

Constitution

Louisiana Foreign Language Teachers' Association

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Article I – Name and Affiliation

The name of this organization shall be the Louisiana Foreign Language Teachers' Association, hereafter referred to as LFLTA. This organization shall be the state's constituent of the American Council on the Teaching of Foreign Languages (ACTFL). As the official state foreign language association, LFLTA shall offer its cooperation to the regional conference, Southern Conference on Language Teaching (SCOLT).

Article II – Purpose

Section 1. The purpose of this not-for-profit organization shall be:

- to promote the teaching of modern and classical languages in the state of Louisiana;
- to increase the effectiveness of modern and classical language teaching in the state of Louisiana;
- to further the development of interest in foreign cultures;
- to promote the professional development of language teachers in the state of Louisiana;
- to collect and disseminate useful information about the teaching of foreign languages and about new developments in the state of Louisiana;
- to establish national contacts through affiliation with ACTFL;
- to provide opportunities for the sharing of information, group study, and discussion of problems confronting foreign language teachers in the state of Louisiana; and
- to cooperate in appropriate ways with groups having similar concerns.

Section 2. All monies of the organization shall only be disbursed in support of the purposes of this organization and shall not be disbursed to any member of the organization for his/her own private gain. Monies may be disbursed only with the approval of the Executive Committee and/or the majority of members in good standing at a business meeting.

Article III – Membership

Section 1. Active membership in the Association shall be granted to any teacher, retired teacher, or administrator of foreign language in Louisiana as well as to any person preparing for or otherwise interested in such teaching upon payment of annual dues. Active members are entitled to vote, hold offices, and receive the publication of the Association, The Communicator.

Section 2. Any individual not engaged in teaching foreign language or otherwise described in Section 1, but who is interested in achieving the purposes of this Association, shall be entitled to associate membership upon payment of the stipulated annual dues and shall receive The Communicator. Such members, however, shall not have the right to vote or hold office, but are entitled to participate in all other activities of the Association.

Section 3. Sustaining membership (non-voting) shall be conferred upon any individual, institution, firm, or other organization interested in contributing financial assistance to this Association. The annual contribution for sustaining membership or for shall be fifty dollars (\$50).

Section 4. Honorary membership

Any member of the LFLTA may present to the Executive Committee the name of a person whose contribution to foreign language education merits statewide recognition as worthy to become an honorary member of LFLTA. The nominee shall be considered by the Executive Committee and, if determined acceptable, the nominee shall be submitted to the entire membership for approval. A simple majority of the members voting shall confer honorary membership.

Article IV – Executive Committee

All Executive Committee Members shall be members of LFLTA.

The Executive Committee shall be composed of:

Voting Members

President

Vice President

Recording/Corresponding Secretary

Treasurer

Newsletter Editor

Sixteen representatives of elementary, secondary, or university levels from eight regions.

(See Article 3 – Section 2)

Non-voting Members

Foreign Language representative of the Louisiana Department of Education

Representatives of affiliate organizations, including but not limited to CODOFIL, NNELL and the Louisiana chapters of LCA, AATSP, AATF, and AATG.

Representatives of Spanish, French, and Belgian communities (Foreign Government Partners)

Article V – Duties of Executive Committee Members

A. The President shall preside at all meetings of the organization. In case of absence, the Vice President shall preside. The President shall perform such duties as set forth in this constitution: call meetings of the Executive Committee, call annual meetings, exercise general supervision, make financial decisions with the concurrence of the Treasurer, appoint all Committees concerned with the Association as a whole, and represent the Association in all matters which concern the general welfare of the Association. The President shall be a voting member of the Executive Committee (only in case of a tie vote) and voting ex-officio member of all other Committees. The president shall appoint the members of Committees. The President shall also represent LFLTA at SCOLT and/or appoint (a) replacement or concomitant delegate(s).

B. The Vice President shall be the presiding officer in the absence of the President. The Vice President shall also make information and applications available for the annual LFLTA awards and provide nomination forms for the nominating Committee for the next year's officers. The Vice President will supervise elections and announcement of the annual LFLTA awards. The Vice President will appoint and oversee the organizational committees for the annual conference. In the capacity of Vice President, this person is also to be preparing to succeed to the presidency of the organization.

