



**CHICAGO &  
NORTHERN ILLINOIS  
CHAPTER**

**CONSTITUTION**

AATF CHICAGO/NORTHERN ILLINOIS CHAPTER  
CONSTITUTION & BY-LAWS  
2022 REVISION

**CONSTITUTION**

**Article I – Name**

The name of this organization shall be the Chicago/Northern Illinois Chapter of the American Association of Teachers of French, also referred to as the Chicago & Northern Illinois Chapter of the American Association of Teachers of French. Hereafter, Chapter refers to the Chicago/Northern Illinois Chapter, and National refers to the National Headquarters of the American Association of Teachers of French.

**Article II – Territory**

This Chapter is part of AATF Region VI, West Central. The geographical boundaries of the Chapter are the Wisconsin border on the north, the counties of Mercer, Henry, Bureau, Marshall, LaSalle, Grundy and Kankakee on the south, the Mississippi River on the west, and the Indiana border on the east.

**Article III – Mission**

The Chapter shall support the professional needs of teachers of French and others interested in furthering the study of French and shall promote the teaching and learning of French through its diverse francophone cultures and civilizations.

**Article IV – Diversity Statement**

The Chapter is an inclusive association which seeks to build, value, honor and cultivate diversity. It strives to be diverse in age, race, ethnicity, faith, gender identity, sexual orientation, physical or mental ability, and perspectives.

**Article V – Membership**

Membership in the Chapter shall be open to all current, former and aspiring teachers of French interested in furthering the study of French and francophone cultures and civilizations. Any member of the AATF may belong to the Chapter by paying Chapter dues. The Chapter welcomes and supports educators of French at all academic levels and other Francophiles as they seek to broaden their own and/or their students' linguistic and cultural horizons and to foster and strengthen cross-cultural understanding. As an inclusive Chapter, we seek to create a community of educators

from all backgrounds and groups. The membership year shall run from January 1 to December 31.

### **Article VI – Dues**

To be a member in good standing of the Chapter, each member must pay annual dues to National as well as any additional dues assessed by the Chapter in accordance with the policy established by National.

### **Article VII – Government**

The governing body of the Chapter shall be an Executive Council, hereafter identified as the Council, which is elected by Chapter members in good standing. The Council shall consist of no fewer than fifteen (15) and no more than twenty-five (25) members, including the officers. Also serving on the Council is the immediate Past President, who shall retain voting privileges. Other Past Presidents shall be permanent ex-officio members with voting rights only at the committee level. All Council officers and members must belong to the Chapter. Terms of membership in the Council shall be two years to begin on June 1 of the year elected. A Council member who has served two consecutive terms is not eligible for re-election the following year unless it be as a Chapter officer or by appointment of the President. A Chapter officer who has served two consecutive terms shall be eligible for election to a different office or as a member of the Council.

If circumstances prevent a member's active participation on the Council, the resignation of that member will be accepted. Should an officer resign or be unable to fulfill the duties of that office, the President, with the approval of the Council, will name a replacement to fill the vacancy until the next election. This appointment shall not count as one of the two consecutive terms during which a member is eligible to serve.

The duties of Council members shall be to attend Council meetings and programs and to support Chapter and National activities. They shall actively serve on at least two (2) committees, assist the Council officers in the performance of their duties, vote on proposals and financial matters regarding Chapter business, promote membership, and help to ensure the continuity of the Chapter.

Other Chapter business of an urgent nature shall be handled by the officers and that action would be subject to subsequent review by the Council.

The Council shall hold a minimum of three meetings a year. A virtual meeting is acceptable as long as all participants can hear simultaneously and all Chapter procedures are followed. Voting by technological means is acceptable. In order for the Council to conduct business, a quorum, half the Council plus one, must be present.

### **Article VIII– Officers**

The elected offices of the Chapter shall be President, First Vice-President, Secretary and Treasurer. The President, First Vice-President, Secretary and Treasurer shall serve no more than two consecutive terms in any one capacity. The Council shall have the authority to create additional offices, such as Vice-Presidents or co-officers. Should the Council determine the need for additional officers, the Council shall vote on such a proposal and, if approved by a two-thirds (2/3) vote of the Council in attendance, shall authorize the President to make such appointments. These appointments by the President are then subject to approval by a two-thirds (2/3) vote of the Council in attendance. The Council shall have the authority to modify the number of offices by a two-thirds (2/3) vote of the Council in attendance.

### **Article IX– Amendments**

This Constitution, with the exception of this article, may be amended upon the recommendation of a two-thirds (2/3) vote of the Council in attendance and approved by a majority of the Chapter Membership voting. If amendments to the Chapter Constitution are a result of changes suggested by National, they may be made upon the approval of a two-thirds (2/3) vote of the Council in attendance.

