subject to the following procedure;

- a. The proposed amendment shall be submitted in writing to the Recording Secretary or Chair of the Constitution Committee.
- b. The Recording Secretary or Chair of the Constitution Committee shall present the proposed amendment to the Executive Council for approval at its regular meeting. He/she shall then mail the proposed amendment along with the present reading and a ballot to the membership.
- c. The amendment shall be valid when passed by two-thirds majority of the votes cast.

October, 2008