

**BYLAWS OF THE INDIANA CHAPTER OF THE
AMERICAN ASSOCIATION OF TEACHERS OF SPANISH AND PORTUGUESE**

Article I. Name

The name of this chapter shall be the Indiana Chapter of the American Association of Teachers of Spanish and Portuguese (AATSP). The Chapter is also known as AATSP-IN. The Indiana Chapter is a non-profit, educational organization whose members are devoted to the promotion, study, and teaching of the Spanish and Portuguese languages and Hispanic and Luso-Brazilian cultures.

Article II. Purpose

The purpose of the Indiana Chapter is to

- Promote the study and teaching of the Spanish and Portuguese languages and their corresponding Hispanic, Luso-Brazilian, and other related cultures at all levels of instruction.
- Promote friendship, professional growth, and the exchange of ideas among teachers of Spanish and Portuguese at all levels of instruction
- Provide professional development opportunities and cooperate with other organizations to improve the teaching of Spanish and Portuguese at all levels of instruction.

This mission is accomplished by activities such as:

- Lectures, presentations, workshops, and webinars related to the improvement of teaching and learning of the Spanish and Portuguese languages and their respective cultures
- Language and cultural events of interest to the membership and consistent with the mission of the Chapter
- Advocacy activities to increase interest in the study of Spanish and Portuguese
- Research and investigative work by members which may result in the publication of articles and/or presentations at meetings of language organizations

Article III. Governance

Section 1. The business of the Indiana Chapter shall be conducted, supervised, and overseen by a governing body called the Executive Board. The Executive Board will be comprised of:

1. President
- ~~2.~~ President Elect ~~1st Vice President~~
- ~~2-3.~~ 2nd Vice President
- ~~3-4.~~ Past President
- ~~4-5.~~ Secretary
- ~~5-6.~~ Treasurer
- ~~6-7.~~ NSE Coordinator
- ~~7-8.~~ Webmaster
- ~~8-9.~~ Committee Chairs
 - a. Poster Contest Coordinator
 - b. Advocacy
9. Additional Board members, as needed.

Section 2. The Executive Board officers shall serve for a period of two consecutive years only and/or until the election/appointment of their successors. The exception to this rule is the office of president (2nd Vice President, 1st Vice President, President, and Past President) which shall be comprised of a combined term of four years total.

~~Retiring elected officers cannot be nominated for another elected office for a period of two years following the completion of their term. The exceptions to this rule are the NSE Coordinator, the Treasurer, the Secretary and the Webmaster, who may serve consecutive terms (for a total of four years).~~

In order to provide continuity of leadership and smooth transitions between officers, the office of president will be a ~~three~~four-step process: *Year One:* ~~President-Elect~~2nd Vice President; *Year Two:* 1st Vice President; *Year Three:* President; *Year* ~~Five~~Four: Past President. This provides time for incoming presidents to become familiar with the duties of the position, learn about chapter procedures and programs, and plan for the actual ~~two~~one-year term of presidency. The entering ~~President-Elect~~ 2nd Vice President should have served on the Executive Board for at least one year.

Retiring elected officers cannot be nominated for another elected office for a period of two years following the completion of their term. The exceptions to this rule are the NSE Coordinator, the Treasurer, the Secretary, and the Webmaster, who may serve consecutive terms (for a total of four years).

Section 3. Whenever there is an anticipated vacancy in any office, such vacancy shall be announced on the chapter website, by email, and/or at the next regular meeting of the chapter. Nominations for the offices will be accepted for a period of thirty days.

The anticipated vacancy in any office will be filled by an election held at the regular fall meeting following the announcement of the vacancy. At the close of the nomination period, names of nominees will be available to the entire membership.

Section 4. In the event of an unexpected vacancy, the Executive Board shall appoint an interim officer to serve until the next regular election.

Section 5. Regular elections should be held at the fall Chapter meeting so that officers and Executive Council members can take office on January 1 of the following year.

A majority vote of those present at the meeting will determine election to the Office.

The preferred schedule for elections is as follows:

- By September 30th: Call for nominations for offices
- By October 30th: Elections completed

The results of the election will be posted on the chapter website, and the names of the new officers will be reported to the AATSP National Office by December 1st of the year in which the election is held. New officer terms begin January 1st.

