



CONSTITUTION

I ~ Name

The name of the organization, hereinafter, referred to as the Association, shall be the Texas Association for Language Supervision (TALS).

II ~ Purpose

The purpose of the Association shall be to promote and improve the study and teaching of languages, including literatures and cultures, by providing its members with research-based educational and professional support; by encouraging and enhancing leadership roles; and by collaborating with the Texas Education Agency (TEA) and professional organizations at area, state, regional, and national levels.

III ~ Membership

- A. Membership in the Association is open to all individuals who are interested in and/or responsible for supervision of a program in Languages Other Than English (LOTE) in Texas public or private educational institutions.
- B. The members present at any duly called meeting shall constitute a quorum.
- C. Out-of-state members are not eligible to vote or hold office.
- D. Honorary membership may be conferred upon an individual at the recommendation of the Executive Board.
- E. Elections will occur during the fall annual meeting.

IV ~ Governing Structure

- A. Officers:
 - 1. The elected officers of the Association shall be President, President-Elect, Secretary, Treasurer, and Outreach Coordinator.
 - 2. The Executive Board shall be comprised of the President, President-Elect, Secretary, Treasurer, Outreach Coordinator and Immediate Past-President

B. Terms of Service:

1. President and President-Elect shall serve for a term of two years. The election of President-Elect shall be held every other year.
2. The President-Elect will assume the office of president at the end of his/her term.
3. The Immediate Past-President will serve two years on the Executive Board.
4. The Secretary, Treasurer & Outreach Coordinator shall serve a term of two years. Elections will be held every other year.
5. Officers shall assume their office at the conclusion of the annual business meeting/ TeCCL Conference at which their election is announced.
6. In the event that an officer cannot fulfill the elected term of office, the Executive Board will appoint an interim replacement.

C. General Duties of the Officers

1. The President ...

- a. shall be responsible for the general conduct of the Association.
- b. shall preside at all meetings of the Association and the Executive Board unless a majority of the members of the Executive Board has called a special meeting.
- c. shall be empowered to establish committees and appoint their members to fulfill the objectives and carry out the activities of the Association. All such appointments are subject to the advice of the Executive Board.
- d. shall be responsible for planning and organizing the yearly Texas Conference on Coordinating Languages (TeCCL) or any other events in collaboration with the President-Elect.

2. The President-Elect ...

- a. shall represent the President upon any occasion at the President's request and carry out any other designated responsibilities.
- b. shall be responsible for planning and organizing the Texas Conference on Coordinating Languages (TeCCL) or any other events in collaboration with the President.
- c. shall be responsible for actively seeking sponsorship from the community to support membership, events and/or activities.

3. The Treasurer ...

- a. shall have the responsibility of overseeing all financial records of the Association.
- b. shall submit an official report on the financial status of the Association at the fall meeting. The financial report shall be available for audit at any point upon request.
- c. shall be responsible for the preparation of the budget for the fiscal year (October 1 through September 30) based on information provided by the Executive Board.

4. The Secretary...

- a. shall have the responsibility of overseeing membership and all membership records of the Association.
- b. shall have the responsibility of preserving an up-to-date electronic library of all formal Association documents accessible to all board members.
- c. shall be responsible for managing an email account for the Association with updated contact lists accessible to all board members.
- d. shall record minutes and submit a formal report of the minutes at the fall meeting.

5. Outreach Coordinator

- a. shall seek and reach out to new Coordinators or Language Supervisors across the State.
- b. shall work to build the membership of the organization.
- c. shall regularly communicate via social media and/or any online presence intended to reach new members.
- d. shall collaborate with related organizations to publicize the organization with the purpose of reaching individuals who are interested in and/or responsible for supervision of a program in Languages Other Than English (LOTE) in Texas public or private educational institutions.

6. The Immediate Past-President ...

- a. shall serve as an advisor to the Executive Board.
- b. shall chair the Nominations Committee.

v ~ Dues

- A. The dues of the Association, with the recommendation of the Executive Board, shall be approved by a vote of the majority of members present at the meeting.
- B. Dues are payable each fiscal year (October 1 through September 30).
- C. Dues will be pro-rated if a member joins during any time other than the beginning of the fiscal year.
- D. Commencing fall 2004, the annual dues will be \$20.00.

vi ~ Meetings

The Association shall have one annual meeting a year. The meeting shall be held in conjunction with the Texas Foreign Language Association (TFLA) Fall Conference and the Texas Conference on Coordinating Languages (TeCCL). The Executive Board is responsible for setting the actual date.

