

Minnesota Council on the Teaching of Languages and Cultures (MCTLC)

Bylaws

Amended in 2023

Article I: Definitions

- Section 1: The Leadership Committee shall consist of the President, Past-President, President-Elect, Vice-President, Treasurer, Membership and Registration Chair, Communications Director and the Newsletter Editor.
- Section 2: The Executive Board shall consist of the eight members of the Leadership Committee, plus the Secretary, Webmaster, Exhibits Chair, Historian, Advocacy Chair, Future Educator Outreach Chair, Regional Representative Chair, and Organizational Representatives.
- Section 3: The Full Board shall consist of all the members of the Executive Board plus all Regional Representatives.

Article II: Membership and Dues

- Section 1: Membership rolls shall be maintained by the Membership and Registration Chair (also called the “Membership and Registration Chair”), who shall be appointed annually by the President with the approval of the Executive Board and is considered a voting member of the Executive Board, and a member of the Leadership Committee. The Membership and Registration Chair shall report directly to the Executive Board. Funds for the maintenance of the membership rolls shall be allocated annually by the Executive Board.
- Section 2: Dues shall be submitted to the Membership and Registration Chair, who shall forward them promptly to the Treasurer.
- Section 3: Membership dues and categories for the ensuing membership year shall be determined annually by the Executive Board at or prior to its spring meeting.
- Section 4: The rights, privileges, and responsibilities of membership, including determination of those eligible to vote at the annual meeting, shall be established or reviewed by the Executive Board no later than the second meeting of the fiscal year, with changes to take effect no sooner than the following membership year.
- Section 5: Guidelines for sharing membership data shall be established by the Leadership Committee, approved by the Executive Board, and reviewed annually by the Executive Board. Any changes proposed by the Membership and Registration Chair shall be submitted for Executive Board approval no later than two meetings prior to the end of the fiscal year.
- Section 6: The membership period extends twelve months from the date of membership payment or renewal with all rights, privileges, and responsibilities beginning on the date dues are received by the Membership and Registration Chair.
- Section 7: The fiscal year shall begin on January 1 and end on December 31.

Article III: Elections

- Section 1: Elections for officers as specified in Article III of the constitution shall be held at the same time as the Annual Conference of the general membership of the Organization.
- Section 2: The President shall call for nominations by the general membership on or before June 15th. Any member of MCTLTC may nominate themselves or other members and direct the nomination to the President. The President will bring the nominations to the Executive Board during the Summer Retreat.
- Section 3: The slate shall be shared with the general membership at least ten days prior to the Annual Conference. The emailed notice shall also include provisions for proxy voting by any member unable to attend the Conference in person.
- Section 4: Election of officers shall be made by secret ballot at the time of the Annual Conference, with a plurality needed for election.
- Section 5: Ballots shall be prepared for distribution by the Membership and Registration Chair prior to the Annual Conference. These ballots shall provide space for write-in candidates.
- Section 6: Any vacancy that may occur in the elected offices during the biennium shall be filled through appointment by the Executive Board. Alternatively, when time is a constraint, a temporary replacement can be appointed by the President until the next Board meeting.

Article IV: Duties of Officers

In addition to the specific duties enumerated in these bylaws, all officers shall maintain accurate records of their activities and relinquish these records to their successors no later than the second Executive Board meeting following the election.

Section 1: The President

- A. Calls and presides at all meetings of the Leadership Committee, the Executive Board, and the general membership, and serves on the Finance Committee.
- B. Plans, together with the Leadership Committee and other appropriate persons or committees, the agenda for all meetings of the Leadership Committee, Executive Board, and general membership.
- C. Communicates regularly with the membership.
- D. Nominates, for Executive Board approval, members of the Organization to serve as Historian, Membership and Registration Chair, Newsletter Editor, Webmaster, Advocacy Chair, committee chairs when needed, and in other leadership positions to carry out specific tasks. If a Board officer steps down during the fiscal year, may appoint a temporary replacement for the vacancy until the next Board meeting.
- E. Extends invitations, following Executive Board approval, to organizations that are eligible for representation on the Executive Board.
- F. Works with the Program Chair (President-Elect) to plan the Annual Conference.

