



## **ARTICLE I. NAME**

The name of this association shall be The Arizona Chapter of the American Association of Teachers of Spanish and Portuguese.

## **ARTICLE II. PURPOSE**

The purpose of this Chapter will be:

- a. To promote friendship and professional growth among teachers of Spanish and Portuguese at all levels of instruction.
- b. To provide opportunities for members to communicate with native speakers.
- c. To keep teachers informed of meetings and relevant cultural events.
- d. To increase interest in the study of Spanish and Portuguese in Arizona.

## **ARTICLE III. OFFICERS AND BOARD OF DIRECTORS**

Section 1. The Officers of this Chapter shall be the President; the Vice President; the Secretary; and the Treasurer.

Section 2. The Board of Directors shall consist of the immediate Past President of the Chapter; the Communications Coordinator; the National Spanish Examinations Coordinator; the *Sociedad Honoraria Hispánica* Coordinator; and the Regional Representatives of the State. These members, together with the Officers, shall comprise the Executive Board.

Section 3. The terms of Office shall be two years. Each of the four Officers, the Communications Coordinator and the Regional Representatives shall be elected Members of the Executive Board, and may be re-elected once. The Coordinators of the NSE and the SHH shall be appointed Members of the Board, whose positions may be co-chaired and who may be reappointed by the Board for two-year terms.

Section 4. A Nominating Committee of at least three persons will be named by the President from among the members of the Executive Board. The elections will be held at the spring or fall meeting by means of a secret ballot.

- Section 5. Whenever there is a vacancy in any Office of this Chapter, such vacancy will be made known to the members on the Chapter Website and/or in the next news release, and the aforementioned process for an election will take place at the next regularly scheduled meeting of the Chapter. The newly-elected person will serve only until the next election for that Office and may stand for re-election at that time. The National Office will be notified immediately of any changes in Officers by the Secretary.
- Section 6. In the event of an emergency, the President may appoint a substitute until a Special Election is held at the next regularly scheduled meeting. If the vacancy is the Presidency, then the Vice President will act as President until such meeting.
- Section 7. A majority vote of those present will determine election to an Office.
- Section 8. All decisions of the Executive Board will be made by a majority vote of those present at Board meetings.

#### **ARTICLE IV. DUTIES OF OFFICERS AND DIRECTORS**

- Section 1. The President shall:
- a. Be the Chief Executive Officer of the Chapter.
  - b. Preside at all meetings of the Chapter.
  - c. Supervise the Executive Board.
  - d. Exercise such other powers as may from time to time be conferred on him/her by the Executive Board.
- Section 2. The Vice President shall:
- a. Exercise the duties of the President in the absence of that Officer.
  - b. Take charge of such Chapter activities as are assigned to him/her by the President.
- Section 3. The Secretary shall:
- a. Preserve the written minutes of Board meetings and send copies to all members of the Executive Board, which will be reviewed and approved at the next meeting.
  - b. Send a report of the regularly scheduled Chapter meetings to the National Coordinator of Chapter Activities immediately after each meeting.
  - c. Submit the names of new Officers to the National Chapter Coordinator at the AATSP Corporate Office immediately after elections.
  - d. Give copies of the Chapter By-Laws to Officers upon their election.
  - e. Preside over the meetings in the absence of the President and Vice President.
  - f. Keep an historical account of all Chapter events, including flyers, programs, newsletters, etc.

Section 4. The Treasurer shall:

- a. Keep a roll of the members of the Chapter and upon their appointment by the Corporate Office, add the names of Emeritus members to said roll. Make said roll available to the Board.
- b. Keep a written detailed account of all monies received and disbursed by him/her, which account s/he shall present to the Executive Board of the Chapter at each Board Meeting for approval by a majority vote. Original receipts and other documentation will be kept on file by the Treasurer in case of disputes or discrepancies.
- c. Send a copy of the Chapter's financial activity to the National Office on a quarterly basis.
- d. Coordinate reporting of the finances of the NSE with that Coordinator for the purpose of informing the Board and the Membership at least once a year.
- e. Submit all financial records to the Board for an internal audit once a year.
- f. Provide the Communications Coordinator with the Treasurer's written report at least once a year for publication to the membership through the Chapter Website and/or news article/s.
- g. Preside over meetings in the absence of the President, Vice President, and Secretary.

Section 5. The Executive Board shall:

- a. Have charge of all business of the Chapter that may arise between regularly scheduled meetings of the Chapter.
- b. Provide for a time, place, and program for each meeting.
- c. Pass on the accounts of the Treasurer, and pass on all disbursements to be made by the Chapter and authorize the Treasurer to make such disbursements by a majority vote. The President will assign at least four Board Members as co-signers on the Chapter bank account, and a minimum of two signatures will be required to disburse funds.
- d. Hold at least one regularly scheduled meeting before each scheduled meeting of the Chapter.
- e. Decide on all issues discussed at Executive Board meetings by a majority vote of those present.

Section 6. The Communications Coordinator shall:

Update the Website and/or release news articles at least two times per year, announcing particulars of the meetings and such notices and news as may be of interest to members. These communications shall be in the hands of the membership at least three weeks before each meeting.

**ARTICLE V. MEMBERSHIP**

All Arizona members of the National AATSP will simultaneously be accepted as members of the Chapter. The territory of the Arizona Chapter includes the entire state.

**ARTICLE VI. DUES**

Dues for 2006 are \$60 for regular members and include automatic membership to the Arizona Chapter. Upon submitting quarterly financial statements to the National Office, the Chapter will receive (in 2006) a \$6 reimbursement per regular member biannually, January and June. The Chapter will also receive a current membership list biannually.

**ARTICLE VII. MEETINGS**

The Chapter will normally hold at least two regularly scheduled meetings of the Chapter membership.

**ARTICLE VIII. QUORUM**

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

**ARTICLE IX. AMENDMENTS TO THE BY-LAWS**

These By-Laws are subject to amendment by a two-thirds vote of the members present at any regularly scheduled meeting under the following procedure: the proposed written amendment shall be placed in the hands of the Communications Coordinator for publication on the Website and/or in a news release at least three weeks prior to the meeting, and shall be presented by the Secretary to be voted upon by the members of the Chapter at that scheduled meeting.

**ARTICLE X. DISBANDMENT**

If this Chapter should ever disband, all its assets, financial and otherwise, shall be given to the National Organization of the American Association of Teachers of Spanish and Portuguese.

**ARTICLE XI. VALIDITY**

These By-Laws supersede all previous By-Laws of the Arizona Chapter of AATSP.  
(Revised July 26, 2006.)