I. NAME

The name of this association shall be the Kansas World Language Association.

II. PURPOSE

The object of this Association shall be to promote and improve the teaching of world languages and cultures, to provide continuing professional development, and to encourage the spirit of cooperation among world language educators.

III. MEMBERSHIP

A. Any current World Language teacher, retired World Language teacher, or aspiring World Language teacher that resides/teaches in the state of Kansas may be a member of the Association as defined in the By-laws.
B. Members shall receive all Bulletins and mailings issued by the Association and shall be entitled to attend Association Conferences.
C. Honorary members may be elected to the Association.

IV. EXECUTIVE COUNCIL

A. The voting officers of the Association shall be the elected President, Immediate Past President, Vice-President, Secretary, and Treasurer.
B. Executive Council members may not be elected to more than two consecutive terms in the same office. After a one-term interval has passed, former executive council members are eligible to run for any office.
C. All elected members of the Executive Council shall have had experience teaching a world language or preparing world language teachers; they must have been a member of KSWLA a minimum of two years prior to their nomination for an office.
D. Election, by simple majority, shall take place at the Annual Conference, and officers will assume their duties at the close of the same meeting. Terms of office shall be as follows:

1. The President shall serve for one year, then as immediate past President one year.
2. The Vice-President shall serve for one year, then assume the office of President for one year.
3. The Secretary and the Treasurer shall serve two-year terms. The term of office for the Secretary shall begin in an alternate year to the term of office for the Treasurer.
4. Duties of the executive council members are stipulated in the association’s By-laws.
V. ADMINISTRATION

A. The voting members of the Executive Council shall administer the affairs of the Association: the President, the Vice-President, the Secretary, the Treasurer, and the Immediate Past President. The Executive Secretary and appointed On-site Chairs will assist the Executive Council.

B. The Executive Council shall include the following non-voting members: representatives of foreign language teaching organizations that hold membership in KSWLA such as Kansas’s chapters of the AATF, AATG, AATSP, and any Assistant Editor(s) of the Bulletin.

C. The Executive Council, of which the President of the Association shall be chairperson, shall take such actions as may be necessary to carry out the purpose of the Association and promote its interests. The Executive Council shall make a report of its activities at the Annual Conference. The President shall appoint all special committees as the need arises.

D. The President, or designated alternate, shall serve as the Association’s delegate to Central States Conference and ACTFL.

VI. OFFICIAL BULLETIN OF THE ASSOCIATION

A. The Official publication of the Association shall be known as the Bulletin of the Kansas World Language Association.

B. The Executive Secretary shall serve as the Editor of the Bulletin.

VII. CONFERENCES

A. The Association shall hold an Annual Conference at such time and such place as the Executive Council may select.

B. The President and Vice-President shall appoint an On-site Conference Chair.

VIII. CHANGE OF CONSTITUTION

A. The Constitution shall be reviewed annually (in the spring) by the Executive Council.

B. The Constitution may be amended by a two-thirds vote of the members present at the Annual Conference after a notice of proposed changes has appeared in an official association publication. Constitutional amendments become effective immediately after approval by the membership.

IX. CHANGE OF BY-LAWS

A. The By-laws shall be reviewed annually (in the spring) by the Executive Council.

B. The By-laws may be amended at the Annual Conference of the Association by a majority vote of the members present after notice of such changes in an official association publication. Amendments to the By-laws become effective immediately after approval by the membership.
I. MEMBERSHIP

A. Membership is open to all current, retired, or aspiring World Language teachers in Kansas. No annual membership fee required.

II. EXECUTIVE COUNCIL MEETINGS

A. Executive Council Meetings shall be held monthly either via teleconferencing or in person.

B. If the Executive Council arranges a monthly meeting in which pre-approved expenses relating to the administration of Association business are incurred, then members shall be reimbursed for those expenses as evidenced by receipts.