- G. Represents the Organization or designates an official representative to meetings of the ACTFL Delegate Assembly, the Central States Conference Advisory Council, the Joint National Committee for Languages and other professional organizations or events.
- H. Performs other duties as directed by the Leadership Committee or Executive Board.
- I. At the end of the President's term, the President will collect all the meeting minutes and financial reports of their term in a Google folder, and turn it in to the Historian. In the absence of a Historian, the President will share the folder with the Secretary.
- J. Reviews and approves bank statements in conjunction with the Treasurer.

Section 2: The President-Elect

- A. Serves for one year as a voting member of the Leadership Committee and the Executive Board prior to succeeding to the presidency. Substitutes for President in cases of absences or unfulfilled term of the presidency.
- B. Prepares goals and a complete slate of appointments to be in place at the beginning of their term as President and presents these for Executive Board approval at the first meeting of the new year.
- C. Serves as Program Chair for the Annual Conference including soliciting sessions and workshops, and preparing the conference program.
- D. Performs other duties as directed by the President, Leadership Committee, or Executive Board.
- E. When requested by the President, represents the Organization to meetings of the ACTFL Delegate Assembly, the Central States Conference Advisory Council, the Joint National Committee for Languages and other professional organizations or events.

Section 3: The Vice-President / Awards Chair

- A. Coordinates the Organization's awards program and chairs the Awards Committee, establishing the criteria and process for the award nominations, and overseeing their revision when needed.
- B. Corresponds with award nominees and nominators to ensure receipt of all required documents for the nomination.
- C. Publicizes and coordinates the awards program with the advice of the Executive Board.
- D. Performs other duties as directed by the President, Leadership Committee, or Executive Board.
- E. When requested by the President, represents the Organization to meetings of the ACTFL Delegate Assembly, the Central States Conference Advisory Council, the Joint National Committee for Languages and other professional organizations or events.

Section 4: The Immediate Past-President

- A. Advises the Leadership Committee and the Executive Board for one year following their presidency as a voting member of each group.
- B. Performs other duties as directed by the President, Leadership Committee, or Executive Board.
- C. When requested by the President, represents the Organization to meetings of the ACTFL Delegate Assembly, the Central States Conference Advisory Council, the Joint National Committee for Languages and other professional organizations or events.

Section 5: The Membership and Registration Chair

- A. Creates the registration form for the annual conference and events in consultation with members of the Leadership Committee.
- B. Keeps membership information updated.
- C. Works with the Treasurer to ensure payments related to conference registration are processed correctly and in a timely manner.
- D. Performs other duties as directed by the President, Leadership Committee, or Executive Board.

Section 6: The Secretary

- A. Keeps accurate minutes of all meetings of the Leadership Committee, the Executive Board, and the general membership. Distributes them to the Executive Board in their entirety, and promptly after each meeting..
- B. Maintains any official files of the Organization during the fiscal year.
- C. Consults with the President on the appointment of the Editor, when needed.
- D. Maintains digital copies of current policies and procedures, and distributes them to Executive Board and committee members, as well as to candidates for offices of the Organization.
- E. Performs other duties as directed by the President, Leadership Committee, or Executive Board.

Section 7: The Treasurer

- A. Collects dues through the Membership and Registration Chair and maintains accurate financial records of the Organization.
- B. Receives and holds all funds and makes disbursements at the direction of the Executive Board or the Leadership Committee and maintains accurate records of the same.
- C. Prepares a budget, in consultation with the Leadership Committee and other appropriate persons or committees, and submits the budget for the coming year to the Executive Board by the first meeting of the new fiscal year. All disbursements are made by approval and in conjunction with the President.
- D. Files a copy of the annual Financial Report.

- E. Consults with the President on the appointment of the Membership and Registration Chair and co-chairs the Membership Committee with the Membership and Registration Chair.
- F. Ensures tax forms are submitted in a timely manner to the organization's tax consultant.
- G. Performs other duties as directed by the President, Leadership Committee, or Executive Board.

