

Bylaws of Georgia Teachers of English for Speakers of Other Languages (GATESOL)

I. Purpose

Georgia Teachers of English to Speakers of Other Languages (GATESOL) refers to the Georgia Affiliate of Teachers of English to Speakers of Other Languages, Inc. and is a registered non-profit organization in existence since the early 1980s. Its purpose is to:

- Encourage professional development, participation and leadership within the state of Georgia.
- Provide opportunity for study and research.
- Work cooperatively toward the improvement of instruction in all programs that seek to provide students with an opportunity to acquire English language skills and proficiency.
- Promote an understanding of the cultures of non-native speakers of English.

II. Membership and Dues

Annual dues shall be specified by the GATESOL Executive Board. Membership begins on the date joined and continues for the length of time specified at the time of membership activation.

III. The GATESOL Executive Board consists of 5 Executive Officers (President, First Vice President, Second Vice President, Secretary, Treasurer), and a group of Members-At-Large. This group comprises the voting members of the Executive Board.

- A. **President** shall (1) preside at all business meetings of the Association and at all meetings of the Executive Board; (2) make all necessary appointments to carry out the objectives of the Association; (3) be an ex-officio member of all committees and oversee the functioning of all Special and Standing Committees; and (4) serve as Liaison Officer to International TESOL, including responsibility for all communications and submission of annual reports. The President shall be elected to serve a 1-year term by the Association membership at the annual conference and may not serve successive terms in office.
- B. **First Vice President** shall (1) assume all the duties and responsibilities of the President in the President's absence and (2) serve as Annual Conference Chair. As Annual Conference Chair, the First Vice President (3) organizes and facilitates the Annual Conference Organizing Committee. The First Vice President shall agree to place his/her name on the ballot for President at the Association's annual conference. The First Vice President shall be elected to serve a 1-year term by the Association membership at the annual conference.
- C. **Second Vice President** shall be responsible for (1) promoting Association membership and (2) managing the membership database. The Second Vice President shall be elected to serve a 1-year term by the Association membership at the annual conference.

- D. **Secretary** shall (1) record the minutes of and attendance at Executive Board and Association meetings and (2) send an electronic copy of the minutes to the Executive Board within two weeks after a meeting. The Secretary shall (3) act as parliamentarian at Executive Board and Association meetings. The Secretary shall be elected to serve a 1-year term by the Association membership at the annual conference.
- E. **Treasurer** shall (1) prepare a budget each year subject to approval by the Executive Board; (2) collect dues; (3) deposit monies received as dues into an accredited bank; (4) make all disbursements; (5) maintain proper financial records; (6) have the books audited as specified by the Executive Board; (7) present a written financial report at the Association's annual conference and at Executive Board meetings; and (8) maintain a register of all paid members in collaboration with the Second Vice President. The Treasurer shall be elected to serve a 2-year term by the Association membership at the annual conference.
- F. **Members-at-Large** shall be responsible for (1) helping to promote Association membership; (2) ensuring representation of special interest groups; and (3) acting as resource persons for GATESOL Executive Officers. Members-at-Large shall be drawn from a variety of geographical areas and special interests. There shall be one member-at-large for each twenty-five (25) Association members or major fraction thereof, not to exceed eight. A Member-at-Large shall be elected to serve a 2-year term by the Association membership at the annual conference. Members-at-Large are very important to the successful operation of GATESOL and, therefore, duties and responsibilities may include, but are not limited to:
- i. Serving on the Awards and Grants Committee;
 - ii. Promoting membership in GATESOL;
 - iii. Ensuring representation of special interest groups in the field throughout Georgia;
 - iv. Serving as resource persons for Association Executive Officers;
 - v. Serving on ad hoc committees;
 - vi. Attending Executive Board meetings throughout the year (usually 4)
 - vii. Participate as members of the Annual Conference Organizing Committee and attend the Association's annual conference.
- G. **Liaison Officers** shall be appointed by the President with approval of the Executive Board and shall be non-voting, ex-officio members of the Executive Board.
- a. **The Past President** shall represent the GATESOL Executive Board at regional and national conferences.
 - b. **The Newsletter Liaison Officer** shall solicit material for, prepare, and distribute the GATESOL newsletter.
 - c. **The Annual Conference Exhibitor Liaison** shall be responsible for maintaining contact with major ESOL publishers in order to coordinate their

participation in advertising in GATESOL publications, sponsoring events and awards, displaying texts and materials at conferences and other meetings, soliciting conference support, and providing sample materials to the affiliate.