Article IV. Duties of the Executive Board

Section 1. The Executive Board shall have charge of all business of the chapter that may arise between annual meetings of the entire Chapter. They shall present their report at the regular meetings. They shall approve the budget submitted by the Treasurer. They shall provide for a time, place, and program for each meeting.

The Executive Board should meet as often as necessary, including at least one meeting before each annual meeting of the entire chapter. Face-to-face and virtual meetings will be held. The Executive Board shall decide on all issues discussed at Executive Board meetings by a majority vote of those present.

Section 2. The President shall be the chief executive officer of the chapter and shall preside at all meetings of the chapter as well as supervise the affairs of the chapter in conjunction with the Executive Board. The President shall exercise such other powers as may from time to time be conferred on him/her by the Executive Board.

Section 3. The ~~President-Elect~~ 1st Vice President shall exercise the duties of the President in the absence of that officer.

The ~~President-Elect~~ 1st Vice President shall serve as President after serving one term in this office.

The ~~President-Elect~~ 1st Vice President will work with the outgoing President to oversee the planning of conferences sponsored by AATSP-Indiana.

Section 4. The Secretary shall take minutes at all meetings, prepare minutes for approval by the Executive Board as well as archive the approved minutes on the chapter website.

Section 5. The Treasurer shall keep a database of the members of the chapter. The Treasurer shall maintain a detailed account of all monies received and disbursed and shall present regular financial statements to the Executive Council of the Chapter at Council meetings. The Treasurer shall be responsible for accepting all fees for chapter activities and depositing them in the Chapter account in a timely fashion. The Treasurer will work with the President to provide the National Office with requested information regarding Chapter officers and activities.

Section 6. The Chapter NSE Coordinator shall create and maintain accountability of all related activities pertaining to the administration of the National Spanish Exam.

Section 7. The Webmaster will be responsible for approving, maintaining, and updating the content for the AATSP-IN official webpage and other social media sites affiliated with the chapter. The term of service for this position is three years, which may be renewed. In the event that there are no nominees for the position, the Executive Council may appoint a Webmaster.

Section 8. The Past President shall organize the Teacher of the Year Award, accepting nominees, and arranging for a vote. The Past President shall also serve as an adviser to the Executive Board on administrative matters. In the absence of the President and the ~~President-Elect~~ 1st Vice President, the Past President shall preside at the meeting.

Section 9. The Poster Contest Chair shall organize and distribute material concerning the Poster Contest. This individual will also be responsible for collecting and evaluating the Posters for the Chapter Contest.

Section 10. The Advocacy Chair shall distribute information to members concerning issues that are coming forward concerning the study of Spanish and Portuguese in our schools. They will also work with members of the General Assembly, Department of Education, and State School Board to promote Spanish and Portuguese education across the state.

Article V. Membership and Dues

Section 1. Any person interested in Spanish and/or Portuguese language or cultural study who would like to become a member of the Indiana Chapter of the American Association of Teachers of Spanish and Portuguese may do so by paying annual dues to the national association.

Article VI. Chapter Meetings

Section 1. The Chapter shall hold an annual business meeting of the Chapter membership. Normally, the Chapter will also hold at least one other scheduled meeting of the Chapter membership annually.

Section 2. The annual business meeting and other meetings or conferences of the Chapter shall be held at times and places chosen by the Executive Board and announced well in advance.

Section 3. A quorum shall consist of those Chapter members present at any Chapter meeting.

Article VII. Amendments to the Bylaws

Any member in good standing may submit a proposed amendment to the Bylaws. Such proposed amendments must be submitted in writing to the Chapter President.

Proposed amendments shall first be approved by a majority of the Executive Board.

The proposed amendment or amendments, thus approved, shall be published on the website of the Indiana Chapter of the AATSP at least one week before the chapter meeting during which voting will take place.

Before a vote is taken, chapter members may submit comments electronically directly to the President, or they may make comments during the discussion to take place at the chapter meeting.

Amendments to the Bylaws shall be approved at any regularly scheduled meeting of the Chapter by a two-thirds majority of the members present and in good standing.

Article VIII. Dissolution of the Indiana Chapter

In the event of the dissolution of the Indiana Chapter of the American Association of Teachers of Spanish and Portuguese, the residual assets of the Association will be turned over to the National Office of the American Association of Teachers of Spanish and Portuguese.

Article IX. Validity

These Bylaws supersede all previous Bylaws of the Indiana Chapter.

Revised: ~~August, 2019~~ November 2021

