



## CONSTITUTION

Fourth Revision 2004

### OFFICERS 2002-2004

President: Ron Taub, Emeritus and Stony Brook University

First Vice President: Nancy Russo-Rumore, Valley Stream South High School  
and Stony Brook University

Second Vice President: Marie Loria, Long Island University/C. W. Post Campus (2002-  
2003)

Joan Militscher, Raynor Country Day School, West Hampton  
and Stony Brook University (2003-2004)

Secretary: Jennifer Nesfield, Sanford H. Calhoun High School  
and Merrick Avenue Middle School, Merrick

Treasurer: Marlene Ramos-Velita, South Woods Middle School, Syosset

### Constitution Revision Committee

Ana Aguiar Mady, Chairperson, North Shore High School, Glen Head

Jennifer Nesfield, Sanford H. Calhoun High School  
and Merrick Avenue Middle School, Merrick

Gene Lowenberg, Chaminade High School, Mineola  
and Long Island University/C. W. Post Campus

Nancy Russo-Rumore, Emerita and Stony Brook University

***Original Constitution prepared by James Rivera, ca. 1980***

*Officers 1980-1982*

President: Lucille Lambert, Burr's Lane Junior High School, Dix Hills  
 Internal Vice President: James Rivera, Patchogue-Medford Public Schools  
 External Vice President: Karen Bennett, Sanford H. Calhoun High School, Merrick  
 Secretary: Walter Tomforde, Elwood Junior High School  
 Treasurer: Richard Gentile, Hicksville High School

***First Constitutional Revision 1988***

Judith Abrams, Emerita, Chairperson  
 Richard Gentile, Hicksville High School  
 Lucille Lambert, Burr's Lane Junior High School, Dix Hills

*Officers 1988-1990*

President: Adrienne Greenbaum, Central Islip High School  
 First Vice President: Kay Lyons, Manhattanville College, Westchester  
 Second Vice President: Neil Miller, Adelphi University, Garden City  
 Secretary: Elaine Margarita-Buckley, Thompson Middle School, Syosset  
 Treasurer: Ron Taub, William T. Rogers Middle School, Kings Park

***Second Constitutional Revision 1999***

Richard Gentile, Emeritus, Chairperson  
 Judy Abrams, Emerita  
 Adrienne Greenbaum, Central Islip High School  
 Gene Lowenberg, Emeritus  
 Joan Militscher, Longwood High School, Middle Island

*Officers 1999-2000*

President: Dr. Grace Mannino, Brentwood High School  
 First Vice President: Ana Aguiar, North Shore High School, Glen Head  
 Second Vice President: Ron Taub, William T. Rogers Middle School, Kings Park  
 Secretary: Laura Coppi, Mineola Middle School (1998-1999)  
 Patty MacKay, Mark Twain High School (1999-2000), New York City  
 Treasurer: Frank Marino, Hauppauge Middle/High Schools

***Third Constitutional Revision 2001***

Judy Abrams, Emerita, Chairperson  
 Richard Gentile, Emeritus  
 Adrienne Greenbaum, Central Islip High School

*Officers 2000-2002*

President: Ana Aguiar-Mady, North Shore High School, Glen Head  
 First Vice President: Ron Taub, State University of New York at Stony Brook  
 Second Vice President: Bill Anderson, Massapequa High School (2000-2001)  
 Nancy Russo-Rumore, Valley Stream South High School (2001-2002)  
 Secretary: Patty MacKay, Mark Twain High School, New York City  
 Treasurer: Paul Costa, Lewis M. Klein MS (2000-2001), New York City  
 Ron Taub, State University of New York at Stony Brook (2001-2002)

# LONG ISLAND LANGUAGE TEACHERS, INC.

## CONSTITUTION

### Article I. Name

This name shall be known as the Long Island Language Teachers, Inc., also known as LILT, hereinafter referred to as the Association.

### Article II. Purpose

To promote the study and teaching of second languages  
To stimulate and engage in second language research, experimentation and investigation  
To hold seminars, lectures and workshops  
To sponsor, publish and distribute instructional materials, reports and surveys  
To integrate the efforts of all who have similar purposes through cooperative activities that promote the advancement of language education  
To take a public position on issues that concern second language education

### Article III. Membership

Teachers, educators and others interested in, or concerned with, language instruction in the schools of Long Island are eligible for membership. There shall be four classes of membership: Regular, Joint, Student and Emeritus.

#### Section 1. Regular Membership

All persons may become Regular Members.

#### Section 2. Joint Member

A member and spouse may become Joint Members, each entitled to all privileges of membership, except that one copy of the *Newsletter* and other publications will be sent.

#### Section 3. Student Membership

Full time students, endorsed by members of the Association, and subject to the approval of the Executive Board, may become Student Members.

#### Section 4. Emeritus Member

A person who has been a member in good standing and who has retired from education may become a Member Emeritus.

### Article IV. Elected Officers

The elected officers of the Association shall be: (1) President, (2) First Vice President, (3) Second Vice President, (4) Secretary, and (5) Treasurer.