- d. The Georgia Department of Education ESOL Program Manager shall be asked by the President to appoint a liaison to the Executive Board.
- e. **Regional Liaisons** serve as contacts between the GATESOL Executive Board and members who live or work in one of the 16 designated regions. Liaisons shall be appointed by the President. Duties and responsibilities include:
 - i. Sharing and disseminating information concerning the Association between the 16 regions and the Executive Board;
 - ii. Encouraging membership in GATESOL;
 - iii. Fostering professional development;
 - iv. Identifying and involving future leadership in GATESOL within his/her region;
 - v. Promoting GATESOL and its annual conference;
 - vi. Soliciting and submitting articles of interest concerning his/her region for the GATESOL;
 - vii. Attending a minimum of one Executive Board meeting during the year;
 - viii. Answering any questions or concerns in his/her region, as well as presenting any concerns to the Executive Board;
 - ix. Becoming informed about issues concerning political/legislative initiatives that impact English learners in Georgia. Assisting in the organization of a possible one-day mini-conference for his/her region organized by local members, universities, school districts, etc.
- H. **The President's Advisory Board** shall be appointed by the President to serve as an advisory body during his/her term as President. Members of the President's Advisory Board represent the various ESOL constituencies in Georgia and do not include members of the Executive Board.
- I. **Interest Section Leaders** shall be appointed by the President with approval of the Executive Board and serve as contact persons for members regarding areas noted in the Interest Section descriptions on the GATESOL website.
- J. **Awards and Grants Chairperson** shall (1) coordinate collection and review of award and grant applications, and (2) be responsible for the timely notification of applicants (successful and otherwise). Further, the Chairperson shall (3) be responsible for obtaining necessary award certificates, plaques, etc., and (4) presenting them to the Recipients at the Annual Conference. The Chairperson shall be appointed from the Members-at-Large and shall serve for a minimum of two years.

IV. Nominations

The President is required to put out a call for Executive Board nominations to the Association's membership at least 30 days prior to the Association's Annual Conference. Nominations may also be made at the Annual Conference. All nominees must be GATESOL members in good standing.

V. Removal from Office and Vacancies

If an Executive Board Officer fails to attend more than one Executive Board meeting and/or fails to fulfill the duties of his/her position, the board may declare a vacancy by a two-thirds majority vote. If an Executive Board Officer resigns or is removed, the board shall appoint a replacement from the GATESOL member(s) who received the next highest votes on the ballot for the position at the previous annual conference. If it is not possible to replace the Board Officer in this manner, the President shall appoint a replacement with a two-thirds majority approval of the Executive Board.

If a Member-at-Large fails during the 1st year of his/her term to attend at least two Executive Board meetings and/or does not fulfill appointed duties, he/she shall forfeit the position. The Executive Board shall then appoint a replacement from GATESOL member name(s) that appeared on the Member-at-Large ballot at the previous annual conference. If it is not possible to replace the Member-at-Large in this manner, the President shall appoint a replacement with a two-thirds majority approval of the Executive Board.

VI. Financial Operations

- A. The Treasurer will present a proposed budget to the Executive Board at the first board meeting of the year. The Executive Board approves all line items.
- B. Budgeted funds may be expended for the purposes specified, without further approval.
- C. Expenditures in excess of the amount budgeted must be approved by the President. Any expenditure greater than 15% of the budgeted amount must be approved by the Executive Board.
- D. Unbudgeted expenditures, or expenditures requiring a change in the budget, require approval of the Executive Board.
- E. Funds allocated in an annual budget are available for use only during the specified fiscal year. Unspent funds revert to GATESOL's general fund balance. The Executive Board may approve carrying funds over into the next fiscal year to ease implementation of a specific budgetary line item.

VII. Amending Association Bylaws

Association bylaws are to be amended by a vote of the Association's membership.