VII ~ Annual TeCCL Conference

The Association shall sponsor and plan the Texas Conference on Coordinating Languages (TeCCL) each year.

VIII ~ Amendments

Amendments may be proposed by the Executive Board or any group of 5 members at the annual meeting. This Constitution may be amended by a majority vote of active members and shall go into effect immediately upon its adoption by the membership.

IX ~ Dissolution of the Association

The Association may be dissolved only at a special meeting called for that purpose and requires a two-thirds vote of those active members present. No member shall be entitled to any distribution or diversion of its remaining property or its proceeds. The balance of all funds from membership and operations (or other property received by the Association from any source and after the payment of all debts and obligations of whatsoever kind) shall be assigned to Texas Foreign Language Association (TFLA) as part of its assets for educational purposes.

BY-LAWS

I ~ Name

No By-laws

II ~ Purpose

A. Outreach

The Association shall ...

1. Collaborate with state and district LOTE leaders.
2. Serve as a liaison and resource to public/private schools, district, regional, and state agencies as well as public and private post-secondary institutions.
3. Advocate for equity and excellence in foreign language education.

B. Leadership

The Association shall ...

1. Provide expertise to teachers and administrators and other professional staff in the implementation of Languages other than English (LOTE) programs.
2. Disseminate to its members emergent research in educational trends and issues at state and national levels.
3. Address critical issues that affect LOTE programs.
4. Promote the importance of LOTE K-12 instructional alignment and interdisciplinary connections to teachers and administrators.

C. Professional Development

The Association shall ...

1. Provide, through state wide presentations such as TECCL, innovative professional development to both educators and administrators for renewed instructional improvement focused on student achievement based on current research, trends, and issues in foreign language education.
2. Promote successful implementation of state standards for ALL LOTE students.

D. Recognition

The Association shall. . .

1. Provide opportunities for recognizing excellence: in supervision leadership, in programs (both innovative and established), and in contributions to the field of foreign language education.

III ~ Membership

- A. The Executive Board may approve joint ventures with other language organizations.
- B. Honorary membership may be conferred upon the recommendation of the Executive Board.
- C. Termination of membership is automatic upon non-payment of dues.

IV ~ Governing Structure

A. Officers ~ No by-laws

B. Terms of Service ~ No by-laws

C. Duties of the Officers

1. The President ...

- a. Serves as official representative of the Association at meetings of state and national organizations and agencies
- b. Makes arrangements for Association and Board meetings, unless the majority of the Executive Board has called a special meeting.
- c. Keeps the membership informed of important issues concerning languages.
- d. Prepares the agenda and presides at the annual business meeting, the TECCL Conference, any other events and meetings of the Executive Board, unless a special meeting has been called by the majority of the Executive Board.
- e. Serves as an *ex-officio* member of all committees except the Nomination Committee, unless a majority of the Executive Board has called a special meeting.
- f. Provides general on-site support and/or trouble shooting during all events.
- g. Selects Webmaster.
- h. Prepares for TECCL & other events by...
 - selecting the conference theme.
 - selecting the presenter(s).
 - negotiating presenter contracts.
 - organizing and developing the agenda with the presenter(s)/sponsor(s).
 - establishing registration fees apart from the membership dues.
 - preparing the invitation letter & registration form.
 - creating the printed program.

2. The President-Elect ...

- a. Supports & collaborates with the President
- b. Organizes and seeks general sponsorship for the organization/events.
- c. Provides general on-site support and/or trouble-shooting during all events.
- d. Prepares for TECCL & other events by ...
 - Working with TFLA (or other organization) to make hotel / conference arrangements.
 - Making all site arrangements for events & meetings such as room usage, AV needs, Wifi
 - Selecting & ordering menu items for all included meals/snacks
 - Reviewing, all contracts for presenters as negotiated by the President