### **Article X – Compliance with the National Constitution**

The articles of the Chicago/Northern Illinois Constitution shall be understood to be in compliance with the AATF National Constitution.

### **Article XI – Dissolution**

The Chapter may be dissolved by a two-thirds (2/3) vote of the members voting at a regular or specially called meeting or through the suspension of its charter by National acting under the authority of National By-Law IV, 2(c). In case of dissolution, all remaining funds in the Chapter treasury and all Chapter records shall be remitted to the National Executive Director of the AATF under the terms of the aforementioned By-Law.

## **BY-LAWS**

### **Article I – Duties of the officers**

The President shall preside at all meetings of the Council and of the Chapter Membership and shall have all the powers and duties attached to this office, i.e., convening meetings, coordinating activities, making appointments of personnel (such as a parliamentarian or task force chair), communicating among committees and with Chapter Membership, state and national organizations, and representing the Chapter at all official functions. The President or the President's designee shall represent the Chapter at the annual AATF National Convention. The Chapter will provide financial support, approved by the Council, to the President or designee to attend the annual AATF National Convention. The President or designee will seek outside funding from their school, AATF National or other organizations to lessen the financial burden on the Chapter. Evidence of outside funding shall be submitted to the Finance Committee.

The First Vice-President, who is elected, shall act for the President in the absence of the President and shall be the Chair of the Program Committee.

The Second Vice-President, who is appointed by the President, shall be the editor of Francofeuilles, the Chapter newsletter. This appointment must be ratified by a two-thirds (2/3) vote of the Council in attendance.

The Secretary shall record all official proceedings of the Council and of the Chapter Membership. The Secretary shall keep a record of attendance at council meetings, keep and send copies of the minutes to each member of the Council, submit upon request minutes to the Regional Representative and to National, and handle other official correspondence. The Secretary shall retain all past minutes of the Chapter during the Secretary's term of office and transmit them to the next Secretary. The Secretary shall maintain a record of the Council members' terms and years on the Council for election eligibility purposes.

The Treasurer shall have charge of and be responsible to the Council for all financial matters. The Treasurer shall maintain a Chapter membership list. The Treasurer shall provide a financial report for each Council meeting and shall be prepared for an annual review of all financial records by the Finance Committee by the end of the fiscal year (June 30). An annual financial report shall be submitted at the first Council meeting after the end of the fiscal year. The Treasurer shall be the chairperson of the Membership Committee and shall serve on the Finance Committee.

## **Article II – Elections**

Annual elections of the Council members, including officers, by the Chapter Membership shall be held in the following manner:

1. The President, First Vice-President, Secretary, and Treasurer shall be elected for a two-year term. One-half of the other Council members shall be elected for a two-year term during even-numbered years. The remaining half of the Council members shall be elected during odd-numbered years. When the Nominating and Election Committee considers it necessary to reestablish a balance in the number of nominees in the two cohorts, the Council will authorize the committee to propose a slate of candidates to achieve this objective.
2. By January 1 of each year, a Nominating and Election Committee of at least three chapter members in good standing shall be appointed by the President. At least one member shall be a member of the current Council.
3. Annually at a winter Council meeting, the Nominating and Election Committee shall present a slate of candidates which may include two candidates or more for each office or position. In making its selection, the Nominating and Election Committee shall ensure that the membership of the Council is broadly representative of the total teaching profession within the chapter and shall therefore give attention to the following factors: teaching levels, specialties, geographical distribution, types of schools, etc. The Committee shall seek diversity in the Council membership in alignment with Article IV of the Constitution. The Chapter Membership and the current Council members may propose candidates for the slate to the Nominating and Election Committee. In the event that there is no candidate for an elected office, the currently elected officers shall appoint a current or former Council member as officer for one year only. An outgoing officer is not eligible for appointment to that same office. This appointment must be ratified by a two-thirds (2/3) vote of the Council in attendance.
4. By March 15 of each year, a ballot shall be sent to each Chapter member in good standing. The ballot shall contain the names of the candidates proposed by the Nominating and Election Committee and shall give a brief biographical summary of each candidate. Only those who have been Chapter members in good standing for at least one year shall be listed as candidates, and only those who have been members of the Council or officers of the Chapter shall be listed as candidates for officers. The ballot shall include space for write-in candidates.
5. By April 1 of each year, votes shall be tabulated and results shall be communicated to the President. The election shall be determined by a majority of the Chapter Membership voting. The results of the election shall be announced to the Chapter Membership. The new officers and members of the Council shall be presented to the Membership at the spring meeting and shall take office on June 1 of the year elected.

