

# **Kansas World Language Association**

## **By-laws**

Revised November 2007

### **I. MEMBERSHIP**

- A. Annual membership fee shall be \$25
- B. Membership fee covers a calendar year starting July 1 and ending June 30.
- C. Full-time undergraduate or pre-service student membership is \$12.50 per year.
- D. Full-time graduate student (enrolled in 9 credit hours on campus and/or working as teaching assistant) is \$12.50 per year.
- E. Retiree membership is \$12.50 per year.

### **II. EXECUTIVE COUNCIL MEETINGS**

- A. Executive Council Meetings shall be held monthly either via teleconferencing or in person.
- B. If the Executive Council arranges a monthly meeting in which pre-approved expenses relating to the administration of Association business are incurred, then members shall be reimbursed for those expenses as evidenced by receipts.

### **III. PROFESSIONAL AFFILIATIONS**

- A. ACTFL (American Council on the Teaching of Foreign Languages)
  - 1. The President or a designated representative shall attend the ACTFL Delegate's Assembly at the annual ACTFL Conference.
  - 2. The Delegate will give an oral and written summative report of the ACTFL Delegate's Assembly to the Executive Council. The written report will be featured in a subsequent e-newsletter.
  - 3. KSWLA will solicit from the Delegate a report for the e-newsletter following the Conference.
  - 4. KSWLA will provide a stipend not to exceed \$1,000.00 for a Delegate to represent the organization at the ACTFL annual convention and, when possible, the Central States Conference and/or JCNC-JCLIS. This stipend is to cover the costs of travel, lodging, and conference fees that have not been reimbursed to the Delegate by any other organization.
- B. CSC (Central States Conference)
  - 1. KSWLA will pay the CSC Advisory Council dues of the KSWLA President who will serve as Delegate.

2. The CSC Delegate's name must be entered along with that of the Kansas World Language Association when registered with CSC. This insures that KSWLA representation is noted by the presence of the delegate.
  3. KSWLA will solicit a report from the delegate who shall submit a report for a subsequent e-newsletter following the Conference.
  4. Travel expenses for the delegate will be covered as outlined in item III-A-3 above.
- C. JNCL/NCLIS (Joint National Committee for Languages / National Council for Languages and International Studies)
1. KSWLA will maintain current membership.
  2. The president or designee will remain current on JNCL/NCLIS events and report them to the membership in a subsequent e-newsletter.
  3. If the president or designated representative attends the JNCL/NCLIS national conference, expenses will be covered as outlined indicated in item III-A-3 above.

#### IV. DUTIES OF EXECUTIVE COUNCIL MEMBERS

- A. Duties for each officer will be defined in an Executive Council Handbook. They include, but are not limited to the following:
1. President
    - a. Organize and lead monthly business meetings.
    - b. Serve as conference chair.
    - c. Appoint committee chairs, representatives, and Webmaster if Executive Secretary cannot serve as Webmaster.
    - d. Serve as delegate to ACTFL, CSC, and JNCL/NCLIS.
    - e. Initiate an audit of the books as needed
  2. Vice-President
    - a. Serve as Program Chair for the Conference
    - b. Represent the President as needed
  3. Past President
    - a. Orient new officers to their duties.
    - b. Administer association grants, scholarships, and awards.
  4. Secretary
    - a. Record and distribute minutes of business meetings.
    - b. Communicate and contract with advertisers and exhibitors.
  5. Treasurer
    - a. Record all receipts of the Association
    - b. Pay and record all Association expenditures.
  6. Executive Secretary (ex-officio) shall be employed as an independent consultant, for an amount to be negotiated biannually with the voting members of Executive Council.
    - a. Maintain membership records.
    - b. Serve as Editor of all publications.

- c. Serve as conference registrar.
- d. Maintain association archives.
- e. Maintain and update the Web page on a regular basis.

## V. CONFERENCES

- A. KSWLA will conduct an annual conference. The Annual Conference will be held in the fall. The Executive Council shall endeavor to give consideration to all regions of the state as conference locations. Whenever possible the location and dates for each conference shall be set at least two years in advance and will be published in the Bulletin.
- B. Fees for KSWLA Annual Conferences:
  - 1. All Conference participants must be current members of KSWLA.
  - 2. All participants attending the Annual Conference shall pay a registration fee. This money shall be used to help defray the costs of the Conference, i.e., rental fees, publicity costs, printing, refreshments, speakers, and publishing the conference program.
  - 3. All conference-session presenters must be:
    - i. paid members of KSWLA
    - ii. paid exhibiting vendors
    - iii. guest speakers, from outside the language-teaching profession or from other states, as approved by the KSWLA Executive Council.
- C. Exhibit fees for KSWLA Conferences: All exhibitors must pay a registration fee of \$200 for the first table and \$150 for the second to set up their exhibit at the Annual Conference.
- D. The Executive Council shall provide complimentary lunches for the featured speaker, special guests, award winners, i.e., The Ermal Garinger Scholarship recipient(s), his/her parents, and one guest of the Teacher of the Year.
- E. Conference responsibilities are outlined in the duty section of the By-laws and listed chronologically in the handbook for Executive Council.

