

INTERMOUNTAIN TEACHERS OF ENGLISH TO
SPEAKERS OF OTHER LANGUAGES

BYLAWS

Approved 08/17/15

ARTICLE I Membership

Section I Annual Dues

The annual dues shall be \$15.00 per year and \$10.00 for student and paraprofessional membership. Dues are collected once each year during the time of registration for the annual I-TESOL conference and may be included in the registration fees.

Section 2 Publications

Members shall receive the publications of the organization. Section 3

Membership Year

The membership year shall be for one year beginning with the month of payment of annual dues.

ARTICLE II Duties of the Officers

Section 1 President

The President shall preside at all business meetings of the Association and at all meetings of the Board and Presidents' Council. The President shall be an exofficio member of all committees.

Section 2 First Vice President

The First Vice President shall assume all the duties and responsibilities of the President in his/her absence. The First Vice President shall be the Chair for the annual conference.

Section 3 Second Vice President

The Second Vice President shall aid the First Vice President with the annual conference. This aid would include helping with site arrangements, securing speakers and presentations, preparing the program, and performing any other duties deemed necessary and appropriate to produce the annual conference.

Section 4 Secretary

The Secretary shall record the minutes of each meeting, update and publish the membership directory and constitution, and conduct the correspondence of the Association unless otherwise specified.

Section 5 Treasurer

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The Treasurer shall collect and dispense the funds of the Association and shall keep all financial records.

Section 6 Interest Sections

The Chair of each Interest Section shall be a member of the Board. The Chairs shall be responsible for promoting the affairs of their particular Interest Section and representing their interest on the Board.

Section 7 Members-at-Large

Members-at-Large on the Board shall be responsible for promoting membership and acting as a resource person for the Association. One member-at-large may be elected for each distinct geographic region within the organization. Typically, this would be one member for each state (i.e., Utah, Idaho, etc.)

ARTICLE III Elections

Section 1 Elections

Elections shall be held each year within thirty days following the annual fall business meeting. The winners of the positions shall be determined by a majority of the votes collected by the deadline.

Section 2 Term of Office

The election of a Second Vice President and Member-at-Large is annual. The term of office for the Second Vice President shall be one year, at which point the Second Vice President then continues as the First Vice President, etc. The term of office for the Member-at-Large shall also be one year. The election of the Secretary and Treasurer shall be held every three years, but not in the same years. The term of office of the Secretary and Treasurer shall be three years each. All elected officers' terms of office shall begin following the business meeting at the annual conference held each Fall.

Section 3 Nominations

The Nominations Committee shall search for nominations for open Board positions. They will present the slate of nominations to the President at the annual fall business meeting. Upon approval, they will also collect relevant biographical information from all nominees to send out with ballots.

Section 4 Filling of Vacancies

In the case of death or disability of the President, the Board shall appoint an acting President for the remainder of the elected President's term. In the case of the resignation of the President, the resigning President, with the approval of the Board, shall appoint an acting President for the remainder of the elected President's term. Vacancies among the other members of the Board shall be filled by a majority vote of the Board.

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ARTICLE IV Amendments

Amendments to the ByLaws may be made by a two-thirds majority of the voting members of the Board. Such changes shall be reported to the membership.

ARTICLE V Robert's Rules of Order, Revised

Roberts Rules of Order, Revised shall govern the meetings of the Intermountain Teachers of English to Speakers of Other Languages (I-TESOL) in all cases to which they are applicable.

ARTICLE VI Interest Sections

Section 1 Membership

Members of I-TESOL at the time of joining or of renewing membership, shall indicate their primary Interest Section, from among the following: Applied Linguistics/Higher Education, Adult Education, and K12/Bilingual Education.

Section 2 Meetings

Each Interest Section listed above shall conduct a business meeting during the annual fall conference of the Association. One item of business at the meeting shall be the election of a Vice-Chair. Each Interest Section shall also host one Interest Section workshop or mini- conference apart from the annual fall conference (most likely in the spring of the year— but not during the three weeks prior to or following the TESOL conference).

Section 3 Officers

The officers of each Interest Section shall be the Chair and the Vice-Chair, who shall be the Chair-elect. The Vice-Chair shall be elected by each Interest Section during its annual fall business meeting. Each position shall be for one year. At the end of the one-year term, the Vice-Chair then continues as the Chair for a one-year term.

Article VII Financial Assets

Section 1 Authority to Control and Manage Financial Assets

The Treasurer, Secretary, President, and Manager all have authority to manage and control the financial assets of the organization.

Section 2 Transfer of Authority

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Upon resignation or end of term of the Treasurer, Secretary, or President, the authority to manage and control the financial assets of the organization are transferred to the elected or appointed Treasurer, Secretary, or President, respectively, as recorded in the minutes from a board meeting or the annual business meeting.

Article VIII I-TESOL Manager

Section 1 Appointment of Manager

The Presidents' Council may appoint an individual to serve as Manager for I-TESOL.

Section 2 Duration of Appointment

The Manager serves without a specified time for the appointment. Appointment can be terminated by either the Presidents' Council or the Manager at any time. No reason for termination is required by either party.

Section 3 Duties and Responsibilities

The Manager fulfils a variety of responsibilities under the direction of the Board. These duties may include, but are not limited to, the following.

- Member recruitment
- Member communication (phone, email, web, etc.)
- Website management
- Annual Conference preparation (nametags, posters, programs, promotional materials, etc.)
- Financial administration
- Officer training and assistance
- Reminder emails to officers regarding responsibilities

Section 4 Voting

The Manager does not vote on issues at the board level unless otherwise elected to concurrently hold an elected position on the board (i.e., Secretary or Treasurer). The Manager cannot vote as a member of the institution unless the Manager is a member.

Section 5 Payment for services rendered

The Manager may receive pay for services rendered, not to exceed the maximum amount allowable under tax laws, which require the organization to submit additional tax documents.

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Section 6 Reimbursement

The Manager may be reimbursed for expenses incurred while fulfilling responsibilities requisite to the position pending approval by the Presidents' Council.