Section 8: The Communications Director

- A. Formats the Organization's newsletter.
- B. Creates graphics around important updates to post on social media.
- C. Sends out email updates to membership about important dates (award nominations/session proposals/registration).
- D. Creates and formats e-blasts and posts for exhibitors.
- E. Coordinates with the Webmaster about the graphics on the Organization's website.
- F. Attends the Organization's Leadership Committee meetings.
- G. Works closely with the Newsletter Editor, the Professional Development Coordinator, and the Webmaster on coordinating the various components of the Organization's communications strategy.
- H. Consults with the President on the appointment of the Editor and the Professional Development Coordinator, when needed.

Section 9: The Newsletter Editor

- A. Carries responsibility for the interviews featured in the Organization's newsletter (initial contact; set-up in-person or on Zoom; write-up/transcribing; including blurb and photo of interviewee; highlighting memorable quotes; and sharing with Board members for review of the interview).
- B. Attends Leadership Committee meetings and coordinates with the other Leadership Committee members who will be interviewed.

Section 10: The Professional Development Coordinator

This role requires strong writing skills and strong connections within the world language teaching community. The Professional Development Coordinator does not serve on the Executive Board.

- A. Communicates with the Communications Director and the President about (non-conference-related) professional development opportunities in the world language community.
- B. Compiles information on latest news in the world language teaching community (f.ex. professional development opportunities, events, links to articles) for the Communications Director to include in the Organization's newsletter.

- C. Maintains a current calendar of events of interest to the membership and submits it regularly for publication in the Organization's newsletter.
- D. Consults with the President on the appointment of the Editor and the Professional Development Coordinator, when needed.

Section 11: The Webmaster

- A. Carries responsibility for the website, mctlc.org, maintaining and updating pages in consultation with the Leadership Committee.
- B. In consultation with the Membership and Registration Chair, President, and the Leadership Committee, manages (sometimes initiates) communication with membership when requested.
- C. Sets up Google Apps (primarily Gmail) for Executive members at the start of every new fiscal year.
- D. Creates @mctlc.org email addresses for officer use instead of personal or professional accounts as requested by the Leadership Committee.

Section 12: The Exhibits Chair

- A. Is responsible for cultivating connections with exhibitors and sponsors for the Annual Conference, which includes invitations and follow-up.
- B. In consultation with the President, President-Elect, and Past President, sets exhibitor/sponsor levels and fees for the Annual Conference.
- C. Ensures all exhibitors and sponsors have exhibit space at, and access to, the Annual Conference that suits their needs.
- D. Works with the Annual Conference Program Chair (the President-Elect), the Communications Director, and the Professional Development Coordinator to ensure all sponsor logos, e-blasts, newsletter features and other exhibitor/sponsor perks are featured as requested.

Section 13: The Advocacy Chair

- A. May serve as a voting member of the Executive Board and regularly attends board meetings.
- B. Maintains relations with the Joint National Committee on Languages and National Council on Language and International Studies (JNCL-NCLIS) by keeping JNCL apprised of the Organization's priorities.
- C. May represent MCTLC as a member of the state ACTFL Advocacy Committee, which meets periodically.
- D. Works with the Membership and Registration Chair to email to the Organization's members when action (e.g., sending messages to elected officials) needs to take place. May also work with the Communications Director and Newsletter Editor to relay such information to the Organization's members.

- E. Regularly reports on the JNCL-NCLIS and ACTFL national advocacy priorities to the Executive Board at board meetings and to members of the Organization by contributing to the newsletter and social media.
- F. Performs other duties as directed by the President, Leadership Committee, or Executive Board.

Section 14: The Historian

- A. Receives historical files from all Executive Board officers including Regional Reps, and curates the online repository of these files. These files include meeting minutes, officer reports, newsletters, membership lists, and other pertinent memorabilia (advertising materials, conference programs, etc.).
- B. Digitizes paper copies of historical files and other pertinent memorabilia.
- C. Maintains a current account of the Executive and Full Board members, award recipients, and conference themes in the shared Google Drive of the Organization.
- D. Makes the current account of Executive and Full Board members available to the Webmaster for publication on the website when requested by the Webmaster, the President, or the Leadership Committee.

