

## **Constitution: MALT Montana Association of Language Teachers**

### **Article I: Name**

The name of this organization shall be the Montana Association of Language Teachers, hereinafter called the Association. The Association is a constituent body of the American Council of the Teaching of Foreign Languages (ACTFL), whose address is 6 Executive Blvd., Upper Level, Yonkers, NY 10701.

### **Article II: Purpose**

Section 1. The purpose of the Association is to improve both the quality and extent of foreign language instruction in the public and private schools, college, and universities of the state of Montana.

Section 2. In the furtherance of this purpose, the Association shall encourage the widest possible cooperation among teachers and administrators and other groups, in order to promote high standards in the profession.

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 foreign language in the state of Montana 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. Application for membership shall be made on the prescribed form.

Section 5. Dues shall apply to the year beginning October first, and ending on the thirtieth of September following.

Section 6. 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, Secretary/Treasurer.

Section 2. The elected officers of the Board of Directors shall appoint eight active members as officers of the Board of Directors comprised of a single representative from each of the following organizations: American Association of Teachers of French (AATF); American Association of Teachers of German (AATG); American Association of Teachers of Spanish and Portuguese (AATSP) (or a representative of those languages in the case that no formal association exists in Montana); Pacific Northwest Council for Languages (PNCFL); National Network for Early Language Learning (NNELL); the Montana Office of Public Instruction (OPI), ex-officio; and the MALT Bulletin Editor and the MALT Website Designer.

Section 3. The term of office for each officer shall be as set forth in the Bylaws of the Association.

Section 4. The Past President shall chair the Nominating Committee, coordinate grant requests and awards, and serve to provide continuity to the Board of Directors.

Section 5. Subject to the approval of the Board of Directors, the President may appoint a Membership Chair, a Corresponding Secretary.

Section 6. 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 and shall represent the Association in its contacts and communications with other organizations and with the public. The President shall coordinate the Fall Conference and be a joint signatory with the Secretary/Treasurer on any Association financial account.

Section 7. 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. The President-elect shall coordinate the Spring Conference, as well as update membership address and phone changes.

Section 8. The Secretary and Treasurer shall be the same position, except at the discretion of the Board. The Secretary/Treasurer 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. The Secretary/Treasurer shall maintain, according to accepted bookkeeping procedures, accurate records of all financial matters pertaining to the Association. Upon completion of his/her term of office, the Secretary/Treasurer shall submit the books of record to the Board of Directors or their designee for audit. The Secretary/Treasurer shall disburse funds on behalf of the Association, 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 \$500.00. The Secretary/Treasurer and the President shall be joint signatories on any Association financial account. Additionally, the Secretary/Treasurer 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.

Section 9. The Officers of the Association, elected and appointed, and the eight Board members shall comprise the Board of Directors of the Association and shall act for the membership between annual membership meetings.

Section 10. 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 11. The Board of Directors may appoint special ex-officio members to the Board and determine their length of term.

Section 12. 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. Twice a year (Spring and Fall) the Association shall hold meetings arranged by the Board of Directors or by petition of 25 active members.

Section 2. Other meetings of the Association may be arranged upon the decision of the Board of Directors or by petition of 25 active members.

Section 3. Notice to members of regular or special meetings shall be made available on the website or by mail and shall state the purpose(s) of the special meeting. Said notice shall be made not less than 30 nor more than 60 days in advance of the meeting date.

Section 4. Meetings of the Association and of its Board and committees shall be governed by Roberts 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 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 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 the 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. 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.

## Bylaws

### **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 Spring Meeting a slate of candidates drawn from the active membership for each elective position becoming vacant that year.

### **Article II: Officers**

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

Section 2. Term of office shall be one year for the Past President, President, President-elect, and two years for the Secretary/Treasurer. The term of appointed officers may be renewed yearly.

Section 3. Term of office for the Pacific Northwest Council for Languages (PNCFL) representative shall be three years.

### **Article III: Dues**

Section 1. The amount of annual dues is established at \$20.00 for active members and \$15.00 for associate members.

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 \$200.00.

### **Article IV: Amendments**

Section 1. Amendments to the Constitution or the Bylaws of the Association may be proposed by the Board of Directors or by petition of not less than 25 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.

### **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 the 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 Montana: 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 any other existing Montana language associations at the time of dissolution.

I hereby certify that the foregoing are the currently approved and authorized Constitution and Bylaws of the Association.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_