



# The Alabama Chapter of the American Association of Teachers of French

## CONSTITUTION

### Article I: Name

The Alabama Chapter of the American Association of Teachers of French is also known as AATF-Alabama.

### Article II: Purpose

The purpose of AATF-Alabama is to:

1. Serve the interest and needs of teachers of French in both public and private schools, colleges, and universities.
2. Stimulate the professional development of our members.
3. Advocate for the preservation and growth of programs in our state dedicated to teaching the French language and Francophone literatures and cultures.

### Article III: Membership and Dues

Membership in AATF-Alabama is open to teachers of French at all levels, to former teachers of French, administrators, students of French, and friends of the French language and Francophone cultures.

The membership year runs from January 1 to December 31. National dues are set by the American Association of Teachers of French, and chapter dues are an additional \$10. National and chapter dues are payable in the fall preceding the membership year. Members who have not paid their dues by December 31 are considered inactive.

### Article IV: Officers

The Executive Board (officers) of the AATF-Alabama shall be President, Vice-President, Secretary-Treasurer, and Social Media Manager.

Only AATF members in good standing (dues paid up to date) may be nominated and serve as officers. Their term of office shall be two years. The Chapter President position must be held alternately between K-12 teachers and college/university professors.

Executive Board (officer) positions and duties are as follows:

1. President. The President shall...
  - a. succeed to office automatically from the position of Vice-President.
  - b. prepare for and preside over all Executive Board and Chapter meetings.
  - c. represent AATF-Alabama on the AWLA Executive Board.
  - d. be in charge of the AATF-Alabama program at the annual conference of the Alabama World Languages Association (AWLA).
  - e. send or direct members to a list of the AATF-Alabama sessions at the annual AWLA conference at least four weeks prior to the event
  - f. communicate with the membership in written form at least once a year.
  - g. sign AATF-Alabama checks over \$250 and receive quarterly financial updates from the Secretary-Treasurer.
  - h. represent AATF-Alabama at the AATF National Convention or appoint a proxy (e.g. another officer or member in good standing).
  - i. coordinate transition of officers of the AATF-Alabama Executive Board and appoint any committees deemed necessary.
  
2. Vice-President. The Vice-President shall...
  - a. assist the President as needed.
  - b. attend all Executive Board and Chapter meetings.
  - c. preside at Chapter meetings in the absence of the President.
  - d. participate in decisions germane to Chapter business.
  - e. be prepared and willing to assume the Presidency after a term as Vice-President.
  - f. attend at least one AATF National Convention before assuming the position of President.
  - g. attend at least one AWLA Executive Board meeting before assuming the position of President.
  - h. work with the President and Vice-President on the AATF- Alabama annual meeting agenda prior to the AWLA conference.
  
3. Secretary-Treasurer. The Secretary-Treasurer shall...
  - a. keep detailed financial accounts of receipts and disbursements.
  - b. serve as custodian of the Chapter's constitution and Chapter records.
  - c. provide quarterly financial reports to the Chapter President.
  - d. work with the President and Vice-President on the AATF- Alabama annual meeting agenda prior to the AWLA conference.
  - e. take minutes at Executive Board meetings.
  - f. take minutes at any Chapter meeting and disseminate them to the membership at least four weeks ahead of the next meeting.
  - g. notify the AATF national office and the Regional Representative of the results of the Chapter elections.
  - h. be eligible for reappointment at the end of their two-year term.

4. Social Media Manager. The Social Media Manager shall...
  - a. maintain the Chapter's Facebook page, Instagram account, and other platforms as decided.
  - b. maintain the Chapter's webpage.
  - c. attend all Executive Board and Chapter meetings.
  - d. have his/her registration fee for the annual AWLA conference paid for by the AATF-Alabama Chapter.

#### **Article V: *Le Grand Concours* Administrator**

1. The Administrator of the National French Contest, also known as *Le Grand Concours* or the Contest, shall...
  - a. organize, coordinate, and publicize the Contest within Alabama K-12 schools.
  - b. act as liaison between contest participants and the AATF national office.
  - c. present a brief report about the Contest at the annual chapter meeting.
  - d. be an AATF member in good standing.
  - e. be selected from college or university teachers of French so as to avoid conflict of interest in administering and participating in the Contest.
  - f. be appointed and approved by the Executive Board.
2. Should the Administrator resign, s/he must notify the President and the Secretary-Treasurer in writing, no later than May 31. Exceptions to the resignation date may be allowed for extenuating circumstances.

#### **Article VI: French Convention President Club Sponsor**

1. The French Convention President Club sponsor(s) shall...
  - a. be responsible for organizing all aspects of the French Convention.
  - b. work closely with the AATF-Alabama executive board to promote the Convention, oversee its programming, and ensure its fiscal accountability.
  - c. present a brief report about the Convention at the annual chapter meeting.
  - d. be an AATF member in good standing.
  - e. be appointed and approved by the Executive Board.

#### **Article VII: Elections**

The Chapter shall hold elections every other year.

1. In the month of September preceding an election year, the President shall appoint a Nominating Committee consisting of three members chosen from members in good standing.
2. The Committee shall present a slate of nominees at the annual meeting of the Chapter.
  - a. Nominations for Vice-President must alternate between K-12 and university teachers.
  - b. Nominations may also be accepted from the floor at the annual meeting.
3. Officers shall be elected by a simple majority of those present at the annual meeting.
4. The new officers shall assume their duties at the moment of their election and the new President shall attend the post-conference AWLA Executive Board meeting.

5. The Secretary-Treasurer shall notify the AATF national office and the Regional Representative of the results of the Chapter elections.
6. If an office becomes vacant, the Executive Board shall appoint a member in good standing to fill the vacancy for the remainder of the term.

### **Article VIII: Meetings**

The Chapter shall hold at least one meeting per year, generally in conjunction with the annual AWLA conference. Additional meetings may be called by the President in consultation with the Executive Board. Meetings may be held in person or virtually.

### **Article IX: Executive Board**

The Executive Board shall consist of the three elected chapter officers and the Immediate Past-President. In addition to any Chapter meeting, the Executive Board may meet at any agreed-upon time in person or virtually. The Executive Board may invite other members in good standing to participate in a Board meeting. Major decisions affecting the Chapter or its Constitution must be submitted to the Chapter Membership for ratification at the annual meeting.

### **Article X: *Le Prix d'Excellence***

When merited, the AATF-Alabama awards a “*Prix d'Excellence pour services rendus aux cultures francophones.*”

1. The *Prix d'Excellence* recognizes the longstanding work and dedication of a French teacher or a community member who has promoted awareness and understanding of French and Francophone cultures.
2. The Selection Committee for the *Prix d'Excellence* shall consist of members of the Executive Board and the winner of the *Prix d'Excellence* in the preceding year. A majority vote by members of the Selection Committee constitutes confirmation of the nominee.
3. The *Prix d'Excellence* consists of a plaque, ordered by the President, and a check for \$250 from chapter funds.

### **Article XI: Amendments**

The Chapter Constitution may be amended by a two-thirds vote of the members present at any regular or special chapter meeting provided that a 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 prior to the meeting, along with the time and place of the meeting. Meeting and voting may take place in person or virtually.

**Article XII: Applicability of National Constitution**

All articles of the AATF National Constitution and By-Laws apply to AATF-Alabama, and nothing in the AATF-Alabama Chapter Constitution is to be considered in contradiction of the National Constitution.

**Article XIII: Dissolution**

AATF-Alabama 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 AATF Executive Director under the terms of the aforementioned By-Law.