

## BYLAWS OF GEORGIA TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES

### 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 opportunities 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 understanding and respect for other cultures, norms, and beliefs.

### Mission Statement

GATESOL's mission is to support Georgia's TESOL professionals through professional learning, advocacy, and fostering a rich, connected professional community.

Specifically, GATESOL...

- Provides a supportive forum where the TESOL educators and stakeholders are able to connect, communicate, and collaborate,
- Publishes the GATESOL Journal,
- Organizes and provides regular, ongoing professional learning on timely and relevant topics,
- Sponsors an annual conference,
- Communicates with policymakers and officials at all levels of government and in the private sector regarding matters of concern to the profession.

### I. 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.

### II. GATESOL Elected Officers

The elected officers of GATESOL shall consist of 5 Executive Officers, President, First Vice President, Second Vice President, Secretary, and Treasurer, up to 8 Members-at-Large, and the immediate Past President. These officers comprise the voting members of the full board. All elected officers shall be members of GATESOL and in good standing and shall

actively support the work of the committees of GATESOL and ensure that the key activities of the Association are carried out.

**A. GATESOL Executive Officers**

**1. President** shall

- (1) set the meeting schedule of the Board,
- (2) preside at the Annual Business meeting and at all additional business meetings called by the Board,
- (3) make all necessary appointments to carry out the objectives of the Association,
- (4) be an ex-officio member of all committees and oversee the functioning of all Special and Standing Committees,
- (5) serve as the Liaison Officer to International TESOL Association, including responsibility for all communications and submission of annual reports,
- (6) be elected to serve a 1-year term by the Association membership at the annual conference and may serve one successive term in office,
- (7) appoint an advisory board to provide external perspectives and advice during his/her term as President that includes the immediate Past President,
- (8) submit timely information to the Outreach and Communication Committee and/or post information and announcements directly on the website and in social media, and/or email GATESOL members and contacts with the announcement or information.

**2. Immediate Past President** shall advise the President and the board and serve as a full, voting member of the Board.

**3. First Vice President** shall (1) assume all the duties and responsibilities of the President in the President's absence and (2) serve as chair of the Conference Committee. As Conference Chair, the 1st Vice-President oversees the development of the Conference Program. The First Vice President shall be elected to serve a 1-year term by the Association membership at the annual conference.

**4. 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.

**5. Secretary** shall (1) record the minutes of and attendance at board and association meetings; (2) send an electronic copy of the minutes to the Executive full board within two weeks after a meeting; (3) upload approved minutes to the GATESOL website; and (4) act as parliamentarian at board and Association meetings. The Secretary shall be elected to serve a 1-year term by the Association membership at the annual conference.

**6. Treasurer** shall (1) prepare a budget each year subject to approval by the full 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 full board; (7) ensure that GATESOL taxes are filed annually in a timely manner (8) present a written financial report at the Association’s annual conference and at board meetings; and (9) 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.

**B. Liaison Officers** may be appointed by the President as needed to represent various constituencies within the Georgia TESOL community, Liaison Officers shall be non-voting, ex-officio members of the board. All liaison officers shall be members of GATESOL and in good standing.

1. **GATESOL Journal Editor(s)**: Shall publish at least one journal issue per year, maintain regular communication with the GATESOL president, provide current journal website information to the GATESOL president, provide a synchronous or asynchronous update for each board meeting, and submit an annual report to the full board on the state of the journal.
2. **Board Liaisons** serve as contacts between the GATESOL board and GATESOL members. Board Liaisons may organize events for members in their region, plan an event or gather information about an issue of concern to the profession, or serve as a liaison to certain constituencies to strengthen the GATESOL community and ensure that all member concerns are heard and understood by the Board
3. **The SETESOL Liaison** shall be appointed by the President to serve a one-year term and shall be a current GATESOL board member.

**C. Members-At-Large** serve as full voting members of the Board and serve on the Grants and Awards Committee, in addition to other duties. There shall be one member-at-large for each twenty-five (25) Association members or major fraction thereof, not to exceed eight. Members-at-Large shall be elected to serve a 2-year term by the Association membership at the annual conference on an alternating basis, with approximately 50% of Members-at-Large elected each year.

### **III. Interest Sections**

Interest Sections may be organized as needed to reflect the professional concerns of the GATESOL membership and shall pursue professional activities consistent with GATESOL’s mission, bylaws, procedures, and strategic plans. Such activities shall be in concert with GATESOL’s other activities and affairs.

### **IV. Grants and Awards Committee**

A current Member-at-Large shall chair the Grants and Awards Committee. That Chairperson shall announce the upcoming grants and awards using GATESOL’s website and social media platforms and through the Executive Officers, Members-At-Large, Liaisons, and Committee Members; (2) coordinate collection and review of grant and award applications; and (3) be responsible for the timely notification of applicants (successful and otherwise). Furthermore, the Chairperson shall (4) be responsible for obtaining necessary

award certificates, plaques, etc., and (5) 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.

## **V. Nominations**

The President shall issue a call for board nominations to the Association's membership at least 60 days prior to the Association's Annual Conference. Nominations shall be submitted two weeks prior to the Annual Conference.

Qualifications for Office:

Qualifications for President: To maintain continuity, nominees for President shall have served on the Board for a minimum of 2 years prior to running and be a current Board member.

## **VI. Resignations and Vacancies**

If any Board member fails to fulfill the duties of his/her/their position, the full board may declare a vacancy by a majority vote. If an Executive Officer resigns or is removed, the full board shall appoint a GATESOL member in good standing with the knowledge and qualifications to fulfill the duties of the office to take over the duties and serve the remainder of the term via a majority vote.

Failure to disclose a conflict of interest by any Board Member within 30 days of the conflict arising is grounds for removal from office. Please see the GATESOL Conflict of Interest Policy.

## **VII. Financial Operations**

The fiscal year for GATESOL is January 1 – December 31.

The Treasurer will present a proposed budget to the full board at the first board meeting of the year, which shall take place in January. The full board must approve the amount budgeted for each line items.

Budgeted funds may be expended for the purposes specified, without further approval.

Expenditures in excess of the amount budgeted but less than 15% over the original approved budget may be approved by the President and reported to the Board at the next scheduled board meeting.

Any expenditure greater than 15% of the original, approved budgeted amount must be approved by the full board prior to the purchase.

Unbudgeted expenditures, or expenditures requiring a change in the budget, require approval of the full board.

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 full board may approve carrying funds over into the next fiscal year to ease implementation of a specific budgetary line item.

### **VIII. Amending Association Bylaws**

Bylaws are amended by a 2/3rd vote of the ballots cast by GATESOL members to approve the changes.