

GWATFL CONSTITUTION

Updated on 06/09/2025



ARTICLE I - MISSION AND VISION

1.1 Mission

GWATFL is a non-profit organization focused on professional development, advocacy, recognition of merit, and community building among World Languages professionals and advocates in Washington DC, Northern Virginia, Maryland and beyond since 1965. GWATFL is committed to fostering diversity, equity, inclusion, justice and belonging for educators and students.

1.2 Vision

We envision innovating the language profession by empowering educators through local and global collaborations through fostering lifelong and empathetic multicultural and multilingual global citizens. We envision GWATFL advocating for policies that prioritize language education and intercultural understanding.

ARTICLE II - NAME AND PURPOSE

2.1 Name

The name of this organization shall be GWATFL.

2.2 Purpose

The purpose of this organization shall be to:

1. Advocate for world language education;
2. Provide, facilitate, and implement professional growth opportunities for world language educators and advocates at every level;
3. Partner and collaborate with other organizations to advance its mission;
4. Acknowledge exemplary programs, educators, and students.

GWATFL CONSTITUTION

Updated on 06/09/2025



ARTICLE III - NON-PROFIT ORGANIZATION

GWATFL is a non-profit organization established exclusively for charitable and educational purposes within the meaning of section 501c (3) of the Internal Revenue Code of 1986 (or the corresponding section of any future tax code); any and all of its activities are consistent with the status of an educational and charitable organization as defined in the Internal Revenue Code. No part of the net earnings of GWATFL shall ever be to the benefit of any member or officer. In the event of its termination or dissolution, any assets remaining after the payment of any and all debts shall be assigned to the NECTFL as part of its assets for educational purposes.

ARTICLE IV - MEMBERSHIP

For purposes of the Article, the term “member”, unless otherwise specified, shall mean voting member for Board elections.

4.1 Number, Election and Qualifications

There shall be four classes of members: regular; student (full-time college students); emeritus (retired); and honorary (Distinguished Service or Lifetime Recognition Awards recipients and former Presidents). Any person interested in the organization's mission and vision may become a member upon payment of annual dues.

4.2 Membership Tenure and Dues

Membership shall begin upon payment of appropriate annual dues to GWATFL. No dues shall be refunded to any member under any circumstances. Dues shall be set by the Board. Distinguished Service or Lifetime Recognition Awards recipients and former Presidents are exempt from payment of dues. The membership year will be from January 1st through December 31st. However, admission to membership may take place at any time during the year.

Board members shall pay a nominal annual fee of \$10. Regular members shall pay \$15 annually, which will be included in the registration fee for either the Fall Conference or the Spring Workshop.

GWATFL CONSTITUTION

Updated on 06/09/2025



4.3 Annual Meetings

A regular annual meeting of the members of the Association shall be held each year at such time and place (virtually or in person) as the Board shall determine. Notice of any change of the date fixed in these bylaws for the Annual Meeting shall be given to all members at least twenty days before the new date fixed for such meeting in such a way that disseminates information to members, such as via email and/or on the website.

4.4 Special Meetings

Special meetings of the members may be held at any time and at any place (virtually or in person). Special meetings of the members may be called by the President or by the Board.

ARTICLE V - VOTING

5.1 Action by Vote

Each member shall have one vote. When directors or officers are to be elected by Individual Members or any other action is to be voted upon by such members, the elections may be conducted and the actions voted upon in person, by mail, or through online ballot in such manner as the Board shall determine.

A majority of the votes properly cast by members shall decide any question, including election to any office, unless otherwise provided by law, the articles of organization, or these bylaws.

5.2 Election and voting procedure

- Nominations
- For new board members, at the December meeting. Elections for new board members are to be held annually
- Robert's Rules of Order
- A quorum of the current board members is required to ratify any vote.

ARTICLE VI - ORGANIZATIONAL POLICIES of the GWATFL BOARD

GWATFL CONSTITUTION

Updated on 06/09/2025



6.1 Powers

The Board is the policy-making body of GWATFL. The affairs of the Association shall be managed by the Board which shall have and may exercise all the powers of the Association to promote its interest, except those powers reserved to the members by law, the articles of organization, or these bylaws.

6.2 Board Composition

The Board shall consist of elected volunteers. The total number of Board members and Officers combined will not exceed ten persons. Each member of the Board must be a member in good standing of GWATFL.

