

# **BYLAWS**

## **NATIONAL COUNCIL OF STATE SUPERVISORS FOR LANGUAGES**

### **Article I: Name**

#### Section 1

The name of this organization shall be the National Council of State Supervisors for Languages (NCSSFL).

---

### **Article II: Vision, Mission and Purpose**

#### Section 1

##### Vision

The membership of the NCSSFL envisions a nation in which all individuals will be prepared for the demands of an interdependent world by attaining competence in more than one language and culture.

#### Section 2

##### Mission

The mission of the NCSSFL is to provide leadership in facilitating and promoting policies and practices that support language education.

#### Section 3

##### Purpose

The purpose of NCSSFL is to affect state and national policy and practice in language education by:

- (a) identifying and advocating positions on key issues in support of the vision of the organization;
  - (b) collaborating with other organizations to advance and support quality teaching, learning and leadership;
  - (c) communicating best practices across international boundaries; and
  - (d) fostering and promoting the establishment, maintenance, and effectiveness of state-level positions in languages.
-

## Article III: Members

### Section 1

There shall be three classes of membership: regular SEA, associate, and retired.

- (1) Those eligible for regular SEA membership are state education agency (SEA) personnel whose area of responsibility includes world language education and the implementation of state policies for languages other than English of any state of the United States of America, the District of Columbia, and the territories of the United States of America. Additionally, directors/administrators within a SEA who were formerly responsible for world language education and who are currently responsible for the oversight of personnel and programs related to world language education are eligible for regular membership.

Regular SEA members shall have full voting privileges.

- (2) Those eligible for associate membership include the following.
  - a. officials or their representatives with responsibility for K-12 world language initiatives from federal government agencies;
  - b. officially designated representatives of national and international non-profit organizations whose mission includes the improvement or promotion of world language education; a letter from the organization is required to confirm a representative, and no more than three representatives may be designated by any one organization;
  - c. SEA personnel who are not eligible for regular SEA membership in NCSSFL but whose area of responsibility includes international or global education;
  - d. an individual designated as the NCSSFL state representative by the SEA in collaboration with the state world language association when there is no one with responsibility for world language education within the SEA; an official letter from the SEA is required to confirm the designee;
  - e. an individual appointed by a regular SEA member as his/her representative when the regular SEA member is unable to attend one or more NCSSFL annual meetings; the individual may be either an SEA employee or a world language educator within the regular SEA member's state; upon completion of at least one full year of service in this capacity, the individual may continue his/her associate membership;
  - f. individuals who have been NCSSFL regular SEA members in good standing for at least one year prior to a change of employment, who are currently working in the arena of world/second language education at either a public or private educational institution, and who support the mission of NCSSFL; and
  - g. individuals who have been NCSSFL regular SEA members in good standing for at least one year prior to the termination of their SEA employment due to a

reduction in force within their SEA; and who are not eligible for retired membership or a., b., c., d., e., or f. above.

Those eligible for retired associate membership include the following.

h. individuals who have been NCSSFL associate members in good standing for at least one year prior to their retirement.

Associate members shall not have voting privileges.

- (3) Those eligible for retired membership are persons who have held regular SEA membership in NCSSFL and who have retired from positions in the SEA. Retired members who are self-employed are eligible for continued membership.

Retired members shall have full voting privileges.

## Section 2

Any individual who is employed by or has an active long-term contract with for-profit or not-for-profit organizations engaged in commercial ventures related to world language education, such as textbook publishers and assessment companies, is not eligible for membership. Members with short-term, ad hoc arrangements with such entities to provide academic expertise, such as materials writing or expert editorial review, may maintain their membership provided they declare the relationship consistent with NCSSFL ethics policy.

## Section 3

### Fiscal Year/Dues

The fiscal year will run from October 1 to September 30. The membership year will correspond to the fiscal year. The amount of the annual dues shall be determined by majority vote at the annual meeting. The dues shall be payable beginning immediately following the annual meeting and must be received by no later than September 30 of that same membership year.

---

## Article IV: Officers

### Section 1

#### Election

All executive officers shall be elected on odd-numbered years at the annual meeting to serve a term of two years: Vice President, Secretary, Treasurer, Technology Coordinator and President-Elect.

The President-Elect shall become President after two years and serve a term of two years as President.

