

**AMERICAN ASSOCIATION OF TEACHERS OF ITALIAN**  
**CONSTITUTION & BY-LAWS**

**APPROVED BY THE GENERAL MEMBERSHIP BY ELECTRONIC VOTE**  
**May 8, 2011**

**APPROVED BY EXECUTIVE COUNCIL**  
**MARCH 17, 2011**

# **CONSTITUTION OF THE AMERICAN ASSOCIATION OF TEACHERS OF ITALIAN**

## **I. Name**

The name of this organization shall be the *American Association of Teachers of Italian* (AATI; henceforth known herein as “Association”)

## **II. Purpose**

The purpose of the Association shall be to promote and improve the teaching of the language, literatures, and cultures of Italian-speaking countries and geo-cultural areas, and to serve the interests of teachers of Italian on all levels in the United States and Canada, especially through publication of its journal *Italica*, its Newsletter, and its official Website; the sponsorship of conferences, symposia, and workshops; the encouragement and support of research in the field of Italian Studies; informing the general public of its activities; and the collaboration with other professional organizations.

No part of the net earnings of the Association shall benefit any private shareholder or individual; no substantial share of the activities of the Association shall be for the purpose of carrying on propaganda, or otherwise attempting to influence legislation, or participating in or intervening in any political campaign on behalf of any candidate for public office.

## **III. Membership**

a) Any person may become a member on payment of the dues currently fixed by the By-laws, and may continue as a member by payment of the annual dues.

b) Scholars may be elected to honorary life membership by the Association on the nomination by the Executive Council, subject to such limitation as may be stated in the By-laws.

c) Recipients of the Association’s Distinguished Service Award are entitled to an honorary life membership, subject to such limitation(s) as may be stated in the By-laws. The Association’s Distinguished Service Award is to recognize and further encourage the achievements and contributions of the members of the AATI for distinguished teaching and or published research in the fields of Italian language, literature, and civilization.

d) A non-member who has made a significant contribution to the building of the Association, to the fulfillment of its objectives, or to the development of the profession, may be elected to honorary life membership by the Association on the nomination by the Executive Council subject to such limitation as may be stated in the By-laws.

e) Libraries and other organizations may become institutional members with the right to receive the Association's publications but without the right to vote or to participate in deliberations.

f) Members of the Association may organize local chapters, bearing the Association's name, subject to such regulations as may be stated in the By-laws.

#### **IV. Officers: Executive Council**

a) The officers shall be a President, two Vice Presidents—a Vice President for Colleges and Universities and a Vice President for K-12—a Secretary-Treasurer, a Director of Communication, and such Regional Representatives as shall be stated in the By-laws. Together with the immediate Past President, these officers shall constitute the Executive Council.

b) The President, the two Vice Presidents and the Regional Representatives shall be elected for a period of three years; the Secretary-Treasurer shall be elected for a period of four years. The President and the two Vice Presidents shall not be eligible to serve for a second term; the position of Secretary-Treasurer is not subject to term limits.

c) The Director of Communication shall be appointed by the President with the majority consensus of the Executive Council. This position is not subject to term limits.

#### **V. Annual Meeting**

The time and place of the annual meeting shall be sent by the Executive Council one year in advance.

#### **VI. Affiliations**

The Executive Council may authorize the Association to join in the work of other educational organizations and may elect delegates or representatives for this purpose.

#### **VII. Amendments**

Amendments to the Constitution must first be approved by the Executive Council and submitted to the membership by mail, or electronically, at least 20 days prior to being voted upon by mail or electronic ballot. An amendment to the Constitution requires a two-thirds majority vote of those casting ballots. Any member of the AATI may submit an amendment for consideration to the Executive Council. A recommended amendment

must be accompanied by signatures of twenty-five (25) members in good standing of the AATI.

### **VIII. Income**

a) The income for each taxable year shall be distributed at such time and in such a manner as not to subject the Association to taxes.

b) The Association shall refrain from engaging in any act of self-dealing, from retaining any excess business holdings, from making any investments in such a manner as to subject the Association to taxes, and from making any taxable expenditure.