C. The Recording/Corresponding Secretary shall maintain an accurate record of all regular and/or called meetings and Executive Committee meetings and present written minutes of the sessions to the members. This person shall also be responsible for all correspondence, at the President's request.

D. The Treasurer shall keep an accurate financial account of the business of the organization and shall provide an annual written report of expenses and a proposed budget to the membership at the annual conference. The Treasurer shall collect dues, hold funds deposited in his/her care, and pay them out on order of the President with the approval of the Executive Committee; deposit money received as dues in an accredited bank, make all disbursements by checks, maintain proper financial records, and have the books audited as specified by the Executive Committee; and render an annual written account of the financial operation of the Association. This person shall also present an accurate membership list and

current financial report at each Executive Committee Meeting.

E. The Newsletter Editor will be in charge of regular publication of the LFLTA newsletter, *The Communicator*, maintaining the list of LFLTA members' e-mail addresses, and keeping the membership informed via e-mail.

F. The Foreign Language Representative(s) of the Louisiana Department of Education shall act as a liaison between the organization and the State Department. This person shall inform the Executive Committee of the newest directions in Foreign Language Education and shall endeavor to foster the highest communication between the Executive Committee and those Foreign Language teachers we represent. This representative is a non-voting member of the Executive Committee.

G. The representatives of the various language organizations and foreign government partners shall advise and assist on matters pertaining to their areas. They are non-voting members.

H. Sixteen representatives from eight state regions will serve on the Executive Committee. Representatives will be chosen from elementary, secondary, or university levels. Regional representatives shall be responsible for encouraging LFLTA membership, soliciting proposals for presentations at state conferences, and for calling and presiding at regional meetings. Representatives will also name regional committees where needed, encourage and support local and regional foreign language-related activities, and otherwise seek to achieve the state purpose of the Association. All newsworthy information pertaining to local and regional foreign language activities will be forwarded to the Editor of the Communicator and to local news media by the regional representatives. Regional Representatives must participate in the requisite number of LFLTA activities, including but not limited to yearly retreats and conference planning sessions. At the state level, regional representatives are responsible for helping to organize the annual LFLTA conference and for contributing to non-conference committee work needed to assure the growth, effectiveness, and strength of the organization.

I. If an office becomes vacant, the Executive Committee may appoint an interim replacement until the completion of the un-expired term.

J. An office may be deemed vacant if an elected board member does not attend three consecutive board meetings.

K. A Web Master may be appointed by the executive committee for the purpose of updating and improving the LFLTA website.

Article VI – Tenure of Office

A. The Executive Committee Members, as listed in Article IV, shall hold office for a term of two years. No officer shall hold the same office for more than two consecutive terms, or four years, with the exception of the Treasurer and the Newsletter Editor who may serve additional consecutive years at the

discretion of the Executive Committee. After one term out of office, however, each Executive Committee Member shall be eligible for election to that same office, if so nominated.

B. Elections shall be held at the regular conference. Newly elected officers shall begin their term at the conclusion of the annual conference.

Article VII – Meetings

This organization shall hold an annual conference according to appropriate scheduling in relation to other foreign language meetings. Special called meetings may be held at the discretion of the President and the Executive Committee, provided that the full membership has been notified in writing at least ten days in advance.

Article VIII – Committees

A. The Executive Committee shall consist of the elected state officers, representatives of language groups, and elected representatives; they shall conduct the business of the association between regular meetings of the members. The Foreign Language Representative of the Louisiana Department of Education shall serve in a nonvoting, advisory capacity to this Committee.

B. Standing Committees shall be appointed by the President, subject to confirmation by the Executive Committee. The Nominating Committee is such a committee. Other committees may be appointed at the discretion of the President. The standing committees shall hold office for the duration of the President's term unless released or dismissed by the President.

1. The Nominating Committee shall consist of five regular members and the Vice President representing, in so far as possible, a cross-section of the membership in languages, teaching levels, geographic locations, race, and gender. This committee shall meet at least once and shall report to the Executive Committee. This Committee shall present for election the names of one or more persons for each office. The slate shall represent, in so far as possible, a cross-section of the membership in languages, teaching levels, geographic locations, race, and gender. Any member may submit names to the Nominating Committee for consideration as officers; such names should be submitted prior to the election meeting. Nominations may also be made from the floor at the time of election.