## Section 2

### Nominations

Nominations for all offices to be filled shall be announced by the Nominating Committee, appointed by the President, at least one month prior to the appropriate annual meeting. The committee shall present one or more nominations for each office; other nominations may be made from the floor.

Nominees for all offices must hold regular SEA membership in the organization. In the event that no regular SEA member can be identified as a candidate for a particular office, the president may appoint an associate or retired member to serve as an acting officer until such time that a regular SEA member can be nominated and elected, except in the case of President-Elect.

## Section 3

### Voting

Election shall be by ballot. Members who are unable to attend the annual meeting may request an absentee ballot, which must be received by the chair of the nominating committee five days before the annual meeting.

## Section 4

### Terms

The newly elected officers shall be installed at the annual meeting and assume their offices on January 1, following the annual meeting.

All officers may be elected for a consecutive or non-consecutive second term if the membership so votes.

## Section 5

### Duties

- (a) The President shall preside over all meetings of NCSSFL and with the approval of the Executive Board appoint a chairperson(s) for standing and ad-hoc committees not otherwise provided for in the bylaws or by vote of NCSSFL. The President shall appoint the NCSSFL Delegate to the Joint National Committee for Languages Delegate Assembly with the consensus of the membership. The President shall issue notices of meetings, preserve all documents and records, and transmit them to his/her successor.

- (b) The President-Elect or Vice President, in that order, shall preside in the absence of the President, and they shall perform other duties as may be assigned by the President.
- (c) The President-Elect will assist the President in monitoring current NCSSFL projects and in overseeing long-range planning efforts.
- (d) The Vice President will coordinate social events for the annual meeting venue, work collaboratively with the Vice President of the National Association of District Supervisors of Foreign Languages (NADSFL) to secure sponsorships for the annual meeting, and assist the President in preparing the published agenda and program booklet for the annual meeting. The Vice President shall perform other duties as agreed upon by the Executive Board.
- (e) The Secretary shall take minutes of each annual and/or each special meeting. These shall be filed with the Executive Board and copies provided to all members. In early fall, the secretary shall solicit new members from states that do not currently have personnel responsible for second language education as well as from other professional organizations.
- (f) The Treasurer shall keep a record of members, receive all monies of NCSSFL and provide for their safekeeping, pay all authorized bills, keep a record of all receipts and expenditures of NCSSFL, prepare an annual budget for review by the membership and approval by the Executive Board, make reports at the annual meeting, submit information about accounts for review to a NCSSFL Committee appointed by the President as requested by the membership, archive the financial records, and transmit all materials and information to his/her successor.  
  
The Treasurer shall ensure and oversee compliance with all federal and/or state reporting as required for exempt organizations.
- (g) The Technology Coordinator shall oversee the coordination and maintenance of all NCSSFL technology platforms including, but not limited to, any NCSSFL websites, membership platforms, listservs and social media utilized by the organization. Additionally, this officer shall serve as the primary liaison to any contractors employed by NCSSFL to provide technology-based services to the Executive Board and membership. The Technology Coordinator shall report regularly to the Executive Board and annually to the membership on the overall status of the organization's technologies.
- (h) The Immediate Past President shall serve as a mentor to the current president and perform other duties as may be assigned by the president.

## Section 6

### Vacancies

In the event the office of President is vacated, the President-Elect or the Vice President, in that order, shall succeed to the office of the President. If neither officer can succeed the President, a remaining member of the Executive Board who is willing to serve in this capacity shall be chosen by the Executive Board. If no member of the Executive Board is able to assume the office of President, a special election shall be conducted following the procedures identified in these bylaws.

In the event the office of President-Elect is vacated, a special election shall be conducted following the procedures identified in these bylaws. In the event the office of Vice President, Secretary, Treasurer, Technology Coordinator or Past President is vacated, the President shall make an appointment for the unexpired term with the approval of a majority of the remaining members of the Executive Board.

## Section 7

### Removal from office

At any regular or special meeting, any officer may be removed by a majority vote of the Executive Board for failure to carry out the duties of the office as prescribed by these bylaws, for conduct detrimental to the organization, or for lack of sympathy with the stated mission and purpose of the organization.

Any officer proposed to be removed is entitled to five (5) business days' notice of the meeting at which the removal shall be considered and may address the Executive Board at such meeting.