III. PROFESSIONAL AFFILIATIONS

A. ACTFL (American Council on the Teaching of Foreign Languages)
   1. The President or a designated representative shall attend the ACTFL Delegate's Assembly at the annual ACTFL Conference.
   2. The Delegate will give an oral and written summative report of the ACTFL Delegate’s Assembly to the Executive Council. The written report will be featured in a subsequent e-newsletter.
   3. KSWLA will solicit from the Delegate a report for the e-newsletter following the Conference.
   4. KSWLA will provide a stipend not to exceed $1,000.00 for a Delegate to represent the organization at the ACTFL annual convention and, if finances permit, the Central States Conference and/or JCNC-JCLIS. This stipend is to cover the costs of travel, lodging, and conference fees that have not been reimbursed to the Delegate by any other organization.

B. CSC (Central States Conference)
   KSWLA will pay the CSC Advisory Council dues of the KSWLA President who will serve as Delegate.
   The CSC Delegate’s name must be entered along with that of the Kansas World Language Association when registered with CSC. This insures that KSWLA representation is noted by the presence of the delegate.
   KSWLA will solicit a report from the delegate who shall submit a report for a subsequent e-newsletter following the Conference.
   Travel expenses for the delegate will be covered at outlined in item III-A-3 above.
C. JNCL/NCLIS (Joint National Committee for Languages / National Council for Languages and International Studies)

1. KSWLA will maintain current membership.
2. The president or designee will remain current on JNCL/NCLIS events and report them to the membership in a subsequent e-newsletter.
3. If the president or designated representative attends the JNCL/NCLIS national conference, expenses will be covered as outlined indicated in item III-A-3 above.

IV. DUTIES OF EXECUTIVE COUNCIL MEMBERS

A. Duties for each officer will be defined in an Executive Council Handbook. They include, but are not limited to the following:

1. President
   a. Organize and lead monthly business meetings.
   b. Serve as conference chair.
   c. Appoint committee chairs, representatives, and Webmaster if Executive Secretary cannot serve as Webmaster.
   d. Serve as delegate to ACTFL, CSC, and JNCL/NCLIS.
   e. Initiate an audit of the books as needed

2. Vice-President
   a. Serve as Program Chair for the Conference
   b. Represent the President as needed

3. Past President
   a. Orient new officers to their duties.
   b. Administer association grants, scholarships, and awards.

4. Secretary
   a. Record and distribute minutes of business meetings.
   b. Communicate and contract with advertisers and exhibitors.

5. Treasurer
   a. Record all receipts of the Association
   b. Pay and record all Association expenditures.

6. Executive Secretary (ex-officio) shall be employed as an independent consultant, for an amount to be negotiated biannually with the voting members of Executive Council.
   a. Maintain membership records.
   b. Serve as Editor of all publications.
   c. Serve as conference registrar.
   d. Maintain association archives.
   e. Maintain and update the Web page on a regular basis.

V. CONFERENCES

A. KSWLA will conduct an annual conference. The Annual Conference will be held in the fall. The Executive Council shall endeavor to give consideration to all regions of the state as conference locations. Whenever possible the location and dates for each conference shall be set at least two years in advance and will be published in the Bulletin.

B. Fees for KSWLA Annual Conferences:
   1. All Conference participants must be current members of KSWLA.
   2. All participants attending the Annual Conference shall pay a registration fee.
3. This money shall be used to help defray the costs of the Conference, i.e., rental fees, publicity costs, printing, refreshments, speakers, and publishing the conference program.

4. All conference-session presenters must be:
   i. paid members of KSWLA
   ii. paid exhibiting vendors
   iii. guest speakers, from outside the language-teaching profession or from other states, as approved by the KSWLA Executive Council.

C. Exhibit fees for KSWLA Conferences: All exhibitors must pay a registration fee of $200 for the first table and $150 for the second to set up their exhibit at the Annual Conference.

