

The Washington Area TESOL Association

CONSTITUTION

Article I. Name and Purpose

Section 1. This organization shall be known as the Washington Area TESOL Association (WATESOL), an affiliate of TESOL (Teachers of English to Speakers of Other Languages).

Section 2. The purpose of this organization shall be:

- a. To stimulate the professional development of the teacher of English as a Second Language (ESOL) within the area served by this Association;
- b. To encourage and improve the teaching of ESOL within this area;
- c. To establish national contacts through affiliation with TESOL;
- d. To provide opportunities for group study and discussion of problems which confront the teachers of this area;
- e. To collect and disseminate useful information about the teaching of ESOL and about new developments in related educational fields.

Section 3. This association is organized exclusively for educational purposes, including the making of distributions to an organization exempt from Federal income tax under Section 501(C) (3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

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

Article II. Membership

Section 1. Anyone who is interested in the teaching of English to speakers of other languages is eligible for membership.

Section 2. There shall be the following classes of membership: Individual Member, Joint Member, Student Member and Life Member.

- a. Individual Members shall have all of the privileges of membership.
- b. Joint Members shall enjoy all the privileges except that only one copy of each publication automatically distributed to members will be sent to each household.
- c. Student Members shall enjoy all the privileges of membership and shall pay reduced dues. Student members shall be granted to full-time students only.

d. Life Members shall enjoy all the privileges of membership. Life membership may be conferred by a majority vote of the Executive Board upon those members of WATESOL whom it wishes to recognize for their distinguished service.

Article III. Officers

Section 1. The officers of this organization shall be a President, a Vice President, a Recording Secretary, a Membership Secretary, and a Treasurer. The office of President shall be filled by the preceding Vice President. The other officers shall be elected by the membership.

Section 2. The President shall preside at all meetings, appoint such committees as the Executive Board authorize, and assume general responsibility for conducting the business of the Association.

Section 3. The Vice President shall be principally responsible for making all arrangements in connection with the programs to be held by the Association. In addition, s/he shall preside in the absence of the president and generally assist the president in the execution of business.

Section 4. The Recording Secretary shall notify the membership of all meetings and is responsible for the publications of the organization, with the exception of the newsletter and membership directory. S/he shall record and distribute to the Executive Board the minutes of all Executive Board meetings and maintain the Association's files and records.

Section 5. The Membership Secretary shall maintain an accurate, current membership list and related lists of the organization. S/he shall also produce the Membership Directory.

Section 6. The Treasurer shall be responsible for the financial affairs of the organization, including collection of annual membership dues, payment of all bills, and preparation of financial reports.

Section 7. The immediate past president shall serve as a liaison officer to TESOL to keep the Association and TESOL mutually informed. S/he shall also serve as the Chair of the Nominating Committee.

Section 8. Members-at-Large will be assigned responsibilities by the Board. These responsibilities will be reviewed annually.

Section 9. The Executive Board, consisting of the elected officers, the immediate past president, the professional development chair, and two members elected at large, shall direct the work of the Association.

Section 10. All the officers and Members-at-Large of the Executive Board shall be members of TESOL (TESOL Bylaw XII, Section A, Paragraph 2), and of the Association. Members of all standing committees shall be members of the Association.

¹ The office of Communication Coordinator was eliminated in Fall 2002.

Article IV. Meetings

Section 1. Meetings of the Association shall be held at such times and at such places as the Executive Board decides. Those members in good standing present at the meeting shall constitute a quorum for voting purposes.

Section 2. Executive Board meetings are to be held at least nine times annually. All Board members are expected to attend.

Section 3. An annual business meeting shall be held each year.

