

# **AATG Georgia Chapter Constitution**

*Adopted Saturday, 23 February 2009 at the State German Convention  
Ratified by AATG-GA membership via postal ballot, 15 February 2009*

## **Preamble**

Various aspects of this chapter constitution are dependent on the constitution of the national organization. The national constitution takes precedence over the chapter constitution.

## **I. Name**

The name of the chapter shall be the Georgia Chapter of the American Association of Teachers of German.

## **II. Purpose**

The purpose of the chapter conforms to that of the national organization. It proposes to promote and improve the teaching of German in Georgia, and to encourage a spirit of cooperation and fellowship among its members.

## **III. Membership**

- A. Any teacher of German or anyone interested in the teaching of German may join the national association upon payment of the annual dues as specified by the by-laws of the national association.
- B. All chapter members belong first to the national association. National AATG members automatically are assigned to the local chapter according to residence and AATG chapter boundaries, unless otherwise requested. Members from the State of Georgia typically will be members of the Georgia Chapter.
- C. Membership will be retained by the continued payment of the annual dues, which are payable in September of the membership year for which they are intended. Membership is on an academic year basis (1 September-31 August).
- D. Only members in good standing may exercise the privileges of membership.

#### **IV. Administration**

- A. The administration of the chapter shall be entrusted to the *Executive Council* which consists of the following elected officers: the president, the vice-president, the secretary, the treasurer, and the membership chair. One person, one vote
- B. The project chairs (e.g. State German Convention Chair, Testing Chair, Rundschreiben) who are not already members of the Executive Council shall be non-voting members of the Executive Council.
- C. The immediate past president of the chapter is an ex-officio, non-voting member of the Executive Council for one year following retirement from office.
- D. Other chapter members may be invited to meetings of the Executive Council at its discretion.
- E. The composition of the council shall be published electronically both in the newsletter and on the website.
- F. Any officer may be removed for cause by the affirmative simple majority vote of the other officers of the Executive Council.
- G. The Executive Council shall meet at least once per year to conduct business.
- H. The minutes of each meeting of the Executive Council shall be published and archived on the chapter website

#### **V. Elections**

- A. A change of officers from one election to the next is desirable, and terms of office, especially for the office of President, shall alternate between post-secondary and pre-collegiate colleagues, whenever possible. Except in extraordinary circumstances [e.g. refusal or inability to serve the term; loss of standing among members) one nominee for Chapter President shall be the sitting Vice-President
- B. Candidates elected to an office shall normally serve in that capacity for one term of two years; circumstances may warrant more than one additional consecutive term in that same office.

## VI. Meetings & Communication

- A. The chapter shall meet at least once per year. The time and place of any meeting shall be determined by the president after due consultation with the Executive Council. The members present at any session shall constitute a quorum. At least 15% of the chapter membership must be present at any officially scheduled and published chapter meeting to constitute a quorum
- B. The chapter shall maintain a website and a listserv as the official means of communication with the membership. Members are encouraged to consult the website and the listserv frequently on a regular basis.

## VII. Finances

With the sole exception of expenditures for the State German Convention, the chapter is under no obligation to reimburse members for expenditures in excess of \$50 unless the following procedure is followed:

- a. the member submits the official Request for Funding form to either the President or Treasurer **at least** one month in advance of the anticipated expenditure; and
- b, both the President and Treasurer authorize the expenditure in writing by endorsing the Request for Funding form and notifying the member of this action

All authorizations to expend chapter funds expire one calendar year after the formal written endorsement of the request

## VIII. Changes

- A. The constitution of the chapter may be amended by a two-thirds vote of members constituting a quorum at any officially scheduled and published chapter meeting
- B. Amendments may be proposed by the Executive Council, or by written notice to the Executive Council by at least four members of the chapter, no later than six weeks in advance of the meeting at which action is to be taken.

Such proposed amendments shall be submitted to the membership for approval at least three weeks prior to the time of final action.

## **IX. Dissolution**

In the event the chapter ceases to exist, any documents and assets remaining after all obligations have been met shall become the property of the national organization.

# **AATG-GA Consitution By-Laws**

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By-laws may be adopted or changed at the annual State German Convention by simple majority vote as long as a quorum has been constituted , provided that notice of the proposed changes is made available to all members at least four weeks prior to such meeting.

## **I. Officers**

### **A. Duties & Responsibilities**

1. The members of the Executive Council are expected to fulfill the responsibilities outlined in the national organization's *Chapter Officers Handbook*. Furthermore, they are expected to take leading positions in the chapter's activities.
2. The Executive Council shall appoint the committees and project chairs necessary to achieve the goals of the chapter.
3. All services rendered to the chapter are uncompensated. Under unusual circumstances the Executive Council reserves the right to compensate individuals for significant contributions.

### **B. Terms**

1. Office terms begin September 1.
2. Project chairs serve open terms.
3. There is no automatic succession of offices.
4. If an office becomes vacant for any reason, the Executive Council shall appoint an interim replacement to serve until the unexpired term is completed.

### **C. Elections**

1. Elections shall be held at the annual State German Convention to fill all offices for the subsequent years. If not feasible, an election by mail ballot will be held.
2. Nominations from the floor during the meeting or by electronic or postal mail shall be acceptable, provided these nominations are received by the Executive

Council at least two days prior to the scheduled meeting. Candidates must give their consent before nomination

3. Election of officers shall be made by secret ballot at a plenary session of the chapter, usually at the State German Convention
4. The quorum shall consist of at least 15% of the chapter membership present at the annual State German Convention
5. Officers shall be elected by a simple majority of members constituting a quorum at the annual State German Convention

## **II. Activities**

### **A. Meetings**

1. The regular chapter meetings shall take place every year at the State German Convention. Whenever possible, the chapter shall hold meetings a meeting during FLAG (Foreign Language Association of Georgia) conferences.
2. The Executive Council may call additional meetings at its discretion.
3. Members in good standing may obtain copies of the financial report prepared for the respective board meeting by contacting the chapter secretary.

### **B. Projects, Programs, & Publications**

1. Chapter projects include the State German Convention and the Awards Ceremony. Organizing committees and project chairs shall report to the Executive Council, which oversees all these activities.
2. The chapter shall electronically publish its own newsletter, Das Rundschreiben, and maintain a publicly accessible website and listserv.
3. Other activities shall be undertaken as deemed necessary by the Executive Council.

### **C. Awards**

1. The chapter shall present its own awards. Criteria for these awards shall be available on the chapter's website. Nominations will be sought from the membership.
2. The chapter's participation in the National German Test (for students) shall be coordinated by the Testing Chair.

### **D. Cooperation**

The chapter shall work closely together with the German Cultural Center/Goethe Zentrum in Atlanta, FLAG (Foreign Language Association of Georgia), and SCOLT (Southern Conference on Language Teaching).