

# **THREE RIVERS TESOL CONSTITUTION**

November 17, 1989  
Amended April 4, 1992  
Amended March 22, 2003  
Amended October 29, 2012

## **Article I. Name and Purpose**

**Section 1.** This organization shall be known as the Three Rivers TESOL Association, an affiliate of TESOL (Teachers of English to Speakers of Other Languages).

**Section 2.** The purposes of this organization shall be:

- A. To stimulate the professional development of the teachers of ESOL within the area served by the Association: central and western Pennsylvania.
- B. To encourage and improve the teaching of ESOL within this area;
- C. To establish national contacts through affiliation with TESOL;
- D. To provide opportunities for group study and discussion of problems which confront ESL teachers of this area.

**Section 3.** This association is organized exclusively for educational purposes, including the making of distributions to an organization that qualifies as exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **Article II. Membership**

**Section 1.** Any person or institution interested in the teaching of

English to speakers of other languages is eligible for membership.

**Section 2.** There shall be the following classes of memberships: Individual Members, Student Members, Life Members, and Institutional Members.

A. Individual Members shall have all the privileges of membership.

B. Student Members shall have all the privileges of membership and shall pay reduced dues. Student Memberships shall be granted to persons who are at least in half-time study.

C. Life Members shall have all the privileges of membership. Life membership may be conferred by a majority vote of the Executive Board upon those members of the Association whom it wishes to recognize for their distinguished services.

D. Institutional Members shall have the privilege of registering individuals within their organization at a reduced rate for membership in Three Rivers TESOL.

### **Article III. Officers**

**Section 1.** The officers of this organization shall be a President, a Vice-President, a Secretary, a Treasurer, a Webmaster, and Past President. The Office of President shall be filled by the preceding Vice-President. The office of the Past President shall be filled by the preceding President. The other officers shall be elected by the membership.

**Section 2.** The President shall preside at all meetings, appoint such committees as the Executive Board authorizes, and assume general responsibility for conducting the business of the Association. The President shall be principally responsible for making all arrangements in connection with the programs to be held by the Association and shall serve as a liaison officer to keep the Association and TESOL mutually informed.

**Section 3.** The Vice-President shall preside in the absence of the President and generally assist the President in the execution of business, especially program arrangements.

**Section 4.** The Secretary shall notify the membership of all meetings. S/he shall record and distribute to the Executive Board the minutes of all Executive Board meetings and maintain the Association's files and records. The Secretary shall maintain and distribute an accurate, current, membership list. The Secretary will be responsible for maintaining mailing lists and for reproduction, distribution, and mailing of announcements, newsletters, etc. to the membership. The Secretary shall be responsible for production of the newsletter, including appointment of assistant editors, gathering contributions, editing, layout, etc.

**Section 5.** The Treasurer shall be responsible for the financial affairs of the organization, including collection of annual membership dues, payment of all bills, and preparation of financial reports.

**Section 6.** The Webmaster is responsible for maintaining the Association's website in consultation with the other members of the Executive Board.

**Section 7.** The Past President is responsible for advising the Board and assisting as needed.

**Section 8.** The Executive Board, consisting of the elected officers, shall direct the work of the Association.

**Section 9.** The President and at least two other Officers of the Executive Board shall be members of TESOL (TESOL Standing Rule V., Section 2.I.D.) and the Association.

## **Article IV. Meetings**

**Section 1.** General meetings of the Association shall be held at such times and at such places as the Executive Board shall decide. Those

members in good standing present at a meeting shall constitute a quorum for voting purposes.

**Section 2.** There shall be one Annual Business Meeting during the spring and at least one additional Executive Board Meeting each calendar year. Special meetings of the general membership may be called by the Executive Board. A quorum for business matters shall be the same as that used to elect officers (Article V, Section 2).

## **Article V. Elections**

**Section 1.** The election of officers shall be by closed ballot of members in good standing during the Annual Business Meeting. In all cases, the election results shall be final prior to the conclusion of the Annual Business Meeting. Proxy and Mail-In votes will be accepted.

**Section 2.** A quorum shall consist of all members in good standing who are present at the Annual Business Meeting along with any Mail-In votes. A majority vote shall decide all elected officers.

**Section 3.** The term office of the President shall be one year, after which s/he succeeds to the Past Presidency and serves in that position for one year. The term of office of the Vice President shall be one year, after which s/he succeeds to the Presidency and serves in that position for one year. The Secretary and Treasurer shall each be elected for two-year terms. The Secretary shall be elected in odd years. The Treasurer shall be elected in even years. The new officers shall begin their terms at the close of the Annual Meeting. The term of office of the Webmaster shall be two years.

**Section 4.** The Vice President shall prepare a list of possible nominees for the election meeting. Other nominations will be accepted at the meeting.

**Section 5.** When there are two nominees for each position, election of

officers shall be determined by a majority of the votes returned. In case of three or more candidates for an office, a plurality of the votes is sufficient for election.

**Section 6.** A vacancy in any office, except that of President, shall be filled by an appointment by the President. The Vice-President shall succeed to the Presidency except when s/he has been appointed to the Vice-Presidency. In that case, the President shall be elected by the membership.

## **Article VI. Earnings**

**Section 1.** All earnings shall be used solely to achieve the purposes of the Association.

**Section 2.** No part of the net earning of this Association shall be used for the personal benefit of its members or other private persons.

**Section 3.** Monies may be disbursed only with the approval of the Executive Board and/or the majority of members in good standing at a business meeting.

## **Article VII. Dissolution**

In the event of the dissolution, all finances of properties of this organization will become sole properties of TESOL or non-profit organizations with like interests.

## **Article VIII. Amendments**

**Section 1.** Proposed amendments to this Constitution must first be approved by a majority of members of the Executive Board and submitted to the President in a petition signed by at least 8 members in good standing. Any such proposed amendment shall be distributed to all the members at least 30 days before the amendment is voted on. To

become effective the proposed amendment must be ratified by at least two-thirds of the members in good standing present at a meeting of the Association or by a majority of those members in good standing who respond to poll by mail.

## **BYLAWS**

### **1. Membership and Dues**

Section 1. The membership year shall be from the fall conference to the following fall conference.

Section 2. The annual dues shall be specified by the Executive Board.

### **2. Standard Authority**

The rules contained in Robert's Rules of Order, Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Association.

### **3. Amendments**

Amendments to the Bylaws may be made by a two-thirds vote at any regular meeting, provided that notice has been given at a previous meeting or by mail at least 30 days before the amendments are voted upon.