

Bylaws of the Minnesota Chapter of the American Association of Teachers of Spanish and Portuguese

Article I: Name and Affiliation

The name of this organization is the Minnesota Chapter of the American Association of Teachers of Spanish and Portuguese, a chapter of the national American Association of Teachers of Spanish and Portuguese (AATSP), Inc. The MN-AATSP is “organized and managed under the authority given in Article XI of the Bylaws of the AATSP” (AATSP Chapter Guidelines, 4-24-13).

Article II: Purpose

The purpose of the organization is to carry out the mission of the national AATSP in the state of Minnesota: “to promote the study and teaching of the Spanish and Portuguese languages and their corresponding Hispanic, Luso-Brazilian and other related literatures and cultures at all levels of education” (www.aatsp.org).

Article III: Membership and Dues

Section 1: Membership

- (A) Active membership is open to all persons interested in promoting the goals of the organization.
- (B) Benefits of membership include: opportunities to network with other professionals engaged in the study and teaching of Spanish and Portuguese and participate in programs of professional development. Members receive the journal *Hispania* and national and state newsletters. Their students may participate in the National Spanish Exam, the National Early Language Learning Poster Contest, the Minnesota Festival Quijote, and other activities to promote the study of Spanish.
- (C) Membership rolls received from the National AATSP shall be maintained by the Treasurer and passed on to the subsequent Treasurer.
- (D) The categories of membership are those established by the National AATSP: regular members, student members, honorary members and honorary fellows, and emeritus members. MN-AATSP Emeritus membership shall be granted to any retired member accorded Emeritus status by the National AATSP.

Section 2: Dues

- (A) Dues shall be payable annually to the National AATSP.
- (B) Membership and dues categories for the ensuing membership year shall be determined annually by the National AATSP.
- (C) The MN-AATSP annual dues will be announced to the membership at the Annual Meeting of the Association. No member in default may exercise any privilege of membership.
- (D) The fiscal year shall begin on January 1 and end on December 31 to coincide with payment of annual dues.

Article IV: Funds and Finances, and Chapter Accounts

Section 1: Funds and Finances

(A) MN-AATSP funds shall be used exclusively to support the mission of the organization and its chapter activities, programs, and operation.

(B) Funds shall be collected, disbursed, and documented according to policies set forth by the National AATSP.

(C) The majority of MN-AATSP funds come from annual reimbursements from dues paid to the National AATSP, a fixed amount per regular member.

(D) The MN-AATSP may collect fees for specific programs or chapter activities as per the policies of the National AATSP.

(E) Donations to the MN-AATSP shall be acknowledged in writing. s

Section 2: Chapter Accounts

(A) Chapter accounts shall be managed in accordance with the policies of the National AATSP (see current AATSP Chapter Guidelines for specific information).

(B) The AATSP Chapter Guidelines state that “all chapters are an extension of the AATSP National Office and therefore fall under the Federal Employer Identification Number [FEIN] of the AATSP National Office” (4-24-13). All accounts must use the FEIN of the National Office for bank accounts and other relevant financial transactions.

(C) The MN-AATSP shall maintain separate bank accounts in the name of the chapter for (1) the general funds of the chapter and (2) The National Spanish Exam. Additional accounts may be created based on needs (e.g., to fund specific programs or activities). The AATSP Chapter Guidelines requires that the Executive Director of the National AATSP be a signer on all MN-AATSP accounts. Two additional signers are required: the President and Treasurer of MN-AATSP.

Article V: Governance

Section 1: Time and Place of Annual Meeting

The Annual Meeting of the members shall be held at such time and place as the Mesa Directiva (Executive Board of the MN-AATSP) selects.

Section 2: Voting

Each active member in good standing in the organization shall be entitled to one vote at the Annual Meeting and in any special elections called by the Mesa Directiva.

Section 3: Notice of Special Meetings

All members shall be notified of all special meetings of the organization, stating the time, place, and object thereof at least 14 days before such meetings.

Section 4: Inspection of Records

All members in good standing shall have the right to examine in person, or by agent or attorney, at any reasonable time for any reasonable purpose, the Bylaws, membership roster, books of account and records of the proceedings of the members and Mesa Directiva and to make copies or extracts of the same at their sole expense.

Section 5: Quorum

(A) The quorum required to conduct business at the Annual Meeting of the Association shall be the number present in person provided that notice of the meeting was provided to the membership at least 21 days prior to the meeting.