**Section 1. The President shall:**

- 1.) preside at the meetings of the Association and the Executive Board.
- 2.) be responsible for Association activities.
- 3.) act on behalf of the Association with the advice and consent of the Executive Board.
- 4.) create committees with the consent of the Executive Board.
- 5.) be a member *ex officio* of all committees
- 6.) hold the incorporation papers, the seal of LILT and all other legal documents which shall remain with the president during the president's term and shall be transferred to the new president at the time of his or her election.

**Section 2. The First Vice President shall:**

- 1.) exercise the duties of the President in the absence of that Officer at all meetings.
- 2.) be responsible for In-Service Programs
- 3.) coordinate the last general meeting of the year (i.e. May/June)
- 4.) be responsible for any other activities or services designated by the President.

**Section 3. The Second Vice President shall:**

- 1.) exercise the duties of the President in the absence of that Officer and the First Vice President at all meetings.
- 2.) act as liaison with any group designated by the Executive Board.
- 3.) be responsible for any of the Association's legislative programs.
- 4.) be responsible for coordinating the first general meeting of the year (i.e. September/October)
- 5.) be responsible for any other activities or services designated by the President.

**Section 4. The Secretary shall:**

- 1.) preside over the meeting in the absence of the President and Vice Presidents.
- 2.) keep a record of the proceedings of the Association and its Executive Board.
- 3.) preserve papers and records.
- 4.) assist with official correspondence.
- 5.) be responsible for sending a copy of the minutes to the members of the Executive Board prior to the following meeting.
- 6.) have available a copy of the Constitution at all meetings.
- 7.) distribute copies of the Association Constitution to Officers upon their election, the Executive Board, and all members.
- 8.) be responsible for publicity.
- 9.) be responsible for any other activities or services designated by the President.

**Section 5. The Treasurer shall:**

- 1.) preside over the meeting in the absence of the President, Vice Presidents and Secretary.
- 2.) keep a record of the members of the Association, collect dues, and have the option to select an assistant who will be charged with maintaining the membership database.
- 3.) keep the financial records.
- 4.) deposit and disperse funds.
- 5.) submit, at each Executive Board meeting, a written Treasurer's report which will include itemized income and expenses
- 6.) coordinate the Membership Committee.
- 7.) submit at the last general meeting of the year (i.e., May/June) an annual Treasurer's Report to the General Membership.
- 8.) submit for approval, by a majority vote of the Executive Board, the disbursement of funds for unusual expenses.
- 9.) submit to the Executive Board an operating budget for the coming year at the Executive Board's last meeting (i.e. September/October) of the fiscal year.
- 10.) be responsible for any other activities or services designated by the President.

## **Article V. The Executive Board**

**Section 1. The Executive Board will be composed of the five elected officers and the following:**

- 1.) the Immediate Past President of the Association
- 2.) the *LILT Newsletter* Editor
- 3.) the President, or his/her official Representative, from the Long Island Chapters: AATF, AATG, AATI, AATSP, other language associations
- 4.) one NYSAFLT Director from Long Island
- 5.) Other Past Presidents who may choose to continue their active membership on the Executive Board (see letter A attached)

**Section 2. The Executive Board shall:**

- 1.) approve all issues discussed at its meetings by a majority vote of its members present, provided at least eight (8) members are present at the time of voting.
- 2.) approve all business and activities of the Association.
- 3.) approve all accounts and disbursements of the Treasurer.
- 4.) approve all disbursements not listed in the proposed budget.
- 5.) approve all new proposed line items and necessary funds.
- 6.) have at least three meetings during each school year.

**Section 3. Vacancies**

In the event of a vacancy among the Officers, the Executive Board will appoint a substitute to fill out the term. If the vacancy is the Presidency, the First Vice President will assume the responsibilities of that Office until a general election is held.

## **Article VI. General Membership Meetings**

**Section 1. There shall be at least two general membership meetings of the Association during each school year.**

**Section 2. Members present shall constitute a quorum.**

## **Article VII. Amendments**

**Section 1. The Executive Board shall propose amendments and revisions of this Constitution. The general membership may accept these changes by a three-fourths (3/4) vote of the members present at a general membership meeting.**

**Section 2. Any member in good standing may submit written proposals for Constitutional change to the Executive Board for consideration.**

## **Article VIII. Dues**

**Section 1. The dues for membership will be determined by the Executive Board.**

**Section 2. The dues/fiscal year will be January 1 to December 31.**

**Section 3. Only members in good standing may vote.**

## **Article IX. Election of Officers**

**Section 1. The election of officers shall be held at the last general membership meeting of the academic year (i.e. May/June); the terms of office begin at this time.**

- 1.) The term of President, First Vice President, Second Vice President and Secretary shall be for two years; no such Officer shall then serve a consecutive term in the same position.
- 2.) The term of Treasurer shall be for two years; this Officer, however, may serve consecutive terms.
- 3.) The Immediate Past President shall hold no other elected office. He/she shall serve as a member of the Executive Board.