Article V. Elections

Section 1. Elected officers, professional development associate chair, and members-at-large of the Executive Board, as well as Special Interest Group (SIG) associate chairs, shall be nominated by a nominating committee and elected by general mail ballot. The term of office for Vice-President shall be one year, after which s/he succeeds to the presidency and serves in that position for one year. The Recording Secretary, Membership Secretary and Treasurer shall be elected for two-year staggered terms. The Recording Secretary and Treasurer shall be elected in odd-numbered years and the Membership Secretary in even-numbered years. The two members-at-large of the Executive Board shall each be elected to serve two-year staggered terms, one new member-at-large being elected each year. One associate professional development chair shall be elected each year, and the term of office shall be one year, after which s/he succeeds to chair and serves in that position for one year. The term of the office for the Associate SIG chair shall be one year, after which s/he succeeds to chair and serves in that position for one year. The new officers shall begin their terms at the close of the annual business meeting.

Section 2. The nominating committee shall consist of the chairman and five other members. The chairman of the nominating committee shall be the Past

President. The members of the nominating committee shall be elected by general mail ballot. It shall be the function of this committee to prepare a slate for the following annual election. The slate shall consist of one or more nominations for each elective position except in the case of the nominating committee, where seven or more nominations will be required for the five elective positions. The nominating committee shall report the names of its nominees to the Executive Board at least 60 days before the next annual meeting.

Section 3. The slate of nominations for each position together with relevant biographical information shall be presented to the membership at least 30 days before the ballots are due. The officers to be elected shall be chosen by general mail ballot returned to the nominating committee. The ballot shall provide space for a possible write-in candidate for each elective office.

Section 4. When there are two nominees for each position, election of officers shall be determined by a majority of the votes returned. In case of three or more candidates for an office, a plurality of the votes is sufficient for election.

Section 5. A vacancy in any office, except that of president, shall be filled by an appointment by the president. The vice president shall succeed to the presidency except when s/he has been appointed to the vice presidency, in which case the president shall be elected by the membership.

Article VI. Committees

Section 1. The Nominating Committee is a Standing Committee.

Section 2. Ad Hoc and other Standing Committees may be appointed or dissolved by the president with the approval of the Executive Board.

Article VII. Special Interest Groups

Section 1. Members wishing to form a new Special Interest Group (SIG) shall propose formation of the new SIG to the Executive Board through a petition. This petition shall contain a minimum of twenty-five signatures of current WATESOL members. The Board shall vote to approve or disapprove formation of the new SIG.

Section 2. SIG Chairs and Associate Chairs shall work under the direction of the Board.

Section 3. Each WATESOL member shall belong only to one SIG.

Section 4. When membership of a SIG becomes fewer than twenty-five, the Board will review the SIG's status and vote to dissolve the SIG if necessary.

Article VIII. Earnings

Section 1. No part of the net earnings of this Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable sums and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Association shall include the conduct of propaganda or any attempt to influence legislation, nor shall the Association participate in or intervene in (by publishing or distributing statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law).

Article IX. Dissolution

Section 1. Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the Association, dispose of the assets of the Association, exclusively in a manner compatible with the purposes of the Association, or shall distribute assets to such organization or organizations established and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501 (C) (3).

In the event of dissolution, all finances or properties of this organization will become sole properties of TESOL or non-profit organizations with like interests.

Article X. Amendments

Section 1. Proposed amendments to this Constitution must first be approved by a majority of members of the Executive Board or submitted to the President in a petition signed by at least 15 members in good standing. Any such proposed amendment shall be distributed to all the members at least 30 days before the amendment is voted on. To become effective, the proposed amendment must be ratified by at least two-thirds of the members in good standing present at a meeting of the Association or by a majority of those members in good standing who respond to a poll by mail.

BYLAWS

Article I. Membership and Dues

Section 1. The membership year shall be from September 15 to September 14. Section 2. The annual dues shall be specified by the Executive Board.

Article II. Standard Authority

Section 1. The rules contained in Robert's Rules of Order Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Association.

Article III. Amendments

Section 1. Amendments to the Bylaws may be passed by a two-thirds vote at any regular meeting, provided that notice has been given at a previous meeting or by mail at least thirty days before the amendments are voted upon.