

**CONSTITUTION
of the
WASHINGTON ASSOCIATION FOR LANGUAGE TEACHING**

**ARTICLE I
Name**

The name of this organization shall be the Washington Association For Language Teaching, hereinafter called the Association. The Association is a constituent body of the American Council on the Teaching of Foreign Language (ACTFL), whose address is 700 S. Washington St., Suite 210, Alexandria, VA 22314.

**ARTICLE II
Purpose**

Section 1. The purposes of the Association are exclusively educational within the meaning of Section 501 (c)(3) of the United States Internal Revenue Code: to improve both the quality and extent of language learning and instruction in the public and private schools, colleges, and universities of the state of Washington.

Section 2. In the furtherance of these purposes, the Association shall encourage the widest possible cooperation among teachers and administrators and other groups, in order to promote high Standards in the professions; provided, that the Association shall not engage in any substantial part of its activities in efforts to influence legislation.

Section 3. The Association Board may fund special requests from its membership, which it deems of direct benefit to the organization.

**ARTICLE III
Membership**

Section 1. Any teacher of language in the state of Washington shall be eligible for active membership in the Association.

Section 2. Any college or university student or any retired teacher shall be eligible for associate membership in the association.

Section 3. Other persons with a demonstrated interest in the Association and its purposes may also be accepted for active membership.

Section 4. Membership in the Association will automatically include membership in Pacific Northwest Council for Languages (PNCFL).

Section 5. Application for membership shall be made on the prescribed form to the Membership Chairperson.

Section 6. Dues shall apply to the year beginning October first, and ending on the thirtieth of September following.

Section 7. The amount of dues shall not be changed except as provided in the Bylaws of the Association.

ARTICLE IV Officers

Section 1. The elected officers of the Association shall be President, Past President, President-elect, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and six Board members. President-elect and President shall continue in the subsequent position without a vote unless a vacancy occurs.

Section 2. The term of office for each officer shall be as set forth in the Bylaws of the Association.

Section 3. Following his/her term of office as President, the immediate past President shall serve as the Past President. He/She shall chair the Nominating Committee and serve to provide continuity to the Board of Directors.

Section 4. Subject to the approval of the Board of Directors, the President may appoint and give voting privileges to a Membership Chair, an Editor or Co-Editors of the FORUM, a representative to the Pacific Northwest Council for Languages (PNCFL), and other positions as deemed necessary.

Section 5. The President shall preside at all meetings of the Association and shall appoint such committees as may be necessary or desirable for the proper functioning of the Association. He/She shall represent the Association in its contacts and communications with other organizations and with the public.

Section 6. The President-elect shall assume the duties and prerogatives of the President in the latter's absence and shall take office as President the immediate year following election. He/She shall coordinate the phone tree for the spring and fall conferences, updating address and phone changes to the Membership Chair.

Section 7. The Recording Secretary shall perform the duties normally associated with the office and shall maintain an accurate record of all the official business and transactions of the Association. He/She shall provide copies to the members of the Board of Directors and shall make them available to members in good standing if requested.

Section 8. The Corresponding Secretary will be in charge of all official correspondence as directed by the President.

Section 9. The Treasurer shall perform the duties normally associated with the office and shall maintain, according to accepted current bookkeeping procedures, accurate records of all financial matters pertaining to the Association. The Treasurer shall submit the books of record to the Board of Directors or their designee for audit at the end of each fiscal year. The Treasurer shall

collect and disburse all funds on behalf of the Association including all financial matters relating to Association investments, providing that a financial report is made at each meeting of the Association, and providing further that prior approval of the President is granted for all expenditures larger than five hundred dollars.

Section 10. The Historian shall maintain and preserve records of such activities and programs, membership lists, and officer lists as may be of historical interest as well as guidelines for officers and other resource documents. The Historian shall also take pictures of all noteworthy events.

Section 11. The Officers of the Association, elected and appointed, and the six elected Board members shall comprise the Board of Directors of the Association and shall act for the membership between annual membership meetings.

Section 12. Presidents, or their designees, of state or local chapters of such foreign language organizations as the AATF, AATF, WATJ, AATSP, and NNELL, may be invited as ex-officio members to represent their respective organizations in the discussions of the Board of Directors and may have the right to vote.

Section 13. Chairpersons of committees of the Association may be invited to participate in the discussions of the Board of Directors as ex-officio members without voting privileges.

Section 14. The Board of Directors may appoint special ex-officio members to the Board and determine their length of term.

