



State Constitution

I. Name

The name of the society shall be *The American Association of Teachers of French – Wisconsin Chapter*. The official abbreviation is AATF-WI. The Wisconsin chapter is affiliated with the national association which is incorporated under the laws of the state of New York as of February 25, 1936.

II. Aim

The aim of the association shall be to represent the French language in Wisconsin and to encourage the dissemination, both in the schools and in the general public, of knowledge concerning all aspects of the culture and civilization of the French-speaking world. It encourages reciprocal communication between all levels of the teaching of French.

III. Membership

Membership in the association is open to all those persons sharing the aims set forth in Article II. The annual membership fee shall be established in the By-Laws of the National Association.

IV. Officers

The officers of the Chapter shall be: a President, a President-Elect, the immediate past-president, a Secretary-Treasurer, and Concours Oral State Contest Coordinator. Each officer shall serve a term of two years.

V. Executive Council

The Executive Council shall consist of the officers named in Article IV.

VI. Annual Meetings

Annual meetings (the Assembly of Members) shall be called by the President. Voting power shall be lodged in those present at the meeting. A mail or electronic ballot, if deemed necessary, shall be conducted by the Secretary-Treasurer. The results will be made known to all paid members within six weeks of the annual meeting.

VII. Amendments

The Constitution may be amended as follows: amendments may be offered through a member of the Executive Council; on a majority vote of the Executive Council, the amendments will be published and will be voted upon by the Assembly of Members, according to the procedures stated in Article VI of the Constitution and Article IV of the By-Laws. A simple majority vote of the members present at the annual membership meeting will result in the passage of any constitutional amendments.

IX. Dissolution

The Chapter may be dissolved only at an annual meeting of the membership, the purpose of which shall have been published in the Chapter's newsletter, and in a manner prescribed by the laws of the State of Wisconsin, by a vote of three-fourths of the members, present and voting. Subject to compliance with the applicable provisions of such laws, upon any such dissolution of the Chapter, all its properties remaining after the satisfaction of its obligations shall be turned over to the National Executive Director.

By-Laws

I. Membership

- A. Those who have paid their current membership fee for the calendar year shall be considered members in good standing, with the right to vote for the national officers as provided by the national by-laws. Members are entitled to receive *The French Review* and other designated publications as one of the benefits of membership.
- B. Chapters are authorized to levy such additional dues from their members as they may see fit, provided that the dues statement clearly delineates the amount fixed for national dues and the amount of the chapter dues.
- C. A member who wishes to have membership suspended or who wishes to resign must notify the national chapter.
- D. To resume membership after it has lapsed, one should request reinstatement from the national chapter. All financial obligations incurred must be acquitted.
- E. The national association does not recognize Chapter members who pay only chapter dues without belonging to the national organization. Such persons may not vote on national matters and may not be counted in establishing the chapter representation in the Assembly of Delegates.
- F. Chapters are authorized to receive 15% of the payment made by an active member for the annual dues to the national association. The Chapter will receive reimbursement by the national chapter for each member claiming to belong to the Wisconsin Chapter.

II. Elections

- A. The Chapter Officers are: the President-Elect, and the Secretary-Treasurer, shall be elected by the members of the Chapter in good standing by ballot.
- B. The two-year term of office for the President, President-Elect and Secretary-Treasurer begin on Jan. 1 and ends on Dec. 31.
- C. Upon notice of vacancies to be filled in the chapter's offices, the President shall prepare a slate of candidates, chosen from members in good standing.
- D. The Chapter shall be organized into seven regions. These regions shall be numbered, named, and constituted as follows:
 - I. Eau Claire
 - II. Stevens Point
 - III. Green Bay
 - IV. LaCrosse
 - V. Madison
 - VI. Milwaukee-North
 - VII. Milwaukee-South
- E. In case of the death, disability, or resignation of the President, the President-Elect shall automatically assume the office until the next regular election cycle.
- F. In case of vacancy in the position of President-Elect, Past-President, and Secretary-Treasurer, the President shall name a member in good standing to complete the term.

III. Duties of the Officers

1. President

- a. Provide leadership for the administration of the Chapter.
- b. Preside at general meetings.
- c. Communicate with the members of the Executive Council, either directly or through the Secretary-Treasurer, whenever this action is required.
- d. Prepare and distribute Chapter updates.
- e. Maintain and update the membership lists after receipt of each chapter reimbursement report received by the national office.
- f. Prepare and distribute news releases to the media and to such publications as *AATF National Bulletin* and *The Voice of WAFLT*.
- g. Serve as an AATF representative on the Executive Board of the Wisconsin Association For Language Teachers (WAFLT).
- h. Represent AATF-WI at state conferences and at the national (international) AATF Conference.
- i. Appoint an alternate representative for the state conferences and the national AATF conference when unable to attend.
- j. Promote membership in the Chapter and new activities for the chapter when possible.
- k. Cooperate with the State Supervisor of World Languages to promote and strengthen second language learning in the state.
- l. Appoint a Concours Oral Coordinator to serve a term of two years.