3. The Treasurer ...

- a. Oversees all financial records and maintains documentation of financial paperwork for the Association.
- b. collects and deposits all annual membership dues and/or event fees.
- c. returns a receipt of payment for all monies collected.
- d. forwards all registration forms to the Secretary & President.
- e. works with the Secretary to maintain updated membership information and a contact list of paid & current members.
- f. pays all bills and keeps a balance sheet for the Association.
- g. accepts, on behalf of the Association, any contributions, gifts, grants, bequests or devices for any purpose of the Association.
- h. shall work with the treasurer-elect during the transition to treasurer as needed.
- i. Prepares for TECCL & other events by...
 - preparing and mailing invoices to contract(s) prepared by the President or President-Elect to any professional providing service to the organization.
 - working with sponsors to send/receive needed paperwork and collect gifts/donations.
 - receiving all registration fees & preparing receipts of payment.
 - receiving and sharing all registration forms with the Secretary
 - manning the on-site registration table during the conference in collaboration with the Secretary.

4. The Secretary ...

- a. Notifies members of upcoming meetings & events.
- b. Manages an email account for the Association with updated contact lists accessible to all board members.
- c. Works with the Treasurer to maintain an updated contact list of paid & current membership.
- d. Works with the Outreach Coordinator to maintain a contact list of potential/previous contacts.
- e. Retains copies of all registration forms for a period of 3 years.
- f. Preserves an electronic library of most recent master copies of all Association documents (Invitation letter to conference, registration form, constitution/by-laws, contracts etc.).
- g. Prepares for TECCL & other events by...
 - distributing the invitation letter, membership form, and registration form.
 - submitting any conference materials that must be ordered to the Treasurer in an expedient fashion as approved by the president.
 - preparing name badges and certificates of attendance.
 - using annual registration and membership forms to maintain & update membership electronic data-base.
 - manning the on-site registration table during the conference in collaboration with the Treasurer.
 - writing thank you notes.
 - distributing any conference documents from presenters, sponsors or the Association to members following an event.

5. The Outreach Coordinator...

- a. works with TEA, Regional Service Centers, related organizations or any sponsors to inherit distribution contact information.
- b. works with the Secretary to maintain a contact list of potential/previous contacts.
- c. reaches out to previous members whose membership has expired to avoid loss of membership or seek possible replacement.
- d. advertises for the organization where possible (websites, publications, TFLA, flyers, etc.) with the intention to reach potential members.
- e. communicates information via social media to reach potential new members.
- f. prepares for TeCCL / other events by:
 - organizing & arranging the social gathering / dinner prior to the annual TeCCL Conference.
 - ordering any marketing materials to be given out at an event.
 - supporting the Executive Board members as needed.

6. The Immediate Past-President ...

- a. Serves as an advisor to the Executive Board.
- b. Serves as the chairperson of the Nominating Committee by preparing the ballot and the selection criteria.
- c. Counts all ballots and reports results to the general membership.
- d. Prepares the post-conference evaluation form.
- e. Compiles and summarizes evaluation forms for the Executive Board.
- f. Assists the President as requested.

V ~ Dues

- A. Honorary members are exempt from dues.
- B. Dues may be mailed or collected on-site at the annual meeting.

VI ~ Meetings

- A. Honorary members are not eligible to vote or hold office.
- B. The President, with the approval of the Executive Board, has the authority to change the meeting to a date separate from the TFLA fall conference.
- C. Membership must be notified at least two months prior to a meeting.
- D. The President may call a special meeting of the Executive Board.
- E. A majority of the Executive Board may call a special meeting. Written or printed notice stating the date and time of any special meeting of the Executive Board shall be given to each Board member no fewer than 14 days before the meeting. Such notice need not state the business to be transacted.

VII ~ Annual Conference

- A. Current officers are exempt from the TeCCL Annual Conference Registration fees. (Amended in 2015)

VIII ~ Amendments

- A. Amendments may be proposed by the Executive Board or any group of 5 members at the annual meeting.
- B. Proposed amendments shall be submitted electronically to all members for vote within thirty business days after the annual business meeting. Said votes shall be called for and counted by the Secretary within forty business days after the Annual Business Meeting.
- C. These By-laws may be amended by a majority vote of those active members.

IX ~ Dissolution of Association

A. No by-laws

The original TALS Constitution was adopted on May 5, 1991. It was amended on April 23, 1995. During the summer of 2004, the document was expanded and rewritten to include by-laws. It was approved as amended on October 15, 2004. The document expanded to include the Outreach Coordinator and minor updates – approved as amended on October 14, 2016. A change of terms from four to two years for secretary, treasurer and outreach was approved as amended on October 16, 2019.