(B) The quorum required to conduct business at any meeting of the Mesa Directiva shall be one more than half of the full voting membership of the Mesa Directiva except in the case of amending the Bylaws, in which case the number must be at least two-thirds of the full voting membership of the Mesa Directiva.

Article VI-A: Elections

Section 1: Elections for the offices as specified in Article V of the Bylaws shall be held at the Annual Meeting of the general membership of the Organization.

Section 2: The slate of nominees for offices shall be submitted in writing to the Mesa Directiva prior to or at the Annual Meeting. The nominees shall be presented to the membership at the Annual Meeting. Ballots shall be prepared for distribution by the Secretary prior to the Annual Meeting of the general membership. The ballots shall provide space for nominations from the floor. Nominations from the floor shall be requested before voting commences.

Section 3: Election of officers shall be made by secret ballot.

Section 4: Any vacancy that may occur in the elected offices shall be filled by appointment by the Mesa Directiva.

Article VI-B: Duties of Elected Officers

The term of office is January 1 – December 31 and is a two-year term unless otherwise noted. In addition to the specific duties enumerated in these Bylaws, all officers shall maintain accurate records of their activities and relinquish the same to their successors at the conclusion of their term of office.

Section 1: President-Elect

(A) The President-Elect serves for one year as a voting member of the Mesa Directiva prior to succeeding to the presidency.

(B) Substitutes for the President in cases of absence.

(C) Completes the remainder of the presidency if the President is unable to serve.

(D) The President-Elect performs duties as directed by the President and/or the Mesa Directiva.

Section 2: The President

(A) The President serves 1 year after completion of a one-year term as President-Elect.

(B) The President calls the necessary meetings of the Mesa Directiva and presides at all meetings of the Mesa Directiva and at the Annual Meeting of the organization.

(C) Serves as Parliamentarian of the Association.

(D) Plans, together with the other officers, the agenda for all meetings of the Mesa Directiva and the general membership.

(E) Communicates regularly with the membership.

(F) Nominates, for Mesa Directiva approval, members of the organization to serve on ad hoc committees and for other duties.

(G) Represents the Association or designates an official representative to the Annual Meeting of the National AATSP, provided approval of funding by the Mesa Directiva.

(H) At the conclusion of the presidency, serves a one-year term as Past-President.

Section 3: Past-President

(A) The Past-President serves for one year as a voting member of the Mesa Directiva at the conclusion of the term as President.

(B) The Past-President performs duties as directed by the President and/or the Mesa Directiva.

Section 4: Vice-President

(A) Coordinates nominations for the annual Premio Narváez and the selection of a recipient.

(B) Solicits contributions from Minnesota colleges and universities to support the annual Festival Quijote, in accordance with current policies of the AATSP National Office regarding prior approval for solicitation of outside funding for activities or programs.

(C) Performs other duties as directed by the President and/or the Mesa Directiva.

Section 5: Secretary

(A) Keeps accurate minutes of all meetings of the Mesa Directiva and the Annual Meeting of the organization and distributes them promptly in complete form to the Mesa Directiva.

(B) Prepares ballots for elections at the Annual Meeting.

(C) Performs other duties as directed by the President and/or the Mesa Directiva.

Section 6: Treasurer

(A) The Treasurer works with the National AATSP to maintain an accurate record of membership.

(B) Is responsible for maintaining accurate financial records of the MN-AATSP. Maintains a duplicate archive of the financial records for the National Spanish Exam and the Festival Quijote for a period of five years.

(C) Prepares, in consultation with the Mesa Directiva, and submits to the Mesa Directiva a budget for the upcoming fiscal year no later than its last meeting of the current fiscal year.

(D) Prepares and submits a financial report at every meeting of the Mesa Directiva.

(E) Orders the award for the recipient of the Premio Narváez.

(F) Provides e-mail addresses from the current membership list to the Coordinator of Communications.

(G) Performs other duties as directed by the President and/or the Mesa Directiva.

Section 7: Member(s)-At-Large

(A) There may be one or more members-at-large, as determined by the Mesa Directiva. Members-at-large may represent a particular constituency of the membership (e.g., K-8 teachers, 9-12 teachers, college/university teachers, etc.).

(B) A designated member-at-large may serve as the MN-AATSP representative to the Minnesota Council on the Teaching of Languages and Cultures, at the direction of the Mesa Directiva.

(G) Performs other duties as directed by the President and/or the Mesa Directiva.

