

Constitution
MALT Montana Association of Language Teachers
Revised 2017
Spring Conference - Livingston, MT

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 1001 N Fairfax St, Ste 200, Alexandria VA 22314.

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, colleges, 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 which can be accessed on the Association website at <http://www.montanalanguageteachers.org/>.

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

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, and the PNCFL Representative.

Section 2. The elected officers of the Board of Directors may 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), and/or the LILL Representative.

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 coordinate grant requests and awards, and serve to provide continuity to the Board of Directors.

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 and shall represent the Association in its contacts and communications with other organizations and with the public. The President shall serve as the co-conference chair of the fall conference together with the on-site conference organizer and be a joint signatory with the Treasurer, and Vice-President on any Association financial account.

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 two years following election. The President-elect shall coordinate the Spring Conference.

Section 7. The 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 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 Treasurer shall submit the books of record to the Board of Directors or their designee for audit. The 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 Treasurer, the President, and Vice President shall be joint signatories on any Association financial account. The Treasurer will also maintain as well as update membership address and phone changes.

Section 8: The Secretary 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 Secretary will keep notes at any and all membership and board meetings. The Secretary will prepare the agenda for monthly board meetings and Fall and Spring Conference business meetings. The Secretary is also responsible for updating and maintaining the Association Website.

Section 9. The Officers of the Association, elected and appointed, shall act for the membership between biannual 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.

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. The Association Board will meet once per month or as deemed necessary via conference call to discuss and plan professional development opportunities for the Association membership as well as discuss updates for the website, budget, and other matters.

Section 4. 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 5. Meetings 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 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 President shall call for nominations for officer vacancies during the business meeting at the Fall Conference each year applicable. Members will be notified of vacancies at the Spring Conference business meeting.

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 two years for the Past President, President, President-elect, the Secretary and Treasurer. The term of appointed officers may be renewed with a vote of the members.

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

Article III: Dues

Section 1. The amount of annual dues is established at \$40.00 for active members and \$20.00 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 \$600.00 (This amount is based on 15 years of membership in the Association. When annual dues are increased, this amount will also increase to reflect the change.)

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 an electronic 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: _____

Date: _____ Signature: _____ Title: _____

Date: _____ Signature: _____ Title: _____

Date: _____ Signature: _____ Title: _____

Date: _____ Signature: _____ Title: _____