**Section 2. Nominating Committee**

- 1.) A nominating committee of three (3) members who have demonstrated active service for a least three (3) years, shall be appointed by the Executive Board, selecting one to be Chairperson.
- 2.) The Chairperson of the nominating committee shall make known the slate of Officers to the Executive Board prior to the last meeting of the year and prepare copies for distribution to the general membership. Voting will take place at this meeting.
- 3.) Further nominations may be made and seconded from the floor only by members in good standing.
- 4.) In the event of a contested position, election shall be by written ballot by members in good standing at the general meeting, tabulated by the nominating committee and results then made public. The candidate receiving the higher number of votes cast shall be declared the winner.

## **Article X. Ad Hoc Committees**

The President shall appoint, with the approval of the Executive Board, chairpersons of ad hoc committees. These chairpersons shall select the members of their committees from the membership of the Association. The chairperson shall be responsible to the President and to the Executive Board.

## **Article XI. Affiliations**

**Section 1. The Long Island Language Teachers, Inc. is affiliated with the New York State Association of Foreign Language Teachers.**

**Section 2. The Long Island Language Teachers, Inc. may affiliate with other organizations to further professional development and interests.**

## **Article XII. Parliamentary Procedure**

The rules contained in *Robert's Rules of Order Revised* shall govern all cases to which they are applicable, provided that such rules do not conflict with any provision of the Constitution.

## **Article XIII. Implementation of the Constitution**

The revisions of the Constitution shall become effective at the conclusion of the 2004 General Membership Meeting, (e.g. May/June).

## STANDING RULES

“Standing Rules should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting. The vote on their adoption, or their amendment, before or after adoption, may be reconsidered. At any meeting they may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote. As a majority may suspend any of them for that meeting, these rules do not interfere with the freedom of any meeting and therefore require no notice in order to adopt them.” *Roberts Rules of Order Revised*

1. Active past presidents of LILT pay no membership fees (ca. 1985). The following letter should be sent annually to active past presidents (“Active” defined within the letter below.):

### LONG ISLAND LANGUAGE TEACHERS, INC.

**Address of Past President**

**Date**

**Dear Past President,**

**To establish which Past Presidents wish to continue active service on the Executive Board, please take a moment to check which of the following best reflects your desire and return the form below to *the current President by date.***

- I intend to continue my active participation on the LILT Executive Board by attending all meetings.**
- I am no longer able to be an active member of the LILT Executive Board. I also understand I will no longer have a vote on the Executive Board.**
- I cannot attend LILT Executive Board meetings regularly, but wish to help when asked. I also understand I will no longer have a vote on the Executive Board.**

**With our continued best wishes,**

***Current President's signature***

2. Honoraria will be paid to presenters at LILT-NYSAFLT Regional Meetings and LILT Winter Workshops. Presenters will not pay any registration fees. (ca. 1990)
3. To be honored at retirement, a person must be a LILT member for three consecutive years immediately preceding his/her retirement. (ca. 1995)
4. In order to be a member of the LILT Executive Board, one must be an active LILT member with at least two years of current, consecutive membership, and have demonstrated recent, active involvement and commitment to foreign language education on Long Island. (ca. 1998)

5. In the absence of a chairperson or co-chairpersons, AAT representatives will serve as a chairperson or co-chairpersons of the Poster Contest in an alphabetical, rotational order, i.e.: AATF Nassau, ATTF Suffolk, AATG, AATI, AATSP, LILT, Nassau Classical Society, Suffolk Classical Society (July 2001)
6. In the absence of a LILT-NYSAFLT Regional Meeting co-chairperson, the position shall fall to one of the NYSAFLT Regional Directors, with the input of the current LILT President. (2001)
7. Corrections to minutes will be done via e-mail. Corrections must be sent to the secretary via e-mail at least three (3) days before the date of a meeting. (January 8, 2003)
8. Members of the LILT Executive Board who work on a particular committee at the LILT-NYSAFLT Regional meeting will not pay a registration fee. (April 3, 2003)
9. All AAT calendars of events and reports should be put in writing and sent to the secretary one week in advance of an Executive Board Meeting. (July 1, 2003)
10. Any President of LILT, or his/her designee, if not reimbursed by a school district to attend the NYSAFLT Annual Meeting, it will be paid by LILT. (October 20, 2004)
11. Candidates for all LILT positions must complete and submit the official LILT Application Form. (April 7, 2005)
12. The business of the LILT Executive Board (electronic and non-electronic communications, Board minutes, etc.) shall remain exclusively with the LILT Executive Board. Should any other person have a question about LILT Executive Board proceedings, he or she should contact the president of LILT. (June 27, 2005)
13. No refunds will be honored two (2) weeks prior to any LILT event unless otherwise stated by LILT. (April 27, 2006)
14. Any signatory whose check is returned for insufficient funds will incur the same penalty fee as that charged to LILT by its bank. (April 27, 2006)