Article VI-C: Duties of Appointed Members of the Mesa Directiva

Section 1: Coordinator of Communications

(A) The Coordinator of Communications is appointed by the President with the approval of the Mesa Directiva and serves a two-year term (January 1 – December 31).

(B) Attends meetings of the Mesa Directiva.

(C) Is responsible for gathering and editing articles for the newsletter (“Noticiero”) and for the distribution of said newsletter to the members and other individuals and/or organizations designated by the Mesa Directiva. The Coordinator of Communications shall distribute as many issues as indicated by the Mesa Directiva.

(D) Maintains the list serve for the Association.

(E) Maintains the web site of the Association, in conjunction with the Mesa Directiva.

(F) Performs other duties as directed by the President and/or the Mesa Directiva.

Section 2: Coordinator of the National Spanish Exam (NSE) [NOTE: “shall be” changed to “is”]

(A) The Coordinator of the National Spanish Exam is appointed by the President with the approval of the Mesa Directiva and serves a two-year term (September 1 – August 31).

(B) Attends meetings of the Mesa Directiva.

(C) Is responsible for initiating, directing, and carrying out the statewide administration of the National Spanish Exam in Minnesota, including the awards program.

(D) Is responsible for collecting student fees and for keeping accurate records of and data from the finances related to the NSE. A final financial report shall be submitted to the Mesa Directiva no later than the second regular meeting of the Mesa after the NSE recognition event. Records should be archived for a period of five years by both the NSE Coordinator and the Treasurer.

(E) Is responsible for promoting the NSE and publicizing the results of the NSE.

(F) The Coordinator of the NSE shall be compensated as stipulated by the NSE Executive Board according to their policies (currently, a per-exam rate).

Section 3: Historian

- (A) Is appointed by the President with the approval of the Mesa Directiva.
- (B) Attends meetings of the Mesa Directiva.
- (C) Provides historical background as needed during the process of making decisions when the Mesa Directiva meets.
- (D) Writes pieces for the “Noticiero” that include information about the history of the MN-AATSP or some aspect of Hispanic culture.
- (E) Retains some documents that are of interest to the MN-AATSP having to do with its history.

Section 4: State Representative, Sociedad Honoraria Hispánica

- (A) Is appointed by the President of the National Council of the Sociedad Honoraria Hispánica.
- (B) Attends meetings of the Mesa Directiva.
- (C) Maintains a current list of active chapters of the SHH in Minnesota.
- (D) Communicates with faculty sponsors of active chapters in Minnesota and promotes communication among faculty sponsors regarding admission requirements, induction ceremonies, and on-going activities; also encourages creation of new chapters and reactivation of inactive chapters.
- (E) Cooperates with the National Council of the SHH.

Article VII: Duties of the Coordinator of the Festival Quijote

- (A) The Coordinator of the Festival Quijote is appointed by the President with approval of the Mesa Directiva and serves a two-year term (September 1 – August 31).
- (B) The Coordinator of the Festival Quijote attends meetings of the Mesa Directiva, but is not a member of the Mesa Directiva.
- (C) Is responsible for organizing and operating the annual Festival Quijote.
- (D) Is responsible for collecting student fees and for keeping accurate records of and data from the finances related to the Festival Quijote. A final financial report shall be submitted to the Mesa Directiva no later than the second regular meeting of the Mesa after the event. Records should be archived for a period of five years by both the Coordinator of the Festival Quijote and the Treasurer.
- (E) Is responsible for promoting the Festival Quijote, the awards program, and publicizing the results of the Festival Quijote.
- (F) May be assisted by a local site coordinator, who shall be compensated in the amount of \$150, provided that the local site coordinator is not a member of the Mesa Directiva.
- (G) The Coordinator of the Festival Quijote, upon completion of duties, shall be compensated in the amount of \$500.

Article VIII: Liability

MN-AATSP shall purchase general liability insurance to cover events sponsored by the organization, including, but not limited to, the Festival Quijote, NSE Award Event, Annual Meeting, meetings of the Mesa Directiva, and other events for teachers and students.

Article IX: Amendments

These Bylaws may be amended without previous notice by a two-thirds voice of the full voting membership of the Mesa Directiva at any official meeting, 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 appear in the first issue of the "Noticiero" following their adoption.

Revised March 16, 2003

Amended May 25, 2004

Proposed Revisions approved by Mesa Directiva August 19, 2013

Additional Proposed Revisions approved by Mesa Directiva September 21, 2013

Approved by Membership at Annual Meeting November 9, 2013