

# **BYLAWS OF THE UPSTATE NEW YORK CHAPTER OF THE AMERICAN ASSOCIATION OF TEACHERS OF SPANISH AND PORTUGUESE**

## **ARTICLE I: NAME**

The official name of the Association is “Upstate New York Chapter of the American Association of Teachers of Spanish and Portuguese”. The chapter is also known as the “Upstate New York AATSP Chapter” and “AATSP-UNY.”

## **ARTICLE II: PURPOSE**

The Upstate New York AATSP Chapter fully supports the official mission of the AATSP. The purpose of the Upstate New York AATSP Chapter is to advance the study of the Hispanic languages and literatures through any appropriate means including, the interaction of members through cultural and linguistic events at all levels of education; support programs and activities in the teaching and learning of the Spanish and Portuguese languages and their respective cultures. Such activities may include the publication of articles, research, and other investigative work by its members; workshops and presentations of papers at the annual meetings; sponsor language and cultural events that directly assist teachers, students, administrators, and the general public.

## **ARTICLE III: GOVERNANCE**

**Section 1:** The business of the Upstate New York AATSP Chapter shall be conducted, supervised, and overseen by a governing body called the Executive Council. Each Council member must be an AATSP member in good standing. The Executive Council will be comprised of elected positions and appointed positions.

The elected positions shall include:

- a. President
- b. President Elect
- c. Past President
- d. Treasurer
- e. Communications Coordinator/Secretary
- f. Three Regional Representatives: Eastern Region, Central Region, Western Region

The appointed positions shall include:

- a. Public Relations Coordinator
- b. Webmaster
- c. Representative of the Sociedad Honoraria Hispánica (SHH)
- d. Representative of National Spanish Examinations (NSE)

**Section 2:** The appointment of Executive Council members will occur as follows: interested candidates from among the Chapter membership will submit written applications on a form provided by the Council. Incumbent Council members will review all applications and make appointments by majority vote based upon the applicants’ qualifications, reputation, and

service to the Upstate New York AATSP Chapter.

**Section 3:** The election of officers will occur as follows: interested candidates from among the membership will submit written applications on a form provided by the Council. Incumbent Council members will review all applications and create a slate of candidates to stand for election. The slate will be determined by majority vote of the Council based upon the applicants' qualifications, reputation, and service to the Upstate New York AATSP Chapter. When possible, the election for President Elect and Treasurer must be held in one year and the election for Communications Coordinator/Secretary and the Regional Representatives must be held in the following year in order to avoid having the terms for all elected officers end in the same year.

**Section 4:** Elections for members of the Executive Council will be held in the fall of each year so that members will have time to prepare to take office January 1 of the following year. The schedule for elections is as follows:

- a. By September 30: Call for nominations for officers
- b. By November 30: Elections completed
- c. By December 1: Notify AATSP National Office of election results and names of the new officers
- d. January 1: New officer terms begin

**Section 5:** The terms of office for all members of the Executive Council are as follows:

- a. Those elected for the position of President Elect will serve in that capacity for a period of one year, followed by a one-year term as President and a one-year term as Past President.
- b. The Treasurer, Communications Coordinator/Secretary and the three elected Regional Representatives (representing Eastern, Central, and Western NY respectively) shall serve for a term of two ~~years~~
- c. All members appointed by the Executive Council shall serve a two-year term with an option to renew pending Executive Council approval. The appointed members include the following: Public Relations Coordinator and Webmaster.
- d. The Representative for the Sociedad Honoraria Hispánica and the Representative for the National Spanish Examinations will serve at the pleasure of the Council for the time they hold their positions within the SHH and NSE, respectively.

**Section 6:** The Executive Council will act with due diligence to fill in a timely fashion any vacancies which occur on the Council. In the event that a Council member cannot finish his/her term, the Council will appoint a candidate to finish the term in question. The President will notify the candidate of his/her appointment.

**Section 7:** After completing a term, elected officers must wait at least one year before running for or serving in the same elected position again. Officers leaving one office may be elected to another position on the Executive Council.

**Section 8:** Once every three years the Upstate New York AATSP chapter must nominate at least one individual for either a position on the AATSP Board of Directors or one of the AATSP Awards.