Section 15: The Future Educator Outreach Chair

- A. Maintains a current contact list for university teacher prep program directors, coordinators, and methods instructors.
- B. Emails the contact list 2-3 times before the annual conference to encourage university faculty to help teacher candidates register for and attend the conference.
- C. Coordinates any desired pre-service teacher activity such as support meetings.

Article V: Duties of Regional Representatives and their Chair

- Section 1: Regional Representatives attend meetings of the Full Board and of the Council of Regional Representatives. For their attendance and participation in these meetings, the Organization provides them with professional development certificates and free registration for the Annual Conference.
- Section 2: Regional Representatives shall share verbal or written updates with the Executive Board and the Regional Rep Chair.
- Section 3: Regional Representatives shall communicate (= share verbal or written updates) at least twice each year, once in spring and once in fall, with their constituents. They shall organize at least one meeting or project on their own or in an adjacent region for members and those eligible for membership. Ideally this meeting should be held in a season different from that of the Annual Conference of the Organization.
- Section 4: In case of open Regional Representative positions, the regional Rep Chair shall work with the Executive Board to find the needed Regional Reps.

- Section 5: Regional Representatives shall serve for as many one-year terms as approved by the Board during the first Board meeting of the fiscal year.
- Section 6: Regional Representatives shall perform other duties as directed by their Chair, the President, the Leadership Committee, or the Executive Board.
- Section 7: The Chair of the Regional Representatives shall serve for as many one-year terms as elected by the Council of Regional Representatives. Duties include, but are not limited to: convening the Regional Representatives for regular meetings, maintaining communications with all Regional Representatives, and serving as a member of the Executive Board.
- Section 8: All Regional Representatives and their Chair shall maintain a digital file related to their participation on the Executive Board and the Council of Regional Representatives and transfer this file to the new Representative or Chair in advance of that person's first Executive Board or Council of Regional Representatives meeting.

Article VI: Duties of Organizational Representatives

- Section 1: Organizational Representatives attend meetings of the Executive Board and of their own organization, informing both groups about issues and actions of common concern. Other duties include, but are not limited to: contributing calendar items and articles to publications of both organizations, suggesting sessions and events for the annual conference, requesting MCTLC assistance with organizational projects or awards programs, and promoting positive relations between the two organizations.
- Section 2: Organizational Representatives shall notify the MCTLC President when replaced and provide full contact information for their replacements.
- Section 3: Organizational Representatives shall maintain a digital file related to their participation on the Executive Board and transfer this file to any new Organizational Representative in advance of that person's first Executive Board meeting.
- Section 4: Organizational Representatives may perform other duties as requested by the President, the Leadership Committee, or the Executive Board.

Article VII: Committees and Appointments

- Section 1: The President shall nominate chairs for all committees established by the Executive Board according to timelines determined by the Executive Board, which shall approve all such nominations.
- Section 2: Committees may include, but not be restricted to: Annual Conference, Awards, Finance, Advocacy, Membership, and Communications.
- Section 3: Membership, size, duties, and the Leadership Committee liaison for all committees shall be determined by the Executive Board. Vacancies shall be filled by members of the Leadership Committee.

Section 4: Committee policies and procedures shall be established by the Executive Board and recorded in files maintained by the Secretary.

Article VII: Quorum

The quorum required to conduct business at any meeting of the Organization shall be the number present in person or online that is one more than half of the total voting membership of the Executive Board, except in the case of amending the bylaws, when the number must be at least two-thirds of the full voting membership of the Board, provided that written notice of the meeting was given to the membership at least thirty (30) days prior to the meeting.

Article VIII: Amendments

These bylaws may be amended without previous notice by a two-thirds vote of the full voting membership of the Executive Board, at any official meeting of the Executive Board, provided that no change in the bylaws shall take effect until thirty (30) days after the change has been made. All changes in the bylaws shall be printed in the next issue of the Organization's newsletter following their adoption.

Approved during the December 2023 meeting of the Executive Board