

**ByLaws
of the
Foreign Language Association of Virginia
2018**

Article I: Description of Duties

Section A: President:

1. Serves one two year term, then serves as Immediate Past President.
2. Presides at the meetings of the Executive Board, Advisory Council, the Annual Conference, and other called meetings.
3. Communicates monthly with all officers and calls Executive Board meetings as needed.
4. Calls meetings of the Advisory Council no fewer than two times a year.
5. Appoints individuals to committees and positions.
6. Appoints a member to fill any unexpired term.
7. Advises officers and committees of FLAVA and assures that the business of FLAVA is carried out.
8. Is designated an alternate signer with the Treasurer for documents required by financial institutions.
9. Represents FLAVA and attends local, state, regional, and national world language conferences or appoints a designee.
10. Serves as FLAVA's official representative at public relations functions.

Section B: President Elect:

1. Serves one two year term beginning January 1st following the election, then advances to the position of President.
2. In the event that the President is unable to complete the term of office, the President Elect completes the term. At the discretion of the Executive Board, a special election will be conducted to elect a President Elect.
3. Coordinates site selection and onsite arrangements for the Annual Conference of FLAVA for his/her term as President in consultation with the Conference Committee.
4. Serves as a liaison between the Board and the Conference facility representative.
5. Serves on the Conference Committee.
6. Presides at meetings of FLAVA in the event of the President's absence.
7. Provides oversight of financial transactions executed by the Treasurer.
8. Works closely with the Chair of the Membership Committee to ensure that an accurate and timely membership list is maintained and made available for communications.
9. Assumes other responsibilities as directed by the President.

Section C: Conference Coordinator:

1. Serves a two year term, beginning January 1st following the election, appointed by the President.

2. Develops the program for the FLAVA Annual Conference and coordinates all aspects of the conference.
3. Chairs the Conference Committee.
4. Represents FLAVA in negotiations with conference site.

Section D: Communications Coordinator:

1. Serves a two year term, beginning January 1st following the election.
2. Provides written minutes of all FLAVA meetings.
3. Maintains an orderly and accessible file of the official records of FLAVA.
4. Maintains a record of attendance at scheduled meetings of the governing bodies.
5. Acts as communications intermediary between the Executive Board and the membership as deemed necessary and for all purposes.

Section E: Treasurer:

1. Serves a two year term, beginning January 1st following the election, appointed by the President.
2. Collects and processes member dues and all revenues in a timely manner
3. Holds all funds of FLAVA, depositing and disbursing such funds as required by the Executive Board, and following bookkeeping practices as advised by a bona fide bookkeeper or accountant.
4. Maintains the permanent fiscal records of FLAVA, and presents an annual yearend fiscal report to the Executive Board in January. The Treasurer presents a second report in August to the Executive Board, and to the membership at the annual business meeting at the FLAVA Conference.
5. Has power to sign documents required by financial institutions.
6. Provides information to a certified tax accountant to prepare the annual tax report for the IRS.
7. Collects, duplicates, and files all receipts, invoices, and other financial records for the current year. Keeps all such records for the past six years, eliminating those that are no longer viable or required for tax audits. Documentation deemed of historical value will be maintained in the Association's permanent files.

Section F: The Immediate Past President:

1. Serves a two year term concurrently with the President as an advisor to the Executive Board, at the behest of the President.
2. Assumes responsibilities as directed by the President.

Article II: Affiliates

1. Affiliates shall include state language associations, Virginia Foreign Language Supervisors Association, the Virginia Department of Education, and other organizations that support language learning as solicited by the President.
2. All Affiliates shall be represented by a president or designee of the organization, who will
 - a. Serve as liaison between the organization and FLAVA.
 - b. Serve on the Conference Committee and solicit and schedule sessions for

the annual conference.

c. Provide two articles annually to be posted on the FLAVA website, as well as submit an affiliate report to the President upon request.

Article III: Positions and Committees

Section A: Appointed Positions

The President shall appoint individuals to the following positions for a term of two years:

1. Conference Coordinator,
2. Treasurer,
3. FLAVA Website Editor and
4. Other positions as deemed necessary by the President.

The President, in consultation with the Executive Board, oversees the hiring, continuation, or dismissal of these two positions, which do not necessarily require FLAVA membership and, indeed, may be external to FLAVA:

1. Webmaster and
2. Accountant/Bookkeeper.

At a regularly scheduled meeting, the Executive Board shall formally consider the removal of any member of the Advisory Council who fails to attend two consecutive meetings, is excessively absent from meetings, fails to maintain membership in FLAVA, and/or is found guilty of malfeasance of office. A two thirds majority of voting members of the Executive Board in attendance shall constitute approval.

Section B: Descriptors

1. Exhibits Coordinator
 - a. Secures and coordinates exhibits for the Annual Conference.
 - b. Solicits advertisements for the program bulletin for the Annual Conference.
 - c. Sends invoices to all vendors, associations, and advertisers for the Conference for tables, booths, and advertisements. Collects such checks that may be submitted to him/her, sending them to the Treasurer for processing. Sends a complete inventory of exhibitor income and expenses to the entire Executive Board.
2. Parliamentarian
 - a. Guides the presiding officer and members in following parliamentary rules.
 - b. Makes minor corrections to the Constitution and Bylaws for instances of misspelling, grammar, formatting faults, but not including changes that could alter the intent of the text, in consultation with the Executive Board.
3. The FLAVA Website Editor:

- a. Is responsible for the content on the FLAVA website in consultation with the Executive Board.
- b. Submits any collected advertising revenue from the FLAVA website to the Treasurer.

4. The Webmaster:

- a. Maintains and updates the technical aspects of the FLAVA website in consultation with the Executive Board.
- b. Is responsible for the location and maintenance of the FLAVA site domain name and license.

5. The Accountant/Bookkeeper:

- a. Reviews all policies and procedures as requested by the treasurer.
- b. Advises the Finance Committee as needed.
- c. Files taxes and/or other financial documents for FLAVA on an annual basis.

Section C: Standing Committees:

Appointment of Chairs

1. The Standing Committee chairs are appointed by the President in consultation with committee members for the duration of the term of the President who appoints them.

2. Standing Committees, whose terms are constitutionally determined, consist of the following:

- Nominations Committee,
- Recognitions and Awards Committee,
- Membership Committee,
- Teacher Education and Professional Development Committee,
- Advocacy Committee,
- Communications Committee,
- Finance Committee, consisting of:
 - a. Treasurer,
 - b. President,
 - c. President Elect,
 - d. Other members as appropriate, and
- Conference Committee consisting of at least:
 - a. Conference Coordinator,
 - b. Treasurer,
 - c. President Elect,
 - d. Exhibits Coordinator,
 - e. Recognitions and Awards Chair
 - f. Language Affiliate representatives, and
 - g. Other members as appropriate.

Section C: Ad Hoc Committees:

Ad Hoc Committees are appointed by the President as needed for a period of time not to exceed the President's term.

Approved at the Fall Conference, 2018