Section 15. Vacancies in elective offices shall be filled by appointment of the Board of Directors. A President-elect so appointed shall not succeed to the presidency automatically, although that person may be a candidate for President at a subsequent election.

ARTICLE V

Meetings

Section 1. An annual meeting of the Association shall be arranged by the Board of Directors or by petition of twenty-five active members.

Section 2. Other meetings of the Association may be arranged upon the decision of the Board of Directors or by the petition of twenty-five active members.

Section 3. Notice to members of regular or special meetings shall be made by mail and shall state the purpose(s) of the special meeting. Said notice shall be mailed not less than thirty nor more than sixty days in advance of the meeting date.

Section 4. Meeting of the Association and of its Board and committees shall be governed by *Robert's Rules of Order, Revised*, where they are not in conflict with the Constitution or the Bylaws of the Association.

ARTICLE VI
Amendments

Section 1. This Constitution may be amended by a two-thirds vote of the active members voting.

Section 2. Voting on amendments to the Constitution shall follow the procedures set forth in the Bylaws of the Association.

ARTICLE VII
Dissolution

Section 1. In the event of the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all assets of the Association exclusively for the purposes of the Association in such manner, or to such organizations(s) organized and operated exclusively for educational purposes as shall at the time qualify as (an) exempt organization(s) under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Section 2. The actual dissolution of assets of the Association shall be accomplished by the Board of Directors as set forth in the Bylaws of the Association.

As revised and adopted, October 1999.

**BYLAWS
Of the
WASHINGTON ASSOCIATION FOR LANGUAGE TEACHING**

**ARTICLE I
Elections**

Section 1. The Past President shall chair a Nominating committee of at least three or more active members, which shall solicit nominations from the membership. This committee shall submit to the Board of Directors at the February meeting a slate of candidates drawn from the active membership for each elective position becoming vacant that year. A brief resume of each candidate's background is to accompany the slate. The Board shall then authorize and require the duplication and mailing to the membership of this slate of nominees and resumes in time for the members to return their ballots to be tallied before the May meeting.

Section 2. A committee of three active members shall be designated tellers by the Nominating Committee. Their names and the Chair's address shall be included in the nominee mailing. This committee shall receive the ballots, count, and report the results to the membership in the next regularly scheduled publication of the Association.

**ARTICLE II
Officers**

Section 1. Term of office shall commence on the date of the Annual Meeting in October.

Section 2. Term of office shall be one year for the Past President, President, President-elect, and Recording Secretary. The Board may renew the term of appointed officers yearly of Directors.

Section 3. Term of office for the Treasurer and the Corresponding Secretary shall be two years.

Section 4. Term of office for the Historian shall be three years.

Section 5. Term of office shall be two years for Board members, providing that three Board members shall be elected each year. Appointments to fill vacancies shall not interrupt this schedule.

**ARTICLE III
Dues**

Section 1. The amount of annual dues is established at thirty-five dollars for active members and twenty dollars for associate members. This dues includes \$10 for PNCFL membership.

Section 2. A combined membership fee schedule between the Association and other associations may be offered.

Section 3. An individual life membership is established at two hundred fifty dollars for WAFLT membership only.

ARTICLE IV Amendments

Section 1. Amendments to the Constitution or the Bylaws of the Association may be proposed by Board of Directors or by petition of not less than twenty-five active members.

Section 2. Amendments shall be approved by a two-thirds vote of the members voting.

Section 3. Amendments to the Constitution shall be submitted to the entire membership in a mail ballot.

Section 4. Amendments to the Bylaws may be passed at any duly called meeting of the membership.

Section 5. Proposed amendments shall be tallied by a committee of tellers who have been appointed by the Board of Directors and who are acceptable to the petitioners, if any. Their names and the Chair's address shall be specified in the ballot mailing.

ARTICLE V Dissolution

Section 1. In the event of the dissolution of the Association, the assets of the Association, after all liabilities have been paid or provision made for their payment, shall be disposed by the Board of Directors to educational organization(s) which shall at the time qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 or similar future law.

Section 2. Assets of the Association to be disposed shall be made in equal amounts to the following organizations in the State of Washington: the American Association of Teachers of French (AATF), the American Association of Teachers of German (AATG), the American Association of Teachers of Spanish and Portuguese (AATSP), and the Washington Association of Teachers of Japanese (WATJ).

Section 3. In the event the organizations in Section 2 are unable to or do not qualify for the assets of the Association, the remaining assets shall be disposed to the Pacific Northwest Council for Languages (PNCFL) and the American Council on the Teaching of Foreign Languages (ACTFL).

As revised and adopted, October 1999.