### **Article III – Chapter Meetings/Programs**

There shall be a minimum of three Chapter meetings/programs in the course of each school year: one in autumn, one in winter, and one in spring. A registration fee may be charged to those attending these meetings/programs.

### **Article IV – Voting by the Chapter Membership**

Motions submitted to the Chapter Membership for voting require passage by a majority of the membership voting. This article does not apply to the Dissolution of the Chapter. (See Constitution Article IX.)

### **Article V – Committees**

The purpose of committees is to facilitate the execution of Chapter business and to achieve the Chapter's mission as stated in this Constitution and By-Laws. With the exception of the Program Chair and the Membership Chair, the chair of each committee shall be appointed by the President. Ratification by the Council is not required. The President is a member of all committees except the Elections Committee and the Finance Committee. Each committee shall have no fewer than three (3) members including the chairperson, except for the Program Committee which shall have no fewer than four (4). The President is not included in this count. Where appropriate, committees shall submit a written financial report to the Treasurer and the Finance Committee prior to the fall meeting and to the Council at the fall meeting.

1. Program Committee: The First Vice-President shall be the chairperson. This committee shall be responsible for the planning of the three Chapter Meetings/Programs, which entails contacting potential presenters, securing a venue, publicizing the event, disseminating information, collecting reservations, and hosting the event (e.g., refreshments, raffle and luncheon).
2. Membership Committee: The Treasurer shall be the chairperson. This committee shall be responsible for the recruitment and retention of members. The Chairperson of the committee shall make regular progress reports on membership to the Council.
3. National French Contest: The Chapter shall sponsor the administration of the annual National French Contest, according to the rules and regulations established by the National French Contest Director. This committee shall be responsible for the promotion of the Contest at the local level and the selection and distribution of Chapter prizes to the winners. The chairperson shall submit a written financial report to the Treasurer and the Finance Committee prior to the fall meeting and to the Council at the fall meeting.

4. Communication Committees: These committees are for the purpose of informing the Chapter Membership about events of pedagogical, professional, or cultural interest to the membership.

- a. The Newsletter (Francofeuilles) Committee: The Second Vice-President shall be the Newsletter editor and committee chairperson and shall be responsible for gathering, editing, publishing and disseminating information of interest to the membership.
- b. The Social Media and Website committees. These committees shall be responsible for gathering, editing, posting and disseminating information of interest to the membership via social media platforms and the Chapter Website.

5. Nominating and Election Committee: This committee shall consist of at least three (3) chapter members including the chairperson, none of whom will be on the ballot. The committee's duties shall consist of the preparation of a slate of candidates, the distribution of ballots to the membership, the collecting and counting of ballots, and the reporting of results to the Council and the President. (See Article II - 1 of the By-Laws)

6. Finance Committee: This committee shall provide oversight of the Chapter's finances. The committee shall have the ability to make proposals to the Council relating to Chapter monetary business, i.e., dues, money for the President or designee to attend the National Convention. The committee shall review the financial reports submitted by the Treasurer and the various committees. The chairperson shall make an annual report to the Council at the first meeting after the end of the fiscal year. The Treasurer shall be a member, but not the chairperson of this committee.

#### 7. Awards and Grants Committee

- a. Prix d'Excellence du Chapitre. Up to three (3) awards may be given annually by the Chapter to recognize outstanding contributions to the teaching of French. Educators in pre-school, elementary, secondary, post-secondary or adult education are all eligible for this award. Current elected Council members are not to be eligible candidates. The committee shall consist of at least three (3) members including the Chapter President, who shall chair the committee.
- b. The Chapter may participate in or create other awards at the discretion of the Council.
- c. Grants. The committee shall review grant applications submitted to the President by Chapter members. In order to apply for a National Small Grant, Chapter members must first seek a grant either from the Chapter or from another funding source.

## **Article VI – Other Committees**

The President shall appoint other committees on an ad hoc basis with the approval of the Council.

## **Article VII – Amendments**

These by-laws may be amended or rescinded by a two-thirds (2/3) vote of the Council in attendance and approved by a majority of the Chapter Membership voting.

If amendments to the Chapter By-laws are a result of changes suggested by National, they may be made upon the approval of a two-thirds (2/3) vote of the Council in attendance.

## **Article VIII – Compliance with the National By-laws**

The articles of the Chicago/Northern Illinois By-laws shall be understood to be in compliance with the AATF National By-laws.

Original Constitution – 1968

Revised – 2003, 2012

Current revision – 2022

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