

CONSTITUTION

The North Texas Chapter
The American Association of Teachers of French
(Approved Amendments - Oct. 2025)

ARTICLE I: Name

The name of this Chapter shall be the North Texas Chapter of the American Association of Teachers of French.

ARTICLE II: Purpose

The purpose of this organization shall be to serve the interests and needs of teachers of French and the teaching of French at all levels of instruction, in both public and private schools, to stimulate professional growth, and to foster interest in the French language and in French-speaking literatures and cultures.

ARTICLE III: Membership

1. This Chapter shall be composed of active members who embrace the idea of shared governance of our association and are interested in giving of their time and talents to serve their fellow members and colleagues as well as their students.
2. Membership shall be open to all teachers of French and to those interested in the teaching of French.
3. Such persons may become members by paying the Chapter and National dues.
4. For recruitment purposes, active members are strongly encouraged to bring potential members to Chapter meetings.
5. Members are entitled to receive periodical updates via email through opt-in at the Chapter website.
6. The annual dues shall be fixed by the chapter's Executive Board and voted on by the members at one of our regular meetings.
7. Life membership may be purchased from the National Office for a sum equivalent to twenty times the regular membership fee. After forty years of regular membership, Life status will be granted upon request from the member.

ARTICLE IV: Officers on the Executive Board

1. The officers of the Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer. The duties of Secretary may be performed by another officer if necessary.
2. The terms of these officers shall be as follows: for President and Vice-President two years; for Secretary; and Treasurer, three years. Terms for the President and Vice-President may have no more than two consecutive terms unless no other candidate is nominated. Officers

may serve again after another chapter member has served in the role. Terms for Secretary and Treasurer may be renewed. Vice-President is not required to run for President at any time.

3. Officers attend all the meetings of the Executive Board called by the President as well as the chapter's regular meetings. In addition, officers recruit when possible, encourage former members to renew their membership and engage with fellow teachers, and invite members to volunteer for committees and chapter activities.

ARTICLE V: Other Positions

1. Other positions may be created by the Executive Committee on an *ad hoc* basis. The term shall be determined prior to the beginning of an appointment to such a position.
2. Chapter members performing in *ad hoc* positions are entitled to reimbursement of their National and Chapter dues coinciding with their time of service. They may also receive reimbursement of approved expenses incurred in service to the Chapter.

ARTICLE VI: Meetings

The North Texas chapter of the American Association of Teachers of French shall meet twice a year, once in the fall and once in the spring. In advance of each meeting, a slate of at least three possible meeting dates will be presented on the website and sent via email for members to vote. A majority vote will determine the selected date.

******While the Chapter shall strive to present a slate of at least three possible meeting dates for member voting prior to each fall and spring meeting, this procedure may be waived in exceptional circumstances at the discretion of the Executive Committee. In such cases, the Committee may directly select a meeting date and shall notify members of the reason for the deviation******

ARTICLE VII. Amendments

The Constitution may be amended as follows: Amendments may be offered by members of the Executive Committee; on a majority vote of the members present to vote on that day of the fall chapter meeting, the amendments shall be published on the Chapter website and announced via email.

ARTICLE VIII. Dissolution

The Association may be dissolved only at one of the semi-annual meetings of the Chapter, the purpose of which shall have been published on the website and announced via email, and by a vote of three-fourths of the members, present and voting. Upon any such dissolution of the Association, satisfaction of its obligations shall be met.

If the dissolution is the result of a merger with another chapter, any assets remaining after the satisfaction of obligations will revert to the new chapter. If the Chapter dissolves without a pending merger, any assets remaining after the satisfaction of obligations will revert to the National Headquarters.

By-Laws

Bylaw I. Duties of Officers

President

- Preside over local Chapter meetings.
- Receive and verify eligibility of applications for the H. Wynn Rickey Award and submit nomination material to the award committee overseeing the results.
- Receive and process applications for the Helen Lorenz Excellence in Teaching Award and give out the award(s) to the winning candidate(s) at the Spring meeting (*as funds allow*).
- Convoke or poll the local executive committee as needed.
- Solicit nominations committee members.
- Oversee the writing or revision of the local Chapter Constitution.
- See that other officers carry out their duties in a timely fashion.
- Have signing authority on the Chapter's bank account and may authorize expenditures from Chapter funds as deemed necessary for the benefit of the Chapter*
- Recruit new members when possible, encourage former members to renew and invite at-large members to join the Chapter.
- Meet a minimum of twice yearly with other officers to plan the Chapter's goals and programming.
- Organize communication to members as appropriate.

