

CONNECTICUT TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES

CONSTITUTION

ARTICLE I Name

The name of this organization shall be Connecticut Teachers of English to Speakers of Other Languages (ConnTESOL).

ARTICLE II Purposes

Notwithstanding any other provision of these articles, ConnTESOL is organized exclusively for the following educational purposes: to promote scholarship, to disseminate information, and to strengthen at all levels of instruction and research the teaching of English to Speakers of Other Languages, as specified in section 501(c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or, any private individual (except that reasonable compensation may be paid for, services rendered to or for the organization), and no member, trustee, or officer shall be entitled to share in the distribution of any of the organization's assets upon dissolution of the organization.

No substantial part of the activities of the organization shall be carrying on propaganda; or otherwise attempting to influence legislation (except as otherwise provided by the Internal Revenue Code section 501 [h]); or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

The assets of the organization shall be permanently dedicated to exempt purposes, as described in section 501 (c) (3). Therefore, in the vent of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of Connecticut will best accomplish the general purposes for which these organization was formed.

ARTICLE III Membership

Section 1 Categories of Membership

Individual membership (regular or student and paraprofessional) shall be open to all individuals engaged in or interested in the teaching of English as a Second Language. Institutional non-voting membership shall be open to nonprofit institutions and agencies and commercial non-voting membership shall be open to commercial organizations. Annual dues in each category shall be set by the Board of Directors.

Section 2 Publications for Members

All Members shall receive the publications of the organization.

Section 3 Membership Year

The membership year shall be from Annual Conference to Annual Conference.

ARTICLE IV Annual Business Meeting

An Annual Business Meeting open to all members will be held each year at the Annual Conference.

ARTICLE V Board of Directors

Section 1 Board Members

The Board of Directors shall consist of the officers, the immediate Past Co-Chair (Chairperson of the Board), special interest group representatives, Newsletter Editor, Webmaster, and At-Large Members. The term of each Officer of the Board of Directors shall be two years from the Annual Conference. All members of the Board of Directors shall be paid-up members of both ConnTESOL and International TESOL.

Section 2 Elected Officers

The elected officers of the organization shall be two Co-Chairs, a Recording Secretary, Membership Secretary, and a Treasurer. The Co-Chairs and the Recording and Membership Secretaries are elected in alternate years so that there is overlap in their terms. Their duties shall be as follows:

A. Co-Chairs

The Co-Chairs shall preside at all business meetings of the organization and at all meetings of the Board of Directors. They shall be ex-officio members of all committees and shall act as the liaisons between the organization and other organizations including the CT State Dept. of Education's ELL/Bilingual consultant.

B. Recording Secretary

The Recording Secretary shall keep the minutes and attendance of the Board of Directors' meetings and shall also keep the minutes of the Annual Business Meeting. The minutes and attendance records shall be available to members on request.

C. Membership Secretary

The Membership Secretary shall keep the membership rolls and shall work with the special interest group representatives to expand membership. S/he shall be a co-holder with the treasurer of the organization's financial accounts. The Membership Secretaries shall notify the Newsletter Editor and Webmaster of all changes in membership, and shall keep the Board of Directors informed of membership-related information. They shall also help post and tabulate ballots, as provided in Article VI.

D. Treasurer

The Treasurer shall collect all monies due the organization, and shall keep them in accounts authorized by the Board of Directors and co-held with the Membership Secretary. S/he shall pay all debts incurred by the organization upon approval of the Co-Chair, and may also, with the Co-Chair's

approval, advance up to \$50 at any time to any officer for anticipated expenses. The Treasurer shall be responsible for insuring that officers adequately account for such expenses. The Treasurer shall provide a financial statement to be read at each meeting of the board of Directors. S/he shall furthermore prepare each year for approval or modification by the Board of Directors a budget of expenditures for the coming membership year. After final approval and adoption by the Board of Directors, the budget shall be available to members at the Annual Business Meeting. S/he shall have the financial books of the organization maintained as required by the non-profit status. If reviewed annually by a licensed accountant or auditor approved by the Co-Chair, this person should not be a member of the Board of Directors or related to any member of the Board of Directors. Otherwise, s/he will provide an annual statement of finances at the Annual Business Meeting. The results of the review shall be provided by the Treasurer to the Board of Directors and to the members at the Annual Business Meeting.

Section 3 Special Interest group Representatives

The special interest group representatives shall be responsible for outreach and recruitment of new members and participate in the planning of the Annual Conference. Special Interest Group Representatives shall be appointed by the Board of Directors for a term of two years and must be members in good standing of ConnTESOL. Representatives may be reappointed.

