

Capital Organization of Language Teachers – C.O.L.T.
CONSTITUTION

ARTICLE I

NAME

This organization shall be known as the **Capital Organization of Language Teachers.**

ARTICLE II

PURPOSE

1. Provide opportunities for staff development and professional growth.
2. Identify the needs of Capital Region LOTE teachers.
3. Promote LOTE usage, the study of culture, and the integration of language and culture.
4. Promote and increase community awareness of LOTE.
5. Give recognition to students and teachers of LOTE.
6. Share resources, exchange ideas, and create bonds of friendship.

ARTICLE III

MEMBERSHIP

Membership in the Organization shall be open to persons interested in the promotion of LOTE at all levels of instruction. COLT is separate and independent of the New York State Association of Foreign Language Teachers.

ARTICLE IV

OFFICERS EXECUTIVE BOARD

1. Officers of this Organization shall be President, Vice-President, Secretary, and Treasurer. The tenure of the President, the Vice-President, the Secretary and the Treasurer shall be for one year. All officers shall be eligible for re-election.
2. The Executive Board shall consist of the officers, the immediate past president and the communication chair.
3. In case of a vacancy among the officers other than the President, the Executive Board shall appoint an officer to fill out the unexpired term.
4. All members of the Executive Board must be members of COLT.

ARTICLE V

DUTIES OF OFFICERS

Section 1 The President shall preside at the meetings of the Organization and of the Executive Board and shall appoint committees with the advice and consent of the Executive Board. She/he shall be the official spokesperson of the organization.

Section 2 The Vice-President shall serve as Chairperson of the Program/Hospitality Committee and be responsible for the location and program of the general meetings of the Organization. The Vice-President shall assume the duties of the President upon the President's inability to fulfill his/her office either temporarily

Capital Organization of Language Teachers – C.O.L.T.
CONSTITUTION

or for the completion of his/her term.

Section 3 The Secretary shall keep a record of the proceedings of the Organization and the Executive Board. She/he shall also send a copy of the minutes of all Organization and Executive Board Meetings to the members of the Executive Board within one month and shall make copies of the minutes available upon request at the Organization general meetings.

Section 4 The Treasurer shall collect the dues and be in charge of all funds, including those for special events, i.e. Regional Meeting. She/he shall draft a budget and keep a record of all income and disbursements. She/he shall make financial reports available upon request at general meetings.

Section 5 The immediate Past President shall be chairperson of the Standing Committee on Nominations for the year immediately following his/her presidency.

Section 6 A member of the Executive Board shall be present at planning committee meetings.

**ARTICLE VI
ELECTION OF OFFICERS**

Section 1 The election of officers shall be held at the last general Organization meeting of the school year. Members wishing to place a name (self or other) in nomination shall do so in writing to the immediate Past President (chair of Nominating Committee) by April 1.

Section 2 A Nominating Committee of three (at least one of whom shall have served as an officer) shall prepare the slate and submit it to the Newsletter Editor in time for the Spring newsletter. The committee shall also be responsible for counting the ballots.

Section 3 The new officers shall assume their duties July 1. To assure a smooth transition, it is expected that the previous officer will assist the new officers in the matters at hand. New officers will be formally installed at the fall meeting and introduced by the Past President.

**ARTICLE VII
MEETINGS**

There shall be at least three general meetings of the Organization-fall, winter and spring. The tentative calendar of meetings will appear in each issue of the COLT newsletter.

**ARTICLE VIII
DUES**

Section 1 Dues for full-time students shall be no more than one-half of the

Capital Organization of Language Teachers – C.O.L.T.
CONSTITUTION

regular annual dues, for a maximum of two years. Dues for retirees will be no more than half the annual dues.

Section 2 Treasurer shall collect dues and be responsible for maintaining a current membership list and mailing list, which will be available to the Executive Board and Committee Chairs as needed.

ARTICLE IX

STANDING COMMITTEES

Section 1 The Awards Committee is responsible for the coordination of the awards sponsored by COLT. These include: the **Teacher Incentive Grant** and the **Student Achievement Award**. The Committee Chairperson will coordinate the dissemination and collection of applications, and the selection and notification of awardees. The Chairperson must collect all of the information for each award and forward it to the Executive Board in April for approval before notification takes place. Awardees will be honored at the Spring event. All awards will have a submission deadline of April 1. The Awards Committee Chairperson will submit a list of all awardees to the Historian by June 15.

The following awards can also be awarded: **Appreciation certificate:** Any member of the general membership may be awarded for his/her outstanding contributions to COLT and its goals with an appreciation certificate. Nominations may be submitted to the Executive Board at any time. This certificate may be presented at any COLT sponsored event. **Service award:** Any Executive Board member or committee chairperson may be awarded for his/her outstanding service to COLT with a service award. This award may be presented at any COLT sponsored event. **Retiree recognition:** Any retiree who is a member in good standing and who regularly attends and supports COLT events shall be recognized with a gift and a lifetime honorary membership in COLT. Names of retirees may be submitted to the Executive Board at any time. Retirees shall be acknowledged at the Spring event.

Section 2 Constitutional Review Committee reviews and/or purposes revisions in accordance with Article X. This committee will meet biennially unless constitutional revision is deemed necessary in the interim.

Section 3 Historian is responsible for obtaining and preserving information pertinent to the organization, including, but not limited to, copies of the newsletter, programs, public relations articles, etc.

Section 4 Program/Hospitality Committee, chaired by the Vice-President,

Capital Organization of Language Teachers – C.O.L.T.
CONSTITUTION

shall be in charge of location, program and refreshments for all general Organization meetings.

Section 6 Communication Committee, chaired by the communications specialist, shall be responsible for the production of the organization newsletter and maintaining the COLT web site.

Section 7 Nominating Committee prepares a slate and tallies the ballots in accordance with Article VI.

**ARTICLE X
AMMENDMENTS**

This Constitution may be amended at the recommendation of the Constitutional Review Committee at any regular meeting of the Organization by a three-fourths vote of the members present, provided that notice of the proposed amendment(s) shall have been sent to all members at least two weeks before said meeting.

**ARTICLE XI
PROVISIONS**

1. In the event of the dissolution of COLT, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organization shall qualify under Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws.
2. No part of the net earnings of the organization shall inure to the benefit of any member, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, director, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the organization.
3. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.
4. Notwithstanding any other provision of these articles, COLT is an organization made up of language teachers exclusively for educational purposes, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501 (c) (3) or corresponding provisions of any subsequent Federal tax laws.