# BY-LAWS

## I. Membership and Dues

- a) The annual dues shall be: Individual (USA and Canada) \$55.00; Couples \$65.00; International Resident \$75.00; Student \$25.00; Emeriti and Ph.D.s without full-time employment \$35.00. Institutional subscription \$75.00; Lifetime \$1,000; Five-year membership receives a 10% discount. Individuals may also be recognized as Patron (\$100-499); Donor (\$500-999); Benefactor (\$1,000).
- b) A person who at the time of retirement from active academic service has been a member in good standing for fifteen consecutive years or more may notify the Secretary-Treasurer of his/her retirement and thereafter become an emeritus member upon payment of \$35.00 a year.
- c) Any member whose payment of dues is in arrears for more than six months will be dropped from membership.
- d) This section of the By-laws pertaining to membership and dues may be changed or amended on the recommendation of the Executive Council by majority vote at the Annual Meeting.

## II. Elections and Organization

- a) The Nominating Committee shall be a standing committee composed of five persons serving staggered terms of three years. The members of the Committee and its Chairperson shall be appointed by the President upon consultation with and approval by the Executive Council. Two of the appointees to the Nominating Committee shall be members of the Executive Council, excluding the President, the two Vice Presidents, the Secretary-Treasurer, and the immediate Past President. At least two of the five members shall represent elementary and/or secondary levels of instruction. Any member of the AATI may suggest to the President the names of potential appointees to the Nominating Committee. The names of the members of the Nominating Committee will be announced to the membership through the pages of *Italica*, the Newsletter, and/or the official Website.
- b) The Nominating Committee shall present its report to the President who shall transmit the slate of candidates to the Secretary for distribution to the entire membership in the form of a written or electronic ballot at least thirty (30) days before the vote for which new officers are to be selected. There shall be at least two candidates for each office. Space shall be provided on the ballot for one write-in candidate for each office. All ballots are to be executed and tallied at least fifteen (15) days before the Annual Meeting. The Committee Chairperson shall certify the results of the election by submitting the paper or electronic ballots to the Secretary, who shall notify the membership of the results at the Annual Meeting.

c) In making its selection the Nominating Committee should give due consideration to such factors as geographic distribution and a balance of representation of Colleges and Secondary Schools.

d) The term of office in every case shall begin January 1.

e) The Editor of *Italica* shall be appointed by the Executive Council upon the completion of a full search. The Editor shall serve for a term of five years and for not more than two terms. The Search Committee will be composed of three members of the Executive Council appointed by the President upon approval of the Executive Council.

f) The other Standing Committees of the Association shall be the Program Committee and the Committee on Awards. The Vice President for K-12 shall chair the Conference Program Committee during the term of office. The Conference Program Committee shall be composed of four other persons serving staggered terms of three years. At least two of the five members shall represent elementary and/or secondary levels of instruction. The members of the Conference Program Committee and the Committee on Awards shall be appointed by the President upon consultation with and approval by the Executive Council. The Ad Hoc Committees of the Association shall be those which the President deems necessary. The membership and term of office of each Ad Hoc Committee shall be determined by the President on recommendation of the Executive Council. The President and the Executive Council shall strive to secure fair distribution of committee members among the various constituencies of the Association.

g) The membership of the AATI shall be divided into ten (10) Regions. Each Region shall have at least one elected Regional Representative. In Regions, which have the greatest number of members, one or two additional representatives will be appointed by the President upon consultation with and approval of the Executive Council. The total number of Regions will not exceed twelve (12).

The Regions shall be the following:

1. New England (CT, MA, ME, NH, RI, VT)
2. New York State (2 representatives)
3. Mid-Atlantic (NJ, PA, DE, MD, DC)
4. Southeast/Southern (NC, SC, VA, WV, KY, TN, AL, FL, GA, LA, AR, MS, Puerto Rico)
5. Midwest (IL, IN, MI, OH, WI, MN, IA)
6. Plains/Southwest (KS, MO, AZ, NE, ND SD, NM, OK, TX)
7. Rocky Mountains/Far West (CO, ID, MT, NV, UT, WY, HI, OR, WA)
8. California
9. Canada
10. Italy

The President, at his/her discretion and upon approval of the Executive Council, may add Regional Representatives in Regions where the number of members warrants it or where

it is geographically feasible. The Representative from Italy shall be appointed by the President upon approval of the Executive Council.

h) Vacancies: Should the Presidency be unexpectedly vacated, the Executive Council shall elect one of its two Vice Presidents to fill out the term. Should the Presidency and both Vice-Presidencies be unexpectedly vacated, the Executive Council shall elect one from its membership the officers needed to complete the term. In the case of the Secretary-Treasurer, the President, upon approval of the Executive Council, shall appoint a successor to fill out the term. Nominations shall be made in accordance with Article IIb and the election shall be conducted within one month. In the case of the Delegate to the NFMLTA and/or ACTFL, the President shall appoint a successor to fill out the term.