D. The Executive Council shall provide complimentary lunches for the featured speaker, special guests, award winners, i.e., The Ermal Garinger Scholarship recipient(s), his/her parents, and one guest of the Teacher of the Year.

E. Conference responsibilities are outlined in the duty section of the By-laws and listed chronologically in the handbook for Executive Council.

VI. PUBLICATIONS

A. Bulletin
   The KSWLA Bulletin will be published on the KSWLA website once a year.

B. Conference Program Fee for Advertising in the Conference Program
   i. “For profit” companies
      1. An advertisement in the Conference Program shall cost $100.00 per page.
      2. The cost of one-half page ads will be one-half of the cost of full page ads.
   ii. “Not-for-profit” companies
      1. An advertisement in the Program shall cost $70.00 per page.
      2. The cost of one-half page ads will be one-half of the cost of full page ads.
   iii. Any individual or business that pays a fee of at least $40.00 is entitled to one complimentary copy of the issue of the KSWLA Program in which the ad appears.
   iv. All Program advertisers shall be listed in the membership roster.

VII. AWARDS AND GRANTS

A. Awards: to be presented at annual conference, if finances permit.
   1. Best of Kansas
      i. Based on session evaluation forms, the executive council will tabulate scores to determine award recipient.
      ii. Best of Kansas recipient will present his/her award-winning session at Central States Conference a year and a half later.
      iii. KSWLA will award a $250 stipend to help cover expenses for Central States Conference attendance a year and a half later.
      iv. Awardee will submit session proposal form to CSC by May of following year.
   2. Ermal Garinger Scholarship
      i. The candidate must be an outstanding Kansas high school senior who will enroll in a foreign language class their freshman year at an accredited college or university OR a graduated ex-student who is currently a freshman and enrolled in a foreign language class in an accredited university.
ii. The candidate must be nominated by a current member of KSWLA.
iii. Nomination forms are due to the Past-President by June 1
iv. At the annual KSWLA conference, the organization will present a $500 cash scholarship to the award recipient.
v. Complimentary meals will be provided to recipient and parents at conference luncheon.

3. Loren Alexander Award
   i. The candidate must be a future foreign language teacher who is currently under the supervision and/or training in an accredited Kansas university.
   ii. The candidate must be nominated by a professional foreign language educator who is a current member of KSWLA.
   iii. The award recipient will receive a two-year membership to KSWLA and current conference registration including meals.
   iv. Nomination forms are due to Past-President by June 1.

4. Teacher of the Year
   i. The candidate must be a Kansas foreign language educator who has made major contributions to foreign language education.
   ii. The award recipient receives state-wide recognition and a one-year ACTFL Membership.
   iii. Awardee will provide photograph and mini-bio for press releases.
   iv. KSWLA will provide a complimentary meal for one guest of the recipient at Conference banquet.
   v. Nomination forms due to Past-President by June 1.

B. Grants: to be presented at annual conference, if finances permit.
   1. Mini-Grants:
      i. KSWLA will award a maximum of two per year
      ii. Any KSWLA member with an innovative classroom project can apply for the grant.
      iii. KSWLA will not award grant funds for travel or training. Funds are designated for classroom use/projects.
      iv. Grant funds will not exceed $200 per recipient
      v. Applicants must send letter of application with outlined project expenses to the Past-President by June 1.
      vi. Grant recipients will be asked to submit a report of the project for an e-newsletter or to submit a session proposal for the Conference the following year.

VIII. COMMITTEES

A. Nominating Committee: Each year, the President shall appoint a committee of three, not officers of the Association, to present nominations for candidates to fill the offices which may become vacant at the expiration of the term of office. In making up the ballot, the nominating committee shall endeavor to give consideration to all regions of the state, to all languages represented, and to all instructional levels.

A. Ad Hoc Committees: Other ad hoc committees (such as articulation, political action, and funding) will have chairs appointed by the President. The chairs shall recruit committee members. The President may appoint an Executive Board member to serve on committees as needed.