---

## **Article V: Executive Board**

### Section 1

#### Membership

The Executive Board shall consist of the President, President-Elect, the Vice President, the Immediate Past President, the Secretary, the Treasurer and the Technology Coordinator.

### Section 2

#### Duties

It shall be the duty of the Executive Board to direct the general policy of NCSSFL, authorize all expenditures, report all of its official acts to NCSSFL, review the budget submitted to the President, be responsible for all publications, prepare an agenda for the annual meeting, authorize regional meetings, and transact other business as pertains to NCSSFL.

## **Article VI: Meetings**

### Section 1

#### Annual Meeting

The President, with approval of a majority of the members of the Executive Board, may choose to utilize technology to hold a portion of the annual meeting virtually prior to the actual in-person event in order to maximize the use of time.

At each annual meeting, the time and location of the annual meeting for the following year shall be determined by a simple majority vote.

### Section 2

#### Quorum

Those members who attend the in-person portion of the annual meeting shall constitute a quorum for that portion of the meeting

Those members who participate virtually in a portion of the annual meeting prior to the actual in-person event shall constitute a quorum for that portion of the meeting.

### Section 3

#### Additional Meetings

Additional meetings of NCSSFL shall be held at the call of the President or the Executive Board. A quorum at any additional meeting shall be two-thirds of the number of members who attended the last annual meeting. If a quorum is not in attendance, the Executive Board is empowered to make a decision, which will be reviewed by NCSSFL at its next regular meeting.

### Section 4

#### Voting

A majority rule process will be used for any voting that occurs during any portion of the annual meeting. Voting on decisions, including those that require amendments of the bylaws, may occur by ballot at any time of the year.

---

## **Article VII: Committees**

### Section 1

*Page 7*

*Adopted 11/22/79*

*Revised 11/19/04*

*Amended 03/07/06, 11/16/06, 11/18/09, 02/05/2010, 04/17/2012, 11/12/2013, 05/09/2016*

## Nominating

The Nominating Committee shall be appointed by the President with the approval of the Executive Board at the beginning of the year in which the election of officers will occur at the annual meeting. The committee shall present to the membership names of nominees for offices one month prior to the annual meeting.

## Section 2

### Historical Records

The President with the approval of the Executive Board shall appoint a historian to prepare and update NCSSFL's history and also to maintain NCSSFL's records.

## Section 3

### LinguaFolio®

The LinguaFolio® Committee Chairperson(s) shall be appointed by the President with the approval of the Executive Board. In consultation with the President, chairpersons are responsible for selecting committee members. The committee will guide the progress of NCSSFL's work on LinguaFolio® with internal and external partners. The Executive Board will review the committee membership every two years in consultation with the committee chairpersons. As a result of this review, the President may appoint new chairpersons, who in turn may select new committee members.

## Section 4

### State Supervisor of the Year Awards

The State Supervisor of the Year Awards Committee Chairperson, who is customarily the State Supervisor of the Year from the preceding year, shall be appointed by the President with the approval of the Executive Board each year. In consultation with the President, the chairperson is responsible for selecting two committee members. The committee shall review applications and select an award winner.

## Section 5

### Bylaws Committee

The Bylaws Committee chairperson shall be appointed by the President with approval of the Executive Board. In consultation with the President, the chairperson shall be responsible for selecting committee members who represent a cross-section of the membership. The committee shall be responsible for amending the organization's bylaws as requested by the membership or the Executive Board. The committee shall submit the final draft of the proposed amendments to the bylaws for a vote of approval by the



membership. The Executive Board will review the committee membership every two years in consultation with the committee chairperson. As a result of this review, the President may appoint a new chairperson, who in turn may select new committee members.

---

### **Article VIII: Parliamentary Authority**

*Roberts Rules of Order Revised* shall govern the meetings of NCSSFL in all cases to which they are applicable.

---

### **Article IX: Amendment of Bylaws**

These bylaws may be amended by a majority vote of the regular and regular retired membership. Voting may occur at any time of the year, provided the proposed amendments have been presented to the membership one month prior to the voting process, and provisions must be made for absentee balloting if the voting is to occur at the annual meeting.

---

### **Article X: Dissolution Clause**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.