i) Chapters: Any group of active members may organize a chapter with an appropriate name, elect officers, and petition the Executive Council for a Charter.

j) Chapters and Chapter Membership: Chapters may be organized by twenty (20) or more members, upon approval by the Executive Council. All Chapters must draft a constitution and set of by-laws that shall be approved by the Executive Council of the Association. The constitution of such chapters shall be in agreement with the principles of the Constitution of the Association and must be approved by the Executive Council. There shall be no restrictions on the right of any member of the AATI to belong to the chapter of his/her choice.

Dues for national membership are collected by National Headquarters. Chapters receive 10% of the national dues payment for each Active Member affiliated with that chapter, but not to exceed \$10.00. This amount is reimbursed annually to the chapters. Chapters are authorized to levy additional annual dues from their members as they may see fit, subject to approval by the Executive Council. All Chapter members must also be members of the Association.

All chapters shall remit annually a copy of the minutes of the business proceedings of the Chapter and the report of the Chapter treasurer.

If a Chapter becomes inactive, does not perform properly its functions, or conducts its affairs as to jeopardize the best interests of the Association, the Executive Council may dissolve or suspend the Chapter and its activities upon majority vote by the Executive Council. Were this to be the case, any remaining assets of the Chapter would be turned over to the Association and held in reserve for a period of three years in order for the Chapter to reorganize as deemed appropriate by the Executive Council.

A chapter president may serve no longer than four consecutive years. The presidents of the Chapters shall form an Assembly of Chapter Presidents to coordinate the aims and purposes of the chapters and those of the Association. The Assembly shall meet annually in conjunction with the Annual Meeting of the Association. The Assembly shall also choose a delegate to represent them at the Executive Council as an *ex officio* member; this appointment shall last for three years.

### **III. Duties of the Officers**

a) The President is the chief administrative officer of the Association, with direct responsibility for the conduct of its affairs during his/her term of office. He/she shall call all meetings and preside over them. He/she shall report at the Annual Meeting the actions and decisions of the Executive Council as well as his/her own, and his/her reports shall be published in the Newsletter and on the official Website.

b) The two Vice Presidents shall assist the President, and except as provided in By-law Vc, shall preside at meetings in the President's absence. The Executive Council shall decide which Vice President shall preside. The Vice President for K-12 shall also serve as the Chair of the Conference Program Committee.

c) The Secretary-Treasurer shall receive and disburse all monies on behalf of the Association, and keep an accurate record thereof. He/she shall report on the membership and finances of the Association at the Annual Meeting. The Secretary-Treasurer will also prepare any necessary tax forms and an annual financial report that shall be published in the Spring issue of the Newsletter and on the official Website. The Secretary-Treasurer shall be provided funds in an amount authorized by the Executive Council. The Secretary-Treasurer shall also keep an accurate record of the proceedings of meetings of the Association and of the Executive Council, which shall be distributed within two weeks after an Executive Council meeting and subsequently published in the Spring issue of the Newsletter and on the official Website.

d) The Director of Communication shall be responsible for the following: (1) maintenance of the Website and List-serve; (2) membership database lists in collaboration with the Secretary-Treasurer of the Association, who is responsible for depositing all dues in the Association's checking and other bank accounts, 3) renewals and collection of dues, which he/she will then forward to the Secretary-Treasurer of the Association.

e) Both the Vice President for Colleges and Universities and the Vice President for K-12 shall be responsible for the following duties:

- Provide a detailed report of his/her activities for the Association at the annual meeting of the Association;
- Respond to all inquiries related to AATI matters as directed by the President and Secretary-Treasurer;
- Coordinate the augmentation of membership, regenerate interest in increasing Contingency and other funds;
- Assist in the increase of advertising on the web page;
- Assist the Program Committee for annual conference(s);
- Assist the Officers and the EC with the promotion of the Association here and abroad;
- Send appropriate email announcements to AATI membership via AATI Listserv subject to approval by the President;

- Prepare announcements such as Association conference(s) calls for papers, in conjunction with the President and Secretary-Treasurer;
- Carry out other appropriate duties as needed.

f) The Vice President for Colleges and Universities and the Vice President for K-12 shall be responsible for the following respective duties:

The Vice President for Colleges and Universities	The Vice President for K-12
<ul style="list-style-type: none"> <li>• Provide a detailed report of his/her activities for the Association at the annual meeting of the Association;</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a detailed report of his/her activities for the Association at the annual meeting of the Association;</li> </ul>
<ul style="list-style-type: none"> <li>• Serve as liaison and maintain regular contacts with related language and cultural organizations, and take care of organizing sessions at the MLA and its regional organizations as well as other Italian organizations;</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate regional chapters;</li> <li>• Coordinate regional representatives;</li> <li>• Serve as liaison to <i>Società Onoraria</i>;</li> <li>• Serve as liaison to the National Italian High School Contest Examination;</li> <li>• Keep the President apprised of all actions taken by the officers and regional representatives regarding the welfare of the Association.</li> </ul>
<ul style="list-style-type: none"> <li>• Serve as liaison to college and university members;</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as liaison to K-12 members;</li> </ul>
<ul style="list-style-type: none"> <li>• Provide appropriate information to the Editor of the <i>AATI Newsletter</i>;</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriate information to the Editor of the <i>AATI Newsletter</i>, and solicit information from regional representatives;</li> </ul>
<ul style="list-style-type: none"> <li>• Organize conference(s) held outside of North America;</li> </ul>	<ul style="list-style-type: none"> <li>• Organize conference(s) held in North America;</li> </ul>
<ul style="list-style-type: none"> <li>• Advise the President of specific needs of college and university members;</li> </ul>	<ul style="list-style-type: none"> <li>• Advise the President on the specific needs of K-12 members;</li> </ul>
<ul style="list-style-type: none"> <li>• Work with the President and Secretary-Treasurer on AATI annual conference(s) including the determination of appropriate sites in Italy, and in conjunction with other organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the President and Secretary-Treasurer on AATI annual conference(s) including the determination of appropriate sites in North America, and in conjunction with other organizations;</li> </ul>

g) The Editor of *Italica* shall have direct charge of the publication of the journal and may appoint such Associates as may be necessary to assist him/her. The Associates shall include representatives from all levels of Italian instruction. As the official journal of the Association, *Italica* must give adequate coverage to its proceedings and to items of

professional interest. To strengthen these functions and to address other professional concerns, the AATI also publishes the *Newsletter* and maintains an official Website. The Editors of *Italica* and the Newsletter, together with the Director of Communications, shall serve as *ex officio* voting members of the Executive Council.

h) The Regional Representatives, in co-operation with the President, shall promote the interests of the Association in their respective Regions, with special attention to the securing of new members and founding chapters. They shall develop and maintain regional organizations, including chapters, which shall be under their direction. They shall be responsible for regional execution of national policies and projects in their region for the advancement of the teaching of Italian at all educational levels. As members of the Executive Council, they shall assist in the formulation of such policies and in all the duties of the Council. Regional Representatives shall provide the President upon his/her request a summary of the activities in their region at least once each year before the annual meeting.

i) The delegates to the NFMLTA, JNCL, and ACTFL shall represent AATI at their meetings and shall report to the annual meeting.

#### **IV. Finance**

a) The fiscal year shall run from January 1 to December 31.

b) Surplus funds may be invested or deposited by the Secretary-Treasurer with the approval of the Executive Council.

c) Special expenditures, from which funds are available, must be authorized by the Executive Council.

#### **V. Annual Meetings**

a) The American Association of Teachers of Italian will meet annually at a place and time determined by the Executive Council one year in advance.

b) 25 members shall constitute a quorum.

c) In case the President and the two Vice Presidents are forced to be absent from the meeting, they shall notify the Secretary-Treasurer who shall poll the Executive Council in order to determine the President *pro tempore*, as provided by Bylaw IIIh.

d) Questions shall normally be determined by voice vote or by show of hands, though a secret ballot may be used upon motion.

e) On questions published in advance of the Meeting, written and signed proxies may be used, provided, however, that they shall have been submitted to the Secretary for verification not less than one day before the time of the Meeting.

f) All Business Meetings shall be conducted according to the latest edition of Robert's Rule of Parliamentary Procedure, provided that such rules do not conflict with the Constitution and its By-laws.

## **VI. Amendments**

The By-laws may be changed or amended, on recommendation of the Executive Council, by majority vote of the entire membership polled by mail with 30-day advance notice.

## **VII. Dissolution**

In the event of dissolution, after paying or making provision for payment of all the liabilities of the Association, the Executive Council shall donate all remaining assets to the Library of Congress for the purchase of Italian books or materials.