2. President-Elect

- a. Shall serve a term of six-years: two as President-Elect, two as President, and two as Immediate Past-President.
- b. Assume the duties of President when necessary.
- c. Assist the President as requested.
- d. Serve as the chair for the election of Chapter officers.
- e. Serve on other committees as designated by the President.
- f. Write and send thank you notes to all francophone presenters at conferences, workshops, etc. sponsored or co-sponsored by AATF-WI.
- g. The President-Elect shall preside over meetings and act in the place of the President in the absence of the latter. If the President becomes unable for any reason to complete his/her term, the President-Elect shall succeed to the presidency and complete the President's term. Then s/he shall enter upon his/her own regular term as President.
- h. Shall be in charge of the organization and administration of the State Grand Concours Contest (the National French Test).
- i. Work with the National Chair as well as regional representatives in accordance with all contest regulations.
- j. Advise the President of arrangements which pertain to the contest organization or administration.
- k. Conduct an annual review of the contest policies and procedures with the Executive Council.

3. Immediate Past-President

- a. Serve as advisor to the President.
- b. Perform other duties as designated by the President.
- c. Review each chapter membership update and contact members who have not yet renewed encouraging them to renew immediately. The past-president may delegate this responsibility to other Chapter officers.
- d. Serve as the Chair for the Chapter's French Awards committee (*Distinguished French Educator, Certificate of Recognition, Excellence in French, etc.*).
- e. Serve as the coordinator for t-shirt sales for the State Concours Oral contest.

4. Secretary-Treasurer

- a. Record the minutes of the general meetings and of the Executive Council meetings.
- b. Post the minutes of the meetings within three weeks to the website.
- c. Maintain a complete file of all AATF-WI documents, including but not limited to minutes, Treasurer's reports, bulletins, conference programs and newsletters.
- d. Coordinate all web activities.
- e. Carry on the correspondence of the Chapter in cooperation with the President.
- f. Maintain a complete and accurate account of receipts and disbursements of the Chapter. (Note: Reimbursements will only be made with proper receipts indicating proof of purchases.)
- g. Maintain checking, savings and/or investment accounts in the Chapter's name.
- h. Provide financial reports to the members at the general business meeting and to the Executive Council upon request.
- i. Provide for audits of the books when necessary.

5. State Concours Oral Coordinator

- a. Shall be responsible for the selections of proficiency level appropriate poetry and extemporaneous prose pieces each year to be used at both the Regional and State contests.
- b. Maintain the six-year rotation cycle for the Regional Concours Oral Coordinators, appointing new regional coordinators and/or sites when necessary.
- c. Shall publish a list of regional contest dates, sites, coordinator contact information and contest rules to be followed at both the regional and state level competitions.
- d. Shall be in charge of the selection of a contest site, organization and administration of the state level competition of the Concours Oral.
- e. Maintain a budget, file receipts; make deposits and requests for expense monies through the Secretary-Treasurer, in accordance with all National and Chapter regulations.
- f. Advise the President of arrangements, which pertain to the contest organization or administration.
- g. Conduct an annual review of the contest policies and procedures with the Executive Council.

IV. Duties of all Regional Concours Oral Coordinators

- A. Shall be in charge of the selection of the contest sites, organization and administration of their respective contest.
- B. Work with the State Concours Oral Coordinator, in accordance with all contest regulations.
- C. Make deposits and requests for expense monies through or State Concours Oral Coordinator. (Note: Reimbursements will only be made with proper receipts indicating proof of purchases.)
- D. Advise the State Concours Oral Coordinator of arrangements which pertain to their respective regional contest organization or administration.

V. Duties of the Executive Council

- A. Shall be chaired by the President and consist of the Chapter officers and the State Contest Coordinator. The State Concours Oral Coordinator will assist the officers as deemed necessary, each having one vote.
- B. Govern the Chapter, create the annual budget, appropriate money, and initiate projects of interest for the membership.
- C. Assist the President-Elect with the nomination of Chapter officers.
- D. The actions of the Executive Council are subject to review at the annual meetings.

VI. Annual Meetings

At the annual meetings, to be called by the President, the power to transact business, ratify amendments to the Constitution, approve By-Laws, and approve actions of the officers and the Executive Council, shall be vested in the Assembly of Members, in accordance with Article VI of the Constitution.

VII. Finances

A. Fiscal Year

The fiscal year shall run from July 1 to June 30. The membership year shall run from January 1 to December 31.