6.3 Officers

The Officers of the Association, which shall constitute the Executive Board, shall be:

1. A President
2. A President-Elect
3. An Immediate Past-President
4. A Secretary
5. A Treasurer

6.4 Board Election and Tenure

All Board Members shall be elected and will serve for 2 years, beginning January, with an option to renew for one year. They will serve until their successors have been elected. The Executive Board may fill, for the balance of any unexpired term, any vacancy created in any of the offices. All Board Members shall be elected at the appropriate annual meeting or through an online ballot of the members in accordance with the provisions of the Bylaws.

A. Expectations of Board and Committee Members

All members of the Board of Directors and its committees are expected to:

GWATFL CONSTITUTION

Updated on 06/09/2025



1. Attend scheduled meetings regularly.
2. Communicate with the Board or committee as needed to fulfill responsibilities.
3. Actively participate in the duties and decision-making processes of the organization.
4. Support the mission and strategic goals of the organization.

B. Grounds for Removal

A Board or committee member may be subject to removal for non-performance, including but not limited to:

1. Failure to attend three (3) consecutive regular meetings without prior notice or valid excuse.
2. Failure to participate in committee work or organizational initiatives.
3. Repeated failure to respond to communications necessary for conducting Board or committee business.
4. Conduct detrimental to the functioning, reputation, or mission of the organization.

C. Procedure for Removal

1. A written notice outlining the concerns must be submitted to the President.
2. The member in question shall be given an opportunity to respond in writing or in person at a scheduled meeting.
3. Following the discussion, a vote may be held. Removal requires a majority vote of the full Board.
4. The decision shall be communicated in writing within seven (7) days.

All Board Members must attend all GWATFL events unless the President and Executive Committee excuse them. Board Members do not need to pay registration fees for GWATFL events. All Board Members must agree to these policies or vacate their position, notifying the President in writing, who will notify the rest of the Board. Once the monthly/quarterly report is reviewed, all funds spent by the Finance Committee must be approved by the President/Executive Committee at meetings or via email. If at any time the office of President is vacant, the President-Elect will become President. All monthly meetings will be set at the August meeting.

ARTICLE VII - PROSPECTIVE BOARD MEMBERS

GWATFL CONSTITUTION

Updated on 06/09/2025



All prospective Board Members are required to be members in good standing of GWATFL. All prospective Board Members will submit a bio and statement of interest to president@gwatfldc.org. All prospective Board Members will accept in writing the expectations and responsibilities of the position and agree to the commitment required. Prospective Board Members must attend 3 consecutive meetings to become familiar with GWATFL standard operating procedure. Prospective Board Members must attend a conference or a virtual event to become familiar with GWATFL standard operating procedure.

ARTICLE VIII - EXECUTIVE BOARD

Each position requires Board members to perform certain duties such as those below, or others not listed here that may arise as part of the organization's growth.

Qualifications: all members of the Executive Board must be interested in the organization's mission and vision and must be active members of the GWATFL Board.

Section 1: President

[a] Qualifications: having served as President Elect for two years, attending a leadership program such as LILL or LEAP.

[b] Duties:

- Executive Committee Chair
- Coordinate all events
- Work with the Financial Committee Chair to request and approve spending
- Schedule and run all meetings
- Review communications before they are posted/published
- Troubleshoot all issues that arise, delegating if necessary
- Attend state, regional, and national conferences when possible, or assign another member
- Maintain contact with regional and national organizations, or assign another member to do so
- Submit the necessary paperwork to regional/national organizations or assign another member

GWATFL CONSTITUTION

Updated on 06/09/2025



- Participate in conference calls/webinars with regional/national organizations
- Address all event participants and sponsors
- Monitor all social media/web-based tools.

[c] Term of Office: Two years

Section 2 – President-Elect

(Assumes additional duties, as determined by the President, in the second year of the current President's term.)

[a] Qualifications: Must meet the qualifications necessary for the role of President.

[b] Duties

- Serve as a member of all committees.
- Assist the President in the organization and execution of events.
- Communicate any emerging issues to the President.

[c] Term of Office and Renewal

- Serves a two-year term, after which they assume the role of President.
- In the event of an early vacancy in the presidency, the President-Elect assumes the role immediately.

Section 3 – Immediate Past President

[a] Qualifications: The Immediate Past President is the individual who has most recently completed a full term as President.

