

Constitution

ARTICLE I Name

The name of this association shall be Oregon Teachers of English to Speakers of Other Languages (ORTESOL).

ARTICLE II Purpose

ORTESOL is a not-for-profit organization whose purposes are to raise the level of professional instruction in TESOL by providing opportunities for discussing, studying and sharing information about TESOL and Bilingual Education, and to cooperate in appropriate ways with other groups having similar concerns.

This organization is organized exclusively for educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law).

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

This organization is not organized for profit. All monies of the organization shall be disbursed only in support of the purposes of this organization and shall not be disbursed to any member of the organization for his or her own private gain.

ARTICLE III Membership

Membership in ORTESOL shall be open to all individuals who at any educational level teach English as a second language or dialect, as well as to those preparing for or otherwise interested in such teaching. Non-voting membership shall be open to institutions, agencies and commercial organizations.

ARTICLE IV Officers

The officers of the Association shall be: a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer. The officers shall perform the duties prescribed in the Bylaws.

ARTICLE V Meetings

ORTESOL shall hold at least one general meeting a year in the fall for the total membership, with part of the meeting devoted to the business of ORTESOL; the Executive Board shall hold at least one additional meeting.

ARTICLE VI Executive Board

There shall be an Executive Board consisting of the elected officers and three members-at-large, the immediate Past President, Special Interest Group (SIG) representatives (each interest section of higher education, adult education, elementary/secondary/bilingual education, technology, and sociopolitical concerns), the Workshops Coordinator and the *Newsletter* coeditors. This Executive Board shall implement matters of policy as determined at the general meetings, and may initiate action appropriate to that policy. All officers (as defined in Article IV) of the Executive Board shall be members of TESOL.

ARTICLE VII Committees and Appointments

Section 1

There shall be a Nominating Committee facilitated by the Past President and consisting of one member from each Special Interest Group who shall be approved by the members present at the regular meeting of the Board. It shall be the function of this committee to prepare a slate of candidates for the annual election.

Section 2

There shall be an appointed liaison officer who shall be responsible for interpreting TESOL to ORTESOL and ORTESOL to TESOL.

ARTICLE VIII Amendments

Amendments to the constitution may be made by a two-thirds majority of the members present at any regular meeting, provided that notice of the meeting and a copy of the proposed amendments have been distributed to all members at the previous meeting, or by mail, at least thirty days before the amendments are voted on.

ARTICLE IX Dissolution

Upon the dissolution of the organization, the Executive Board, after paying or making provision for the payment of all of the liabilities of the organization, shall dispose of any assets of the organization, exclusively for the purposes of the organization, such manner, or to such organizations which qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Bylaws

ARTICLE I Membership

Section 1 Annual Dues

The annual dues shall be specified by the Executive Board.

Section 2 Publications and Announcements

Members shall receive the publications and announcements of the organization.

Section 3 Membership Year

The membership year shall consist of 12 months beginning October 1 and ending September 30. While members may join or renew at any time, fees are not prorated.

ARTICLE II Duties of the Officers and Executive Board

Section 1 President

The President shall preside at all business meetings of the Association and at all meetings of the Executive Board. He/she shall also make all necessary appointments to carry out the objectives of the Association. The President shall be an ex officio member of all committees except the nominating committee.

Section 2 First Vice President

The First Vice President shall assume all the duties and responsibilities of the President in the President's absence. The First Vice President shall succeed to the presidency. The First Vice President shall be responsible for planning and developing the program of the following annual meeting.

Section 3 Second Vice President

The Second Vice President shall be membership chairperson, responsible for promoting membership.

Section 4 Secretary

The Secretary shall record the minutes of each meeting, call the roll when required, conduct the correspondence of the Association unless otherwise specified, submit reports required by TESOL and ensure that members are notified of general meetings.

Section 5 Treasurer

The Treasurer shall: (1) collect dues, hold funds deposited in his/her care and pay them out on order of the Association; (2) deposit the money received as dues in an accredited bank, make all disbursements by check, maintain proper financial records and have the books audited as specified by the Executive Board; (3) present a written financial report at all regular meetings; and (4) maintain a register of all members.

Section 6 Members-At-Large

The members-at-large on the Executive Board shall be responsible for helping to promote membership, for ensuring presentation of special interest groups and for acting as resource persons for the Executive Officers.

Section 7 Special Interest Groups

Special Interest Groups (SIGs) represent various professional concerns of ORTESOL and are established by the Executive Board. The Adult Education, Higher Education, and Elementary/Secondary/Bilingual SIGs will be represented by two co-chairs and the Sociopolitical and Technology SIGs by one chair each, all of whom will be voting members of the Executive Board.

Section 8 Newsletter Editor

The *Newsletter* editorship, collectively, shall be allocated one vote.

Section 9 Workshops Coordinator

The Workshops Coordinator will coordinate ORTESOL workshops with the help of SIG representatives and report to the Board.

Section 10 Past President

The Past President serves as an advisor to the Board, maintains the ORTESOL archives and chairs the Nominating Committee.

ARTICLE III Elections

Section 1 Election and Term of Office

The election of officers, members-at-large, the Special Interest Group (SIG) representatives and the Workshops Coordinator of the Executive Board shall be held each year prior to the annual meeting in the fall. The *Newsletter* coeditor positions will be non-elected and will be filled by volunteers who will serve a minimum of one year. The term of office of all Executive Board members and members-at-large with the exception of First Vice President, President, Past President, and Secretary which will be one year, shall be two years. The term for all Executive Board members shall begin at the close of the fall annual meeting. All candidates for election must be members of ORTESOL at the time they are nominated.

Section 2 Nominations and Elections

The Nominating Committee shall present prior to the annual meeting a slate of candidates for the officers of the Association and the member(s)-at-large to be elected to the Executive Board. The slate shall represent the geographic, institutional and professional background of the membership. This shall have been accomplished by soliciting nominations from the entire membership. Officers and members-at-large shall be elected by a majority of the members voting by means of a mail-in ballot at least thirty days prior to the annual meeting.

Section 3 Filling of Vacancies

In case of death, disability or resignation of the President, the First Vice President shall assume the presidency and continue in that office through the elected term. Other vacancies among the officers shall be filled by a majority vote of the Executive Board. Vacancies among the members-at-large of the Executive Board shall be filled by the President.

ARTICLE IV Amendments

Amendments to the Bylaws may be made by a majority vote of the members present at any regular meeting, provided that notice of the meeting and a copy of the proposed amendments have been distributed to all members at the previous meeting, or by mail, at least thirty days before the amendments are voted on.

ARTICLE V Authority

Roberts Rules of Order, Newly Revised, shall govern the meetings of this Association in all cases to which they are applicable.

Updated 3/7/04