

INDIANA
CHAPTER

AMERICAN ASSOCIATION OF TEACHERS OF FRENCH

CONSTITUTION

Article I: Name

Section 1. The name of this organization shall be the Indiana Chapter of the American Association of Teachers of French

Section 2. The organization in section 1 shall extend to the entire state of Indiana except the Northwest area including the following counties: Lake, La Porte, Porter, Starke, St. Joe, Marshall, Elkhart and Kosciusko.

Article II: Purpose

The purpose of this organization shall be to serve the interests and needs of teachers of French and the teaching of French at all levels of instruction, in both public and private schools, to stimulate professional growth, and to foster interest in French language, literature, and culture.

Article III: Membership

Section 1. Membership in the Indiana Chapter shall be open, upon payment of dues, to teachers of French at all levels, to former teachers of French, administrators, students of

French, and friends of the French language and culture.

Section 2. Regular membership runs from January 1 to December 31. Student membership is based on the academic year and runs from September 1 to August 31 of the following year.

Section 3. The National dues are determined by what the National Association imposes. The dues for regular members are payable in the fall of the year preceding the membership year. Members who have not paid their dues *by* December-31 are delinquent.

Section 4. The Chapter dues are such as the chapter determines by majority vote at any regular meeting.

Section 5. Each member in good standing has the right to vote at meetings of the chapter and to participate in the program on an equal basis with other members.

Article IV: Officers

The officers of the Indiana Chapter shall be a President, Vice President, Secretary and a Treasurer. Only AATF members in good standing may serve as officers.

Section 1. The duties of the President shall be, in addition to the usual ones of calling and presiding over meetings of the chapter, to approve all orders drawn against funds of the chapter, and to appoint non-officer members of the Executive Board as well as the chairpersons of all special committees. It is the duty of the President to see that the other officers of the chapter carry out their duties in a timely fashion, and in the case of a resignation or failure of an officer or Executive Board member to perform their functions, the President of the chapter shall appoint a replacement to fill out the term of office in question. The President may convoke or poll the Executive Board as needed. The President's term shall be for a period of two years. They shall succeed to office automatically from the position of Vice President. Together with the other members of the Executive Board, the President shall plan the program of the annual fall meeting of the chapter. Together with the President of the Northwest Indiana chapter of AATF, the President of the Indiana chapter of AATF shall plan the workshop for the annual conference of the Indiana Foreign Language Teachers Association as well as receive and process nominations for and select the Indiana French Teacher(s) of the Year.

Section 2. The Vice President shall preside over meetings and act in the place of the President in the absence of the latter. If the President becomes unable for any reason to complete the term, the Vice President shall succeed to the presidency and complete the

President's term. At the end of the Interim Presidential term, they shall enter upon their own regular term as President.

Section 3.

A. The Treasurer shall receive the dues of the chapter members forwarded from the National Office, keep detailed financial accounts of receipts and disbursements, make a complete financial report at the fall meeting of the chapter and yearly to the national office. They will keep an up-to-date list of active members of the chapter from the chapter Reimbursement Reports received from National.

B The Secretary shall keep the minutes of business meetings, make the necessary mailings to members, serve as custodian of the constitution and chapter records, and send a report of meetings to the National Bulletin, to the Regional Representative and to the editor of Le Bulletin (Indiana chapter newsletter) as desired by the chapter to be published in the next issue. They shall maintain liaison with the National Office and Regional Representative by reporting the results of chapter elections.

C. The term of office of both the Treasurer and the Secretary shall be two years and these officers may be re-elected.

Section 4. Each year, in which there is to be an election, the President shall by August 1 appoint a nominating committee of three members chosen from the membership of the chapter. This committee shall present a slate of nominees for the fall meeting of the chapter. Nominees may also be proposed from the floor. The new officers shall enter upon their functions as of the moment their election is announced and the Secretary shall immediately certify the results of the elections to the National Office through the Regional Representative. Election shall be by a majority of those present at the fall meeting.

An absence of an officer for a period of three months or more from the area may cause his office to be considered vacant by the Executive Board.

If an office becomes vacant through death, resignation, or absence of the incumbent, the vacancy shall be filled for the remainder of the term by appointment of the Executive Board, except for the office of the President where succession is automatic.

Article V: Meetings

The Executive Board shall have at least two meetings a year, one in the fall in

conjunction with the Indiana Foreign Language Teachers Association meeting which shall also serve as the annual Chapter meeting, and the second in the spring. Other special meetings may be called by the President in consultation with the Executive Board.

Article VI: Executive Board

Section 1. The Indiana chapter shall be administered by an Executive Board composed of the President, immediate past President, Vice President, Secretary, Treasurer, the Editor of Le Bulletin, the Indiana Director of the National French Contest (Concours), the Director of Congrès (student competition), the Indiana chapter Website Manager, and the E-mail Distribution List Manager. Only members in good standing (dues paid up to date) may be nominated and serve on the Executive Board. Any member (in good standing) including officers may hold a non-officer position but, in the case of a dual role member, shall only hold the voting power of one. Non-officer members shall be appointed by the President and approved by the Executive Board.

Section 2. The Executive Board may invite any chapter member to participate in their meetings and determine voting rights of the latter; and, all members of the chapter may attend its meetings. The Executive Board is authorized to conduct all important business between meetings and may be called into session or consulted by telephone, letter, or e-mail at the initiative of the President. The decisions of the Board must be submitted to the general membership at the fall meeting.

Section 3. Editor of Le Bulletin: they, under the supervision of the President, shall ensure the publication of Le Bulletin, and determine, in consultation with the Board, the number of yearly issues and the list of recipients. The Editor shall serve on the Executive Board. The newsletter shall contain the program for the annual meeting and other items deemed of interest to the membership.

Section 4. The Director of the National French Contest: they shall be responsible for all aspects of the development, publicity, and administration of the annual association contest, in conformity with policies and practices as established by the National Contest Director. They shall report annually on the results of the contest to the Board.

Section 5. The Director of the Annual Congrès: they shall be responsible for all aspects of the development, publicity, and administration of the annual State student competition. They shall report annually on the results of the contest to the Board for publication in Le Bulletin.

Section 6. The Website Manager: they, under the supervision of the President, shall maintain and keep current the official chapter website for the Indiana chapter of AATF. They shall post any information deemed of interest to the membership as is determined by the Executive Board.

Section 7: The Manager of the E-mail Distribution List: they, under the supervision of the President, shall maintain a current list of e-mail addresses for active members of the Indiana chapter as well as for any non- members who wish to be on the list. They shall send items of interest as determined by the Executive Board, National Office, the Regional Representative or the Indiana Department of Education World Languages State Consultant to persons on the list.

Article VII: Amendments

The Constitution may be amended by a two-thirds vote of the members present at any regular or special meeting, providing that notice announcing the exact nature and wording of the proposed amendment shall have been sent in writing to each member of the chapter at least one month in advance, along with the time and place of the meeting.

Article VIII: Applicability of National Constitution

All articles of the AATF National Constitution and by-laws apply to the Indiana Chapter and nothing in this chapter Constitution is to be considered in contradiction of the National Constitution.

Article IX: Dissolution

This Chapter may be dissolved by a two-thirds vote of the members present and voting at a regular or specially called meeting, or through the suspension of its charter by the national organization acting under the authority of National By-Law IV, 2 (c). In case of dissolution, all remaining funds in the chapter treasury and all chapter records shall be turned over to the National Executive Director of the AATF under the terms of the aforementioned By-Law.

Approved at Business Meeting - November 4, 2023