



KANSAS WORLD LANGUAGE ASSOCIATION CONSTITUTION

Revised October 2022

I. NAME

The name of this association shall be the Kansas World Language Association.

II. PURPOSE

The object of this Association shall be to promote and improve the teaching of world languages and cultures, to provide continuing professional development, to encourage the spirit of cooperation among world language and English as a Second Language educators, and to advocate for languages and language education at the local, state, regional, and national levels.

III. MISSION STATEMENT

A. Promoting and Improving Teaching. Providing Professional Development.
Encouraging Cooperation. Language Advocacy.

IV. MEMBERSHIP

- A. Any current World Language teacher/ESOL teacher, retired World Language/ESOL teacher, or aspiring World Language/ESOL teacher that resides/teaches in the state of Kansas may be a member of the Association as defined in the By-laws.
- B. Members shall receive all Newsletters and mailings issued by the Association and shall be entitled to attend Association Conferences.
- C. Honorary members may be elected to the Association.

V. EXECUTIVE COUNCIL

- A. The voting officers of the Association shall be the elected President, Immediate Past President, Vice-President, Secretary, and Treasurer.
- B. Executive Council members may not be elected to more than two consecutive terms in the same office. After a one-term interval has passed, former executive council members are eligible to run for any office.
- C. All elected members of the Executive Council shall have had at least 3 years of experience teaching world language or ESOL or preparing said teachers.

- D.** Election, by simple majority, shall take place at the Annual Conference, and officers will assume their duties at the close of the same meeting. Terms of office shall be as follows:
- 1.** The President shall serve for one year, then as immediate past President one year.
 - 2.** The Vice-President shall serve for one year, then assume the office of President for one year.
 - 3.** The Secretary and the Treasurer shall serve two-year terms. The term of office for the Secretary shall begin in an alternate year to the term of office for the Treasurer.
 - 4.** Duties of the executive council members are stipulated in the association's By-laws.

VI. ADMINISTRATION

- A.** The voting members of the Executive Council shall administer the affairs of the Association: the President, the Vice-President, the Secretary, the Treasurer, and the Immediate Past President. Appointed On-site Chairs will assist the Executive Council.
- B.** The Executive Council shall include the following non-voting members: representatives of foreign language teaching organizations that hold membership in KSWLA such as Kansas's chapters of the AATF, AATG, AATSP, and any Assistant Editor(s) of the Newsletter.
- C.** The Executive Council, of which the President of the Association shall be chairperson, shall take such actions as may be necessary to carry out the purpose of the Association and promote its interests. The Executive Council shall make a report of its activities at the Annual Conference. The President shall appoint all special committees as the need arises.
- D.** The President, or designated alternate, shall serve as the Association's delegate to Central States Conference and ACTFL.

VII. OFFICIAL NEWSLETTER OF THE ASSOCIATION

- A.** The Official publication of the Association shall be known as the Newsletter of the Kansas World Language Association.
- B.** The Secretary shall serve as the Editor of the Newsletter.

VIII. CONFERENCES

- A.** The Association shall hold an Annual Conference at such time and such place as the Executive Council may select.
- B.** The President and Vice-President shall appoint an On-site Conference Chair.

IX. CHANGE OF CONSTITUTION

- A.** The Constitution shall be reviewed annually (in the spring) by the Executive Council.
- B.** The Constitution may be amended by a two-thirds vote of the members present at the Annual Conference after a notice of proposed changes has appeared in the organization Newsletter. Constitutional amendments become effective immediately after approval by the membership.

X. CHANGE OF BY-LAWS

- A.** The By-laws shall be reviewed annually (in the spring) by the Executive Council.
- B.** The By-laws may be amended at the Annual Conference of the Association by a majority vote of the members present after notice of such changes in the organization Newsletter. Amendments to the By-laws become effective immediately after approval by the membership.

KANSAS WORLD LANGUAGE ASSOCIATION BY-LAWS

Revised October 2021

I. MEMBERSHIP

- A.** Membership is open to all current, retired, or aspiring World Language or ESOL teachers in Kansas. No annual membership fee required.

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 Advocacy Chair will remain current on JNCL-NCLIS events, report them to the Executive Board and to the membership 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, if finances permit, 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.
 5. KSWLA will provide a stipend not to exceed \$3,000.00 total for other Executive Council Members to attend and represent the organization at the ACTFL annual convention and/or the Central States Conference and/or JNCL-NCLIS if finances permit. This stipend is to cover costs of travel, lodging, and conference fees that have not been reimbursed to the Board member by any other organization.
- B. CSCTFL (Central States Conference)**
1. KSWLA will pay the CSC Advisory Council dues of the KSWLA President who will serve as Delegate.
 2. The CSCTFL Delegate's name must be entered along with that of the Kansas World Language Association when registered with CSC. This ensures 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-4 above.
- C. JNCL/NCLIS (Joint National Committee for Languages / National Council for Languages and International Studies)**
1. KSWLA will maintain its 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 Program Chair for the Conference
 - c) Appoint committee chairs and representatives
 - d) Serve as delegate to ACTFL, CSC, and JNCL/NCLIS.