#### **ARTICLE IV: DUTIES OF EXECUTIVE COUNCIL MEMBERS**

**Section 1:** The Executive Council, acting collaboratively through its officers and members, will have accountability for the conduct of all Chapter business, most of which will be conducted at annual or periodic meetings called for this purpose. The Council will provide a time, place, and program for the Annual Meeting at which they will report to the membership on the state of the Chapter, providing accurate records, minutes, and reports of their activities.

**Section 2:** The President will be the chief executive officer of the Chapter, providing leadership to fellow Council members and ensuring that Chapter business remains focused upon the purposes for which the Chapter was formed. Typical duties of the President during the year of his/her term will include the following: organizing, attending and running all Chapter meetings; authorizing or approving all correspondence to the membership; serving as a liaison between the Chapter, other chapters, and/or the National Office of the AATSP; supervising and overseeing all Chapter activities.

**Section 3:** The typical duties of the President Elect will include the following: serve as the President in case of the latter's absence or inability to perform those duties; solicit, collect, and bring to the Council for its approval the nominations for Chapter Awards; obtain the prizes to be presented to Chapter Award winners.

**Section 4:** The typical duties of the Past President will include the following: serve as chair of the Nominating Committee for the election of officers and oversee the election process; serve as an advisor to fellow Council and Chapter members.

**Section 5:** The typical duties of the Treasurer will include the following: keep membership rolls current; keep an account of all monies received and disbursed by the Chapter.

**Section 6:** The typical duties of the Communications Coordinator/Secretary will include the following: take minutes at all meetings, prepare the minutes for approval by the Executive Council, send approved minutes to the Executive Council, and archive the approved minutes on the Chapter website; prepare an annual report to be shared with the membership detailing membership status, professional activities, and financial affairs; maintain an up-to-date list of current members.

**Section 7:** The primary role of the Public Relations/Membership Coordinator will be to create and coordinate efforts to increase membership in the Chapter. Other typical duties of the Public Relations Coordinator will include the following: serve as the contact person to the National Office of the AATSP for information on events, meetings and general information; work with local media outlets to publicize efforts made by members of the Chapter that correspond with the goals of AATSP; arrange recruitment activities at New York State

Association of Foreign Language Teachers (NYS AFLT) Conferences and other events where Spanish teachers will be present.

**Section 8:** The typical duties of the Representative of the Sociedad Honoraria Hispánica (SHH) will include the following: act as liaison between the Council and his/her constituents; organize and lead efforts to assist teachers in the organization of local chapters of SHH.

**Section 9:** The typical duties of the Representative of the National Spanish Examinations (NSE) will include the following: obtain information about the examinations from the Director of the NSE and distribute it to Chapter members; oversee the statewide administration of the examinations; obtain awards; report the results of the examinations to Chapter members at the Annual Meeting. The NSE Representative reports to the chapter president and to the NSE Director.

**Section 10:** The typical responsibility of the Webmaster is to manage and update the chapter website and newsletters with current chapter news and information.

**Section 11:** The primary responsibility of the Regional Representative is to communicate effectively and directly to the chapter Executive Council on all matters related to chapter members whose geographical location makes it difficult to integrate in common activities.

#### **ARTICLE V: MEMBERSHIP**

The qualifications for membership in the Chapter will be those expressed in the Bylaws of the AATSP. Any member in good standing with the AATSP is a member of the Chapter.

#### **ARTICLE VI: MEETINGS**

The Council will establish a place, time, and program for the Annual Meeting and for any other meetings as may be necessary for the professional development of the membership. For purposes of conducting the business of the Chapter, the Council must have a quorum of five officers. It is permissible to have electronic attendance at the meetings, but at least one meeting per year must be face-to-face.

#### **ARTICLE VII: AMENDMENT PROCESS**

Any proposed amendment must be submitted in writing to the Executive Council. Once approved by the Council, the proposed amendment will be then posted on the Upstate New York AATSP Chapter website and distributed to the membership via email. After a public comment period of 30 days, the proposed amendment shall be presented to be voted upon. Only members in good standing may vote by way of one vote per member. The amendment shall pass by an affirmative vote of two thirds of the regular members either at the next face-to-face meeting or through means of an electronic vote.

These Bylaws were approved by the Chapter membership on November 25, 2015.