## VI. PUBLICATIONS

- A. Bulletin
  - 1. The KSWLA Bulletin will be printed and published once a year:
  - 2. The KSWLA Bulletin is mailed at the not-for-profit organization bulk mailing rate and is labeled and sorted as required by the U.S. Postal Service.
  - 3. Extra copies of the Bulletin
    - i. The Editor of the Bulletin is to have extra copies of each issue of the Bulletin printed in order to provide a copy for members as needed.
    - ii. The Editor will send five copies of each issue to the Secretary for new/potential advertisers.

- iii. The Editor will maintain a collection of past issues for KSWLA archives.
    - iv. Extra and past issues may be purchased for \$8.
  - 4. Fee for Advertising in the Bulletin
    - i. "For profit" companies
      - 1. An advertisement in two Bulletins shall cost \$150 per page.
      - 2. Advertising in one issue shall cost \$80.00 per page.
      - 3. The cost of one-half page ads will be one-half of the cost of full page ads.
    - ii. "Not-for-profit" companies
      - 1. An advertisement in two Bulletins shall cost \$100 per page
      - 2. Advertising in one issue shall cost \$50.00 per page.
      - 3. The cost of one-half page ads will be one-half of the cost of full page ads.
    - iii. Any individual or business that pays a fee of at least \$40.00 is entitled to one complimentary copy of the issue of the KSWLA Bulletin in which the ad appears.
    - iv. All Bulletin advertisers shall be listed in the membership roster.
- B. Membership Flyer/Postcard
  - 1. The Executive Secretary will mail to all world language teachers in the state of Kansas at least once a year.
  - 2. Mailings will be mailed at the not-for-profit organization bulk mailing rate and is labeled and sorted as required by the U.S. Postal Service.
- C. Web Page
  - 1. If the Executive Secretary does not serve as Webmaster, the President will appoint the Web master.
  - 2. The Executive Secretary will collaborate on design and serve as a liaison to the Webmaster from the Executive Council.
- D. Electronic newsletter
  - 1. The Executive Secretary will send email updates/newsletters to the KSWLA membership at least four times per year.
  - 2. The executive board will collaborate on information for the updates/newsletters.

## VII. AWARDS AND GRANTS

### A. Awards

- 1. Best of Kansas
  - i. Based on session evaluation forms, the executive council will tabulate scores to determine award recipient.
  - ii. Best Of Kansas recipient will present his/her award-winning session at Central States Conference a year and a half later.

- iii. KSWLA will award a \$250 stipend to help cover expenses for Central States Conference attendance a year and a half later.
  - iv. Awardee will submit session proposal form to CSC by May of following year.
2. Ermal Garinger Scholarship
- i. The candidate must be an outstanding Kansas high school senior who will enroll in a foreign language class their freshman year at an accredited college or university OR a graduated ex-student who is currently a freshman and enrolled in a foreign language class in an accredited university.
  - ii. The candidate must be nominated by a current member of KSWLA.
  - iii. Nomination forms are due to the Past-President by June 1
  - iv. At the annual KSWLA conference, the organization will present a \$500 cash Scholarship to the award recipient.
  - v. Complimentary meals will be provided to recipient and parents at conference luncheon.
3. Loren Alexander Award
- i. The candidate must be a future foreign language teacher who is currently under the supervision and/or training in an accredited Kansas university.
  - ii. The candidate must be nominated by a professional foreign language educator who is a current member of KSWLA.
  - iii. The award recipient will receive a two-year membership to KSWLA and current conference registration including meals.
  - iv. Nomination forms are due to Past-President by June 1.
4. Teacher of the Year
- i. The candidate must be a Kansas foreign language educator who has made major contributions to foreign language education.
  - ii. The award recipient receives state-wide recognition and a one-year ACTFL Membership.
  - iii. Awardee will provide photograph and mini-bio for press releases.
  - iv. KSWLA will provide a complimentary meal for one guest of the recipient at Conference banquet.
  - v. Nomination forms due to Past-President by June 1.

## B. GRANTS

### 1. Mini-Grants

- i. KSWLA will award a maximum of two per year
- ii. Any KSWLA member with an innovative classroom project can apply for the grant.
- iii. KSWLA will not award grant funds for travel or training. Funds are designated for classroom use/projects.
- iv. Grant funds will not exceed \$200 per recipient

- v. Applicants must send letter of application with outlined project expenses to the Past-President by June 1.
- vi. Grant recipients will be asked to submit a report of the project for an e-newsletter or to submit a session proposal for the Conference the following year.

#### VIII. COMMITTEES

- A. Nominating Committee: Each year, the President shall appoint a committee of three, not officers of the Association, to present nominations for candidates to fill the offices which may become vacant at the expiration of the term of office. In making up the ballot, the nominating committee shall endeavor to give consideration to all regions of the state, to all languages represented, and to all instructional levels.
  
- B. Ad Hoc Committees: Other ad hoc committees (such as articulation, political action, and funding) will have chairs appointed by the President. The chairs shall recruit committee members. The President may appoint an Executive Board member to serve on committees as needed.