2. Committee on By-Laws and Constitution shall review and make recommendations as needed to amend the Constitution. The President shall appoint this committee each year. The Past President shall serve as the chair.

3. Grants and awards Committee shall review grant applications and conduct various competitions. The committee shall be appointed each year.

4. Advocacy Committee shall promote articulated K-16 programs of diverse foreign languages in

Louisiana schools and universities. It will gather information regarding the teaching of foreign languages and develop position papers for LFLTA. The Committee will also serve as a communication liaison to interested supporters who may be able to assist in maintaining a focus on languages and in promoting the importance of language study for all students of Louisiana and for the state as a whole.

Article IX - Representation: Offices and Chairs

Representation in Offices and Chairmanships, the Executive Committee, and other standing Committees shall assure fair and broad representation in positions of leadership in the association as officers and chairs. Leaders shall be considered on the bases of competencies, representative languages, representative geographic locations, representative levels of teaching, representative race and gender. Nominations and appointments will be made for the benefit of the total membership.

Article X – Order of Business and Voting Procedure

Standing parliamentary procedure, according to Roberts’ Rules of Order, shall apply to the business and voting procedures of the organization. Ordinary business must be conducted and passed by majority vote. Amendments to the constitution shall require a two-thirds majority vote of members voting after prior notification to the membership at least ten days in advance of the annual conference.

Article XI – By-Laws

By-laws may be enacted by the members as long as they are not in conflict with the constitution. By-laws must be passed, amended, or rescinded by a simple majority vote of members voting after notification to the membership at least ten days in advance of the annual conference.

By-Laws

Paragraph 1. Dues: Annual dues for regular members shall be set by the Executive Committee. The dues of students, foreign associate teachers, and retirees shall be at a reduced rate. Dues shall be for a twelve (12) month period from conference to conference.

Paragraph 2. Elections: The election of officers shall be by secret ballot submitted to the membership by the Nominating Committee at the business meeting held at the annual conference. Regional representatives shall be selected by members in the district which they represent. A simple majority vote shall be sufficient to elect. The results shall be tallied prior to the conclusion of the business meeting by the Nominating Committee and announced to the members present. The term of office shall be for two years and shall begin at the close of the annual meeting.

Paragraph 3. Regions

Section 1. The State shall be divided into eight (8) districts with two (2) regional representatives elected from each. It is expected that where possible, two languages and two educational levels [elementary (K-8), secondary (9-12), and university] will be presented from each region.

Section 2. The regions are constituted by parishes as follows:

Region I: St. Charles, Jefferson, Plaquemines, Orleans, St. Bernard

Region II: W. Feliciana, East Feliciana, Pointe Coupe, East Baton Rouge and West Baton Rouge, Iberville, Livingston, Tangipahoa, Washington, St. Tammany, City of Baker, City of Bogalusa, Zachary Community School

District, City of Central, St. Helena

Region III: St. Mary, Terrebonne, Lafourche, Assumption, Ascension, St. James, St. John

Region IV: Vermilion, Iberia, St. Martin, Lafayette, Acadia, Evangeline, St. Landry

Region V: Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis

Region VI: Vernon, Rapides, Avoyelles, Sabine, Natchitoches, Grant, Winn, La Salle

Region VII : DeSoto, Red River, Caddo, Bossier, Webster, Bienville, Claiborne

Region VIII : Concordia, Tensas, Catahoula, Franklin, Caldwell, Madison, E. Carroll, W. Carroll, Richland, Morehouse, Ouachita, Jackson, Lincoln, Union, Monroe City Schools

Paragraph 4. Meeting Site

The LFLTA annual conference shall be held at a location to be determined by the Executive Committee. Any called meeting shall be located at the discretion of the President and the Executive Committee.

Paragraph 5. Awards

LFLTA shall present annually its own set of Awards. Criteria for each will be publicized and nominations will be sought from the membership for each award. The Executive Committee may vote to award any or all of these

awards as determined by the nominations per the recommendations of the Awards Committee.

Paragraph 6. Termination

In the event LFLTA ceases to exist as an association, any funds remaining after all obligations have

been paid will be forwarded to SCOLT.

Revised March 3, 2012