

# **CONSTITUTION OF THE FOREIGN LANGUAGE ASSOCIATION OF GREATER SACRAMENTO (FLAGS)**

The Association was founded in 1968.

## **I. NAME**

The name of this Association shall be the Foreign Language Association of Greater Sacramento, hereinafter referred to as the Association.

## **II. PURPOSE**

The purpose of the Association shall be to foster the teaching and study of world languages and cultures in the state of California, to promote the professional interests and growth of its members and to advocate for language programs.

## **III. MEMBERSHIP**

1. The active membership shall be composed of teachers and students of world languages, and any other persons interested in the purpose of the organization.
2. Honorary membership may be conferred at the discretion of the Executive Council on persons who have made significant contributions to the field of world language studies.

## **IV. EXECUTIVE COUNCIL**

1. The affairs of the Association shall be administered by an Executive Council appointed from among the Association members.
2. The Executive Council shall consist of the President, Vice President/Conference Chair, Secretary, and Treasurer.
3. A quorum shall consist of a simple majority of the Executive Council Membership.
4. If an appointed member of the Executive Council misses two (2) consecutive meetings, he/she may be replaced after written notification.
5. To fill a vacancy in the Executive Council, the President shall appoint a member, subject to the approval by two-thirds of the Council.
6. The Executive Council members shall serve without remuneration but shall be reimbursed for Association expenditures approved by a simple majority of the

voting members of the Association Board present, provided they submit original receipts for such.

7. Any Executive Council member requesting reimbursement shall not participate in the vote to approve said reimbursement.

#### V. OFFICERS

1. The Executive Council shall appoint from the membership the Officers of the Association: Newsletter Editor, Historian, Webmaster, Advocacy Chair, Awards Chair, and Representative to CLTA. The immediate Past-President shall also serve as an Officer.

2. The Association Board shall consist of the Executive Council and the Officers. (see 5.1)

3. Officers shall serve for a term of 2 years, with possibility of renewal. The Executive Council along with currently serving Officers shall appoint new Officers by two-thirds vote.

4. An Officer may serve in more than one capacity at a time. However, any Officer serving in multiple capacities shall be limited to casting only one (1) vote.

5. The Officers shall serve without remuneration but shall be reimbursed for expenditures approved by a simple majority of the voting members of the Association Board present, provided they submit original receipts for such.

6. Any Officer requesting reimbursement shall not participate in the vote to approve said reimbursement.

#### VI. CONFERENCE

1. There shall be at least one (1) conference in each academic year. Additional general meetings or conferences may be called by the Executive Council when deemed advisable.

2. Conferences are open to members and non-members for a predetermined fee.

3. At the discretion of the Executive Council, any conference may be held in conjunction with another recognized language or professional organization.

4. In the event that an Association Member who does not serve on the Association Board garners an expense for Association business, said Member may submit for reimbursement, provided the expense is approved by a simple majority of the voting Board members present, and that said Member submits original receipts.



## VII. AMENDMENTS

1. Any active member of the Association in good standing may propose an amendment to the Constitution at any meeting of the Executive Council, and the Council may not act on the amendment until the following regular meeting of the Executive Council.
2. Proposed amendments must be approved by a two-thirds vote of the Executive Council.
3. After approval by the Executive Council, the proposed amendments must then be presented to the entire membership.
4. For adoption, the amendment must be accepted by a simple majority vote of the members voting on the amendment.

# **BYLAWS OF THE FOREIGN LANGUAGE ASSOCIATION OF GREATER SACRAMENTO (FLAGS)**

## **I. MEMBERSHIP AND DUES**

1. The annual dues shall be determined annually by the Executive Council.
2. A reduced rate for membership shall be offered to students and retirees.

