

**AMERICAN ASSOCIATION OF TEACHERS OF SPANISH AND PORTUGUESE
METROPOLITAN CHAPTER OF NEW YORK**

CONSTITUTION

Article I. NAME

The name of this Association shall be the American Association of Teachers of Spanish and Portuguese, Metropolitan Chapter of New York.

Article II. PURPOSE

Its purpose shall be to serve the interest of teachers and teaching of Spanish and Portuguese, on all levels, in the New York Metropolitan area. The chapter aims to serve exclusively for professional, literary, educational, and scientific purposes.

The organization aims to promote, develop and advance the study and teaching of Spanish and Portuguese through research, discussion, and exchange of information and ideas.

It supports education of these languages at all levels, and of their corresponding Hispanic, Luso-Brazilian, and other related literature and cultures.

Article III. MEMBERSHIP

Section 1: There shall be four classes of memberships: active, student, Emeritus (30+ years) and Life (40+ years).

Section 2: Active membership is open to all teachers of Spanish and Portuguese and to all others interested in related cultures.

Section 3: All members of the Metropolitan Chapter of New York of the AATSP must also be members in good standing of the national organization.

Section 4: A member is considered to be in good standing by both the National Association and the Chapter when payment of membership dues are received and the name of the member is entered in the membership database, and duly notified thereof.

Article IV. EXECUTIVE BOARD

Section 1: *Government.* The Executive Board, consisting of the officers (President, two Vice-Presidents, Recording Secretary and Treasurer), **immediate past president and newsletter editor** and the Board of Directors shall govern the Chapter. The Executive Board may appoint committees to carry out business and purposes of the Chapter.

Section 2: *Number of Board Members and Qualifications.* The Executive Board shall consist of the following: a President, at least two Vice Presidents, a Recording Secretary, a Treasurer, the most recent past president, **newsletter editor** and not fewer than six nor more than twenty members as determined by the bylaws and fixed from time to time by resolution of the Board of Directors.

Section 3: *Quorum.* One half of the Executive Board members shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Executive Board.

Section 4: *Meetings.* Meetings of the Executive Board shall be called at the discretion of the President. Whenever possible, these meetings shall be held before the beginning of each regular meeting of the Chapter, and at the beginning and end of the school year.

Article V. ELECTION OF EXECUTIVE BOARD

Section 1: *Election Rules.* Elections shall take place every second year during the even year by secret ballot; a ballot with blank spaces for writing in the names of other candidates shall be distributed to all voting members in good standing of the Chapter. This ballot shall be distributed in time for the results to be tabulated before the last meeting of the calendar year. A committee of three members shall be appointed by the President to tabulate the results of the election. Installation of the new officers shall take place at the last meeting of the calendar year.

Section 2: *Term.* The term of the officers shall be two calendar years. Each officer may be re-elected by the usual majority vote of the general membership, and once more if the Executive Board, by secret ballot, unanimously approves his/her selection as a candidate.

After serving on the Board of Directors for the four years immediately following their term of office as president, past presidents may be elected to the Board of Directors in accordance with Article V, Section 1, paragraph 2.

Section 3: *Filling Unexpired Terms.* In case any member of the Executive Board resigns or is unable to complete his term of office, the Executive Board shall choose a successor by a majority of a quorum to complete the term of office.

Section 4: *Other Appointments.* The chapter may have such other agents as may from time to time be determined and appointed by the Executive Board for such term as the Board may determine.

Article VI. DUTIES OF OFFICERS.

Section 1: *President.* The President shall be the Chief Executive Officer of the Chapter. He or she shall preside at all meetings of the Chapter and shall have supervision and control of the affairs of the Chapter, subject to the supervision of the Executive Board, and shall exercise such other powers as may from time to time be conferred on him by the Executive Board. He shall appoint all Committees of the Chapter and serve as an ex officio member of such committees.

Section 2: *Vice Presidents.* The Vice Presidents shall assist the President in planning programs and increasing membership of the Chapter.

Section 3: *Recording Secretary.* The Recording Secretary shall take minutes of all regular and Executive Board meetings.

Section 4: *Treasurer.* The Treasurer shall collect dues when necessary, keep a detailed account of all monies received and disbursed, and report this amount to the Executive Board at its meetings. The Treasurer shall prepare an annual statement which shall be kept in the archives of the Chapter.

Section 5: *Executive Officers.* These Officers, together with the Board of Directors, shall have charge of all business of the Chapter. They shall provide for a time, place and program for each meeting. They shall pass upon the accounts of the Treasurer, and shall pass upon the disbursements made by the Chapter and authorize, by a majority vote of a quorum assembled at a Board meeting, the Treasurer to make such disbursements.

Article VII. MEMBERS

Section 1: *Time, Place and Number of Meetings.* The meetings of the members shall be held at such time and place and with such frequency as the Executive Board elects, with at least 5 days prior notice.

Section 2: Quorum. Members present at all meetings of members shall constitute a quorum. In the case of mail or electronic votes, those voting shall constitute a quorum. For all purposes except where otherwise required by law, a majority of those voting shall be requisite for election or other action by the membership.

Section 3: Voting Power and Who May Vote. Each Active, Student, Emeritus and Life member in good standing shall be entitled to one vote in Chapter elections.

Section 4: Manner of Voting. Regular election of officers and Board of Directors members shall be by mail or digital ballot. Ballots shall be e-mailed or made available to all members entitled to vote at least one week before they must be returned. Other votes, unless otherwise specified by resolution of the Executive Board, may be by ballot viva voce, or by show of hands. The voting period will follow the national organization's calendar.

Section 5: Dues. Each active and each student member pays annual dues, a sum fixed by AATSP National. No member in default may exercise any privilege of membership. Annual dues are payable in advance before January 1 and cover the calendar year.

Article VIII. AMENDMENTS.

Three or more members in good standing may propose an amendment altering, or amending these bylaws at any meeting of the Executive Board at least one week before their meeting to discuss the amendment. Such an amendment shall be voted upon by the Executive Board and adopted upon a majority vote of those present.

Article IX. DISBANDMENT.

If this Chapter should ever disband, all its financial assets shall be given to the national organization.

This Constitution supersedes all previous constitutions of this chapter, **December 2019**

Gabriela Altomarin,
President