The special interest group representatives shall be as follows:

- Elementary Representative
- Secondary Representative
- Adult Education Representative
- IELP Representative
- Community College Representative
- Higher Education Representative
- Teacher Education Representative
- Bilingual Education Representative
- Advocacy Representative
- Literacy Volunteers Representative

A Representative in an additional area may be designated by the Board of Directors each year.

Section 4 Liaisons

Representatives shall be invited from organizations whose mission is aligned with the goals of ConnTESOL to serve as liaisons between their organization and ConnTESOL. Their responsibilities should include but not be limited to attending meetings of both organizations, reporting on activities of their organization and disseminating information regarding ConnTESOL activities.

Representatives from the following organizations will be invited to serve as liaisons:

- CAPELL
- COLT
- CT State Department of Education

The Board may also consider inviting liaisons from other related organizations if deemed necessary.

Section 5 Communications

Communications shall consist of the Newsletter Editor and the Webmaster.

They shall be appointed by the Board of Directors to serve a two year term from the Annual Conference. Their responsibilities shall include, but not be limited to, all communications with ConnTESOL membership.

Section 6 General Duties of the Board of Directors

The Board of Directors shall direct the work of the organization under general policies determined by the members at the Annual Business Meeting. Nine members of the Board of Directors shall constitute a quorum. The Board of Directors may call business meetings in addition to the Annual Business Meeting as deemed necessary, with 30 days notification to the membership. The Co-Chairs shall attempt to contact members of the Board of Directors who fail to attend any two consecutive meetings of the Board of Directors without having been granted leave of absence by the Board. Upon failure to appear at a third consecutive meeting, such members shall be deemed to have resigned.

ARTICLE VI Elections

Section 1 Procedures

Three months before the Annual Business Meeting the Nominating committee shall present to the Membership Secretary a slate of candidates for the Officers of the Board of Directors with up to two candidates for each position. The Membership Secretary and Webmaster will then be responsible for setting up online voting for the members. The ballot should be presented to the membership two months before the Annual Business Meeting. Voting shall be completed at least one month before the Annual Business Meeting. The Membership Secretary and the Nominating Committee shall be responsible for tabulating the results and presenting them to the Board and the Membership at the Annual Business Meeting.

Section 2 Filling Vacancies

In the case of death, disability or resignation of one of the co-chairs, another co-chair may be filled by a majority vote of the Board of Directors.

ARTICLE VII Committees

Section 1 Nature of Committees

The committees of the organization shall be a Nominating Committee, a Conference Committee, a Scholarship Committee and such ad hoc committees as may from time to time be authorized by the Board of Directors and may be reauthorized annually.

Section 2 Nominating committee

The Nominating Committee shall be chosen by the Board of Directors and shall consist of five members, three of whom shall be members of the Board of Directors. The Nominating committee shall be responsible for preparing a slate of candidates for the Board of Directors, as provided in Article VI, and shall actively recruit candidates from as broad a cross-section of the membership as possible. The Committee will elect a chairperson at its first meeting.

Section 3 Conference Committee

The Conference Committee shall consist of two Conference Coordinators, appointed by the Board of Directors and such members that volunteer to serve. The committee shall be responsible for

planning and conducting ConnTESOL Conferences. All Board Members are expected to play an active role in contributing to the success of the conference.

Section 4 Scholarship Committee

The Conference Committee shall consist of the CAPELL liaison and a Scholarship chairperson, appointed by the Board of Directors and such members that volunteer to serve. The committee shall be responsible for disseminating, receiving and selecting the ConnTESOL Scholarship Awards. ConnTESOL and CAPELL members are welcome to be part of this committee.

ARTICLE VIII Historian

A Historian may be appointed by the Co-Chairs to keep a continuous history of ConnTESOL for the use of the organization. The term of the Historian shall be one year, from Annual Conference to Annual Conference.

ARTICLE IX Amendments

Proposed amendments to this constitution must be approved by at least two thirds of the Board of Directors or submitted in a petition to the Co-Chair not less than six days prior to the Annual Business Meeting. To become effective, the amendment must be ratified by three-fourths of the members at the Annual Business Meeting.

ARTICLE X Parliamentary Authority

Roberts Rules of Order, Revised shall govern the meetings of the Connecticut Teachers of English to Speakers of Other Languages in all cases to which they are applicable. The Co-Chairs may appoint a Parliamentarian to give advice on procedural matters.