## **II. DUTIES OF THE EXECUTIVE COUNCIL AND OFFICERS**

1. The President shall convene, and preside at all meetings of the Executive Council and at all conferences of the Association. He/she shall be an ex-officio member of all committees.
2. The Vice-President/Conference Chair will assist the President and will assume the duties of the President during the absence of the latter. In conjunction with the Executive Council, he/she shall locate speakers, choose sites for conferences, make necessary arrangements for room, equipment, and food, and submit original receipts to the FLAGS Treasurer.
3. The Membership Chair shall maintain lists of members, issue membership confirmation, inform CLTA Membership Chair of ongoing changes, and work with the FLAGS Treasurer to keep records of membership dues and information current.
4. The Secretary shall keep the minutes of the meetings of the Executive Council and of the Association; dispatch and keep a file of the Association's correspondence; notify the members of the Executive Council of ensuing meetings; and keep current the Executive Council roster, and distribute copies of the same to the Executive Council members.
5. The Treasurer shall oversee the creation of the annual budget and be prepared to present it to the Executive Council at the annual planning meeting. He/she shall also keep the accounts of the Association, including the receipt and disbursement of funds, in accordance with accepted business practices; present a current and complete statement of the Association's financial status at the annual planning meeting, and at such other times as the President may require; present the Association's account books to the Executive Council for auditing by a committee appointed by the President.
6. The Newsletter Editor shall prepare and publish an Association newsletter for distribution to members at intervals to be determined by the Executive Council. He/She shall provide electronic copies of the newsletter to the Webmaster and the Historian. He/She shall submit original receipts to the Treasurer for reimbursement.

7. The Historian shall maintain an archive of all Association activities and print publications. He/She shall submit original receipts to the Treasurer for reimbursement.
8. The Webmaster shall maintain the Association website. He/She shall submit original receipts to the Treasurer for reimbursement.
9. The Advocacy Chair shall remain apprised of local, state, and national policies related to language education; organize outreach events related to language education; and shall report on such to the Association. He/She shall submit original receipts to the Treasurer for reimbursement.
10. The Awards Chair shall publicize and receive nominations for Association awards; chair awards selection committee(s); and make necessary arrangements for awards events. He/She shall submit original receipts to the Treasurer for reimbursement.
11. The Representative to CLTA shall attend CLTA Board meetings; perform duties as assigned by CLTA; and shall report on such to the Association. He/She shall submit original receipts to the Treasurer for reimbursement.

### III. BUDGET

The Treasurer shall present to the Executive Council a proposed budget for the academic year at the annual planning meeting. The Executive Council shall approve the budget by a simple majority of the voting members present.

### IV. COMMITTEES

1. Committees shall be formed as needed to support the purpose of the Association. Committee members shall be appointed from among interested Association members and confirmed by a simple majority vote of the Executive Council and Officers.
2. The Chair of all committees shall be appointed by the President and confirmed by a simple majority vote of the Executive Council and Officers.
3. The role and duration of committees shall be determined by the Executive Council and Officers.

### V. AMENDMENTS

1. The current Bylaws of the Association shall be made available to the Association members through the Association web site.

2. Any member of the Association may propose amendments to the Bylaws by submitting a request for such to any Executive Council Member or Officer of the Association. The Council may not act on the amendment until the following regular meeting of the Association Board.
3. Proposed amendments shall be initially considered and approved by a two-thirds majority vote of the Executive Council and Officers.
4. Those amendments that are approved by the Executive Council and Officers shall be presented to the Association membership for a vote.
5. The Association membership shall have 30 days to review the amendments and vote upon them.
6. Those amendments approved by a simple majority of the members voting on the amendment shall take effect immediately.
7. In the event of amendments being approved, the Association Webmaster shall post the amended Bylaws on the Association web site within 30 days of approval.

#### VI. PROCEEDINGS

1. Robert's Rules of Order shall be followed in all proceedings of the Association except where they conflict with the Bylaws.
2. A parliamentarian may be appointed by the President.

# GENERAL POLICIES OF THE FOREIGN LANGUAGE ASSOCIATION OF GREATER SACRAMENTO

## I. PRESIDENT

The President may nominate and the Council may approve a maximum of three (3) honorary members to the Executive Council. This annual membership does not carry voting privileges.

## II. EXECUTIVE COUNCIL

1. The Executive Council members and Officers should inform the Secretary or the President of a pending absence from meetings. In the event of an anticipated vote, the absentee voting Association Board Member may submit an oral or written proxy to any Executive Council member or Officer prior to the Association Board meeting. An alternate may be sent but shall not have voting privileges.

2. Items for the agenda should be submitted to the President prior to the Association Board meeting.

3. When the Association Board has approved a speaker or presenter for conferences, the President may assign the task of inviting said speaker to present.

## III. AWARDS

1. The Teacher Awards process shall be conducted by the Awards Chair following the guidelines posted on the Association web site. These guidelines shall be periodically reviewed and updated by the Association Executive Council and Officers. A committee shall be chosen from among the Association Executive Council and Officers to assist the Awards Chair in the candidate review process.