

NORTHEAST FLORIDA TESOL CONSTITUTION

NAME AND PURPOSE

- (1) The organization shall be called Northeast Florida Teacher's of English to Speakers of the Languages, a local chapter of Sunshine State TESOL.
- (2) The organization is for educational purposes only within the meaning of section 501 (c) (3) of the Internal Revenue Code.

MEMBERSHIP

Membership in NEF TESOL will be open to any individual interested or involved in English as a Second Language Programs or those preparing for teaching, training or administration of ESOL programs.

OFFICERS

- (1) The organization shall have a Board of Directors composed of the officers and 3 members-at-large.
- (2) The officers will be President, Vice President, Secretary, Treasurer, Public Relations Officer and Liaison Officer.
- (3) The President shall preside over all meetings conducting the business of the association. The president shall be responsible for the agenda at all business meetings and have the power to call meetings as necessary. The outgoing president will serve as a liaison officer the year following the presidency. The president will serve the needs of ESOL students in the Northeast Florida area. The president will serve a one-year term.
- (4) The Vice President will be responsible for assisting in arrangements concerning the biannual mini-conference meetings. The vice president will preside in the absence of the president and assist in the business of the organization. The vice president will serve a one-year term and succeed to President.
- (5) The Secretary will be responsible for recording and distributing the minutes from all meetings. The secretary will serve a one-year term and succeed to Vice President.

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- (6) The Treasurer will collect and dispense all funds of the association and keep record of transactions. A financial report will be made at all board meetings and serve a 3-year term.
- (7) The Public Relations Officer will deliver the annual NEF TESOL Report to Sunshine State TESOL at the annual conference. In addition, the officer will manage relations with Sunshine State TESOL publications and NEF TESOL publications.
- (8) The Liaison Officer will advise the Board of Directors on the previous year's business and serve a one-year term.
- (9) Members-at-Large will serve on committees and officers as needed and move in succession to the positions of Secretary, Vice President and President.

MEETINGS

- (1) The Board of Directors will meet at least twice annually and as needed and be called by the President.
- (2) Two biannual mini meetings will be held each year.

AMENDMENTS

Amendments to the constitution will be approved by a quorum of the Board of Directors and changes distributed to the members.

DISSOLUTIONS

In the event of dissolution of NEF TESOL, the assets of the organization will be turned over to Sunshine State TESOL for their disbursement among other local chapters.

BY-LAWS

ELECTIONS, VACANCIES, REMOVALS

(1) Officers will move up successively in the following order:

Vice President to President

Secretary to Vice President

Member-at-large 1 to Secretary

Member-at-large 2 to Member-at-large 1

Member-at-large 3 to Member-at-large 2

(2) Each year a new member-at-large will be nominated and voted on by the Board of Directors.

(3) Vacancies in any office will be appointed by the president and approved by the Board of Directors.

MEMBERSHIP

(1) The membership will be 12 months from the date of initial sign up.

(2) Dues will be determined each year by the Board of Directors.

COMMITTEES

Committees will be appointed on an as-needed basis. The president will appoint the chairperson of the committees.

RULES OF ORDER

Robert's Rules of Order will govern the meetings.