[b] Duties

- Serve as a member of all committees.
- Provide guidance and historical context to the Board regarding new initiatives and ongoing traditions.
- Attend meetings and support the President and President-Elect in fulfilling their responsibilities.

[c] Term of Office and Renewal

- The President automatically assumes the office of Immediate Past

GWATFL CONSTITUTION

Updated on 06/09/2025



- President upon completing their term.
- If the Immediate Past President is unable or unwilling to serve, the Board may:
 - a) Invite a former President to fill the role, or
 - b) Appoint a qualified and willing individual by unanimous consent of the Executive Board.
- The Immediate Past President will serve for two years.

Section 4 – Secretary

[a] Qualifications: Strong administrative, written, verbal, and computer skills. Experience in record-keeping and document management is preferred.

[b] Duties

- Serve as a member of all committees.
- Record and maintain minutes for all Board meetings, ensuring timely distribution of summaries to Board members.
- Manage and organize all official correspondence as requested by the President or Board.
- Maintain organized records of correspondence and official documents.
- Ensure the Constitution and By-Laws remain up to date and readily accessible.
- Support meeting efficiency by ensuring an agenda is prepared and shared in advance, allowing members to prepare and ensuring effective time management. (The responsibility for drafting the agenda may be determined by the Board.)

[c] Term of Office and Renewal

Serves a two-year term, with the possibility of renewal as determined by the Board.

Section 5 – Treasurer

[a] Qualifications: Strong understanding of financial reports and the ability to communicate financial concepts effectively to the Board; experience in budgeting, accounting, or financial management is preferred.

[b] Duties

The Treasurer will:

- Serve as the Chair of the Finance Committee.

GWATFL CONSTITUTION

Updated on 06/09/2025



- Maintain and oversee the organization's bank account.
- Collect and deposit all funds received.
- Keep accurate and up-to-date financial records of GWATFL's transactions.
- Approve and oversee fundraising initiatives, expenditures, and reimbursements.
- Prepare and present an annual financial report at GWATFL's annual meeting.
- Assist the President with annual filing and reporting requirements.

[c] Term of Office and Renewal

- The Treasurer will serve a two-year term, with the possibility of up to two renewals, for a maximum of six years.
- The Treasurer must inform the Board of their intent to continue at the annual meeting during their second and fourth years.

ARTICLE IX – FISCAL YEAR

Section 9.1 –Dates

The fiscal year of the Association will begin on January 1 and shall end on December 31 of the same year.

ARTICLE X – TERM LIMITS OF POSITIONS (EXECUTIVE BOARD)

[Proposed]

The **EXECUTIVE BOARD** shall hold a term of office for **two years**. At the request of the President Elect and with the majority consent of the Board of Directors, the President's term may be extended for one additional year.

A President may not serve consecutive terms or immediately follow their term as President by assuming the role of President Elect.

After completing their term as President, a former President may hold any office except for President Elect or serve in an advisory capacity.

A former President is eligible for election as President Elect only after a period of **three years** has passed since the end of their previous term.

GWATFL CONSTITUTION

Updated on 06/09/2025



ARTICLE XI - GWATFL Member Action Program (M.A.P.) Led by the Professional Development Committee

- All GWATFL MAP leaders are invited to participate in two GWATFL Board meetings in June and in January
- All GWATFL MAP leaders will bring issues from their school systems/areas to the Board
- All GWATFL MAP leaders will communicate the needs of their community to the Board to identify ways we can reach out to these educators
- All GWATFL MAP leaders will communicate GWATFL events with their school systems/areas.
- All GWATFL MAP leaders will maintain a log of the activities and tasks they perform, and communicate future plans with the President or a Board member appointed by the President

ARTICLE XII. GWATFL COMMITTEES

In support of GWATFL's mission to promote world language education and professional growth, the following committees play a vital role. Each committee is overseen by the Executive Committee and led by board members. These committees may be subject to change.

1. Grow with GWATFL Committee

Goals:

- Strengthen engagement and communication with MAPs (Member Advocacy Program).
- Support MAPs in their advocacy efforts and professional growth.
- Facilitate collaboration between MAPs and the board.