- e) Initiate an audit of the books as needed.
- 2. Vice-President
 - a) Represent the President as needed
 - b) Observe all actions of the president and past president for a year so as to assume duties the following year.
 - c) Organize and manage the Conference Raffle (virtual or in-person) and Garage Sale (in-person Fall conference).
- 3. Past President
 - a) Orient new officers to their duties.
 - b) Administer association grants, scholarships, and awards.
 - c) Oversee Regional Reps
 - (1) Communicate regularly and answer questions
 - (2) Organize events, if applicable
- 4. Secretary
 - a) Record and distribute minutes of business meetings.
 - b) Communicate and contract with advertisers and exhibitors.
 - c) Maintain and update the association website and digital archives (accessible to Executive Council in the Google Drive).
 - d) Serve as Editor of all publications, including the conference program.
- 5. Treasurer
 - a) Record all receipts of the Association
 - b) Pay and record all Association expenditures.
 - c) Assist the Secretary with exhibitor communications for the annual conference.
 - d) Serve as Conference Registrar

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 Newsletter.
- B. Fees for KSWLA Annual Conferences:
 - 1. All participants attending the Annual Conference shall pay a registration fee.
 - 2. 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, in addition to professional

development in the form of conference participation at regional and national language organizations (CSCTFL, JNCL-NCLIS, and ACTFL) and membership in those organizations.

3. All conference-session presenters must be:
 - a) members of KSWLA
 - b) paid exhibiting vendors
 - c) 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:
 1. All exhibitors must pay a registration and/or setup fee (current with market rates and voted upon by the executive board), for their participation in the conference.
- D. The Executive Council shall provide complimentary lunches for the featured speaker, special guests, award winners as finances allow.
- 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. Newsletter
- B. The KSWLA Newsletter will be published on the KSWLA website quarterly.
 1. Conference Program
 2. Fees for Advertising in the Conference Program: Advertisements will be priced based on current market rates.
 3. All Program advertisers shall be listed in the membership roster.

VII. AWARDS AND GRANTS

Awards: to be presented at annual conference, if finances permit.

- A. Best of Kansas
 1. Based on session evaluation forms, the executive council will tabulate scores to determine award recipient.
 2. Best of Kansas recipient will present his/her award-winning session at Central States Conference a year and a half later.
 3. KSWLA will award a \$250 stipend to help cover expenses for Central States Conference attendance a year and a half later.
 4. Awardee will submit a session proposal form to CSC by May of the following year.
- B. Ermal Garinger Scholarship
 1. The candidate must be an outstanding Kansas high school senior who will enroll in a world language or ESOL class their freshman year at an

accredited college or university OR a graduated ex-student who is currently a freshman and enrolled in a world language class in an accredited university.

2. Awardee shall receive a scholarship of \$500.

C. Loren Alexander Award

1. The candidate must be a future world language teacher who is currently under the supervision and/or training in an accredited Kansas university.
2. The candidate must be nominated by a professional world language educator who is a current member of KSWLA.
3. The award recipient will receive conference registration including meals.
4. Nominations are due to the Past-President by June 1.

D. Teacher of the Year

1. The candidate must be a Kansas language educator who has made major contributions to language education. Candidates will be evaluated based on a checklist and rubric, which will be available to all members/nominators on the website.
2. The award recipient receives state-wide recognition and a one-year ACTFL Membership and Conference Registration at the Central States Conference on the Teaching of Foreign Languages (CSCTFL) for the following year.
3. The state TOY winner moves on as a KSWLA TOY representative at the Central State Conference on Teaching Foreign Languages. Nomination form to be sent to current Central States Chair-elect and Awards Committee Chair.
 - a) TOY will be required to fulfill CSCTFL TOY requirements as requested.
 - b) TOY will receive a travel stipend in the amount of \$500 to attend CSCTFL.
4. Awardee will provide a photograph and mini-bio for press releases.
5. The awardee will receive free conference registration to the KSWLA Conference and KSWLA will provide a complimentary meal for one guest of the recipient at the Conference banquet.
6. Nominations are due to the Past-President by June 1.
7. The documents of any candidates not selected in their initial year of nomination will be retained for consideration in the following two years. The Awards Chairperson will automatically contact the nominator and the nominee for renomination authorization and to request updated nomination materials.

E. Phyllis Farrar Leadership Award

1. Nominees must meet the following criteria:
 - a) Must have at least 15 years of experience as a classroom world language teacher (preK-20).
 - b) Must have been active in KSWLA, including experience in a leadership role, (this may include presenting or serving as a regional representative or on the Executive Board); and
 - c) Must be currently working in Kansas in the profession or retired from a related position in Kansas.
 - d) This award will be given annually, provided that there are qualified candidates. Candidates will be evaluated based on a checklist and rubric, which will be available to all members/nominators on the website.
 - e) The awardee will be honored at the annual meeting and given an honorarium of \$1,000 (providing KSWLA funds are available).
 - f) Nominations are due to the Past-President by June 1.
 - g) Any member of KSWLA may nominate a candidate for this award. (Nominees should not self-nominate.)
 - h) The nomination must include a detailed list of the nominee's contributions to the world language profession, the nominee's resume or CV, and two letters of recommendation (not from the person making the nomination). The letters may be either from other individuals in the profession, from related organizations or other stakeholders who have benefited from the nominee's work.
- F. Mini-Grants (To be presented at annual conference if finances permit.)
 1. KSWLA will award a maximum of two per year
 2. Any KSWLA member with a classroom project need can apply for the grant.
 3. KSWLA will not award grant funds for travel or training. Funds are designated for classroom use/projects.
 4. Grant funds will not exceed \$200 per recipient
 5. Applicants must send a letter of application with outlined project expenses to the Past-President by June 1.
 6. 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.

II. 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.