B. Compensation

- a. All officers of the Association shall serve without salary. The President, President-Elect, Immediate Past-President, Secretary-Treasurer, and State Concours Oral Coordinator may receive honoraria by action of the Executive Council. In addition, Regional Coordinators may receive reimbursement for expenses incurred during the execution of duties. Such expenditures shall be authorized by the Executive Council and are subject to audit.
- b. Honoraria and expenses for the keynote speaker for the AATF-WI Business meeting and Spring conferences.
- c. Other expenditures to cover costs deemed necessary by the Executive Council such as but not limited to a gift for the Distinguished French Educator honoree.
- d. Mileage will be reimbursed as necessary consistent with the WAFLT rate.

C. Funds

- a. The Secretary-Treasurer shall serve as co-signer with the President and the AATF National Director on any bank or financial accounts maintained by the Chapter. The Secretary-Treasurer shall serve as co-signer for all accounts maintained by subordinate or sponsored agencies of the Chapter, such as the Concours Oral
- b. Any expenditure from the checking account in excess of \$500 shall require two signatures.

VIII. Duties of the AATF-WI Awards Selection Committee

- A. Shall be chaired by the Past-President and consist of the Chapter officers. The State Contest Coordinator will assist the Selection Committee, as deemed necessary by the President, with each having one vote.
- B. Shall be responsible for selecting the recipients and for publicizing the AATF-WI Awards: Distinguished French Educator Award, Certificate of Recognition, Excellence in French Award (student award).

AATF-Wisconsin French Educator Awards

The AATF-Wisconsin French Educator awards have been established to recognize and honor chapter members. These awards promote excellence in teaching and promote public awareness of world language education.

I. Distinguished French Educator Award

The Distinguished French Educator Award recognizes an AATF-Wisconsin member's outstanding contributions to world language education as exhibited through dedication, excellence in teaching, professional growth, including but not limited to self-education, formal education, publications and leadership.

A. Qualifications:

Recipient must be an AATF-Wisconsin member in good standing for at least 5 years and be current K-16 teacher of French with at least 10 years in the profession.

B. Award: The award will be a plaque and a \$100 cash award.**C. Procedure:**

Any AATF-WI member may nominate a candidate for an award. A letter of endorsement and two letters of recommendation from colleagues, district personnel, or a student, along with a nomination form, must be sent to complete the nomination process. Nominations are due by September 20th.

II. Certificate of Recognition

The Certificate of Recognition recognizes an AATF-Wisconsin member's contributions to world language education.

A. Qualifications:

Recipients must be AATF-Wisconsin members in good standing for at least 3 years and be a current K-16 teacher of French with at least 3 years in the profession.

B. Award: The award will be a plaque.

C. Procedure:

Any AATF-WI member may nominate a candidate for an award. A Letter of Endorsement, along with a nomination form, must be sent to complete the nomination process. Nominations are due by September 20th.

III. Excellence in French Award

Beginning in 2005, the Wisconsin Chapter of the American Association of Teachers of French will establish the *Excellence in French Award* to be awarded to one Wisconsin high school senior. Any public or private secondary school in Wisconsin with at least one French teacher who is an AATF member may participate. Only one student per school per year may be nominated. The nomination must be made by a current AATF member.

A. Qualifications:

Recipients must be a non-native speaker who is graduating senior beyond their 3rd year of French study with an "A" average in French and a "B" average in all other classes.

Please note that this award is **not** associated with the AATF National Chapter's *Outstanding High School Senior in French Award*.

B. Award: The award will be a certificate and a \$ 250.00 scholarship.

C. Procedure:

Any AATF-WI member may nominate a candidate for an award. The student's most recent transcript, a letter written by the nominee describing how French has influenced them written in French and a letter of endorsement for the nominee, along with a nomination form, must be sent to complete the nomination process. Nominations are due by September 20th.

IV. Étoile Montante Award

The Étoile Montante Award recognizes an AATF-Wisconsin member's outstanding dedication to world language education as exhibited through professional involvement, leadership and dedication to the association.

A. Qualifications:

Recipient must be an AATF-Wisconsin member in good standing for at least 1 year and be a current K-16 teacher of French with no more than 5 years in the profession

B. Award: The award will be a certificate.

C. Procedure:

Any AATF-WI member may nominate a candidate for an award. A Letter of Endorsement, along with a nomination form, must be sent to complete the nomination process. Nominations are due by September 20th.

V. Héros du Français Award

The Héros du Français Award recognizes a non-French teacher's support and dedication to French and/or the study of French outside of the classroom, either in the school or in the community.

A. Qualifications:

Recipient may be a colleague who is not a current French teacher, administrator, community member, group or company who supports French and/or the study of French outside of the classroom.

B. Award: The award will be a plaque and a small gift.

C. Procedure:

Any AATF-WI member may nominate a candidate for an award. A Letter of Endorsement, along with a nomination form, must be sent to complete the nomination process. Nominations are due by September 20th.