Vice-President

- Preside over Chapter meetings in the absence of the President
- Assist the President in her/his duties.
- Assume the President's duties in the event of an emergency.
- Recruit new members when possible, encourage former members to renew and invite at-large members to join the Chapter.
- Support the President in organizing communication to members as appropriate.

Secretary

- Take minutes at Chapter meetings and submit them for approval.
- Recruit new members when possible, encourage former members to renew, and invite at-large members to join the Chapter.
- Report results of Chapter elections to National and Regional Representatives.

Treasurer

- Report disbursements and income at the regular chapter meetings
- Receive and disburse Chapter funds for local activities.
- Compile a list of eligible members and supervise the drawing for the Travel Grant at the Spring Meeting (*as funds allow*).
- Recruit new members when possible, encourage former members to renew, and invite at-large members to join the Chapter.

Bylaw II. Duties of Other Positions

National French Contest Administrator

1. Facilitate contest registration and administration, answering questions in a timely manner and acting as liaison between teachers and National Contest Administration.
2. Collaborate with Chapter Executive Committee to improve the experience of the National French Contest for teachers and students.

Ad Hoc Positions

1. Positions created on an ad hoc basis shall have their duties outlined in advance by the Executive Committee.

Bylaw III. Elections

At the Fall meeting preceding the Spring election of officers all vacancies occurring in the following Spring shall be announced along with a call for nominations. Announcement and call for nominations shall also be disseminated by email and on the chapter website. As candidacies are made public, they shall be posted to the Chapter website. Other nominations may be made from the floor. All officers shall be elected by a majority vote. Online voting shall remain open for at least ~~three~~ (*two*) weeks.

(Officers who are newly elected in the Spring will occupy their positions no later than on August 1st) If vacancies occur between meetings, interim appointments will be made by the President, or in the absence of the President, the Vice-President.

Bylaw IV. Chapter Awards:

1. **The H. Wynn Rickey Award** is a \$500 scholarship awarded to a university level student who shows dedication and academic performance in pursuing a degree in French. (*The monetary award is contingent on availability of funds.*) Qualifications for consideration are the following: nominee is a student in good standing at his/her academic institution, and is a student or a former student of a current Chapter member. Chapter member nominates a student and the nominee writes a one page essay in French regarding the importance of the study of French and what impact that study has on his or her future plans. Nominations and paperwork will be submitted to the President by March 1 deadline. A winner will be selected from the submissions received by the award committee. The President coordinates the award

committee of 3 members who will be named at the fall meeting. The winner of the scholarship award will be announced at the spring meeting.

2. **The Helen Lorenz Excellence in Teaching Award** recognizes excellence and dedication in teaching the French language and its cultures and literatures among the members of the North Texas Chapter of AATF. The selection committee consists of 3 former winners of the Helen Lorenz Teaching Award who are named at the fall meeting. A written nomination attesting to the contributions of the nominee is made by a chapter member. The nominating member assists the selection committee with securing recommendations of the nominee from the nominee's supervisor or principal and student or former student. All members who have not previously won the award are eligible and may also be nominated again in subsequent years. The Chapter President and Vice President are not eligible. Initial nominations should be made by February 1 with concluding documentation submitted by March 1. The award consists of complimentary one year membership in AATF and the North Texas Chapter and an engraved plaque. The award winner will be announced at the spring meeting.
3. **The Renée White Travel Grant**, a \$500 award, is won by drawing lots among the eligible members present at the spring meeting. (*The monetary award is contingent on availability of funds.*) Members are eligible for participation in the drawing if they have been a member in good standing of both the AATF and the North Texas chapter for three consecutive years. Winners must wait four years from the date of their win to be eligible to participate in the drawing again. The award must be spent in conjunction with travel to a francophone country or area and must be completed within two years of winning the grant. An alternate will also be drawn in case the winner cannot complete travel as stipulated. The winner must produce receipt(s) as proof of travel in order to receive the funds. The winner must also share his or her experiences regarding the travel opportunity in a presentation at a chapter activity.