

**Bylaws of the  
Foreign Language Association of Virginia  
2025**

**Article I: Description of Duties for Executive Board Positions**

The governance of the Foreign Language Association of Virginia (FLAVA) shall consist of the Executive Board, Advisory Council, Standing Committees, and any Ad Hoc Committees. The Executive Board makes all board decisions with the counsel of the Advisory Council. Only members of the Executive Board have the right to vote on official FLAVA board business.

**Section A: President**

1. Serves one two-year term, beginning January 1st following the election then serves as Immediate Past President, for a term of two years.
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. In concert with the Conference Coordinator, represents FLAVA in negotiations with the conference site(s) and 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: Communications Coordinator

1. Serves a two-year term, beginning January 1st following the election.
2. Provides written minutes of all FLAVA meetings to the Executive Board within two (2) days of the meeting for comment and makes available for posting by the webmaster to the FLAVA website under Board Minutes within seven (7) days of the meeting.
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 including both print and electronic media.

#### Section D: Treasurer

1. Serves a two-year term, beginning January 1st following the election, appointed by the President with the approval of the Executive Board.
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 year end 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 maintained by the Historian.

#### Section E: Conference Coordinator

1. Serves a two-year term beginning January 1st following the election, appointed by the President with the approval of the Executive Board.
2. Develops the program for the FLAVA conference(s) and coordinates all aspects of the conference(s).
3. Chairs the Conference Committee.
4. In concert with the President-Elect, represents FLAVA in negotiations with the conference site(s) and serves as a liaison between the Board and the Conference facility representative.

## 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: Advisory Council, Affiliates**

1. Affiliates shall include state language associations, the Virginia Department of Education, and other organizations that support language learning as solicited by the President with the approval of the Advisory Council.
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 conferences.
  - c. Submit two (2) affiliate reports annually on activities and leadership updates to the President, prior to the Advisory Council meetings, as requested by the President. Affiliate reports will be posted on the FLAVA website under Affiliate Reports.

## **Article III: Advisory Council, Appointed Positions and Committees**

### Section A: Appointed Positions

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

1. Website Editor,
2. Parliamentarian,
3. Historian, 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 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, Appointed Positions

### 1. 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.

### 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. Historian

- a. Maintains and organizes all former documents/images.
- b. Creates a system for all documents to be stored/accessed by members.
- c. Gathers pictures and videos of events during the conference(s).

#### 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 the Executive Board for the duration of the term of the President who appoints them.
2. Standing Committees consist of the following:
  - Nominations Committee, consisting of at least:
    - a. One committee chair
    - b. At least two other FLAVA members
  - Recognitions and Awards Committee, consisting of at least:
    - a. One committee chair
    - b. At least two other FLAVA members
  - Membership Committee,
  - Mentoring Committee,
  - Professional Learning Committee,
  - Advocacy Committee,
  - Finance Committee, consisting

of:

- a. Treasurer,
- b. President,
- c. President-elect,
- d. Other members at the discretion of the President, 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 D: 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, 2025