Responsibilities:

- Coordinate quarterly MAP meetings, ensuring alignment with GWATFL's goals.
 - Provide resources, guidance, coaching, and training to MAPs.
 - Facilitate the sharing of advocacy tools, strategies, and successes.
 - Monitor and report on the impact of MAP initiatives.
-

2. Marketing Committee

Goals:

- Increase GWATFL's visibility and engagement within the language education community.
- Promote events, conferences, and professional development opportunities.

Responsibilities:

- Develop and implement marketing strategies for events and membership growth.
 - Collaborate with the Social Media & Website Coordinator and Newsletter Coordinator.
 - Analyze marketing metrics to assess engagement and outreach effectiveness.
-

3. Career & Job Posting

Goals:

- Facilitate connections between schools and language educators.
- Support members in career advancement and job opportunities.

Responsibilities:

- Manage and update job postings on the website and social media.
 - Build partnerships with schools and districts for job postings.
 - Organize career-related events or panels.
-

4. Sponsor & Exhibitor Outreach

Goals:

- Increase sponsorship revenue and exhibitor participation.
- Build strong, long-term partnerships with sponsors.

Responsibilities:

- Identify and reach out to potential sponsors and exhibitors.
- Develop sponsorship packages and benefits.
- Coordinate exhibitor logistics for conferences.

5. Awards Committee

Goals:

- Recognize excellence and achievements in language education.
- Increase visibility of award recipients within the community.

Responsibilities:

- Oversee nomination and selection processes for all awards.
 - Coordinate award ceremonies at conferences.
 - Publicize award winners on social media and in newsletters.
-

6. Budget & Membership Committee

Goals:

- Ensure financial health and transparency of GWATFL.
- Increase and retain membership.

Responsibilities:

- Develop and manage the annual budget.
 - Track and report on financials to the Executive Committee.
 - Create membership recruitment and retention strategies.
 - Engage members through targeted communication and events.
-

7. Grant Committee

Goals:

- Secure funding through grants to support GWATFL's mission.
- Alleviate costs for conferences and professional development events.

Responsibilities:

- Research and identify grant opportunities.

GWATFL CONSTITUTION

Updated on 06/09/2025



- Write and submit grant applications.
 - Manage awarded funds and report on usage and impact.
-

8. Professional Development Committee

Goals:

- Provide high-quality professional development for members.
- Foster a culture of continuous learning and growth.

Responsibilities:

- Coordinate with professionals and institutions outside of GWATFL to develop workshops, webinars, and training sessions that would benefit membership
 - Collaborate with other committees to support event programming.
 - Collect feedback and assess PD impact.
-

9. Conference Committee

Goals:

- Plan and execute successful conferences that engage and inspire.
- Increase conference attendance and visibility of GWATFL.

Responsibilities:

- Coordinate logistics, programming, and marketing for conferences.
 - Manage attendee registration and communication.
 - Ensure smooth execution of all conference components.
-

10. Advocacy Committee

Goals:

- Advance awareness and support for second language education.
- Empower members with tools and strategies for effective advocacy.

GWATFL CONSTITUTION

Updated on 06/09/2025



- Build strategic partnerships with policymakers, educational institutions, and advocacy organizations.

Responsibilities:

- **Advocacy Strategy & Planning:** Develop an annual advocacy plan aligned with GWATFL's mission.
 - **Legislative Advocacy & Communication:** Monitor legislative developments and facilitate communication with policymakers.
 - **Community Engagement & Mobilization:** Organize advocacy events and provide training resources.
 - **Partnerships & Collaboration:** Collaborate with national organizations (e.g., JNCL-NCLIS) and educational leaders.
 - **Reporting & Evaluation:** Report on advocacy activities and evaluate the impact of initiatives.
-

ARTICLE XIII. SPECIAL COMMITTEES

The President, with the approval of the Executive Board, may appoint a special committee, delegating the responsibility of a specific program of the Association or creating an ad hoc committee for a new initiative. Each committee will have the authority and responsibility to carry out the tasks and duties as prescribed by the President.

Members of such committees need not be members of the Executive Board, provided the committee is not vested with powers or duties typically assigned to the Executive Board.

Bylaws Review Committee

Goals:

- Ensure GWATFL bylaws are up-to-date and aligned with organizational goals.
- Facilitate transparency and clarity in governance.

Responsibilities:

- Review and propose updates to bylaws.
- Facilitate discussions and voting on bylaw changes.

GWATFL CONSTITUTION

Updated on 06/09/2025



- Collaborate with the Executive Committee to ensure compliance.